

3-year bachelor's degree in Gastronomy and Culinary Arts 2019-2020

4-year bachelor's degree in Hospitality and Culinary Arts 2019-2020

www.culinaryartseurope.com

www.vum.bg

WELCOME TO CULINARY ARTS INSTITUTE AT VUM

Welcome to Culinary Arts Institute (CAI) at VUM. The Institute is natural continuation of The University's long experience in the innovative Culinary Arts education. Varna University of Management (VUM) is the first University in this part of Europe to offer Culinary Arts education in accredited higher education programmes. Today, VUM offers bachelor's degree in Gastronomy and Culinary Arts and bachelor's degree in hospitality and Culinary Arts leading to two degrees: Bulgarian and British.

Who we are – A team of ambitious and profiled specialists ready to make your dreams for a successful career in gastronomy come true: Work at the world's best restaurants and with the highly recognized celebrity chefs; Become an intern at the top Michelin starred restaurants around Europe; Experimenting and creating own culinary style; A trip in the world of culinary arts starting with the French classics, continuing with the international modernity and moving on to the galactic future of the art of cooking;

Why are we in the field of education – To develop knowledgeable and highly creative chefs – the ambassadors of the future chefs' generation.

Why we are better – because we are different, we know where we stand and we keep our promises of high quality, consistent, modern and innovative culinary transformation (education is in the heart of transformation from a classic chef – to an innovator, designer, food ideologist).

Who our students are - Resilient, Ambitious, Passionate about culinary arts and gastronomy, aiming at perfecting their culinary skills, interested in food design, innovation, experimentation and art of cooking, in love with the culinary profession, ready to work hard and consistently, to study hard and with commitment, to be ready to keep going and keep trying no matter what and deliver highest results under loads of pressure.

With CAI, you will achieve confidence, perfectionism, and creativity! Welcome and good luck!

The team of Culinary Arts Institute at Varna University of Management

CONTENTS:

[WELCOME. MISSION. OBJECTIVES](#)

[INTRODUCTION TO THE PROFESSION](#)

[COURSE OBJECTIVES AND DESCRIPTION](#)

[METHOD OF INSTRUCTION](#)

[STUDENT ADMINISTRATION](#)

[INTERSHIPS](#)

[GRADING AND EVALUATION POLICIES](#)

[ATTENDANCE AND ABSENCES](#)

[UNIFORMS](#)

[HOUSE RULES \(DO'S AND DON'TS\)](#)

[EMAIL AND PERSONAL CONTACT INFORMATION](#)

[FEES AND SCHOLARSHIPS](#)

[WITHDRAWAL FROM THE CAI](#)

[EXPULSION FROM THE CAI](#)

[REFUNDS](#)

“We have a story to tell, a story that builds on the classical past, clarifies the modern present and visualizes the exciting future of the art of cooking”. That is why our **MISSION** is “To promote the classics, respect the modern and lead the revolution in the culinary world” or Classics, Modernism and Arts, which is the new upcoming trend within the culinary world after the scientific approach towards cooking.

CORE VALUES: “Confidence, Perfectionism, Creativity”

INTRODUCTION TO THE PROFESSION

Evolving into a professional Chef is a lifelong journey full of learned details and years of experience. It is challenging and demanding. Specific techniques and acquired knowledge are continually tested and improved upon. The specialized training required is intricate and precise.

Becoming a chef:

The advice Guy Savoy would give to someone wanting to become a chef: “Be passionate, hard-working, rigorous and constant if you want to keep up for 44 years at least. In my case, see you in ten years for my 54th anniversary as a chef...”

(Source: <http://www.andyhayler.com/chef-interviews/guy-savoy>)

Ferran Adria has been called the world's greatest chef. He is certainly one of the most creative. Here is the advice he gives to young trainee chefs today:

Be very enthusiastic about learning, not only in the kitchen but in everything to do with the restaurant. Learn all about the organization, how it functions and the numbers behind it – to limit your knowledge just to cooking is not enough.

(Source: <http://theweekendedition.com.au/mapmagazine/ferran-adria/>)

Jose Andres, on learning:

“I’ve been a cook all my life, but I am still learning to be a good chef. I’m always learning new techniques and improving beyond my own knowledge because there is always something new to learn and new horizons to discover.

The Chef as a business persona:

“I am not an entrepreneur - I am a chef... but you have to become a bit business-savvy nevertheless.” *by a British One-Star Chef*

“My passion is the food and the restaurant, but if you don’t understand the business you are in trouble *by a British Two-Star Chef,*

(Source: “The Cultivation of taste”, Christel Lane, 2014, p. 99)

What opportunities are there upon graduating Culinary Arts Institute and completing culinary education in general?

Here is what the world-known Anthony Bourdain says “SO YOU WANNA BE A CHEF— BY BOURDAIN”:**When you do get out of culinary school, try to work for as long as you can possibly afford in the very best kitchens that will have you**—as far from home as you can travel. This is the most important and potentially invaluable period of your career.

I got out of culinary school and the world seemed my oyster. Right away, I got, by the standards of the day, what seemed to be a pretty good paying job. More to the point, I was having fun, (...) in general, convincing myself that I was quite brilliant and talented enough.

I was neither.

Rather than put in the time or effort—then, when I had the chance, to go work in really good kitchens—I **casually and unthinkingly doomed myself to second-and (mostly) third-and fourth-tier restaurant kitchens forever. Soon there was no going back.** No possibility of making less money. I got older, and the Beast that needed to be fed got bigger and more demanding—never less. Suddenly it was ten years later, and I had a résumé that was, on close inspection, unimpressive at best. The list of things I never learned to do well is still shocking, in retrospect. The simple fact is that I would be—and have always been—inadequate to the task of working in the kitchens of most of my friends, and it is something I will have to live with. It is also one of my greatest regrets. There’s a gulf the size of an ocean between adequate and finesse. There is, as well, a big difference between good work habits (which I have) and the kind of discipline required of a cook at Robuchon. **What limited me forever were the decisions I made immediately after leaving culinary school.”**

(<http://ruhlman.com/2010/09/so-you-wanna-be-a-chef%E2%80%94by-bourdain-2/>)

Culinary Arts Institute aims at finding full-time jobs and supporting the professional development of all of its graduates within 1 year of graduation. We support a quality network of leading restaurants that you can assess among. Please, bear in mind that despite the knowledge and skills you have obtained throughout your culinary education, you should be ambitious but patient towards developing your career, you have to be flexible towards the terms and conditions of your first offers, as you do not compromise on the level of the restaurant you are about to join. It is much better to work for less money, at worse location, under a lot of stress, hard-to-afford accommodation, but to learn from the best. Be proactive, be competitive, think that there are thousands of thousands of culinary school graduates from all over the world who are probably targeting the same top-class restaurants as you.

Please, be sure you keep yourself up to date with all culinary job openings worldwide from websites like:

<http://www.indeed.com/q-Chef-jobs.html> - filter for company and job board websites for all over the world;
<http://www.catererglobal.com/jobs/chefs/> - with focus on Middle East and Asia, but not only <http://www.caterer.com/Chef-jobs> - with focus on United Kingdom

Make yourself a professional profile on www.linkedin.com and join chefs' groups, contact recruiters and Head/ Executive Chefs.

Course objectives and description

Provide a sound culinary principle that teaches the student not only the art of cooking but also the management behind the art
In-house hands-on experience in professional kitchens which conform to food safety and hygiene.

Provide world-class industry placements namely in Michelin star level restaurants around Europe and Middle East as part of the education

Emphasize professional development to better prepare students for the transition to the workplace once they graduate

Our educational standards

Culinary Arts Institute at VUM (CAI) is a new and better alternative of the traditional culinary arts education. CAI creates culinary architects, who are competitive on national, regional and worldwide markets, not only through keeping the promise of cutting-edge education at modern premises, but also adding the unique feature of CAI – art revolution in culinary.

We at CAI strive for excellence, for achievements to the highest level, for creative and innovative approach towards the culinary art.

CAI educational standards in the curriculum

The student will encounter learning situations that make the **development of a contemporary modern chef** according to CAI standards possible. The students will encounter **daily situations in the life of a chef during** CAI's demo classes and will get the role of assistant chefs. All activities in the learning process will be evaluated by the chef instructors and the students. The students are **expected to take ownership of the knowledge and skills** they learn. They have to be pro-active, to ask, to research, to come up with ideas and proposals during classes, with topics to be discussed.

We nurture passion for culinary arts, strong sense of achievement, innovation and consistent delivery of high level of service in all of its aspects among our students.

CAI strives **to add maximum value of the training so that it validates with the real world of culinary arts**. This is aimed at guaranteeing successful and consistent professional development of our students for the benefit of the International HoReCa Industry.

Methods of instruction

Teaching Premises: Culinary Arts Institute has several professionally equipped teaching kitchens, which are the cornerstone of the curriculum. These kitchens are designed and fitted with the latest equipment. Each one focused to help develop and hone essential skills for both the savory and sweet dishes.

The Culinary Demonstration Area functions as a fully equipped demonstration kitchen and theory center. It has a seating capacity for up to 30 students. This is where students get a preview of that what will be produced in the practical classes.

Teachers will use the following method of instructions:

Instructor-led method:

This is the most common used method of instruction, where the instructor becomes the sole disseminator of information. The Instructor presents information to the student systematically in this method. This approach is considered the best method to use because the instructor interfaces with the students by presenting segments of instruction, questions the students frequently, and provides periodic summaries or logical points of development.

Lecturer method:

The lecture method is also a widely used method of instruction, with this method the lecture becomes the sole disseminator of information.

Interaction with the students is often limited by the lectures when presenting segments of instruction, questions the students frequently have only the choice of listening to what is being presented.

Demonstration method:

The Demonstration method is one where the student observes the portrayal of a procedure, technique, or operation. The demonstration method shows how to do something or how something works.

Practical Exercise:

A practical exercise (PE) may take many forms. Basically, it is a method of training in which the student actively participates, either individually or as a team member. He or she does this by applying previously learned knowledge or skills. All students actively participate although they may work at their own rate. Students may or may not be required to follow a set sequence. The various forms of the PE are explained in detail below:

Controlled PE:

The controlled PE is a form of PE where the student is guided, step-by-step through a procedure, technique or operation. It is characterized

by two things: (1) Students participate as a class, (2) they are guided through a set sequence, and students generally complete each step and are checked by the instructor prior to continuing to the next step. A mistake is corrected before the student is allowed to proceed to the next step.

Practice Method:

Students (alone or as part of a team effort) repeatedly perform previously learned actions, sequences, operations, or procedures.

Case Study or Team Practice:

The student performs as a member of a group to solve a textbook problem with a team solution or practice completing a sequenced task.

Coach and trainee:

In this method, the student performs individually while being observed by the coach. The coach's responsibility is to ensure that the student performs the action or process correctly. When the student then completes a given task, he assumes the role of the coach and the coach becomes the trainee.

Independent:

The student independently, applies prior skills or knowledge gained in either an actual or training situation. He practices by himself although he may ask for instructor advice if necessary.

During the course, we will examine more closely the advantages and disadvantages of each methods of instruction, and how they can be used to reinforce your teaching points and reach your objectives effectively.

Student Administration and Academic Matters with Culinary Arts Institute

Culinary Arts Institute has an office that deals directly with matters relating directly to the Culinary Arts part of the VUM programme, such as immigration paperwork for international students, health books, etc. The Culinary Arts office is open for students according to the hours indicated on the door of the Culinary Arts Institute office (Office 301).

Culinary Arts Institute distributes information through following official channels:

Institute's Notice Boards

Institute emails from @culinaryartseurope.com or @vumk.eu and @vum.bg

VUM and CAI websites: www.vum.bg and www.culinaryartseurope.com

Information coming directly from the: Student Affairs Office or Career Center

Program Director and Chef Instructors

Culinary Arts Institute is not responsible for any false information that is published or spread by non-official means.

Culinary Arts classes schedule and relevant information

CAI is responsible for informing the students of monthly class schedules, upcoming events and other relevant material. All the information mentioned above will be posted in the CAI Notice Boards. This information will be sent to the corresponding semester's group email address and group's Messenger chat.

It is the student's duty and responsibility to check those sources regularly.

Internships:

The **Internships** are an integral part of the Culinary Arts Institute's curriculum. For this reason, the main objective is for the students to gain experience:

Applying the knowledge acquired at the Institute during the semester(s) prior to the Internships

Learning to work in a Contemporary and Modern real-world environment

Further improve their English language skills and interpersonal skills

Developing skills and working towards a specialization, where applicable

Gain real work experience, which improves the student's competitiveness per their CV content

Develop their professional network for the purpose of knowledge-sharing, role-model following and better career planning and perspectives;

September intake: After the first 15 weeks of training at the Institute, the students are given their **first opportunity to train** as an intern at a variety of small independent and/or Michelin starred restaurants in Europe. For the students to take advantage of this opportunity after the first 15 weeks of training without having their graduation postponed, the University agrees to reschedule the first-year modules within the first 15 weeks in year one.

February intake: Students are given their **first opportunity to train** as an intern at a variety of small independent and/or Michelin starred restaurants in Europe after the full first two semesters of study.

The **first internship** gives the student the opportunity to put into practice his/her technical knowledge and skills, to learn how to work in a team with high profile culinary professionals and to improve their precision, consistency of outcome, time-management, stress-resistance.

September intake: After the Year 2 of their programme the students are given their second opportunity to gain hands on experience.

The second internship takes place in various restaurants and hotel chains of high level. This placement is designed to give the student's a wider professional development profile and also to expose them to different type of HoReCa business of which some are different from small Michelin rated restaurants.

February intake: After the Year 2 of their programme the students are given their second opportunity to gain hands on experience.

The second internship takes place in various restaurants and hotel chains of high level. This placement is designed to give the student's a wider professional development profile and also to expose them to different type of HoReCa business of which some are different from small Michelin rated restaurants.

STUDENTS MUST BE AWARE THAT THE QUALITY AND LEVEL OF THEIR INTERNSHIPS DEPENDS SOLELY ON THEIR PERFORMANCE AND ATTITUDE DURING THEIR STUDIES.

The Career Center is responsible for all industry placement programs, as well as organizing training visas, insurances and other practical matters, except for travel to and accommodation during the internship.

For this reason, students must adhere to the contains the rules and regulations concerning the students' placements and internships, as explained by the career center personnel .

Consultation time with the Career Center is on **TUESDAYS & WEDNESDAY from 09:30 – 16:00h, at 406A, after making an appointment.**

IT IS MANDATORY THAT STUDENTS CHECK THEIR EMAIL REGULARLY IN ORDER TO KEEP THEMSELVES UPDATED

The Career Center is not responsible for delays and confusions caused because the student does not check their email inbox contents. The Career Center is not responsible for delays and confusions if the student has provided the Career Center with:

- An incorrect email address,
- Has changed email and not updated the Career Center about the change.

Stipulated deadlines and rules are set in order to satisfy the very tight and tedious process of selection and application. Mentioned deadlines are provided to the student with ample time by the Career Center.

Internships start dates are not due right after the end of the corresponding semester but as soon as all the required paperwork and

documents have been filled and also all the immigration questions have been resolved.

In order to be eligible for the internships, the student should not have any pending exams or duties towards Culinary Arts Institute and Varna University of Management (VUM).

Students must take pictures and copious amounts of notes in order to write a concise and detailed internship report, as indicated in the Internship module books.

Grading and evaluation policies for in house classes

Each student will receive a final grade per the Bulgarian Marking System written in their student book;

Each student will receive academic ECTS credits for every subject studied and **successfully passed**. These are internationally recognized and gives students endless opportunities for mobility or academic transfers;

CAI evaluates the culinary modules in “%” and when converting grades from “%” to BG scale the CAI refers to the following grading file:

Точки / Points	Бакалаври: Приравняване към шестобална оценка (само ПРАКТИЧЕСКИ КУЛИНАРНИ ДИСЦИПЛИНИ)	
	Undergraduate students: Alignment with the Bulgarian grading scale (CULINARY MODULES only)	ROUNDED GRADE
0 - 59	Слаб 2 / Fail 2	Слаб 2 / Fail 2
60	3.00	Среден 3.00 / Fair 3
61	3.05	
62	3.10	
63	3.15	
64	3.20	
65	3.25	
66	3.30	
67	3.35	
68	3.40	
69	3.45	
70	3.50	Good 4

71	3.57	
72	3.64	
73	3.71	
74	3.78	
75	3.85	
76	3.92	
77	3.99	
78	4.06	
79	4.13	
80	4.20	
81	4.27	
82	4.34	
83	4.41	
84	4.48	
85	4.50	Very good 5
86	4.60	
87	4.70	
88	4.80	
89	4.90	
90	5.00	
91	5.10	
92	5.20	
93	5.30	
94	5.40	

95	5.50	Excellent 6
----	------	-------------

96	5.60	
97	5.70	
98	5.80	
99	5.90	
100	6.00	

For each of the subjects taught the students have exam dates set. The students are graded on the average weekly performance, on the various culinary theoretical subjects given during the semester, on the individual and group mid-term exam, and on the individual and group final exam.

The final semester grade is composed of the weighted average of the above-mentioned assessment elements summed together of which the students are informed at numerous times during the semester in sessions with the Chef instructors and Culinary Programs Director.

In case of a failure at the exam set the students have 1 re-exam opportunity for the theoretical culinary modules set in accordance with the Chef instructor's information. For the mid-term and final group exam there are no re-sit exams. As for the individual mid-term and individual final exams, decision is to be taken depending on the mitigating circumstances, evidence provided after a consultation with the Chef instructors and the Culinary Programs Director.

Successful completion of the studies and graduation requires positive results from all of the subjects taught.

Attendance:

All students should adhere at all times to CAI attendance policy.

Grading and evaluation policies for internships

Internships grading and evaluation will be discussed during the orientation meetings held by the internships department. Details will be provided in your internship manual.

Attendance and absences

Given the demands of the bachelor's degree in Gastronomy and Culinary Arts and Hospitality and Culinary Arts at CAI, the amount of material covered in classes, and the nature of the curriculum, all students are required to arrive on time and remain in class for all class sessions. In this regard, CAI does not allow any absences during the semester from classes given at the CAI.

Tardiness is not acceptable during your classes at the Institute. Students must be in class 10 minutes before the scheduled start time, which is posted in the CAI notice board. If a student is tardy for any reason, the instructor has the right to not allow the student into class. If so, the student will receive an absence.

For Demonstration/Laboratory classes: Students must attend the demonstration class in order to be allowed into the laboratory class afterwards

All absences from classes at the CAI are considered a 0 in the BG/ENG scale as a daily grade and this will reflect on the final average grade of the student.

CAI has a zero-absence policy. This is to allow maximum opportunities to students to develop and improve themselves and give them the maximum occasions to train and improve culinary skills and knowledge. Each absence must be retaken as directed by the Culinary Arts Programs Director.

In case of 5 or more absences, the student is not allowed to continue in the current semester and must re-take the semester in question from the beginning. In this case the student must pay in full the tuition and corresponding fees to repeat the year as per the Internal Rules and regulations and Scholarships and Tuition fees Regulations of VUM.

Uniform standards – “Professionalism is a reflection of how you look!”

All students are expected and must always enter any classes with the complete uniform. Additionally, all uniforms should be clean, ironed and neat.

If the uniform is not to the above standards, the instructor has the right to not allow the student into class. If so, the student will receive an absence.

Important:

- It is the responsibility of the student to bring his/her complete uniform to class
- CAI does not lend uniforms to student
- Students can buy additional uniforms from the CAI if so desired

COMPLETE LABORATORY UNIFORM

For the Kitchen Laboratory:

- CAI chef Jacket Apron, ironed and clean
- Black Pants, Black socks
- Hair net (when applicable)
- Student’s hat, (school’s model)
- Appropriate black anti-slip shoes
- Kitchen towels or cloth (2x all time)
- Set of Professional Knives
- Pens, small notebook
- Tasting spoons for the kitchen lab

For the Service Laboratory:

- Black: pants for the service
- Black t-shirt, clean without obscene logos /message on it.
- Black socks
- Black service aprons (loaned by the chefs)

Chef instructors and the Culinary Arts Programs Director have the right to spot check the students’ bags and knife cases at any time. The students are responsible for safe keeping of their belongings. Students will be held responsible for negligent or intentional breakage and malfunction of kitchen equipment and supplies.

Personal Hygiene and Safety Code

All students must maintain a certain personal hygiene whilst being in the CAI. The following are the CAI guidelines and requirements in terms of personal appearance, hygiene and safety.

- Be conscious of your body hygiene and take shower every day.
- Maintain a clean and professional appearance.
- The use of creams, perfumes and cosmetics are not allowed during the kitchen laboratory classes.
- Beards, moustaches and dirty look - not allowed during kitchen laboratory classes.
- No high heels, sandals or flip flops are allowed during kitchen laboratory classes.
- No rings, earrings and any sort of jewelry, including watches (except for the instructors) are allowed during any laboratory class.
- All nails are to be maintained trimmed, clean and nail polish-free at all times during kitchen laboratory classes.
- All students with medium (beyond below the top part of tip of their ear) to long hair must use a hair net during kitchen demonstration and laboratory classes

If the student does not comply with any point stated in the Personal Hygiene and Safety Code, the instructor has the right to not allow the student into class. If so, the student will receive an absence.

HOUSE RULES

Culinary education is more than learning how to prepare a delicious meal. Working in the hospitality industry (HoReCa) means to be able to provide constantly great customer service, through the correct people skills and honest attitude. The passion to serve is an important part of the students' motivation and a necessary pre-requisite to enter any hospitality school. For each module or subject additional classroom rules may apply.

The part of the curriculum is an important domain of the development of the professional quality of the students. Attitude training needs situations and environments in which social learning in a learning community can take place or can be provoked. As you keep the following rules you demonstrate good culture and proper attitude!

DO'S:

- English is a MUST. As soon as you enter the premises of the CAI, you are expected to speak English with all staff and students.
- Always greet and smile every member and guest of the CAI family.
- Help one another at any time.
- Do bring only your knife set and pen and notebook during laboratory classes
- If there is something unclear during classes – ask your chef instructor or teacher.
- If you have a problem or something bothers you – first talk to Chef instructors or the Culinary Programs Director
- Use first names to encourage friendship among classmates
- Be respectful and tolerant to any religion, race, sex and nationality
- Do keep your belongings in order
- Respect decorum in the territory of CAI, and during outside events.

DONT'S:

- Smoking is not allowed while in the premises of the Institute.
- Cell phones are allowed to be carried inside the CAI however they have to be set on silent mode.
- Don't bring any bags in the kitchen and service laboratory premises
- You are not allowed to answer your cell phones during any class.
- Outside food and drinks is not allowed in the teaching premises
- No chewing gums, toothpicks or other foreign objects in the mouth during class.
- Don't make any racial, ethnic, homophobic, sexist or hateful remarks.
- Harassment is against CAI policy and the law.
- Never take anything that does not belong to you.
- NO drugs, alcohol, tranquilizers before or during classes at CAI.
- Any violation from the above can result in being sent home or expulsion without appeal.
- Do not cheat during exams
- Do not pass any fraudulent, fake or make-believe evaluations
- Do not disrespect others

All the above are grounds for expulsion from the Institute without appeal.

EMAIL AND PERSONAL CONTACT INFORMATION

IT IS MANDATORY THAT STUDENTS CHECK THEIR EMAIL REGULARLY IN ORDER TO KEEP THEMSELVES UPDATED

CAI is not responsible for delays, confusions, misinformation and late fees caused because the student does not check their email inbox contents. Email is the preferred method of communication.

It is the student's responsibility to update any changes to his/her personal information with the Culinary Arts Institute

CAI is not responsible for delays, confusions, misinformation and late fees if the student has provided the CAI with the incorrect or outdated personal information

Personal information covers the following:

- Email
- Contact details
- Emergency contact details
- Personal details
- Professional details

FEES and Scholarships:

For the most updated scholarship and tuition fees information please refer to the Scholarships and tuition fees Regulations available at VUM website [here](#).

Payment deadlines

All tuition fees for the corresponding semesters are due as per the Rector's order for the corresponding period of study.

Culinary Arts Institute has the right to deny the student access to class if he/she has an outstanding payment. This will be counted as an absence and most likely will result in having to redo the semester gain.

All fees must be deposited to the bank account that was provided to you in your first Invoice. The bank account for all fees is available also on the website of VUM in the bottom of [this page](#).

Internships

As part of your curriculum, you will have two internships. Internships are paid or unpaid depending on the exact host employer, chosen based on the student's semester performance and skills and overall academic standing. Internships are organized with Erasmus+ and/or another funding programs support through the University thus allowing students to have a source of income during the term of their internship placements.

All upfront costs for the industry placements are to be covered by the student unless otherwise stated by the Career Center. Students must be aware that the income during their industry placements might not be sufficient to cover all expenses. More information in regard to the industry placements are available with the Career Center.

Students willing to join one of the internship programs arranged by VUM (Erasmus+ and other), at the time of application must have paid all the respective fees to the University due for the studies so far, and one registration fee in advance towards the semester following the term of internship.

OTHER PAYMENTS

Knives and Uniforms

Each student must pay 400 EUR for knives, 50 EUR for shoes and 150 EUR for uniforms upon enrollment at VUM, which is a non-refundable fee. Exact deadline is as per the student's invoice.

Students will be provided with the following uniform items

- 3 Chef Jackets
- 2 pairs of trousers
- 3 Aprons
- 3 Kitchen cloths
- Pair of professional shoes
- Set of professional Knives
- 2 black kitchen hats

Students will receive the following items which comprises the full knife set:

1-piece Chef Knife
1-piece Boning knife
1-piece Filleting knife
1-piece Paring Knife
1-piece Bread knife
1-piece Offset spatula
1-piece Pin bone tweezers
1-piece Parisienne two sided
1-piece Plastic vegetable peeler

1-piece Honing Steel
1-piece Perforated plating soon
1 Piece Plating spoon
1-piece Herbs scissors
1-piece Plating tweezers
1-piece Rubber mat for cutting board
1-piece Knife roll holder
1 Sharpening stone

FAILURE TO FOLLOW THE RULES

When the student fails to follow the rules of CAI, he receives the following type of warnings:

First failure - verbal warning

Second failure - written warning

Third failure - investigation meeting

Fourth failure – dismissal/expulsion

EXPULSION FROM CAI

Students can be expelled from CAI if they do not follow the rules and regulations set forth in this handbook and respective VUM regulations.

If a student is expelled, he/she does not have the right to any refund of any fees.

REFUNDS

The conditions for refund of fees at VUM and respectively CAI under objective reasons, are regulated in the Internal rules and Regulations of VUM, Chapter “Tuition fees and Scholarships”, available in the website of VUM [here](#).

For issues not regulated in the present Regulations please refer to the Internal rules and Regulations of VUM.

Information contained in this guide is constantly updated. CAI follows the most recent update and all students are expected to comply based on the most recent update Rules and Regulations file. (Last update 30.09.2019)

Declaration

I _____, a student of Culinary Arts Institute at VUM declare that I read the rules and regulations carefully and I understand them. Furthermore, I agree to follow it at the best of my knowledge and understanding.

Start Date:

Student:

Varna, Bulgaria.

This rules and regulations manual correspond with the basic regulations of VUM, that are available on the official website: <https://vum.bg/student-affairs-office/>

