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**3-year bachelor's degree in Gastronomy and Culinary Arts 2021-2022**  
**4-year bachelor's degree in Hospitality and Culinary Arts 2021-2022**

[www.culinaryartseurope.com](http://www.culinaryartseurope.com)

[www.vum.bg](http://www.vum.bg)

## ***WELCOME TO CULINARY ARTS INSTITUTE AT VUM***

Welcome to Culinary Arts Institute (CAI) at VUM.

The Institute is the 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 professional 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 are we?** – 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 are we 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 are our students?** - 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!

“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”.

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.

Our **CORE VALUES**: “Confidence, Perfectionism, Creativity”

These values will help you as grow further along in your career and will help you become better at what you dream of.

# ***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://theweekenedition.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:**

“A good chef has to be a manager, a businessman, and a great cook. To marry all three together is sometimes difficult” - Wolfgang Puck

## **What advice would you give a young trainee chef today?**

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

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

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

Anthony Bourdain “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 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 must 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 , at first, for a bit less money, at worse location, under a lot of stress, hard-to-afford accommodation, but to learn from the best. This kind of ongoing learning process will allow you to perfect your skills.

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](http://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 must 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 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 lecturer becomes the sole disseminator of information.

Interaction with the students is often limited by the lectures when presenting segments of instruction, questions. 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/ Laboratory (Lab):**

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 can 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 method 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 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:

- Programs Director and Chef Instructors
- Institute's Notice Boards
- Institute emails from [vumk.eu](mailto:vumk.eu) and [@vum.bg](mailto:@vum.bg)
- VUM and CAI websites: [www.vum.bg](http://www.vum.bg) and [www.culinaryartseurope.com](http://www.culinaryartseurope.com)
- Information coming directly from the: Student Affairs Office or Career Center

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 **GOOGLE CLASSROOM "STREAM"** tab and for each specific group. 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. We will not be using FB messenger anymore for the schedules.

**We will only use FB "Messenger" for general info.**

## ***INTERSHIPS:***

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.

**1st year students** in the September intake: After the first block of 33 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.

The first internship (of 4 months) 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.

**2nd year students** in the September intake: After the Year 2 of their programme (26 weeks of practical cooking) the students are given their second opportunity to gain hands on experience.

The second internship (of 5 months) 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 to expose them to different type of HoReCa business of which some are different from small Michelin rated restaurants.

**3rd year students** in the September intake: After the Year 3 of their programme, with some cooking classes spread throughout the semester, the students are given their third opportunity to gain hands-on experience.

The third internship (of 3 months) takes place in various restaurants and hotel chains of high level. This placement is designed to give the students an opportunity to obtain a junior/mid-level management position and to expose them to different type of HoReCa business of which some are different from small Michelin rated restaurants.

**The internships are mandatory for each semester's group, in the timeframe specified for each group; i-e to move on to the 2nd year program, the 1st internship must have been done and passed properly, after the end of the first academic year.**

**Exceptions will be made for the students admitted in February of each year.**

***Students cannot defer or delay their internships in the summer.***

Internships in Bulgaria will not be validated, unless a specific case requires it and it will be done at the sole discretion of the Culinary Arts Program director, after review with the Academic Director.

>>> Students must be aware that the quality and level of their internships depends solely on their performance and attitude during their studies. <<<<

>>> 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). <<<

The Career Center 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 specific days, after making an appointment via email.

**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 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 all the immigration questions have been resolved.

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

**>>> YOU CANNOT CALL THE STUDENT'S MOBILITY PLACEMENT OFFICE FOR QUESTIONS REGARDING YOUR INTERNSHIPS. EVERYTHING MUST BE DONE VIA EMAIL TO MAINTAIN THE CHAIN OF INFORMATION.<<<**

# ***GRADING AND EVALUATION POLICIES FOR 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.

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 the subjects taught.

CAI evaluates the practical 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)	ROUNDED GRADE
	Undergraduate students: Alignment with the Bulgarian grading scale (CULINARY MODULES only)	
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	

### **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 & 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 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
- Face mask

#### • For the Service Laboratory:

- Black: pants for the service
- Black t-shirt, clean without obscene logos /message on it.
- Black socks
- Black service aprons
- Face mask

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, mustaches, 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.

# ***COVID 19 RULES OF OPERATIONS***

Because of the Covid-19 virus the following measures will be in effect starting on the 27th of September 2021 until further notice. Any changes will be given by the Program director, as timely as possible. The rules below are in line with the general Safety regulations on the University level.

## **EVERYDAY MEASURES:**

- Please use only the front door as the entrance to the school.
- Make sure to use the anti-bacterial gel dispenser on your right as you enter the school.
- Masks must be used in the public areas.
- We recommend that you have yourselves tested when you are coming back to classes at the start of the semester.
- Keep 2 mt distance between people when socializing, as much as possible.
- Be aware that you might be asymptomatic, i-e not showing symptoms while being contagious, which is why we cannot stress enough the need to be careful in your everyday contacts and movements.
- Do not forget that we function as a group, and we are only as strong as the weakest amongst us.
- Hand washing is recommended as frequently as possible, but hand Disinfection is always MANDATORY.
- Use the supplied dispensers on the various floors for that purpose.
- CAI will give each student 1x mask for the first day of class, after this, it becomes the responsibility of each student to make sure to have with them and use properly the face masks (Covering both the mouth AND nose) when on the grounds at VUM.
- The use of scarves, face cloths, neck warmers, etc. is NOT recognized and will not be accepted in the kitchen classrooms, kitchen laboratories and Service laboratories. Although some teachers will accept them in THEIR classes, these will NOT be accepted for the culinary/service classes. You are responsible to always carry one approved face mask with you.

## **SPECIFIC MEASURES:**

### **RESTAURANT OPERATION:**

- We will ask the customer to use the antibacterial gel at their arrival in the restaurant.
- The number of customers will be capped at 40 for each dinner events to make sure we always have enough space between tables.
- Floor staff will always wear the face masks during the service.

## **KITCHEN CLASSROOMS:**

**(1st & 2nd year students: room 407/408**

**1st year students: Monday & Thursday: 13h30 > 16h30**

**2nd year students: Every Friday: 09h30 > 14h30**

Students will disinfect the tables upon the arrival and departure from the classroom, each time we have a class. The chefs will make sure we have spray bottles and paper to do so.

- The entrance to the classroom will be from the farthest side door room #408, the exit will be the other door, room #407. No coming in / going out, as much as possible, from the same door.
- 2 per table, as much as possible with 1-meter distance, when possible.
- Use of the facial mask in the classrooms.
- Disinfect your hands using the gel from the dispensers on the 4th floor before coming inside the classrooms.
- Do not share glasses, water bottles.
- We will ventilate at each break, (every 45 min, for 5 min)
- We will try to have the windows open as much as possible, so dress accordingly.

## **LIMITED F2F KITCHEN / TRAINING (if warranted):**

- Only the group scheduled that day will be in the kitchen. For the moment, no extra students or vum personnel will be admitted in the kitchen.
- The entrance will be from the side door, the exit will be the back door. No coming in / going out, as much as possible, from the front door.
- The first step will be to disinfect every surface, every class.
- Be present 30 minutes before the scheduled start of the class to allow for the safety measures.
- We will take the temperature of each person as they come on the kitchen, with the date and hour.
- The use of the face mask is mandatory while in the kitchen.
- Wash, wash, wash your hands more than before.
- It is now forbidden to bring civilian clothing in the classrooms. Only uniforms will be accepted. (You need to change before coming in).
- If you decide to go on a cigarette break, the whole process of temperature taking, date, etc., hand washing, disinfection must be repeated. You will not be able to go for a cigarette break with your chef jacket anymore, remove it before going out.
- When coming back from a break, or outside the kitchen, make sure you wash your hands, and disinfect your station if you were alone on it.
- We will ventilate every hour, for 5 min.

## **KITCHEN / SERVICE:**

- During the service, students and staff must wear both the face masks at all station.
- There will be less people in the kitchen during the service.
- The stations will be more spread out during the service.

You will see many people not following the rules and claiming they know better. These are the rules you must follow while here at VUM and CAI.

These measures are not meant to be taken lightly. There are designed to avoid having to close the kitchens and service laboratories practical modules. Failure to do will result in having to close all and go online. The chefs have argued to the school the need to have Face-to-Face classes, and this will only happen if everybody follows the rules and respect them.

If you feel that you have any symptoms or have been in contact with someone who has, I urgently recommend that you go for a PCR test, and to communicate the result to me or to Student's affair.

This situation is not a conspiracy, an arranged theory, or a joke. It is a situation that we can control if we all work together as a team and are aware of what we are doing every day. Take it seriously as it affects all of us. The actions of person can and will make a change for all this semester

## ***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.

### **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 is bothering you – first talk to your Chef instructor 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 can be carried inside the CAI however they must 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.

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!

## ***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 official communication. We use the Messenger chat to send information to the group but any specific information to a specific student will be sent via email.

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

All emails to the student's affair bureau

- MUST be written in English, as it is the official working language of the school.
- MUST have the program director CC'd in it.

**YOU CANNOT CALL THE STUDENT'S AFFAIR OFFICE FOR QUESTIONS REGARDING YOUR GRADES AND / OR INTERNSHIPS. EVERYTHING MUST BE DONE VIA EMAIL TO MAINTAIN THE CHAIN OF INFORMATION CURRENT.**

## ***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 if not announced otherwise. The bank account for all fees is available also on the website of VUM in the bottom of this page.

### **Internships Fees:**

As part of your curriculum, you will have three 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 enough to cover all expenses.

More information regarding the industry placements is 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 (650 EUR)**

Each student must pay a non-refundable fee of 650 EUR upon enrollment at VUM(exact deadline is as per the student's invoice.) as follows

- 400 EUR for knives,
- 50 EUR for shoes and
- 200 EUR for uniforms

Students will be provided with the following uniform items:

- 3 Chef Jackets
- 2 pairs of trousers
- 3 Aprons
- 3 Kitchen cloths / towels
- 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 Honing Steel                 |
| 1-piece Boning knife                       | 1-piece Perforated plating soon      |
| 1-piece Filleting knife                    | 1 Piece Plating spoon                |
| 1-piece Paring Knife                       | 1-piece Herbs scissors               |
| 1-piece Bread knife                        | 1-piece Plating tweezers             |
| 1-piece Offset spatula                     | 1-piece Rubber mat for cutting board |
| 1-piece Pin bone tweezers                  | 1-piece Knife roll holder            |
| 1-piece Parisienne two sided               | 1 Sharpening stone.                  |
| 1-piece Plastic/ or metal vegetable peeler |                                      |

## ***FAILURE TO FOLLOW THE RULES***

When the student fails to follow the rules of CAI, he/she will receive the following type of warnings:

1. First failure - verbal warning but written down in the daily log of the chefs.
2. Second failure - written warning
3. Third failure - investigation meeting
4. 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.

## 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.

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

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