

INFORMATION FOR INCOMING ERASMUS+ STUDENTS

I. GENERAL INFORMATION ON THE COLLEGE OF MANAGEMENT, TRADE AND MARKETING – SOFIA

1) Geographical Location of the City of Sofia and the College of Management, Trade and Marketing – Sofia

Sofia is the capital and largest city of the Republic of Bulgaria. It is located in western Bulgaria, at the foot of the mountain massif Vitosha, and is the administrative, cultural, economic, and educational centre of the country. Established as a Thracian settlement c. 8th century BC, it flourished under the Romans. Plundered by the Huns in the 5th century AD, it was rebuilt under the Byzantine Empire. In 809 it became a Bulgarian town but reverted to Byzantine rule from 1018 to 1185, when the second Bulgarian empire was established. The Turks held it from 1382 until it was liberated by the Russians in 1878. In 1879 it was made the Bulgarian capital. Its historical monuments include the 6th-century church of St. Sofia. Please find out more about the city of Sofia:

Encyclopedias about Sofia: <http://en.wikipedia.org/wiki/Sofia>

Sofia Municipality Official Site: http://sofia.bg/en/index_en.asp

Sofia City Guide: <http://sofiacityguide.com>

The College of Management, Trade and Marketing – Sofia is located south-west of the City Centre, on the “Tsar Boris III” Boulevard merging with E79 highway.

One can easily get to the College using bus line no.260 from the Centre – “Pette kyosheta” Cross-road, tram line no.5 from the Centre – Supreme Court of Cassation, Courts of Justice, as well as all the urban transport servicing the Municipality Region of “Krasno selo” – bus lines no.73, 83, 102, 204.

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2) Status of the MT&M College

The College of Management, Trade and Marketing – Sofia (MT&M College) has been founded in 1994 providing First cycle degree diplomas equivalent to Professional Bachelor in the specialty of Marketing and Entrepreneurship. By decision of the Board of the National Agency for Assessment and Accreditation MT&M College has been granted institutional accreditation. The College is certified ISO 9001:2000 by BVQI.

3) Erasmus+ Registration and Enrolment Procedure

MT&M College follows a policy of nondiscrimination in admitting students. Candidates are considered without reference to race, color, religion, sex, handicap or national origin. The College complies with the fundamental principles set out by the Erasmus University Charter, and commits to do the utmost to respect and observe them.

The period of registration: For Erasmus+ and International Students deadlines for the receipt of the documents needed by the Erasmus office admissions are primarily three months before the arrival planned.

Deadlines:

Winter Semester – July 31

Spring Semester – December 22

All the applications are to be submitted in time. Having processed a selection procedure, a Confirmation letter by the Erasmus office would be provided personally.

Considering time limitations and the complexity of the admission procedure, applications received after the recommended deadlines will only be reviewed and provided they are complete, the candidate meets all admission requirements and all application material can be processed in time for the new semester. Applicants whose applications cannot be processed in time for the new semester will be notified and asked if they would like to have their application moved to the next semester.

4) Welcome to Erasmus+ Office

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II. INFORMATION ON SPECIALIZED CURRICULUM FOR INCOMING STUDENTS

1) Grading system

The main grading system used by higher education institutions is the numerical one - highest on scale is 6 and the lowest – 2. ECTS Qualification system in relation to the Qualifications scale at MT&M College.

ECTS	BULGARIAN SCALE	
A	6	OTLITCHEN (EXCELLENT)
B	5	MNOGO DOBYR (VERY GOOD)
C	4	DOBYR (GOOD)
D/E	3	SREDEN (SUFFICIENT)
F/FX	2	SLAB (POOR)

2) Academic calendar

The academic year begins in October and ends in June. All the courses are primarily taught in Bulgarian. Classes held during the first semester run from October to January, and those held during the second semester – from February to June. Exams for First Semester courses take place between the end of January and the beginning of February. Final Second Semester exams are held in June.

OFFICIAL HOLLIDAYS	
NOVEMBER	
01-	Revival Leaders' Day
DECEMBER	
08-	Student's Day
24-	Christmas Eve
25-26	Christmas
JANUARY	
01-	New Year
MARCH	
03-	Liberation Day
MOVEABLE	Easter
MAY	
01-	Labor Day
06-	National Day of The Bulgarian Army
24-	Bulgarian Education and Culture, and Slavonic Literature Day

3) MT&M College Specialized Curriculum in Marketing for ERASMUS + incoming students

Erasmus+ students are invited to apply for MT&M College Specialized Curriculum in Marketing for one semester (winter or spring one) or a full year of study, depending on the agreed period of stay. Erasmus+ students are advised to choose subjects they are interested in. Classes are conducted in English,. Minimum period of stay is three months, maximum – 12 months.

The curriculum contains a description of Compulsory and Elective subjects, both by means of subjects, aims, duration in the time, ECTS and placing within the education structure.

	Subject	Semester	Lectures Seminars (hours)	ECTS
ERA-1	Macroeconomics	1/2	45/30	6
ERA-2	Microeconomics	1/2	45/30	6
ERA-3	Service Marketing Management	1/2	45/30	6
ERA-4	Marketing Management	1/2	45/30	6
ERA-5	Entrepreneurial Marketing	1/2	45/30	6
ERA-6	Business Communications	1/2	45/30	6
ERA-7	Entrepreneurship and Enterprise	1/2	45/30	6
ERA-8	Business Analysis and Planning	1/2	45/30	6
ERA-9	International Logistics	1/2	45/30	6
ERA-10	Leadership and Management	1/2	45/30	6
ERA-11	Project Management	1/2	45/30	6
ERA-12	Digital Marketing	1/2	45/30	6
ERA-13	Specialized Module Destination and Event Management	1/2	80	20
ERA-14	Business English	1/2	0/60	6
ERA-15	Bulgarian Language	1/2	0/60	6
ERA-16	Entrepreneurial Marketing;	1/2	45/30	6

Teaching arrangements:

In the case of 10 or more students (both incoming and Bulgarian) enrolling in a certain course, all lectures and classes are conducted in English.

In the case of fewer than 10 students enrolling in a certain course, the arrangement is designed as follows:

- Individual session, provided by a professor -15 hours;
- Seminar assignment (15 pages) and its presentation
- Final evaluation – written and oral exam

Language of instruction: English.

III. ERASMUS STUDENT APPLICATIONS AND GENERAL INFORMATION

1) Official Procedure and regulations in host institution

Students wishing to apply for mobility for study at MT&M College can download application forms and detailed information from our web site as well as they can contact us directly. Students are not required to pay tuition fees at the host institution; the student may, however, be required to continue to pay his/her normal tuition fees to the home institution during the study period abroad. Students participating in these programs will receive full credit for all academic work successfully completed at MT&M College and they will be able to transfer these academic credits to any participating institution as long as there is prior agreement. It will be a matter for the home university to select students to participate in mobility involving MT&M College. Students obtain their acceptance after they receive respective Admission letter by the Erasmus+ Office. It is a must Erasmus+ applicants to submit relevant documentation by **31st July** for the winter semester and **22nd December** – for the spring semester.

Application documents:

- [Application Form \(completed\)](#)
- [Learning Agreement](#) – duly filled. In this document the courses, which the student will take should be listed as well as signatures of the coordinators of the program and stamps of the home and host Institutions.
- [Admission Letter](#) electronically filled in and emailed to the Erasmus+ Office
- Passport-size 2 photographs

These documents are emailed to the Erasmus+ Office and by arriving at host institution the incoming student brings along: **1) Student Application Form; 2) Learning Agreement; 3) Admission Letter to the Specialized Curriculum in Marketing.** Before the final departure all the mobility students are obliged to come by the Erasmus+ Office to obtain official Certificate certifying for having been Erasmus+ student at home university according to both the host country grading scale and the ECTS scale.

Students coming from a country that forms part of the European Union and who are going to reside in Sofia for more than three-month period should apply for “Residence Permit” at Sofia Police Station with the same documents cited above (original and copy) but excepting a Student Visa. The students from partner countries have to apply for visa in the Bulgarian embassy or Consulate in the sending country, obtain one and then, after arriving in Sofia, the same procedure as above to obtain “Residence Permit”.

2) Cost of living in Sofia

The Bulgarian lev is pegged to the Euro at a rate of just over 1.95 leva to 1 Euro. Cash is easily changed at numerous small exchange offices, usually for no commission.

ATMs are a common sight in Sofia, and cash advances on credit cards are also available in this area. Under no circumstance should you change money in the street if anyone stops you and tells you he will give you a better rate than the banks. As usual, if it seems too good to be true it usually is and you will be ripped off.

3) Accommodation

The College of Management, Trade and Marketing – Sofia do not provide halls of residence at the present. MT&M Erasmus Office can support the incoming students by providing information how to look for accommodation, here some suggestions:

<http://www.bulgarianproperties.com/rental-properties-in-sofia.html>

www.sofiaapartments.net

www.mirela.bg/en/property-bulgaria/rentals-real-estate-properties-for-rent-in-Bulgaria-offer454.html

<http://bulgaria-property.imoti.net/>

<http://www.hostels.com/sofia/bulgaria>

https://www.airbnb.com/s/sofia?source=bb&ss_id=rllvjr72

4) Medical insurance

The incoming students are supposed to have valid health insurance for the period of their stay in Bulgaria

5) Services of MT&M College

LIBRARY

MT&M Library has of its disposal specialized collection of books and teaching aids in Bulgarian, English and German. All the library items can be borrowed and can be read in the reading room where any professional assistance with readers' research can be provided. Students need a Student Library Card for use. There are PCs which can be used to access any of the electronic information and catalogue. Book exchange service is administered there where most of the references could be bought and any used – sell. There The Library is open on Monday and Fridays well as in the weekends.

ASSESSMENT AND CAREER DEVELOPMENT CENTRE

The Assessment and Career Development Centre provides students with practical knowledge about career development, job hunting strategies, preparation of documents for internships and jobs, preparation for interviews. The Centre organizes various practical seminars often attended by associated lecturers and employers as to prepare students for their career choice and development.