



REGULATIONS OF THE PRACTICAL TRAINING OF STUDENTS IN UNIVERSITY OF ECONOMICS-VARNA

Section I

General provisions

Article 1. (1) With these regulations there are arranged the mechanisms, procedures and order of carrying out the practical training of students in the University of Economics-Varna (UE-Varna).

(2) The Regulations refers to all education-and qualification degrees (EQD) (“professional bachelor”, “bachelor” and “master”) and forms of training (full-time, part-time and distance learning).

(3) The practical training of students is done through:

1. classroom and extracurricular forms;
2. compulsory term training practices only for the students in the “professional bachelor” EQD;
3. compulsory practical training.

Article 2. (1) Students’ practical training is organized and carried out on the ground of the Regulations of the activity in UE-Varna, in compliance with the state requirements for receiving education-and-qualification degrees in professional trends or specialties.

(2) Students’ practical training is organized and carried out in compliance with the functioning curricula and syllabi which determine its duration and the ways it is monitored.

(3) The organization of the practical training provides uniform conditions (criteria, indicators, standards, form, documentation, control and others) for completing it.

Article 3. The main objective of practical training is to create conditions for students to put into practice the theoretical knowledge they gathered in the process of education, as well as acquire and improve professional and social skills through:

1. creating an environment for carrying out practical training through establishing, expanding and strengthening the relationship between UE-Varna and the respective organizations and employers which provide the way practical training is carried out.
2. planning, organization, accountability and control in carrying out students’ practical training;
3. providing feedback from practice for evaluating the applied orientation of students’ training and the needs of the labour market.

Article 4. For the objectives of practical training UE-Varna starts relationship with external social, scientific and economic organizations, state agencies from Bulgaria and abroad.

Article 5. The Vice Rector for academic affairs and quality heads the activity in students’ practical training by:

1. monitoring all divisions responsible for carrying out practical training;
2. being in charge of setting out documentation that is uniform for all specialties (forms, grades, syllabi for practical training, curricula and others) necessary for executing practical training itself.
3. coordinating and assisting the completion of the activities regarding the practical training;
4. regularly analysing and proposing for discussion in the Academic Council the issues of the classroom and extracurricular form of students’ practical training;
5. making proposals for including events in students’ practical training in the mandate program;



6. making motions in the Academic Council for amendment in the Regulations of students' practical training in UE-Varna.

Article 6. Heads of departments organize and control the way students' practical training is carried out by:

1. monitoring the overall organization and carrying out of classwork and extracurricular forms of students' practical training;
2. proposing the heads of compulsory practical training per academic groups who are approved by the departmental council in compliance with the Regulations of planning and reporting the workload of the academic staff in UE-Varna.
3. executing control on the completion of duties by the heads of compulsory practical training;
4. organizing periodical discussions of the results of students' practical training and making proposals for improving it.

Чл. 7. Heads of compulsory practical training take immediate part in carrying out and defending students' practical training in compliance with the syllabus by:

1. approving the information about their practical training entered by students in the Platform for cooperation in UE-Varna with business (UEBN);
2. monitoring the appropriate completion of compulsory practical training by keeping in touch both with the student and the contact person who is appointed by the training organization;
3. assisting the student in choosing a training organization where practical training is completed;
4. carrying out the compulsory practical training while meeting the requirements of article 12 and the specific guidelines of the respective department for carrying out the compulsory practical training.

Section II Contents

Article 8. (1) Classwork and extracurricular forms of students' practical training are: developing and defending abstracts, course papers/projects, preparation and discussion of case studies, discussion forums, laboratory seminars, classes taught by guest lecturers from business, extracurricular seminar in practice, trip-and-seminar training and others. Those are carried out in UE-Varna (in laboratories, computer halls, rooms in methodology, lecture halls and others), as well as in suitable surrounding outside UE-Varna.

(2) The forms designated in item (2) for completing students' practical training should be included in the syllabus of the respective discipline.

(3) When giving a seminar the time period and thematic unit of the students' training are planned. Those leading the seminar are obliged to inform the students about their duties on time.

Article. 9. Mandatory semester training practices (internship) for students from EQD "professional bachelor" include:

1. classes in practice during the semester in compliance with the term schedule;
2. training itinerary practices in compliance with the syllabus of the respective specialty and the established schedule of the academic process.

Article 10. (1) The compulsory practical training according to the academic plan is a n internship/summer production training which is compatible with the student's major so that the student can attain the goals set by the respective university department.



(2) Each department responsible for training students in a specialty designs and approves of a set of documents (within the framework of the teaching documentation) which provide quality implementation of the compulsory students' training:

1. a syllabus for carrying out practical training;
2. guidelines for carrying out the practical training;
3. requirements for the reports on the completed practical training and the deadlines for submitting the reports;
4. other specific documents (exemplary forms of scientific protocols from laboratory seminars and others).

(3) The compulsory practical training as part of the curriculum is carried out in the time period regulated in the curriculum of the respective discipline. Its duration needs to comply with the government requirements.

(4) One can complete an internship outside the time period regulated in the curriculum but within the time of the academic year for which it is planned. The only condition is that it doesn't interfere with the student's classwork schedule and meets the possibilities of the training institution.

Article 11. (1) Students regulate their relationship with the training organization in compliance with Bulgarian legislation.

(2) When the mandatory practical training (internship) is carried out within the "Erasmus+" program as student's mobility with internship, the student regulates his/her relationship with the training organization by use of a contract in compliance with the regulations of the "Erasmus+" program.

Article 12. (1) The mandatory practical training as part of the curriculum includes the following stages: choosing a training organization, setting internship objectives, physical completion of the practical training, defending and evaluation of the internship.

(2) The mandatory practical training (internship) lasts 240 hours or 45 days.

(3) Choosing a training organization is done by a direct contact with an organization in order to carry out his/her internship. The training organization appoints a contact person under whose supervision the respective practical training takes place.

(4) Students must enter the information about their internship in the Platform for cooperation of UE-Varna with business (UEBN).

(5) Students may choose between these three types of completing the mandatory internship:

1. with employment contract;
2. internship;
3. their own business.

(6) The real completion of the mandatory practical training (internship) is done in real working environment, with order and conditions negotiated between the student and the training organization and in compliance with the objectives of the internship approved beforehand.

(7) Students in legal employment relationship that complies with their university major must submit a copy of their work employment contract or an official note from their employer.

(8) Students reporting an internship must submit an official note about the internship from the training organization or another document as proof of employment relationship with the organization.

(9) Students with their own business must submit documents as proof of the existence and the activity of the enterprise they have set up (a contract for management and control, copies of the balance sheet, income statement and others.)

(10) The students makes a report on the completed internship following the guidelines of the respective university department.

(11) After completing the mandatory internship, the student and the training organization make an assessment using uniform criteria of UE-Varna.

(12) The defence of the mandatory internship is done on dates specified in the schedule of the educational process. Students are entitled to a regular and correctional exam session.



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(13) The compulsory practical training finishes with an exam held by the supervisors of the practical internship.

Article 13. In case the mandatory training is completed within the “Erasmus+” program as a student’s mobility aimed at practice, its separate stages of completion and reporting follow the regulations of the “Erasmus+” program.

Article 14. The mandatory practical training of students trained with an individual plan is carried out in the time period defined in this plan and in compliance with the state requirements for its duration.

Article 15. The compulsory practical training of students with a major and minor specialty can be combined and carried out following a joint program in the time period planned for the major specialty. When defending the internship for each specialty a separate written report needs to be made, with a topic in compliance with the field of research of the respective specialty.

Closing provisions

§ 1. The Regulation of students’ practical training in UE-Varna is adopted at a meeting of AC of UE-Varna on 12.06.2025 (minutes № 26, decision №.2) and revokes the current Subsystem “Professional practical training of students”.

§ 2. The Regulation shall come into force on the date of its adoption.