

**Rules of the organization and the conduct of the Study Practice for the Bachelor's Degree at
the Faculty of Economics and Business Administration**

The accompanying rules were approved by a decision of the Faculty Council of the Faculty of Economic and Business Administration, Record No 12/16 October 2020 and amended approved by a decision of the Faculty Council of the Faculty of Economic and Business Administration, Record No 13/24 September 2024. They enter into force as of 2020/2021 academic year.

1. Carrying out study practice in a commercial entity, state institution, non-government organisation or Training Firm as organized by the Faculty of Economics and Business Administration is envisaged in the curricula of all bachelor degree majors at the Faculty of Economics and Business Administration during the 5th and 6th semester.
2. The study practice is carried out under the guidance of an academic tutor (see Appendix No 1) and with the assistance of a mentor from the accepting organisation. When the study practice is carried out in the Training Firm as organized by the Faculty of Economics and Business Administration, the academic tutor is the Director of the Training Firm.
3. Connection with the academic tutor to clarify the topic of the assignment should be made before proceeding with the practice. Independently prepared term papers, without previously set assignment by an academic tutor, will not be marked.
4. The duration of the study practice is 240 hours. The organisation of the work depends on the possibilities of the accepting organisation.
5. Procedure for the organisation and the conduct of the study practice:
 - At the beginning of the 5th semester all third year students will be added to courses especially created for this purpose in the E-learn system of Sofia University.
 - The student chooses the institution or organisation in which his/her study practice will be conducted, and negotiates independently the terms and conditions and the requirements for its implementation by filling-in a study practice plan form (see Appendix No 2).
 - The study practice at the Training Firm includes regular attendance at weekly work meetings, performance of duties and responsibilities according to the job description of the position held by the student, as well as active participation in the preparation and presentation of the Training Firm as organized by the Faculty of Economics and Business Administration at the annual fair of training firms organized by the Center for Training Companies at the Ministry of Education and Science.
 - Based on the prepared plan the chosen academic tutor formulates the study practice assignment and enters it in e-learn system as comment to the plan in Appendix No 2. It is student's obligation to monitor e-learn system for approval of the plan and formulation of the assignment.
 - Once the study practice plan is approved, the student, at his / her convenience and at the

convenience of the accepting organisation, carries out the study practice and prepares a term paper in accordance with the assignment.

6. Procedure for reporting and evaluation of the study practice:

- The student prepares and uploads his / her term paper in the course in e-learn system.
- The student uploads the scanned evaluation form filled-in and signed by the mentor (see Appendix No 3) and the scanned certificate verifying the performance of the practice. The certificate should be stamped and signed by hand or electronically by a representative of the organisation. For the study practice carried out in the Training Firm as organized by the Faculty of Economics and Business Administration, the students submit the certificate, which is issued by the Dean's Office and signed with a personal or electronic signature by the head of the Training Firm.
- The conduct of the study practice is certified with a mark which the academic tutor enters in an exam protocol.
- The deadline for uploading the term papers, evaluation forms and certificates in e-learn is 31st May / 31st August of the respective academic year. The preparation of the exam protocols is done twice – at the beginning of the regular exam session in June-July and during the September exam session. On the date set for the preparation of the exam protocol (during the session) the student is obliged to present the originals of the documents certifying the practice conducted (without the term paper). Otherwise, the practice will not be recognized, regardless of the fact that the documents have been uploaded and approved in e-learn.
- Study practice not carried out or not recognized is considered as an exam not passed. Students who have not carried out and reported their study practice during the term envisaged in the curriculum, may do so during the 4th year, while they must take their individual protocols from the "Bachelor's degree" officer.
- Study practice carried out during the 2nd year may be approved by an academic tutor by exception.

7. Formulation of the study practice assignment:

The academic tutor specifies the assignment along one or more directions, for example:

- to study, describe and analyse specific organisational practices (management, economic, accounting, financial);
- to study, describe and analyse aspects (management, economic, accounting, financial) of the competitive strategy of the organisation;
- to check how specific economic, management, accounting or financial principles and theories work;
- to formulate conclusions and recommendations for improvement of specific activities, practices, approaches;
- to identify good economic, management, accounting or financial models (practices);
- to identify problematic areas in the operations of the organisation, etc.

8. The volume of term paper on the study practice prepared by the student should be between 6 and 10 pages and should include:

- A title page
- Description of the accepting organisation from the point of view of the economic, management, accounting or financial aspects of the activity that the student got acquainted

with

- Description of the activity carried out
 - Meaningful answer to the questions:
 - ✓ Raised by the academic tutor as part of the assignment (point 7)
 - ✓ What have I learned during the study practice?
 - ✓ What of topics learned so far at the Faculty of Economics and Business Administration have actual application into practice of the specific institution/organisation carried out during the study practice?
 - ✓ Which areas I assess myself as having gaps in my knowledge and / or I believe I need to build on and develop further?
 - ✓ What practical skills proved necessary to carry out the work assigned to me?
 - ✓ To what extent these practical skills were built and mastered during my training, what do I miss and how could it be learned?
9. When evaluating the work carried out the academic tutor considers the following criteria:
- Is the assignment carried out responsibly?
 - What is the quality of the work carried out, including as per the evaluation form?
 - Is the student able to use properly theoretical foundations?
 - Are the student's own opinion and critical view emphasized?
 - Is the student able to express these clearly and convincingly?
 - Is the language used correct and understandable?
 - Is the paper presented properly?
10. For students who had their study practice finished by 1st November 2020 are valid the rules of the lead department of each bachelor's degree which were into force at the time of commencement of the study practice.

APPENDIX No 1:

ACADEMIC TUTORS FOR THE STUDY PRACTICE TRAINING BY BACHELOR'S DEGREES

ECONOMICS AND FINANCE ECONOMICS DEPARTMENT

- Chief Assistant Professor, Dr. Lyuben Ivanov, l.ivanov@feb.uni-sofia.bg
- Chief Assistant Professor, Dr. Stoyan Shalamanov, shalamanov@feb.uni-sofia.bg

BUSINESS ADMINISTRATION

BUSINESS ADMINISTRATION DEPARTMENT

- Associate Professor, Dr. Iya Petkova, iya.petkova@feb.uni-sofia.bg
- Associate Professor, Dr. Ivanka Mihaylova, ivanka_mihaylova@feb.uni-sofia.bg

ACCOUNTING, FINANCE AND DIGITAL APPLICATIONS (IN ENGLISH)

FINANCE AND ACCOUNTING DEPARTMENT

- Professor, Dr. Eleonora Stancheva-Todorova, e_stancheva@feb.uni-sofia.bg

APPENDIX No 2:

STUDY PRACTICE PLAN

Student information:

Full name of the student:

Major:

Enrolled during the academic year

Faculty number: Year of study:

Information about the mentor and the accepting organisation:

Accepting organisation:

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Address of the organisation:

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Full name of the mentor:

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Job title of the mentor:

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Business e-mail of the mentor:

Telephone number of the mentor:

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Study practice information:

Start of the study practice (date):

End of the study practice (date):

Position of the intern:

Duties of the intern (*to be filled in by the mentor*):

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Supervisor:

(*signature*)

Preferred academic tutor:

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(*Academic title, scientific degree, names*)

APPENDIX No 3:

**SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI
FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION**

TO
(Name of the accepting organisation)

Dear Madam / Sir
(Name of the mentor appointed by the organisation)

During the period from to, Mr/Mrs student at the Faculty of Economics and Business Administration, was employed as an intern on a hour working day and has done his / her study practice in your organisation.

Please evaluate his / her work during the study practice as per the indicators listed below. We expect you to assign a mark using a 10-grade scale (whereby 10 - "excellent"; 1 - "very poor") and would appreciate you to provide a brief justification of your choice of mark.

1. Overall mark of the intern's performance.

1	2	3	4	5	6	7	8	9	10
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Justification of the mark:

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2. Level of the theoretical knowledge.

1	2	3	4	5	6	7	8	9	10
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Justification of the mark:

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3. Ability to apply the theoretical knowledge into practice.

1	2	3	4	5	6	7	8	9	10
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Justification of the mark:

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4. Demonstrated interest in the problems faced during your organisation's operations.

1	2	3	4	5	6	7	8	9	10
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Justification of the mark:

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5. Ability to work in a team.

1	2	3	4	5	6	7	8	9	10
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Justification of the mark:

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6. Professional qualities and acquired professional competencies demonstrated during the practice.

1	2	3	4	5	6	7	8	9	10
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Justification of the mark:

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7. Work discipline and conscientious attitude.

1	2	3	4	5	6	7	8	9	10
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Justification of the mark:

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8. Other (at your own discretion).

1	2	3	4	5	6	7	8	9	10
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Justification of the mark:

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THANK YOU FOR YOUR COOPERATION!

FOR THE ORGANISATION:

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(Name and signature of the mentor)

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.....
(Job title)