



*European
Polytechnical
University*

23 Sv. Sv. Kiril and
Metodiy Str.
2300 Pernik, Bulgaria
Tel. 00359 898751012

Approved by:

President of EPU Prof. Giuseppe Saccone, Ph.D.

RULES

**ON THE STRUCTURE AND OPERATION
OF THE CAREER DEVELOPMENT CENTRE
OF THE EUROPEAN POLYTECHNICAL UNIVERSITY**

Pernik, 2012



TABLE OF CONTENTS

	Page
I. GENERAL PROVISIONS	3
II. OBJECTIVE	3
III. ACTIVITIES	3
IV. STRUCTURE	5
V. FUNDING	6
VI. TRANSITIONAL AND FINAL PROVISIONS	6



I. GENERAL PROVISIONS

Article 1. These Rules set out the structure and the operation of the University Career Development Centre (CDC) at the European Polytechnical University (the University)

Article 2. CDC is established, transformed and closed by resolution of the Academic Council and reports its work on annual basis before the Academic Council in compliance with article 64 of the Rules on the structure and operation of EPU.

II. OBJECTIVE

Article 3. The main objective of CDC is to provide high quality and efficient services related to the career orientation and development of students and PhD students in the University during and after the completion of their course of study.

III. ACTIVITIES

Article 4. Activities related to students and PhD students in the University:

1. Making assessments of the competitive environment on the labour market and among other universities and regular reports to the University's management;
2. Dissemination of updated information about the labour market trends among students;
3. Maintenance of database of comparative data for the interest to the specialties on annual basis, while taking in consideration the EPU's position therein;
4. Organisation of awareness raising events in the University aimed at presenting the Centre's work, dissemination of leaflets, advertising materials, etc.
5. Organisation and conducting introductory information lectures presenting the major specialties and disciplines to the respective academic standards before the first-year students;
6. Career consultations and briefing for students and registration of students in the database of the Centre by filling-in a registration form and submission of curriculum vitae;
7. Dissemination of updated information about available opportunities for conducting professional apprenticeships and practice in the country and abroad among students;
8. Negotiating and offering professional apprenticeships for students in firms and companies – employers;
9. Promotion of professional apprenticeships, opportunities for funding, including from European programs, and encouraging students to participate;
10. Negotiating and offering apprenticeships and hourly paid work for students in the administrative offices of the University;
11. Assistance in the organisation of student apprenticeships and practices abroad and mobility of students and lecturers;
12. Dissemination of job announcements appropriate for the respective specialties among students;
13. Dissemination of information in the field of the human resources development among students and teaching and administrative staff of the University in relation to the participation in national and international projects, programs, contests, conferences, seminars, etc. (in cooperation with the Ministry of Education, Youth and Science, the



Ministry of Labour and Social Policy, the General Labour Inspectorate, the Employment Agency, the National Association of Municipalities in Bulgaria, the Bulgarian International Business Association, etc., companies and firms operating in the sector of EPU);

14. Organisation and conducting trainings and seminars for the University students on topical issues related to the professional development – preparation of documents for application, successful performance during interviews, negotiations for remuneration and employment conditions, etc.;
15. Assistance to students for the preparation of their job/apprenticeship application documents (curriculum vitae, cover letter) and consultancy for successful performance during job/apprenticeship interviews;
16. Development and support of website with information materials and resources for career orientation and development;
17. Assistance for professional certification of students;
18. Conducting surveys among students in terms of their attitude and expectations for employment realisation;
19. Establishment and maintenance of database for the professional realisation of University graduates;
20. Maintaining continuous contacts with the Student Council in the interest of the students and their career development.

Article 5. Activities related to the work with companies – employers and other external organisations:

1. Maintaining contacts with companies – employers, corporate associations, trade union organisations, holdings, representatives of small and medium-sized business, as well as huge national and international companies;
2. Organisation of corporate presentations before the University students;
3. Conducting meetings and seminars with representatives of Bulgarian and foreign companies – employers and business partners of the University for the purposes of successful organisation and conducting trainee programs and student practices in Bulgaria and in other countries, in particular in the countries from where University students come;
4. Negotiating the conditions for professional apprenticeship of University students (including duration, number of working hours, payment) with the companies – employers;
5. Assistance for involvement of highly qualified professionals – representatives of the business, in the study process, in the preparation of curricula and standards and their participation in the state boards of examiners;
6. Establishment and maintenance of relations with regional employment offices and the Employment Bureau Directorates, as well as with private staff selection and recruitment companies for the purposes of collecting updated information about vacant jobs.

Article 6. Follow-up of the career of University graduate students and PhD students and keeping contacts with them for the purposes of creating of University friend community and engaging them in its development.



1. Maintenance of database of all individuals who have studied in EPU and its annual update through online surveys among them asking for their assessment of the level of study in the University and for recommendations for its improvement;
2. Establishment of Alumni Club that supports the University with proposals and ideas on topical and important issues, opportunities for realisation of partnerships, joint projects, initiatives, expert experience, strategies for development and for possible future realisation;
3. Organisation of annual meetings and official events on the day of promotions of new graduating students, the anniversary of the University, celebrations, balls, etc.

Article 7. Other activities

1. Assistance for dissemination of international student and lecturer cards (together with the Association for Support of Academic Community);
2. Establishment of information records for:
 - a) contact details of companies and organisations in Bulgaria;
 - b) contact details of foreign academic and business partners;
 - c) database of students and companies registered in the CDC;
 - d) incoming and outgoing correspondence.

IV. STRUCTURE

Article 8. (1) CDC is a service unit within the meaning of article 25, paragraph 3 of HEA with general university purpose.

(2) The pay-roll employees of CDC comprise two associates: manager and expert.

(3) The manager of CDC is an individual employed under employment agreement in the University and appointed by the president.

Article 9. The manager of CDC performs the following functions:

1. procures the operational management of the Centre and is responsible for the organisation and implementation of the activities under these Rules;
2. organises and coordinates the work of the Centre;
3. prepares annual report for the work of the Centre;
4. represents CDC before external organisations, institutions and companies.

Article 10. Career development expert.

1. The career development expert is a specialist who has conducted licensed training under internationally recognised certification program for career specialists holding the required qualification.
2. The expert supports the work of the Centre manager and performs the assignments given thereby.
3. The principal activity of the expert is to organise student apprenticeships and study practices of young specialists graduating the University.
4. The key functions and responsibilities of the career orientation expert are related to the realisation of the activities under articles 4, 5 and 6 of these Rules.



V. FUNDING

Article 11. The work of CDC is funded by:

1. The budget of EPU;
2. Targeted funds from sponsors and donations.

VI. TRANSITIONAL AND FINAL PROVISIONS

§ 1. These Rules may be amended according to the procedure for their adoption and approval.

§ 2. The work of CDC is supervised by the rector of EPU.

The Rules on the structure and operation of the Career Development Center are adopted at a meeting of EPU Academic Council on 09.05.2012 and enter into force at the time of approval thereof.

The Rules are modified and completed with a decision of the Academic council on the 3 of November 2016.