

## INFORMATION SHEET 2017/2018

International student exchange

### EXCHANGE CONTACT

University Name	<b>Zagreb School of Economics and Management (ZSEM)</b> Jordanovac 110, HR 10000 Zagreb, Croatia Tel. +385 1 23 54 154 / Fax. +385 1 23 54 155
Erasmus ID	<b>HR ZAGREB 06</b>
Contact Person, title and email	Javier Aguayo, <a href="mailto:jaguayo@zsem.hr">jaguayo@zsem.hr</a> (Outgoing students) Head of the International Office  Stjepan Blažević, <a href="mailto:sblazevi@zsem.hr">sblazevi@zsem.hr</a> (Incoming students) Coordinator
Office Address	Jordanovac 110, 10000 Zagreb, Croatia
Telephone Number	0038512354154
Fax Number	0038512354155
Student exchange related website	<a href="http://www.zsem.hr/hr/exchange-students-international-office/">www.zsem.hr/hr/exchange-students-international-office/</a>

### APPLICATION

Due Date for Application Forms (undergraduate & graduate)	<b>Nomination for Fall 2017</b>	April 28, 2017
	<b>Deadline for Fall 2017</b>	May 12, 2017
	<b>Nomination for Spring 2018</b>	October 6, 2017
	<b>Spring Semester 2018</b>	October 20, 2017
Documents to be submitted (only by e-mail)	Application Form (signed) Copy of a Passport (ID is enough for EU students) International Health Insurance (EU health card is also good) Learning Agreement (signed) Transcript of Records Motivation Letter CV One ID photograph (bring 3 passport photos with you)	
How to obtain application materials (and information)	Check our website or contact our incoming coordinator: <a href="https://www.zsem.hr/hr/application-process-exchange-students-incoming-international-office/">https://www.zsem.hr/hr/application-process-exchange-students-incoming-international-office/</a> Stjepan (Steven) Blažević: <a href="mailto:sblazevi@zsem.hr">sblazevi@zsem.hr</a>	
Minimum English Requirement (or other language)	Students have to know enough English in order to attend the classes. We do not require any test proving your level of English but mind that you need, at least, a CEF level "B1". "B2" is recommended.	
Minimum GPA Requirement (4.0 scale)	We trust that you are going to do a selection. Your institution decides who to send.	

## CURRENT ACADEMIC CALENDER

	Fall Semester, 2016	Spring Semester, 2017
<b>Suggested Arrival Date</b>	Aug 26, 2017	Jan 27, 2018
<b>Orientation Day/Week</b>	August 30, 2017 (Wednesday) <b><u>Mandatory</u></b>	Jan 31, 2018 (Wednesday) <b><u>Mandatory</u></b>
<b>Semester Dates (undergraduate)</b>	Sep 04 – Jan 22 (including exams) Sep 04- Dec 22 (only lessons)	Feb 05 – Jun 29 (including exams) Feb 05 - Jun 1 (only lessons)
<b>Semester Dates (graduate)</b>	Sep 04 – Feb 23 ( <u>2<sup>nd</sup> semester</u> )	Mar 05 - Jul 13 ( <u>1<sup>st</sup> semester</u> )
<b>Examination Period (undergraduate)</b>	January, 2018	June, 2018
<b>Examination Period (graduate)</b>	February	July
<b>Examination Period - remarks</b>	You may pass all your exams through the regular semester (before the exams period!) through midterm exams and one final exam the last week of class.	You may pass all your exams through the regular semester (before the exams period!) through midterm exams and one final exam the last week of class.
<b>Christmas Break</b>	Undergraduate Dec 23 – Jan 06 Graduate Dec 23 – Jan 13	
<b>Easter Holidays</b>		<b>Easter Holidays:</b> April 12 – Apr 17
<b>Official holidays in Croatia for the Academic year 2017/2018:</b>	October 8, 2017 -Independence Day November 1 -All Saints' Day December 25 -Christmas December 26 -Saint Stephen's Day January 1, 2018 -New Year January 6 -Epiphany April 1 -Easter April 2 -Easter Monday May 1 -International Workers' Day May 31 -Corpus Christi June 22 -Anti-Fascist Struggle Day June 25 -Statehood Day August 5 -Homeland Thanksgiving Day August 15 -Assumption of Mary	

## ACADEMIC INFORMATION

<b>Language of Instruction</b>	English (or Croatian)
<b>Number of hours per week per course</b>	Average 3 hours
<b>Required number of courses</b>	As much as your institution decides (30 ECTS points is the average for Croatian's students)
<b>Number of weeks of study</b>	15 weeks per semester (+exam period – 1 month)
<b>Language support</b>	Students are allowed to take a Croatian language course (no extra charges)
<b>Course registration period and procedures (i.e. pre-arrival registration)</b>	We require the learning agreement with your application form.
<b>Credit system</b>	ECTS (1 ECTS point means 30 hours of work load)
<b>Number of Years of study and credits required for regular students to graduate?</b>	4 years    240 ECTS    (Bachelor/Undergraduate) 1 year     60 ECTS     (Master/Graduate)

<b>Grading system</b>	5 – EXCELLENT (outstanding performance)	90-100%
	4 – VERY GOOD (above the average standard)	80- 89%
	3 – GOOD (generally sound work)	70-79%
	2 – SUFFICIENT (minimum criteria)	60-69%
	1 – FAIL (considerable further work is required)	59% or less
<b>Website link with the list of courses that are available for exchange students:</b>		
<a href="https://www.zsem.hr/hr/exchange-incoming-students-from-partner-universities-courses-schedule/">https://www.zsem.hr/hr/exchange-incoming-students-from-partner-universities-courses-schedule/</a>		
<u>Undergraduate students</u> can only select undergraduate courses.		
<u>Graduate students</u> may pick between undergraduate and graduate subjects/courses if their home institution agrees. Please note <b>that graduated courses have a special schedule:</b>		
a) Through the semester 1-3 intensive weeks per class (17-21h).		
b) <b>The first semester of graduate courses starts on March and the second in September.</b> (Mind this when you search courses in our MBA web-page: <a href="http://mba.zsem.hr/">http://mba.zsem.hr/</a> )		
<u>If the graduated students also selected undergraduate courses</u> , he/she will need to attend classes all along through the semester and come at the beginning of the undergraduate semester (in February for the 2 <sup>nd</sup> semester!).		
International students who are able to attend courses in Croatian language, see also: <a href="https://www.zsem.hr/hr/program-ekonomija-i-management/">https://www.zsem.hr/hr/program-ekonomija-i-management/</a>		

## ACCOMMODATION

<b>How can exchange students apply for accommodation?</b>	The school does not have any dormitories or student residences. Students can contact the following agencies which are in close contact with us: <a href="http://www.homeinzagreb.com">http://www.homeinzagreb.com</a> . <a href="http://1clickhome.hr/">http://1clickhome.hr/</a> Students are free to choose any other alternative agency or to find accommodation by themselves. For basic information and tips about accommodation check: <a href="https://www.zsem.hr/hr/accommodation-exchange-students-incoming-international-office/">https://www.zsem.hr/hr/accommodation-exchange-students-incoming-international-office/</a>
<b>Cost of accommodation per month</b>	Average 200-500 Euros
<b>Are there any included services with accommodation? (i.e. Utilities, Internet Service, Air-Conditioning)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Usually those services are included, but it should be checked on a case to case basis

## FINANCIAL MATTERS FOR EXCHANGE STUDENTS:

<b>Are there any required fees to be paid by students? (ex: Student Union Fee)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>ESTIMATED LIVING COSTS</b>	
<b>Textbooks</b>	Most required materials for study are available free of charge.
<b>Food</b>	Average 300 Euro
<b>Transportation</b>	130 Kuna for the first month, 100 Kuna every consecutive month (1 € = 7.50kn approximately)

## EMPLOYMENT

Are there employment opportunities for exchange students?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Internship opportunities for exchange students?	Yes, but internships in Croatia are not, usually, paid.

## ADDITIONAL

Student associations/clubs, activities	<ul style="list-style-type: none"> <li>○ Journalism Student Club</li> <li>○ Student Sports Association: <ul style="list-style-type: none"> <li>○ Football</li> <li>○ Basketball</li> <li>○ Handball</li> <li>○ Volleyball</li> <li>○ Fitness</li> <li>○ Aerobics</li> <li>○ Ski</li> </ul> </li> </ul> <p><i>(Sports facilities are outside of the campus.)</i></p>
Health insurance	<p>We assist international students in case of healthcare needs. <u>International students are obliged to prepare their own international insurances before coming to Croatia.</u> EU Health insurance card is a minimum (for EU students) but we recommend that your health policy also cover other things like visits to the dentist, consultations of other specialists, etc.</p>
Buddy system	A local student (buddy) is going to be in charge of each international student to help him get acquainted with the city of Zagreb as well as the daily student life.
Food service	There are several student dining rooms in the city offering meals at low cost (2-4€). The closest one is only five minutes from ZSEM by walk. EU students may get the student X-card that will allow them eat for around 1,50 Euros per meal.

## TEMPORAL RESIDENCE PROCEDURES AND ASSISTANCE

In order to be able to study in Croatia the easiest way is to apply for a temporary residence permit and not for a visa. In order to apply students will need:

- 2 color photographs, 35 x 45 mm;
- copy of a valid travel document;
- proof of ensured dwelling; (in English)
- proof of ensured health insurance; (in English)
- proof of ensured means of subsistence in compliance with the Regulation on the method of calculation and amount of means of subsistence for aliens in the Republic of Croatia; (that is around 1000 kunas (150 Euros) per month).  
The bank statement needs to be in English and under your name (not your parents!) (in English)
- proof of the reasons for temporary stay (Acceptance letter from ZSEM) and a Certificate that you will receive on Orientation Day (because the police do not recognize certificates older than one month)

Check the official site:

<http://www.mvep.hr/en/consular-information/stay-of-aliens/granting-stay-in-croatia/>

The mentioned documents should be translated into Croatian and delivered to a Croatian embassy in case that you need a visa for entering Croatia. You may check that here:

<http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview>

**ERASMUS students can do these procedures in Croatia**, it is recommended for the rest to do it in their home countries. **All citizen/students that do not required visa for entering Croatia are recommended to enter Croatia and, once here, ask for the Temporary Stay Permit.** Non EU students will need 740kn (around 100 Euros) to get the Temporary Stay Permit. For EU students no fee will be charged.