

## INFORMATION SHEET FOR ACADEMIC YEAR 2020/2021

International student exchange

### EXCHANGE CONTACT

<b>University Name</b>	Zagreb School of Economics and Management (ZSEM)
<b>Erasmus ID</b>	HR ZAGREB 06
<b>Contact Person, title and email</b>	Javier Aguayo, <a href="mailto:jaguayo@zsem.hr">jaguayo@zsem.hr</a> (Outgoing students) Head of the International Office  Una Barković, <a href="mailto:ubarkovi@zsem.hr">ubarkovi@zsem.hr</a> (Incoming students) Coordinator
<b>Office Address</b>	Jordanovac 110, 10000 Zagreb, Croatia
<b>Telephone Number</b>	+385 1 2354 154
<b>Fax Number</b>	+385 1 2354 155
<b>Student exchange related website</b>	<a href="https://www.zsem.hr/en/international/">https://www.zsem.hr/en/international/</a>

### APPLICATION

<b>Due Date for Application Forms (undergraduate &amp; graduate)</b>	Nomination for Fall 2020	31.03.2020.
	Application deadline for Fall 2020	30.04.2020.
	Nomination for Spring 2021	09.10.2020.
	Application deadline for Spring 2021	30.10.2020.
<b>Documents to be submitted</b>	Application Form Copy of a Passport (ID is enough for EU students) International Health Insurance (EU health card is also good) Learning Agreement Transcript of Records Motivation Letter CV 3 ID Photographs	
<b>How to obtain application materials</b>	Check our website or contact our incoming coordinator: <a href="https://www.zsem.hr/en/international/exchange/incoming-students/application-process-2/">https://www.zsem.hr/en/international/exchange/incoming-students/application-process-2/</a>	
<b>Minimum English Requirement (or other language)</b>	Students should be fluent in the English language to be able to actively participate in the classroom, however we do not require any	

	formal certificate or proof of their English language proficiency. We expect at least CEFR level B1.
<b>Minimum GPA Requirement (4.0 scale)</b>	We trust that you are going to do a selection. Your institution decides who to send.

### CURRENT ACADEMIC CALENDER

	<b>Fall Semester 2020</b>	<b>Spring Semester 2021</b>
<b>Suggested Arrival Date</b>	29.08.2020.	25.01.2021
<b>Orientation Days (undergraduates)</b>	02. to 04.09.2020. (Compulsory)	27 to 29.01.2021 (Compulsory)
<b>Orientation Day (graduates)</b>	01.09.2020 (Compulsory)	01.03.2021 (Compulsory)
<b>Semester Dates (undergraduate)</b>	07.09.2020 - 18.12.2020.	01.02 - 21.05.2021
<b>Semester Dates (graduate)</b>	01.09.2020 - 26.02.2021 (Students can finish earlier if required)	01.03-16.07.2021
<b>Examination Period (undergraduate)</b>	January, 2021	June, 2021
<b>Examination Period (graduate)</b>	At the end of each module	At the end of each module
<b>School Holidays</b>	Christmas: Dec 21 – Jan 04	Easter: 28.03-01.04
<b>Official holidays in Croatia (not working days)</b>	October 8 - Independence Day November 1 - All Saints' Day December 25 - Christmas December 26 - Saint Stephen's Day January 1 - New Year January 6 - Epiphany April 12 - Easter April 13 - Easter Monday May 1 - International Workers' Day June 11 - 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>	No more than 30 ECTS
<b>Number of weeks of study</b>	15 weeks per semester (plus exam period of 1 month)
<b>Language support</b>	Students are allowed to take Croatian language course (no extra charges)
<b>Course registration period and procedures (i.e. pre-arrival registration)</b>	We require the learning agreement with the application form. Students are required to register to the courses through the Google Form which will be sent to them after the final schedule is

	released. The number of participants for most courses is limited and registrations will be approved on a <b>first-come, first-serve basis</b> .
<b>Credit system</b>	ECTS
<b>Number of Years of study and credits required for regular students to graduate?</b>	4 years - 240 ECTS (Bachelor) 1 year - 60 ECTS (Master)
<b>Grading system</b>	5 – EXCELLENT (outstanding performance) 91-100% 4 – VERY GOOD (above the average standard) 81- 90% 3 – GOOD (generally sound work) 70-79% 2 – SUFFICIENT (minimum criteria) 60-69% 1 – FAIL (considerable further work is required) 59% or less
<b>INFORMATION ABOUT COURSES:</b>	
<p><u>Undergraduate students</u> can only select undergraduate courses. Please click here to see the courses offered: <a href="https://www.zsem.hr/en/international/exchange/incoming-students/courses-and-schedule/">https://www.zsem.hr/en/international/exchange/incoming-students/courses-and-schedule/</a></p> <p><u>Graduate students</u> may pick between undergraduate and graduate courses if their home institution agrees. Please note <b>that graduated courses have a special schedule: they are held in modules of 1 – 3 intensive weeks per course.</b> To see the courses offered in the graduate program click here: <a href="https://www.zsem.hr/en/study-programs/graduate-mba/">https://www.zsem.hr/en/study-programs/graduate-mba/</a></p> <p>If the <u>graduate students</u> also selected <u>undergraduate courses</u>, he/she will need to attend classes throughout the whole semester and come at the beginning of the undergraduate semester (<u>in February for the 2<sup>nd</sup> semester!</u>).</p> <p>International students who are able to attend courses in Croatian language, see also: <a href="https://www.zsem.hr/studijски-programi/preddiplomski/studij-ekonomije-i-managementa/program/">https://www.zsem.hr/studijски-programi/preddiplomski/studij-ekonomije-i-managementa/program/</a></p>	

#### 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 housing agency which is our partner: <a href="https://www.homeinzagreb.com/">https://www.homeinzagreb.com/</a> Students are free to choose any other alternative agency or to find accommodation by themselves.
<b>Cost of accommodation per month</b>	Average 250-600 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

<b>Are there employment opportunities for exchange students?</b>	Yes (not guaranteed)
<b>Internship opportunities for exchange students?</b>	Yes (not guaranteed)

## ADDITIONAL

<b>Student associations/clubs, activities</b>	Journalism Student Club NEXT Junior Enterprise Student Sports Association: Football Basketball Handball Volleyball Squash Futsal <i>(Sports facilities are outside of the campus.)</i>
<b>Health insurance</b>	International students are obliged to prepare their own international health insurance before coming to Croatia.
<b>Buddy system</b>	A local student is going to be in charge of one international student to help him/her get acquainted with the city of Zagreb as well as the daily student life.
<b>Food service</b>	There are several student restaurants in the city offering meals at low cost (2-4€). The closest one is only ten minutes from ZSEM by walk.

## TEMPORAL RESIDENCE PROCEDURES AND ASSISTANCE

<p style="text-align: center;">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:</p> <ul style="list-style-type: none"> <li>• the application form</li> <li>• a colour 35x45 mm photo</li> <li>• a copy of a valid passport (or ID for EU citizens)</li> <li>• evidence of health insurance</li> <li>• evidence of sufficient means of subsistence</li> <li>• evidence of the reason for temporary stay (Application form)</li> </ul> <p style="text-align: center;">The mentioned documents should be translated into English or Croatian and delivered to a Croatian embassy.  <b>ERASMUS students and those ones that do not require visa to enter Croatia should do these procedures in Croatia after their arrival (will be done during the Orientation Days)!</b></p>
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