



INFORMATION SHEET 2015/2016

International student exchange

EXCHANGE CONTACT

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

APPLICATION

Due Date for Application Forms (undergraduate & graduate)	Fall Semester 2015	May 15, 2015
	Spring Semester 2016	October 16, 2015
Documents to be submitted	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	
How to obtain application materials	Check our website or contact our incoming coordinator: http://international-office.zsem.hr/index.php/incoming-students/exchange-students-from-partner-universities/application-process	
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, 2015	Spring Semester, 2016
Suggested Arrival Date	Sep 04, 2015	Jan 29, 2016
Orientation Day	First week of lessons (Sep 7)	First week of lessons (Feb 1)
Semester Dates (undergraduate)	Sep 07 – Jan 29	Feb 02 – Jun 24
Semester Dates (graduate)	Sep 07 – Feb 29 (2 nd semester)	Feb/Mar 01 - Jul 15 (1 st semester)
Examination Period (undergraduate)	January, 2016	June, 2016
Examination Period (graduate)	January	July
Christmas Break	Undergraduate Dec 23 – Jan 06 Graduate Dec 23 – Jan 13	Easter Holidays: Mar23–Mar 28
Official holidays in Croatia for the Academic year 2015/2016:	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 March 27 -Easter March 28 -Easter Monday May 1 -International Workers' Day May 25 -Corpus Christi June 22 -Anti-Fascist Struggle Day June 25 -Statehood Day August 5 -Homeland Thanksgiving Day August 15 -Assumption of Mary	

ACADEMIC INFORMATION

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

Website link with the list of courses that are available for exchange students:

<http://international-office.zsem.hr/index.php/incoming-students/exchange-students-from-partner-universities/courses-schedule>

Undergraduate students can only select undergraduate courses.

Graduate students may pick between undergraduate and graduate subjects/courses if their home institution agrees.

Please note **that graduated courses have a special schedule:**

a) Through the semester 1-3 intensive weeks per class.

b) **The first semester of graduate courses starts on March and the second in September.** (Mind this when you search courses in our MBA web-page: <http://mba.zsem.hr/>)

If the graduated students also selected undergraduate courses, 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 2nd semester!).

International students who are able to attend courses in Croatian, see also:

<http://www.zsem.hr/index.php/hr/study-about/study-plan>

ACCOMMODATION

How can exchange students apply for accommodation?	The school does not have any dormitories or student residences. Students can contact the following agency which is in close contact with us: http://www.homeinzagreb.com . Students are free to choose any other alternative agency or to find accommodation by themselves.
Cost of accommodation per month	Average 200-500 Euros
Are there any included services with accommodation? (i.e. Utilities, Internet Service, Air-Conditioning)	<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:

Are there any required fees to be paid by students? (ex: Student Union Fee)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ESTIMATED LIVING COSTS	
Textbooks	Most required materials for study are available free of charge.
Food	Average 300 Euro
Transportation	150 Kuna for the first month, 120 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?	Internships are not, usually, paid.

ADDITIONAL

Student associations/clubs, activities	<ul style="list-style-type: none"> ○ Journalism Student Club ○ Student Sports Association: <ul style="list-style-type: none"> ○ Football ○ Basketball ○ Handball ○ Volleyball ○ Fitness ○ Aerobics ○ Ski <p><i>(Sports facilities are outside of the campus.)</i></p>
Health insurance	<p>We assist international students in case of healthcare needs. <i>International students are obliged to prepare their own international insurances before coming to Croatia.</i></p>
Buddy system	<p>A local student is going to be in charge of one international student to help him get acquainted with the city of Zagreb as well as the daily student life.</p>
Food service	<p>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.</p>

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;
- proof of ensured health insurance;
- 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;
- proof of the reasons for temporary stay (Acceptance letter)

The mentioned documents should be translated into Croatian and delivered to a Croatian embassy.

ERASMUS students can do these procedures in Croatia, it is recommended for the rest to do it in their home countries.