

INFORMATION PACKAGE
INCOMING EXCHANGE STUDENTS
2021/2022

OFFICE FOR INTERNATIONAL COOPERATION

Faculty of Humanities and Social Sciences

Ivana Lučića3, HR-10000 Zagreb

LOCATION MAP <https://web2020.ffzg.unizg.hr/international/office-for-international-cooperation/>

Office is in the Library, ground floor, behind the Information counter

Ms Ivana Bedeković

STUDENT MOBILITY OFFICER

Contacts: E-mail: ibedekov@ffzg.hr Tel. (00 385 1) 40 92 138 Fax (00 385 1) 61 56 879

OFFICE HOURS FOR INCOMING EXCHANGE STUDENTS

IMPORTANT NOTICE!

At this moment, Office for International Relations **does not practice “face-to-face” consultations**, so we encourage everyone to contact us remotely and only in necessary situations, we will welcome visitors personally with the required distance (masks/face protective shields, hand disinfection) and upon prearranged date and time for visit.

All students, including the professors and employees, have to follow the measures against the spread of Covid-19. That includes obligation to measure body temperature BEFORE arriving at the Faculty. For this purpose, students will be asked to sign the [Statement](#) and send it back to us via email: ibedekov@ffzg.hr. In addition, wearing the protective mask in the Faculty is obligatory.

ORIENTATION MEETING AT THE FACULTY

MONDAY, 04.10.2021. time: 13,00 hrs

Classrom No.7 /Dvorana 7

**All exchange students are obligated to attend the Orientation Meeting
(except virtual mobility students)**

ENROLLMENT PROCEDURE

BA and MA students (undergraduate and graduate)

Enrollment will be provided by Students Administration Office.

Contact: Mr Davor Iličić (email: dilicic@ffzg.hr)

(Working hours 9-14, break: 11-11,30)

In order to enroll please prepare following:

- OIB (send it via email to dilicic@ffzg.hr or submit the copy)
- Proof of payment for enrollment package (please refer to **IMPORTANT NOTICE***)
- 2 photos (4x6cm and 3x3,5cm)
- [Public transportation form](#) (filled out – [instructions on how to fill it out](#))
- INDEKS (It will be handled to you by Ms Ivana Bedekovic at the Orientation meeting)
- Students who have been enrolled at our Faculty before and already have Iksica from University of Zagreb do not need a new one.

Leave all the documents in a plastic folder (you will receive it from Ms Ivana Bedekovic) with your name on it, in front of the Students Administration Office at the marked info point. You can collect stamped documents and temporary student card Iksica at the same place. You will receive instructions from our Student Administration officer (Mr Davor Ilicic, dilicic@ffzg.hr)



PhD students (postgraduate/doctoral)

Due to the Covid-19 measures students are required to contact Postgraduate studies office before arriving at the Faculty in order to arrange the enrollment procedure.

POSTGRADUATE STUDIES OFFICE (Referada za poslijediplomske studije)

Contact: Mrs Biserka PEŠEC (email: bpesec@ffzg.hr)

(Room A-002, A-003 Working hours 9-14, break: 11-11,30)

In order to enroll please prepare following:

- OIB (send it via email to bpesec@ffzg.hr or submit the copy)
- Proof of payment for enrollment package (please refer to **IMPORTANT NOTICE***)
- 1 photo (4x6 cm)
- INDEKS (It will be handled to you by Ms Ivana Bedekovic)

In order to enroll you will need to obtain the **OIB (Osobni identifikacijski broj / Personal identification number)**. Please, obtain the OIB as soon as possible.

If you already have OIB please send it to: ibedekov@ffzg.hr

This number is a prerequisite for enrollment procedure, opening bank account, Internet access, student card "XICA", public transportation card etc.

HOW TO GET IT?

- **IN PERSON:**

Print the [Form for OIB](#) or take the hard copy at the Tax administration Office. ([Instructions on how to fill it out](#))

Take the copy of your Passport or ID card and then go to:

ADDRESS: Ministry of Finance – Tax administration (POREZNA UPRAVA), Avenija Dubrovnik 30 (trams No. 6, 7, 14 – stop "SREDIŠĆE")

WORKING HOURS: 8am – 3pm

- **VIA EMAIL:**

Fill out the Form for OIB, sign it and send the scanned together with scanned ID od Passport to OIB@porezna-uprava.hr

ENROLLMENT FEE:

Before enrollment, please, make the payment for the Enrollment Package: Indeks + Student Card (IKSICA) – total amount: 180,00 HRK

***IMPORTANT NOTICE:**

- Students who already have Indeks and/or Iksica (from previous mobility at the Faculty of Humanities and Social Sciences) **do not have to pay for Enrollment package.**
- Students who plan the **virtual mobility** (from their home country) **do not have to pay for Enrollment package.**
- All other students are required to pay the enrollment costs.

You can pay via net banking or upon arrival in any bank, Post office or FINA (Finance agency) using the following data:

PLATITELJ (who is paying - STUDENT): NAME AND LAST NAME
PRIMATELJ (Account holder): FILOZOFSKI FAKULTET, Ivana Lučića 3, 10000 Zagreb
IBAN: ACCOUNT NUMBER: HR1823600001101311177
SWIFT CODE: ZABA HR2X (for international transactions only)
MODEL: HR01
POZIV NA BROJ (Reference number): 31-800-1009
IZNOS (Amount): 180,00 HRK
TROŠKOVNA OPCIJA (Payment option): "OUR" (payer pays all transfer charges)
SVRHA PLAĆANJA (Purpose): UPISNI PAKET ZA INOZEMNE GOSTUJUĆE STUDENTE 2020/21

ACADEMIC CALENDAR 2021/22 it may be different for PhD programmes

	Winter semester 04.10.2021. - 18.02.2022.	Summer semester 28.02.2022. – 23.09.2022.
CLASSES: Undergraduate (BA) and graduate (MA) study programmes	10.10.2021. – 21.01.2022.	28.02.2022. - 10.06.2022.
EXAMS:	24.01.2022. - 18.02.2022.	13.06.2022. - 15.07.2022. 29.08.2022. - 23.09.2022.

NATIONAL HOLIDAYS IN CROATIA (non-working days)

January 1	<i>New Year's Day</i>
January 6	<i>Three Kings Day</i>
Easter and the day after	<i>Easter Sunday and Monday</i>
May 1	<i>Labour Day</i>
60 days after Easter	<i>Corpus Christi</i>
June 22	<i>Anti-Fascist Struggle Day</i>
June 25	<i>Day of Croatia Statehood</i>
August 5	<i>Victory and Homeland Thanksgiving Day</i>
August 15	<i>Assumption of Mary</i>
November 1	<i>All Saint's Day</i>
November 18	<i>Remembrance Day</i>
December 25 and 26	<i>Christmas (University Christmas holidays 25.12.-6.1.)</i>

COURSE SCHEDULE and LIST OF ECTS/CEEPUS COORDINATORS

Course schedule – is available on the [link](#), but we strongly recommend contacting [departmental ECTS/CEEPUS coordinator or Head of the PhD programme](#) in order to finalize your timetable and define teaching method:

- in classrooms (face to face)
- online from Zagreb
- combination (online + classrooms)
- virtual – from abroad

INTERNET ACCESS (Wi-Fi) – fill out the form [Pristupnica](#) and email it to: racuni@ffzg.hr

OMEGA, E-LEARNING – contact respective professor in order to arrange details for online classes (Omega, Zoom ..., links, access etc).

CONFIRMATION OF ARRIVAL – if you are already in Zagreb, please send the form (Certificate or Confirmation of Arrival) to ibedekov@ffzg.hr in order to be signed and stamped.

LEARNING AGREEMENT – all changes will be done after the enrollment – **during the first 3 weeks.**

HOW TO MAKE CHANGES:

1. In the Table for changes or Table A2 first write all the courses that are going to be DELETED
2. After that write all the courses that are going to be ADDED
3. Sum the total number of ECTS (including the courses from the Table A/Before the mobility/ Proposed study programme that haven't been changed
4. Send the LA with changes and email of approval from departmental coordinator to Ivana Bedeković (ibedekov@ffzg.hr) in order to get the institutional coordinator's signature and stamp
5. You will receive scanned LA (signed and stamped) to your email

TRANSCRIPT OF RECORDS

Transcript of Records (TOR) is issued at the end of student's stay, after the examinations. Student will receive instructions from Student mobility coordinator (Ivana Bedeković) before the end of semester.

TOR is issued in English **within 5 weeks from** the last exam/end of semester.

OTHER CONFIRMATION LETTERS

For all confirmation letters such are: confirmation of arrival, confirmation of departure, confirmation of attendance etc. students should contact Ms Ivana Bedeković (Student mobility coordinator).

LIBRARY

Guest students with opened AAI@EduHr electronic identity are allowed to enroll at the Library of the Faculty of Humanities and Social Sciences.

TAKE your INDEKS, CREDENTIALS (e-mail address and password) and PASSPORT/ID and GO TO the Central Information Desk at the Library (ground floor) / Info-pult, prizemlje Knjižnice.

For more details – refer to: <http://knjiznica.ffzg.unizg.hr/>

CEEPUS SCHOLARSHIP (PAYMENT)

In order to receive the scholarship, you will need to send an email to Mrs Vesna Tkalčić Barišić (Accounting Office) e-mail: vtbarisi@ffzg.hr with following data:

- Name of the Bank and account number (if you are in Croatia and would like to open the bank account here, please open the TEKUĆI RAČUN in the bank upon your wish)
- OIB (osobni identifikacijski broj / personal identification number)

PLEASE NOTE:

- Before leaving Republic of Croatia close your Bank account
- For students who will participate in virtual mobility, scholarship will be transferred after the mobility ends and upon submitting the mobility report.

IN CASE YOU NEED A DOCTOR

If you don't feel well and need a doctor, this the address where you can turn to / make an appointment:
<http://www.unizg.hr/homepage/international-exchange/exchange-students/student-services/students-health-and-well-being/>

If it's a weekend / bank holiday, you should go to the EMERGENCY MEDICAL ASSISTANCE INSTITUTE located in Heinzlova 88. This hospital receives accident victims and patients with sudden, serious illnesses 24-hours a day.

IN EMERGENCIES FOR WHICH AN AMBULANCE IS NEEDED DIAL 112!

112 is the emergency number for fire, ambulance and police. You will be asked to explain what has happened, where it has happened and from which number you are calling.

EARTHQUAKE – what to do

From March 2020 Croatia has been struck by several earthquakes (March 2020 - Zagreb, December - 2020 Petrinja, Sisak, Glina, Zagreb). Earthquakes cannot be predicted but there is a possibility for a new one(s) so in order to be prepared, avoid panic, unnecessary injuries etc. please refer to the following instructions on what to do before and after an earthquake.:



What to Do After an Earthquake

When the shaking stops, you should:



Expect aftershocks.



Check yourself and then others.



Look for fires.



Stay out of damaged buildings. Damaged buildings may be destroyed by aftershocks following the main quake.



If you were away from home, return only when authorities say it is safe.

When you return home:



Be alert for and observe official warnings.



Use extreme caution. Check for damage outside your home. Then, if the structure appears safe to enter, check for damage inside.



Examine walls, floors, doors, staircases, and windows.



Check for gas leaks. If you smell gas or hear a blowing or hissing noise, open a window and get everyone out quickly. Turn off the gas.



Look for damage to the electrical system. If you see sparks or broken or frayed wires, or if you smell burning insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.



Check for damage to sewage and water lines. If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap.



Watch for loose drywall and ceilings that could fall.