



FILOZOFSKI FAKULTET
SVEUČILIŠTE U ZAGREBU

FACULTY OF HUMANITIES AND SOCIAL SCIENCES UNIVERSITY OF ZAGREB

Office for International Cooperation

<https://web2020.ffzg.unizg.hr/international/>

INFORMATION PACKAGE
INCOMING EXCHANGE STUDENTS
2022/2023

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: incoming@ffzg.hr Tel. (00 385 1) 40 92 138

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 and upon prearranged date and time for visit.

ORIENTATION MEETING AT THE FACULTY

TUESDAY, 04.10.2022. time: 14,00 hrs

Classrom No.7 /Dvorana 7

**All exchange students are obligated to attend the Orientation Meeting
(except virtual mobility students or students whose mobility will start later)**

ENROLLMENT PROCEDURE

BA and MA students (Undergraduate and Graduate)

Enrollment will be provided by Students Administration Office.

<https://web2020.ffzg.unizg.hr/studentska-sluzba/incoming-students/> - **PLEASE FILL OUT ONLINE APPLICATION**

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 and Indeks 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)

Students are required to contact Postgraduate studies office before arriving at the Faculty in order to arrange date, time and the enrollment procedure.

POSTGRADUATE STUDIES OFFICE (Referada za poslijediplomske studije)

Contact: Mrs Sanja Ivanović (sivanovic@m.ffzg.hr) ; Mrs Anamarija Stipeč (astipec@ffzg.hr)
(Room A-002, Working hours 9-13, break: 11-11,30)

In order to enroll please prepare following:

- **OIB** (send it via email to sivanovi@ffzg.hr or submit the copy in person)
- **Proof of payment for enrollment package** (please refer to **IMPORTANT NOTICE***)
- **2 photos** (4x6 cm)
- **INDEKS** (It will be handled to you by Mrs Sanja Ivanović or Ms Ivana Bedekovic)

OIB – PERSONAL IDENTIFICATION NUMBER

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: incoming@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?

- **VIA EMAIL: (you can send request BEFORE arrival, from your country of origin)**

Fill out the Form for OIB, sign it and send the scanned together with scanned ID od Passport to OIB@porezna-uprava.hr **It could take some time for OIB to be issued so we recommend to send requires via email as soon as possible.**

- **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

ENROLLMENT FEE:

Before enrollment, please, make the payment for the Enrollment Package: Indeks (130,00HRK/17,25EUR) + Student Card IKSICA (50,00HRK/6,64EUR) – total amount: 180,00 HRK (23,89 EUR)

***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: HR182360001101311177
SWIFT CODE: ZABA HR2X (for international transactions only)
MODEL: HR01
POZIV NA BROJ (Reference number): 31-800-1009
IZNOS (Amount): 180,00 HRK (23,89 EUR)
TROŠKOVNA OPCIJA (Payment option): "OUR" (payer pays all transfer charges)
SVRHA PLAĆANJA (Purpose): UPISNI PAKET ZA INOZEMNE GOSTUJUĆE STUDENTE 2022/23

ACADEMIC CALENDAR 2022/23 it may be different for PhD programmes

	Winter semester 03.10.2022. - 24.02.2023.	Summer semester 27.02.2023. – 22.09.2023.
CLASSES: Undergraduate (BA) and graduate (MA) study programmes	03.10.2023. – 27.01.2023.	27.02.2023. - 09.06.2023.
EXAMS:	30.01.2023. - 24.02.2023.	12.06.2023. - 14.07.2023. 28.08.2023. - 22.09.2023.

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 . Please follow the instructions sent by our IT office in order to register.

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 incoming@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 (incoming@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) – only for CEEPUS students!

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.