



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**  
**2023/2024**

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

**OFFICE HOURS FOR INCOMING EXCHANGE STUDENTS**

**IMPORTANT NOTICE!**

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, 03.10.2023. at 15:15 hrs (until 16:00).**

**Hall No. 7 / Dvorana 7**

**All students are obliged to participate at the Orientation meeting so plan your trip and arrival accordingly. Only students whose mobility starts later (November, December...) and students who are already enrolled are excused of participating.**

**ENROLLMENT PROCEDURE**

**BA and MA students (Undergraduate and Graduate)**

Enrollment will be provided by Students Administration Office.

Contact: Mrs Sanja Bahun Golub (email: [sbgolub@ffzg.hr](mailto:sbgolub@ffzg.hr))

(Working hours 10-14, break: 11-11,30)

In order to enroll please prepare following:

- **OIB** (send it via email to [incoming@ffzg.hr](mailto:incoming@ffzg.hr) or submit the copy)
- **Proof of payment for enrollment package** (please refer to **IMPORTANT NOTICE\***)
- **2 photos (3x3cm)**
- **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 (Mrs Sanja Bahun Golub; email: [sbgolub@ffzg.hr](mailto:sbgolub@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](mailto:sivanovic@m.ffzg.hr)) ; Mrs Anamarija Stipeč ([astipec@ffzg.hr](mailto: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](mailto: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](mailto: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 or Passport to [OIB@porezna-uprava.hr](mailto:OIB@porezna-uprava.hr) **It could take some time for OIB to be issued so we recommend to send request 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 + Student Card "IKSICA" – **total amount: 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:** HR1823600001101311177  
**SWIFT CODE:** ZABA HR2X (for international transactions only)  
**MODEL:** HR01  
**POZIV NA BROJ** (Reference number): 31-800-1009  
**IZNOS** (Amount): 23,89 EUR  
**TROŠKOVNA OPCIJA** (Payment option): "OUR" (payer pays all transfer charges)  
**SVRHA PLAĆANJA** (Purpose): UPISNI PAKET ZA INOZEMNE GOSTUJUĆE STUDENTE

## ACADEMIC CALENDAR 2023/24 it may be different for PhD programmes

	Winter semester 02.10.2023. - 23.02.2024.	Summer semester 26.02.2024. – 12.7.2024. (20.09.2024.)
<b>CLASSES:</b> Undergraduate (BA) and graduate (MA) study programmes	02.10.2023. – 26.01.2024.	26.02.2024. - 07.06.2024.
<b>EXAMS:</b>	29.01.2023. - 23.02.2024.	10.06.2024. - 12.07.2024. 26.08.2024. - 20.09.2024.

### 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 excel table and email it to: [incoming@ffzg.hr](mailto:incoming@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](mailto: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](mailto: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
6. If you use OLA (online learning agreement) make all the changes at the OLA platform and send the link for changed OLA to [incoming@ffzg.hr](mailto:incoming@ffzg.hr) to be digitally signed/approved.

## **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](mailto:vtbarisi@ffzg.hr) with following data:

- **Name of the Bank and Account number – IBAN** (if you are in Croatia and would like to open the bank account here, you can do it at the bank upon your wish); you can also use the **international bank account** if you wish (account that you already have in your home country)
- **Residential address (place of residence/adresa prebivališta)**
- **OIB** (osobni identifikacijski broj / personal identification number)

**PLEASE NOTE:**

- Before leaving Republic of Croatia close your Bank account opened in Croatia
- 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.

### CHECK LIST:

ACTIVITY:	YES	NO
OIB - (Osobni Identifikacijski Broj / Personal Identification Number)		
WiFi – request (excel table)		
Enrollment fee		
Photos		
Confirmation of arrival (bring the form to Orientation Meeting) – <i>if necessary</i>		
Contact your Departmental ECTS/CEEPUS Coordinator/s; mentor/supervisor; Head of PhD programme ....		
Schedule/Timetable – lectures, consultations...		
Learning Agreement – changes (within 3 weeks from the start of semester) – <i>if necessary</i>		
End of mobility (Transcript of Records, Confirmation of stay) – instructions will be sent to students at the end of semester		