



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
2024/2025

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

OFFICE HOURS FOR INCOMING EXCHANGE STUDENTS

IMPORTANT NOTICE!

Office for International Cooperation encourage everyone to contact us remotely. We will welcome visitors personally upon prearranged appointment for visit (date and time).

ORIENTATION MEETING AT THE FACULTY

MONDAY, 30.9.2024. at 10:00 am

COUNCIL HALL / VIJEĆNICA

*Students are obliged to participate at the Orientation meeting so plan your trip and arrival accordingly.
Only students whose mobility starts later (later in October, November...) are excused of participating.*

ENROLLMENT PROCEDURE

***Please note: some procedure details could be changed during the following days**

BA and MA students (Undergraduate and Graduate)

Enrollment will be provided by Office for International Cooperation and Students Administration Office.

CONTACTS:

Office for International Cooperation

Ms Ivana Bedeković

STUDENT MOBILITY OFFICER

E-mail: incoming@m.ffzg.hr Tel. (00 385 1) 40 92 138

Students Administration Office

<https://web2020.ffzg.unizg.hr/ustroj/sluzbe-i-uredi/studentska-sluzba1/>

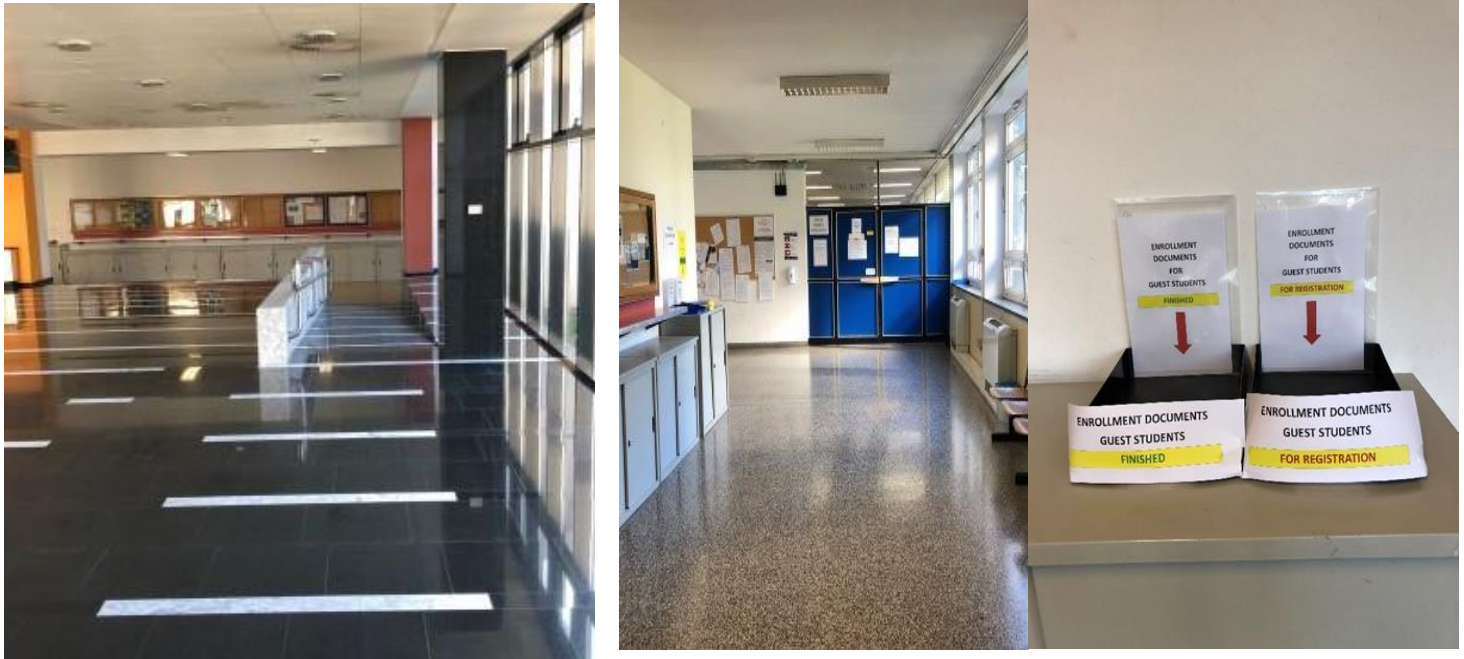
(Working hours 10-14, break: 11-11,30)

In order to enroll please:

- **Fill out** the *Enrollment form (excel table)* and send it together with the proof of payment for enrollment package (details are available under the **IMPORTANT NOTICE***) and 1 digital photo (300x300 pixels) to incoming@m.ffzg.hr as soon as possible
- **Bring in person** (to the orientation meeting) **2 photos** (4x6 cm) and

- [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 please bring it to the Orientation meeting.

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. **Please note: some enrollment procedure details could be changed during the following days. All students will be informed about it on time.**



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@m.ffzg.hr or submit the copy in person)
- **Proof of payment for enrollment package** (please refer to **IMPORTANT NOTICE***)
- **2 photos** (4x6 cm) + **1 photo in digital form** (300x300 pixels). Send the photo to sivanovi@m.ffzg.hr
- **INDEKS** (It will be handled to you by Mrs Sanja Ivanović or Ms Ivana Bedekovic)

OIB – PERSONAL IDENTIFICATION NUMBER (PIN)

In order to enroll you will need to obtain the **OIB (Osobni Identifikacijski Broj / Personal Identification Number-PIN)**. **Please, obtain the OIB as soon as possible.**

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

HOW TO GET IT? <https://www.porezna-uprava.hr/en/Pages/PIN.aspx>

Print the [Form for OIB](#) and fill it out. ([Instructions on how to fill it out](#))

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

ADDRESS:

In Zagreb scholarship holders can obtain the OIB number at any of the 9 tax administration offices, **preferably the one closest to your dorm/faculty or your home address:**

Tax Office Črnomerec, Trg Francuske Republike 15, phone: + 385 1 6628 070, Working hours: 08:00 –15:00

Tax Office Dubrava, Dubrava 49, phone: +385 1 6628 140, Working hours: 08:00 – 15:00

Tax Office Maksimir and Trnje, Albrechtova 42, phone: +385 1 6628 440, Working hours: 08:00 –15:00

Tax Office Medveščak, Draškovićeve 15, phone: +385 1 6628 210 Working hours: 08:00 – 15:00

Tax Office Novi Zagreb, Avenija Dubrovnik 12, phone: +385 1 6501 000 Working hours: 08:00 – 15:00

Tax Office Peščenica, Zapoljska 1, phone: +385 1 6628 290 Working hours: 08:00 – 15:00

Tax Office Sesvete, Trg Dragutina Domjanića 4, phone: +385 1 2386 600, Working hours: 08:00 –15:00

Tax Office Susedgrad, Sigetje 2, phone: +385 1 6628 351, Working hours: 08:00 – 15:00

Tax Office Trešnjevka, Park stara Trešnjevka 2, phone: +385 1 6628 500 Working hours: 08:00 – 15:00

ENROLLMENT FEE:

Before enrollment, make sure that you have paid for the Enrollment Package: Indeks + Student Card “IKSICA” (card for student restaurants..) – total amount: 50,00 EUR

***IMPORTANT NOTICE:**

- **All students are required to pay the enrollment fee.** Without the confirmation of payment/transaction, students cannot be enrolled. As soon as transaction is confirmed, please send the copy of the confirmation to: incoming@m.ffzg.hr.

You can pay in advance, from your home country 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): 50,00 EUR

TROŠKOVNA OPCIJA (Payment option): “OUR” (payer pays all transfer charges)

SVRHA PLAĆANJA (Purpose): UPISNI PAKET ZA INOZEMNE GOSTUJUĆE STUDENTE

ACADEMIC CALENDAR 2024/25 it may be different for PhD programmes

	Winter semester 01.10.2024. - 21.02.2025.	Summer semester 24.02.2025. – 11.7.2025. (19.09.2025.)
CLASSES: Undergraduate (BA) and graduate (MA) study programmes	01.10.2024. – 24.01.2025.	24.02.2025. - 06.06.2025.
EXAMS:	27.01.2025. - 21.02.2025.	09.06.2025. - 11.07.2025. 01.09.2025. - 19.09.2025.

NATIONAL HOLIDAYS IN CROATIA (non-working days)

January 1	New Year's Day
January 6	Three Kings Day
Easter and the day after	Easter Sunday and Monday
May 1	Labour Day

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	All Saint's Day
November 18	Remembrance Day
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 for opening account (excel table)** and email it to: incoming@m.ffzg.hr. Please follow the instructions sent by our IT office in order to register.

OMEGA, E-LEARNING – contact respective professors 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@m.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@m.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@m.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 as: 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 – 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)
- **Your Bank Account must be on your name**
- **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 / Personnal Identification Number)		
Enrollment fee (must be payed before enrollment)		
Enrollment form (excel table)		
WiFi – request (excel table)		
Photos – originals and digital		
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		

ZAGREB – TOURIST AND PRACTICAL INFO

<https://www.infozagreb.hr/multimedija/brosure>

<https://www.infozagreb.hr/en/multimedia/brochures>

<https://www.infozagreb.hr/de/multimedia-de/broschren>

<https://www.infozagreb.hr/es/multimedia-es/folletos>

<https://www.infozagreb.hr/fr/multimedia-fr/brochures>

<https://www.infozagreb.hr/it/multimedia-it/opuscoli>