



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 2026/2027 *PhD students (Postgraduate/Doctoral)*

OFFICE FOR INTERNATIONAL COOPERATION

Faculty of Humanities and Social Sciences

[Ivana Lučića3, HR-10000 Zagreb](#)

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

OFFICE location (Please contact us BEFORE coming to the Office to make an appointment)

Ms. **Ivana Bedeković**

STUDENT MOBILITY OFFICER

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

WORKING DAYS: Monday – Friday (07.00-15.00)*

**We will welcome visitors personally upon prearranged appointment for visit (date and time).*

POSTGRADUATE STUDIES OFFICE (Odjel za doktorske i specijalističke studije)

Students are required to contact ***Postgraduate Studies Office*** by e-mail before arriving at the Faculty in order to arrange date, time and the enrollment procedure.

LOCATION:

Ground Floor, Corridor A-Wing, Rooms A-002 and A-003/ Prizemlje, hodnik A-trakt, prostorije A-002 i A-003

Office Hours: 10:00–11:00 and 12:00–14:00/Uredovno vrijeme od 10:00h do 11:00h i od 12:00h do 14:00h

E-mail poslijediplomska@ffzg.unizg.hr

Marko Hum, Head of the Department for Doctoral and Specialist Studies

Pone: ++385 01/4092-024

E-mail: poslijediplomska@ffzg.unizg.hr; mhum@ffzg.unizg.hr

Room: A-003

Anamarija Stipeč, Senior Adviser

Phone: ++ 385 01/4092-272

E-mail: poslijediplomska@ffzg.unizg.hr; astipec@ffzg.unizg.hr

Room: A-002

ENROLLMENT PROCEDURE

In order to enroll please:

- Fill out the *Enrollment form (excel table)* and send it together with **1 digital photo (300x300 pixels)** in a JPEG (.jpg) format and the **proof of payment** for enrollment package (details are available under the **IMPORTANT NOTICE***) to poslijediplomska@ffzg.unizg.hr
- Bring in person **1 photo 4x6 cm**

OIB – PERSONAL IDENTIFICATION NUMBER (PIN)

In order to enroll you will need to obtain the **OIB (Osobni Identifikacijski Broj / Personal Identification Number-PIN)**. If you do not have OIB yet, **please, obtain the OIB as soon as possible (upon your arrival)**.

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 Susjedgrad, 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:

*IMPORTANT NOTICE:

- Students who already have been enrolled at Faculty of Humanities and Social Sciences and have Iksica (from previous mobility at the Faculty of Humanities and Social Sciences) **do not have to pay for Enrollment package**.
- All other students are required to submit the confirmation of payment/transaction. Please send the copy of the confirmation to: incoming@ffzg.unizg.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): 1008-**OIB** (write your OIB number)

IZNOS (Amount): 50,00 EUR

TROŠKOVNA OPCIJIA (Payment option): "OUR" (payer pays all transfer charges)

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

ACADEMIC CALENDAR 2026/27 (it may be different for PhD programmes)

	Winter semester 01.10.2026. – 22.01.2027.	Summer semester 22.02.2027. – 09.7.2027.
CLASSES: Undergraduate (BA) and graduate (MA)	05.10.2026. – 22.01.2027.	22.02.2027. - 04.06.2027.
EXAMS:	25.01.2027. - 19.02.2027.	07.06.2027. - 09.07.2027.

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	Corpus Christi
June 22	Anti-Fascist Struggle Day
June 25	Day of Croatia Statehood
August 5	Victory and Homeland Thanksgiving Day
August 15	Assumption of Mary
November 1	All Saint's Day
November 18	Remembrance Day
December 25 and 26	Christmas (University Christmas holidays 25.12.-6.1.)

Student Card X-ica (IKSICA)

The student card, so-called "x-ica" will be issued by the faculty after enrollment and it will be activated from the semester start date.

Students will first receive temporary Iksica and after approx. two weeks it will be exchange for personal Iksica.

Upon exchange, the student is required to return the temporary Iksica to the Postgraduate Studies Office.

Benefits: enabling students to eat in student restaurants, get discounts when travelling, going to cinema, theatre, clubs, and Faculty Library access is available with Iksica.

Specific discount for student meals: The Croatian Ministry of Science and Education allows a weekly subsidy to the following categories of exchange students (BA, MA and PhD level): Erasmus+ and CEEPUS. All other categories of exchange students must pay the full price of a meal.

Student meal prices:

- full price of the daily menu is €3,00;
- students that receive a subsidy on the card pay €0,86 whereas the rest (71,24%) is covered by the subsidy (weekly subsidy of €29,91, i.e. €119,66 monthly).

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 classroom (face to face)
- in the form of consultations

INTERNET ACCESS (Wi-Fi) - you can log in with your credentials (if you use eduroam at home university) or we will provide you with credentials after enrollment

AAi identity – available after enrollment

OMEGA, E-LEARNING – contact respective professors in order to arrange details for e-learning via Omega system

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

LEARNING AGREEMENT – all changes will be done after the enrollment – **during the first 3 weeks**. In the final version of enrollment table (excel) under the field COURSES all courses must correspond with final version of your LA.

TRANSCRIPT OF RECORDS

Transcript of Records (TOR) is issued at the end of student's stay, after the examinations. To request a Transcript of Records, the student must contact departmental ECTS/CEEPUS coordinator or Head of the PhD programme.

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. Faculty Library access is available with Iksica.

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

CEEPUS GRANT PAYMENT (ISPLATA CEEPUS STIPENDIJE) – only for CEEPUS students!

To receive the grant, please send an email to Mrs. Vesna Tkalčić Barišić (Accounting Office) e-mail: vtbarisi@ffzg.unizg.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 / PIN personal identification number)

PLEASE NOTE:

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

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.

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>