



zagrebačka
škola ekonomije
i managementa
zagreb school
of economics
and management

INFORMATION SHEET 2019/2020

International student exchange

EXCHANGE CONTACT

University Name	Zagreb School of Economics and Management (ZSEM) Jordanovac 110, HR 10000 Zagreb, Croatia Tel. +385 1 23 54 154 / Fax. +385 1 23 54 155
Erasmus ID	HR ZAGREB 06
Contact Person, title and email	Javier Aguayo, jaguayo@zsem.hr (Outgoing students) Head of the International Office Una Barković ubarkovic@zsem.hr (Incoming students) Coordinator
Office Address	Jordanovac 110, 10000 Zagreb, Croatia
Telephone Number	0038512354154
Fax Number	0038512354155
Student exchange related website	https://www.zsem.hr/en/international/

APPLICATION

Due Date for Application Forms (undergraduate & graduate)	Nomination for Fall 2019	29.03.2019
	Application deadline for Fall 2019	30.04.2019
	Nomination for Spring 2020	9.10.2019
	Application deadline for Spring 2020	23.10.2019
Documents to be submitted	Application Form Copy of a Passport (ID is enough for EU students) International Health Insurance (EU health card is also good) Learning Agreement Transcript of Records Motivation Letter CV 3 ID Photographs	
How to obtain application materials	Check our website or contact our incoming coordinator: https://www.zsem.hr/en/international/exchange/incoming-students/application-process-2/	
Minimum English Requirement (or other language)	Students should be fluent in English language to be able to actively participate in the class. We do not require any certificate proving level of English. We require a minimum CEF level "B1".	
Minimum GPA Requirement (4.0 scale)	We trust that you are going to do a selection. Your institution decides who to send.	

CURRENT ACADEMIC CALENDER

	Fall Semester, 2019	Spring Semester, 2020
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Suggested Arrival Date	1.09.2019	27.01.2020
Orientation Days (undergraduates)	04 to 6.09.2019 (Compulsory)	29 to 31.01.2020 (Compulsory)
Orientation Day (graduates)	2.09.2019 (Compulsory)	2.03.2020 (Compulsory)
Semester Dates (undergraduate)	09.09.2019 - 24.01.2020 (Students can finish earlier if required)	03.02 - 26.06.2020
Semester Dates (graduate)	02.09.2019 - 21.02.2020 (Students can finish earlier if required)	02.03-17.07.2020
Examination Period (undergraduate)	January, 2020	June, 2020
Examination Period (graduate)	At the end of each module	At the end of each module
Christmas Break	Undergraduate Dec 21 – Jan 06 Graduate Dec 21 – Jan 12	Easter Holidays: 10.04-17.04
Official holidays in Croatia (not working days) for the Academic year 2019/2020	October 8 -Independence Day November 1 -All Saints' Day December 25 -Christmas December 26 -Saint Stephen's Day January 1 -New Year January 6 -Epiphany April 12 -Easter April 13 -Easter Monday May 1 -International Workers' Day June 11 -Corpus Christi June 22 -Anti-Fascist Struggle Day June 25 -Statehood Day August 5 -Homeland Thanksgiving Day August 15 -Assumption of Mary	

ACADEMIC INFORMATION

Language of Instruction	English (or Croatian)
Number of hours per week per course	Average 3 hours
Required number of courses	No more than 30 ECTS
Number of weeks of study	15 weeks per semester (plus exam period of 1 month)
Language support	Students are allowed to take Croatian language course (no extra charges)
Course registration period and procedures (i.e. pre-arrival registration)	We require the learning agreement with your application form
Credit system	ECTS
Number of Years of study and credits required for regular students to graduate?	4 years 240 ECTS (Bachelor) 1 year 60 ECTS (Master)
Grading system	5 – EXCELLENT (outstanding performance) 91-100% 4 – VERY GOOD (above the average standard) 81- 90% 3 – GOOD (generally sound work) 70-79%

	2 – SUFFICIENT (minimum criteria) 60-69% 1 – FAIL (considerable further work is required) 59% or less
<p>Website link with the list of courses that are available for exchange students: https://www.zsem.hr/en/international/exchange/incoming-students/courses-and-schedule/</p> <p><u>Undergraduate students</u> can only select undergraduate courses.</p> <p><u>Graduate students</u> may pick between undergraduate and graduate subjects/courses if their home institution agrees.</p> <p>Please note that graduated courses have a special schedule:</p> <p>a) Through the semester 1-3 intensive weeks per class. b) The first semester of graduate courses starts on March and the second in September. (Mind this when you search courses in our MBA web-page: https://www.zsem.hr/en/study-programs/graduate-mba/)</p> <p><u>If the graduated students also selected undergraduate courses</u>, he/she will need to attend classes all along through the semester and come at the beginning of the undergraduate semester (in February for the 2nd semester!).</p> <p>International students who are able to attend courses in Croatian language, see also: https://www.zsem.hr/studijjski-programi/preddiplomski/studij-ekonomije-i-managementa/program/</p>	

ACCOMMODATION

How can exchange students apply for accommodation?	The school does not have any dormitories or student residences. Students can contact the following agency which is in close contact with us: https://www.homeinzagreb.com/ Students are free to choose any other alternative agency or to find accommodation by themselves.
Cost of accommodation per month	Average 2500-500 Euros
Are there any included services with accommodation? (i.e. Utilities, Internet Service, Air-Conditioning)	<input type="checkbox"/> Yes <input type="checkbox"/> No Usually those services are included, but it should be checked on a case to case basis

FINANCIAL MATTERS FOR EXCHANGE STUDENTS:

Are there any required fees to be paid by students? (ex: Student Union Fee)	<input type="checkbox"/> Yes <input type="checkbox"/> No
ESTIMATED LIVING COSTS	
Textbooks	Most required materials for study are available free of charge.
Food	Average 300 Euro
Transportation	150 Kuna for the first month, 120 Kuna every consecutive month (1 € = 7.50kn approximately)

EMPLOYMENT

Are there employment opportunities for exchange students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Internship opportunities for exchange students?	There are but they are not paid.

ADDITIONAL

Student associations/clubs, activities	<input type="checkbox"/> Journalism Student Club <input type="checkbox"/> Student Sports Association: <input type="checkbox"/> Football <input type="checkbox"/> Basketball <input type="checkbox"/> Handball <input type="checkbox"/> Volleyball <input type="checkbox"/> Fitness
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	<ul style="list-style-type: none"> o Aerobics o Ski <p><i>(Sports facilities are outside of the campus.)</i></p>
Health insurance	<i>International students are obliged to prepare their own international insurances before coming to Croatia.</i>
Buddy system	A local student is going to be in charge of one international student to help him/her get acquainted with the city of Zagreb as well as the daily student life.
Food service	There are several student dining rooms in the city offering meals at low cost (2-4€). The closest one is only five minutes from ZSEM by walk.

TEMPORAL RESIDENCE PROCEDURES AND ASSISTANCE

In order to be able to study in Croatia the easiest way is to apply for a temporary residence permit and not for a visa. In order to apply students will need:

- 2 color photographs, 35 x 45 mm;
- copy of a valid travel document;
- proof of ensured dwelling;
- proof of ensured health insurance;
- proof of ensured means of subsistence in compliance with the Regulation on the method of calculation and amount of means of subsistence for aliens in the Republic of Croatia;
- proof of the reasons for temporary stay (Acceptance letter)

The mentioned documents should be translated into English or Croatian and delivered to a Croatian embassy.

ERASMUS students and those ones that not require visa to enter in Croatia can do these procedures in Croatia, it is recommended for these last ones, not to do this process in their home countries.