

INFORMATION SHEET FOR ACADEMIC YEAR 2020/2021

International student exchange

EXCHANGE CONTACT

University Name	Zagreb School of Economics and Management (ZSEM)
Erasmus ID	HR ZAGREB 06
Contact Person, title and email	Javier Aguayo, jaguayo@zsem.hr (Outgoing students) Head of the International Office Una Barković, ubarkovi@zsem.hr (Incoming students) Coordinator
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Student exchange related website	https://www.zsem.hr/en/international/

APPLICATION

Due Date for Application Forms (undergraduate & graduate)	Nomination for Fall 2020	31.03.2020.
	Application deadline for Fall 2020	30.04.2020.
	Nomination for Spring 2021	09.10.2020.
	Application deadline for Spring 2021	30.10.2020.
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 the English language to be able to actively participate in the classroom, however we do not require any	

	formal certificate or proof of their English language proficiency. We expect at least CEFR 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 2020	Spring Semester 2021
Suggested Arrival Date	29.08.2020.	25.01.2021
Orientation Days (undergraduates)	02. to 04.09.2020. (Compulsory)	27 to 29.01.2021 (Compulsory)
Orientation Day (graduates)	01.09.2020 (Compulsory)	01.03.2021 (Compulsory)
Semester Dates (undergraduate)	07.09.2020 - 18.12.2020.	01.02 - 21.05.2021
Semester Dates (graduate)	01.09.2020 - 26.02.2021 (Students can finish earlier if required)	01.03-16.07.2021
Examination Period (undergraduate)	January, 2021	June, 2021
Examination Period (graduate)	At the end of each module	At the end of each module
School Holidays	Christmas: Dec 21 – Jan 04	Easter: 28.03-01.04
Official holidays in Croatia (not working days)	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 the application form. Students are required to register to the courses through the Google Form which will be sent to them after the final schedule is

	released. The number of participants for most courses is limited and registrations will be approved on a first-come, first-serve basis .
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 align="center">INFORMATION ABOUT COURSES:</p> <p><u>Undergraduate students</u> can only select undergraduate courses. Please click here to see the courses offered: https://www.zsem.hr/en/international/exchange/incoming-students/courses-and-schedule/</p> <p><u>Graduate students</u> may pick between undergraduate and graduate courses if their home institution agrees. Please note that graduated courses have a special schedule: they are held in modules of 1 – 3 intensive weeks per course. To see the courses offered in the graduate program click here: https://www.zsem.hr/en/study-programs/graduate-mba/</p> <p><u>If the graduate students also selected undergraduate courses</u>, he/she will need to attend classes throughout the whole semester and come at the beginning of the undergraduate semester (<u>in February for the 2nd semester!</u>).</p> <p>International students who are able to attend courses in Croatian language, see also: https://www.zsem.hr/studijski-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 housing agency which is our partner: 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 250-600 Euros
Are there any included services with accommodation? (i.e. Utilities, Internet Service, Air-Conditioning)	<input checked="" 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 checked="" type="checkbox"/> No
ESTIMATED LIVING COSTS	
Textbooks	Most required materials for study are available free of charge.
Food	Average 300 Euro
Transportation	130 Kuna for the first month, 100 Kuna every consecutive month (1 € = 7.50kn approximately)

EMPLOYMENT

Are there employment opportunities for exchange students?	Yes (not guaranteed)
Internship opportunities for exchange students?	Yes (not guaranteed)

ADDITIONAL

Student associations/clubs, activities	<p>Journalism Student Club NEXT Junior Enterprise Student Sports Association: Football Basketball Handball Volleyball Squash Futsal <i>(Sports facilities are outside of the campus.)</i></p>
Health insurance	International students are obliged to prepare their own international health insurance before coming to Croatia.
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 restaurants in the city offering meals at low cost (2-4€). The closest one is only ten minutes from ZSEM by walk.

TEMPORAL RESIDENCE PROCEDURES AND ASSISTANCE

<p>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:</p> <ul style="list-style-type: none"> • the application form • a colour 35x45 mm photo • a copy of a valid passport (or ID for EU citizens) • evidence of health insurance • evidence of sufficient means of subsistence • evidence of the reason for temporary stay (Application form) <p>The mentioned documents should be translated into English or Croatian and delivered to a Croatian embassy. ERASMUS students and those ones that do not require visa to enter Croatia should do these procedures in Croatia after their arrival (will be done during the Orientation Days)!</p>
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