



## UNIVERSITY OF ZAGREB

### Erasmus+ Information Sheet

University of Zagreb - General Information	
Full Legal Name of Institution	Sveučilište u Zagrebu / University of Zagreb
Erasmus ID Code	HR ZAGREB01
Rector	Professor Stjepan Lakušić, PhD
Website	<a href="http://www.unizg.hr">http://www.unizg.hr</a> ; <a href="http://www.unizg.hr/homepage/international-relations/">http://www.unizg.hr/homepage/international-relations/</a>
Head of Office	Branka Roščić (dr. phil.), <a href="mailto:head.international@unizg.hr">head.international@unizg.hr</a> , ☎ 00385 1 46 98 101
Erasmus+ Institutional Coordinator	Renata Hranjec (Ms), <a href="mailto:erasmus.coordinator@unizg.hr">erasmus.coordinator@unizg.hr</a> , ☎ 00385 1 46 98 128
Incoming Student Mobility (Erasmus+ KA131, bilateral exchange)	Bernard Špoljarić (Mr), <a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a> , ☎ 00385 1 46 98 165
Erasmus+ partner countries coordinator (KA171)	Željka Pitner (Ms), <a href="mailto:zeljka.pitner@unizg.hr">zeljka.pitner@unizg.hr</a> ; <a href="mailto:erasmus.noneu@unizg.hr">erasmus.noneu@unizg.hr</a> , ☎ 00385 1 46 98 105 - coordinator Barbara Klemenčić (Ms), <a href="mailto:bklemencic@unizg.hr">bklemencic@unizg.hr</a> , ☎ 00385 1 456 4 130
Erasmus+ Outgoing Student Mobility (KA131)	Maja Grđan (Ms), <a href="mailto:erasmus-student-sms@unizg.hr">erasmus-student-sms@unizg.hr</a> , ☎ 00385 1 46 98 106 <a href="mailto:erasmus-outgoing@unizg.hr">erasmus-outgoing@unizg.hr</a> , ☎ 00385 1 46 98 126
Erasmus+ Outgoing Short PhD Mobilities (KA131)	Ivana Matijašević (Ms), <a href="mailto:erasmus.short@unizg.hr">erasmus.short@unizg.hr</a> , ☎ 00385 1 46 98 126
Outgoing Erasmus+ Placements (KA131)	Ružica Bruvo (Ms), <a href="mailto:placement@unizg.hr">placement@unizg.hr</a> , ☎ 00385 1 46 98 107 Marija Jakovljević (Ms), <a href="mailto:praksa@unizg.hr">praksa@unizg.hr</a> , ☎ 00385 1 46 98 196
Erasmus+ Staff Mobility (KA131)	Emina Lehkec (Ms), <a href="mailto:staff@unizg.hr">staff@unizg.hr</a> , ☎ 00385 1 46 98 102
Erasmus+ agreements coordination (KA131)	Ratimira Šimundić (Ms), <a href="mailto:erasmus.sporazum@unizg.hr">erasmus.sporazum@unizg.hr</a> , ☎ 00385 1 46 98 132
Erasmus+ BIP programmes (KA131)	Valentina Vajdić Cimperšak (Ms), <a href="mailto:erasmus.bip@unizg.hr">erasmus.bip@unizg.hr</a> , ☎ 00385 1 46 98 116

### Erasmus + inter-institutional agreements for programme countries

Erasmus+ inter- institutional agreements for programme countries (KA131)	<p>Erasmus+ inter-institutional agreements are signed by the Faculty/Academy Deans. The list of Faculties and Academies: <a href="http://www.unizg.hr/homepage/about-university/constituent-units/organizational-units/">www.unizg.hr/homepage/about-university/constituent-units/organizational-units/</a></p> <p>All the Erasmus+ inter-institutional agreements are signed <b>1 year in advance</b> for the next academic year. Deadline: 1 November <a href="http://www.unizg.hr/homepage/international-relations/partnerships/erasmus/">http://www.unizg.hr/homepage/international-relations/partnerships/erasmus/</a></p>
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The sending institution, following agreement with the University of Zagreb, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Recommended language skills*				
Receiving institution [Erasmus code]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01	Croatian	English	<u>B2 (obligatory)</u>	B2

\*For more details on the language of instruction see the course catalogue.

### Additional requirements

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: [incoming@unizg.hr](mailto:incoming@unizg.hr).

### Calendar

Home university nominates students via form available on our Web [page](#):

Receiving institution [Erasmus code]	Winter term (October 1 to February 28/29)	Summer term (March 1 to June 30)
HR ZAGREB 01	1 May	1 November

All students need to apply through the application link by the following date:

Receiving institution [Erasmus code]	Winter term (October 1 to February 28/29)	Summer term (March 1 to June 30)
HR ZAGREB 01	15 May	15 November
2. The University of Zagreb will send its decision within 5 weeks.		
3. A Transcript of Records will be issued by the faculty/academy of the University of Zagreb no later than 5 weeks after the assessment period has finished at the receiving faculty/academy.		
4. Termination of the agreement  In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."		

Information		
Grading systems of the University: <a href="http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-information/the-ects-system-and-student-progress-assessment/">www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-information/the-ects-system-and-student-progress-assessment/</a>		
Visa		
The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.  Information and assistance can be provided by the following contact points and information sources:		
Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB01	<a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a> , 00385 (0)1 4698 165	<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/">http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/</a>
Insurance		
The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.  For mobile participants at the University of Zagreb insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:		

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB01	<a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a> , 00385 (0)1 4698 165	<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/">www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/</a>

### Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB01	<a href="mailto:Petra.Sarenic@sczg.hr">Petra.Sarenic@sczg.hr</a>	<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/student-services/housing/">www.unizg.hr/homepage/international-exchange/exchange-students/student-services/housing/</a>

### Student Exchange information

Nominations & Application Procedure	<p><b>Application</b> must be done through the Central IRO office. Application form (ON-LINE application) and other supporting documents are available at:  <a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/how-to-apply/">http://www.unizg.hr/homepage/international-exchange/exchange-students/how-to-apply/</a></p> <p>Courses/programs in Croatian  <a href="http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-studies-and-courses/studies-and-courses-in-croatian/">http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-studies-and-courses/studies-and-courses-in-croatian/</a></p> <p>Courses/programs in English  <a href="http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-studies-and-courses/studies-and-courses-in-english/">http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-studies-and-courses/studies-and-courses-in-english/</a></p> <p><b>APPLICATION DEADLINES</b></p> <ul style="list-style-type: none"> <li>- <b>15 May - winter (1<sup>st</sup>) semester / academic year</b> (starting in October)</li> <li>- <b>15 November - summer (2<sup>nd</sup>) semester</b> (starting in March)</li> </ul> <p>! Students that require a VISA are strongly advised to apply and send their documents one month prior to the deadline since the Visa application process may take several weeks or even months.</p>
Areas of study / courses	Students are allowed to enrol in programs / courses offered by UNIZG faculties/academies, respecting their specific requirements (course pre-requisites, areas of study arranged through institutional agreements with UNIZG etc.).
Croatian Language Course	<a href="http://www.unizg.hr/homepage/learn-croatian/">http://www.unizg.hr/homepage/learn-croatian/</a>

Course registration	Exchange students enrol upon their arrival in Zagreb (not before) at the UNIZG faculty/academy they will attend.
Transcript of records - availability	Official transcripts must be requested by the student personally at the student office of the respective faculty / academy at the end of the exchange period, prior to departure.