

# Erasmus+



Erasmus+

## Welcome Guide for International Students

fpzg

Sveučilište u Zagrebu  
Fakultet političkih  
znanosti



# Erasmus+

Guide for International Students



A group of diverse young adults, including men and women of various ethnicities, are smiling and taking a selfie on a beach. The scene is bright and sunny, with the ocean waves visible in the background. The group is huddled together, and their arms are extended towards the camera. The overall mood is joyful and welcoming.

fpzg

**Welcome to the Faculty of Political Science**



- Founded in 1962
- The oldest political science academic institution in this part of Europe
- Undergraduate, graduate, postgraduate specialist and doctoral study programmes
- Two major fields of study: political science and journalism
- 1450 students
- Highly developed international cooperation (Erasmus+, CEEPUS, Fulbright, Irex, Humboldt)
- Organising numerous seminars, conferences and public forums
- Student media – television (Televizija Student), radio (Radio Student), newspaper (Global)

## About the Faculty of Political Science

The Faculty of Political Science was founded in 1962 and is the oldest political science academic institution in this part of Europe. The study programmes at our Faculty are organised at the following levels: undergraduate, graduate, postgraduate specialist and doctoral. There are two major fields of study at the undergraduate and graduate levels: political science and journalism. International cooperation is highly developed at all

levels: through personal contacts and cooperation as well as at the institutional level within ERASMUS+, CEEPUS, Fulbright, Irex, Humboldt and other programmes. The Faculty regularly organises specialised seminars, conferences and public forums about contemporary political topics and encourages discussion about the prevailing issues in the fields of journalism, local administration, elections, international relations and political parties.



## Political science

The political science study programme consists of a four-year undergraduate-level study and a one-year graduate-level study. It offers a very broad programme, which includes basic courses in political theory and history, political sociology, psychology, philosophy, economy, etc. At the graduate level, students opt for specialisation in one of six broad areas: international relations, the Croatian political system, comparative politics, European studies (Croatia and Europe), political theory and analysis, and public policy, public management and development.

During their studies students acquire relevant knowledge and skills for professional work in all public political institutions, secondary schools and other educational institutions, as well as in public and private enterprises. Beside the regular classes, students are offered a wide range of guest lectures held by both Croatian and international scientists and other experts. Students are also given the opportunity to learn through research work on concrete examples. Topics related to current political events in the country and in the world are analysed by esteemed political scientists and professionals.

- **Four-year undergraduate study programme**
- **Extensive programme which includes courses in political theory and history, political sociology, psychology, philosophy, economy, international relations, etc.**
- **One-year graduate study programme**
- **Students specialise in up to two areas: international relations, the Croatian political system, comparative politics, European studies (Croatia and Europe), political theory and analysis, and public policy, public management and development**
- **A wide range of guest lectures held by both Croatian and international scientists and professionals**
- **Specialist and doctoral programmes**

## Journalism

The journalism department offers a comprehensive study programme consisting of journalism history, theory and practice. During the three-year undergraduate-level study of journalism students gain all relevant knowledge and skills required for professional work in editorial offices of different media, in public communication as well as in all services which need experts in the field of politics, media or public relations. Students get acquainted with the basics of radio,

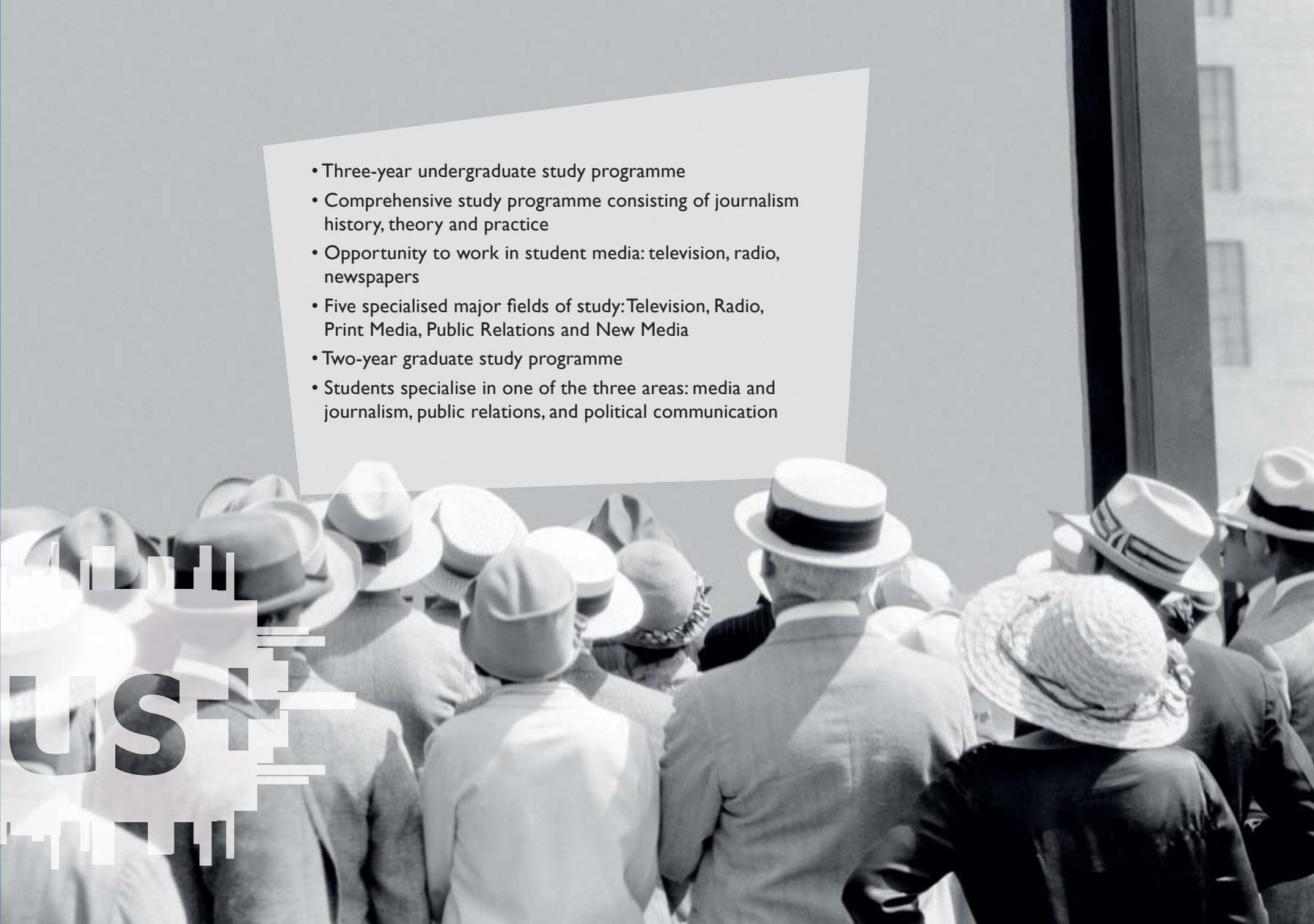
television, newspaper writing and public relations. Beside the general introduction to journalism, the undergraduate programme offers students the option of taking two out of five specialised major fields of study in the third year of their studies: Television, Radio, Print Media, Public Relations and New Media. At the graduate level, students opt for specialisation in one of the three broad areas: media and journalism, public relations, and political communication.

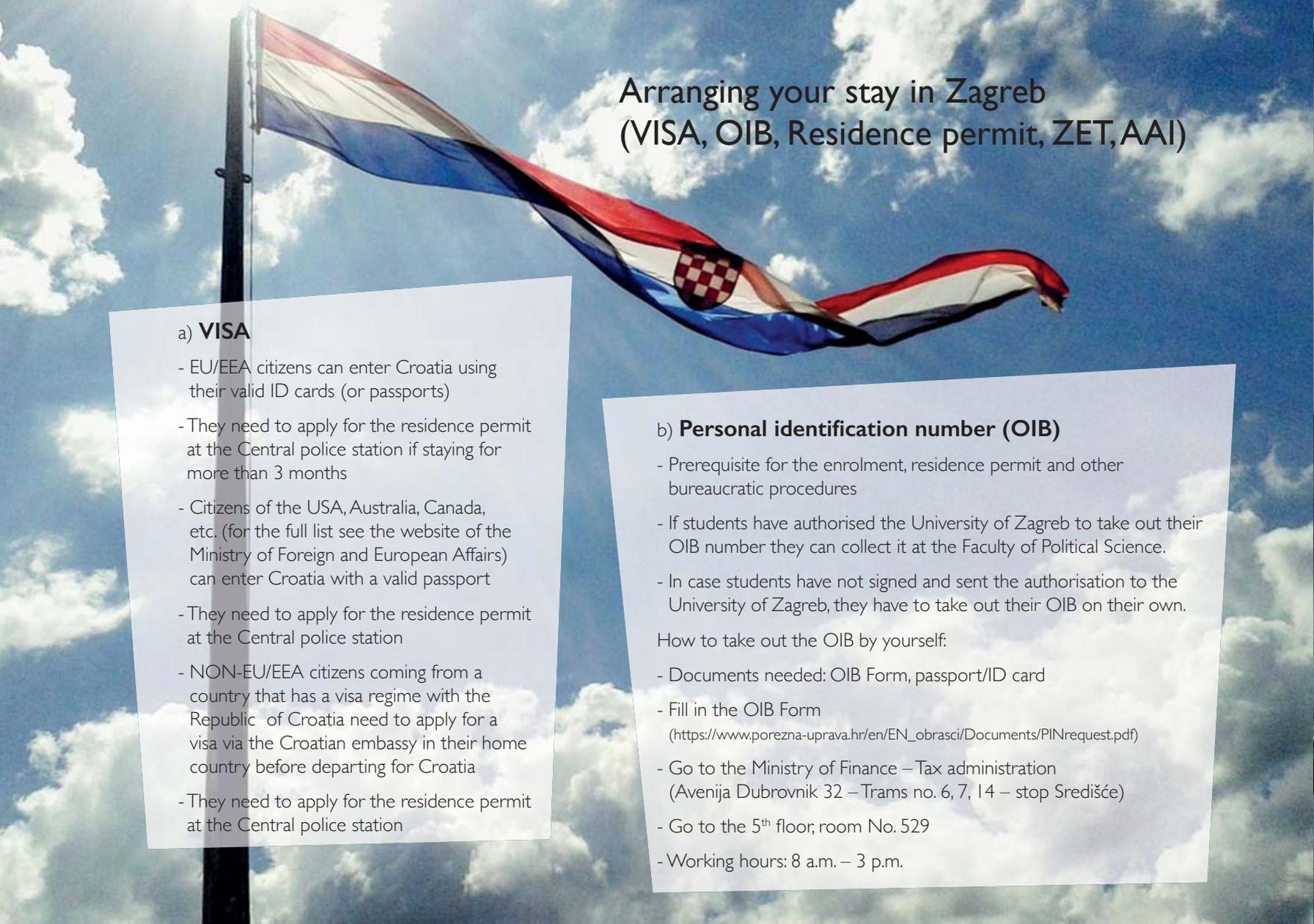


Erasmus

- Three-year undergraduate study programme
- Comprehensive study programme consisting of journalism history, theory and practice
- Opportunity to work in student media: television, radio, newspapers
- Five specialised major fields of study: Television, Radio, Print Media, Public Relations and New Media
- Two-year graduate study programme
- Students specialise in one of the three areas: media and journalism, public relations, and political communication

US





## Arranging your stay in Zagreb (VISA, OIB, Residence permit, ZET, AAI)

### a) **VISA**

- EU/EEA citizens can enter Croatia using their valid ID cards (or passports)
- They need to apply for the residence permit at the Central police station if staying for more than 3 months
- Citizens of the USA, Australia, Canada, etc. (for the full list see the website of the Ministry of Foreign and European Affairs) can enter Croatia with a valid passport
- They need to apply for the residence permit at the Central police station
- NON-EU/EEA citizens coming from a country that has a visa regime with the Republic of Croatia need to apply for a visa via the Croatian embassy in their home country before departing for Croatia
- They need to apply for the residence permit at the Central police station

### b) **Personal identification number (OIB)**

- Prerequisite for the enrolment, residence permit and other bureaucratic procedures
- If students have authorised the University of Zagreb to take out their OIB number they can collect it at the Faculty of Political Science.
- In case students have not signed and sent the authorisation to the University of Zagreb, they have to take out their OIB on their own.

How to take out the OIB by yourself:

- Documents needed: OIB Form, passport/ID card
- Fill in the OIB Form  
([https://www.porezna-uprava.hr/en/EN\\_obrazi/Documents/PINrequest.pdf](https://www.porezna-uprava.hr/en/EN_obrazi/Documents/PINrequest.pdf))
- Go to the Ministry of Finance – Tax administration  
(Avenija Dubrovnik 32 – Trams no. 6, 7, 14 – stop Središće)
- Go to the 5<sup>th</sup> floor, room No. 529
- Working hours: 8 a.m. – 3 p.m.

### c) **Temporary residence permit**

Documents needed:

1. Form 1a (<https://www.mup.hr/UserDocsImages/obr1A.pdf>)
2. One 30 x 35 mm photo
2. Acceptance letter in Croatian from UNIZG
3. Proof of sufficient means of subsistence (bank account statement or scholarship confirmation)
4. Proof of secured accommodation (copy of the form from the student residence, or rental contract and a proof of ownership)

All documents need to be translated into Croatian and certified by a public notary. You can do that at Lingua-soft, Frankopanska 5A, email: [lingua-soft@lingua-soft.hr](mailto:lingua-soft@lingua-soft.hr)

How to apply for the permit:

- Fill in the Form 1a
- Translate all the documents into Croatian
- Go to the Central Police Station in Petrinjska ulica 30 (Petrinjska Street) (working hours: 8 a.m. – 3 p.m.)
- Cost of the permit for Erasmus students is 240 HRK,
- Cost of the permit for other categories of exchange students is 740 HRK

### d) **Public transportation (Zagreb Electric Tram – ZET)**

Documents needed: ZET form; One passport size photo; Student book (INDEKS)

How to get a monthly tram pass for students:

- Fill in the ZET form
- Visit the Faculty admission office to have it stamped and signed
- Go to the main ZET building located at Ozaljska street 105 (Ljubljana stop)
- Go to the ticket window No. 11
- Working hours: 7.30 a.m. – 5.30 p.m.
- Price – 30 HRK for the tram pass, 100 HRK for a monthly ticket

Students can buy monthly tickets at any TISAK newsstand.



Erasmus+



# Enrolment procedure

## Documents needed:

1. Copy of Passport or ID card
2. Three 40 x 60 mm photos
3. Exchange form for enrolment (sent by email)
4. Student ID card form (sent by email)
5. Copy of OIB (personal identification number)
6. Confirmation of enrolment fee payment
7. Indeks (student book) – received after paying the enrolment fee
8. Learning Agreement

## To do list:

1. Fill in the exchange form and the student ID card form (done by email)
2. Pay the enrolment fee (can be done in any bank or post office)
3. Fill out the first page of the indeks (student book)
4. Glue the photos to your indeks (student book) and to the exchange form
5. Sign the statement provided by the Office for International Cooperation
6. Pick up your Indeks and your Student ID Card in the Admission office

## Information needed to pay the enrolment fee

Amount	250,00 HRK*
Bank account number	Zagrebacka banka – IBAN HR1423600001101217644
Model	HR00
Reference number	26 - (add your OIB number)
Description of payment	Erasmus enrolment
Recipient - address	Faculty of Political Science Lepušićeva 6, 10000 Zagreb

\* liable to change



Erasmus+

Changing lives. Opening minds.

A group of students are gathered around a tablet. A young man in a red and blue plaid shirt is holding the tablet and looking at the screen. A young woman in a green and blue plaid shirt is looking at the tablet. Another person's arm and shoulder are visible on the right side of the frame. The background is a bright, out-of-focus indoor setting.

## Changing the Learning Agreement (LA)

The Learning Agreement can be changed in the period of three weeks after the lectures start.

### **Things to do before changing the Learning Agreement:**

1. Visit the Office for International Cooperation and pick up the Request for course substitution
2. Fill in the Request for course substitution (write your name and surname, the name of the course you wish to remove from your LA, the name of the course you wish to attend and sign the document)
3. Obtain the signature from the professor holding the course you wish to add

A photograph of three young adults, two women and one man, sitting together and looking at their smartphones. The woman on the left has long dark hair and is wearing a denim jacket. The woman in the middle has long blonde hair and is wearing a green top. The man on the right has short dark hair and is wearing a blue button-down shirt. They are all focused on their devices. A semi-transparent white box with a list of instructions is overlaid on the image.

### How to change the Learning Agreement:

1. Download DURING THE MOBILITY/LA CHANGES part of Learning Agreement from your University page
2. Fill in the needed information (personal information, courses deleted, courses added)
3. Sign the document
4. Bring it to the Office for International Cooperation to receive the ECTS Coordinator's signature
5. Send the Learning Agreement to your home faculty coordinator so he can sign it
6. Send the scanned copy of the signed LA to the [exchange@fpzg.hr](mailto:exchange@fpzg.hr)



# Attending courses at other faculties

International students can attend up to two courses at other faculties. Students who attend one or more courses at other faculties have to make separate learning agreements

## **Things to do at the Faculty of Political Science:**

1. Pick up the Horizontal mobility form at the Office for International Cooperation
2. Fill in the Student's data part of the form
3. Bring it to the Admission Office to have it signed and stamped
4. Take it to the Filing/Docket Office (first floor; the first door to the right)

## **Things to do at the University of Zagreb and at the secondary faculty**

1. Contact Office for International Cooperation of the University of Zagreb ([incoming@unizg.hr](mailto:incoming@unizg.hr)) and inform them you wish to attend courses from other faculties



2. Contact the professor holding the course you wish to attend and receive his/her permission to join it
3. Make a new Learning Agreement with the courses you wish to listen at another faculty
4. Contact the Admission Office and International Cooperation Office at the faculty you wish to attend - the student, the student's home faculty coordinator and the coordinator from the faculty in question need to sign a new Learning Agreement
5. The course professor has to fill in and sign second part of the Horizontal mobility form - information on the elective course

**Things to do after completing the course:**

1. Have the grade registered and signed by the professor in the Horizontal mobility form - information about the course examination
2. Have it signed and stamped by the secondary faculty Admission Office
3. Bring the signed and stamped Horizontal mobility form to the Faculty of Political Science Admission Office



# Living & studying in Zagreb

## Estimated monthly living expenses

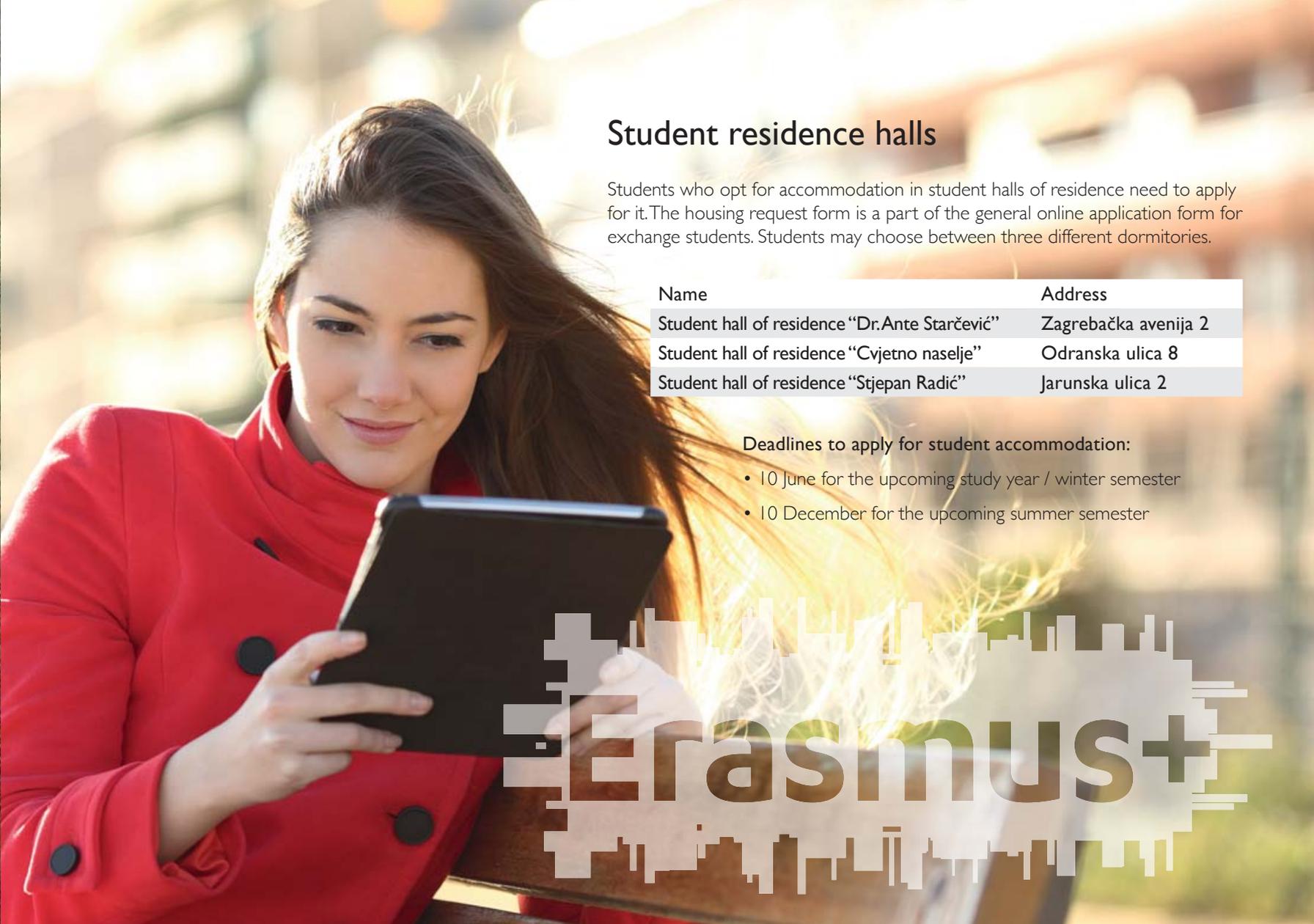
Food	1000 kn/month
Rented room and utilities (water, heating, electricity)	1500 kn/month
Transportation	100 kn/month
Books	400 kn/month
Miscellaneous	800 kn/month
<b>TOTAL</b>	<b>3800 kn/month</b> (approx. 530 EUR)

\*This is only a rough guide and students may actually spend more or less than these amounts.

## Student restaurants

Name	Address
Restaurant Savska (Student Center)	Savska 25
Student Residence Hall Stjepan Radić	Jarunska 2
Student Residence Hall Cvjetno naselje	Odranska 8
Student Residence Hall Laščina	Laščinska cesta 32
The Faculty of Economics and Business	Kennedyjev trg 6
Faculty of Electrical Engineering and Computing	Ulica grada Vukovara 39
Faculty of Veterinary Medicine	Heinzlova 55
School of Medicine	Šalata 3b
Faculty of Traffic and Transport Sciences	Vukelićeva 4

The X-card entitles students to subsidised meals in student restaurants.



## Student residence halls

Students who opt for accommodation in student halls of residence need to apply for it. The housing request form is a part of the general online application form for exchange students. Students may choose between three different dormitories.

Name	Address
Student hall of residence “Dr. Ante Starčević”	Zagrebačka avenija 2
Student hall of residence “Cvjetno naselje”	Odranska ulica 8
Student hall of residence “Stjepan Radić”	Jarunska ulica 2

Deadlines to apply for student accommodation:

- 10 June for the upcoming study year / winter semester
- 10 December for the upcoming summer semester

Erasmus+

# Erasmus+



# Students' health and other useful information

Make sure to have a valid health insurance during your study period in Zagreb. If you are an EU citizen, you should have a European Health Insurance Card.

## Multidisciplinary counselling service

School of Medicine Centre for Health Activity

**Address:** Šalata 4 (ground floor – left)

**Phone:** 01/ 4590 297

**Working hours** (Monday – Friday):

Even dates – afternoon: 1.00 p.m. – 5.00 p.m.

Odd dates – morning: 8.00 a.m. – 12.00 a.m.

Appointment booking is made by e-mail: [studamb@mef.hr](mailto:studamb@mef.hr)

## Dental medicine

Danijela Klobučar

**Address:** Martičeva 63a

**Phone:** 01/ 4604 121

**Working hours** (Monday – Friday):

Even dates – morning: 7.00 a.m. – 1.30 p.m.

Odd dates – afternoon: 1.00 p.m. – 7.30. p.m.

In case you need emergency medical assistance you should go to the Emergency Medical Assistance Institute located at Heinzelova 88. This hospital receives accident victims and patients with sudden, serious illnesses 24hours a day.

## Important phone numbers

Croatian country code	385
Zagreb city code	01
Croatian exit code	00
Emergency Call Service (police, fire department, ambulance)	112

## Pharmacies

(on duty even on weekends and holidays)

Address	Phone number
Trg bana J. Jelačića 2	+385 1 4816 159
Ilica 301	+385 1 3750 321
Grižanska 4	+385 1 2992 350
V. Holjevca 22	+385 1 6525 425
Ozaljska 1	+385 1 3097 586



## Student media

### Global

- student newspaper published every month since 2014
- covering student life, their needs and relevant contemporary topics
- 2015 Special Rector award winner
- <https://www.facebook.com/GlobalNovine/>

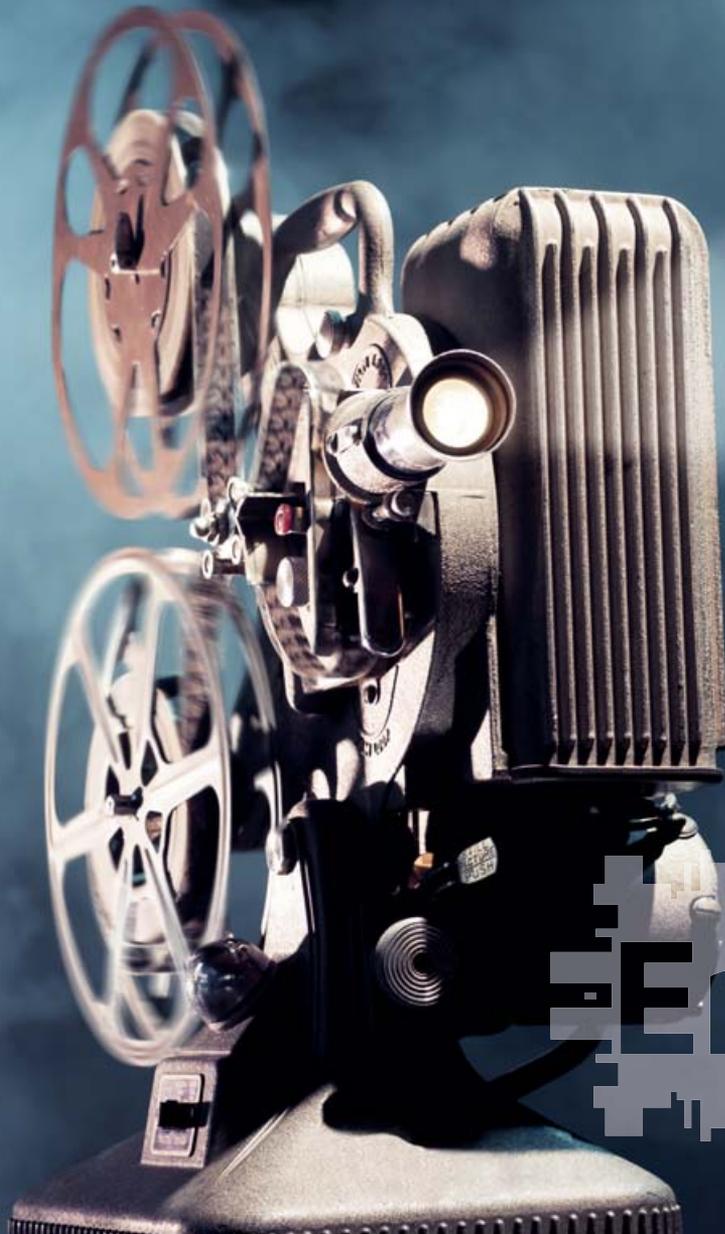
### Radio Student (100,5 MHz)

- broadcasting since 1996
- strongly emphasised educational features
- its daily programme keeps track of student events and news, young people problems and entertainment
- includes shows about education, culture, art, science, ecology, society and politics
- <http://www.radiostudent.hr/>

### TV student

- broadcasting since 2002
- Rector's Award and Erasmus Media Seal winner
- 2010 Worldfest Houston bronze medal winner
- produces Erasmus guide
- <http://televizijastudent.com/>

Foreign students are encouraged to participate in student media!



## Erasmus guide

- TV Student project created by Erasmus students for Erasmus students
- The project was set up as part of the Television News in the Multimedia Environment course
- Contains videos and blogs aimed to help future students at the beginning of their adventure in Zagreb
- Topics covering students' experience, accommodation, language, food, social and night life
- <http://televizijastudent.com/blog/erasmus-guide/>

**Erasmus+**

“

*“At first I was scared of everything, but in the end, my time at the Faculty of Political Science was really great! I found new friends, was taught how to make a video for a project we were working on and I also learned how to work with English literature which is really helpful, especially now while I’m working on my thesis. I would sincerely recommend studying at the University of Zagreb. You’ll have fun and experience new things at the same time. I already miss my time there.”*

*Katerina Loucka (Metropolitan University Prague - Czech Republic).*

*“Considering that I come from a different culture, my experience at the Faculty of Political Science in Zagreb was something totally new! Moreover, my special thanks to Professor Davor Boban who helped me look at my own region, Central Asia, from a different angle. Political Science Fiction, Pop Politics, Media and Violence and many other interesting courses are waiting for you!”*

*Lyra Zaynilova (University of World Economy and Diplomacy – Uzbekistan)*

*“Don’t be afraid of all the paper work - it will end at some point and you can do it! I experienced the Faculty of Political Science as very charming, friendly and horizon-expanding. There’s always someone to help you out if you have any trouble or questions. Erasmus-students are not separated in a group, they study together with local students, which, I think, is great. The online organisation of the learning material is a bit tricky and could be improved, but otherwise - go, go, go, you’ll like it there!”*

*Daniela Rebekka Fritz (Johannes Gutenberg - Universitat Mainz - Germany)*

*“I came alone to a new country and I was scared. Scared to be alone, to be lost in the courses, but from the moment I set foot in The Faculty of Political Science I felt solidarity. Everyone there is so friendly and helpful. If you have any problems, know that you can talk to professors, administration and pupils, they are all there for you. A big special thanks to the Office for International Cooperation that helped me a lot during my semester there, and big thanks to professor Boban and professor Dolenec for their kind words, smiles, help and motivation during the whole semester. The Faculty of Political Science is a great faculty to study, live and learn.”*

*Yéléna Lehmann (University of Lorraine - France)*

---

Izdavač: Fakultet političkih znanosti, Sveučilišta u Zagrebu  
Urednik: doc.dr.sc. Igor Kanižaj  
Za izdavača: prof.dr.sc. Lidija Kos-Stanišić  
Zagreb, rujan 2016.  
www.fpzg.unizg.hr

Autor teksta: Toni Kliškić  
Lektura: Saša Bjelobaba, pred.  
Dizajn i tisak: Prsten d.o.o.  
Naklada: 800 primjeraka  
exchange@fpzg.hr

Tiskanje brošure financirano je kroz ERASMUS+ projekt 2015-1-HR01-KA103-012801



*“Why Croatia? The answer is simple: it’s an incredibly beautiful country with a long coastline on the Adriatic Sea, lots of islands, castles and mountains. I have chosen to stay in Zagreb, because my university has an agreement with the Faculty of Political Science in Zagreb and I always wanted to visit Croatia. From the first sight I understood that Zagreb reminds me of my home town Lviv. Austro-Hungarian architecture, narrow streets with cozy cafes and cute old trams connecting the city, all of it made me feel like home. What I love the most about Zagreb is its relatively slow pace of life and a relaxed atmosphere that could be noticed everywhere, especially in its coffee drinking culture. Zagreb has a lot to offer for those who enjoy going out to pubs and bars with jazz, swing, blues, rock’n’roll music, or like visiting live concerts. The Faculty of Political Science has an interesting offer of subjects and very helpful and qualified academic staff. Erasmus students always find the support they need from either mentors and buddies or coordinators of the faculty. I like the fact that I was able to choose subjects from both political science and journalism departments. I could combine my personal interest with the academic offer of the faculty.”*

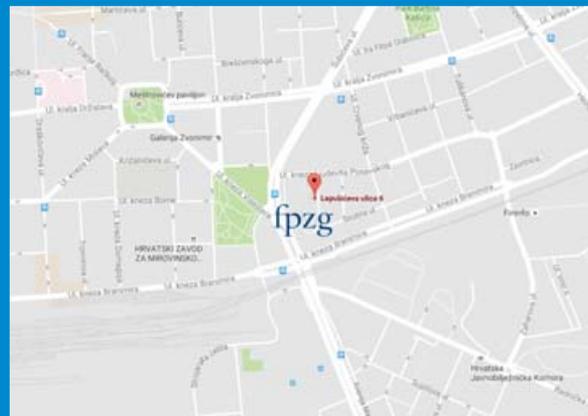
*Olga Merezhuk (University of Warsaw – Poland)*

”

Erasmust

## Where are we located and how to find us?

Address: Lepušićeva 6, 10 000 Zagreb



Tram lines 1, 2, 5, 6, 7, 8, 9, and 17 will take you to the Faculty of Political Science.

Trams 2, 6 or 8 will get you to the Branimirova tržnica (Branimir Market) stop (one stop before or after the Central Train Station depending on your direction of travel). Walk just a little bit further north to Trg Petra Krešimira IV (Petar Krešimir IV Square) and the Faculty is just around the corner.

If you take a tram number 5 or 7, get off at Trg Petra Krešimira IV (Petar Krešimir IV Square) stop (one stop before or after the Central Bus Station depending on your direction of travel).

If you take lines 1, 9 or 17, you should get off at Šubićeva Street. Then go south until you reach Petar Krešimir IV Square. From there the Faculty is just around the corner.

# Erasmus+



Erasmus+

Changing lives. Opening minds.