



## ERASMUS+

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Experience a foreign culture, meet new people  
and learn a foreign language



## INFORMATION FOR INCOMING ERASMUS STUDENTS

### GENERAL INFORMATION

### ADDRESS

### PHONE

### WEBSITE

**Welcome to the "Baltazar Zapresić" University of Applied Sciences, in Zapresić Croatia!**

If you are interested in coming to our University as an Erasmus student, here you will find useful information for planning your stay. Please contact us if you have additional questions.

The University is situated in Zapresić, a small town lying 17 km west of Zagreb, Croatia's capital.

For more information on Zapresić and Zagreb county, visit [www.tzzz.hr/en/destinations/zapresic/](http://www.tzzz.hr/en/destinations/zapresic/)

Vladimira Novaka 23, 10290 Zapresić, Croatia

00385 1 4002 782

<https://www.bak.hr/en>



## INTERNATIONAL COOPERATION TEAM



### Head of International Cooperation and Mobility Department

associate professor Alan Labus, Ph. D.  
labus.alan@gmail.com



### Erasmus Coordinator

Lana Domšić, Ph. D.  
lana.domsic@bak.hr



### Local Coordinator in International Cooperation and Mobility Department

Kristina Đolo Labus  
kdololabus@bak.hr





## CONTACT INFORMATION

For any information regarding academic matters, admission and practical issues concerning Erasmus mobility, please contact **[international@bak.hr](mailto:international@bak.hr)**

## COURSES OFFERED IN ENGLISH

### Bachelor undergraduate study programme in Business and Management

#### **WINTER SEMESTER**

Financial institutions and markets	5 ECTS
Business Ethics	4 ECTS
Organizational Behavior	6 ECTS
E-Organization and Office Management	5 ECTS
E-marketing	4 ECTS
Business English 2	4 ECTS
Business German 2	4 ECTS
Croatian Language and Culture for Foreigners 1	6 ECTS

#### **SUMMER SEMESTER**

Business Finance	5 ECTS
Business Skills	4 ECTS
E-Channels of Communications	4 ECTS
Creative Entrepreneurship	6 ECTS
Cultural Tourism	4 ECTS
Business Ethics and Social Corporate Responsibility	4 ECTS
Business English 1	4 ECTS
Business German 1	4 ECTS
Croatian Language and Culture for Foreigners 2	6 ECTS



## ACADEMIC CALENDAR

### Winter semester: October – January

Final Exams: February

Christmas Holidays: December 23 – January 6

### Summer semester: March – mid June

Final Exams: mid June – mid July

Summer Holidays: mid July – August

Autumn Exams: September



### National Holidays

January 1	New Year's Day
January 6	Epiphany
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
October 8	Independence Day
November 1	All Saints Day
December 25 and 26	Christmas



## APPLICATION AND ADMISSION

International students are admitted through Erasmus bilateral agreements. Please, check the list of our partner institutions at: <https://www.bak.hr/en/international-cooperation/partner-institutions>

Students from partner institutions who want to study at the "Baltazar Zuprešić" University of Applied Sciences for one semester have to get in touch with the international office of their home institution and follow the defined local procedures. Once selected and nominated by their home institutions, students should apply by sending following documents to [international@bak.hr](mailto:international@bak.hr) or postal mail (Vladimira Novaka 23, 10290 Zuprešić, Croatia):

- Registration Form of the „"Baltazar Zuprešić" University of Applied Sciences ([https://www.bak.hr/datastore/filestore/94/20171121\\_application\\_form.doc](https://www.bak.hr/datastore/filestore/94/20171121_application_form.doc))
- Your letter of acceptance as an Erasmus student from your home institution international office
- Transcript of Records
- Learning Agreement signed by the student and the respective coordinator in charge at the home institution
- Copy of the ID card or passport (first page with the photo and personal data)
- Optional: proof of language proficiency (minimum B1).

Fall semester deadline: July 1st

Summer semester deadline: November 15th

After receiving the documents, we will confirm Application Form and Learning Agreement and send the originals back to you together with a Letter of Admission. These documents will be needed for regulation of your visa or residence permit.





## MINIMUM ACADEMIC AND LANGUAGE QUALIFICATION OF EXCHANGE STUDENTS

Students must have completed at least 1 year of academic study or be in the 3rd semester as Bachelor students.

The required level of English Language Proficiency is B1 level of CEFR (Common European Framework of Reference). All kinds of language certificates are accepted. If you don't have a certificate, testing will be organized at our University at the beginning of a semester.

## ACCOMMODATION

You can search for private accommodation in Zaprrešić or Zagreb. Prices are approximately 200 – 300 EUR per month for a single room with shared kitchen and toilet or 400 EUR per month for studio apartment.

Please, contact our International Office for additional information.

## VISA REQUIREMENTS

Exchange students from EU countries staying in Croatia for a period longer than three months (90 days) need to regulate the temporary stay permit. You can do this upon your arrival in Zaprrešić.

For the regulation of the permit you will need the following documents:

- Application form ([https://www.bak.hr/datastore/filestore/94/20171121\\_application\\_form.doc](https://www.bak.hr/datastore/filestore/94/20171121_application_form.doc))
- Acceptance letter from the "Baltazar Zaprrešić" University of Applied Sciences stating the study purpose of your stay – in Croatian
- 2 photos in colour (35 x 45 mm)
- Copy of the passport – page with the photo
- Proof of sufficient means of subsistence (scholarship confirmation issued by your Home University)
- Proof of secured accommodation. In case of private accommodation, you will need a contract of rent and a proof of landlord's ownership
- European Health Insurance Card (EHIC)

All documents need to be translated into Croatian and certified by a public notary.

Documents need to be submitted at the Police Station in Zaprrešić at the address Drage Švajcara 4, within 72 hours upon your arrival.

For help and additional information, please contact our International Office.

## HEALTH INSURANCE

All students need health insurance coverage at all times of their stay in Croatia.

Access to health care is provided to students who have compulsory health insurance in EU/EEA State/Switzerland, during their temporary stay in Croatia, through the European Health Insurance Card (EHIC), which is issued by their national health insurance providers.

Students from other countries can take a health insurance policy with the Croatian Health Institute that costs 400HRK/month (approx. 54EUR) and entitles the user to full healthcare coverage. Other possibility is to take international health insurance from the home country that is valid in Croatia.

## LIVING EXPENSES

Average monthly living expenses in Croatia are estimated to be between 400 and 600 EUR depending on the type of accommodation, student needs and lifestyle. These amounts should be enough to cover food, accommodation, utilities, books, transportation and miscellaneous expenses.

For practical information on studying and staying in Croatia, please check the webs portal Study in Croatia at [www.studyincroatia.hr](http://www.studyincroatia.hr).

## ORIENTATION PROGRAM

The orientation program is organized by the International Team and will be offered during the first week of the semester. You will be informed in advance via e-mail, as well as after registration at our University.

The aim is to welcome our incoming International students and give them essential information on registering at the University, enrolment on courses, services provided by the University and the leisure activities.

All international students will be provided support and counselling during their stay in our University, by the Erasmus Coordinator, the assigned academic tutor and the Students' Union.

## BUDDY PROGRAM

A support program for international students is organized by the Student Council. They help incoming students to get to know Zaprešić and Croatian students, they organize tours, events and visits and can support international students in finding information about the University and accommodation.

To register and ask for additional information, please contact the Student Council at [studentski.zbor@bak.hr](mailto:studentski.zbor@bak.hr)

## LANGUAGE COURSES

The optional semester course of Croatian language is offered to all international students free of charge. It has duration of 30 hours and is worth 6 ECTS.

The course aims at providing students with a basic functional level of Croatian for practical everyday use, while introducing them to Croatian culture.

Based on individual student's need and interest, additional hours of Croatian language can be arranged. For more information, please contact: [lane.domsic@bak.hr](mailto:lane.domsic@bak.hr).





## STUDENT LIFE

There are different kinds of students' social and sports clubs and activities around the University. The information will be provided during the orientation week. For any questions concerning student life in Zaprešić, contact Students Council at [studentski.zbor@bak.hr](mailto:studentski.zbor@bak.hr)

The University teaching areas are modern and fully equipped, including recently renovated library with computer and photocopy facilities.

## STUDENTS WITH DISABILITIES

By contacting International Team, students can discuss their special needs and requirements and get an ongoing support through their time at our University.

GRADING SYSTEM  
AND EQUIVALENCE  
OF CREDITS

National grading system consists of five (5) grades with numerical equivalents, 5 being the highest grade.

Comparison to ECTS

ECTS scale			Croatian grade
86-100%	A	Excellent	excellent (5)
71-85%	B	Above average	very good (4)
56-70%	C	Average	good (3)
50-55%	D	Below average	sufficient (2)
40-49%	E	Below average	sufficient (2)
25-39%	FX	Fail	insufficient (1)
0-24%	F	Fail	insufficient (1)

ASSESSMENT AND  
TRANSCRIPT OF  
RECORDS

Exchange students following courses at the “Baltazar Zuprešić” University of Applied Sciences are expected to undertake the same academic work and type of assessments as home students. The assessment could be done through exams, exams plus course work, or any other requirement established by the corresponding teacher.

The Transcripts of Records can be obtained during the stay in Zuprešić and after returning home at any time.



## USEFULL WEBSITES

Croatian National Tourist Board ([www.croatia.hr](http://www.croatia.hr))

Zagreb County Tourist Board ([www.tzzz.hr/en](http://www.tzzz.hr/en))

Zagreb Tourist Info ([www.zagreb-touristinfo.hr](http://www.zagreb-touristinfo.hr))

Study in Croatia ([www.studyincroatia.hr](http://www.studyincroatia.hr))

Croatian Airlines ([www.croatiaairlines.com](http://www.croatiaairlines.com))

Trains in Croatia (<http://www.hzpp.hr/Default.aspx?sec=282>)

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**Zaprešić, Croatia**  
**Vladimira Novaka 23, 10 290**

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**[www.bak.hr](http://www.bak.hr)**