

Guide

Erasmus+ incoming mobility at the University of Zagreb Faculty of Civil Engineering

INCOMING STUDENTS' GUIDE

STUDENT MOBILITY FOR STUDIES (SMS)



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University of Zagreb
Faculty of Civil Engineering



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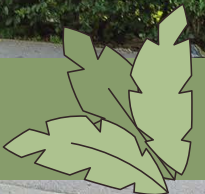
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About the Faculty of Civil Engineering

Facts & figures

DEPARTMENTS:	8
CHAIRS:	21
TEACHING STAFF:	137
NON-TEACHING STAFF:	80
STUDENTS:	>1200 / per year

Institutional profile

The Faculty of Civil Engineering of the University of Zagreb is the oldest civil engineering faculty in Croatia, with active lectures starting in 1919 under the Technical College. Since then, it has continually developed and advanced higher education, scientific research activities and overall education, and actively participated in the development of the profession and the implementation of new technologies. The Faculty has a valid ASIIN international accreditation and, furthermore, extensive experience in research, educational and networking projects. Our vision is to retain and strengthen the leading position as a civil engineering faculty and scientific research centre in the country, to achieve international recognition by developing a culture of exemplary quality higher education and research work by implementing the best European and worldwide practices, and to retain and strengthen cooperation with the business sector in high-expertise areas and development projects, specialised life-long higher education programmes, and in the development of an alumni network for mutually beneficial support and progress.

Programme emphasis

Faculty of Civil Engineering currently offers university education at undergraduate (>900), graduate (>400) and doctoral (>90 students) levels in all branches of civil engineering. The undergraduate study programme is a three-year university undergraduate study of civil engineering with 180 ECTS credits awarded leading to the degree Bachelor of Science in Civil



Engineering. The accomplished learning outcomes upon the completion of the undergraduate study programme are acquiring and applying knowledge and understanding, making informed judgements and choices, communicating knowledge and understanding through teamwork, and developing capacities for continuous learning.

The graduate study programme is a two-year university graduate study of civil engineering with 120 ECTS credits awarded leading to the degree Master of Science in Civil Engineering. Students expand their civil engineering knowledge in one of the following career-oriented studies: geotechnics, hydro engineering, hydraulic engineering, structural engineering, construction materials, construction management, transportation engineering, theory and modelling of structures and sustainable construction and earthquake engineering.

The Doctoral study programme is a three-year university postgraduate study of civil engineering with 180 ECTS credits awarded leading to the academic title of doctor of science in the field of technical sciences, area civil engineering.

Career prospects

Civil engineers apply acquired skills and knowledge in designing, building, inspection, and maintenance of structures, infrastructures, and systems in their specialised area with regard to the issues of stability, safety, occupancy, environment protection, and costs. They recognise, formulate, and analyse the problems and find acceptable solutions in their specialised field.

Language

The study programmes in Civil Engineering are conducted in Croatian, but courses are adapted in English for incoming students. A list of courses offered in English is available [here](#) as well as potential mentors for bachelor and master thesis.



Incoming students

Incoming students are those participating in the ERASMUS + programme under Erasmus+ bilateral agreements signed between their home university/faculty and the University of Zagreb Faculty of Civil Engineering for Student Mobility for Studies or SMS.



The Faculty of Civil Engineering as a host institution

According to signed agreements, the Faculty of Civil Engineering (FCE) is a host institution:

for students from AUSTRIA	enrolled at Technische Universität Graz Erasmus code A GRAZ02 enrolled at Technische Universität Wien Erasmus code A WIEN02
for students from the CZECH REPUBLIC	enrolled at Vysoké Učení Technické v Brně Erasmus code CZ BRNO01
for students from FRANCE	enrolled at Université d'Orléans Erasmus code F ORLEANS01
for students from GERMANY	enrolled at Hochschule RheinMain Erasmus code D WIESBAD01
for students from GREECE	enrolled at Aristoteleio Panepistimio Thessalonikis Erasmus code G THESSAL01 enrolled at Panepistimio Thessalias Erasmus code G VOLOS01
for students from ITALY	enrolled at Università degli Studi Roma Tre Erasmus code I ROMA16
for students from PORTUGAL	enrolled at Universidade de Aveiro Erasmus code P AVEIRO01 enrolled at Universidade de Lisboa Erasmus code P LISBOA109 enrolled at Universidade do Porto Erasmus code P PORTO02
for students from SPAIN	enrolled at Universitat Politècnica de Catalunya Erasmus code E BARCELO03
for students from TÜRKİYE	enrolled at Eskişehir Teknik Üniversitesi Erasmus code TR ESKISEH03

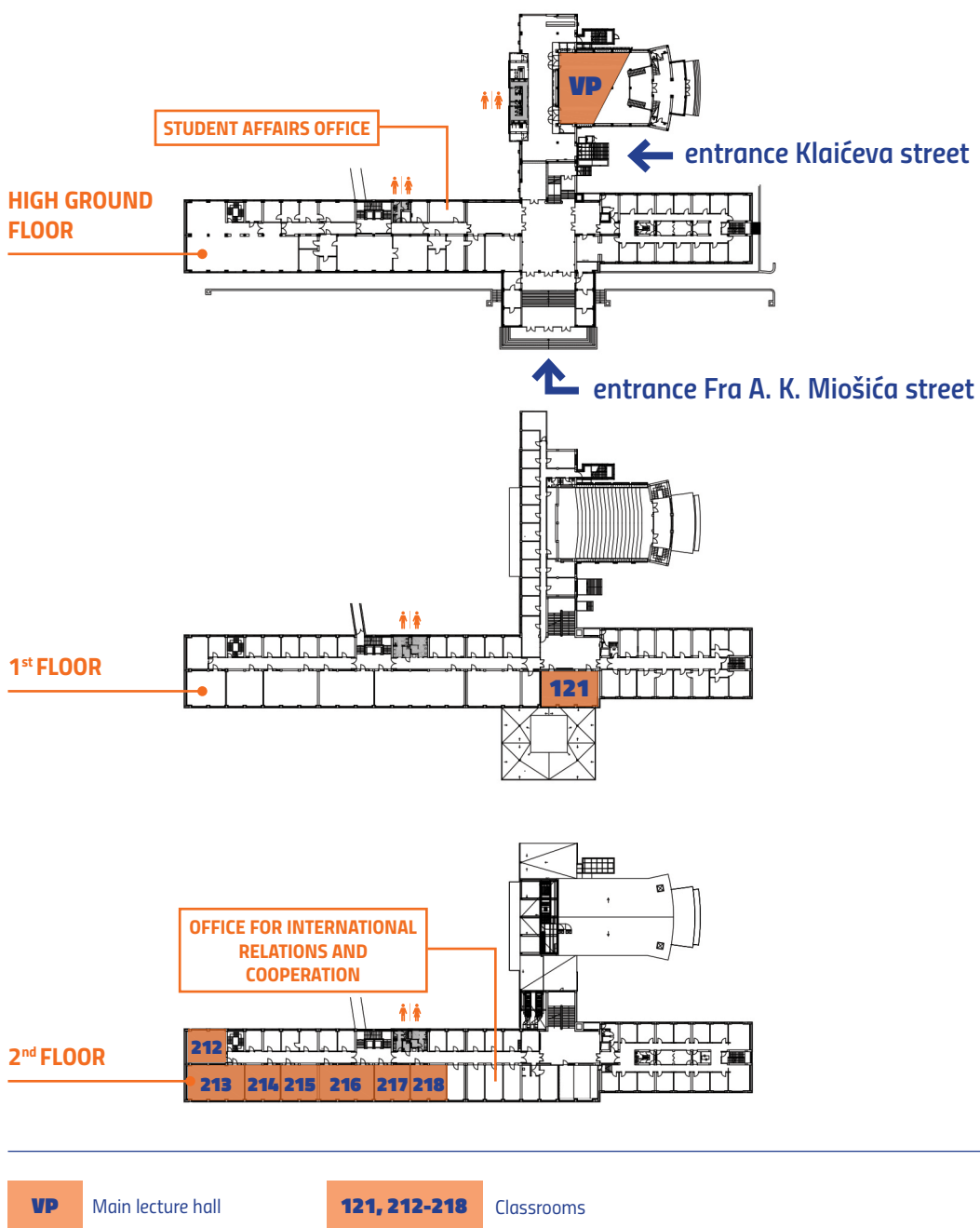




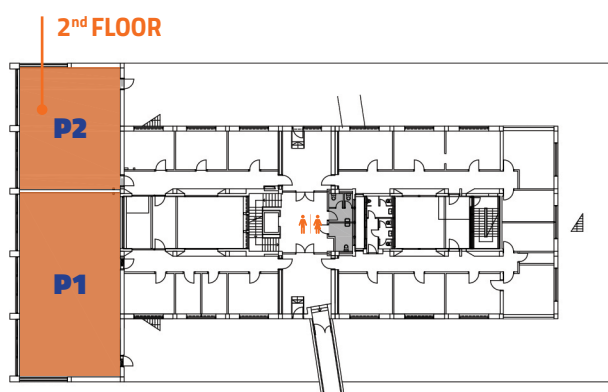
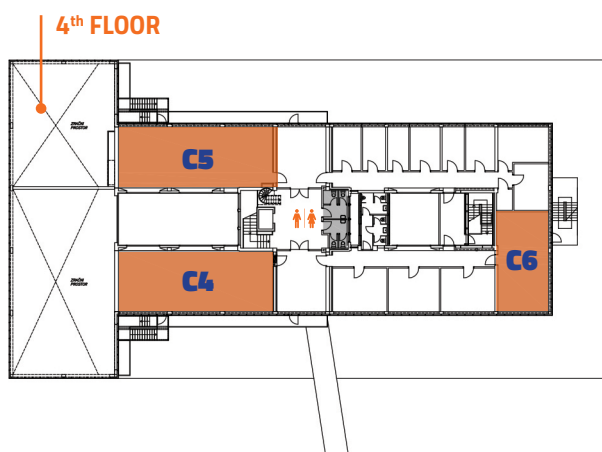
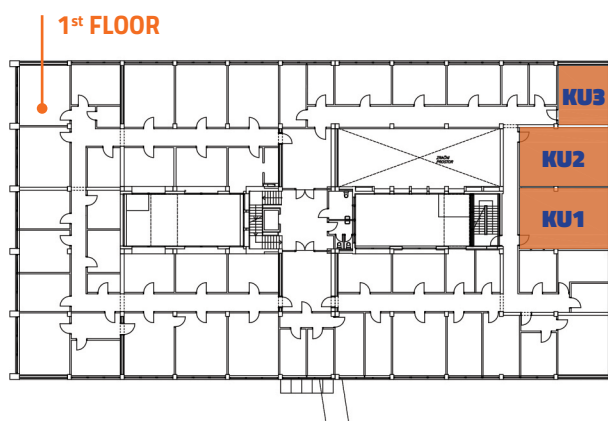
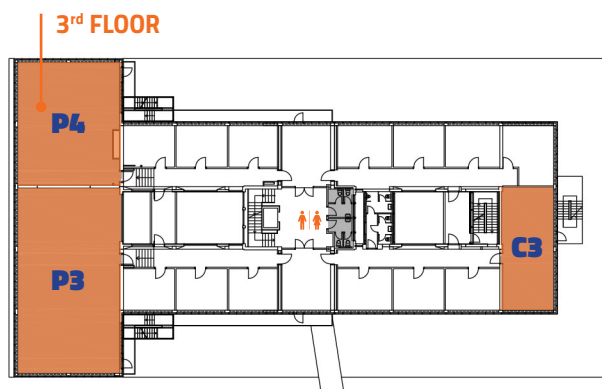
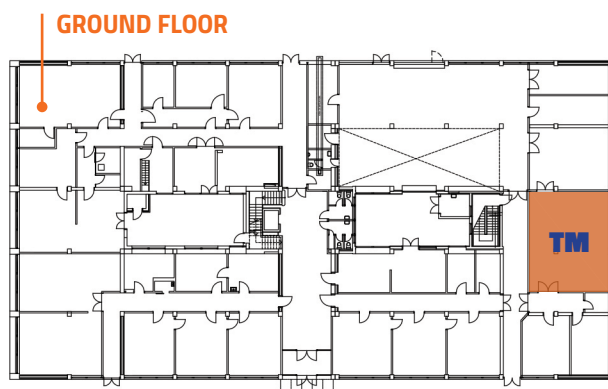
Floor plan of the faculty building

Fra Andrije Kačića Miošića 26 in Zagreb

MAIN BUILDING



Floor plan of the faculty building
Fra Andrije Kačića Miošića 26 in Zagreb
COURTYARD BUILDING



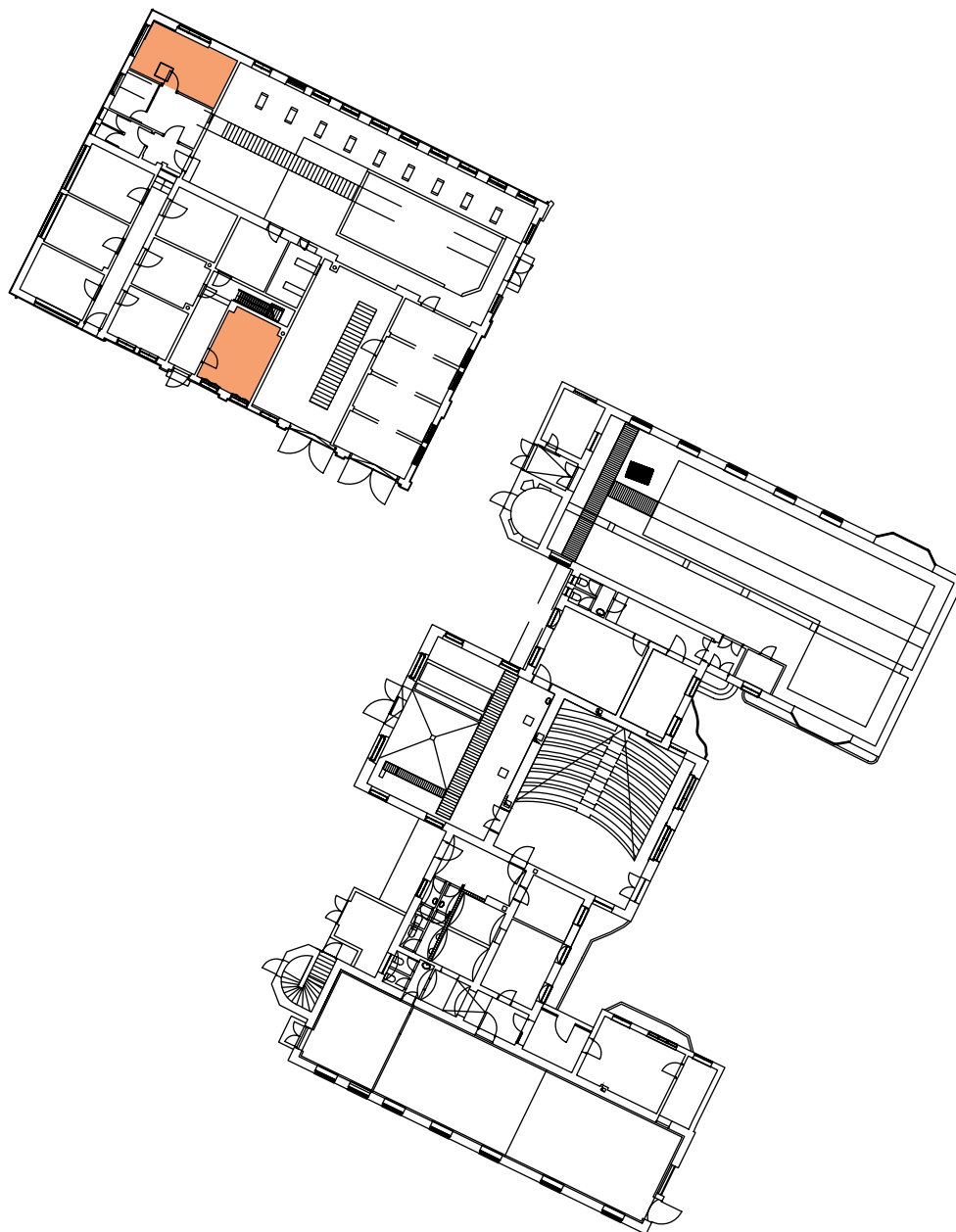
P1-4 **C3-6** **TM** Halls **KU1-3** Computer labs



Floor plan of the faculty building

Savska 16 u in Zagreb

MAIN BUILDING





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Before coming to Zagreb

Please read the relevant information about visas, residence permits and health insurance on the [University of Zagreb's webpage](#).

Personal identification number (PIN/OIB)

The Republic of Croatia introduced the Personal Identification Number PIN (OIB) in the Croatian legal system.

Assignment of PIN (OIB) is obligatory, as it is an identifier in the entire Croatian public administration system.

How to submit your PIN (OIB) application from abroad

1. Electronic submission – through the e-Citizens systems at the following [link](#) for citizens of Member States of the European Union that are integrated into the European system of cross-border electronic identification - eIDAS (Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Italy, Latvia, Lichtenstein (EEA), Lithuania, Luxembourg, Malta, the Netherlands, Germany, Poland, Portugal, Slovakia, Slovenia, Spain, and Sweden). To use the service, it is necessary to possess the corresponding national credential of the country of citizenship. The submission of the request, the determination, assignment, and delivery of PIN (OIB) are carried out based on the documentation submitted online.

EU/EEA citizens can apply for PIN (OIB) also online via the e-Citizens portal, which is accessed via a credential: <https://europe.gov.hr/en/> by selecting the e-service: “Electronic PIN (OIB) assignment” (“Dodjela OIB-a”).

Students from Greece, Ireland, Hungary, and Romania cannot access the e-Citizens portal and use the e-service for PIN (OIB) assignment, as their home countries have not yet integrated or fully harmonized their national digital credentials with the European eIDAS cross-border identification system.



2. By submitting a request to the diplomatic and consular representation of the Republic of Croatia in the student's home country, with the submission of the required documentation for the purpose of identification.

The following documents must be enclosed with the application:

1. Filled-out Application for determination and assignment of PIN (OIB)
2. Passport - for inspection, while a copy is enclosed with the Application

Exceptionally, students without a passport must enclose with the application:

- European identity card (European Union nationals) or
- identity document from the country of citizenship with proof of citizenship.

How to submit your PIN (OIB) application in the Republic of Croatia

To obtain your PIN (OIB), submit the application to a locally competent office of the Tax Administration, IN PERSON or via PROXY.

IN PERSON

The following documents must be enclosed with the application:

1. Filled-out Application for determination and assignment of PIN (OIB)
2. Passport - for inspection, while a copy is enclosed with the Application

Exceptionally, students without a passport must enclose with the application:

- European identity card (European Union nationals) or
- Identity document from the country of citizenship with proof of citizenship.

Issuing of PIN (OIB):

- Central Tax Administration (Ministry of Finance, Tax Administration) Avenija Dubrovnik 32, 5th floor, room 529 OR
- The Tax Administration office (in Croatian) closest to your residence.

Via PROXY

The incoming student may authorize the University of Zagreb Faculty of Civil Engineering for conducting the procedure of PIN (OIB) assignment for the purpose of studying or participating in the mobility program in the Republic of Croatia. In that case, the authorization does not need to be certified, however, the authorization must be written in the Croatian language or translated into the Croatian language, and the authorization must be accompanied by complete documentation.



The following documents must be enclosed with the application:

1. Filled-out Application for determination and assignment of PIN (OIB)
2. Passport - for inspection, while a copy is enclosed with the Application

Exceptionally, students without a passport must enclose with the application:

- European identity card (European Union nationals) or
- identity document from the country of citizenship with proof of citizenship.

If the Proxy Holder (University of Zagreb Faculty of Civil Engineering) cannot present the incoming student's original identification document, a certified copy of the identification document must be enclosed to the request.

The incoming student may submit the documentation to the University of Zagreb Faculty of Civil Engineering via the following email address international@grad.unizg.hr



Enrolment at the Faculty of Civil Engineering

Student service - Student Affairs Office

Detailed information regarding the enrolment procedure will be given by the Student Affairs Office. Please bring 2 photos (format 4x6 cm) for your enrolment.

Upon enrolment

JMBAG – Academic Citizen's Unique ID Number

The Academic Citizen's Unique ID Number (JMBAG) is a unique identification number assigned to every student upon enrolment at a higher education institution in Croatia.

Student ID card (X-Card)

All Croatian students receive an X-Card (student card) upon their enrolment.

The X-card serves as a Student Identification Document which contains your student ID number (JMBAG) and enables you to have subsidised meals at student restaurants, entrance to libraries and other University premises.

Student account (@AAIEdu) – electronic identity

Electronic identity (also known as digital identity or e-identity) in the AAI@EduHr system is a set of data about an individual used for identity verification (authentication) and access rights (authorisation).

The Faculty of Civil Engineering issues the electronic identity.

Enrolled courses

ECTS coordinator

The ECTS COORDINATOR provides contact information of lecturers in charge of the enrolled courses. For more details contact: ects-coordinator@grad.unizg.hr.

Student

Students contact course lecturers (preferably by e-mail) for details on how the classes of the enrolled course will be held.

Finalize the requirements and timetable for the entire semester.





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Registering temporary stay at the competent police administration/station for the purpose of University studies

[Registration of the temporary stay in the Republic of Croatia](#) for more than 3 months is obligatory.

Temporary stay

EEA nationals who intend to stay in the Republic of Croatia for more than 3 months are obligated to register their temporary stay (**Form 1b**) at the competent police administration/station according to their place of stay, no later than 8 days following the expiration of their 3-month stay.

When registering their stay, they have to provide a copy of a valid ID or travel document (which will be certified by an authorised officer after comparing it with the original), documents depending on the purpose of their stay, proof of health insurance, proof of sufficient means of support and proof of accommodation.

A certificate confirming that an EEA national registered his/her temporary stay is printed out of the information system **free of charge**.

Certificate of registering temporary stay for EEA nationals for the purpose of university studies

EEA nationals will be issued a registration certificate if they have a valid ID or travel document and if they submit:

- proof that they are enrolled at a higher education institution in the Republic of Croatia, have arrived as part of the student exchange based on inter-university agreements (Invitation letter issued by the University of Zagreb)
- a statement on having sufficient funds to support themselves and their family members so that they would not rely on the social welfare system during their stay in the Republic of Croatia
- health insurance
- **[Filled out 1b form](#)**
- **[Filled out 16a form](#)**
- **Proof of secured accommodation** – The proof of secured accommodation is obtained upon arrival directly from the landlord

More details for stay of third-country nationals who have been granted permanent stay in another EEA Member State can be found [here](#).



Public transportation

During your studies in Zagreb, you will probably use ZET trams and buses frequently. As a full-time student, you are entitled to a discount on a monthly public transport pass.

The pass is a personalised card containing your name, surname, and photograph.

To obtain the pass, you need to complete an application form and provide one photograph measuring 3 × 3.5 cm.

To receive the student discount, you need to:

- fill out the application form available on the ZET website
[ZET Subscription Card Information](#) (In Croatian)
- have the completed form certified by your faculty's student office
- submit the completed form and one 3 × 3.5 cm photograph at a ZET sales office

The card issuance fee is €3.98 and is paid when submitting the application.

ZET – Zagreb Electric Tram

Head Office: Ožaljska 105

Phone: 01 3651 555

Email: javnost@zet.hr

[ZET Zagreb Public Transport](#)



Accommodation

Exchange students coming to Zagreb may choose between organised accommodation in one of the three student halls of residence or a private rental. The University of Zagreb does not guarantee student accommodation. Students who wish to apply for accommodation in the student halls of residence must submit an application. The housing request form is included in the general online application form for exchange students. **As the number of beds available for exchange students is limited, vacancies are allocated on a first-come, first-served basis. All information about student accommodation and application procedures is available on the [University of Zagreb website](#).**

STJEPAN RADIĆ (commonly known as “Sava”)

Location: Jarunska 2 (near Lake Jarun)

Number of buildings: 12 pavilions

Capacity: over 4,000 beds

Facilities: fitness centre, cinema hall, classrooms, pastoral office, medical and dental clinic, dance hall, two student restaurants, a pizzeria, café and pastry shop.

CVJETNO NASELJE

Location: Odranska 8

Number of buildings: 8 pavilions

Capacity: over 1,800 beds

Facilities: fitness centre, classrooms, medical and dental clinic, multifunctional hall, two student restaurants, café and pastry shop.

Special feature: pavilion specially adapted for students with disabilities.

DR. ANTE STARČEVIĆ (commonly known as “Šara”)

Location: Zagrebačka avenija 2

Number of buildings: 3 pavilions

Capacity: more than 1,200 beds

Facilities: sports and recreational activities (fitness, table tennis, aerobics, zumba), outdoor sports courts (football, basketball), party room.

DEADLINES TO APPLY FOR STUDENT ACCOMMODATION:

- 15 May for the upcoming academic year or winter semester
- 15 November for the upcoming summer semester

IMPORTANT: Housing request forms received after the deadline will NOT be considered.

FOREIGN STUDENTS IN THE INTERNSHIP MOBILITY PROGRAMME MUST CONTACT THE COORDINATORS FOR INTERNATIONAL COOPERATION AT THE UNIT WHERE THEY APPLIED FOR THE SMS.



Private accommodation

Students who are not staying in student residences will need to consider alternatives such as private rental accommodation.

Rents vary greatly depending on location, room size, and facilities. Overhead expenses are sometimes included in the price, and sometimes paid by the tenant. Payment is usually expected at the beginning of the month, although some landlords request payment for several months in advance. The best way to find accommodation is to search for different offers on the following web portals. Some of these portals are only in Croatian, but they usually have photos of apartments and contact emails so you may send an enquiry.

The University of Zagreb does not take responsibility for the content or conditions of these external sites:

- [Airbnb](#)
- [Erasmusu](#)
- [grabAhome](#)
- [HomeinZagreb: Facebook / Instagram](#)
- [Njuskalo](#)
- [Realitica](#)
- [Rent In Zagreb](#)
- [trawerk](#)
- [Zagreb West](#)

Before choosing a flat, you might need to spend some time in a hostel. In that case, we suggest youth [hostels](#).



Food

During your studies, you can eat in student restaurants, commonly known as “menze” (student cafeterias). There are 16 student cafeterias in Zagreb, some located within student dormitories and others within university faculties.

List of student cafeterias

Located within student dormitories:

- Restaurant Stjepan Radić – Jarunska 2
- Restaurant Cvjetno naselje – Odranska 8
- Restaurant Laščina – Laščinska cesta 32
- Student Centre Restaurant – Savska cesta 25

Located within faculties:

- Faculty of Economics, “Ekonomija” Restaurant – Kennedyjev trg 6
- Faculty of Transport and Traffic Sciences – Vukelićeva 4
- School of Medicine – Šalata 3b
- Faculty of Veterinary Medicine – Heinzelova 55
- Faculty of Mechanical Engineering and Naval Architecture – Ivana Lučića 5
- Faculty of Forestry and Wood Technology – Svetošimunska 25
- Academy of Fine Arts – Ilica 85
- Borongaj University Campus, “Borongaj” Restaurant – Borongajska cesta 83f
- Faculty of Textile Technology – Prilaz baruna Filipovića 30
- Faculty of Electrical Engineering and Computing, Cassandra d.o.o. — Vukovarska 39
- Faculty of Civil Engineering / Faculty of Architecture, Odeon d.o.o. — Andrije Kačića Miošića 26
- Faculty of Food Technology and Biotechnology, Superfaks – Pierottijeva 6
- Faculty of Humanities and Social Sciences – Ivana Lučića 3

The full list and additional information about student cafeterias are available on the [Student Centre Food Services website](#).



Student doctor

In addition to a general practitioner, every full-time student at the University of Zagreb has access to a student doctor who can be contacted in case of health issues or if the student cannot visit their general practitioner. Each faculty has a designated student doctor.

Doctor responsible for students of the Faculty of Civil Engineering, University of Zagreb:

Dr. Tatjana Gadže Okić

Nurse: Nataša Vučić

Address: Kauzlarićev prilaz 7, Zagreb

Phone: +385 1 6414-020

Email: tatjana.gadze-okic@stampar.hr; natasa.vucic@stampar.hr

Working hours:

- Even dates: morning shift
- Odd dates: afternoon shift



Contacts

AT THE FACULTY OF CIVIL ENGINEERING

Student Affairs Office

referada@grad.unizg.hr

ECTS coordinator

ects-coordinator@grad.unizg.hr

Office for International Relations & Cooperation

international@grad.unizg.hr

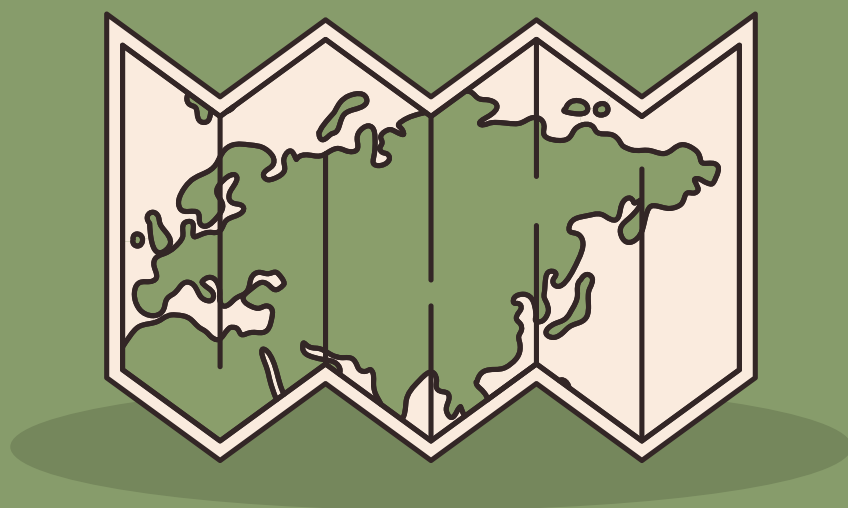
AT THE UNIVERSITY OF ZAGREB

[University of Zagreb International Relations Office](#)

Incoming student mobility:

E-mail: incoming@unizg.hr





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