



University of Applied  
Sciences "Baltazar Zaprešič"



# INTERNATIONAL STUDENT GUIDE



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

This International Student Guide will provide you with the information you need for your mobility period: from the planning phase and first days in Croatia all the way to the end of your stay. We are here to support you every step of the way.



*Dobrodošli!*



# PRE-ARRIVAL ARRANGEMENTS



Students from partner institutions wishing to study at "Baltazar Zaprešić" University of Applied Sciences for a semester should contact their home institution's international office and follow local procedures. Once nominated, they must apply by sending the following documents to [international@bak.hr](mailto:international@bak.hr) or by postal mail (Vladimira Novaka 23, 10290 Zaprešić, Croatia):

- Registration Form of the "Baltazar Zaprešić" University of Applied Sciences
- One photo in colour
- Transcript of Records
- OLA - 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).



[COURSE CATALOGUE](#)



[REGISTRATION FORM](#)



[OLA](#)

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





# PRE-ARRIVAL ARRANGEMENTS

## VISA AND RESIDENCE PERMIT

According to the law regarding foreigners, foreign nationals intending to study in Croatia must regulate their temporary residence for the purpose of studying if their stay in Croatia is longer than 90 days.



[MORE INFORMATION](#)

[FOR MORE PRE-ARRIVAL INFORMATION CLICK HERE](#)

## MEDICAL INSURANCE

All foreign students must have medical insurance covered during their stay in Croatia. EU nationals must have European Health Insurance Card (EHIC). Non EU nationals should check with the healthcare provider at home and/or their home university.



[MORE INFORMATION](#)





# PRE-ARRIVAL ARRANGEMENTS

## ACCOMODATION

You can search for private accommodation either in Zaprešić or Zagreb. Prices are approximately 300-400 EUR per month for a single room or 500 for a studio apartment. The offer is better in Zagreb and there is a good public transportation connection to Zaprešić (30 min by bus or train).



[ACCOMODATION LIST](#)

Rent is typically paid monthly and in advance. At the start of a letting period it is standard to pay one month's rent, which is refunded provided you don't break any of the terms in the lease.



Utilities are usually not included in the price of the rent, and are paid separately!

## LIVING COSTS

Average monthly living expenses in Croatia are estimated to be between 600 and 800 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.



[MORE INFORMATION](#)



# IMPORTANT DATES

## 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  
January 6  
Easter and the day after Easter  
May 1  
60 days after Easter  
June 22  
June 25  
August 5  
  
August 15  
October 8  
November 1  
December 25

New Year's Day  
Epiphany  
Easter Sunday and Monday  
Labour Day  
Corpus Christi  
Anti-Fascist Struggle Day  
Day of Croatia Statehood  
Victory and Homeland  
Thanksgiving Day  
Assumption of Mary  
Independence Day  
All Saints Day  
Christmas





# 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

Croatian Language and Culture For Foreigners	6 ECTS
Business English I	3 ECTS
Creative Entrepreneurship	6 ECTS
Business Skills	5 ECTS
Business Ethics and Social Corporate Responsibility	4 ECTS
Public Relations	4 ECTS
Organization and Functioning of EU Institutions	5 ECTS
Design and Visual Communications	4 ECTS
E-organisation and Office Management	6 ECTS
Business Logistics	5 ECTS
Cultural and Creative Tourism	6 ECTS
Marketing	5 ECTS
Management and Organisation in Culture	4 ECTS



# TIMELINE OF EVENTS

## PRE-ARRIVAL



### 1 PREPARE AHEAD

Read syllabi, select courses with your home coordinator and create OLA /LA.



1

APPLY NOW

### 2 APPLY & FOLLOW THE ADMISSION PROCEDURE

Make sure you are nominated by your home university. All nominated students will receive further instructions on the administration procedure via email.

2



3

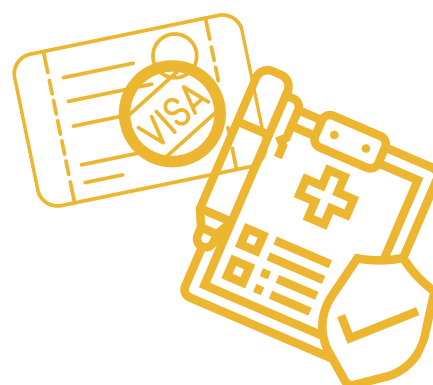
### 3 GET YOUR ACCEPTANCE LETTER

Once your LA/OLA is approved, we will send you an acceptance letter and other useful information

### 4 VISA/RESIDENCE PERMIT & INSURANCE

Before your arrival to Croatia you should apply for visa or start preparing documents for residence permit as well as get an EHIC or private medical insurance.

4



### 5 FIND ACCOMMODATION

The best offers for renting private accommodation in Zagreb, which has good transport links to Zaprešić.

5

**BUY TICKETS AND START YOUR JOURNEY. WE ARE WAITING FOR YOU!**



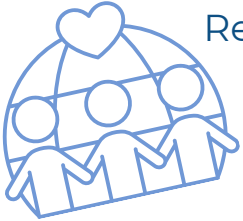


# TIMELINE OF EVENTS AFTER ARRIVAL

## WELCOME DAY

1

Welcome days are organized by the International Relations Office at the beginning of each semester to help you get to know each other better



## APPLY FOR OIB

2

OIB is issued by the Tax Administration Office. Their address is: Ul. Drage Švajcara 1, 10290, Zaprešić

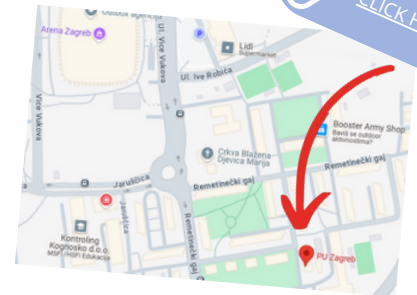


CLICK HERE

## APPLY FOR RESIDENCE PERMIT

3

Temporary residence permit is obligatory for everyone who will stay in Croatia for more than 90 days. Address of the Police Station in Zagreb is: Remetinečki gaj 13, 10000, Zagreb



CLICK HERE

4

## GET YOUR STUDENT CARD

Student card enables you to have discount prices in the student restaurants, museums, public transportation pass, etc.



5

## STUDY, TRAVEL & EXPLORE NEW CULTURE

Use your time in Croatia to the fullest, explore the country, get to know its culture and traditions, make new friends, and take a dozen photos to commemorate your Erasmus adventure. But don't forget about your studies, that's what you're here for 😊. Contact us to check the timetable and be punctual.





# STUDY TIME

## GRADING SYSTEM & EQUIVALENCE OF CREDITS

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

### ECTS scale

86-100	A	Excellent
71-85	B	Above average
56-70	C	Average
50-55	D	Bellow average
40-49	E	Bellow average
25-39	FX	Fail
0-24	F	Fail

### Croatian grade

Ezcellent (5)
Very good (4)
Good (3)
Sufficient (2)
Sufficient (2)
Insufficient (1)
Insufficient (1)



## ASSESSMENT & TRANSCRIPT OF RECORDS

Exchange students following courses at the "Baltazar Zaprešić" 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 Zaprešić and after returning home at any time.





# USEFUL INFORMATION

## TRANSPORT




### PUBLIC TRANSPORT IN ZAGREB AND AREA

Public transport in Zagreb and its area is operated by Zagrebački električni tramvaj. There is a well-developed public transportation network both within the city and to connect it with neighboring towns such as Zaprešić.



[MORE INFORMATION](#)



To get to **Zaprešić**, you first need to take a tram to the **Črnomerec** station. The tram number will depend on the area where you rent an apartment, use Google maps to find out which tram to take (trams 6, 11, 2 are the best). Next, at the Črnomerec station, you need to find the bus platform number 6 from which the bus number **172 "Črnomerec - Zaprešić"** departs (find the schedule at the link below). The nearest stop to the university in Zaprešić is called "Stadion".



[CLICK HERE](#)

You can also use the train departing from Main Railway Station in Zagreb (**Glavni Kolodvor Zagreb**). The train departs every 20 to 30 minutes, with a travel time of 21 minutes. It is best to take the train to the **Zaprešić Savska** station, after which you will need to walk 17 minutes to the university itself. For more information



[MORE INFORMATION](#)



# USEFUL INFORMATION

## LIFE IN ZAGREB



### RENT A E-SCOOTER

- [Bolt](#)
- [Uber](#)
- [EMove](#)

### TAXI

- [Bolt](#)
- [Uber](#)
- [Taxi 1717](#)



### RENT A BIKE

- [NEXTbike](#)
- [BlueBike](#)
- [Ronin Sport](#)



Zagreb usually hosts a lot of different events, including festivals and concerts. For example, in March there is a fantastic Festival of Light, and in winter there is one of the most beautiful Christmas Markets in Europe. Keep an eye out for event announcements on the **InfoZagreb** website.



[MORE INFORMATION](#)

## BUDDY SYSTEM

“Buddies” are student ESN volunteers who assist foreign students during their exchange period. They help incoming students to get to know Zapsrešić and Croatian students, they organize tours, events and visits and can support international students in finding information about the University and accommodation.



[APPLY FOR BUDDY SYSTEM](#)

## ESN ZAGREB



The ESN Zagreb organisation also holds a lot of events for Erasmus students. We recommend attending their events to learn more about the real student life in Zagreb and meet other students from different countries.



[MORE INFORMATION](#)



# USEFUL INFORMATION

## EXPLORE CROATIA



### TRANSPORT

The easiest way to get to different cities in Croatia is by bus. You can find good tickets from the following carriers:

- [FlixBus](#);
- [Arriva Croatia](#);
- [Brioni Pula](#);
- [BusCroatia](#).

Use the website of the Main Bus Station ([Autobusni kolodvor Zagreb](#)) or [its application](#) to find more options and buy tickets.



Resources where you can find interesting travelling destinations

[International Student Guide to Croatia](#);  
[Zagreb Country Tourist Board](#);  
[Explore Croatia](#);  
[Tripadvisor](#).

### IMPORTANT TELEPHONE NUMBERS

National Protection and Rescue Directorate	112
Police Department	192
Fire Department	193
Paramedics	194
Road Assistance	1987
General information	18981
Main Bus Station	072 500 400
Airport of Zagreb	+385 1 4562 170







Here is a place for photos from your Erasmus+ adventure together with the University of Applied Sciences "Baltazar Zaprëšić" 📸 ✨



*Experience a foreign culture,  
meet new people  
and learn a foreign  
language with us.  
We are waiting for you!*



Address:

Vladimira Novaka 23,  
10290 Zaprešić, Croatia



Contacts:

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

HAVE ANY QUESTIONS? FELL FREE TO CONTACT OUR  
ERASMUS TEAM!



**Kristina Đolo Labus, MS PR**

Head of International Cooperation Office,  
Erasmus Coordinator

email: [kdololabus@bak.hr](mailto:kdololabus@bak.hr)

Find out about the experiences of our exchange students!

