



# Welcome Day.

for Exchange Students  
at the University of Zagreb Faculty of Agriculture

International Relations Office (IRO / UMO)



# Academic Calendar 2024/25

**ACADEMIC YEAR**      October 1, 2024 to September 30, 2025

**WINTER SEMESTER**    Teaching period  
October 1 to January 24

Winter examination period (no classes)  
January 27 to February 21

**SUMMER SEMESTER**    Teaching period  
February 24 to June 6

Summer examination period (no classes)  
June 9 to July 11



# *PERSONAL TAX NUMBER (OIB/PIN)*

- Upon arrival in Zagreb, everyone is requested to promptly deliver the completed OIB Request to one of these two addresses during working hours, between 8 am and 3 pm:
- *Albrechtova 42, Zagreb or Dubrava 49, Dubrava, Zagreb*

## **Required documents**

1. Passport or ID card (EU citizens)
2. [OIB Request](#)



# *ENROLMENT PROCEDURE*

## **Required documents**

1. Registration and Enrolment Form
2. Photo (format 4 x 6 cm)
3. AAI Consent Form
4. GDPR Form
5. ZET Form

## **Application and enrolment**

- Students Administration Office → Pavilion V, Ground floor, Ms. Lovorka Kovačić
- Office hours for students: Monday – Friday: 9:00 - 12:00



**UNIVERSITY OF ZAGREB**  
**FACULTY OF AGRICULTURE**

Study programme Master  
Semester Summer  
Academic year 2023/24  
Day of enrolment \_\_\_\_\_

PIN/  
OIB \_\_\_\_\_

JMBG \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Student identification  
number (index no.) \_\_\_\_\_

Year of enrolment in  
1st year of study \_\_\_\_\_

**Registration  
and  
Enrolment Form**

Name and surname (maiden name)

1.	Date of birth (day, month, year)	
2.	Place of birth (county, country)	
3.	The exact address of permanent residence outside of school (county, city, street, house no.)	
4.	Gender	
5.	Citizenship	
6.	Mother tongue	
7.	Name, profession, occupation	father
	Permanent residence, exact address	
	Name, profession, occupation	mother
	Permanent residence, exact address	
8.	Name and surname, profession, residence and exact address (county) of legal guardian	
9.	Student address (street and house no.)	Studentski dom Stjepan Radić, Jarunska ul. 2, 10000, Zagreb
10.	Place and semester of last academic year enrolment (home university)	
11.	Enrolment request is based on following certificate (name, number, issuing date, issued by)	
12.	Education supported by parents, relatives, partner, self-supporting; is student a scholarship recipient, credit or other	
13.	Did student graduated or attended another faculty or college	
14.	Is student employed, by whom	
15.	Does student has a health insurance, by whom, on which basis	AAI Assurance

Student's signature



Tick the  
boxes with  
“yes”

**Consent for use of personal data by the University of Zagreb Faculty of Agriculture (FAZ)**

Under the terms of the Data Protection Legislation (Data Protection Act 2018 and General Data Protection Regulation 2016), I consent to FAZ using my personal data for the following purposes:

1. Store and process my personal contact details on its database for academic purposes.  
Yes ☐ No ☐
2. Process my personal data for reporting purposes.  
Yes ☐ No ☐
3. Forward my name, email address, name of home institution and mobility programme to incoming student in the winter semester 2022/23 for the purpose of mutual communication.  
Yes ☐ No ☐
4. Process the pictures taken during the Welcome day event for promotional purposes (e.g. publishing on IRO Facebook).  
Yes ☐ No ☐
5. Process my personal data to FAZ student associations (e.g. IAAS activities for students).  
Yes ☐ No ☐

Please note you have the right to withdraw your consent at any time by a written statement. The legislation also gives you the right to access information held about you. All personal data will be stored electronically and used by FAZ in accordance with the provisions of the Data Protection Act.

Name NAME AND LAST NAME

Date DD.MM.YYYY

Signature

If you are unable to provide your physical signature above then you may tick the box below and send this form back to us via email, on the basis that you accept by ticking the box that you are providing your consent to FAZ to store and process all personal data, in accordance with the Data Protection Legislation for the purposes set out above. (Without your explicit consent we cannot process your personal data.) ☐





UNIVERSITY OF ZAGREB  
FACULTY OF AGRICULTURE

CONSENT

With my signature I consent to the University of Zagreb Faculty of Agriculture (FAZ) using my personal data (name, JMBAG and e-mail address) and process them for the following purposes:

1. *Providing AAI identity from the [AAI@Edu.Hr](mailto:AAI@Edu.Hr) system*
2. *Accessing and working in the e-learning Merlin university system*

Above mentioned personal data will be archived by FAZ until there is a foundation for processing such data, and act in accordance with the terms of the General Data Protection Regulation (GDPR) and other existing regulations.

This consent is given on a voluntary basis and can be revoked at any time without negative consequences. Other rights guaranteed under GDPR allow you the right to access information held about you, the right to rectification (individuals have a right to have inaccurate personal data rectified, or completed if it is incomplete), the right to restrict processing (individuals have the right to request the restriction or suppression of their personal data; this right is not absolute and only applies in certain circumstances), and the right to erasure (individuals have a right to have personal data erased; this right is not absolute and only applies in certain circumstances).

I understand and agree that my e-mail address in the [AAI@Edu.Hr](mailto:AAI@Edu.Hr) system will be used for the purpose of contacting when conducting various reports.

I understand that all other information related to processing my personal data can be checked with the FAZ data protection officer (DPO) or at e-mail [kvaliteta@agr.hr](mailto:kvaliteta@agr.hr). In addition, a complaint can be made to the Croatian Personal Data Protection Agency (address Martićeva 4, Zagreb).

Zagreb, \_\_\_\_\_ YYYY

NAME (BLOCK CAPITALS): NAME AND LAST NAME

SIGNATURE: \_\_\_\_\_



ZAGREBAČKI ELEKTRIČNI TRAMVAJ d.o.o.  
Ozaljska 105, Telefon: 3651-479, www.zet.hr

Fotografija 3x3,5 cm  
Na poleđini upisati ime i prezime.  
Fotografiju ovjeriti pečatom nadležne obrazovne ustanove, na rođan da pola pečata bude na fotografiji, a pola na Zahtjevu.

Prodajno mjesto \_\_\_\_\_  
Datum zaprimanja Zahtjeva \_\_\_\_\_  
Sl. broj i potpis prodavača \_\_\_\_\_

**ZAHTEJEV ZA REDOVITE UČENIKE I STUDENTE**  
**za školsku/akademsku godinu 2023./2024.**  
(Upuća na poleđini Zahtjeva)

**PODACI O ZAHTEJEVU:**

(potrebno je označiti odgovarajuće polje)

- ☐ IZDAVANJE PRETPLATNE KARTE  
☐ PRISTUP MOBILNOJ APLIKACIJI "MOJ ZET"  
☐ PRODULJENJE PROFILA KORISNIKA

= broj Pretplatne karte \_\_\_\_\_  
ili e-mail korisnika \_\_\_\_\_  
mobilne aplikacije \_\_\_\_\_

**PODACI O PROFILU PODNOSITELJA:**

(potrebno je označiti odgovarajuće polje)

- ☐ OSNOVNOŠKOLSKI  
☐ SREDNJOŠKOLSKI  
☐ STUDENTSKI (za redovite studente)

**OBVEZNI PODACI:**

1. Ime \_\_\_\_\_ Prezime \_\_\_\_\_  
2. Dan, mjesec i godina rođenja \_\_\_\_\_ 3. O I B \_\_\_\_\_ 4. Br. osobne iskaznice \_\_\_\_\_  
5. Adresa prebivališta (podaci iz osobne iskaznice)  
Ulica i kućni broj \_\_\_\_\_ STREET AND HOUSE NUMBER \_\_\_\_\_  
Mjesto i poštanski broj \_\_\_\_\_ PLACE AND POSTAL CODE \_\_\_\_\_  
6. Kontakt telefon ili mobilni: \_\_\_\_\_  
7. Naziv škole ili fakulteta: \_\_\_\_\_  
8. Adresa škole ili fakulteta: \_\_\_\_\_  
9. Razred: \_\_\_\_\_ (za učenike osnovnih i srednjih škola) Semestar: \_\_\_\_\_ (za redovite studente)  
10. Način preuzimanja kartice: a) poštom b) na prodajnom mjestu

**NEOBVEZNI PODATAK:**

11. Adresa za dostavu kartice poštom, ukoliko je adresa različita od adrese prebivališta:  
Ulica i kućni broj \_\_\_\_\_  
Mjesto i poštanski broj \_\_\_\_\_

**PODACI ZA PRISTUP MOBILNOJ APLIKACIJI - MOJ ZET:**

12. E-mail \_\_\_\_\_  
13. Verifikacijski kod / Oznaka korisnika \_\_\_\_\_

Mjesto i datum \_\_\_\_\_

TOČNOST PODATAKA OVJERAVA  
ŠKOLA ILI FAKULTET

\_\_\_\_\_  
(Potpis ovlaštene osobe i pečat nadležne obrazovne ustanove)

TOČNOST PODATAKA OVJERAVA  
NADLEŽNI GRAD ILI OPĆINA

\_\_\_\_\_  
(Potpis i pečat nadležnog grada ili općine)  
(Učenci i studenti grada Zagreba ne trebaju ovjeru)

PODNOŠITELJ ZAHTEJEVA

**SIGNATURE**

\_\_\_\_\_  
(Potpis podnosioca)

Potpis ovog obrazca doprinosi sigurnosti da tražene podatke ZET prikuplja i obrađuje u svrhu izdavanja Pretplatne karte i pristup mobilnoj aplikaciji Moj ZET. Pružanje usluge javnog gradskog prijevoza smatra se ugovornim odnosom između korisnika prijevoza i ZET-a, te se u skladu s O. 6. st. 1. točkom b) Uredbe o zaštiti podataka (GDPR) čini zakonu svrhu obrade osobnih podataka. Svi traženi podatci su nužno potrebni kako bi se mogla izdati Pretplatna karta i kreirati korisnički račun mobilne aplikacije Moj ZET, te u slučaju da korisnik uskladi navedene podatke, ZET nije u mogućnosti izdati Pretplatnu karticu i kreirati korisnički račun mobilne aplikacije Moj ZET.





# *STUDENT IDENTITY CARD*

- Card serves as a means of student identification and enables students to have subsidised meals, entrance to libraries and other University premises, discount at some cultural institutions and shops, etc.
- **DAILY MENU PRICES**
- Students with subsidy → 0,86 €
- Students with Student ID Card without subsidy → 3,00 €
- Full price of a daily menu → 5,31 €
- Students will get a temporary student card which can be used until issuing of the individualized/personal one



# *SUBSIDISED MEALS*

- Student must have "Student Identity Card" or "iksica" in order to get meals at reduced price (only EU students)
- How it works?
- 17 university restaurants
- Student Restaurant at FAZ
  - Restaurant "Šumarstvo"
  - Building between 1st and 2nd pavilion
  - Working hours: Mon-Fri → 8:00 - 15:00
- Career Student Office / Ured za osiguranje kvalitete (Pavilion V, Ground floor) → issuing



# *PUBLIC TRANSPORTATION*

- Public transportation - trams, buses and city railway (ZET - Zagreb Electric Tram)
- Types and prices of tickets in EUR (**on board**, newsstands, ZET locations)
- 30 ' 0,53 EUR or 0,80 EUR; 60 ' 0,93 or 1,33 EUR; 90 ' 1,33 or 1,99 EUR and a daily ticket 3,98 EUR

## **Required documents for monthly pass**

1. ZET transport form (signed and stamped at the Student Record Office) + photo
2. Confirmation (Potvrda) of enrollment

## **Issuing**

- ZET, Ozaljska 105, Zagreb (final tram station LJUBLJANICA, tram no. 3, 9, 12)
- Desk: 11 / Working hours: Monday – Friday: 07:30 – 15:00
- Price: card issuing: 3,98 EUR & monthly ticket for students: 13,27 EUR
- Monthly ticket → can be bought at ZET offices or newsstands



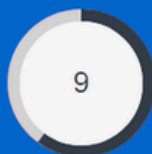
# *INTERNET ACCESS*

- AAI Electronic Identity Request Form → Student Record Office will issue you username and password for the Internet access
- Download the necessary [installation software](#)
- Wireless access: pavilions V and VI
- Limited wireless access: pavilions II, III and IV



Akadska godina 2018./2019.

OBAVLJENO PREDMETA: 9



UPISANO PREDMETA: 15

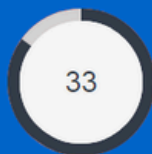
POLOŽENO PREDMETA: 10  
(1.10.2018. - 30.9.2019.)

PROSJEK: 3.900

OSVOJENO ECTS BODOVA: 51.5

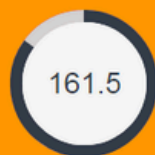
Studij (2016./2017. - 2018./2019.)

OBAVLJENO PREDMETA: 33



UPISANO PREDMETA: 39  
PROSJEK: 3.759

OSVOJENO ECTS BODOVA:  
161.5



UPISANO ECTS BODOVA: 189.5  
DODATNI ECTS BODOVI: 0.0

Studomat is a module of the Information System of Higher Education Institutions (ISVU) designed for students. Through Studomat, students can:

- Register/deregister for exams
- View schedules for exams
- Access results of exams
- Find schedules for exams



# *REGULATING YOUR STAY IN CROATIA*

## **EU CITIZENS - Mobility period longer than 90 days**

- EU citizens who plan to study in Croatia for more than 90 days are obliged to apply for the approval of the temporary stay for the purpose of studies (dozvola boravka). You should submit your application for the issuance of the residence card within 90 days of your arrival in Croatia at the Foreigners' Office, Central Police Station (
- **Address registration** - It is only necessary to have rental contract as a proof of address registration or form from student residence hall.

## **NON EU CITIZENS - Mobility period longer than 90 days**

- Living in private accommodation have to register their address within 48 hours!!!
- Staying at student dormitories, hotels or hostels → the address is automatically registered
- Obligated to apply for the issuance of the approval of **temporary stay for the purpose of studies** (dozvola boravka) within 48 hours of the arrival in Croatia
- USEFUL LINK – BEFORE COMING TO ZAGREB





# *RESIDENCE PERMIT / TEMPORARY STAY*

1. **Required documents**
2. EU citizens - Form 1b
3. Non-EU citizens - Form 1a
4. Acceptance letter (in Croatian) from UNIZG stating the study purpose of your stay
5. One photo in colour (35x45mm)
6. Proof of sufficient means of subsistence (statement of bank account, scholarship confirmation and similar; only for the scholars of the University of Zagreb - invitation letter stating the scholarship amount) – approx. 110 EUR minimum/month, 270 EUR for third-country nationals (approx. 270 EUR min./month)
7. Proof of secured accommodation
  1. if staying in the student hall of residence you are automatically registered in the police system (no additional documents are required by you)
  2. in case of private accommodation a rental contract and a proof of ownership (vlasnički list) not older than 6 months
8. Proof of health insurance - copy of the insurance policy
9. Certificate of non-criminal record with apostille (non-EU citizens only coming from non-EU country)
10. Original and photocopy of the passport or the identity card



# *RESIDENCE PERMIT / TEMPORARY STAY*

- Registration of temporary residence for the purpose of study or vocational training—proof of enrolment in a higher education or vocational education institution should also be attached, as well as a statement on sufficient means of supporting yourself and your family members and proof of health insurance.
- [Registration of temporary residence for EEA nationals](#)
- [Registration of temporary residence for third-country nationals](#)



# RESIDENCE PERMIT / TEMPORARY STAY

## IMPORTANT!!!

- All required documents need to be translated into Croatian and certified by a public notary (for example: *Lingua-soft*, *Frankopanska 5A*, Phone: + 385 1 4830 401, email: [lingua-soft@lingua-soft.hr](mailto:lingua-soft@lingua-soft.hr)).
- **Issuing**  
**Foreigners' Office, Central Police Station**  
**Remetinečki gaj 13, HR-10000 Zagreb**  
**Working hours: Monday – Friday: 8 am – 2 pm**
- **Cost of the permit**
- **EU citizens** don't pay administrative fee
- **Third-country nationals** need to pay the fee: 46,45 EUR to be granted temporary stay and 31,85 EUR for the production of a biometric residence permit, total: 78.30 eur. + approx. 10 EUR of Government Stamps



# *ADDITIONAL INFORMATION*

## **COURSE SCHEDULE**

- Updates will be sent by e-mail

## **HOW TO FIND LECTURE ROOMS?**

- Arrive to IRO 5 minutes before scheduled course time  
(e.g. course starts at 10:00 and meeting time in IRO is at 9:55!!!)

## **LEARNING AGREEMENT CHANGES**

- Deadline **October 23**  
**CONFIRMATION OF ARRIVAL**, if required, send it/give it at IRO



# *ADDITIONAL INFORMATION*

## General Data Protection Regulation (GDPR)

- AAI (electronic identity)
- University e- Learning Platform MERLIN
- IAAS  
Croatian organization of Students in  
Agricultural and Related Sciences



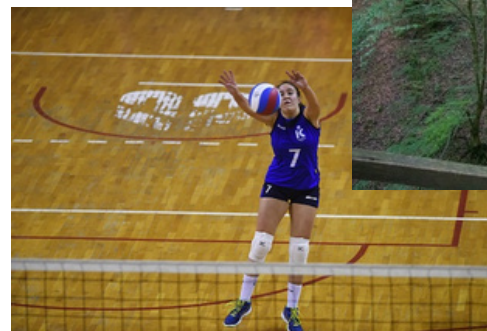




# *FACULTY SPORTS SECTION*

The sections of the sports association of the Faculty of Agriculture :

- Functional training / Fitness
- Hiking
- Football
- Basketball
- Volleyball
- Handball
- Badminton



## **CONTACT PERSON**

Assoc. Prof. Sanja Ćurković, PhD  
E-mail: [scurkovic@agr.hr](mailto:scurkovic@agr.hr)





# *ABOUT ZAGREB*

- One of the oldest European cities (since 1094.)
- Today's Zagreb has grown out of two medieval settlements that were developed on neighbouring hills (Gradec and Kaptol)
- Today Zagreb is split into two main sections: Upper Town and Lower Town.
- Population – 800.000
- Along with Vienna, it is the only European capital with its own wine road (opened in 2009) It is also the only European capital with a ski resort.





# *INTERESTING FACTS ABOUT ZAGREB*

- Home to the World's Shortest Funicular
- Over 200 old-school gas lamps have lit up Zagreb each night since their installation in 1863.
- Since 1877, Zagreb's Grič cannon has been fired every day at noon
- Architect Herman Bollé left a great impact on the appearance of today's Zagreb when, after a strong earthquake in 1880, he built 150 buildings in the neo-Gothic style throughout Zagreb
- Home of an Old Chemical Laboratory used by Nobel Prize-awarded chemists
- Zagreb Has its own solar system (Sculpture of the Grounded Sun is settled on Bogovićeve street, while rest of our solar system's planets can be found in statue form across the city)
- Stands over an obscure underground network of tunnels? (Exactly how many tunnels lie underneath Zagreb, who built them, and when, isn't known.
- Some of the more mystical (and unconfirmed) tunnels are said to reach Medvedgrad Castle





# *INTERESTING PLACES IN ZAGREB*







# ZAGREB SIGHTSEEING

- <https://www.infozagreb.hr/en/explore-zagreb/sightseeing>
- Free walking tours
- Gastro Tours
- Old city stories walking tours
- Alternative guided Tours
- Mystical Tours
- Musical Walks





## FREE TIME

- **Leisure activities** - nature, (Medvednica mountain), lakes (Jarun, Budek), indoor sports (many sports centres), etc.
- **Eating out** - Zagreb offers a great variety of cuisine
- **Culture and entertainment** - Zagreb is the cultural centre of Croatia (theatres, concert halls, numerous cinemas, festivals, galleries, museums, discos, clubs, pubs and cafés)
- Zagreb Tourist Board







# *INTERNATIONAL RELATIONS OFFICE*

International Relations Office / Ured za međunarodne odnose i projekte (UMO).

Pavilion V, 3<sup>rd</sup> floor

**Office hours for students: Monday – Friday: 9:00 - 11:00**

Kristijan Bilić

E-mail: [umo@agr.hr](mailto:umo@agr.hr)

Tel: +385 1 239 3611

ECTS coordinator

Assist. Prof. Marko Petek, PhD

Paviljon VI, 1<sup>st</sup> floor

E-mail: [mpetek@agr.hr](mailto:mpetek@agr.hr)

Tel: +385 1 239 4085