



INFORMATION PACKAGE 2018-2019

Dear Erasmus Student,

Greetings from the Edward Bernays College of Communication Management!
Thank you for recognizing us as a prestigious educational institution that successfully combines practice, and has a strong relationship with the labour market.

The staff of the Centre for International Cooperation welcomes you and will be happy to assist you during your stay in Zagreb.

The Centre for International Cooperation is responsible for developing bilateral and multilateral relations with institutions with the objective of internationalizing activities and including intercultural elements in study programmes, for participating in various projects from the area of communication management and higher education in general, as well as for encouraging the international mobility of students, teaching and non-teaching staff, as well as Bernays partners through the ERASMUS+ programme.

Centre for International Cooperation

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PRACTICAL INFORMATION FOR ERASMUS INCOMING STUDENTS

1. How to apply?

After being nominated by their home institution, students must send the following documents:

- Europass format CV (English)
- Learning Agreement proposal containing planned courses
- Transcript of Records and Certificate of Enrolment
- Photocopy of passport (first page with photo and personal information)

All documents should be submitted by e-mail to adrian.beljo@bernays.hr.

Admission

The student will be sent a letter of acceptance issued by the Edward Bernays College of Communication Management.



**Application deadlines for Exchange students:**

15 May for the Fall semester
15 November for the Spring semester

2. Academic Year, Exam Periods & Holidays**Fall semester:**

Start: 01 October 2018 – End: 25 January 2019
Winter holidays: 22 December 2018 – 7 January 2019

Exam period: 28 January 2019 – 22 February 2019

Spring semester:

Start: 25 February 2019 – End: 7 June 2019

Exam periods:
Spring exam period: 10 June 2019 – 12 July 2019
Fall exam period: 26 August 2019 – 20 September 2019
Summer holidays: 13 July 2019 – 25 August 2019

National Holidays (no classes on these days):

1 January – New Year's Day
6 January – Epiphany
18 April – 22 April – Easter Holidays
1 May – Labour Day
8 May – Bernays Day
22 June – Anti-Fascist Struggle Day
25 June – Statehood Day
5 August – Victory Day and National Thanksgiving Day
15 August – Assumption Day
8 October – Independence Day
1 November – All Saints' Day
22 December – 06 January – Christmas Holidays



3. Courses in English

Please visit the link below for courses conducted in the English language available to Erasmus+ students.

Course Catalogue Communication Management undergraduate study programme (bachelor's) Public Relations Management graduate study programme (master's)

<http://www.bernays.hr/download/documents/read/course-catalogue-2018-2019>

Please note: The carrying out of courses in English depends on the number of interested students to attend the specific course. If there is insufficient interest for the course to be carried out in English in a class, foreign students have the option of completing the course by means of individual consultations with professors, as well as the possibility of writing exams, preparing presentations, seminars, as well as conducting all other obligations in English.

4. Entering Croatia – Visa and Residence Permit

EU/EEA citizens may enter Croatia with a valid ID card (or passport) and then need to register with the Central Police Station if staying for more than 3 months to regulate their residence permit.

Citizens of the USA, Australia, Canada, etc. (for full list visit the website of the Ministry of Foreign and European Affairs - <http://www.mvep.hr/en/>) may enter Croatia with a valid passport and then apply for a residence permit in Zagreb. Check with the Croatian embassy in your country of residence what documentation will be required for your application in Zagreb and make sure you have it with you when coming to Zagreb.

NON-EU/EEA citizens coming from a country that has a visa regime with the Republic Croatia need to apply for a visa via the Croatian embassy in their home country before departing for Croatia.

The list of countries whose nationals need a visa to enter Croatia can be found at the pages of the Ministry of Foreign and European Affairs - <http://www.mvep.hr/en/>.

Visas CANNOT be applied for or extended in Croatia! Please contact the Croatian embassy in your country of residence for more information. You will receive an acceptance letter that covers some of the documentation needed for your visa application as soon as your complete application has been approved by your host – the Edward Bernays College of Communication Management.



In order to regulate the residence permit students need to submit the following documents:

1. Form1a, http://www.mup.hr/UserDocsImages/Dokumenti/stranci/Obrazac_1a.pdf
2. Acceptance letter from the Edward Bernays College of Communication Management stating the purpose of your stay (in Croatian)
3. 1 photo in colour (35x45mm)
4. Photocopy of passport
5. Proof of health insurance
6. Proof of sufficient means of subsistence (bank account statement, scholarship confirmation or similar)
– 1000HRK (approx. 120EUR min./month)
7. Proof of secured accommodation – in case of private accommodation, a rental contract and proof of ownership (to be submitted within 72 hours upon your arrival)

NOTE: All documents need to be translated into Croatian and certified by a notary public. Students in private accommodation should regulate their permit within 72 hours upon arrival. Documents need to be submitted at the Central Police Station in Petrinjska 30, HR-10000 Zagreb.

For more information about studying and living in Croatia please visit: <http://www.studyincroatia.hr/>

For all other information, do not hesitate to contact Bernays' Centre for International Cooperation:

adrian.beljo@bernays.hr

5. Health insurance

All exchange students must have health insurance during their stay in Croatia.

All EU/EAA students must possess a valid European Health Insurance Card while studying in Croatia.

All non-EU/EAA exchange students are required to register for Croatian Health Insurance upon arrival. Croatian Health Insurance is currently being offered for around 400HRK/month (approx. 54EUR) and entitles the user to full healthcare coverage. This insurance will not cover your journey to Zagreb – for this reason, please make sure to purchase travel insurance.

6. Arrival & Accommodation

Upon arrival, you should contact the Head of the Centre for International Cooperation, who will provide you with further instructions. A Welcome Day will be organised where you will be introduced to your mentor.





Erasmus students are required to make private accommodation arrangements on their own, although the Edward Bernays College of Communication Management will assist students with accommodation upon request.

For more on private accommodation visit: www.homeinzagreb.com or <http://www.studyincroatia.hr/living-in-croatia/accommodation/private-accommodation>

For more on hostel accommodation (in case of longer searches for suitable private accommodation) visit: <http://www.studyincroatia.hr/living-in-croatia/accommodation/hostels>

Average cost for a single room is around 160.00 Euros and for an apartment is up to 350.00 Euros per month.

The landlord is required to register you at the Tourist Board/Central Police office and give you a certification of registration.

7. Where to eat / Student Restaurants & Prices

Students in Zagreb can eat at any of the 12 student restaurants. The largest student restaurant is located in the Student Centre Savska 25. The full price of the daily menu is 22.60HRK (~3EUR); however, students that receive a subsidy on their student card pay 6.50 HRK (~0,9EUR).

8. Fees & Living Costs

The official currency of the Republic of Croatia is the Kuna (1 Kuna = 100 Lipa; 1EUR ~ 7.35HRK).

The following table shows the approximate monthly cost of living for an international student in Zagreb. These prices are average values and should be regarded as a guideline only.

Accommodation	From €160 to €350 (+ utilities such as electricity, water, heating)
Food	Approximately €60
Transport	€13.5 (public bus & tram)
Books	Course-related literature will be available in the library of Edward Bernays University College