

*aspira

University of
Applied Science

A SIMPLE GUIDE TO

student life



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Welcome message from the Dean

Welcome!

Dear future Aspira students!

Allow me to extend a warm welcome to our University of Applied Science. Your education is the most important and the most exciting journey of your life because it will impact the course of your future. I am happy that you have chosen Aspira to be a part of that journey.

The name of our institution, ASPIRA (Latin: *aspire*) tells you you to aspire to achieve more! Our faculty and staff are always at your disposal to help you achieve your goals. We are here for you! Networking with our former students, alumni and real sector partners will help you ease your way into the business world.

I also encourage you to be a part of student exchange programs such as Erasmus+ mobility program, because studying outside your comfort zone will broaden your horizons and give you a fresh new perspective. Study and learn about a new culture to become richer in experience and eventually to better understand your own culture.

I am absolutely positive that ASPIRA will meet all your expectations so when you finish the most important journey of your life, you will be equipped with knowledge, skills and competencies required for success on your career journey.

And don't forget: "Education is not preparation for life; education is life itself."

Your Dean,

Alen Jerkanica



Official name

Republic of Croatia

Population

3,889,529

Official language

Croatian

Currency

Euro (EUR)

Capital

Zagreb

Timezone

CET (GMT+1)

Calling code

+385

Internet domain

.hr

Number of islands

1244

Highest peak

Dinara 1,831 m





STUDY AT ASPIRA UOAS



ZAGREB

Zagreb County
Population: 770,000
Postal code: 10000
Area code: 01
Sunny days/year: 192
Average temperature: 11.9°C
Coldest month: January (0.3°C)
Warmest month: July (22.0°C)
More info: [Visit Zagreb](#)



SPLIT

Split-Dalmatia County
Population: 178,000
Postal code: 21000
Area code: 021
Sunny days/year: 128
Average temperature: 15.8°C - 22.1°C
Average sea temperature: 17.3°C
Coldest month: January (7.4°C)
Warmest month: July
More info: <https://visitsplit.com/en/1/welcome-to-split>



NATIONAL HOLIDAYS IN CROATIA

1. Easter Monday – Monday after Easter
2. International Workers' Day – 1 May
3. Corpus Christi – 60 days after Easter Sunday
4. Anti-Fascist Struggle Day – 22 June
5. Statehood Day – 25 June
6. Victory and Homeland Thanksgiving Day – 5 August
7. Assumption of the Blessed Virgin Mary – 15 August
8. Independence Day – 8 October
9. All Saints' Day – 1 November
10. Christmas Day – 25 December
11. St. Stephen's Day – 26 December



Mission and Vision

The mission of ASPIRA University of Applied Sciences is to create a transformative educational experience through the application of the best global practices and collaboration with the industry leaders.

Our Vision is to create globally recognized higher education institution which acts transformatively to its students and to community. This Vision is to be achieved through systematic innovations in the educational programs, through researches aiming to provide the solutions to real sector issues, and finally through encouraging innovations and creativity in the field of entrepreneurship.

Study programs

- Undergraduate study of Sports Management
- Graduate study of Sports Management
- Undergraduate study of International Hospitality and Tourism Management majoring in: Hotel Management; Destination Management; or Gastronomy
- Graduate study of Hospitality and Tourism Management
- Undergraduate study of Computer Engineering majoring in program engineering



ACADEMIC CALENDAR

- The academic year (winter semester) usually starts in the first week of October.
- Winter exam session starts at the end of January and finishes at the end of February.
- Summer semester classes start the first week of March and finish around mid-June.
- Summer exam session finishes mid-July.
- For the exact dates, please consult the official academic calendar published each year on Aspira website.



LANGUAGE REQUIREMENTS

Croatian or English language Level B2 is necessary.

Unless your prior education was in English, any language proficiency certificate such as TOEFL etc. is more than welcome, but not mandatory.

An alternative is that you provide a certificate of English language proficiency from your home country. Please note: It is in the interest of the student to present true knowledge of English in order to be able to follow lectures/tutorials and pass exams.

INTERNSHIP

Internship is an integral part of every study program.

ASPIRA Career Centre organizes a Career Fair every February to connect students and employers.

Students are required to complete:

80 hours during the first year

80 hours during the second year

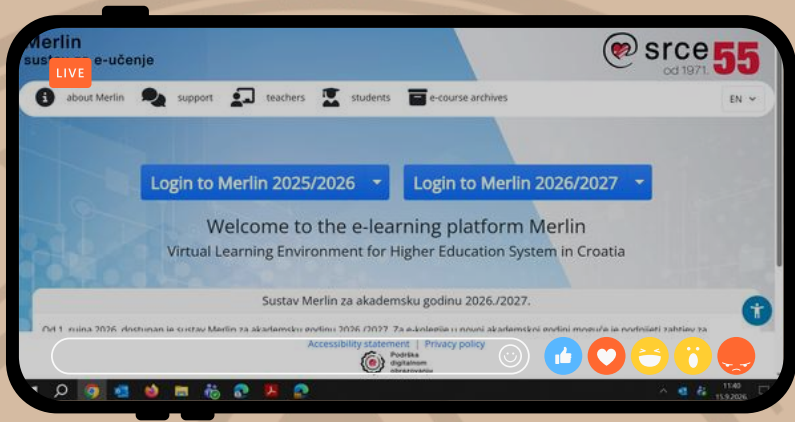
640 (T and S) or 360 (CE) hours during the third year

MERLIN

Merlin is an e-learning system established as a platform for e-learning application projects, i.e. for the implementation of study courses with the application of e-learning technology. It is based on the open-code system Moodle. Each student is included in the e-learning system Merlin and can access it through the username and password received at the beginning of the study program. Merlin contains all the necessary information for each course, such as course syllabus, study materials, attendance score and various important notifications.



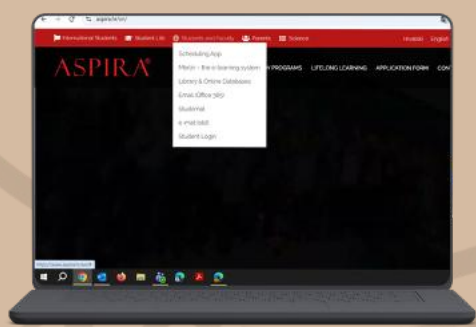
LOG IN



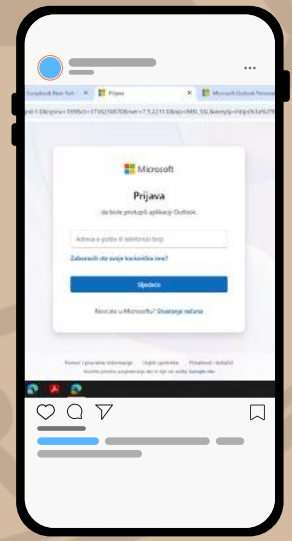
MERLIN



STUDOMAT
AND SCEDULY



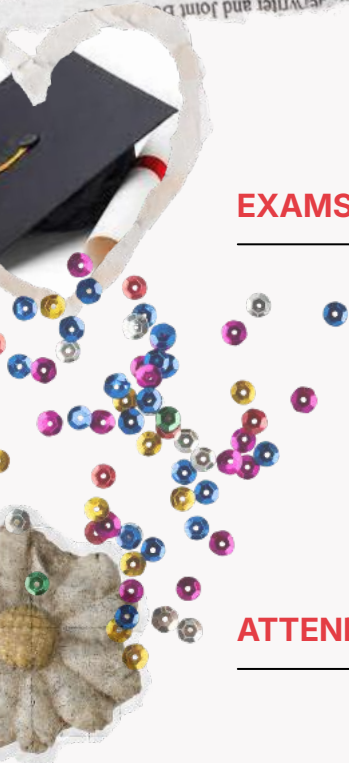
EMAIL





The exams are taken in written and/or oral form or by presenting practical work, as determined by the course syllabus. Most courses have midterm exams and continuous assessment throughout the semester. Students have the right to take one exam for a maximum of four times, the fourth time being an exam in front of a board consisting of three faculty members.

EXAMS



Attendance is recorded in **MERLIN**. Each student must have at least 70% or 30% attendance in order to gain the right to take the exam (depending on status). Students below regulated attendance lose the right to sit an exam and must retake the course in the following academic year.

ATTENDANCE



Every lecturer has a designated consultation time for students, as stated in the course syllabus.

Individual consultations are also possible via email.

CONSULTATION



SCHEDULE

Course schedule is distributed at the beginning of each semester and revised on a monthly basis on a platform called **Sceduly**.



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DRESS CODE

Students are required to abide by ASPIRA dress code.

Female students should wear skirts/dresses of appropriate length (below the knee) or long trousers and a shirt or blouse.

During public events, female students are required to wear black business suits, a white blouse and a red tie.

Male students should wear long trousers and shirts, while during public events a black suit with a white shirt and red tie is required.

Sports clothes, revealing summer clothes, shorts and flip-flops, ripped jeans, hats and sunglasses are not permitted in class.

A professor has the right to remove a student from the class if the student violates the code.

KEY PROVISIONS OF THE REGULATIONS ON STUDYING



**Based on the Regulations on Studying of Aspira University of Applied Sciences, Version 10, dated 23rd of September 2025.*

1. Study Programme Enrolment and ECTS Credits

A full-time student generally enrolls 60 ECTS credits per academic year, i.e. 30 ECTS credits per semester.

A part-time student generally enrolls 30 to 60 ECTS credits per academic year.

One ECTS credit corresponds to 30 hours of estimated student workload.

One teaching hour lasts 45 minutes, whereas one hour representing student workload lasts 60 minutes.

Courses are delivered in Croatian and/or English.

Student is entitled to enrol in the next year of study if they:

fulfilled all study-related obligations prescribed by the study programme and the course syllabus;

passed the required exams; and

obtained at least 30 ECTS credits.

If a student has not passed all courses from the previous year, they may enrol in the next year provided that they retake the courses they have not passed.

The total study workload may not exceed:

76 ECTS credits per academic year; and

39 ECTS credits per semester.



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2. Enrolment deadlines

Students are required to enrol in the next year of study no later than 7 days after fulfilling the enrolment requirements.

Enrolment may not take place before the beginning of the autumn examination period, except where otherwise provided by the UOASA Regulations.

In justified circumstances, late enrolment may be permitted up to three weeks after the beginning of the academic year, provided that the student submits appropriate supporting documentation.

A full-time student who does not fulfil the requirements for enrolment in the next year must repeat the same year of study.

Failure to enrol in the repeated year results in loss of student status.

A full-time student may repeat each year of study no more than once.

When re-enrolling in a course, the student is required to pay EUR 30 per ECTS credit, in accordance with the UOASA Regulations.

Students are required to complete their studies within a period that does not exceed twice the prescribed duration of the study programme, where this provision applies.



3. Full-Time and Part-Time Student Status

Full-time students generally:

enrol in 60 ECTS credits per academic year;
attend the full teaching workload; may be entitled, subject to applicable legal requirements, to certain student benefits, including subsidised meals, accommodation, student employment and scholarships; may request a change of status to part-time student once during their studies.



** A change of student status may therefore be made only once during the course of study and only within the prescribed enrolment periods.*

Part-time students generally:

enrol in 30–60 ECTS credits per academic year;
may attend the full or an adjusted teaching workload;
do not have the right to subsidised student accommodation or subsidised meals, or to free supplementary health insurance, in accordance with the applicable provisions;
may request a change of status to full-time student once during their studies.



4. EXAMS



A student may take an examination if they:

- have enrolled in the relevant course;
- have fulfilled the required teaching obligations; and
- have received confirmation from the course instructor that the prescribed obligations have been fulfilled.

Attendance Requirements

The professor may deny a full-time student the right to take an examination if the student has been absent from: more than 30% of the scheduled teaching hours; or more than 30% of professional workshops or field-based teaching.

For part-time students, the relevant threshold is: more than 70% of scheduled teaching activities; however, more than 30% absence from professional workshops or field-based teaching may also constitute grounds for denying access to the examination.

Examination Format

- a written examination;
- an oral examination;
- a practical assignment or task;
- a presentation; or
- a combination of these forms.

Oral examinations are public.

**Maximum
examination duration:**
**Oral examination: 45
minutes**
Written examination:
90 minutes

Registration and Cancellation

A student must register for an examination no later than three days before the scheduled examination date.

A registered examination may be cancelled no later than 24 hours before the scheduled examination date.

If a student:
registers for an examination;
fails to attend; and does not cancel the examination within the prescribed deadline, the student receives a grade of 1 (Fail). The same applies if the student attends the examination but subsequently withdraws from it.

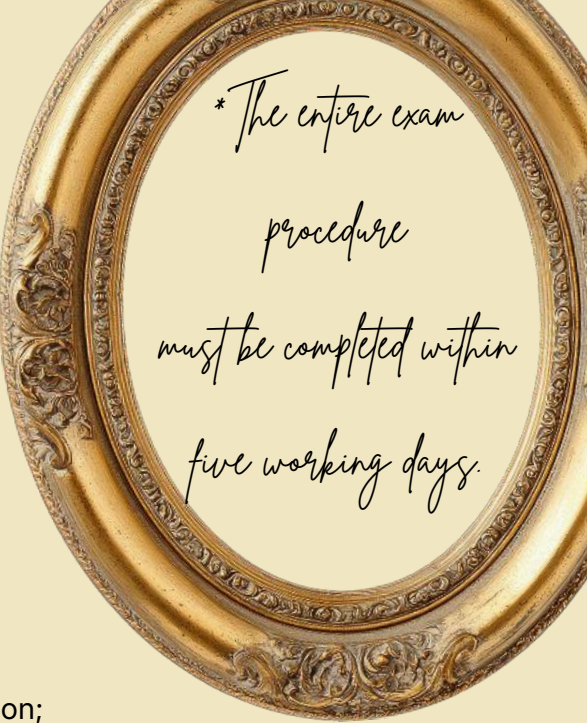
FOURTH EXAMINATION ATTEMPT

A student may take an exam in the same course no more than four times during one academic year.

The fourth attempt:

- is conducted before a three-member examination committee;
- the committee is appointed by the Dean;
- the course instructor is always a member of the committee;
- requires prior payment of an examination fee of EUR 30;
- results in a decision adopted by a majority vote of the committee.

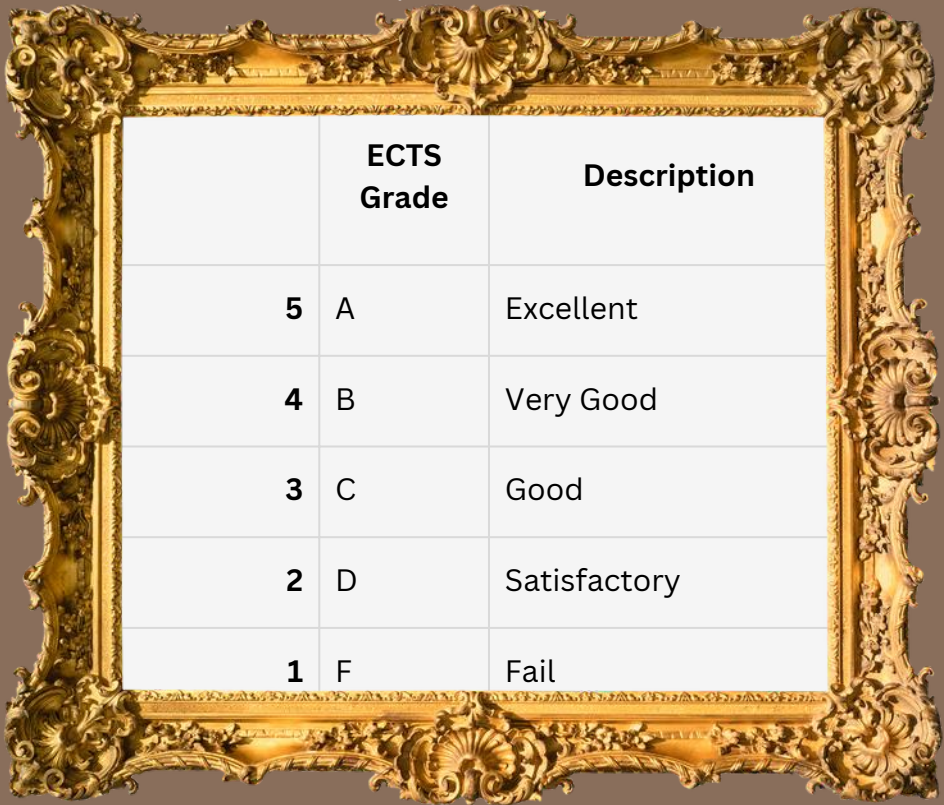
*If the student fails the examination for the fourth time the student must re-enrol in the course in the following academic year.



**The entire exam
procedure
must be completed within
five working days.*



5. Grading System



	ECTS Grade	Description
5	A	Excellent
4	B	Very Good
3	C	Good
2	D	Satisfactory
1	F	Fail

Grades 2, 3, 4 and 5 are passing grades.
A student is considered to have passed a course upon achieving at least 50% of the required performance points in the assessment of each learning outcome of the course.



A+



If a student is dissatisfied with an examination grade or believes that irregularities occurred during the examination:

- they have 48 hours from the notification of the grade to submit a written request;
- the request must be properly reasoned;
- the examination may be repeated before a three-member examination committee;
- the committee's decision is final.

Regular examination periods:

- **Winter examination period**
- **Summer examination period**
- **Autumn examination period**



A regular examination period lasts at least four weeks. During each regular examination period, the instructor should provide at least two examination dates, generally with an interval of approximately 14 days.

Dean's Examination Period

The Dean's examination period takes place after the autumn examination periods, usually at the end of September or the beginning of October.

Students who are eligible to take an examination during the Dean's examination period must enrol in the following academic year no later than the final day of that examination period.

Colloquia

An instructor may organise colloquia during the semester as a means of continuous assessment.

A colloquium is not, in itself, a mandatory form of examination, unless otherwise provided by the relevant teaching plan.

Satisfactory performance in colloquia may allow a student to be exempted from part or all of the final examination.

In general, colloquium results are valid only during the current academic year, unless the instructor expressly determines otherwise.

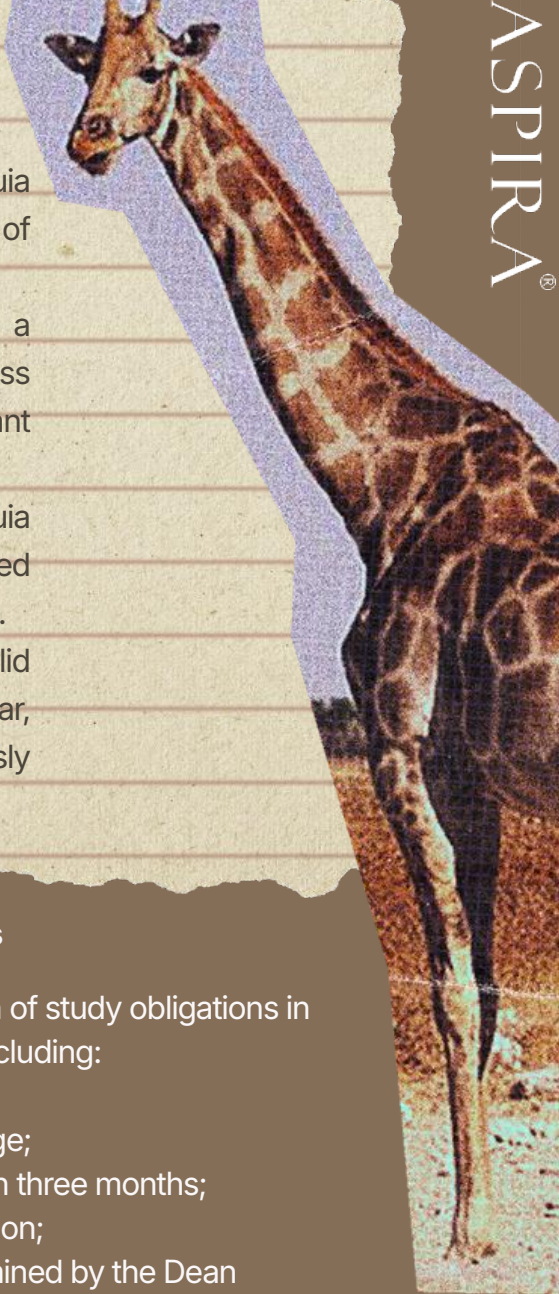
6. Suspension of Study Obligations

A student may request a suspension of study obligations in legally prescribed circumstances, including:

- pregnancy;
- until the child reaches one year of age;
- incapacity for work lasting more than three months;
- prolonged illness and/or hospitalisation;
- other justified circumstances determined by the Dean

Exceptionally Successful Students

Such a student may, upon written request, be permitted to complete the study programme in a shorter period than the prescribed duration, subject to the conditions determined by the University Council.



7. Teaching and Consultations

Students may request consultations with instructors via their official university email address.

Consultations may be held no more than once per week, and an individual consultation session may last up to two hours.

Teaching activities may include:

- lectures;
- exercises;
- seminars;
- practical training;
- field-based teaching;
- professional practice;
- consultations;
- mentoring;
- projects; and
- assessment of learning outcomes.

8. Professional Practice

Professional practice is a mandatory component for full-time students:

in the 1st,
in the 2nd; and
in the 3rd year of undergraduate professional study,
in the 2nd year of the Professional Graduate Study Programme (Hotel and Tourism Management).

Professional practice is carried out at a legal entity whose principal activity corresponds to, or is closely related to, the student's field of study.



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7. Completion of Studies

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To complete a study programme, a student must:

pass all examinations prescribed by the study programme;
fulfil all other study obligations;
prepare a final or graduate thesis; and
successfully defend the final or graduate thesis.

Upon completion, the student receives:
a diploma; and
a Diploma Supplement.

8. Official Communication Channels

Merlin e-learning platform;
the official website of the University;
the notice board; and the
student's official
@aspira.hr email address.

Students must regularly
check all messages, notices
and documents
communicated through
these channels.



⚠ Students must not share their AAI credentials, official email access credentials or other access information with third parties.

*Any loss of access credentials or suspected unauthorised access must be reported to the AUOAS.

9. Mobile Phones and Smart Devices

The use of smartphones and similar smart devices during classes and other teaching activities is prohibited. Exceptions apply where: there is a medically justified reason; or the device is being used as part of the teaching process. Violation of this provision may be treated as a disciplinary offence.

10. Loss of Student Status

Student status may be lost when a student:

- completes the study programme;
- withdraws from the study programme;
- is expelled in accordance with the applicable disciplinary procedure;
- fails to enrol in the following academic year; or
- fails to complete the study programme within the prescribed maximum period.

Do's and Don'ts



Do's

- ✓ Attend classes regularly.
- ✓ Take advantage of practical training.
- ✓ Ask lecturers questions.
- ✓ Join student activities/clubs.
- ✓ Start assignments early.
- ✓ Be professional. Treat university as preparation for your career.
- ✓ Dress appropriately for class.
- ✓ Use the Student Council if you have problems or suggestions.
- ✓ Network with people. Build relationships with classmates, professors, guest lecturers and companies.

Don'ts

- ✗ Don't ignore the dress code.
- ✗ Don't plagiarize.
- ✗ Don't wait until exam week to start studying.
- ✗ Don't skip practical opportunities.
- ✗ Don't damage ASPIRA's reputation through inappropriate or unprofessional behaviour.
- ✗ Don't be afraid to speak to professors or administration.
- ✗ Don't be late to classes or meetings.
- ✗ Don't use your phone during lectures.
- ✗ Don't behave disrespectfully or discriminatively toward other students, professors, or staff.

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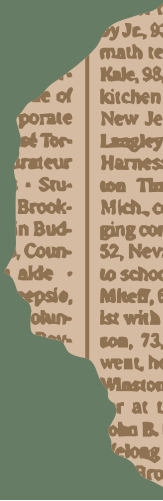
**COURSE
CATALOGUES**

Tourism

Undergraduate (Bachelor) Study of International Hospitality and Tourism Management

I.

Code	Course Name	ECTS
156015	Principles of Economics	6
149106	Basics of International Tourism	8
156016	Computer Science	5
149108	Business Communication in the International Market	4
149112	Physical Education I (HM/DM)	2
156013	Business English I	4
162030	International Gastronomy Management and Food and Beverage (G)	6
189091	Restaurants and Contemporary Serving Techniques (G)	4
209895	Second Language I	2



II.

Code	Course Name	ECTS
149069	Business Mathematics	6
162031	Culinary Arts in Hospitality (G)	6
149115	International Marketing in Tourism	6
150072	Management of Selective Forms of Tourism	6
156014	Business English II	4
209896	Second Language II	2
149113	International Management (DM and HM)	6
149118	Physical Education II (HM and DM)	4
163703	Internship I	2



III.

Code	Course Name	ECTS
162048	Principles of Accounting	6
175942	Kitchen Management (G)	6
163736	Physical Education III (HM and DM)	2
162033	International Trade Law	5
162034	Business Statistics	6
162039	Business English III	2
220266	Croatian Language Course III	2
175936	International Hotel Management (HM)	6
176587	Culinary Workshops (G)	5
176585	Food and Beverage Management (HM)	6
175934	Development of Destination Management Organization (DM)	6
209896	Second language	2
Optional	Introduction to French I	2

IV.

Code	Course Name	ECTS
162041	Entrepreneurship in Hospitality Management and Tourism	6
175935	Economics of International Hospitality and Tourism	6
162044	World Cultural Heritage and Tourism (DMO&DMK)	6
162040	Tourism Geography	5
223157	Business English IV	2
162043	Physical Education IV (HM and DM)	2
163737	Internship II	2
163737	Second language IV	2
175940	Sommeliership and Bar Management (G)	6
Optional Course	Introduction to French II	2

V.	Code	Course Name	ECTS
	175937	Sales and Front Office Operations (HM elective for DM)	8
	175941	Human Resource Management	5
	162042	Sustainable Development and Transformative Tourism of the Future (DM and HM)	6
	189094	Nutrition Course (G elective for HM and DM)	6
	189093	Safety and Sanitary Control of Food and Beverages (G)	4
	189092	World Cuisines and Contemporary Gastro-oenological Trends (G)	6
	187506	International Destination Management Companies (DM)	8
	88569	Financial Management (elective HMand DM)	6
	178521	Nautical Tourism (elective)	6
	175943	Internet Marketing (elective)	6
	189095	Pastry and Bakery Course (elective G)	6
	274477	Manifestation Management (elective)	6

VI.



Code	Course Name	ECTS
175937	Internship III (full-time students)	18
162042	Business Project in Tourism (part-time students)	18
189094	Graduation Thesis	12



Study with heart

GRADUATE



Graduate Study of Tourism and Hospitality Management

I.

Code	Course Name	ECTS
DT-GE11	Global Economy and Tourism	6
DT-MM12	Marketing Management	5
DT-VV13	Leadership Skills and Communication Management	5
DT-PR15	International Corporation Law and EU Acquis	4
DT-EN16	Foreign Language in Tourism I	4
D-SR17	Professional Workshops I	2
DT-UR14	Front-office Management and Guest Relations (HM)	4
DT-OD14	Destination Sustainable Development (DM)	4
DT-TG14	Contemporary Gastronomy Trends (G)	4

II.

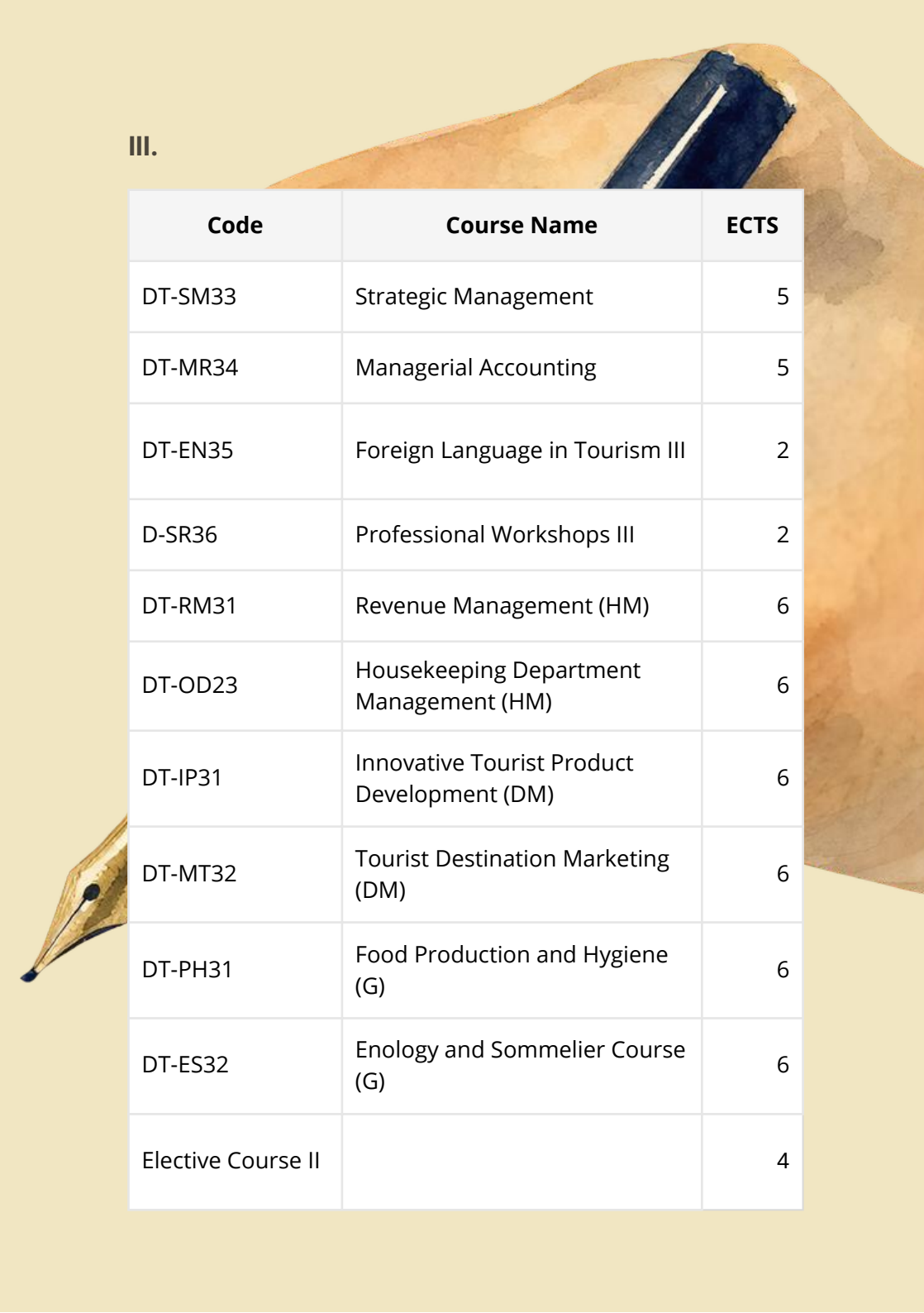
Code	Course Name	ECTS
DT-OM21	Operation Management	5
DT-IT22	Market Research in Tourism	5
DT-MK23	Service Quality Management	5
DT-EN25	Foreign Language in Tourism II	4
D-SR26	Professional Workshop II	2
DT-RI24	Development and Investment Policy in Hospitality and Tourism (DM)	5
DT-FB24	Food and Beverage Management in Hospitality (G and HM)	6

ELECTIVE COURSES

Course	ECTS
Safety in Tourism	4
Cultural Tourism	4
EU Market Institutions and Projects	4
Business Intelligence	4
Crisis Management	4

Course	ECTS
Business and MICE Tourism (HM and DM)	4
Health and Recreation Tourism (HM and DM)	4
Nutrition and Health (G)	4
Food Sociology and Multiculturalism (G)	4

III.



Code	Course Name	ECTS
DT-SM33	Strategic Management	5
DT-MR34	Managerial Accounting	5
DT-EN35	Foreign Language in Tourism III	2
D-SR36	Professional Workshops III	2
DT-RM31	Revenue Management (HM)	6
DT-OD23	Housekeeping Department Management (HM)	6
DT-IP31	Innovative Tourist Product Development (DM)	6
DT-MT32	Tourist Destination Marketing (DM)	6
DT-PH31	Food Production and Hygiene (G)	6
DT-ES32	Enology and Sommelier Course (G)	6
Elective Course II		4

Additional Facultative
course

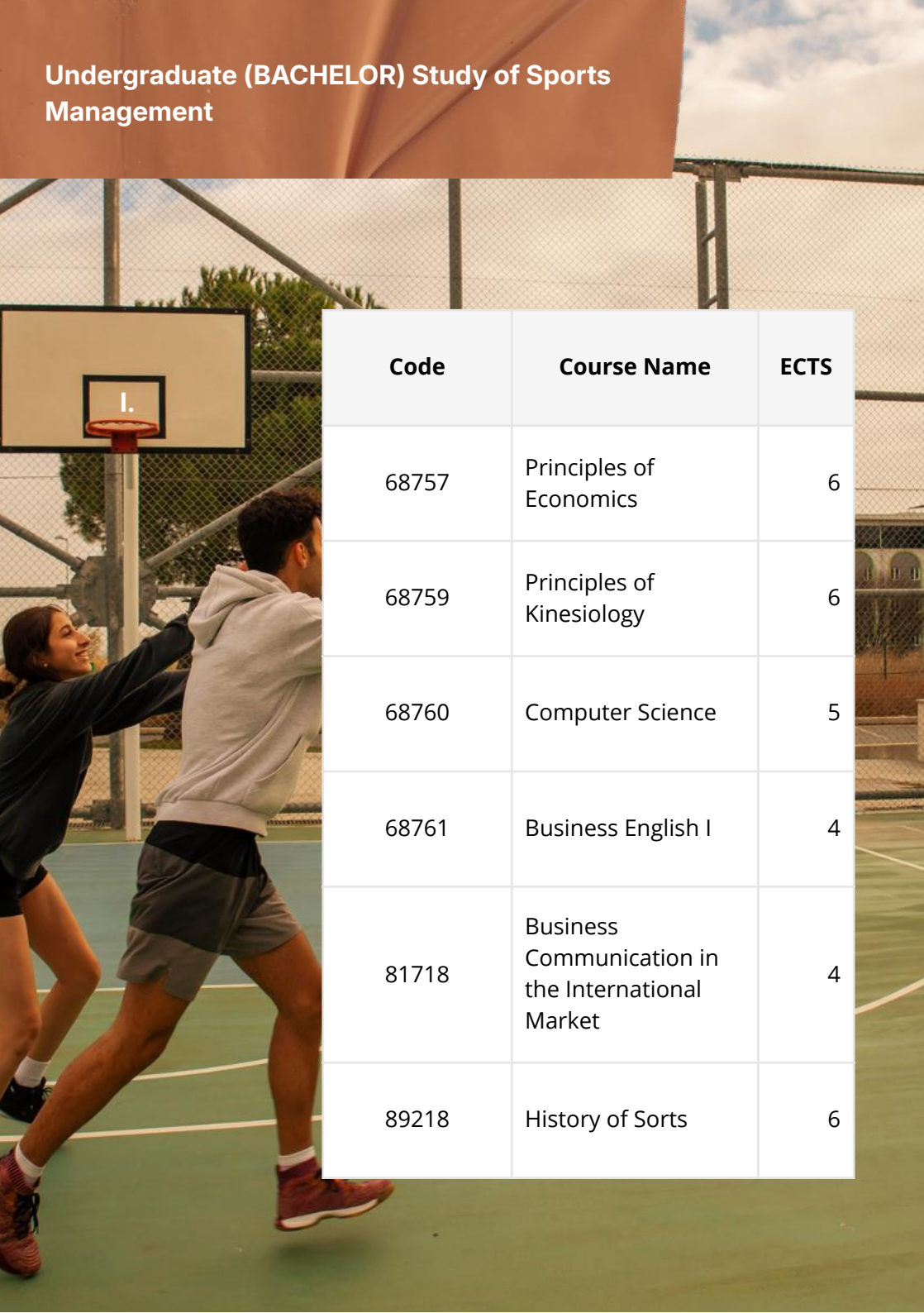
Course	ECTS
Experience Economy (HM and DM)	2
Developmental Policy of Nautical Tourism Destinations (DM and HM)	2
Pastry and Bakery (G)	2

IV.

Code	Course Name	ECTS
DT-SP41	Internship (full-time students) / Project in Tourism (part-time students)	10
DT-KM42	Quantitative Methods and Methodology of Research	5
	Graduation Thesis	15

Sports Management





Undergraduate (BACHELOR) Study of Sports Management

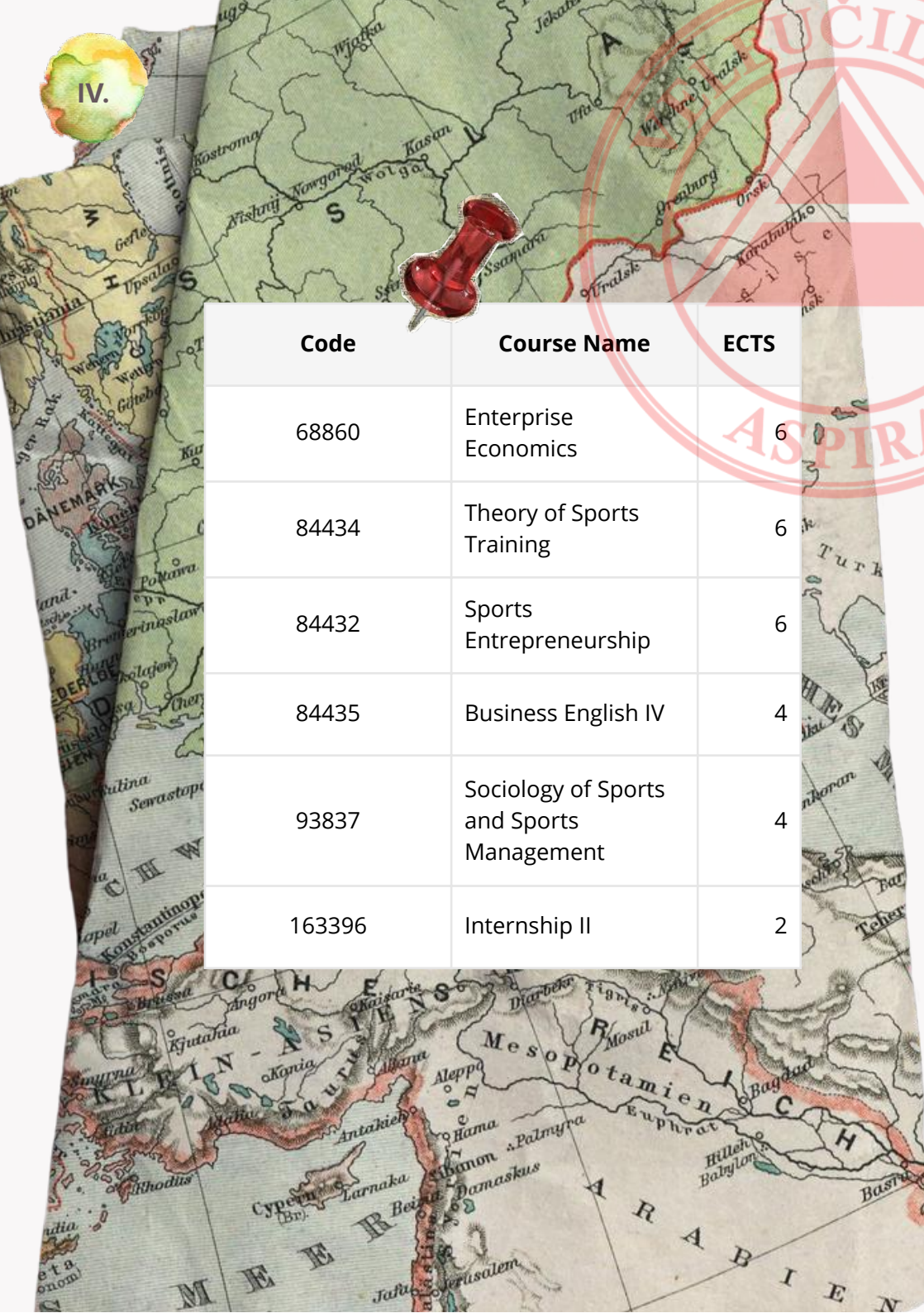
Code	Course Name	ECTS
68757	Principles of Economics	6
68759	Principles of Kinesiology	6
68760	Computer Science	5
68761	Business English I	4
81718	Business Communication in the International Market	4
89218	History of Sports	6

II.

II Code	Course Name	ECTS
68537	Business Mathematics	6
68861	Management	6
68758	Basics of Marketing	6
68863	Sports Management I	8
68864	Business English II	4
88573	Principles of Marketing	6
163395	Internship I	2

III.

Code	Course Name	ECTS
81216	Sports Marketing	6
81221	Business English III	4
81220	Principles of Accounting	6
81719	Sports Statistics	6
81222	Kinesiological Recreation	6
68862	Principles of Law with Trade Law	5



IV.

Code	Course Name	ECTS
68860	Enterprise Economics	6
84434	Theory of Sports Training	6
84432	Sports Entrepreneurship	6
84435	Business English IV	4
93837	Sociology of Sports and Sports Management	4
163396	Internship II	2

V.

Code	Course Name	ECTS
81218	Sports Management II	8
88570	Sports Medicine	6
94681	Human Resource Management	5
elective	Financial Management	6
elective	Sports Management in Tourism	6
elective	Internet Marketing	6
elective	Nutricion	6
elective	Manifestation Management	6

VI.

Code	Course Name	ECTS
163397	Internship III (full-time students)	18
94815	Sports Project (part-time students)	18
162028	Graduation Thesis	12

Graduate Study of Sports Management

I.

Code	Course Name	ECTS
SIT 71	Sports Industry and Markets	6
SP73	Sports Law	6
MM72	Marketing Management in Sports	6
ITK74	Selected Topics from Kinesiology	6
ELECTIVE	Business Intelligence	6
ELECTIVE	Managerial accounting	6

II.

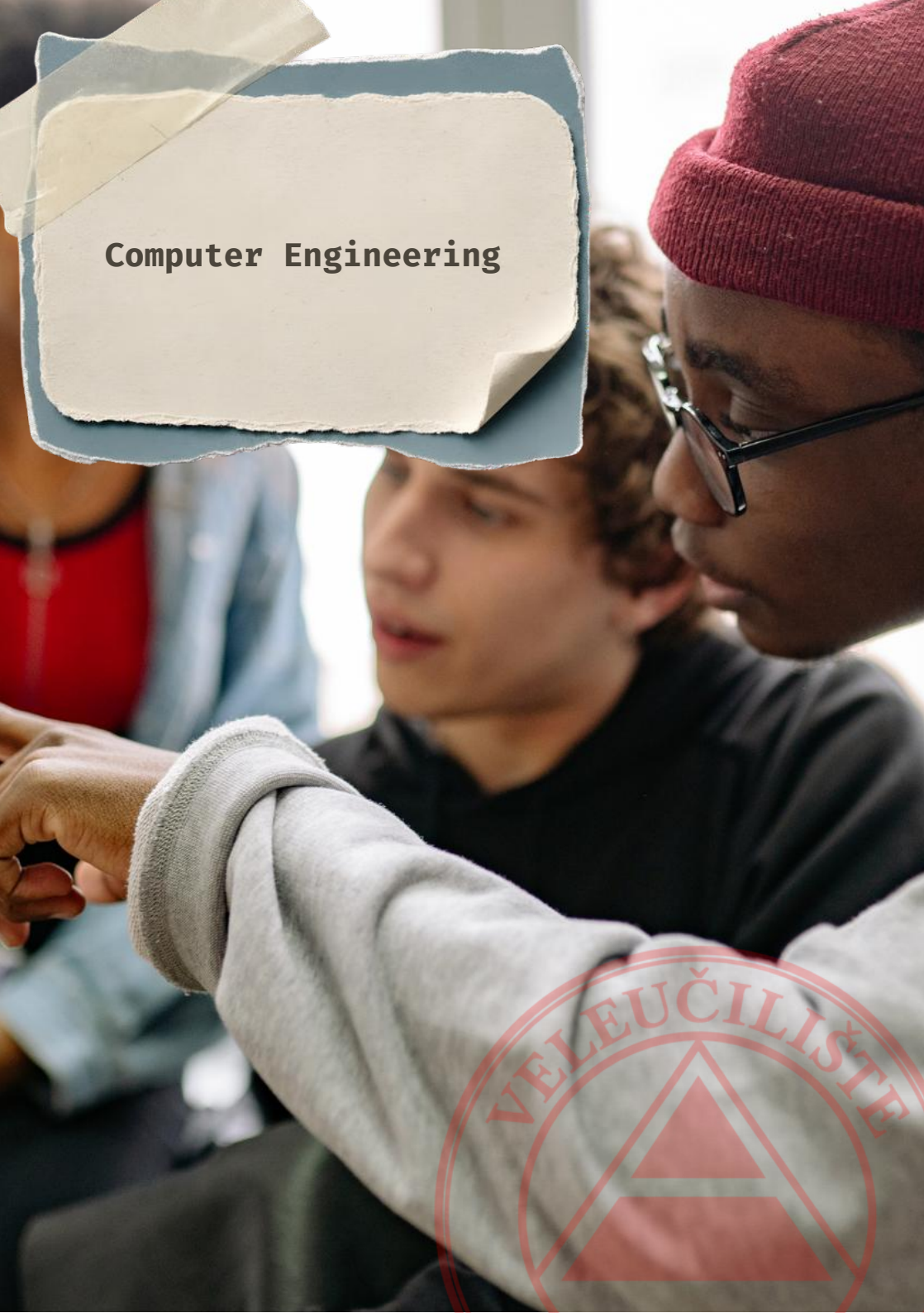
Code	Course Name	ECTS
CFM82	Controlling in Sports Organizations	6
SUR91	Strategy of Human Resource Management	6
STM94	Management of Sporting Facilities and Events	6
OJS92	Public Relations in Sports	6
ELECTIVE	EU Market, Institutions and Projects	6
ELECTIVE	Business Negotiation and Presentation	6

Code	Course Name	ECTS
SPS84	Strategic Management (OSM)	6
MSO81	Global Economy	6
PSA93	Socio-psychological Aspects of Sports Mega Events	6
MR53	Market Research in Sports Management (OSMA)	6
SPS83	Sponsorship in Sports	6
ELECTIVE	Crisis Management	6
ELECTIVE	International Management	6
ELECTIVE	Services Marketing Management	6
ELECTIVE	Marketing Communication	6

IV.

Code	Course Name	ECTS
MPR101	Project Management	10
	Graduation Thesis	20

Computer Engineering



VELEUČILISTE

Undergraduate (BACHELOR) Study of Computer Engineering

I.

Code	Course Name	ECTS
181245	Mathematics	6
175948	English for ICT 1	3
175949	Basics of Electrical Engineering and Digital Circuits	5
175951	Introduction to ICT and Computer Fundamentals	5
175953	Basics of Programming	9
205180	Business Communication	3

II.

Code	Course Name	ECTS
175954	Algebra	6
175956	English for ICT 2	3
181462	Operating Systems	6
181461	Databases	6
175962	Computer Architecture	5
175958	Algorithms and Data Structure	6
184142	Internship I	2

III.

Code	Course Name	ECTS
175959	User Interface Design	6
175959	Object-oriented Programming	9
175959	Formal Methods of Specification	6
189364	Programming in .NET Environment	6
189364	Basics of Web Programming	9

IV.

Code	Course Name	ECTS
189366	Website Design and Hosting	9
189367	Script Program Languages	9
189369	Start-up Economics	6
191818	Internship II	2
	Elective I	3
	Elective II	3

Code	Course Name	ECTS
205040	Mobile Apps Programming	9
205041	Information System Design	9
205041	Information System Security	6
175951	Elective	6

Electives

Course	ECTS
Computer Networks and Network Services	6
Computer Telephony Integration CTI	3
Probability and Statistics	3
Basics of Technical Systems	3
CMS Systems	6
Cloud Computing	6

VI.

Code	Course Name	ECTS
	Elective	6
205013	Internship III (full-time students)	12
189379	Project Management (part-time students)	12
162028	Graduation Thesis (all students)	12

Additional Electives

Course	ECTS
Network Programming	3
Digitalization and e-Documents	3
Multimedia Systems	3
Game Development	3



Erasmus+

Aspira has been awarded „Erasmus University Charter“(264404-IC-1-2013-1-HR-ERASMUSEUCX-1; HR SPLIT02)and therefore participating in Erasmus+ Mobilityprograms since 2013. We cooperate with internationalinstitutions of higher education in terms of the exchangeof lecturers, life-long learning, improving study programs,and scientific research, as well as symposiums, andpublishing. We have established close cooperation withover 50 partner educational institutions across Europe.Erasmus+ mobility programs allow students to apply forup to 12 months' study and internship periods at Aspirapartner universities with financial support of up to 500EUR per month from EU funds.

Our Erasmus+ full list of our partner universities here:

<https://www.aspira.hr/wpcontent/uploads/2022/03/List-ofpartner-Universities-WEB1.pdf>

ESN SPLIT



ESN Split is a group of young and outgoing people who study at the University of Split. Mostly, they have experience with studyingabroad, so they speak many European languages. Since 2012, they take care ofstudents from other countries who arrive tostudy in Split.

They organize trips, parties, educational and cultural events and other activities to help the foreign students enjoy their stay in Croatia, find new friends and enjoy the time spent together. One of the most successful activities of ESN Split is buddy programme. Each exchange student coming to study in Split can take part in Buddy Programme which links international and local students. Your buddy will provide you with all information you may need. This gives exchange students a helping hand for an easier start in a new environment while also providing the others with an opportunity to practice a foreign language and meet new people. The ESN card is the membership card of ESN which means that you can access to all the services offered by the ESN and their partners. With the ESN card, you will enjoy thousands of discounts (housing, sport, food, bars, etc.) all over Europe. Moreover, you will have the opportunity to participate in thousands of events (trips, cultural events, sports activities and parties) all year long. The aim of the ESN card is to support and give opportunities to international students during and after their exchange or study period.





INTERNATIONAL DEGREE SEEKING STUDENTS

Eligibility Criteria

Undergraduate (Bachelor) Study

3 or 4- year secondary education completed
(general or vocational)

Proficient in English language:

TOEFL (minimum score 500)

IELTS (minimum score 5.0)

Graduate Study

Undergraduate study completed (Bachelor
degree holders)

Proficient in English language:

TOEFL (minimum score 500)

IELTS (minimum score 5.0)



REQUIRED ADMISSION DOCUMENTS

Application form available at: <https://www.aspira.hr/en/application-form/application-study-programs/>

Passport copy

Certificate of citizenship or appropriate proof of citizenship (ID card copy)



EDUCATIONAL DOCUMENTS:

Secondary school certificate (for undergraduate study)

Bachelor's degree (for graduate study)

Transcript of records from the last 4 years of education

Proof of English proficiency (unless prior education was in English)

CV and motivation letter

The documents should be scanned and submitted to the International Relations

Office via:

josip.radic@aspira.hr

After reviewing the documents, you will be contacted to take the admission test interview via Skype.



Mr. Josip Radic

*Note that all degree-seeking students must undergo the process of recognition of foreign educational qualifications for the purpose of continuation of education in Croatia. Aspira coordinates this process with appropriate agencies of the Croatian Ministry of Education.

Admission fee: 300 EUR

Application Deadline

August 1st

Start of academic year:

Beginning of studies

Beginning of October





ACCOMMODATION

Hotel PAX

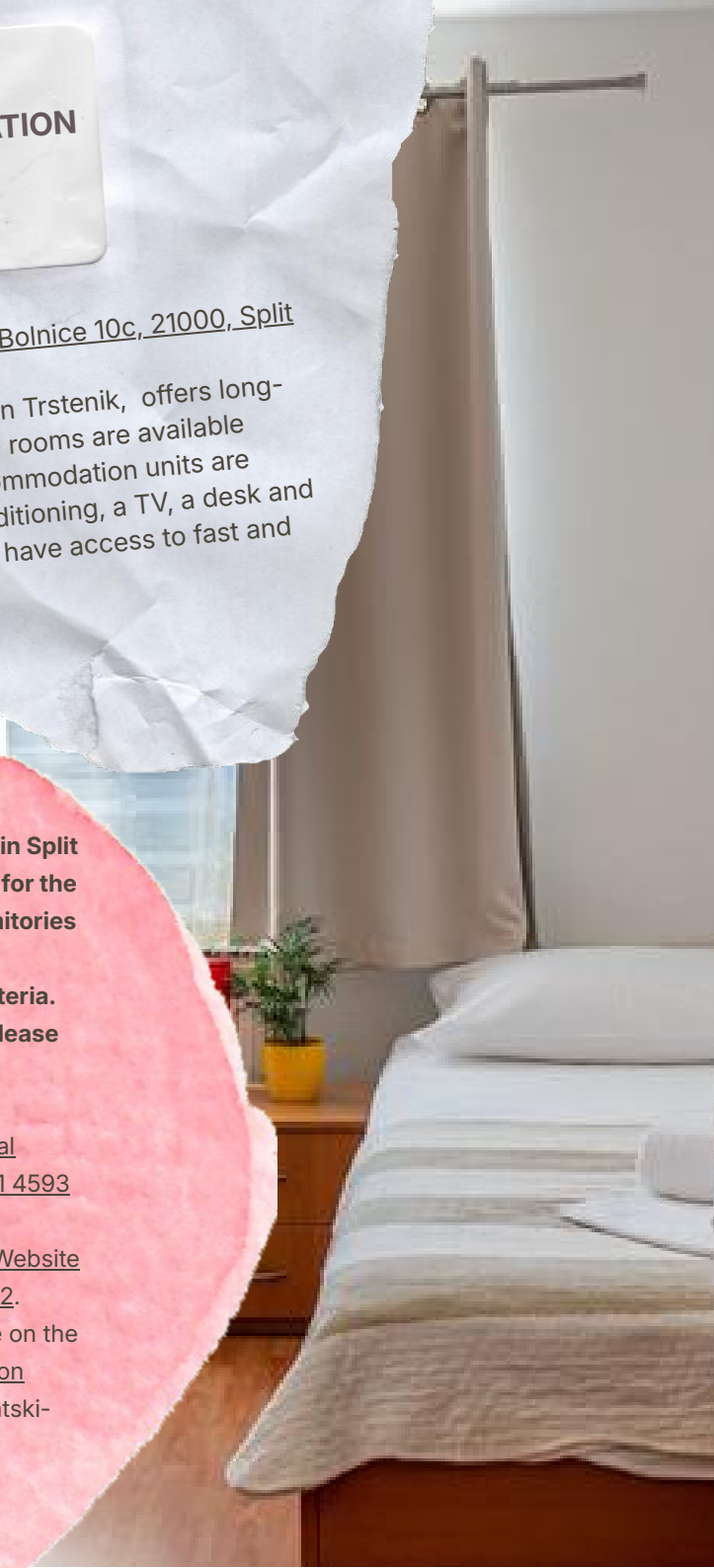
Address: Put Iza Nove Bolnice 10c, 21000, Split

Tel: 021/280 887

the Clericate building in Trstenik, offers long-term room rentals. The rooms are available immediately. The accommodation units are equipped with air conditioning, a TV, a desk and a minibar, while users have access to fast and stable Wi-Fi.

Student dormitories are located in Split and Zagreb. Students can apply for the right to reside in one of the dormitories if they submit the required documentation and meet the criteria. For more detailed information, please contact:

- Zagreb Student Center: Official Website or call them at +385 1 4593 555.
- Split Student Center: Official Website or call them at +385 21 341 122.
- You can also check the guide on the Gov.hr Student Accommodation Page: <https://gov.hr/hr/studentski-smjestaj/1064?lang=hr>





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HOW TO REACH US

Split by plane: Split Airport is the international airport serving the city of Split, Croatia. It is located 24 km from Split, on the west side of Kaštela Bay, in the town of Kaštela, and extending into the adjacent town of Trogir. You can check the routes here (bear in mind that some of the routes are seasonal): <http://www.splitairport.hr/index.php?lang=en>



By car: You can reach Split by car taking several road directions. One of the options is taking highway A1 going through Zagreb and taking you to Split in less than 4 hours. Interactive map of Motorways <http://hac.hr/en?language=en> More information on motorways and traffic conditions <http://hac.hr/en/traffic-and-safety/reportson-traffic-conditions> Croatia traffic info <https://www.hak.hr/en#traffic-flow-and-roadconditions>

By ferry: You can reach Split from Rijeka and Dubrovnik by Croatian maritime company Jadrolinija. From major Italian harbours on the Adriatic coast (Ancona, Bari, Pescara): by Jadrolinija, Blu Line Company and Snav (mid June – mid September). Availability of this line varies across seasons, with more connections being available during summer. See at: <https://www.jadrolinija.hr/en/ferry-croatia>



By bus: Information about arrivals and departures are available here: Central Bus Station Split <http://www.aksplit.hr/en/>

By train: Information about Central Croatian Railways (HŽPP) <http://www.hzpp.hr/en>



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GETTING AROUND

Public transportation is very convenient and affordable in Croatia. Bus is the only means of public transport in Split. There are 96 bus routes. The public transport area is divided into zones so make sure that you have the ticket for the right zone. Within the main city area (zone 1) one-way ticket costs 11 kunas (about 1.6 Euros). For more information, please check: <http://www.promet-split.hr/en/>



DICTIONARY

English	Croatian
Hi	Bok
Good morning	Dobro jutro
Good afternoon	Dobar dan
Good evening	Dobra večer
Good Night	Laku Noć
Goodbye	Doviđenja
How are you?	kaki si? (informal) , kako ste? (formal)
Yes	Da
No	Ne
Maybe	Možda
Where is...?	Gdje je...?
Thank you	Hvala
Excuse me	Oprostite
Please	Molim
Cheers!	Živjeli!
How much is?	Koliko košta
Where are the toilets?	Gdje je wc?
Is the bus to...?	Je li ovo autobus za...?

English	Croatian
Can I pay?	Mogu li platiti?
I don't understand	Ne razumijem
See you!	Vidimo se
Bus	Autobus
Train	Vlak
Bus Station	Autobusni kolodvor
Bus stop	Autobusna stanica
Train station	Željeznički kolodvor
Coffee	Kava
Milk	Mlijeko
Juice	Sok
Water	Voda
Tea	Čaj
Beer	Pivo
Wine	Vino
Bread	Kruh
Fruit	Voće
Vegetable	Povrće





PIN/OIB NUMBER

According to the national legislation, foreign nationals intending to study in Croatia must regulate their residence. The first step that you have to take is to get their Personal Identification Number (OIB). It is required for students entitled to student Xcard and non-EU students residing in Croatia for more than 90 days for the purpose of regulation of obligatory health insurance with Croatian Institute for Health Insurance (HZZO). In order to provide you with an OIB number, please fill out the application available at:

http://www.poreznauprava.hr/en/EN_obraci/Documents/PINrequest.pdf and send it together with the copy of your passport to: josp.radic@aspira.hr

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VISA AND RESIDENCE PERMIT

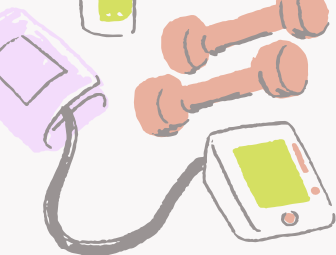
There are 2 types of residence permit, up to and more than 90 days. All students, except those with accommodation in student residence up to 90 days (regulated directly by the student residence), must report their stay in Croatia to the Ministry of Interior within 72 hours upon entering Croatia. The following documents must be presented with the application for temporary residence for the purpose of studying:

- application form available at: <https://www.mup.hr/UserDocImages/Dokumenti/stranci/Obrazac%201a.pdf>
- one colour photograph 35x45 mm; administrative fee (can be bought at all newsstands);
- valid passport and copy of the first page with the photograph;



**Address: Trg hrvatske bratske
zajednice 9.**

**Office hours: Monday-Friday, from
7.30 to 20.00
(break 10-10.30 and 16.30-17)**



EU students

Health care services are accessed with valid European Health Insurance Card (EHIC). In the event of unforeseen illness, injury or accident, the EHIC enables access to health care that cannot be postponed until the holder's planned return to the home country. The costs are covered by the national health care provider in the holder's country of permanent residence, and the holder is obligated to cover only the participation fees in Croatia, if they are mandatory for Croatian insurance holders as well. Medically necessary health care includes treatment related to chronic or pre-existing conditions, unless the express purpose of travel to Croatia obtain treatment (such as high blood pressure control), as well as health care related to pregnancy and childbirth, unless the express purpose of stay in Croatia is childbirth. The EHIC does not cover the costs of planned medical treatment or health care services with private providers. Also, the EHIC is not an alternative to travel insurance. It does not cover costs such as mountain rescue in ski resorts, return flights to the home country, or stolen or lost property. For more information on EHIC, visit <http://ec.europa.eu/social/main.jsp?catId=563&langId=en>

Non EU students

Non EU students must be fully insured against illness, accidents, death and civil liability for the whole duration of the stay in Croatia. Regulated health insurance is the prerequisite for being granted temporary residence permit. Learn more about health care in Croatia at: <http://www.studyincroatia.hr/living-incroatia/health-care>

Recommended health insurance for non-eu students:

<https://swisscare.com/>



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X-CARD

„Iksica“

Student identity card X card (so called „Iksica“) is a document that proves the student status and provides a student certain benefits such as subsidized meals at Student restaurants and cafeterias all over Croatia, subsidized public transport, discounts on tickets for bus and rail transport, discounts on tickets to the cinema and theatre etc. X-card can be used only by the person to whom it was issued and it is valid until the date by when the student has a valid registration of the year/semester at the institution.



STUDENT MEALS AND RESTAURANTS



As a student in Croatia, you will have the right to use any of the student restaurants (colloquially called "menza") with subsidized meals, provided you bring your X-card with you.

Normally, for a daily menu you will pay around 2 Euro. Beside restaurants, there are buffets and snack bars as well. For the complete list of student restaurants, buffets and snack bars, with menus, locations and working hours, please see:

<http://www.scst.unist.hr/prehrana/ostudentskoj-prehrani>

One of the 7 large student restaurants in Split is Restoran Kampus, Cvite Fiskovica 3, 21 000 Split, open work days 07:00 - 21:00, closed on Saturdays and open on Sundays 07:00 - 19:00



Practical Info and Useful Tips

Shopping centres: Each day from 9.00 until 21.00 (summer time until 22.00)

Food shops: weekdays and Saturday from 6.00 to 20.00 or 21.00, Sunday from 06.00 to 13.00.

Pharmacies: weekdays from 8.00 to 20:00, Saturday from 8.00 to 15.00; on Sunday just 2 pharmacies on duty 24hours situated in Ulica Josipa Pupačića 4, tel.: (021) 533-188 and in Sirobuja, supermarket Super Konzum, Ulica kralja Držislava 22, tel.: (021) 325-504.

Drinking Water - Water is drinkable and of a high quality in the public water supply system throughout the country

Electricity - Voltage is 220V, frequency 50 Hz

Phonebook

EMERGENCY

Emergency call +385 112

Police +385 192

Ambulance +385 194

Fire department +385 193

Road assistance +385 1987

INFORMATION

General info +385 18981

Info about local and national tel numbers +385 11888

Info about international tel. numbers +385 11802

ASPIRA

International Relations Office

+385 21 817 002

Student Office

+385/21 382 802



CONTACT



Have Any Questions for Aspira Zagreb?

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62a, 10000
Zagreb

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email: info@aspira.hr

mob: +385/99 3332 009

adress: Ul. Domovinskog
rata 65, 21000
Split

www.aspira.com