

Enrolment, introductory meeting and the beginning of the academic year 2017/2018

Enrolment is an important event which confirms your status as a registered student of the University. You are invited to enroll the Medical Studies in English program.

Enrolment schedule:

- ❖ **1st year students – September 13, 14 and 15, 2017**
- ❖ **2nd year students – September 18, 2017**
- ❖ **3rd year students – September 19, 2017**
- ❖ **4th year students – September 20, 2017**
- ❖ **5th year students – September 21, 2017**
- ❖ **6th year students – September 22, 2017**

Courses are beginning on September 25, 2017

Introductory meeting for newly enrolled students will take place on September 21, 2017 – Theatrum Anatomicum, Anatomy Department, Šalata 11 – at 11 am

Introductory week for newly enrolled students will take place from September 18 until September 22, 2017

It is important that you enroll at stated times. Your enrolment is only valid for one academic year at a time.

As part of the enrolment process students are required to abide by the University's rules and regulations. Be so kind and find attached Academic Regulations for Graduate Programs and Disciplinary Measures Policy (also posted at LMS).

Late Enrolments

Enrolments after the start of the course (after 22 September 2017) are permitted only in exceptional cases and will be additionally charged 500,00 eur .

Failure to complete enrolment will lead to your exclusion from classes and assessments.

How to enroll

To be fully enrolled, you will need

CONTINUING STUDENTS ONLY:

- your **index with all the required signatures**
- EU citizens – **“boravišna iskaznica”** (residence card)
- Foreign (non EU citizens) citizens – **“dozvola boravka”**
- Croatian citizens – valid **“osobna iskaznica”**

- passed all the **exams** that are prerequisites for the enrolment in the following year (listed on the Medical Studies in English Message board, School of Medicine and posted on LMS)

- Free-movers and students participating in Erasmus exchange are **obliged to enroll** under same conditions
 - paid **tuition fee** for the following year (or the first installment if paying in two installments) – **payment slip is obligatory!**

For the generation first enrolled in 2016/2017 the cost of study (tuition fee) for the academic year 2017/18 is 9,000 Euro (nine thousand Euro), payable in a lump sum by September 15 of the respective academic year, or 9,200 Euro payable in two installments (2 x 4,600) prior to the beginning of each semester (by September 15 and February 15).

If the student does not meet the required criteria he/she loses the year, enrolling in the same year according to the Regulation on the Graduate Level of the University of Zagreb, School of Medicine. The tuition fee for repeating the year is the lump sum of 4,500 Euro payable by September 15 of the academic year in question.

For generations first enrolled before 2016/2017 the cost of study (tuition fee) for the academic year 2017/18 is 7,000 Euro (seven thousand Euro), payable in a lump sum by September 15 of the respective academic year, or 7,200 Euro payable in two installments (2 x 3,600) prior to the beginning of each semester (by September 15 and February 15).

If the student does not meet the required criteria he/she loses the year, enrolling in the same year according to the Regulation on the Graduate Level of the University of Zagreb, School of Medicine. The tuition fee for repeating the year is the lump sum of 3,500 Euro payable by September 15 of the academic year in question.

Enrolments will not be allowed without settling all eventual previous debts to the University as well as paying the tuition fee for the prospective year.

- completed the relevant enrolment **forms** available in the Students office

NEWLY ENROLLED STUDENTS ONLY:

- your **OIB number** (personal identification number). You will get it at the Police when registering your temporary residence in Croatia for the first time or at Tax Administration, Avenija Dubrovnik 32. OIB field is a mandatory field in the inf. system and the enrolment is not possible without it.
- Students who have NOT graduated from a Croatian secondary school:
 - **foreign education qualification recognition issued by** the Education and Teacher Training Agency (**Agencija za odgoj i obrazovanje, AZOO**), **Donje Svetice 38, Zagreb.**
 - **in case you did not apply for foreign qualification recognition at the Agency yet, it could be done with the assistance of our School and in order to do so you should bring all the documents required at** http://www.azoo.hr/index.php?option=com_content&view=article&id=2702&Itemid=92 (**Instructions and Request**)

Please note that the certificate of recognition is the prerequisite for the full enrollment and you will not get your index until the recognition is done.

- Applicants who obtained their university degree abroad and are enrolling into the transition year will have to get their period of study recognized in the Republic of Croatia.
For more details about this procedure, please see the following link:

<http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-recognition-of-foreign-higher-education-qualifications/>

It will be done with the assistance of the school and you will get further directions at the enrolment.

- EU citizens – **“boravišna iskaznica”** (residence card) - as soon as you get it and before December 1, 2017
 - Foreign (non EU citizens) citizens – **“dozvola boravka”** - as soon as you get it and before December 1, 2017
 - Croatian citizens – valid **“osobna iskaznica”** and **OIB**
 - paid tuition fee for the following year (or first installment if paying in two installments) – **payment slip is obligatory!**
- The cost of study (tuition fee) for the academic year 2017/18
- is 9,000 Euro (nine thousand Euro), payable in two installments (1,000 Euro within 10 days from receiving the offer of place and 8,000 Euro by September 15),
 - or 9,200 Euro payable in three installments (1,000 Euro within 10 days from receiving the offer of place, 4,600 Euro by September 15 and 3,600 Euro by February 15).
- completed the relevant enrolment **forms** available in the Students office

ACCOUNT INFORMATION:

Beneficiary:

Medicinski Fakultet Zagreb

Šalata 3, 10000 Zagreb

OIB 45001686598

Purpose:

Tuition fee for the Medical Studies in English

For payments made from abroad:

BANK NAME: PRIVREDNA BANKA ZAGREB

BRANCH ADDRESS: Račkoga 6

CITY: Zagreb

POST CODE: 10000

SWIFT / BIC CODE: PBZGHR2X

IBAN CODE: HR32 2340 0091 3102 9776 9

Details of charge: **OUR (all expenses are covered by the applicant)**

For payments made in Croatia

PRIVREDNA BANKA ZAGREB, Franje Račkog 6, 10 000 Zagreb

Account No: HR84 2340009 – 1110024619

Poziv na broj: 5100

Payments are made in HRK according to the HNB middle exchange rate on the date of payment

When you make payments, please make sure that you provide **your last name**, beneficiary and purpose of payment.

➤ **IMPORTANT NOTE**

According to the schedule above, all the enrolments will take place from 10.00 am to noon and from 1.00 pm to 3.00 pm