



Dear students,

Welcome to the University of Split School of Medicine!

This guide will provide you with the most important information regarding your stay and studying in Split.

Split is the second largest city in Croatia, situated in the heart of Dalmatia, a Croatian region characterized by warm and pleasant climate and the Mediterranean culture. The town itself is 17 centuries old, with the Roman emperor Diocletian's palace in the core of today's town. Diocletian's Palace and the entire historical core of Split have been on the World Heritage UNESCO list since 1979, not only for the extraordinary preservation of the Palace, but also because the Palace and its city continue to live a full life. Today, Split is an important Croatian cultural, tourist and sport center, international port and the second largest university center in Croatia.

County: Split – Dalmatia

Population: 178,102

Postal code: HR-21000

Area code: 21

More information: www.visitsplit.com

Interactive map of Split: <http://visitsplit.com/en/396/interactive-split-map>

Average temperature: 15.8°C

Sunny days per year: 108

Average sea temperature: 17.3°C

Warmest month: July (25.4°C)

Coldest month: January (7.4°C)

UNIVERSITY OF SPLIT

- * Established in 1974
- * 11 Faculties
- * 1 Academy
- * 4 University Departments
- * Around 20,000 students
- * 79 undergraduate study programs (university and professional orientation)
- * 8 integrated undergraduate and graduate study programs
- * 66 graduate study programs (university and specialist)
- * 20 postgraduate study programs

Virtual Tour of the University of Split (in Croatian): <http://www.unist.hr/smotra/split.html>

SCHOOL OF MEDICINE

- * established as an independent faculty on 26th March 1997.
- * 4 teaching programs:
 - Medicine
 - Dental Medicine
 - Pharmacy (in collaboration with the Faculty of Chemical Technology)
 - Medical Studies in English.
- * around 1200 students

Address: Šoltanska 2, 21000 Split
Phone: +385 (0)21 557 800
Fax: +385 (0)21 465-212
E-mail: office@mefst.hr
Web: www.mefst.hr

Academic calendar

The academic year usually starts in the first week of October.

Year is not divided into semesters and classes are conducted in blocks (cycles) for individual subjects. The first examination period is scheduled after the completion of lessons (cycles or blocks), after several free days (counting weekends and holidays). This interval is determined in proportion to the length of the block of the course to which it refers.

The second examination period is between 16 and 31 July, while the third and fourth examination periods are in September. The fourth examination period is always in front of an examination committee.

Students who fail to collect 42 ECTS enroll the same year, while those with 42-60 ECTS enroll next year of the Program. Failed exams are enrolled and taken again, and the academic year is supplemented with the courses from the following year to a total of 60 ECTS credits.

In order to enroll higher study year, student has to fulfil [prerequisites for enrolment](#).

National holidays

- * New Year's Day 1 January
- * Epiphany 6 January
- * Easter and Easter Monday
- * International Workers' Day 1 May
- * Corpus Christi 60 days post Easter
- * Anti-Fascist Struggle Day 22 June
- * Statehood Day 25 June
- * Victory and Homeland Thanksgiving Day and the Day of Croatian defenders 5 August
- * Assumption of Mary 15 August
- * Independence Day 8 October
- * All Saints' Day 1 November
- * Christmas 25 December
- * St. Stephen's Day 26 December

Grading system

Grade	Description	
1	Insufficient, fail	
2	Pass, sufficient	D,E
3	Good	C
4	Very good	B
5	Outstanding	A

LIVING IN SPLIT

1. Accommodation

Foreign students have to obtain private accommodation.

There are plenty of private agencies that can assist in this process and average renting price is 300 – 350 Euro/month (depending on how many students share an apartment and its position).

For help in finding the apartment in Split you can contact following agency (or any of your choice):

NEKRETINE RADMAN (<http://www.nekretnineradman.com/?lang=en>) / Slavko Radman: 00385 91 488 2019

or

you can consult web pages like:

www.njuskalo.hr

www.airbnb.com

Neighborhoods near our Medical School are called: Žnjan, Split 3, Blatine, Gripe, Trstenik, Firule

IMPORTANT: Pay attention to sign a contract during all year to avoid problems with staying in apartment regarding tourist season which start after Easter

2. How to reach us

By plane: Split Airport (<http://www.split-airport.hr/index.php?lang=en>), also known as Resnik 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).

From Split airport to city center you can come:

- by direct bus line
(http://www.splitairport.hr/index.php?option=com_content&view=article&id=185&Itemid=176&lang=en)
- by public transport
- by taxi
- by car: You can reach Split by car taking several road directions. (One of the options is taking highway A1 that will take you in less than four hours from Zagreb to the coast).

3. OIB number - personal identification 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 an OIB number. It is required for students entitled to student X-card and to 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 get OIB number, following documents have to be submitted to the Tax Department, **address "Domovinskog rata 2 (2nd floor, office nb. 3, referents: I. Ćirko, Pavić)"** and you will get OIB number right away:

- ✓ Application for the determination and assignment of PIN (OIB) – PDF below in English or German language: https://www.porezna-uprava.hr/en/EN_obrasci/Documents/PINrequest.pdf
https://www.porezna-uprava.hr/en/EN_obrasci/Documents/Deutsche_beantragenPIN.pdf
- ✓ Passport – the original is to be presented for inspection, and a copy thereof should be attached to the Application
If the foreign natural person does not hold a passport, they shall attach to the Application the following documents: - European Identity Card (citizens of the European Union) or - Identification document issued by their state of citizenship with proof of citizenship

Tax Department is situated next to the Police Station where you have to submit a request for temporary residence permit, the procedure for issuing it is immediately.

Working time is from 07:30 – 14:30.

IMPORTANT: OIB number is crucial information for your registration in our educational system.

Therefore, you are obligated to bring it to me on the introduction day.

In case that you got it earlier, please deliver it or send it to students' office.

4. Visa and residence permit

You will not need a visa for travelling within the EU if you are a citizen of an EU country, Iceland, Liechtenstein, Norway or Switzerland.

Nationals of countries subject to the visa requirement also need to procure an entry visa for Croatia (Visa C). Information on countries subject to the visa requirement can be found on the web site of the Croatian Ministry of Foreign Affairs and European Integration.

The visa application (Visa C) must be submitted to the diplomatic mission or consulate of the Republic of Croatia in the student's home country. A list of missions and consulates is available on web site of the Croatian Ministry of Foreign Affairs and European Integration.

EU/EEA citizens can enter Croatia with just a valid ID card (or passport) and then need to register at the Central police station if staying for more than 3 months to regulate the residence permit.

All students must report their stay in Croatia to the Central Police Station within 72 hours upon entering Croatia. 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 citizens

The following documents must be presented with the application for temporary residence for the purpose of studying:

- ✓ application form [form 1B](#)
- ✓ one color photograph 35x45 mm;
- ✓ administrative fee in the amount of 20 HRK (can be bought at all newsstands);
- ✓ valid passport and copy of the first page with the photograph;
- ✓ proof of enrollment (you will get it in the student office)
- ✓ copy of the EU health insurance card (bring it with you), some private insurances are recognized as well
- ✓ declaration of financial capacity (form, you'll get it at the police station as well)

Students are strongly recommended to get all relevant original documents prior to arrival in Croatia. At the moment of application for a temporary residence, all documents should not be older than 6 months.

All students, no matter the duration of staying in Croatia, must check with the local Croatian diplomatic mission: the obligatory validity of passport (in months) to be longer than the actual stay in Croatia, whether the need for an "apostille" of all original documents and certified translations exist.

Non EU citizens

You will need the following documents:

- ✓ application form [form 1A](#)
- ✓ 2 photos 3 x 3,5 cm
- ✓ birth certificate (and photocopy)
- ✓ valid passport (and photocopy)
- ✓ documentation of at least 1000 kuna per month during the year (12 000 kunas all together)
- ✓ a proof of accommodation in Split (certified by Public Notary - javni bilježnik)
- ✓ health insurance valid in Croatia for at least 3 months (some private insurances are recognized as well, submit those first)
- ✓ confirmation of enrolment at a higher education institution in Croatia (you will get it in the student office)

Students who already have the temporary residence permit and need to prolong it, have to submit their requests for prolongation one month before the expiry date of the permit at the latest.

NOTE: If you have Croatian citizenship, you don't need to get temporary stay permit. You will just go to the Police station with your landlord and they will register your stay in Split (you have to go there together)

5. Health insurance

General health care services can be accessed by selecting a primary health care physician, whereas health care on other levels (e.g. hospital, specialist examinations) can be accessed by way of a reference document (uputnica) issued by the selected physician.

Students who need to choose their primary health care physician can contact:

Dr. Marion Tomičić, MD, PhD, family medicine specialist

OFFICE HOURS

Even dates- in the morning from 7 am to 1pm

Odd dates – in the afternoon from 1 pm to 7am

Adress: Trg hrvatske bratske zajednice 5

Phone number: 021 640 001

E-mail: marion.tomicic@mefst.hr

OR

Dr. Andro Lončar, MD, family medicine specialist

OFFICE HOURS

Monday and Friday from 7 am to 1pm

Tuesday, Wednesday, Thursday from 1 pm to 7am

Adress: Dražanac 3

Phone number: 021 398 644

Emergency service centers:

- ✓ General medicine: Doverska 2, ground floor, tel.: 021/468-012, Sunday and holidays from 8 to 15 and after that at Emergency service clinic at Central hospital in street Spinčičeva 1, tel.: 021/389-522.
- ✓ In urgent cases, the emergency service phone number is **194**.

EU students

Health care services are accessed with valid European Health Insurance Card.

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 is to 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. Necessary medical treatment also includes services such as dialysis, oxygen therapy, or asthma treatment; however, arrangements should be made with relevant health care facilities in advance.

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.

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 **Countries with health care agreements with Croatia** The issue of health care for foreign non EU-nationals during their stay in Croatia through the signed agreements on social security is regulated with some countries. Students should contact their public health insurance provider prior arrival in Croatia in order to check if there is an agreement on social security signed with Croatia. If yes, students will obtain the certificate which enables them to receive health care in Croatia.

Upon arrival in Split, student should replace the certificate of healthcare entitlements with the patient's certificate (in Croatian: bolesnički list) at the Croatian Institute for Health Insurance (HZZO - Hrvatski zavod za zdravstveno osiguranje), street Obala kneza Branimira 14, office hours: Monday-Friday from 08.00 to 16.00. On presentation of the patient's certificate, student may obtain healthcare services from any doctor or health institution who has a contract with the HZZO within the scope established by bilateral agreement, but are required to pay participation fee if that is foreseen for Croatian insurees. **Countries without health care agreements with Croatia** Students from countries which do not have social security agreements with Croatia (or if students are unable to obtain the document foreseen by the social security agreement) are obliged to become insured with the Croatian Institute for Health Insurance (HZZO).

Steps are:

- ✓ upon arrival in Split present all necessary documents to the Central Police Station and get the OIB number;
- ✓ with OIB number go to HZZO office in street Obala kneza Branimira 14 with office hours: Monday-Friday from 08.00 to 16.00. who will register the student in temporary evidence and issue relevant confirmation which entitles student and binds the HZZO to medical insurance after the residence regulation;
- ✓ with the HZZO temporary confirmation, student returns to Central Police Station where the temporary residence permit is issued;

- ✓ after bringing a copy of the residence confirmation to the HZZO, the HZZO issues a document based on which the student attains the right to full health care within the network of physicians and health institutions of the HZZO (necessary documents: a copy of the first page of the passport, a copy of the passport page with visa and a copy of the residence confirmation);
- ✓ the monthly health insurance cost is approximately 400 HRK per month (around 55 EUR, for which the appropriate Tax Department of the Ministry of Finances sends money orders to the students' registered place of residence in Croatia.

6. X-card

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 will get X-card in the student office within one month upon registration in educational system (enrollment).

7. Cost of living

The Croatian Currency is KUNA (kn or HRK), which is divided into 100 lipas.
1 EUR is cca. 7,5 HRK.

For current rates, please check the Croatian National Bank exchange rate

AVERAGE COSTS OF LIVING

Apartment (1 bedroom) in City Centre	2,493.75 kn
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Apartment (1 bedroom) Outside of Centre	1,825.00 kn
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Utilities (Monthly)

Basic (Electricity, Heating, Water, Garbage) for 85m ² Apartment	1,152.78 kn
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1 min. of Prepaid Mobile Tariff Local (No Discounts or Plans)	0.82 kn
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Internet (10 Mbps, Unlimited Data, Cable/ADSL)	151.43 kn
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Transportation

One-way Ticket (Local Transport)	11.00 kn
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Monthly Pass (for students)	150.00 kn
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Taxi Start (Normal Tariff)	20.00 kn
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Taxi 1km (Normal Tariff)	10.00 kn
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Sports and Leisure

Fitness Club, Monthly Fee for 1 Adult	249.00 kn
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Cinema, International Release, 1 Seat	30.00 kn
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8. Library

The Split University Library is the second largest library in Croatia, after the Zagreb's National and University Library. It holds approximately 400 000 books and about 12 000 serial publications, with a rich collection of rare and valuable books, geographical maps and atlases, illustration and music materials. Erasmus students can use all of the resources of the library once they become a member.

Membership fee: 50 kn per semester

Mon-Fri: Information / Catalogues: 8.00 - 21.00

Reading Room: 8.00 - 21.00

Night-time reading room: 21.00 - 24.00

Saturday: 9.00 - 14.00

Website: www.svkst.hr

Public libraries of Split: <http://www.gkmm.hr/>

Tips

Useful information

Shops

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 24 hours situated in Ulica Josipa Pupačića 4, tel.: (021) 533-188 and in Sirobuja, supermarket SuperKonzum, 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 220 V, 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

STUDENT OFFICE:

Natalia Cotić, MSc. Econ.

+385 21 557 924

natalia.cotic@mefst.hr

Tina Rogošić, MSc. Econ.

+385 21 557 824

tina.rogosic@mefst.hr

Working hours with students: 9 am -1 am

VICE – DEAN FOR MEDICAL STUDIES IN ENGLISH PROGRAM:

Prof. dr. sc. Zoran Valić

+385 21 557 945

zoran.valic@mefst.hr

International Student's Association**ANSA Kroatia****REGIOMED KLINIKEN:**

e-mail: medicalschooll@regiomed-kliniken.de

Web: <http://www.medicalschooll-regiomed.com>

Contact person: Angela Eichhorn-Mödel

Angela.Eichhorn-Moedel@regiomed-kliniken.de

RECOGNITION PROCESS

Applicants who obtained their high school education abroad must have their high school diploma recognized in Croatia in order to be eligible to enrol.

The procedure of recognition takes approximately 2 months, so it is important to start with the procedure right away.

The Agency sends back the certificates of recognition, the original of your diploma and the original of the translation to the address stated in your requirement.

We advise you to put the address of the School (Sveučilište u Splitu Medicinski fakultet, Natalia Cotić, Šoltanska 2, 21000 Split). In that case you don't have to worry about your mailing address.

The completed requirement should be sent or brought to the address:

Agencija za odgoj i obrazovanje

Donje Svetice 38

10 000 Zagreb

INSTRUCTIONS FOR THE INITIATING OF THE RECOGNITION PROCESS

THE REQUEST FOR THE RECOGNITION OF A FOREIGN EDUCATIONAL QUALIFICATION

The request (you can download the form from the web page:

http://www.azoo.hr/index.php?option=com_content&view=article&id=2702&Itemid=92) for the recognition of a foreign educational qualification is a document required for the initiating of the process of recognition of a foreign educational qualification. The request needs to be submitted on a form which can be downloaded from this web site or can be obtained from the Education and Teacher Training Agency, Donje Svetice 38, Zagreb. The form should be legibly filled in. The applicant guarantees for the accuracy of the data with his/her signature.

The request is submitted to

Agencija za odgoj i obrazovanje

Donje Svetice 38

10000 Zagreb

noting "the recognition of a foreign educational qualification"

All the questions and requests for information regarding the recognition of a foreign educational qualification may be sent to e-mail: iok@azoo.hr

DOCUMENTATION

The recognition of completed secondary school for the purposes of employment or continuing education in the Republic of Croatia

- The last certificate obtained abroad in the original (or certified copy)
- Certified translation of the certificate to the Croatian language issued by a certified court interpreter, with the exception of the documents issued in the Croatian language and Latin script
- Copies of certificates for each grade completed in high school
- Certificate of citizenship (copy of citizenship certificate, identity card, passport or other public document that can prove citizenship)
- Receipt for the payment of administrative fees in the amount of 140.00 Kuna in favor of the State Budget or the Certificate of exemption payment of administrative fees, issued in the regional office of the tax administration in the place where the person is registered or the evidence of the status as a displaced persons, refugees and others in accordance with Article 6th Law of Administrative Fees.
- In the case of change of name or surname - photocopy of a public document proving the change (eg. a decision, a certificate from the register)

THE DEADLINE FOR ISSUING THE DECISION

The deadlines for issuing decisions are regulated by Article 101 of the General Administrative Procedure Act (OG 47/09) and they are as follows:

- 30 days at the latest, from the date of the submission of the request (if the request contains all the necessary documents)
- 60 days at the latest, from the date of the submission of the request in the case when the examination procedure of the documents is required

In the case when the examination of the credibility of a foreign educational qualification for which the recognition is sought is needed, the deadline for the issue of the decision ceases, and continues on the date of the receipt of the opinion of the competent authorities.

ADMINISTRATIVE FEE

The administrative fee is paid in accordance with the Administrative Fees and Tariffs Act (OG, 8 / 96, 77/96, 131/97, 68/98, 66/99, 145/99, 30/00, 744/98, 116 / 00, 163/03, 17/04, 110/04, 141/04, 150/05, 153/05, 129/06, 117/07, 25/08, 60/08, 20/10 and 69/10).

Instructions for the filling in of the payment order for the administrative fee

The payer: legibly written name and address of the applicant, the recipient: the Croatian state budget, the payment: "x" amount: 200,00 kuna, Model: 64, Account Number Recipient: 1001005-1863000160, reference number: 5002 - 23 962- OIB number (personal identification number), or the date of birth for the persons without OIB, i. e. day, month, year (01011987), the description of the payment: the decision in the field of Education and Sport.

In the case you paying the administrative fee which your paid, you can request a refund of the amount paid with the submission of a written evidence of the exemption from the payment of the administrative fee (please specify: payment date, current account number, name and surname of the account holder, bank name through which the amount will be paid or the address where you are available).

The administrative fee for the issue of the transcript of the decision is 100,00 kn in accordance with the Administrative Fees Act and the Tariff No. 65 of the Administrative Fees Tariffs, and needs to be paid in duty stamps.

Payment Instructions (administrative fee) for the payment from abroad

BANK NAME: Hrvatska narodna banka

BRANCH ADDRESS: Trg hrvatskih velikana 3

TOWN/CITY: Zagreb

POST CODE: 10 000

SWIFT CODE: NBHRHR2XXXX

IBAN CODE: HR12 1001 0051 8630 00160

Reference: 64 5002-23962-72193628411

Details of Charges *71 A (who bears the cost of foreign banks): OUR (all expenses are covered by the applicant)

IMPORTANT NOTES

- Educational qualifications are recognized only if they were acquired in the programme approved by the competent educational authority and, if issued by the competent authorities or on the basis of public documents.
- In the case of change of data concerning the applicant during the process of recognition (change of address, name or surname) new data need to be forwarded to the Agency.
- legal representative applies for the recognition on behalf of the students under 15 years of age
- translations issued by certified court interpreters for the Croatian language from other states are accepted only if they are certified by the signature of the President of the competent court or another body in that state authorized for certifying court interpreters
- If the request is incomplete, the applicant will receive written information about the required documents; if the applicant cannot provide some of the documents he/she needs to provide written arguments why and when he/she will be able to supply the requested document.
- if necessary, upon the receipt of the request, the applicant may be requested to verify the documents with Apostille stamp or other appropriate form of verification
- In the case of suspecting forgery, the Agency shall, ex officio, take appropriate actions, measures and authentication of the documents, and notify relevant bodies, in accordance with the law
- if necessary, other forms of evidence may be required in the procedure
- each original document must be accompanied with its uncertified copies (original documents will be returned after the procedure)
- the recognition procedure applies to primary music and ballet schools

TRANSLATION

If you want you can use following translational service.

Free-form Snip



Dott. Ante Šuljić, giurisperdente laureato
interprete giurato per la lingua italiana
e tedesca, laur. in giurispr. (eu c2) (Es. d'avv. 30.07.09)
• • •
stalni sudski tumač i prevoditelj za
njemački i talijanski jezik (eu c2) (Prav.isp. 30.07.09.)
• • •
gerichtlich vereidigter dolmetscher der deutschen
und italienischen sprache, diplomierter jurist (eu c2) (Ra. Prüf. 30.07.09)

indirizzo / adresse / 21000 split, a.b. šimića 68
hrvatska / croazia / kroatien
tel./fax: 00385 / 21 / 370 601 mob: 00385 / 98 / 735 109
e-mail: ante.suljic@xnet.hr

Mr. Šuljić is helping our students with recognition process.