POLYTECHNIC OF ŠIBENIK

INTERNATIONAL STUDENT GUIDE
Welcome to the Polytechnic of Šibenik!

Welcome to the Polytechnic of Šibenik! If you are an Erasmus student, here you will find useful information for planning your stay. Please contact us if you have additional questions.

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www.vus.hr
www.sibenik-tourism.hr

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10 YEARS
5500 STUDENTS OVERALL
1100 ACTIVE STUDENTS
44 FACULTY MEMBERS

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About the Polytechnic

The Polytechnic of Šibenik is the right choice for quality studying. Until now, over 2000 students have successfully finished our study programmes. The Polytechnic organizes and performs undergraduate and graduate professional studies in the area of social and technical sciences:

- **Management**
  - Tourism management
  - IT management

- **Public administration**

- **Traffic**

Lectures at our studies are held according to standards of Bologna in technically equipped lecture rooms and will provide students with the necessary skills and knowledge to find employment. Students will be able to learn to think critically, communicate successfully, make decisions, run businesses efficiently and manage development of local and national community. Beside classical lectures and e-learning, students actively participate in fieldwork, study tours, projects and team work. With mentors’ supervision and help, students are actively involved into writing scientific papers and participation at scientific and professional conferences. The Polytechnic institutionally provides practice in local partner institutions of administration and self-government and economic subjects in the county as well as mobility programmes within ERASMUS+ and CEEPUS.
Structure of the Polytechnic

The Polytechnic of Šibenik is a Higher Education Institution established by the Resolution of the Croatian government in 2006. The Polytechnic is an independent higher education institution headed by a Dean and a team of two Vice Deans. Each of the latter is responsible for a different area of institutions life such as student’s issues and management. The students have professors appointed as heads of the study year who facilitate in all student related issues.

Students have access to the best standards of studying ranging from students’ dormitory, library to the new restaurant, psychological and career development counselling. Furthermore, they can participate in sport activities and competitions in the country and worldwide. It is especially important to stress that they can participate in the work of all bodies and committees of the Polytechnic through the Student union.

These are the competences that students are expected to have after successfully finishing their studies at the Polytechnic:

--- TOURISM MANAGEMENT ---

During the studies students acquire the knowledge, skills and competences related to the management of small and medium-sized enterprises, strategic planning and destination management, management of hotels, resorts, travel agencies, development and implementation of marketing strategies, financial and accounting management, the introduction of international quality standards, positioning the company or tourist entity on the market, human resources management. Students will be able to perform everything mentioned in a responsible manner, taking into account the environment in which the company exists through legitimate businesses and respect for human rights.

--- IT MANAGEMENT ---

Within our undergraduate studies of IT management students acquire competences in management of middle and higher levels of complexity. Acquired competences are based on significant programming training which is oriented towards management of projects and programming. Students will be able to perform managerial and organizational tasks and will run IT projects, manage and implement informational business systems, plan and work in teams, organize different tasks within a company in the area of IT and complementary activities.

--- TRAFFIC ---

The programme of undergraduate study in Traffic is oriented towards professional requests of engineers in traffic. The study offers technical, technological and organizational education necessary for conducting traffic processes, management of equipment and materials, practical application of modern technologies in the organization of transport with the aim of reaching optimal technical, technological and economical effects with protection of environment. The basic aim of education is to define and analyze theoretical, technical, technological and practical solutions of contemporary transport technologies and systems, logistics of optimal solutions in traffic processes which consequently all make a base for successful realization of traffic processes.

--- ADMINISTRATIVE LAW ---

Having finished the professional undergraduate study of Administrative Law the students will be trained to work in public administration with the usage of modern administrative knowledge and skills that provide highly educated staff in bodies of state and local administration and public services. The programme of this department offers administrative education necessary for managing complex issues of private and public legal sphere where legal relations of different levels of complexity are being discussed thus providing the base of educating experts in the profile of baccalaureus of public administration.

--- SPECIALIST GRADUATE STUDY OF MANAGEMENT ---

Education of students is conducted with the aim of specialization in the direction of complex managerial jobs in the hospitality industry, especially from the standpoint of increasing the competence of human factor markets, the business system, relations with PR and specialization in the direction of specific competences in strategic and operating management.
They will be guided during the application procedures at the Polytechnic and in other arrangements that are helpful in their preparations (applying for visas, accommodation facilities, responding to official bodies for their residence registration, etc.).

Each student will be appointed to a teacher mentor who will be responsible for supporting and evaluating academic achievements of a student. One person from our staff will be responsible for dealing with requirements of international students.

Minimum academic and language qualification of exchange students:
Students must have completed at least 1 year of academic study or be in the 3rd semester as Bachelor students.
The required level of English Language Proficiency is B1 level of CEFR (Common European Framework of Reference). All kinds of language certificates are accepted. If you do not have a certificate, testing will be organized at our institution at the beginning of a semester.

**LANGUAGE POLICY**
The Polytechnic predominantly has lectures in Croatian language. For the purposes of the incoming international mobilities we can offer study programmes taught in English.

**English courses**

--- FALL SEMESTER ---
- Administrative and legal system of the EU
- Administrative law
- Basics of international law
- Business Organization
- Business English I
- Business English III
- Databases
- Design and analysis of information systems
- Introduction to Programming
- Management of information services
- Mathematics
- Object Oriented Programming
- Professional Practice
- Selected topics and technologies in the area of the World Wide Web
- Service management
- The right of international organizations

--- SUMMER SEMESTER ---
- Business
- Business Information Systems
- Business statistics
- Business English II
- Business English IV
- E-business
- Introduction to Databases
- Operations Research in Traffic
- Privacy and security of information systems
- Professional Practice
- Transport and Ecology
- Transport and Spatial planning
- Transport Law

For information on the ECTS value please contact the ERASMUS coordinator.

**Support**
The Polytechnic arranges full mentoring and peer support for incoming students who will be contacted personally by the ECTS and Erasmus coordinators prior to their arrival in Croatia.

They will be guided during the application procedures at the Polytechnic and in other arrangements that are helpful in their preparations (applying for visas, accommodation facilities, responding to official bodies for their residence registration, etc.).
Regulating your stay in Croatia

If you have come from abroad for the purpose of study, you should first request a personal tax number (OIB) at the Central Tax Administration (Porezna uprava). This number will be issued immediately and it is free of charge. You only have to bring your passport and the form available on this link http://www.porezna-uprava.hr/en/EN_obrasci/Documents/PINrequest.pdf

Don’t worry, in this process you will be helped and guided by the institution’s coordinator.

EU citizens who plan to study in the Republic of Croatia for more than 90 days are obliged to apply for the registration of temporary stay for the purpose of studies (Prijava privremenog boravka za državljane članice EGP-a) - in order to obtain a certificate on reporting temporary stay. You should submit your application for the issuance of the certificate on reporting temporary stay within 90 days of your arrival in Croatia at the Foreigners’ Department of the local Police Administration Office (Odsjek za strance, Policijska uprava). Please find below the list of required documents and addresses of local police administration offices.

Information on the visa system in Croatia

EU citizens

Mobility period shorter than 90 days

Since Croatian accession to the European Union, EU citizens are no longer obliged either to apply for the approval for temporary stay or to register their address if they are staying in the Republic of Croatia shorter than 90 days.

Mobility period longer than 90 days

EU citizens who plan to study in the Republic of Croatia for more than 90 days are obliged to apply for the registration of temporary stay for the purpose of studies (Prijava privremenog boravka za državljane članice EGP-a) - in order to obtain a certificate on reporting temporary stay. You should submit your application for the issuance of the certificate on reporting temporary stay within 90 days of your arrival in Croatia at the Foreigners’ Department of the local Police Administration Office (Odsjek za strance, Policijska uprava). Please find below the list of required documents and addresses of local police administration offices.

Administration fee

You are exempt from paying the regular administrative fee of 500,00 HRK (approximately 70,00 EUR) for granting the approval of temporary stay. However, you should cover the cost of the issuance of the approval of temporary stay in the amount 240,00 HRK (approximately 35,00 EUR) and the duty stamp fee of 20,00 HRK (approximately 3,00 EUR).

non-EU citizens

Upon your arrival in Croatia, within 48 hours you have to register your address in Croatia at the Foreigners’ Office of the relevant Police Administration Office (Odsjek za strance, Policijska uprava). For scholarship holders who are staying at student dormitories (or hotels) the address is automatically registered.

Mobility period longer than 90 days

Non-EU citizens staying in the Republic of Croatia for more than 90 days are obliged to apply for the issuance of the approval of temporary stay for the purpose of studies (dozvola boravka) within 90 days of the arrival at the Foreigners’ Office of the relevant Police Administration Office (Odsjek za strance, Policijska uprava).
The required documents for the OIB number and the certificate on reporting temporary stay (EU citizens) or the approval of temporary stay (non-EU citizens):

### EU citizens

- A filled-out copy of the Application Form 1b
- Original and a photocopy of the passport or the identity card
- Proof of secured board and sufficient funds for living expenses in the Republic of Croatia issued by the Agency (Grant)
- One colour photograph (30 x 35 mm)
- Proof of health insurance (see Step 4)
- Duty stamp fee of 20,00 HRK (approximately 3,00 EUR)

### non-EU citizens

- A filled-out copy of the Application Form 1a
- Original and a photocopy of the passport
- Proof of secured board and sufficient funds for living expenses in the Republic of Croatia issued by the Agency (Grant)
- One colour photograph (30 x 35 mm)
- Proof of health insurance (see Step 4)
- Duty stamp fee of 20,00 HRK (approximately 3,00 EUR)

The Agency will prepare a proof of secured board and sufficient funds for living expenses, a document which proves that you are a scholarship holder in Croatia from the Agency for Mobility and EU Programmes (so-called Uvjerenje). Upon your arrival, you can obtain it from your mentor at the host institution.

For more information visit:
All students need health insurance coverage at all times of their stay in Croatia. This is the prerequisite for registration at the Polytechnic. If you are coming from a home country that has a bilateral agreement on social and health security with Croatia, the scope of the healthcare service will be regulated by the agreement. Students from Czech Republic and Slovenia can use the healthcare services upon presentation of the European Health Insurance Card (EHIC) and regulated temporary stay permit.

Students from other countries can take a health insurance policy with the Croatian Health Institute that costs 400HRK/month (approx. 54EUR) and entitles the user to full healthcare coverage. Other possibility is to take international health insurance from the home country that is valid in Croatia. Please check with the healthcare provider at home or visit: www.hzzo-net.hr/en

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**Health services**

**The General Practitioner Service**

The General Practitioner Service is provided with the local doctors and the list of their offices can be found here: www.mojezdravlje.net/Adresar/0/sibensko-kiinska-zupanija/sibenik/ordinacije/opca-medicina/sve-pretrage.aspx

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**Psychological clinic for the students**

Trg Andrije Hebranga 11
E-mail: savjetovaliste@vus.hr
Opening hours:
Tuesday: 13:00-15:00h
Thursday: 13:00-15:00h

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**Emergency service**

In case of emergency (or outside the GP opening hours) you can go to:

- Opća bolnica Šibenik
  Odjel hitne pomoći
  Karla Vipauca 8 - Šibenik

http://zhm-skz.hr

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**Pharmacies**

The location of the nearest all-night pharmacy is displayed on the door of every pharmacy.

The list of pharmacies in Šibenik can be found here:

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400 HRK (approx. 54EUR) is cost of health insurance policy you can buy with the Croatian Health Institute.
Student organizations and services

It is especially important to stress that they can participate in the work of all bodies and committees of the Polytechnic through the Student union. This is the main organization responsible for representing the interests of students. It will offer you a wide variety of professional and leisure programmes which give you a good opportunity to meet local people, make new friends and enjoy memorable experiences. Students can participate in sport activities and competitions in the country and worldwide.

All international students will be provided with support and counselling during their stay at the Polytechnic, by the Erasmus Coordinator, the assigned academic tutor and the Students Union. To register and ask for additional information, please contact the Student Council at s.zbor@vus.hr or on Facebook https://www.facebook.com/studentskizborvus/.

Our students have their own news portal with the most important information, reviews and anything you might find interesting in the student life.

skvus.hr/
e-mail: redakcija.skvus@gmail.com

Language centers

Student center – foreign language courses

This is the unit independent of the Polytechnic, offering a variety of foreign language services to interested students with a special discount. Language courses are organized in English, German, Italian, French, Russian and Portuguese. International language examinations also can be taken.

Here is the list of language centers in Šibenik where you can also find different intensive courses:

- Pučko otvoreno učilište Šibenik, www.pou-si.hr
- International language center Lingua, www.lingua-jezici.com

International Student Card

In addition to the Croatian student ID card you can also apply for the International one. You can enjoy discounts and many other possibilities.

For more information visit:

www.studentnet.hr/iksica
www.isic.org/

Croatian Student ID Card

IKSICA

As an international student of the Polytechnic of Šibenik, you are advised to apply for a student ID card (the X-ica card) after your arrival. You will be helped in the process by the Student Administration Office in student „referada“. Make sure you have one photo and OIB number taken. With this card you can have the same advantages as Croatian students – e.g. subsidised set meals, reduced public transport fares, discounted entrance to museums, library membership, sports facilities.

This is the unit independent of the Polytechnic, offering a variety of foreign language services to interested students with a special discount. Language courses are organized in English, German, Italian, French, Russian and Portuguese. International language examinations also can be taken.

INFO

www.isic.org/
ured@sci.hr

Student organizations and services
Otherwise, you can opt for private accommodation in Šibenik. Prices are approximately 80 – 150 EUR per month for a single room with shared kitchen and toilet or 200 EUR per month for studio apartment. You can start your search from abroad or upon your arrival.
Things to do ...

**Sport**
Students can pursue a number of sports while studying at the Polytechnic.
For more information please visit: https://www.facebook.com/studentskizborus/

**Clubs**
There are many clubs and bars that are basically open every night.

**Beaches**
There is one beach in the city itself and it is called Banj. Along with all the facilities a beach should have, you can also enjoy in a bar and restaurant.
Other beaches are: Rezalište, Solaris, Brodarica, Jadrija.

**Cinema**
There is one cinema in Šibenik offering movies in English with Croatian subtitles.
Visit Cinestar Šibenik: www.blitz-cinestar.hr

**Extreme Leisure Activities**
There are also many possibilities outside the city where you can spend your free time with friends. If you need a little adrenaline visit:
- Rock climbing
- Go-cart racing
- Paintball (http://www.sibenikregion.com/hr/turist-info/aktivni-odmor/paintball)
- Bungee jumping (https://www.facebook.com/bungee.hr)
Šibenik, the oldest native Croatian city on the Adriatic, is located in the most protected natural harbour, in the centre of the eastern coast of the Adriatic Sea, at the mouth of the beautiful Krka River, at the sources of Croatia’s rich history.

Today Šibenik has 47,274 inhabitants (2011) and is the capital as well as the cultural, educational, administrative and economic centre of the County of Šibenik and Knin.

When thinking about entertainment and events, Šibenik definitely offers a huge number of activities, excursions and things for everyone, regardless of taste or budget. You can be sure you will find everything here that a student could wish.

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If you plan sightseeing, you can do that practically on foot because the old city nucleus is focused in a relatively small area where you can enjoy and discover the city by yourself. It feels like walking into a magical setting of some movie that evokes past times.

You should definitely see the following monuments:
- The St. James Cathedral
- The fortification system (Fortresses of St. John, Michael, Nicholas and Barone)
- The City museum
- The National Theatre of Šibenik
and numerous other churches and squares that will leave you breathless.
Šibenik has a great variety of festivals year round where you can discover music, both traditional and modern, old customs, taste the best food and wine and, generally speaking, have fun!!!

**MAY**
- Croatian Travel Festival
- Taste of Mediterranean

**JUNE**
- Medieval fair
- Falls festival

**JULY**
- Musica appassionata
- Šibenik Dance festival
- Off jazz and blues festival
- Regius - alternative music
- Salsa Beach Splash festival
- Supertoon animation festival

**AUGUST**
- Dalmatian chancone festival
- Sweet Sound of Summer

**SEPTEMBER**
- International Children’s Festival

**DECEMBER**
- Advent fair
NATIONAL PARKS

Šibenik is situated in the vicinity of two national parks

Few places in the Mediterranean concentrate so much of what the modern tourist needs for complete relaxation in such a relatively small area, as do the Kornati Islands. The Kornati are the densest island group in the Adriatic, with small fields, hidden oases of large-crowned pines and olives, quiet and sheltered bays that are ideal for escaping the noise and worry of civilization. The Krka national park can be toured from the water, by road or on foot. It is possible to take an organised boat trip and see Skradinski buk from Skradin, together with the islet of Visovac and the Roški slap cascade from the moorings above the largest cascade Skradinski buk. Our institution has a strong and good cooperation with these national parks and we frequently organize field trips or workshops in their premises which is the ideal combination between nature and educational schemes.
Public transport

The main public transport in Šibenik are buses. Before you board a bus, you should buy your ticket from a newsagent or in the ticket offices at the Central bus station. Tickets can be bought from the bus driver as well, but this is more expensive. An economical solution is the monthly student pass. It can be bought at the Central bus station, address Draga 14.

Shopping

Most shops in Šibenik are open on weekdays (Monday to Friday). Their opening hours differ regarding the season. Some are open on Saturdays but have shorter hours. However, malls and supermarkets open earlier (mostly between 7 and 8) and close later (between 20-22). During summer, they close even later.

Croatian Public holidays

PLEASE NOTE THAT DURING PUBLIC HOLIDAYS IN CROATIA SCHOOLS, SHOPS AND OFFICES ARE CLOSED.

National Holidays in the Republic of Croatia:

- 08/10/ - Independence Day
- 01/11/ - All Saint’s Day
- 25/12/ - Christmas
- 26/12/ - St. Stephen’s Day (Boxing Day)
- 01/01/ - New Year
- 06/01/ - Epiphany
- Easter Monday
- Easter Monday
- Corpus Christi (60 days post Easter)
- 01/05/ - Labour Day
- 22/06/ - Anti-Fascism Day
- 25/06/ - Statehood Day
- 05/08/ - Victory and Homeland Gratitude Day
- 15/08 - Assumption

Shopping malls

There are three large malls where you can buy almost everything you might need such as clothes, food, books, medicine, electric appliances, sports equipment etc.

Dalmare
Shopping center
Velimira Skorpika 23
22000 Šibenik
www.dalmare.hr

Citylife
Lifestyle gallery
Ante Šupuka 10
22000 Šibenik
www.city-life.com.hr

Supernova
Shopping park
Put Vida 6
22000 Šibenik
www.supernova.hr

Academic calendar

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Christmas Holidays: December 25 – January 6
Šibenik has a hot Mediterranean/dry-summer subtropical climate that is mild with moderate seasonality. Summers are dry and hot due to the domination of subtropical high pressure systems while winters experience moderate temperatures and changeable, rainy weather due to the polar front.

In summer, the temperature can reach 36°C and in winter can fall -3°C. The average temperature is 15.1 degrees Celsius (59.2°F).

There are two more offices in the city: Vukovarska 10 and Ante Starčevića 9. Besides mailing your letters at a post office, this is also a place where you can pay your bills, transfer money, send faxes, buy phone cards, buy bus tickets, order a newspaper or open a PO Box if you do not have a permanent address.

Central Post Office
Address: Borajska bb - Ražine
Working hours:
Monday to Friday: 07:00 - 20:00h
Saturday 07:00 - 14:00h
Sunday closed.

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Central Post Office
Address: Borajska bb - Ražine
Working hours:
Monday to Friday: 07:00 - 20:00h
Saturday 07:00 - 14:00h
Sunday closed.

The voltage is 220 or 240V/50Hz with European two-prong plugs. Electrical equipment of 110V/60Hz requires the use of a fan adapter and/or voltage converter.

The most commonly used cards can be used to obtain money from ATM machines and to pay bills in shops, restaurants, hotels. The cards accepted are displayed on the door of the establishment.

The currency of Croatia is kuna (kn). If you want to check how much that is in your money, please search for "tečajna lista HNB" and look at the list which changes daily. You can change money either in banks or in private exchange bureaux.

Restaurant price in Croatia generally include a service charge and you do not have to give a tip, only if you want to.