



Sveučilište Jurja Dobrile u Puli/Juraj Dobrila University of Pula

## FACT SHEET 2020./2021.

<b>Full legal name of the institution</b>	Sveučilište Jurja Dobrile u Puli Juraj Dobrila University of Pula
<b>Rector</b>	prof. dr. sc. Alfio Barbieri
<b>ERASMUS code</b>	HR PULA01
<b>University PIC number</b>	964366435
<b>Organisation ID (OID)</b>	E10156363
<b>Contact information</b>	<p><b>Juraj Dobrila University of Pula</b> <b>Office for Partnership and Projects</b></p> <p><b>Incoming students contact person</b> <b>Expert Associate for International Cooperation and Mobility</b> <b>Emina Lehkec, mag.oec.</b> email: <a href="mailto:international.office@unipu.hr">international.office@unipu.hr</a> phone: +385 52 377 088</p> <p><b>Erasmus Institutional Coordinator</b> <b>Head of the Office for Partnership and Projects</b> <b>Ivona Peternel, PhD</b> email: <a href="mailto:ivona.peternel@unipu.hr">ivona.peternel@unipu.hr</a> phone: +385 52 377 557</p> <p>Zagrebačka 30, 52100 Pula, Croatia</p>
<b>Institution's web site</b>	<a href="http://www.unipu.hr">www.unipu.hr</a>



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<b>Incomings web site</b>	<a href="https://www.unipu.hr/en/visiting-students">https://www.unipu.hr/en/visiting-students</a>  <a href="https://www.unipu.hr/en/international-cooperation/office_for_partnership_and_projects">https://www.unipu.hr/en/international-cooperation/office_for_partnership_and_projects</a>
<b>Nomination procedure</b>	<a href="https://www.unipu.hr/en/visiting-students/nomination_procedure_for_erasmus_incoming_students">https://www.unipu.hr/en/visiting-students/nomination_procedure_for_erasmus_incoming_students</a>  Nomination deadline for autumn semester: June 1 <sup>st</sup> Nomination deadline for spring semester: November 20 <sup>th</sup>
<b>Application procedure</b>	<a href="https://www.unipu.hr/en/visiting-students/nomination_procedure_for_erasmus_incoming_students">https://www.unipu.hr/en/visiting-students/nomination_procedure_for_erasmus_incoming_students</a>  Application deadline for autumn semester: July 1 <sup>st</sup> Application deadline for spring semester: December 20 <sup>th</sup>
<b>Academic contacts ECTS coordinators</b> (professors who approve/help in study programme in English)	<a href="https://www.unipu.hr/en/visiting-students/ects_university_coordinators">https://www.unipu.hr/en/visiting-students/ects_university_coordinators</a>  <b>Faculty of Economics and Tourism „Dr. Mijo Mirković“</b> Contact person: assistant professor Dean Sinković, PhD Email: <a href="mailto:dsinkov@unipu.hr">dsinkov@unipu.hr</a> Phone number: +385 52 377-086 Address: Preradovićeve 1/1, Pula <a href="https://fet.unipu.hr/fet/dean.sinkovic">https://fet.unipu.hr/fet/dean.sinkovic</a>  <b>Faculty of Educational Studies</b> Contact person: associate professor Ivana Paula Gortan-Carlin, PhD (replacement for teaching assistant Ivana Bančić Čupić) Email: <a href="mailto:ivana.paula.gortan-carlin@unipu.hr">ivana.paula.gortan-carlin@unipu.hr</a> Address: Ivana M. Ronjgova 1 <a href="https://fooz.unipu.hr/fooz/ivana_paula.gortan-carlin">https://fooz.unipu.hr/fooz/ivana_paula.gortan-carlin</a>  <b>Faculty of Humanities in Pula</b> <b>Department of English</b> Contact person: associate professor Renata Šamo, PhD Email: <a href="mailto:renata.samo@unipu.hr">renata.samo@unipu.hr</a> <a href="https://ffpu.unipu.hr/ffpu/it/renata.samo">https://ffpu.unipu.hr/ffpu/it/renata.samo</a>  <b>Department of Archaeology</b> Contact person: Katarina Gerometta, PhD Email: <a href="mailto:katarina.gerometta@unipu.hr">katarina.gerometta@unipu.hr</a>



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**Faculty of Interdisciplinary, Italian and Cultural Studies in Pula/ Facoltà di Studi Interdisciplinari, Italiani e Culturali di Pola**

***Department for Italian Students***

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	<p><a href="https://fitiks.unipu.hr/fitiks/andrea.matosevic">https://fitiks.unipu.hr/fitiks/andrea.matosevic</a></p> <p><b>Department of Culture and Tourism</b>  Contact person: teaching assistant Sanja Dolenec  Email: <a href="mailto:sdolenec@unipu.hr">sdolenec@unipu.hr</a>  Address: Preradovićeve 1/1, office number 11, Pula  <a href="https://fitiks.unipu.hr/fitiks/sanja.dolenec">https://fitiks.unipu.hr/fitiks/sanja.dolenec</a></p> <p><b>Faculty of Informatics in Pula</b>  Contact person: associate professor Valter Boljunčić, PhD  Email: <a href="mailto:valter.boljuncic@unipu.hr">valter.boljuncic@unipu.hr</a>  <a href="https://fipu.unipu.hr/fipu/valter.boljuncic">https://fipu.unipu.hr/fipu/valter.boljuncic</a></p> <p><b>Music Academy in Pula</b>  Contact person: associate professor Laura Čuperjani  Email: <a href="mailto:aurac@unipu.hr">aurac@unipu.hr</a>  Address: Rovinjska 14, office number 13, Pula  <a href="https://mapu.unipu.hr/mapu/laura.cuperjani">https://mapu.unipu.hr/mapu/laura.cuperjani</a></p> <p><b>Faculty of Medicine in Pula</b>  <b>Undergraduate professional study of Nursing</b>  Contact person: lecturer Dijana Majstorović  Email: <a href="mailto:dijana.majstorovic@unipu.hr">dijana.majstorovic@unipu.hr</a>  Address: Rovinjska 14, office number 13, Pula  <a href="https://opzs.unipu.hr/opzs/dijana.majstorovic">https://opzs.unipu.hr/opzs/dijana.majstorovic</a></p> <p><b>Department of Natural and Health Studies in Pula</b>  Contact person: assistant professor Gioconda Millotti, PhD  Email: <a href="mailto:gmillotti@unipu.hr">gmillotti@unipu.hr</a>  Address: Rovinjska 14, Pula  <a href="https://opzs.unipu.hr/opzs/en/gioconda.millotti">https://opzs.unipu.hr/opzs/en/gioconda.millotti</a></p> <p><b>Department of Engineering in Pula</b>  Contact person: postdoctoral researcher Karlo Griparić  Email: <a href="mailto:karlo.griparic@unipu.hr">karlo.griparic@unipu.hr</a>  <a href="https://ots.unipu.hr/ots/karlo.griparic">https://ots.unipu.hr/ots/karlo.griparic</a></p>
<b>Housing contact</b>	<p>First three applicants who require a right for accommodation at Student Dormitory will realize the right for one.  <b>Policy – „First come first served“.</b></p> <p>Please specify in the Application Form that you require a Dorm.  Contact: <a href="mailto:international.office@unipu.hr">international.office@unipu.hr</a>  Other students can find private accommodation on the website below (advertisement for the property in Istria):  - Njuškalo - <a href="http://www.njuskalo.hr/iznajmljivanje-stanova/istra">http://www.njuskalo.hr/iznajmljivanje-stanova/istra</a> (look places in the city center, Kaštanjer Vidikovac, Veruda, Monte Zaro)</p>



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	<p>- students can put ad on Facebook page of the University with notice for requirement of private accommodation or roommate - <a href="https://www.facebook.com/groups/529165357169070/">https://www.facebook.com/groups/529165357169070/</a></p> <p>Office for Partnership and Projects also provide assistance with finding private accommodation.</p>
<b>Student Dormitory</b>	<p><b>Prior to moving to the Student Dormitory, it is mandatory to submit:</b></p> <ol style="list-style-type: none"> <li><b>1. ID card</b></li> <li><b>2. Medical certificate that there is no contraindication for accommodation in Student Dormitory.</b></li> <li><b>3. Confirmation from home University that student is full time student.</b></li> </ol> <p><b>Student will not be allowed to enter the Student Dormitory without ID card and Medical certificate.</b></p> <p>General instructions/information about accommodation in Student Dormitory:</p> <ol style="list-style-type: none"> <li>1. Electrical appliances (cookers, irons, etc.) are not allowed in the rooms. Students that are accommodated in Student Dormitory can use set board (iron and table) free of charge in the laundry room.</li> <li>2. Students can bring their own computer and connect it to the computer network dorm (wire and wireless). Each student in the room has its own desk and lamp, and each room has a toilet, refrigerator and television. Beds in the Student Dormitory have complete linen (bedsheet), but students can bring their own, if they want to. Students can use the laundry service (washing and drying) within the Student Dormitory. Laundry service is included in the monthly rent.</li> <li>3. Few important tips: Students needs to bring with them selves the cutlery/dinner set (plate, spoon, fork and knife), cups, glasses and other things that they might need.</li> <li>4. Within the Student Dormitory, there is a multimedia classroom and gym which students can use free of charge.</li> <li>5. Kitchenette is located on every floor. Student restaurant (Mensa) is in the proximity of the Student Dormitory.</li> <li>6. Dormitory front desk is open 24 hours.</li> <li>7. The price of accommodation is unique, 710,00 Croatian kuna (HR KN) per month. You can check currency for every day on the web site of the Croatian National Bank. (<a href="https://www.hnb.hr/temeljne-funkcije/monetarna-politika/tečajna-lista/tečajna-lista">https://www.hnb.hr/temeljne-funkcije/monetarna-politika/tečajna-lista/tečajna-lista</a>).</li> <li><b>8. Student is obligated to stay/pay in the Dorm until the end of semester (autumn semester: <i>under construction</i>/spring semester <i>under construction</i>).</b></li> <li><b>9. If student decides to leave Student Dormitory before the final date agreed in the contract between both parties (student and</b></li> </ol>



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	<p><b>Student Dormitory<sup>1)</sup>, one is still mandatory to pay for the full rent.</b></p> <p><b>10. Student has right to cancel the reservation for accommodation in Student Dormitory, but it has to be done on time. Deadline for cancelation of accommodation is:</b></p> <ul style="list-style-type: none"> <li>• <b>autumn semester – <i>under construction</i></b></li> <li>• <b>spring semester – <i>under construction</i></b></li> </ul> <p>11. Additional information about Student Dormitory and Student Center Pula students can find on the attached link. (<a href="https://www.scpu.hr/hr/pula-student-centre/">https://www.scpu.hr/hr/pula-student-centre/</a>)</p> <p>Students will be informed about Rules of order in Student Dormitory when the contract with Student Dormitory is signed.</p>
<b>Student psychologist</b>	<p>Juraj Dobrila University of Pula offers the ability for students to turn to student psychologist if they feel the need to.</p> <p>Also, the Office for Partnership and Projects is opened for help and advice for students in need.</p>
<b>Student restaurant</b>	<p>Student restaurant is in the proximity of the Student Dormitory. Student restaurant is divided into restaurant and pizzeria:</p> <ol style="list-style-type: none"> <li>1. <b>Restaurant</b> has working time for: <ul style="list-style-type: none"> <li>- breakfast (Monday-Friday 7:30–9:00, Saturday 8:00-9:00, not in offer on Sunday and holidays);</li> <li>- lunch (Monday-Saturday 11:30 – 15:30);</li> <li>- dinner (Monday-Saturday 18:00 – 20:00).</li> </ul> <p>On Sunday is opened just for lunch in period from 12.00 - 14.00.</p> </li> <li>2. <b>Pizzeria</b> is working from Monday to Saturday from 11.00 - 20.00.</li> </ol> <p>Student will make student x-card, which they can use in Student restaurant. One lunch (soup, main course, salad and dessert) cost 6,50 HR KN (~0,80€).</p>
<b>X-card (student card)</b>	<p>Every student is mandatory to make x-card. X-card is confirmation that student has enrolled into Juraj Dobrila University of Pula. With X-card, student will have discount in Student restaurant, for public transportation, bus ticket, cinema etc. Fee for making x-card is 60,00 Croatian kuna (HR KN).</p>
<b>Academic calendar</b>	<p>Academic calendar and Teaching plan of academic year 2020./2021. can be found on the official webpage of the Juraj Dobrila University of Pula, Office for Partnership and Projects (<b><i>currently under construction</i></b>):</p>

<sup>1</sup> Final dates will be agreed on between student and Head of the Student Dormitory.



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	<p><a href="https://www.unipu.hr/en/academic_calendar">https://www.unipu.hr/en/academic_calendar</a></p> <p>There might be some changes within Course catalogue (<b>catalogue for AY 20/21 currently under construction</b>):  <a href="https://www.unipu.hr/en/visiting-students/course_catalogue_for_incoming_students">https://www.unipu.hr/en/visiting-students/course_catalogue_for_incoming_students</a></p> <p>Lectures for Incoming students for autumn semester start in the middle of October, and for the spring semester in the middle of March.</p> <p>University organizes Welcome day for students, which is <b>first official date</b> of the mobility at receiving institution for incoming students. This date considers as first day that student is mandatory to be present at Juraj Dobrila University of Pula, and it will be written as first official day on the Confirmation of Arrival. Welcome day will held approximately on first week of October for autumn semester, and first week of March for spring semester.</p>
<b>National Holidays</b>	<p>National Holidays and non-working days</p> <p>01.11.2020. - All Saint's Day</p> <p>18.11.2020. - Day of Remembrance for the Victims of the Homeland War and Day of Remembrance for the Victims of Vukovar and Škabrnja</p> <p>24.12.2020. - 06.01.2021. - Christmas and New Year holidays</p> <p>01.01.2021. - New Year</p> <p>06.01.2021. - Holy Three Kings</p> <p>04.04.2021. - Easter</p> <p>05.04.2021. - Easter Monday</p> <p>01.05.2021. - International Workers' Day</p> <p>30.05.2021. - Statehood Day</p> <p>03.06.2021. - Corpus Christi</p> <p>22.06.2021. - Anti Fascist Struggle Day</p>
<b>Croatian language course</b>	<p>Students have opportunity to take Croatian language course during their stay at Juraj Dobrila University of Pula. The course will held during each semester.</p>
<b>Learning Agreement and Course catalogue</b>	<p>Learning Agreement is document with which student enrolls certain amount of courses and ECTS credits. It is important that Learning agreement is correctly filled and signed by all tree parties, which are:</p> <ul style="list-style-type: none"> <li>• student</li> <li>• home institution coordinator</li> <li>• receiving institution coordinator.</li> </ul> <p>Otherwise, document is not valid and it will not take into consideration.</p> <p>Course catalogue is available on the link below. Bare in mind that there might be some changes within the Course catalogue (<b>course catalogue for AY 20/21 under construction</b>):  <a href="https://www.unipu.hr/en/visiting-students/course_catalogue_for_incoming_students">https://www.unipu.hr/en/visiting-students/course_catalogue_for_incoming_students</a></p>



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	For other subject areas, students have to contact ECTS coordinators. Professors e-mail addresses are mentioned above.
<b>Registration upon arrival at Police station</b>	<p>1) Registration for students <b>EU nationality</b> is going to be provided by Juraj Dobrila University of Pula upon arrival to Pula.</p> <p>Necessary documents for registration for temporary stay in Pula are:</p> <ul style="list-style-type: none"> <li>- Copy of the ID card/passport – first page (provided by student)</li> <li>- Copy of the European Health Insurance Card (for EU citizens) or Health insurance policy</li> <li>- Statement from Juraj Dobrila University of Pula about student status (provided upon arrival from Office for Partnership and Projects)</li> <li>- <a href="#">Fulfilled Form 1b</a> - provided upon arrival in our Office for Partnership and Projects</li> </ul> <p>2) Registration for students <b>non-EU nationality</b>, within 48 hours after crossing the border, student must register:</p> <p><b>1. Short term stay registration</b></p> <p>-&gt; at Police station Istarska (Trg Republike 1, 52100, Pula). Owner of the apartment, along with the student, must do the procedure of registration. Student must fulfill <a href="#">Form 8a</a> ;</p> <p>-&gt; at Police station Istarska (Trg Republike 1, 52100, Pula). Student can do the registration procedure by themselves with signed contract with flatowner. Student must fulfill <a href="#">Form 8a</a> ;</p> <p>-&gt; or do the short registration via <b>eVisitor</b> (tourist registration system).</p> <p><b>2. Temporary registration</b></p> <p><b>2.1. Temporary registration</b> for students non-EU nationality but with regulated temporary stay in EU country</p> <p>-&gt; student must send temporary residence permit card in application procedure</p> <p>Necessary documents for <b>registration for temporary stay</b> in Pula are:</p> <ul style="list-style-type: none"> <li>- Copy of the passport – first page (provided by student);</li> <li>- Copy of the Health insurance policy;</li> <li>- proof of short stay registration;</li> <li>- Temporary residence permit card regulated in EU country;</li> <li>- Statement from Juraj Dobrila University of Pula about student status (provided upon arrival from Office for Partnership and Projects);</li> <li>- Fulfilled <a href="#">Form 8a</a> - provided upon arrival in our Office for Partnership and Projects.</li> </ul> <p><b>2.2. Temporary registration</b> for students non-EU nationality will be provided by Juraj Dobrila University of Pula upon arrival to Pula.</p> <p>Necessary documents for <b>registration for temporary stay</b> in Pula are:</p> <ul style="list-style-type: none"> <li>- Copy of the passport – first page (provided by student);</li> <li>- Copy of the Health insurance policy;</li> </ul>





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	<ul style="list-style-type: none"> <li>- proof of short stay registration;</li> <li>- Statement from Juraj Dobrila University of Pula about student status (provided upon arrival from Office for Partnership and Projects);</li> <li>- Fulfilled <a href="#">Form 1a</a> - provided upon arrival in our Office for Partnership and Projects (for students with not regulated temporary stay in EU country).</li> </ul> <p>Process of approving of the temporary residence is taking around one (1) month and during this time, student is not recommend to leave the country of residence (we do not guarantee re-entry into the Republic of Croatia because the approval process is ongoing).</p> <p>After approving temporary residence permit in Croatia (for students with not regulated temporary stay in EU country), student is mandatory to pay:  350,00 HR KN – approval of temporary residence permit;  240,00 HR KN – making of ID card for temporary residence permit;  70,00 HR KN – national landmark;  and bring one (1) biometrical picture size 35 x 45 mm.</p>
<b>VAT/OIB number and student x-card for Mensa</b>	<p>Student will receive VAT/OIB number (Personal Identification Number) for Croatia in:</p> <ul style="list-style-type: none"> <li>- Ministry of Internal Affairs – Police station Istarska (for EU citizens)</li> <li>- Tax Office (for non EU citizens)</li> </ul> <p>Upon arrival, member from Office for Partnership and Projects will assist in the above mentioned procedure.</p> <p>With VAT/OIB number students will go to University Student Office and receive X card – student card.</p>
<b>Emergency contacts</b>	<p>Unique European Union Qualification Number – <b>112</b></p> <p>Police Department – <b>192</b>  Fire Department – <b>193</b>  Emergency Department – <b>194</b></p> <p>Istrian Health Centers  <a href="http://idz.hr/">http://idz.hr/</a>  +385 52 223 770</p>
<b>Useful websites</b>	<p><a href="https://www.pulainfo.hr/">https://www.pulainfo.hr/</a> (Pula Tourism Board)  <a href="http://www.airport-pula.hr/default.aspx?id=65">www.airport-pula.hr/default.aspx?id=65</a> (Pula Airport)  <a href="https://cammeo.hr/en">https://cammeo.hr/en</a> (Taxi Cammeo)  <a href="https://www.brioni.hr/en-gb/">https://www.brioni.hr/en-gb/</a> (Bus company Brioni Pula)  <a href="http://www.fils.hr/en">http://www.fils.hr/en</a> (Bus company Fils)  <a href="http://www.njuskalo.hr/iznajmljivanje-stanova/istra">www.njuskalo.hr/iznajmljivanje-stanova/istra</a> (Private accommodation)  <a href="https://www.facebook.com/groups/529165357169070/">https://www.facebook.com/groups/529165357169070/</a> (Private accommodation)</p>