



Sveučilište Jurja Dobrile u Puli/Juraj Dobrila University of Pula

FACT SHEET 2022./2023.

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



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<p>Incomings web site</p>	<p>https://www.unipu.hr/en/visiting-students</p> <p>https://www.unipu.hr/en/international-cooperation/office_for_partnership_and_projects</p>
<p>Nomination procedure</p>	<p>https://www.unipu.hr/en/visiting-students/nomination_procedure_for_erasmus_incoming_students</p> <p>Nomination deadline for the autumn semester: June 1st Nomination deadline for spring semester: November 20th</p>
<p>Application procedure</p>	<p>https://www.unipu.hr/en/visiting-students/nomination_procedure_for_erasmus_incoming_students</p> <p>Application deadline for the autumn semester: July 1st Application deadline for spring semester: December 20th</p>
<p>Academic contacts ECTS coordinators</p>	<p>List of academic coordinators can be found on the link below: https://www.unipu.hr/en/visiting-students/ects_university_coordinators</p> <p><u>They are in charge of signing the Learning Agreement.</u> It is a recommendation to create Online Learning Agreement (OLA) by registering on the link below: https://www.learning-agreement.eu/</p>
<p>Housing contact</p>	<p>Important notice: the Office still wait for a decision from Croatian Ministry of Science and Education regarding the approved number of places for the academic year 2022/2023. Policy – „First come first served“.</p> <p>The number of available places for the accommodation of students in the summer semester depends on the length of stay on the mobility of students who achieved accommodation in the dormitory in the winter semester.</p> <p><u>Please specify in the Application Form that you require placement in the Dormitory.</u></p> <p>Students can find private accommodation on the website below (advertisement for the property in Istria):</p> <ul style="list-style-type: none"> - Njuškalo - https://www.njuskalo.hr/iznajmljivanje-stanova/pula (look places in the city center, Kaštanjer Vidikovac, Veruda, Monte Zaro) - students can put an ad on the Facebook page of the University with notice for requirement of private accommodation or roommate - https://www.facebook.com/groups/529165357169070 <p>Office for Partnership and Projects also provides assistance with finding private accommodation.</p>



Student Dormitory	<p>Prior to moving to the Student Dormitory, it is mandatory to submit:</p> <ol style="list-style-type: none">1. ID card2. Medical certificate that there is no contraindication for accommodation in Student Dormitory.3. Confirmation from home University that student is a full-time student. <p>Student will not be allowed to enter the Student Dormitory without ID card and Medical certificate.</p> <p>General instructions/information about accommodation in Student Dormitory:</p> <ol style="list-style-type: none">1. Electrical appliances (cookers, irons, etc.) are not allowed in the rooms. Students that are accommodated in Student Dormitory can use a set board (iron and table) free of charge in the laundry room.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 by paying tokens: for washing 10,00 Kuna and for drying laundry also 10,00 Kuna.3. Few important tips: Students needs to bring with themselves the cutlery/dinner set (plate, spoon, fork and knife), cups, glasses and other things that they might need.4. Within the Student Dormitory, there is a multimedia classroom and gym which students can use free of charge.5. Kitchenette is located on every floor. Student restaurant (Mensa) is in the proximity of the Student Dormitory.6. Dormitory front desk is open 24 hours. (*this information is changeable)7. The price of accommodation is unique per month. For the next academic year, the price still has to be fixed, the last was 900,00 Kuna. You can check currency for every day on the website of the Croatian National Bank. <p>https://www.hnb.hr/temeljne-funkcije/monetarna-politika/tečajna-lista/tečajna-lista).</p> <ol style="list-style-type: none">8. Student is required to stay/pay in the Dorm until the end of semester (autumn semester: <i>under construction</i>/spring semester <i>under construction</i>).
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	<p>9. If a student decides to leave Student Dormitory before the final date agreed in the contract between both parties (student and Student Dormitory¹), it is still mandatory to pay for the full rent.</p> <p>10. Student has right to cancel the reservation for accommodation in Student Dormitory, but it has to be done on time. The deadline for cancelation of accommodation is:</p> <ul style="list-style-type: none"> • autumn semester – to be decided and sent by e-mail to chosen candidates • spring semester – to be decided and sent by e-mail to chosen candidates <p>11. Additional information about Student Dormitory and Student Center Pula students can find on the attached link.</p> <p>(https://www.scpu.hr/hr/pula-student-centre/)</p> <p>Students will be informed about the Rules of order in the Student Dormitory when the contract with Student Dormitory will be signed.</p>
<p>Student psychologist</p>	<p>Jurja Dobrila University of Pula offers the ability for students to turn to a student psychologist if they feel the need to.</p> <p>https://www.unipu.hr/studenti/psiholosko_savjetovaliste_za_studente</p> <p>Also, the Office for Partnership and Projects is open for help and advice for students in need.</p>
<p>Student restaurant</p>	<p>The student restaurant is in proximity to the Student Dormitory. Student restaurant is divided into restaurant and pizzeria:</p> <ol style="list-style-type: none"> 1. Restaurant has working time for: <ul style="list-style-type: none"> - breakfast (Monday-Friday 7:30–9:00, Saturday 8:00-9:00, not in offer on Sunday and holidays); - lunch (Monday-Saturday 11:30 – 15:30); - dinner (Monday-Saturday 18:00 – 20:00). <p>On Sunday is open just for lunch from 12.00 - 14.00.</p> 2. Pizzeria is working from Monday to Saturday from 11.00 - 20.00. <p>The students will make student x-card, which they can use in the Student restaurant.</p> <p>One lunch (soup, main meal, salad, and dessert) cost 6,50 HR KN (~0,80€).</p> <p>* Working hours may differ due to pandemic covid-19</p>
<p>X-card (student card, official)</p>	<p>It is mandatory for every student to make an x-card. X-card is a confirmation that the student has enrolled at Juraj Dobrila University of Pula. With X-card, students will have discounts in Student restaurants, for public transportation, bus ticket, cinema, etc.</p>

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



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<p>student document)</p>	<p>The fee for making an x-card is 60,00 Croatian Kuna (HR KN) and each student is obligatory to pay for it. All support for making an x-card will be given from Office for Partnership and Projects.</p>
<p>Academic calendar</p>	<p>Academic calendar and Teaching plan of the academic year 2022./2023. can be found on the official webpage of the Juraj Dobrila University of Pula, Office for Partnership and Projects: https://www.unipu.hr/en/academic_calendar</p> <p>Course catalogue is available on the link below: https://www.unipu.hr/en/visiting-students/course_catalogue_for_incoming_students</p> <p>Lectures for Incoming students for the 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 the first official date of the mobility at receiving institution for incoming students. This date considers as the first day that the student is mandatory to be present at Juraj Dobrila University of Pula, and it will be written as the first official day on the Confirmation of Arrival. The Welcome Day will be announced additionally !</p>
<p>National Holidays</p>	<p>National Holidays and non-working days:</p> <p>01.11.2022. – All Saint’s Day 18.11.2022. – Remembrance Day for Homeland War Victims 24.12.2022. - 06.01.2023. – Christmas and New Year holidays 01.01.2023. – New Year 06.01.2023. – Epiphany - Holy Three Kings 09.04.2023. – Easter 10.04.2023. – Easter Monday 01.05.2023. – Labour Day 30.05.2023. – Statehood Day 08.06.2023. – Corpus Christi 22.06.2023. – Anti-Fascist Resistance Day</p>
<p>Croatian language course</p>	<p>Students have the opportunity to take a free Croatian language course during their stay at Juraj Dobrila University of Pula. The course is held during each semester always if there is enough interested student.</p> <p>The course is <u>not part</u> of the Learning Agreement and does not bring ECTS credits. University will issue a Certificate to students after passing the exam.</p>
<p>Learning Agreement and Course catalogue</p>	<p>The Learning Agreement is a document with which a student enrolls certain number of courses and ECTS credits. It is important that the Learning agreement is correctly filled and signed by all three parties, which are:</p> <ul style="list-style-type: none"> • student • home institution coordinator



	<ul style="list-style-type: none"> receiving institution coordinator. <p>Otherwise, the document is not valid and it will be not taken into consideration.</p> <p>It is recommended to register to the Erasmus Dashboard platform and create an Online Learning Agreement (OLA): https://www.erasmus-dashboard.eu/account/login</p> <p>Course catalogue is available on the link below: https://www.unipu.hr/en/visiting-students/course_catalogue_for_incoming_students</p> <p>For other subject areas, students have to contact ECTS coordinators listed on the next link: https://www.unipu.hr/en/visiting-students/ects_university_coordinators</p>
<p>Registration upon arrival at the Police station</p>	<p>1) Registration for students EU nationality is going to be provided by Juraj Dobrila University of Pula upon arrival to Pula.</p> <p>Necessary documents for registration for a temporary stay in Pula are:</p> <ul style="list-style-type: none"> - Copy of the ID card/passport – first page (provided by student) - Copy of the European Health Insurance Card (for EU citizens) or Health insurance policy - Statement from Juraj Dobrila University of Pula about student status (provided upon arrival from Office for Partnership and Projects) - Fulfilled Form 1b - provided upon arrival in our Office for Partnership and Projects - Landlord contract certified by a public notary <p>2) Registration for students non-EU nationality, within 48 hours after crossing the border, student must register:</p> <p>1. Short term stay registration</p> <p>-> at Police station Istarska (Trg Republike 1, 52100, Pula). The owner of the apartment, along with the student, must do the procedure of registration. Student must fulfill Form 8a ;</p> <p>-> at Police station Istarska (Trg Republike 1, 52100, Pula). Student can do the registration procedure by themselves with signed and verified contract with flatowner. Student must fulfill Form 8a ;</p> <p>-> or do the short registration via eVisitor (tourist registration system).</p> <p>2. Temporary registration</p> <p>2.1. Temporary registration for students non-EU nationality but with a regulated temporary stay in EU country</p> <p>-> student must send temporary residence permit card in the application procedure</p> <p>Necessary documents for registration for temporary stay in Pula are:</p> <ul style="list-style-type: none"> - Copy of the passport – first page (provided by student, validity three months longer than the stay) - Copy of the Health insurance policy; - Proof of short stay registration;



	<ul style="list-style-type: none"> - Temporary residence permit card regulated in EU country; - Statement from Juraj Dobrila University of Pula about student status (provided upon arrival from Office for Partnership and Projects); - Fulfilled Form 8a - provided upon arrival in our Office for Partnership and Projects. - Landlord contract certified by a public notary <p>2.2. Temporary registration for students non-EU nationality will be provided by Juraj Dobrila University of Pula upon arrival to Pula.</p> <p>Necessary documents for registration for a temporary stay in Pula are:</p> <ul style="list-style-type: none"> - Copy of the passport – first page (provided by student, validity three months longer than the stay); - Copy of the Health insurance policy; - Proof of short stay registration; - Statement from Juraj Dobrila University of Pula about student status (provided upon arrival from Office for Partnership and Projects); - Fulfilled Form 1a - provided upon arrival in our Office for Partnership and Projects (for students with not regulated temporary stay in EU country). - Landlord contract certified by a public notary <p>The process of approving the temporary residence is taking around one (1) month and during this time, the student is not recommended 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 a 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 a temporary residence permit; 70,00 HR KN – national landmark; and bring one (1) biometrical picture size 35 x 45 mm.</p>
<p>VAT/OIB number and student x-card for Mensa</p>	<p>Students will receive VAT/OIB number (Personal Identification Number) for Croatia in:</p> <ul style="list-style-type: none"> - Tax Office <p>Upon arrival, a 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 an X card – student card.²</p>

² When submitting a request for the original X-card, students will receive temporary X-card which are obligated to return to the competent service upon receipt of the original X-card.



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Emergency contacts	Unique European Union Qualification Number – 112 Police Department – 192 Fire Department – 193 Emergency Department – 194 Istrian Health Centers http://idz.hr/ +385 52 223 770
Useful websites	https://www.pulainfo.hr/ (Pula Tourism Board) www.airport-pula.hr/default.aspx?id=65 (Pula Airport) https://cammeo.hr/en (Taxi Cammeo) https://pulapromet.com/en/naslovna-eng/ (Pulapromet-City transport) https://www.brioni.hr/en-gb/ (Bus company Brioni Pula) http://www.fils.hr/en (Bus company Fils) https://www.njuskalo.hr/iznajmljivanje-stanova/pula (Private accommodation) https://www.facebook.com/groups/529165357169070/ (Private accommodation)