

# FACT SHEET 2024/2025



Sveučilište Jurja Dobrile u Puli

## LEGAL NAME OF THE INSTITUTION

Sveučilište Jurja Dobrile u Puli – Juraj Dobrila University of Pula

## ERASMUS CODE

HR PULA01

## CONTACT INFORMATION

### **Office for Partnership and Projects**

Zagrebačka 30, 52100 Pula, Croatia

### **Incoming students contact person**

Alisa Tešić

email: [international.office@unipu.hr](mailto:international.office@unipu.hr)

phone: +385 52 377 088

### **Erasmus Institutional Coordinator**

Ivona Peternel, PhD

email: [ivona.peternel@unipu.hr](mailto:ivona.peternel@unipu.hr)

phone: +385 52 377 557

## NOMINATION PROCEDURE

The student's home university must send an official nomination to UNIPU by filling out this [Nomination sheet](#) (Google Form).

### **Nomination deadline:**

**Autumn Semester and Full Year:** from the 15<sup>th</sup> of April until the 15<sup>th</sup> of May

**Spring Semester:** from 1<sup>st</sup> of October until 31<sup>st</sup> of October

The decision about acceptance of the nominated student will be sent no later than 4 weeks after the nomination deadline closure.

## APPLICATION PROCEDURE

Before filling out [the Application Form](#), please, make sure that you have all the required documents. Also, on the application form you can apply for a student dormitory.

### **Application deadline:**

**Autumn Semester and Full Year:** from 15<sup>th</sup> of May until 15<sup>th</sup> of June

**Spring Semester:** from 1<sup>st</sup> of November until 30<sup>th</sup> of November

## ACADEMIC CALENDAR 2024/2025

**Autumn Semester:** probably 2<sup>nd</sup> week of October

**Summer Semester:** probably 2<sup>nd</sup> week of March

The Erasmus Welcome Day is the first day of mobility (standing on the Confirmation of Arrival and the Certificate of Mobility).

It is held during the **2<sup>nd</sup> week of October** and **2<sup>nd</sup> week of March**.

## STUDENT X-CARD

The Student X-card proves the student's status and allows the student to eat at the student's restaurant, and get additional discounts outside the University (restaurants, public transportation, bus ticket, Cinema Valli, etc.).



## ACADEMIC INFORMATION

### **Courses available for incoming students**

[https://www.unipu.hr/en/visiting-students/course\\_catalogue\\_for\\_incoming\\_students](https://www.unipu.hr/en/visiting-students/course_catalogue_for_incoming_students)

### **ECTS coordinators**

The responsible person in charge of signing the LA and answering all academic questions is the ECTS coordinator:

[https://www.unipu.hr/en/visiting-students/ects\\_university\\_coordinators](https://www.unipu.hr/en/visiting-students/ects_university_coordinators)

### **Croatian Language Course**

A free Croatian language course for Erasmus students is held each semester depending on the number of interested students.



## ACCOMMODATION

### **Student dormitory**

On the following link, there are available pictures of the student dormitory:

<https://www.scpu.hr/hr/smjestaj/studentski-dom/>

Paviljon 1: 119,45€ (for 10 Erasmus students)

### **Private accommodation**

On the Student Centre website you can look for private accommodation: <https://www.scpu.hr/hr/smjestaj/oglasi-za-privatni-smjestaj/>.

# STUDENT RESTAURANT

The university canteen is located near the student residence and consists of a restaurant, pizzeria, and snack bar.

## Working hour:

### 1. Restaurant:

- Lunch (Monday–Friday 11:30 – 15:30; Saturday 12:00 – 15:00)
- Dinner (Monday–Saturday 18:00 – 20:00)
- Sunday: Only lunch – 12.00 – 14.00

### 2. Pizzeria: Monday to Saturday from 11.00 – 20.00. Sunday closed.

### 3. Snack bar “Kužinica”: Monday–Friday 7:30–20:30. Saturday 09:00 –20:30. Sunday closed.

**Menu:** with a student x-card, a complete meal (soup, main meal, salad, and dessert) costs ~0,80 €.



## REGISTRATION UPON ARRIVAL AT THE POLICE STATION

- 1) Necessary documents to register a temporary stay in Pula – **EU citizens:**
  - Original and a copy of the ID card/passport
  - Copy of the European Health Insurance Card or Health insurance policy
  - Statement from Juraj Dobrila University of Pula about student status and scholarship (provided upon arrival from Office for Partnership and Projects)
  - Fulfilled [Application Form 1b](#) and [Application Form 6b](#)
  - Landlord contract certified by a public notary

2) Necessary documents to register a temporary stay in Pula – **non-EU citizens**: Students must register their addresses within 48 hours after crossing the border:

- Fulfilled Form 1a
- Landlord contract certified by a public notary.
- Original and copy of the passport – first page (provided by the student, validity three months longer than the stay)
- Copy of the Health insurance policy
- Proof of short-stay registration if firstly stay at a hotel/hostel (ex. eVisitor)
- Temporary residence permit card regulated in EU country
- Statement from Juraj Dobrila University of Pula about student status and scholarship (provided upon arrival from Office for Partnership and Projects)
- 1 color photograph (3×3,5 cm).

The landlord has to register the non-EU citizen immediately or do the short registration via eVisitor (tourist registration system) after which the registration at the police station stated above is mandatory.



## OIB Number

You can request an OIB number only in person, upon your arrival at the Tax Office (Carrarina ul. 5, 52100, Pula, phone number: + 385 52 379 700). Document to fill: [https://www.porezna-uprava.hr/en/EN\\_obrasci/Documents/PINrequest.pdf](https://www.porezna-uprava.hr/en/EN_obrasci/Documents/PINrequest.pdf)

## VISA

<https://www.ampeu.hr/publikacije/international-student-guide-to-croatia> – 2.3. Visa information

## Emergency contacts

<b>112</b>	<b>192</b>	<b>193</b>	<b>194</b>
Unique European Union Qualification	Police Department	Fire Department	Emergency Department