

# FEBT FIRST YEAR STUDENTS GUIDE

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## I FOREWORD

*Welcome to the Faculty of Economics, Business and Tourism at the University of Split – an institution with a long-standing tradition of excellence in the fields of economics, business management, and tourism.*

*This guide has been designed to provide you, our new students, with essential information needed for a successful start to your studies and adaptation to the academic environment.*

*Within the guide, you will find key terms related to class attendance, exams, knowledge assessments, as well as information on student activities, scholarship opportunities, and participation in various academic and social projects.*

*Our goal is to ensure you feel empowered and well-informed, so you can make the most of these opportunities and develop the key competencies that will prepare you for your future career.*

*Best of luck as you begin this new chapter in your educational journey!*

*Your Faculty of Economics, Business and Tourism, Split*

## **II FACULTY OF ECONOMICS, BUSINESS AND TOURISM**

### **1. History of FEBT**

The inception, growth and development of the Faculty is characterised by the need to educate experts, in a geographically and economically relevant area, who will become key carriers of economic development in this part of Croatia. At the same time, the aim was to create a nucleus of a scientific think-tank and a place of continuous innovations in knowledge of economists in this and neighbouring areas.

Foundations of the Faculty of Economics, Business and Tourism in Split were established when on April 16, 1971, at the proposal of the Academic Council, the Council of Faculties of Economics in Zagreb decided to open a Department in Split. In 1973 the Faculty of Economics in Zagreb – the Split Department and the Dubrovnik Department as well as the Institute for Maritime, Tourism and Coastal Economics merged into one single organisation called the Faculty of Studies in Economics with four sub organisations (Faculty of Economics in Zagreb, Faculty of Studies in Organisation and Finance in Split, Faculty of Tourism and Foreign Trade in Dubrovnik and Institute for Maritime, Tourism and Coastal Economics).

On November 26, 1974, the two institutions in Split, the Faculty of Studies in Organisation and Finance in Split and the Institute for Maritime, Tourism and Coastal Economics merged into the Faculty of Economics in Split. The Faculty of Economics in Split started with its activities on January 1, 1975. The School of Economics joined the Faculty of Economics in 1978. The Faculty of Studies in Economics became a member of the University of Split on February 14, 1974. The Faculty of Economics in Split, as a legal successor of the Faculty of Studies in Economics, has been a member of the University of Split since its inception.

Moving to the new building in 2002, followed by the completion of Annex in 2006, represented the finalisation of the Faculty's spatial and technological development which was necessary in order to meet all requirements of teaching activities and other types of activities. At the same time, the preconditions for providing a wide range of activities were created, activities which are being developed at the Faculty even today.

## 2. FEBT today

Today, the Faculty of Economics is a significant educational institution with 126 employees, of which 89 employees are involved in the scientific and teaching process. The Faculty building covers 11,000 m<sup>2</sup> with 2,155 seats divided into 18 state-of-the-art lecture halls, 4 conference halls and 4 computer laboratories for teaching activities. According to the wealth of the library fund of the economic profession, the library of the Faculty ranks second in Croatia and first in Dalmatia. It has over 30,000 monographic publications.

Since its founding, the Faculty has educated generations of students, many of whom are now respected experts, entrepreneurs, and leaders. Today, around 3,000 students are enrolled in various university and professional programs.

The Faculty offers three undergraduate and three graduate university programs in Economics, Business Economics, and Tourism. It also provides professional undergraduate programs in Small Enterprise Management and Tourism Operations, as well as a graduate program in Management. Additionally, it offers postgraduate doctoral and specialist studies in Economics and Business Economics.



## III IMPORTANT TERMS

### 1. Student account and student ID

**X-card (student ID card)** – is a magnetic card with a personal photograph through which students are entitled to food and other benefits. Depending on the level of student rights, students have certain resources at their disposal to subsidize their meals in student canteens. You can see the details at [www.cap.srce.hr](http://www.cap.srce.hr). The student card is valid until the date by which the student has a valid enrollment year at the home institution, and the validity is automatically renewed with each enrollment year. The student card is non-transferable and if the card is lost or damaged, a new one may be requested for a fee.

**E-mail and myEFST student account** – each student will receive access to a student e-mail and myEFST student account. It is IMPORTANT to emphasize that students are required to use their student e-mail accounts in any electronic communication with Faculty staff (professors, administrative services, etc.). Faculty staff will not respond to inquiries from private e-mail addresses.

### 2. Moodle

**Moodle (Modular Object-Oriented Dynamic Learning Environment)** is CARNet's online learning system intended for the development of electronic educational contents and distance learning. The Faculty of Economics, Business and Tourism in Split uses this system for the purpose of e-learning. Each student has access to the MOODLE system through their student account.

### 3. ECTS

ECTS - (European Credit and Transfer System) is a standardized and unique scoring system used in higher education in EU countries. Shows the student's workload while studying. Each individual course is worth the appropriate number of ECTS credits that represent the amount of workload (attending lectures, seminars, classes, research work, independent learning, presentations, exam preparation ...) in that course. Each semester of study carries a certain number of ECTS credits, where it is common practice for full-time students to take 60 ECTS credits a year and 30 ECTS credits per semester. The student status (year of study, full-time student status, etc.) depends on the number of ECTS credits earned.

#### 4. JMBAG

JMBAG - (Academic Citizen Unique ID Number) uniquely identifies each student. JMBAG is awarded by enrollment in a higher education institution. It is listed on your X-card in the upper left corner, and it consists of the third series of numbers.

**5. Student identification number** - it is listed in your transcript book on the first page. The student ID number is crucial for working with the Student office, and all exam results are published in a way that the student ID number is exclusively stated in the results, in order to protect the student's identity.

**6. Students with disabilities** are students who have been diagnosed with physical and / or mental difficulties (chronic diseases, physical disabilities, mental disorders and other health problems) that may adversely affect the regular course of study. With the special request of a student with disabilities, the method of taking the exam can be adapted to their needs. The application is approved by the Vice Dean for Education.

**7. Learning outcomes** are students who have been diagnosed with physical and / or mental difficulties (chronic diseases, physical disabilities, mental disorders and other health problems) that may adversely affect the regular course of study. With the special request of a student with disabilities, the method of taking the exam can be adapted to their needs. The application is approved by the Vice Dean for Education.

## **IV TEACHING ACTIVITIES**

### **1. Types and organisation of teaching activities**

Teaching activities are conducted in the form of lectures, seminars, classes, tutorials, practical work and in other ways provided by the course study programme. All teaching activities are conducted in Croatian, except for foreign language courses and courses for which there is a special mark that they are conducted in a foreign language. Classes are taught by course teachers, assistants, external associates and guest lecturers

### **2. Lectures**

Lectures are a basic form of teaching, in which professors and guest lecturers present contents of the course programme to students. In the first lecture, students will be introduced to the course in more detail, the organisation of the course, students' obligations and the assessment procedure.

### **3. Classes**

Classes are a form of teaching through which students are trained to solve tasks, analyse case studies from practice or solve project tasks provided by the course study programme.

### **4. Seminars**

Seminars are a form of teaching activity that is conducted to acquaint students more widely and deeper with the contents included in the course study programme. At seminars, one student or a group of students presents the analysed issues based on the processed scientific and professional literature.

### **5. Consultations and enquiries via e-mail**

Consultations are a form of teaching through which students are able to clarify more complex parts of the material and provide assistance in preparing seminar and graduate theses. Attending consultations, unlike lectures and seminars, is not mandatory. However, students have the right to come to any consultation date, and it is advisable to use the consultation to discuss all open issues related to the material.

The time of consultations of individual teachers and associates is published on the doors of the cabinet and on the website of the Faculty under the following link:

- <https://www.efst.unist.hr/o-nama/organizacija-i-djelatnici/djelatnici>

Students also have the opportunity to ask their questions via email, either in preparation for the consultation or as stand-alone questions. However, it is important to emphasize that professors will not respond to those messages that are not sent from the student's official e-mail address.

## **6. Organising teaching activities during the COVID-19 pandemic**

During the pandemic, classes are conducted in accordance with current recommendations, which are regularly updated on the Faculty's website. Recommendations for teaching activities at higher education institutions for the academic year 2021/2022 as well as all other news related to organisation teaching activities during the pandemic can be found at:

- <https://www.efst.unist.hr/o-fakultetu/novosti/covid19>

## **7. Student Internship Programme**

Student Internship Programme is an elective course in the third year of undergraduate study and the second year of graduate study, and carries 6 ECTS credits. Student Internship Programme is directly related to the study programme/field of study that each student attends, and it enables the acquisition of practical skills and the application of acquired theoretical knowledge.

Student Internship Programme is performed in a host organization (company, institution, etc.) with which the Faculty of Economics, Business and Tourism in Split has a contract for organisation of student internship. All details regarding the organisation of student internship are regulated by the Rulebook on student internship programme. You can find out more about Student Internship Programme on the faculty's website:

- <https://www.efst.unist.hr/studiranje/za-studente/strucna-praksa>

## 8. Student Internship Programme – Service Learning

Student Internship Programme – Service Learning is an elective course that is enrolled in the study programmes of the Faculty of Economics, Business and Tourism in Split, and which is performed in the private host organization relevant for the society, through activities related to study programme/field of study. The course carries 6 ECTS credits. The student has the right to enrol in Student Internship Programme – Service Learning only once in each study programme.

Student Internship Programme – Service Learning is performed in a private host organization with which FEBT has a contract for Student Internship Programme – Service Learning.

You can find out more about Student Internship Programme – Service Learning on the faculty's website: <https://www.efst.unist.hr/studiranje/za-studente/strucna-praksa/strucna-praksadrustveno-korisno-ucenje> and on the website of the Service Learning Centre: <http://www.dku.efst.hr/>

## 9. Assessment procedures

**Evaluation of teaching activities** - before the end of each semester, students have the opportunity to anonymously evaluate professors who have performed a particular course. Evaluation has to continuously improve the quality of study and students can provide proposals, suggestions, praise and criticism of their work. The evaluation is anonymous, and is conducted through a survey, mostly at the time of lectures, but always in the absence of the professor being evaluated.

**Evaluation of the work** of administrative and professional services - in addition to teaching activities, students at the end of each semester have the opportunity to evaluate the administrative and professional services of the Faculty. The aim of student evaluation of the work of administrative and professional services and other aspects of student life is to determine students' attitudes about Faculty infrastructure, Faculty services (library, student office, management), Student Assembly, student accommodation, nutrition, sports and recreation and health care.

# V TESTS AND EXAMS

## 1. Prerequisites for passing an exam in a specific course by taking an exam or tests

Students may pass an exam in a particular course either by taking a midterm test or by taking an exam. However, the prerequisite for registering for the exam i.e. entering of the midterm test grade is a regular class attendance and fulfilment of prescribed obligations, which is evidenced by professors' confirmation in the Faculty's intranet and the signature of the professor in the student transcript book. In the first lecture, professors will inform the students what their exact obligations are within a certain course, i.e. what is the condition for obtaining a "signature". All information can also be obtained through my-EFST.

## 2. Midterm tests

Midterm test – is a written or oral examination of knowledge which examines part of the course contents analysed before the final exam. If the course study programme includes midterm tests as a form of examination, two midterm tests are organized during the semester and represent a complete knowledge evaluation of the half of the course study programme. Semester evaluations are organized in the weeks designated for evaluations and are defined in the teaching calendar at the beginning of the academic year. Both passed midterm tests result in a final grade for the course. A student who passed a certain course through midterm tests is required to register for the exam in the first exam period, and the grade achieved in the midterm test will be entered during the exam period.

## 3. Tests

Test – is a written or oral examination of knowledge which examines a part of the course programme contents analysed before the date of the final written exam. Although the test is similar to a midterm test, there are several key differences between these methods of evaluation. Unlike midterm tests, the number of tests is not fixed. Furthermore, tests are conducted during regular classes. Also, the test can only be a partial evaluation of knowledge, which in some ways affects the final grade. Thus, the test can serve as an exemption from the written part of the exam, in the exam period or as a midterm test, as a substitute for the entire exam. If this evaluation method is determined for a specific course, it is important to determine in advance with the course teacher according to which rules the evaluation through tests will take place

## **4. Examinations**

Exam - is an evaluation of knowledge at the end of each course taken that can be oral or written. The exam determines the final grade for the course. Exams are taken in each course for which it is determined by the study programme on the specified dates. Students can find the exam schedule within the exam registration system, and are required to register for the exams individually.

## **5. Exam registration**

The student registers for the exam via the Faculty's website, no later than two days before the date (day) when the exam is held. Exceptionally in the case the exam is held on Monday, registrations must be made no later than Friday at 12 noon. In the event that for a certain student there is no evidence of proper fulfilment of obligations for a certain subject ("signature") within the system, the student will not be able to register for the exam.

## **6. Entering of grades**

The registration of the grade is done immediately after the exam. The entry of passing grades 5 - excellent, 4 - very good, 3 - good and 2 - sufficient, is done in the student transcript book and examination list. The grade of fail (1) is not a pass and is entered only in the examination list. Grades are recorded in the IT system, and are visible in the exam registration system, which is accessed through the MojEFST platform. Students are required to check if a particular grade entry has been duly made into the MojEFST system. The mere entry of a grade in the student transcript book is not a sufficient proof of passing the exam.

## **7. Rejection of grades and appeals against grades**

A distinction should be made between two situations in which a student may object to a grade: the procedure for rejecting a grade and the procedure for appealing against a grade.

### **a) Rejection of grades**

A student who wants a higher grade than the positive grade achieved at the exam, and does not think that there were irregularities in the examination or assessment, has the right to orally from the teacher or written to the official address of the Faculty within 2 days of the official announcement of the exam grade ask for taking the exam in the next exam period. In this case, the professor writes a note "student rejected the grade".

### **b) Appeals against grades**

A student who believes that he/she has not received the grade he/she deserves due to irregularities in the examination or grading may file an appeal against the grade within 2 days from the official announcement of the grade. The complaint shall be submitted in writing to the official address of the Faculty. The head of the Faculty appoints an examination committee that decides on the merits of the appeal and makes the final decision on the grade gained at the exam within 2 days from the submission of the appeal. The examination commission may organize a re-examination within the specified period, if it deems it necessary. The professor student complained about cannot be the chairman of the examination committee.

### **8. Exam before the Examination Committee**

If the exam in the same course is taken for the fourth time in the academic year, it is organized and conducted by the examination committee. In case of failing the exam before the examination committee, the student can take the exam again in the next academic year.

### **9. Exam registration problems or problems with the entering of grades - FAQ**

If you have problems registering or cancelling the exam, first look at the section "Frequently Asked Questions" in the exam registration system, and in accordance with the instructions given there, contact the competent persons (course teacher, Student office or IT service).

## VI ACTIVITIES AT THE FACULTY

In addition to studying, the Faculty and various student associations provide students with an engagement that can greatly help them apply their knowledge in practice, improve their professional skills and create contacts with potential employers and mentors in the profession. We present key student associations and other activities that can contribute to your training and development below.

### 1. Student Assembly

Students participate in Faculty management through the elected Student Assembly, which represents all study years for a two-year term. It appoints members to councils and committees, names a student ombudsperson, and organizes activities like the freshmen party, conferences, and trips, while also working to improve student life.

Contact:

Web: [www.efst.unist.hr/o-fakultetu/fakultet/studentski-zbor](http://www.efst.unist.hr/o-fakultetu/fakultet/studentski-zbor)

Facebook page: [www.facebook.com/szefst](http://www.facebook.com/szefst);

E-mail: [studentski.zbor.efst@gmail.com](mailto:studentski.zbor.efst@gmail.com)

### 2. IMEF

**IMEF** was founded in 2012 with the aim of promoting and advancing both students of IT management and students of the entire University of Split. They organize various workshops, lectures, participate in IT conferences, financial and other events that provide students with the opportunity to cooperate with local companies and meet people with the same or similar preferences. Within the Association, there are various teams that members can join depending on the expressed interests: the web design and development team, the marketing and public relations team, and the finance team.

Contact:

Web: <http://imef.hr/>

Facebook page: <https://www.facebook.com/imef.hr/>

### **3. AIESEC**

The world's largest student organization AIESEC provides students with the opportunity to do professional and volunteer internships. More information on internships and examples of internships can be found at [www.strucneprakse.net](http://www.strucneprakse.net) or the Facebook page "International Internships".

E-mail: [aiesec.lcsplit@gmail.com](mailto:aiesec.lcsplit@gmail.com)

### **4. The Financial Club**

The Financial Club Split is an association of students of the University of Split, founded in 2016 at the Faculty of Economics. By organizing lectures, workshops and conferences and participating in international student competitions, the association seeks to expand financial knowledge and skills.

E-mail: [financijski.klub.split@gmail.com](mailto:financijski.klub.split@gmail.com)

### **5. SEI - Student Entrepreneurial Incubator**

Student Entrepreneurial Incubator was established in the academic year 2015/16 as a platform for development of student entrepreneurial endeavours. SPI operates at the Faculty of Economics, Business and Tourism in Split and is intended for all proactive and enterprising students of the University of Split, with the aim of promoting youth entrepreneurship and increasing the success of their entrepreneurial endeavours. In the Incubator, students prepare their own entrepreneurial projects in a highly interdisciplinary environment, and have free support for the implementation of their business projects.

Learn more details about SEI here: <http://spi.efst.hr/>

### **6. Student-assistants**

Student-assistants are top students who, after passing a course, help younger peers understand the material. They work closely with faculty, gaining insight into teaching and research. Chosen based on academic success and interest, all eligible students are encouraged to apply.

The student-assistant work is paid for and the Faculty issues a certificate to student-assistants, for example with the purpose of applying for external positions.

## **7. Lifelong and adult education**

The Faculty of Economics, Business and Tourism organizes a number of courses, lectures and other programmes with the purpose of acquiring additional qualifications in the labour market through its Centre for Lifelong and Adult Education. Differentiated programmes for enrollment in particular study programmes are also organised within the Centre. You can find the current offer on the Faculty's website:

- <https://www.efst.unist.hr/studijski-programi/cjelozivotno-obrazovanje/centar-za-cjelozivotno-obrazovanje>

## **8. The Club of Voluntary Blood Donors "FEBT"**

The Voluntary Blood Donors Club of the Faculty, founded in 2014, aims to educate students on the importance of blood donation and encourage regular participation to support national blood supplies and promote solidarity and humanity.

**Contact:**

**Web:** <http://www.efst.unist.hr/suradnja/udruga-i-zanimljivosti/klub-dobrovoljnih-darivatelja-krvi-ddk-efst>

**E-mail:** [jfabris@efst.hr](mailto:jfabris@efst.hr)

## VII IMPORTANT INFORMATION

### 1. Student rights

All students have rights and obligations in line with the laws of the Republic of Croatia, as well as the regulations of the University of Split and the Faculty of Economics, Business and Tourism. These are primarily outlined in the Faculty's Statute and the Regulations on Study Programmes and Studying. Key student rights include participation in Faculty management (through the Student Assembly), the right to fair and objective assessment of knowledge (with the possibility of grade appeals), participation in teacher evaluations, and the general right to lawful and respectful treatment.

### 2. Student obligations

#### a) Obligations related to teaching activities

Students are required to fulfil all their teaching obligations. The obligation to attend lectures, classes, seminars and other forms of teaching is especially emphasized. Students are also required to fulfil all other obligations related to each course. Failure to meet obligations may have the direct consequence of not being able to take certain exams, and indirectly the loss of student status (see above: Prerequisites for passing an exam in a specific course (so-called „signature“)).

#### b) Exam fraud, breaching the house rules and disciplinary liability

A student who violates the house rules or acts contrary to other rules of the Faculty, is subject to disciplinary liability. Students are required to seek the approval of the Faculty Management before holding any extracurricular activities at the Faculty, and are required to maintain the integrity of this higher education institution.

**Minor offences** can result in a public reprimand. Minor offences are considered to be (1) obstruction of any form of teaching and work at the Faculty, (2) recording attendance at classes on behalf of another person, (3) inappropriate behaviour towards professors, students and other employees of the Faculty, (4) using someone else's electronic identity or allowing others to use their own electronic identity, (5) unauthorized installation of programmes on computers and other devices of the Faculty, and unauthorized deletion of data from computers and other devices relevant to its work or deletion of teaching materials and (6) damage and causing material damage to the premises, equipment and furniture in the premises of the Faculty, out of ordinary or extreme negligence.

**Serious offences** can result in:

- warning before expulsion;
- expulsion from the Faculty.

Serious offences include the following:

1. All acts that constitute a criminal offense within the Criminal Code, the commission of which is related to the Faculty;
2. Illegal provision and/or receipt of assistance, i.e. use of illicit aids during examinations;
3. Visibility of a turned on or turned off mobile phone or other communication device during examination;
4. Unauthorized access, alienation of teaching, examination and other materials to which students usually do not have access;
5. Forgery of data and signatures in the student transcript book and other documents related to studies and the exercise of student rights;
6. Unauthorized representation and attendance at exams or in tests on behalf of another person;
7. Unauthorized access or attempt to access (physically and via computer) the computer system of the Faculty or other premises of the Faculty;
8. Submission of all types of academic assignments whose content is the work of another student or a third party, copying most or all of the paper without citing sources (so-called plagiarism);
9. Violent behaviour towards students, professors and other employees of the Faculty (causing or participating in riots or physical confrontations, any form of sexual harassment, making threats);
10. Intentional damage and causing material damage to the premises, equipment and furniture in the Faculty building and other premises where classes are held;
11. Intentional damage and causing material damage to the professor's property;
12. Alienation and/or unauthorized disposal of the Faculty's property;
13. Repetition of minor offences due to which a disciplinary and/or educational measure was imposed on a student for a minor breach of obligation twice during one level of study;
14. Other behaviours that grossly damage the reputation of the Faculty, students and the academic community.

### 3. Student Ombudsperson

The Student Ombudsman is a student representative who takes care of the protection of students' rights at the Faculty. The Student Ombudsman is appointed by the Student Assembly for a term of one year. The Student Ombudsman receives complaints from students regarding their rights and discusses them with the competent bodies of the Faculty, advises students on how to exercise their rights, and participates in disciplinary proceedings against students to protect their rights.

### 4. University Centre for Student Counselling

The goal of the University Centre is to coordinate and ensure the systematic provision of support to students of the University of Split within the framework of academic, career and personal counselling. Within the Centre, there is a Medical Counselling Centre, a Kinesiology Counselling Centre, a Legal Counselling Centre, a Psychological Counselling Centre, a Counselling Centre for Students with Disabilities, a Career Management Counselling Centre and a Counselling Centre for Interreligious Dialogue and Student Pastoral Care. All services are free.

Official site: <http://www.unist.hr/studentska-savjetovalista>

### 5. Student mobility – ERASMUS plus and CEEPUS

a) **ERASMUS+** is a European Union programme aimed at strengthening the knowledge and skills and employability of European citizens, as well as improving education, training and work in the field of youth and sports. During the mobility, students can spend one semester at a foreign university or do an internship abroad. Also, students can write a final thesis at a foreign university with which the Faculty has signed a Cooperation Agreement. During their stay at a foreign university, students are exempted from paying tuition fees, and the costs of living and travel are subsidized by Erasmus support.

All information about the program is available under the following links:

- <https://www.efst.unist.hr/suradnja/me%C4%91unarodna-suradnja/programi-mobilnosti>
- [www.mobilnost.hr](http://www.mobilnost.hr)

#### b) **CEEPUS** (Central European Exchange Programme for University Studies)

This regional academic exchange program supports student mobility among higher education institutions in Central and Eastern Europe. Students don't pay tuition at host institutions and may receive benefits like free accommodation, subsidized meals, and health insurance.

Scholarship amounts vary by living standards. Participating countries include Albania, Austria, Bulgaria, Bosnia and Herzegovina, Croatia, Hungary, Poland, Serbia, and others.

## **6. Student healthcare**

Every full-time student at the Faculty has two doctors: a family physician and a student physician. A student physician in the first year of the Faculty performs a physical check-up, which includes a discussion about your habits and adjustment to student life. However, the student physician does not take on the role of the family physician. The student physician for students of the Faculty of Economics is Ina Utrobičić, Teaching Institute for Public Health - School and University Medicine Service, Bijankinijeva 13, Split. Students who are not from Split and keep the chosen physicians in the place of permanent residence in case of illness can call emergency medical care or choose a family physician in Split during their studies.

### **Clinical Hospital Centre Split – Firule**

Address: Put Iza Nove Bolnice 4, 21000, Split, Croatia

Tel.: + 385 21 556-111

### **Clinical Hospital Centre Split – Križine**

Address: Šoltanska 1, 21000, Split, Croatia

Tel.: + 385 21 557-111

### **Dental service on duty**

Address: Doverska 2 – Mertojak, 21000, Split, Croatia

Tel.: + 385 21 460-977

### **Emergency on duty**

KBC Firule i Križine

### **24-hour pharmacy**

LUČAC

Address: Pupačićeva 4

Tel. +385 21 533 188, 542 363

## **PRIMA PHARME**

Address: Ulica kralja Držislava 22, Sirobuja, Superkonzum

Tel.: +385 21 325 504

## **7. Student meals and canteens**

Student meals are provided within the Student Centre, which runs a number of student canteens in the City of Split. The location of the Faculty of Economics, Business and Tourism, in the heart of the Campus, allows students to choose from a range of student canteens, from the Faculty of Economics to those within the Student Centre building, Faculty of Civil Engineering, Architecture and Geodesy or Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture.

### **Restaurants**

- Restaurant of FEBT (ground floor)
- Restaurant Campus
- Restaurant Indeks
- Restaurant FGAG
- Restaurant FESB
- Restaurant of The School of Medicine "Kantun C"
- Restaurant Hostel Spinut
- Restaurant "SOSS"

### **Canteens**

- Simple Service Facility at the Faculty of Economics
- Simple Service Facility "STOP"
- Simple Service Facility FGAG
- Simple Service Facility Hostel Spinut
- Simple Food Facility "Faculty of Humanities and Social Sciences"
- Simple Food Facility "Faculty of Science"
- Simple Food Facility "Faculty of Law"
- Café Bar SOSS
- Snack Bar "Bruno Bušić"

All details about the canteens are available at:

- <https://www.scst.unist.hr/prehrana/restorani-i-kantine>

## 8. Student Affairs and Student Service

During their studies full-time students have the right to work so-called student jobs. Students are advised to be well informed in advance about the impact of earned income on social rights and tax benefits of them and their parents/guardians.

Student service Split (Main office (Cvite Fiskovića 3); Tel: 021/361-853, 362-946; e-mail: protokol@scst.hr; STUDENTSERVIS@SCST.HR) mediates in the temporary or occasional employment of full-time pupils and students. The following documents are required for membership: Faculty certificate of full-time student status, X-card, identity card (OIB, JMBG), personal giro account (contract or bank certificate) and two smaller photographs.

### Student Service Office at the Campus:

Address : Cvite Fiskovića 3, 21000 Split

Office hours:

MON-FRI:

Customer service: 07:00 AM - 07:00 PM

Issuing contracts and invoices: 07:00 AM - 07:00 PM

Creating new ID cards: 07:00 AM - 07:00 PM

SAT:

07:00 AM - 12:00 PM

Contact:

- Tel: 021 347 434
- Tel:021 410 630
- Tel: 021 346 647
- Fax: 021 362 983

E-mail:

- Student contracts for invoice preparation: racuni.servis@scst.hr
- Student registration with the Student Service: clanstvo.servis@scst.hr
- Additional information: info.servis@scst.hr

More information on Student service at:

- <https://www.scst.unist.hr/student/o-studentskom-servisu>

## 9. Library of FEBT, University Library in Split

### Library of FEBT, University of Split

The library of the Faculty of Economics, Business and Tourism, University of Split, is the most important library for FEBT students. This library, located on FEBT ground floor, contains the most relevant literature for all fields of study at the Faculty. Every FEBT student has the right to use this library.

**Address:** Cvite Fiskovića 5, 21000 Split, Croatia

**E-mail:** knjiznica@efst.hr

**Tel:** 021 430 689

**Working hours:**

- PON - PET: 8:00 - 20:00
- SUB: 8:00 - 14:00

### University Library in Split

The University Library is located on Campus, just a few meters from the FEBT building. Library members have access to all areas at the library, equipment and various library services. The Library offers access to a wide range of literature, and has an excellent reading room for students. Membership in the University Library is free for students of the University of Split. Upon the first arrival, it is necessary to activate the X-card, and to renew the activation at the beginning of each academic year.

**Address:** Ul. Ruđera Boškovića 31, 21000, Split, Croatia

**E-mail:** svkst@svkst.hr

**Tel:** +385 21 434 800

**Working hours:**

- PON - PET: 8.00 -21.00
- SUB: 9.00 - 14.00
- Night reading room: 21.00 - 24.00

## 10. Scholarships

Scholarships are a form of financial assistance awarded to individuals for the purposes of their education, professional development or research. There are special scholarships awarded for a specific purpose (e.g. temporary residence abroad) and general scholarships, which are awarded based on the academic achievement, special talents, social status or belonging to a particular social or ethnic group. More information at: [www.stipendije.info](http://www.stipendije.info).

### a) Scholarships of the University of Split

In accordance with the Regulations on Scholarships, the University provides scholarships to the best students. The applications are announced for two separate lists, on one the first year students are ranked based on the secondary school success, while on the other the senior students are ranked based on the previous academic achievements.

More information at: <http://www.unist.hr/studiji-i-nastava/sveucilisne-stipendije>

### b) Scholarships of the City of Split

Every academic year, the City of Split announces applications for scholarships for pupils and students and reimbursement of part of the tuition costs for postgraduate students. Applications are available for full-time students of the first year of undergraduate studies lasting at least three years and students of the first year of integrated studies who are not older than 24 and who achieved an average grade of at least 4.5 for each year of education during the last two years of secondary education (art professions of interest to the City of Split 4.00) and are ranked from 1st to 5th place, or are among the 10% of the best ranked candidates on the final list of enrolled students.

More information at: <https://split.hr/natjecaji-i-oglasi>

### c) County scholarships

County scholarships are awarded by local authorities of the Republic of Croatia based on the applications submitted at the beginning of each academic year. They are awarded to individuals whose parents or guardians reside in the county, who are not beneficiaries of other scholarships or financial aid, who are full-time students and citizens of the Republic of Croatia and meet all the necessary conditions. Detailed information at: <https://www.dalmacija.hr/natjecaji>

Scholarships for other counties can be found in the search engine under the following link:

- <https://cisok.hr/usluge-u-cisok-centrima/ucenici-osnovne-skole/stipendije/>

#### **d) State scholarships**

Full-time students at higher education institutions in Croatia are eligible for state scholarships, which are available in several categories: D-1 (children of war victims or invalids), E (students from lower socio-economic backgrounds), and P (students with disabilities in postgraduate studies). Public applications for state scholarships are announced by the Minister by October 15 each year for the upcoming academic year.

All forms, as well as the text of the application can be found on the website <https://mzo.hr/>, and for additional ambiguities you can contact:

**drzavne-stipendije@mzos.hr.**

Detailed information at:

- <https://gov.hr/moja-uprava/obrazovanje/visokoobrazovanje/studentske-stipendije/drzavne-stipendije/243>

### **11. Student insurance**

All FEBT students are insured in the event of an accident or incident. The insurance is directly contracted by FEBT for the benefit of students, and it is valid both during lectures and in everyday life, i.e. 24 hours a day. In the event of an accident, students can contact the Student office, where they will be informed on further actions.

## VIII. BASIC CONTACTS

### 1. Management offices

The management of the Faculty consists of the Dean and four Vice-deans:

- Dean: prof. dr. sc. Bruno Ćorić
- Vice-dean of Education prof. dr. sc. Snježana Pivac
- Vice Dean for Business and Cooperation with the Economy: Assoc. Prof. Dr. Željko Mateljak
- Vice Dean for Quality: prof. dr. sc. Željana Aljinović Barać
- Vice Dean for Research and International Cooperation: prof. dr. sc. Lena Malešević Perović

Students are required to direct all inquiries first to the Student office and Administrative services. In case it is necessary to contact the Faculty Management directly, it is recommended to send a direct e-mail to the Management offices of the Faculty.

**Contact:**

E-mail: [dekanat@efst.hr](mailto:dekanat@efst.hr)

Tel: +385 (0)21 430 601

Fax: +385 (0)21 430 701

### 2. Administrative offices

#### Secretary office

Faculty Secretary

**Dubravka Granić, dipl. iur.**

Tel: +385 (0)21 430 619

Fax: +385 (0)21 430 701

E-mail: [dgranic@efst.hr](mailto:dgranic@efst.hr)

#### Student office (including the Information desk of the Student office)

E-mail: [info.pult@efst.hr](mailto:info.pult@efst.hr)

Tel: +385 (0)21 430 790 / +385 (0)21 430 791

#### Commissioner for disabled students

Sanja Perasović

Kontakt: (021) 430 601

### **Undergraduate university programme**

E-mail: [prijediplomski@efst.hr](mailto:prijediplomski@efst.hr)

Tel: +385 (0)21 430 608

### **Undergraduate professional studies**

E-mail: [strucni@efst.hr](mailto:strucni@efst.hr)

Tel: +385 (0)21 430 609

### **Graduate university study programme and Specialist graduate professional studies**

E-mail: [diplomski@efst.hr](mailto:diplomski@efst.hr)

Tel: +385 (0)21 430 754

### **Duties of the Head of the Registry Office:**

Daniela Vukušić, dipl. iur.

E-mail: [daniela.vukusic@efst.hr](mailto:daniela.vukusic@efst.hr)

Tel: +385 (0)21 430 685

### **Library**

E-mail: [knjiznica@efst.hr](mailto:knjiznica@efst.hr)

Tel: +385 (0)21 430 689

### **Centre for postgraduate studies**

Marina Katić Smoljo, dipl. oec.

Tel: +385 (0)21 430 720

E-mail: [mkatic@efst.hr](mailto:mkatic@efst.hr), [pds@efst.hr](mailto:pds@efst.hr)

### **Centre for Lifelong and Adult Education**

Tel: +385 (0)21 430 651

Fax: +385 (0)21 430 701

E-mail: [cjelozivotno@efst.hr](mailto:cjelozivotno@efst.hr)

### **3. Bus pass and bus lines (6, 7, 11, 17, 18)**

Every full-time student is entitled to a bus pass, which is cheaper than a regular monthly bus ticket. You can purchase the bus pass at the ticket office :

- Address: Sukoišanska bb, 21000 Split
- Tel: +385 (0)21 480 656

More details on the monthly bus pass on:

- <https://www.promet-split.hr/cjenik/cjenik-putnih-karata>

#### **Promet Split App**

The Promet mobile app is a free application that allows you to interact more easily with Promet's services. As a user of the app, you can: view a mapped display of all bus stops and vehicle positions in real time, browse timetables, add specific lines to your favorites, get information about sales points, etc.

Find all the details at: <https://moj.promet-split.hr/frequently-asked-questions>

### **4. Arrival in Split**

#### **Bus station Split**

Address: Obala kneza Domagoja 12, 21000, Split, Croatia  
Telefon: 060 327 777

#### **Railway station Split**

Address: Obala kneza Domagoja 9, 21000, Split, Croatia  
Telefon: +385 21 338 525

#### **Airport Split**

Address: Cesta Dr. Franje Tuđmana 1270, 21217, Kaštel Štafilić, Croatia  
Telefon: +385 21 203 555

## IX GETTING AROUND THE FACULTY

### 1. Reading information boards and signs

All rooms at the Faculty are numbered so that the first number indicates the floor, and the others represent the room's ordinal number. "PR" stands for the ground floor, while "NP" refers to the lower ground floor (-1). Rooms with an "A" are in the Faculty Annex. The Faculty consists of the main building and the Annex, which can be accessed by climbing the stairs in the hall and turning right down the hallway.

### 2. Location of Administrative services (Student office, IT service)

- IT Services - Velimir Skroza - A121
- Student Office – PR08

### 3. List of locations of lecture halls (D), conference halls (V) i info labs (IL)

#### Main building:

- The first floor (1) – D1, D2, D3, D4, D5, D6, IL1, IL2
- The second floor (2) – V1, V2
- The third floor (3) – D7, D8, D9

#### Annex:

- Ground floor (0) – D10, D11
- The first floor (1) – IL3, IL 4
- The second floor (2) – V4, RC
- The third floor (3) – D12, D13

For easier navigation around the Faculty, visit our **virtual tour**:

- <https://www.efst.unist.hr/o-fakultetu/fakultet/fakultetski-prostori>

### 4. How to find a professor's office

All professors of the Faculty of Economics have their offices within the Faculty building, and they regularly admit students during tutorial hours. You can find information on tutorial hours and the location of the professor's office online on the Faculty's website, under the name of the individual professor. At the following link you can find links to relevant information about your teaching staff of the Faculty:

- <https://www.efst.unist.hr/o-nama/organizacija-i-djelatnici/djelatnici>

# NAVIGATE THROUGH CHALLENGES

