



Zagreb School of Economics and Management, Zagreb, Jordanovac 110

Hereby issues

**A Call for Entry into Graduate MBA Program
Academic year 2019/2020**

Duration of the program: 2 semesters, 60 ECTS credits.

Requirements: completed four-year professional or undergraduate university program, acquired 240 ECTS credits.

Students who have completed a four-year program in the field other than economics or business, can also apply under the condition to take the preliminary semester with the following courses: Principles of Economics, Principles of Marketing, Principles of Business Finance, Principles of Management, Principles of Accounting.

Tuition for the MBA program: 10.400,00 Euro¹

To be paid in kunas according to the selling exchange rate of the PBZ bank on the day of payment. Tuition includes: all teaching materials, business cases, library access for all mandatory literature, Loomen on-line platform, assistance by the Career Centre and International Office.

Tuition for the General MBA: 11.400,00 Euro

To be paid in kunas according to the selling exchange rate of the PBZ bank on the day of payment. Tuition includes: all teaching materials, library access for all mandatory literature, Loomen on-line platform, business cases, assistance by the Career Centre and International Office.

Tuition for the Executive MBA: 12.400,00 Euro

To be paid in kunas according to the selling exchange rate of the PBZ bank on the day of payment. Tuition includes: all teaching materials, library access for all mandatory literature, Loomen on-line platform, business cases, assistance by the Career Centre and International Office.

¹ In the field of: Marketing, Management, Human Resources Management, Management of Information Systems, Supply Chain Management, Finance and Banking, Corporate Finance, Accounting, Audit and Taxes, Quantitative Finance.



Tuition for the preliminary semester: 2.000,00 Euro

To be paid in kunas according to the selling exchange rate of the PBZ bank on the day of payment. Tuition includes: all teaching materials, library access for all mandatory literature, Loomen on-line platform, business cases.

Payments by following credit cards are acceptable:

- American Express – up to 12 installments without interest
- Diners – up to 12 installments without interest
- Bank account in PBZ d.d.: Visa, Maestro – up to 12 installments without interest
- Other banks: Mastercard, Maestro or Visa – a single installment.

Students may obtain a reduction in tuition fee in the following cases:

- Payment in one installment to the ZSEM's gyro account or by a student loan: 5%
- ZSEM alumni: 10%
- GPA in the completed undergraduate and graduate program 4,00 - 4,49: 5%
- GPA in the completed undergraduate and graduate program 4,50 - 5: 10%
- Candidates with a minimum of 5 or more years of work experience: 5% (to be proved by an official certificate).

Working language: English and Croatian.

Lectures at the MBA program will start in September, 2019.

In order to apply, the following documents need to be submitted:

- diploma certifying the achieved academic degree (original or a certified copy; translated by certified translator in English or Croatian language)
- official grade transcript (original or a certified copy; translated by certified translator in English or Croatian language), or a diploma supplement
- Birth certificate in Croatian or in English (translated by a certified translator if not originally issued in English or Croatian (in original or a certified copy by notary public)
- Certificate of nationality, only for Croatian citizens (in original or a certified copy by notary public)
- Passport copy with a clearly visible photography of the candidate
- two recommendations (academic or professional) by persons informed of the candidate's academic or professional qualifications; if candidate's GPA is lower than 3.5, the third recommendation is mandatory
- motivation letter



- CV in English in Europass format
- two photographs 4x6cm
- document proving that you have adequate financial means for studying at ZSEM (most often the 'bank statement' - foreign students only)
- proof of payment of the application fee: 150,00 kunas (EU students), or 150,00 euros (students outside EU).

For international students, all documents for submission need to be prepared in English. When official documents are translated into English, translation needs to be done by a certified court translator. International students are obliged to consult with Croatian authorities regarding the Temporary Stay Permit (“*Privremeni boravak*”).

On-line application deadline: July 31, 2019.

Application documents are to be submitted to the office of the Graduate MBA Program. The office of the Graduate School is open on working days from 9am to 5pm, with a mandatory prior appointment (notification) by phone, 01/2354 266, or by e-mail, mbaadmissions@zsem.hr.

Admission to the MBA program will be evaluated according to the following scales:

- Academic success in the undergraduate and graduate program – 30%
- Interview with a candidate – 30%
- 2 recommendations on academic or professional qualifications – 25%
- Motivation letter – 15%

Application documents will be processed by the Commission for the MBA program and candidates who successfully passed the screening procedure will be called for an interview as the last step for admission.

The Enrollment will be done according to the schedule and candidates invited for enrollment will be informed by the MBA administrator by e-mail.

All candidates are expected to strive for academic and/or business excellence, and to own their own portable computer.

Further information can be found on the following website: www.zsem.hr