

ZSEM

STUDENT HANDBOOK

2018/2019




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Everybody is motivated the most by their own goals. However, that doesn't make the goals other people set for themselves any less meaningful – everything you do during your time as a student will affect **YOUR** lives and **YOUR** success. Be independent and work to build your own future, and that future won't be possible unless you learn how to study and acquire knowledge.

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MAKE STUDYING EASIER – STUDY RIGHT

Questions to ask before studying:

- › What do I want to accomplish by studying this subject? Is my goal to get a good grade, or to understand the subject matter?
- › Can I learn this? Am I interested? How much time will I need?
- › When am I going to start studying? Where will I study? What conditions are necessary for me to study successfully, so that I wouldn't get distracted?

Questions to ask during studying:

- › Am I progressing the way I imagined?
- › Is something distracting me while I study?
- › Am I going to need more time than I anticipated?
- › In which conditions do I study the best?
- › Which questions can I ask myself while I work on this subject matter?
- › How can I motivate myself to keep focus on the task at hand, to keep my concentration, etc. (“Come on, just a little more...”, “When I finish studying, I can go out with my friends”, “Today I am going to solve problems better than I did last time”).

Questions to ask after studying:

- › Did I achieve what I planned?
- › Did anything distract me, and did I return focus to the task?
- › Did I allocate enough time or did my task require more time than I initially planned?
- › In which conditions did I achieve the most?
- › Were the methods that I used in motivating myself effective?

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GENERAL INFORMATION

This Handbook is intended to help students of the Zagreb School of Economics and Management navigate everyday student activities and obligations. Different sections of this Handbook will give you orientation instructions, which will make your first days as a ZSEM student easier.

2.1. ZSEM's Website – An Important Source of Information (www.zsem.hr)

On ZSEM's website, you can find information related to ZSEM's programs, learn about ZSEM's curriculum and educational program, follow news from ZSEM's campus, and find contact information for services and departments.

On ZSEM's web page you will:

- › find contact information for every person, office, service or department you might need
- › find links to sub-domains that have more information about offices and centers at ZSEM
- › login to the LMS – ZSEM E-learning Platform
- › find links to ZSEM social media pages
- › follow the latest news from ZSEM, information on events

Sub-domains of the School relate to the pages in which you can find more information on particular points of interest within the School.

2.2. ZSEM's Regulations – Why are they Important?

In order for you to understand the work methods of ZSEM and its offices, and what is expected of you as a ZSEM student, it is important that you are acquainted with the general acts of the Zagreb School of Economics and Management. All of ZSEM's acts and regulations have been published at LMS – Student Notice Board and are easily accessible.

It is highly recommended that you read:

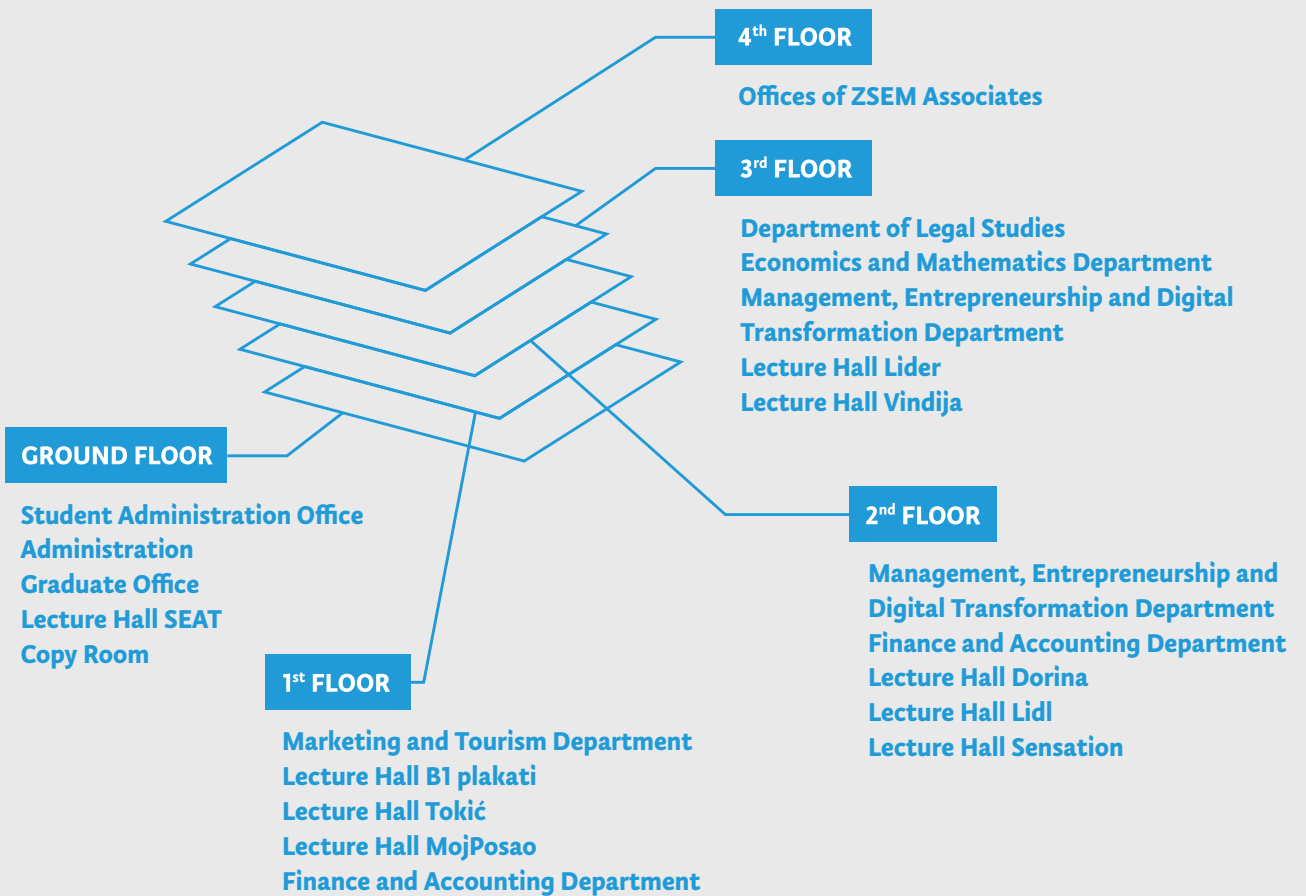
- > The Code of Conduct
- > Disciplinary Procedure Regulations
- > Study Program Rules and Regulations
- > Undergraduate Students' Internship Regulations
- > Undergraduate Thesis Regulations for the Undergraduate Programs
- > Graduate Thesis Regulations for the Graduate Programs
- > Regulation on the Conditions of Studying for Top Athletes

2.3. Getting to Know ZSEM's Campus

All of the activities of the Zagreb School of Economics and Management take place at ZSEM's campus, located at Jordanovac 110 in Zagreb. ZSEM can be easily reached by car or by public transport; if coming by bus, be sure to use the following bus lines: 202 (Kvaternikov trg – Kozjak) or 228 (Svetice – Rebro).

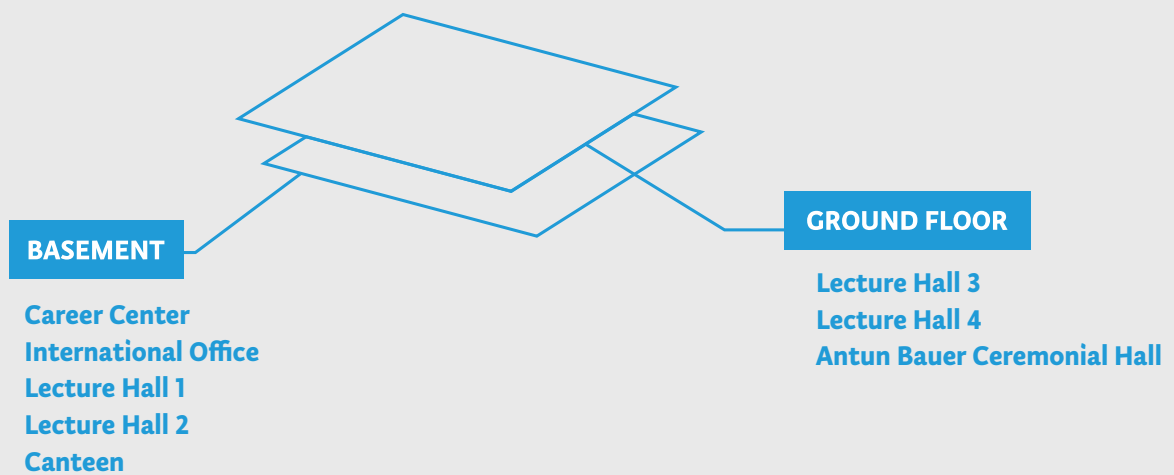


MAIN BUILDING





FACULTY OF PHILOSOPHY AND RELIGION SOCIETY BUILDING (FPRS)





MBA BUILDING

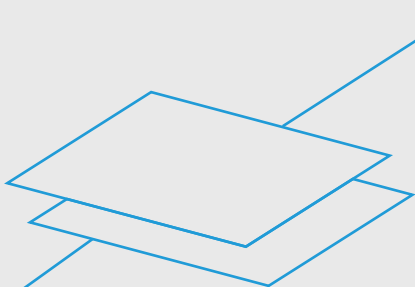


BASEMENT

- IT Office (within MBA Computer Lab)
- MBA Computer Lab
- Lecture Hall Privredna banka Zagreb
- Lecture Hall Cedevisa
- Lecture Hall Franck Superiore Espresso



LIBRARY BUILDING „JURAJ HABDELIĆ“



GROUND FLOOR

- Juraj Habdelić Library & Reading Room
- Computer Corner

1ST FLOOR

- Dean's Office
- Managing Director's Office
- Spokesperson's Office
- Marketing Office

2.4. ZSEM's Structure



President of the Board of Trustees:
academician Davorin Rudolf



Dean:
Đuro Njavro, PhD
dekan@zsem.hr



Managing Director:
Zoran Barac, PhD
zoran.barac@zsem.hr

Associate Deans



Karmela Aleksić-Maslač, MSc
– For Students
karmela.aleksic@zsem.hr



Ljerka Mintas Hodak, PhD
ljerka.mintas@zsem.hr



Maja Martinović, PhD
– Graduate Programs
maja.martinovic@zsem.hr



Goran Oblaković, PhD
– Undergraduate Programs
goran.oblakovic@zsem.hr



Zlatko Mateša, PhD
zlatko.matesa@zsem.hr



Boris Podobnik, PhD
– Research
boris.podobnik@zsem.hr

2.5. Important Contacts

info@zsem.hr

01/2354-245

2.5.1. Dean's Office

dekanat@zsem.hr



Assistant to the Dean:

Višnja Kovačićek, MA
01/2354-010
visnja.kovacicek@zsem.hr

2.5.2. Administration

tajnistvo@zsem.hr



General Secretary:

Ida Ćavar Bilobrk, LLM, MBA
01/2354-240
ida.cavar@zsem.hr



Assistant School Administrator:

Edda Apfenthaler, BA
01/2354-217
edda.apfenthaler@zsem.hr

2.5.3. Student Administration Office

referada@zsem.hr



Head of Student Service, Part-time Study Coordinator:

Katarina Mederal, BA
01/2354-240
katarina.mederal@zsem.hr



School Secretary's Deputy:

Ida Ćavar Bilobrk, LLM, MBA
01/2354-240
ida.cavar@zsem.hr



Student and Teaching Associate:

Ivan Kukić, BA
01/2354-242
ivan.kucic@zsem.hr



1st Floor Library Building,
Working Hours:
9 a.m. to 5 p.m.



Ground Floor,
Main Building,
Working Hours:
9 a.m. to 5 p.m.



Ground Floor,
Main Building,
Working Hours are every
working day between 10
a.m. and 1 p.m., and again
from 2 p.m. and 5 p.m.

Jandrićeva 12,
Working Hours:
9 a.m. to 5 p.m.

2.5.4. Accounting Service

racunovodstvo@zsem.hr



Head of Accounting Service:

Đurđica Tkalčec
01/2316-765
djurdjica.tkalcec@zsem.hr



Associate in Accounting Service:

Marija Franjetić, BA
01/2316-765
marija.franjetic@zsem.hr



Associate in Accounting Service:

Saša Buljan, BA
01/2316-765
sasa.buljan@zsem.hr

2.5.5. Graduate Office

mbaadmissions@zsem.hr



Ground Floor,
Main Building,
Working Hours:
9 a.m. to 5 p.m.



Graduate Office Coordinator:

Elizabeta Ivančević, MA
01/2354-266
elizabeta.ivancevic@zsem.hr

2.5.6. Career center

career.centar@zsem.hr



Head of Career Center:

Dora Lončarić, MBA
01/2354-074
dora.loncaric@zsem.hr

2.5.7. International Office

international.office@zsem.hr



Head of International Office:

Javier Aguayo, MBA
01/2354-154
javier.aguayo@zsem.hr



Office Coordinator:

Mia Kišiček, MBA
01/2354-154
mia.kisicek@zsem.hr



Office Coordinator:

Amal Mali, MBA
01/2354-154
amal.mali@zsem.hr

2.5.8. Marketing Office

marketing@zsem.hr



Head of Marketing Office:

Marija Oblaković, MBA
01/2354-070
marija.oblakovic@zsem.hr



Conferences and Events Project Manager:

Nikol Šćrbec, MBA
01/2354-289
nikol.scrbec@zsem.hr

2.5.9. Spokesperson's Office

glasnogovornica@zsem.hr



Spokesperson:

Višnja Kovačiček, MA
01/2354-010
visnja.kovacicek@zsem.hr



Basement of the FPRS Building,
Working Hours:
9 a.m. to 5 p.m.



Basement of the FPRS Building,
Working Hours:
9 a.m. to 5 p.m.



1st Floor Library Building,
Working Hours:
9 a.m. to 5 p.m.



1st Floor Library Building,
Working Hours:
9 a.m. to 5 p.m.



The lecturers and professors that teach at ZSEM are often cited as Croatia's leading business and economics experts. A large majority of our lecturers attained at least one educational qualification abroad, most often in Western Europe and the United States. Also, many of our lecturers are successful business people, who can transfer their experience and practical knowledge to our students. Our long list of esteemed lecturers includes: Dino Dogan, PhD, Board Member, Europlakat, Zlatko Mateša, PhD, Croatian Prime Minister from 1995 to 2000, Ljerka Mintas Hodak, PhD, First Croatian minister of European Integrations, and other renowned experts.

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UNDERGRADUATE PROGRAMS AT ZSEM

3.1. Undergraduate Programs

3.1.1. Undergraduate Programs in Economics and Management

The undergraduate program in Economics and Management is worth 240 ECTS, four year program.

It prepares students to successfully operate in today's business world by guiding them through four main areas of economics: business administration, management, marketing, accounting and finance. Through elective courses students can focus on their field of interest. Besides studying English, which is considered second language, German, Italian, French, Spanish, Russian and Arabian are also available

Program in Croatian

The undergraduate program is fully taught in Croatian but students have the possibility to take two courses in English per semester.

Program in English

The undergraduate program in English has been designed in collaboration with professors and experts from European and American partner universities. This helps prepare students to continue their education outside of Croatia and to work abroad.



Program Coordinator:

Anamarija Malenica, BA
01/2354-144
anamarija.malenica@zsem.hr



Academic Director, English Undergraduate Program:

Goran Oblaković, PhD
goran.oblakovic@zsem.hr

Part-time Undergraduate Program



**Academic Director,
Part-time Undergraduate
Program:**

Karmela Aleksić-Maslač, MSc
karmela.aleksic@zsem.hr

Students enrolled in ZSEM's Part-time Undergraduate Program will receive regular updates from ZSEM's Student Administration Office. The procedure for enrollment and receiving student identification is identical to that of the ZSEM's regular Undergraduate Program, the only difference is that students in the Part-time Undergraduate Program do not have regular student rights (free public transportation, student accommodation in a dormitory, use of student restaurants, etc.) that full-time students have. Also, students in this program do not have the obligation to regularly attend classes. Everything else: courses, the length of each academic semester, studying condition and enrollment in higher years, the right to use ZSEM's library, literature, consultations, and other services ZSEM offers are identical to those that full-time students are entitled to. Part-time Undergraduate Program takes place in Croatian.

The Part-time Undergraduate Program is organized according to a class schedule which will be adapted to students' other obligations. These adapted schedules will allow students to attend classes when their work schedules allow. Considering that students in this program are usually employed, classes take place in the afternoon or on Saturdays. Also, tests and exams take place at times that are adapted to the needs of students, taking into regard their other obligations. Because of the specific characteristics of this program, study groups in it usually have a maximum of approximately 30 students.



Program Coordinator:

Katarina Mederal, BA
01/2354-240
katarina.mederal@zsem.hr

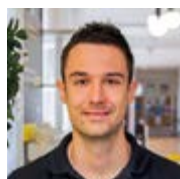
3.1.2. Undergraduate Programs in Business Law and Economics



**Academic Director,
Undergraduate Program in
Business Law and Economics:**

Ljerka Mintas Hodak, PhD
ljerka.mintas@zsem.hr

The undergraduate program in Business Law and Economics is worth 240 ECTS, four year program. It prepares students to successfully operate in today's business world by guiding them through three main areas of corporate law: business law, business administration and economics. The program is taught in Croatian but students have the possibility to take some courses in English



Program Coordinator:

Mario Rašić, LL.M
01/2354-149
mario.rasic@zsem.hr

3.1.3. Undergraduate Programs in Business Mathematics and Economics

The undergraduate program in Business Mathematics and Economics is worth 240 ECTS, four year program.

It prepares students to successfully operate in today's business world by guiding them through three main areas of business-economics mathematics:

- > business mathematics,
- > economics and business administration,
- > information sciences

and is taught in English.

3.2. Programs for Top Athletes

The systematic use of e-learning platforms at the Zagreb School of Economics and Management offers top athletes the perfect conditions to have a high-quality education while also making up for lost time and absences in the classroom due to athletic competitions and activities. Top athletes competing in more than 20 different sports currently attend ZSEM; we have more than 15 national champions, as well as medal winners in national, European, and international competitions, including the Universiade and Olympic Games.

The circle of top athletes at ZSEM is rather large – around 10% of ZSEM students train every day. ZSEM students often take part in worldwide and European championships under the Croatian flag, and we are particularly proud of our student Petar Muslim who won a golden medal in water polo in the 2012 London Olympics. In order for an top athlete to study at ZSEM according to the Regulations on the Conditions of Studying for Top Athletes, the student must submit a request to the Teaching Committee at the start of each new academic year.

3.3. The SPOT Mentorship Program

The SPOT Mentorship Program aims to assist freshman students by assigning them a tutor, who is usually a successful upperclassman. This tutor then helps the freshman adapt to student life at the Zagreb School of Economics and Management. The tutor provides advice and support for the freshman and often serves as a role model for the freshman. We are especially proud of the fact that many fruitful friendships have been formed in the past because of this program.

Tutors and freshman students that choose to take part in this program meet during Orientation Day, which takes place before classes commence. For more information about this program, please visit our official website www.zsem.hr



**Academic Director,
Undergraduate Program
in Business Mathematics
and Economics:**

Kristina Šorić, PhD
kristina.soric@zsem.hr



**Academic Director
for Top Athletes:**

Karmela Aleksić-Maslač, MSc
karmela.aleksic@zsem.hr



SPOT Program Director:

Andrijana Mušura Gabor, PhD
andrijana.musura@zsem.hr

3.4. Student Counseling Program



Head of Student Counseling Program:

Karmela Aleksić-Maslač, MSc
professor - counselor
karmela.aleksic@zsem.hr

Studying is a process during which young people/students face new and different challenges on the way to the development of their personal and professional potential.

The student counseling and support program at the Zagreb School of Economics and Management helps students with their regular and successful progress during their studies. As a form of support in dealing with any difficulties of different nature that may arise, it is an active and collaborative relationship in approaching the students' problems, both personal and academic, that can occur during their studies.

In the counseling (individual, one-on-one conversations) additional ways and forms of support are found with the aim of progress in mastering the required curriculum material, all based on jointly set guidelines and recommendations with the goal of continuous learning and timely completion of study tasks

3.5. Head of Study Year

Every year of ZSEM's Undergraduate Programs has its own Head of Study year, which is usually one of the lecturers teaching a course during that year of the program. Their responsibility is to answer any questions students might have about their academic obligations during any particular year.



1st Year:

Karmela Aleksić-Maslač, MSc
karmela.aleksic@zsem.hr



2nd Year:

Ivanka Rajh, PhD
ivanka.rajh@zsem.hr



3rd Year:

Mirna Koričan Lajtman, PhD
mirna.korican@zsem.hr



4th Year:

Borna Jalšenjak, PhD
borna.jalsenjak@zsem.hr

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GRADUATE PROGRAMS

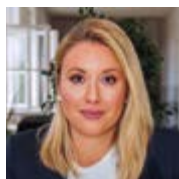
<http://mba.zsem.hr>

MBA Program

ZSEM currently holds a Graduate MBA Program with the following specializations: Marketing; Management; Finance and Banking; Corporate Finance; Accounting, Auditing, and Taxes; Management of Information Systems; Quantitative Finance; Tourism; Supply Chain Management; Human Resource Management; General MBA; and Executive MBA. By completing this program, students receive the title of Master of Business Administration (MBA) in their chosen specialization, and 60 ECTS points.

This program is aimed for those with a previously completed four-year undergraduate education in economics and business administration (240 ECTS), for those with a completed four-year undergraduate program in an area other than economics and business administration (240 ECTS) under the condition of completing a preparatory semester that covers the principles of economics, and for those that have completed a three-year undergraduate program (180 ECTS) under the condition of taking and passing preparatory courses in order to acquire the additional 60 ECTS points needed for enrollment.

Contacts for more
information:



Finance and Banking

Dina Vasić, MBA
01/2354-272
dina.vasic@zsem.hr



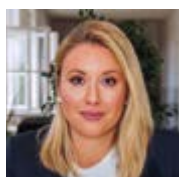
General MBA

Ivija Bernatović, MBA
01/2354-067
ivija.jelavic@zsem.hr



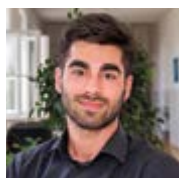
Corporate Finance

Nikolina Adrović
01/2354-151
nikolina.adrovic@zsem.hr



Quantitative Finance

Dina Vasić, MBA
01/2354-272
dina.vasic@zsem.hr



Management

Philip Vranešić, MBA
01/2354-148
philip.vranesic@zsem.hr



Management of Information Systems

Philip Vranešić, MBA
01/2354-148
philip.vranesic@zsem.hr



Marketing

Zdravka Biočina, mag. educ. art. orator, mag. ling.
01/2354-147
zdravka.biocina@zsem.hr



Accounting, Auditing and Taxes

Nikolina Adrović
01/2354-151
nikolina.adrovic@zsem.hr



Tourism

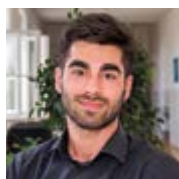
Matea Hanžek, MSc, MBA
01/2354-147
matea.hanzek@zsem.hr

More information on this
program can be found at
<http://mba.zsem.hr>



Supply Chain Management

Kristina Šorić, PhD
01/2354-069
kristina.soric@zsem.hr



Human Resource Management

Philip Vranešić, MBA
01/2354-148
philip.vranesic@zsem.hr



Executive MBA

Anamarija Malenica, BA
01/2354-144
anamarija.malenica@zsem.hr



Associate Dean for Graduate Programs:

Maja Martinović, PhD
01/2354-147
maja.martinovic@zsem.hr



Graduate Office Coordinator:

Elizabeta Ivančević, MA
01/2354-266
elizabeta.ivancevic@zsem.hr



ZŠEM encourages students to be active during their studies which results in their better competitiveness on labor market.

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STUDENT LIFE IN ZAGREB

During your time as a student in Zagreb, you will need to learn to use many different student identification documents. This part of the Handbook will help you identify what each document is for and what student rights you have.

5.1. Grade book (index)

The student index is a booklet that serves to record a student's grades and the courses a student successfully completed during his/her higher education. After enrolling at ZSEM (passing the entrance exam, submitting properly completed enrollment forms, submitting signed studying contracts, and after paying tuition), a student is obliged to report to the Student Administration Office, at a time determined by that office, to receive his/her index. It is the student's obligation to enter general information into the index.

5.2. X-Card

The X-Card is a student ID card through which a student can take advantage of numerous rights and privileges, including the right to subsidized food in student restaurants. When enrolling at ZSEM, students will have their photograph taken for their X-Card at a time specified by the school administration. The ZSEM will then handle a student's request to acquire an X-Card, and will inform the student once the X-Card has arrived when and where they can receive it. The Student Administration Office will inform students on the entire process at enrollment.

5.3. National and University Library (NSK)

ZSEM students have the option of enrolling in NSK. In order to utilize the services of the NSK, you will need a library ID card, which you will receive when enrolling at the NSK.

Notice!

If a student loses one of his/her student ID cards, they are required to inform the Student Administration Office of this loss. The issuing of another X-Card is charged 50 kn. If you lose your student index, you are required to publish an announcement about the loss in Croatia's official gazette, Narodne novine. Once this announcement has been published, you must submit a confirmation of its publishing to the Student Administration Office, who will then issue you duplicate documents for a fee of 150 kn, while reentering the grades into the new index is charged 250 kn for every course that must be entered.

For more information about the NSK please visit www.nsk.hr.

5.4. Student certificates

Students have the right to receive certificates which prove that they are full time students. These certificates are ordinarily used to obtain student public transport passes, for tax deductions, to use property owned by the student's family, in order to receive health insurance, etc.

You can purchase a student certificate in ZSEM's Canteen or in Narodne novine locations. A filled out certificate is then stamped by ZSEM's Student Administration Office, after you present them with your student index.

Notice: 5.5. Healthcare

All students residing in the Republic of Croatia as well as foreigners with approved permanent residence in Croatia are entitled to health insurance unless defined differently by an international treaty or a special law.

All undergraduate ZSEM students are required to pass a systematic health exam administered by general practitioner Đanić-Kojić, before enrolling in the 2nd year of studies. The Student Administration Office will organize appointments for these exams for each individual student and will inform them by email.

You can reach doctor Đanić-Kojić's office at 01/3665-496 (Golikova 34a).

5.6. Student Restaurant

Students have the right to subsidized food at student restaurants (menza) by presenting their X-Cards. The closest student restaurant to ZSEM's campus is located within the Laščina Student Dorms, and is just five minutes south of ZSEM by foot. Its address is Laščinska 32, 01/2430-615. It is located halfway between Jordanovac and Kvaternik Square.

5.7. Accommodation in Student Dorms

If you need a place to stay, ZSEM students have the right to stay in one of the many Student Dorms located across Zagreb. The whole process of receiving a room in a Student Dorm begins by submitting the required documents to the Student Center located at Savska 25.

For more information on this process, please visit www.sczg.hr.

5.8. Student Employment

The Student Center is also the central hub which brings together students and offers them numerous services, including the option of helping student find employment through student contracts. To work through the Student Center, you must apply; you can find more detailed information on the application process by visiting:

<http://www.sczg.unizg.hr/student-servis/>

Adress: Savska cesta 25.

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STUDYING AT ZSEM

6.1. Communicating over the Internet

6.1.1. Learning Management System – LMS

LMS is a program for distance learning which all students become acquainted with during the first seminar class as a part of the ICT course. In order to use LMS, each student receives a user name and password which enables them to safely access and use the materials on LMS. Every course offered by ZSEM has its own page which is edited and modified by the lecturers of that particular course. By logging in to LMS and clicking on a course, students can access all the information related to that course: the course syllabus, lecture notes, the exam schedule, office hours of lecturers and course assistants, exam results, announcements, discussion groups and forums, etc.

Students are expected to continually use LMS as their main source of information. If you have any questions regarding using LMS or if you are encountering problems, you can ask for assistance from members of ZSEM's Information Technology Service:

6.1.2. ZSEM Email Addresses

All ZSEM students, employees, and lecturers have ZSEM email address. For students the form is:

nsurname@student.zsem.hr

For employees and lecturer the form is:

name.surname@zsem.hr

You will receive the information required to set up your own ZSEM email address and administration assistance from IT service.



For using LMS:

Robert Manestar, BSc CIS
01/2354-273
robert.manestar@zsem.hr

Students are expected to check their ZSEM addresses regularly. If you become aware of any prohibited activity taking place regarding ZSEM's email accounts, you are required to report this activity to ZSEM's IT service immediately. Claiming you weren't aware of important announcements that were sent through ZSEM mailing lists is never an excuse.

6.1.3. Student Notice Board

Student Notice Board on LMS is a place where you can find important information on ZSEM's programs, your academic calendar, all the regulations and rules of ZSEM, lecture schedules and study group assignments and final exam schedules. The Student Notice Board is the most important place to receive information on important documents and deadlines.

6.1.4. ZSEM's Wireless Network

For WiFi use we recommend Eduroam, which covers ZSEM and most of Zagreb. Detailed instructions for connecting to Eduroam can be found at

<http://instaler.eduroam.hr>

6.2. Lectures

Before the start of classes, you will be informed of which study group you were assigned to and you will receive that group's class schedule on your email account. This class schedule will also be published on the Student Notice Board on LMS. Information on class schedules for each particular course can also be found on that course's LMS page. Once the list of members of each study group has been published, it cannot be changed, and students are not permitted to independently change their study groups. Lectures are obligatory and attendance makes up a certain percentage of the final grade of many courses. All the grade elements for each course are defined in the syllabus for that course (the foundation of every course) which is published on LMS.

6.2.1. Absences

All faculty members will keep a class attendance record. It is necessary to justify absences of up to 25% of the total teaching hours. The student shall justify the absence personally. It is not possible to justify absences of more than 25% of the total teaching hours. By way of exception, the student must contact the Head of Study Year, in the event of a longer serious illness. If any suspicion arises in the authenticity of such certificates or if forgeries are suspected, students will be held responsible for violating the Code of Conduct.

6.2.2. Reports for Bearing Tuition Costs / Parents

If an parents or organization bearing the cost of tuition for a ZSEM student submits a written request to Student Administration Office, they will receive a report that contains a list of courses that student has passed, data on class absences and other information about that student's effort at ZSEM. After receiving this request, Student Administration Office will send this report to the home address or email address of the parent or tuition bearing organization. ZSEM receives permission from students to share this information with parents / tuition bearing organizations upon signing their Contract of study.

6.2.3. Consultations

Every lecturer and professor holds consultations for students at least once a week. The times of these office hours are indicated in the syllabuses of each course, and are also listed as part of the course schedule. Consultations with professors and assistants can also take place over email and LMS.

6.2.4. Elective Courses

As part of ZSEM's undergraduate program, students can choose up to four elective courses, of which one must be a foreign language. Foreign language courses take place over two semesters and are counted as two elective courses. The other two elective courses can be chosen according to the catalog offered by each department.

Applications for elective courses take place each academic year for the upcoming winter and summer semester of the next academic year. Students will be informed of application deadlines in advance. The quota of enrolled students in each elective course is limited. If a course has not reached its minimum enrollment quota, that course will not take place and students will be promptly informed to apply for other elective courses.

Elective courses can also be taken as part of ZSEM's three-week international Summer School (for more information, please see section 10. Summer School)..

6.3. Taking Exams

The best and fastest way to pass courses at ZSEM is to take mid-term exams. During each semester most courses hold around three mid-term exams; however, the number of mid-terms can be specified differently. This information is listed in each course's syllabus. After the final mid-terms, student grades are tallied using different elements such as class participation, individual and group assignments, and other factors listed in each course syllabus (exercises, case studies, projects, etc.)

By passing courses using this method, students will receive grades in the pre-term, and will not need to take final exams.

If students are unable to pass courses this way, they will have the opportunity to pass courses through final exams. A student has the right to take a final exam for a particular course four times. If a student is unable to pass a course after his/her fourth attempt at a final exam, a student must reenroll in that class.

The method students will use to receive a grade and pass a course are listed in each course syllabus which is published under that course's page on LMS.

6.3.1. Applying for Exams

Students taking final exams must register to take them within deadlines using the online Studomat system.

Students do not need to register on Studomat to take mid-term exams.

If a student wishes to take a final exam, he/she should register for that exam at least three working days before the exam on Studomat. Students can also unregister for a

final exam, but must do so at least one working day before the exam, also using Studomat. (Please see Appendix II for more on Studomat).

6.3.2. Written and Oral Exams

Exams can be in either written or oral form.

Students must keep in mind that any attempt at cheating is a serious violation of the Code of Conduct, and implies that a student will be sent for a hearing before the ZSEM's Disciplinary Committee. Students are obliged to follow rules regarding taking exams, which are defined by professors for their particular course.

6.3.3. Exam Commissions

If a student fails to pass a final exam three times, their fourth attempt at passing that course must take place in front of a three-member exam commission. Students can also take an exam in front of an exam commission if they are unhappy with the grade they earned during regular exams. In this case, if a student does not pass the commission exam, the student must reenroll the course in the next academic year.

6.3.4. Grade Entry

Immediately after publishing exam grades on LMS, professors will also publish the time and date of grade entry into your student index. You are obliged to attend your grade entry session.

Grades must be entered into a student index at latest three days after a passed oral exam and eight days after a passed written exam. If a student cannot enter their grade due to extraordinary circumstances, they are required to inform lecturers of their absence and schedule a new grade entry appointment.

The Student Administration Office does not accept and hold student indexes for students wishing to enter grades. If a student fails to attend a grade entry appointment, their grade at the exam in question will be considered void.

6.4. Demonstrations

Demonstrations are a form of free tutoring sessions which ZSEM organizes for students prior to mid-term and final exams. Demonstrations consist of coursework reviews which student peer tutors conduct with students at defined times. Peer tutors are usually upperclassmen which have shown exceptional knowledge and grades in the courses they are demonstrating. They are chosen and supervised by lecturers and professors in the course they're tutoring.

Being a peer tutor, besides providing an opportunity to acquire additional knowledge and experience as a teaching assistant, is also rewarded with a salary, according to legal regulations on student employment.

6.5. Student Internships

One of the obligations ZSEM students have is to complete two Internships during the second and third year of their studies, or in the summer months between academic years. Internships must last four weeks (a minimum of 160 work hours). Students can personally find the company in which they wish to complete their Internship, or they can seek assistance from ZSEM's Career Center.

Educational Goal: To prepare and equip students to deal with practical business situations.

Educational Outcomes: Practical experience through work, and introducing students with trends and business strategies. Acquiring, mastering, and applying knowledge, professional skills, and a work ethic.

After Completing An Internship: Student Internships are performed on positions consistent with the student's field of study, and are regulated by a student work contract or a part-time contract. Students in ZSEM's Part-time Undergraduate Program can have their Internships recognized based on documentation (issued by their employers) which prove that the student in question has work experience.

ECTS Points Assigned for Each Completed Internship: **1**.

Registration of Completed Internship in student index: **Completed**

Evidence of completed student Internship – full-time students:

- > A copy of a student contract issued by the Student Center
- > Internship verification (template is available on ZSEM website)
- > A certificate issued by an employer if the Internship was completed through a part-time contract
- > A certificate confirming a student attended an Internship from a business school or university
- > A certificate/recommendation from a company or institution in case the Internship was performed outside Croatia

Internship certificate has to:

- > Name and surname, student identification number
- > Department in which Internship is conducted, job description and grade
- > Number of working hours, for each Internship minimum is 160 hours
- > Company stamp and signature of employer

Evidence of completed student Internship – part time undergraduate program:

- > An employer certificate

Internships Abroad

ZSEM students have the option of completing their Internships with employers in countries other than Croatia. This form of Internship provides students with several competitive advantages once they enter the labor market proper. An international Internship can last from three months to up to a year, often in global companies. These Internships are almost entirely adapted to international students in their final years of studies, upperclassmen, and graduates looking for their first work experience, and they offer many possibilities for professional development. More information about Internship opportunities abroad can be found at LMS. After submitting the documents proving a completed student Internship, students are required to attend a grade entry session, where their Internship will be recorded in the index. The Career Center notifies students in advance of these sessions via LMS. Students have acquired practical knowledge in numerous companies in Croatia, such as VIPnet, Toyota, Coca-Cola HBC Croatia, Franck, Kraš, L'Oreal Adria, Orbico, Luminus Creative, Meggle Croatia, Omega software, Platinum Invest, The Regent Esplanade Zagreb, Valamar Hotels and others. An increasing number of students is acquiring practical knowledge outside of Croatia: Ernst & Young, Germany; Espirito Santo Investment, USA; SFA Insurance, Portugal;



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Horwath HTL, England; Adidas AG, Germany; Berliner Volksbank, Germany; MSK Capital, Russia; Porsche, Austria; Snecma&General Electric, France; Concorde Business Park, Austria and others.

6.6. Evaluations at the End of a Semester

On two occasions throughout every academic year, students will be surveyed and will grade the work of their lecturers and the administrative offices of ZSEM. We expect all students to answer these surveys as their goal is to adequately assess student satisfaction, as well as to make improvements to the services ZSEM offers. This survey is entirely anonymous; administration officials have no way of identifying students which complete them. Survey results are publicly announced on LMS and accessible to all students.

6.7. Enrolling in Higher Year

After attending all the lectures in a particular academic year and completing student obligations, students are required to contact the Student Administration Office, which will inform them of appointments for enrolling in higher year.

In order to do this, you must follow these instructions:

- › Attend the appointment with a student index containing all necessary grades from the previous academic year
- › A student can enroll in a higher year if in the previous year he/she acquired a minimum of 36 ECTS points and passed all the exams of previous years, while he/she can complete a partial enrollment with more than 18 ECTS
- › Visit the Student Administration Office, and complete the Enrollment and Application forms
- › Confirm that all tuition payments for the previous academic year have been completed
- › The Student Administration Office will subsequently prepare an Annex to the Studying Contract which defines enrollment conditions and the tuition levels for the upcoming academic year
- › On the occasion of Studying Contract signing, students must provide Student Administration Office with confirmation that a tuition payment for the upcoming academic year has been made, either in installment or the entire tuition amount. The tuition for the upcoming year as well as payment options will be published in advance on Student Notice Board

6.8. The Dean's List

The Dean's List, a written acknowledgement of exceptional academic success, is rewarded to students whose GPA throughout the academic year and after summer final exams exceeds 4.5, under the condition that the students have passed all courses, that the student is not repeating the academic year, and if the student was not found in violation of the Code of Conduct. This acknowledgement is rewarded at the ceremony celebrating the start of each academic year. In academic year 2016/2017 11% of ZSEM students were awarded with the Dean's List for exceptional academic success.

7

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COMPLETING YOUR STUDIES

By way of fulfilling all the obligations and the Undergraduate thesis defense in front of the Committee, the student is finishing the Undergraduate Study in Economics and Management and gain the professional title Baccalaureus/Baccalaurea of Economics, BA (240 ECTS).

By way of fulfilling all the obligations and the Undergraduate thesis defense in front of the Committee, the student is finishing the Undergraduate Study in Business Law and Economics and gain the professional title of Bachelor of appropriate field, in accordance with the Law (240 ECTS).

By way of fulfilling all the obligations and the Undergraduate thesis defense in front of the Committee, the student is finishing the Undergraduate Study in Business Mathematics and Economics and gain the professional title of Bachelor of appropriate field, in accordance with the Law (240 ECTS).

By way of fulfilling all the obligations and the Graduate thesis defense in front of the Committee, the student is finishing the Specialist Professional Graduate Study and gain the professional title of Master of Business Administration, MBA (60 ECTS).

Undergraduate and Graduate thesis, application, the topic choice, the composition of the Committee and the defense are regulated by special Regulations.

The mission of ZSEM is to transfer values, knowledge, and skills that students need for long-term success in a globalized business world undergoing constant technological and market transformations.

RIMAC



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CAREER CENTER

The Career Center acts in line with the mission of ZSEM in the field of developing the potential of students, alumni, faculty and the development of cooperation with the business community.

In order to prepare the students for success in a globalized business surrounding faced with constant technological changes, the Career Center is organizing a series of educational and practical workshops for career development. Students have a chance to see companies' offices and manufacturing facilities, and by way of LMS browse through job offers. For all the necessary information on the employment situation on the market, competences sought, and help with particular areas of interest, student can book an appointment for individual consultations.

If you have inquiries or require guidance, please visit the website:

www.zsem.hr

or contact us by e-mail

career.centar@zsem.hr

or by telephone:

01/2354-074

8.1. Student Future Day (SFD)

Student Future Day is Career Center's project aiming to present ZSEM students to Croatia's leading companies. SFD is taking place every year, for thirteen years in a row, where students have the opportunity to find a permanent or temporary job and student placement. Business.hr has declared this manifestation the best career fair in Croatia.

Companies participants of the SFD in 2018 are:

Atlantic Group, Bina-Istra, Elektronički računi, Erste&Steiermarkische banka, Foreo Adria, Hrvatski Telekom, INA-Industrija nafte, Kaufland Croatia, KPMG, Lider media, Lidl Croatia, ManpowerGroup, MATE, Mediacor, Nestle Adriatic, NEXT Junior Enterprise, Pevec, Platinum Invest, PricewaterhouseCoopers, Procter & Gamble, Sense consulting, Shrack Technik, Tau on-line (MojPosao), Vindija, Vipnet, ZSEM-Business Academy, Zvijezda.

8.2. ZSEM Alumni

Student times draw beautiful memories, experiences and friendships you want to prolong. You want to continue the connection and togetherness you had with your colleagues during your student days, even once you enter the business community, however, in the lack of time, you lose contacts.

ZSEM Alumni Network was founded precisely for this reason, with a simple goal: to stimulate networking and cooperation among Alumni who are located all over the world. Main communication and information tool of this network is ZSEM Alumni LinkedIn group which provides exclusive job offers, contacts of all ZSEM Alumni, possibilities to organize events, and much more.

Our alumni today work in numerous companies in Croatia and abroad. Some of them are: Agrokor, ALCA Group, Allianz Zagreb, Atlantic Group, Beiersdorf, Bina-Istra, Coca-Cola HBC Croatia, Croatia Insurance, Deloitte Advisory Services, Digitel Group, Dukat, Erste& Steiermärkische Bank, FINA, GfK – Society for Consumer Research, HEP – Hrvatska elektroprivreda, HOK Insurance, The Croatian Chamber of Commerce, Croatian National Bank, Croatian Postal Bank, INA, Jamnica, JANAF, Lidl, L'Oreal Adria, Nestle Adriatic, Philip Morris Croatia, Podravka Group, Privredna banka Zagreb, T-Hrvatski telekom, T&MC Group, Tokić Automobile Spare Parts, Tomić, VIPnet, Zagrebačka banka, Zagreb Holding, Zvijezda and many others.

9

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INTERNATIONAL OFFICE

The International Office of the ZSEM has been active since 2005, and it is charged with maintaining ties with universities and business schools all over the world, giving our students a large network of partner schools to choose from for international exchange.

Thanks to the International Office, many ZSEM students have spent some time studying for a semester or two abroad, participated in summer school programs lasting for a few weeks, or took part in study trips to exotic locations from Brasil to Japan. ZSEM students also frequently continue their education (MBA) outside Croatia.

We are especially proud of the fact that ZSEM possesses the Erasmus+ charter which enables our students to receive financial aid from European Union funds when going on exchange to partner universities in the EU.

In order to qualify for international student exchange, students must mind their GPA; a minimum GPA in order to qualify for exchange is 3.5, while having a higher GPA will give you a higher priority in choosing a destination for exchange.

ZSEM also has many courses in English for students to choose from, which represent an excellent way to prepare for international exchange.

Students that decide to embark on this experience of studying and living abroad in order to acquire new skills and the ability to adapt to a multicultural and diverse setting can visit the Office's website: <http://www.zsem.hr/en/zsem-international-office-eng/> or they can visit International Office where they can receive more information about student exchange.



Head of International Office:

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Office Coordinator:

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Office Coordinator:

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ZSEM currently has partnership agreements with the following universities and business schools:

Albania

- › University of Tirana – Faculty of Economics

Argentina

- › Universidad Austral, Buenos Aires
- › Australia
- › Queensland University of Technology
- › S P Jain School of Global Management – Sydney

Austria

- › MCI Management Center Innsbruck
- › Upper Austria University of Applied Sciences, School of Management (Steyr)

Belgium

- › KU Leuven – Faculty of Economics and Business
- › Universite de Liege
- › Universite Saint Louis Bruxelles
- › University of Antwerp

Bosnia and Herzegovina

- › University of Sarajevo, Faculty of Economy

Brasil

- › COPPEAD Graduate School of Business, UFJR
- › University of Sao Paulo

Canada

- › Concordia University
- › HEC Montreal
- › Laurentian University of Sudbury
- › Ryerson University
- › Universite du Quebec a Montreal
- › University of Manitoba

Chile

- › Universidad del Desarrollo

China

- › Xi'an International University
- › Jiangxi University of Finance and Economics
- › Jilin University
- › Southwestern University of Finance

and Economics

- › Zhejiang Wanli University
- › Zhongnan University of Economics and Law

Czech Republic

- › Masaryk University

Finland

- › Jyvaskila University of Applied Sciences

France

- › Audencia School of Management – Nantes
- › Burgundy School of Management
- › EDHEC Business School
- › EMLYON Business School
- › ESSEC Business School Paris
- › ICN Business School
- › KEDGE Business School
- › Neoma Business School
- › PSB Paris School of Business
- › Science Po Lille
- › SciencesPo Paris
- › TELECOM Ecole de Management
- › Toulouse Business School

Georgia

- › Tbilisi Business and Management Higher Educational Institution – College

Germany

- › Cologne Business School
- › EBS University of Business and law
- › Frankfurt School of Finance & Management
- › Goethe University Frankfurt am Main
- › HHL Leipzig Graduate School of Management
- › HSBA Hamburg School of Business Administration
- › Koblenz University
- › Munich Business School
- › Pforzheim University
- › Reutlingen University
- › RWTH Aachen University
- › University of Hohenheim

Hong Kong

- › Hong Kong Baptist University
- › Hong Kong Polytechnic University

Hungary

- › Corvinus University of Budapest

Iceland

- › Leimerick University

Italy

- › LUISS Guido Carlo University
- › Sapienza Università di Roma – Facoltà di Economia
- › Università degli Studi di Modena e Reggio Emilia
- › Università degli studi di Padova
- › University of Bologna
- › University of Torino

Japan

- › Akita International University
- › Meiji Gakuin University
- › Nagoya University of Commerce and Business
- › Ritsumeikan Asia Pacific University
- › Sophia University
- › Kazakhstan
- › KIMEP University

Latvia

- › RISEBA University

Lebanon

- › Holy Spirit University of Kaslik

Lithuania

- › ISM University of Management and Economics

Luxembourg

- › Luxembourg School of Business

Macedonia

- › Faculty of Economics-Skopje, SS. Cyril and Methodius

Mexico

- › IPADE Business School
- › Tecnológico de Monterrey ITESM – Campus Queretaro
- › Universidad de Monterrey (UEM)
- › Universidad Panamericana, Bonaterra

- › Universidad Panamericana, Guadalajara
- › Universidad Panamericana, Mexico City
- › Universidad Tecmilenio

Morocco

- › ESCA Ecole de Management
- › Groupe ISCAE

Netherlands

- › Stenden University
- › The Hague University
- › Tilburg School of Economics and Management
- › University of Groningen

Norway

- › BI Norwegian School of Management

Pakistan

- › Lahore University of Management Science

Peru

- › Universidad del Pacifico

Poland

- › Kozminski University
- › Warsaw School of Economics

Portugal

- › Catholic University of Portugal – Porto
- › ISCTE-IUL Business School
- › Nova School of Business and Economics
- › Universidade do Minho

Russia

- › IIBN Business School
- › MGIMO University
- › Plekhanov Russian Academy of Economics Moscow
- › Saratov State Technical University
- › University – Higher School of Economics
- › Ural Federal University

Serbia

- › Faculty of Economics – University of Belgrade

Singapore

- › Nanyang Technological University in Singapore
- › S P Jain School of Global Management – Singapore
- › Singapore Management University

Slovakia

- › Comenius University in Bratislava

Slovenia

- › Faculty of Economics, University of Ljubljana
- › Catholic Institute – Faculty of Business Studies

South Korea

- › Chonnam University
- › Kyung Hee University
- › Pusan National University
- › Sogang University
- › Solbrigde University
- › Sungkyunkwan University

Spain

- › Deusto Business School
- › TBS Barcelona
- › Universidad Carlos III de Madrid
- › Universidad de Murcia
- › Universidad de Navarra in Pamplona
- › Universitat Internacional de Catalunya
- › University of Barcelona

Sweden

- › Malardalen University
- › Umea University

Switzerland

- › University of St. Gallen

- › Zurich University of Applied Sciences ZHAW

Taiwan

- › Fu Jen Catholic University
- › National Tsing Hua University
- › Southern Taiwan University

Thailand

- › Bangkok University

Turkey

- › Sabanci University

Ukraine

- › Odessa National Economic University

United Arab Emirates

- › S P Jain School of Global Management – Dubai
- › The Emirates Academy of Hospitality Management

United Kingdom

- › Kingston University
- › Sheffield Hallam University
- › University of Northumbria

USA

- › Florida International University
- › John Carroll University, Cleveland
- › Saint Ambrose University
- › St. Thomas University, Florida
- › Texas Tech University
- › The University of Louisville
- › University of Central Missouri
- › University of Michigan-Flint
- › University of North Florida

10

ZSEM SUMMER SCHOOL

10.1. Summer School in Croatian Language

Every summer, from mid-June to mid-July, ZSEM organizes a Summer School for ZSEM students. The program is conducted in the Croatian language and over the course of six weeks. The Summer School students of ZSEM can attend up to four required courses. The program is designed for students who participate in international exchange and have not taken obligatory courses in the given semester. The deadline for applications for the Summer School is June 1.

10.2. Summer School in English Language

Every summer from mid-June to mid-July, ZSEM holds a Summer School for both Croatian and international students. The program is conducted entirely in English, and by attending the three-week Summer School students can take two elective courses over the summer and make their later academic years easier. Applications for the Summer School are open until the 1st of June, while ZSEM students that wish to listen to courses over the summer are not required to pay additional tuition, as these electives enter their course quota.

ZSEM's Summer School is also attended by over 80 students every year, more than half of which are international students from countries such as the United States, Mexico, Japan, Portugal, Spain, Canada, and others.

<http://www.zsem.hr/en/summer-programs/summerschool/>



**Summer School
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**Summer School
Coordinator:**

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In a time of rapid changes and challenges of globalization, lifelong learning has become imperative. Open seminars were attended by more than 3,000 managers from Croatian and neighboring countries.

11

ZSEM BUSINESS ACADEMY

<http://www.zsemakademija.eu>

ZSEM Business Academy as a part of the Zagreb School of Economics and Management organizes various vocational programs, seminars, courses and conferences in management, marketing, finance, accounting, human resource management, logistics, business process optimization, etc.

In a time of rapid changes and challenges resulting from globalization, lifelong learning has become imperative. Our open seminars were attended by more than 3700 managers from various industries.

These programs are intended for the business community in Croatia and the region. The programs are organized according to the model of the world's best business schools and provide modern knowledge and skills that can be acquired at top American and European business schools. Lecturers are from Zagreb School of Economics and Management, the only business school in Croatia that has been accredited by the prestigious AACSB international organization.

The greatest advantage of our education is the selection of experienced teachers with international experience. ZSEM collaborate with more than a hundred universities and business schools in the world (e.g. The University of Michigan Ross Business School, SDA Bocconi, etc.) with years of experience.

Programs are held in Croatian or English language through an interactive work of professors and students, and a number of case studies and discussion.



Academic Director:

Mirna Koričan Lajtman, PhD
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Basic characteristics of education at ZSEM Business Academy:

- > Quality lecturers with years of experience in academic work and work with the business sector
- > Small groups of participants (10-30, depending on the program) in order to achieve the maximum performance of the seminar
- > Modern equipped classrooms with contemporary teaching aids
- > E-learning
- > Collaboration with top universities and business schools
- > Best economic professional literature
- > Certificate of successful completion of the seminar
- > International networking of participants
- > Professional organization of seminars and focus on customer satisfaction
- > Tracking the development of participants after education
- > Professional organization of programme and focusing on clients' satisfaction

12

MATE d.o.o.

ebook024

MATE

Mate d.o.o. publishing was founded in 1989 and our first project was the translation of „Economics“, 14th edition by Nobel Prize winner Paul A. Samuelson and W. D. Nordhaus.

Our mission is to offer professional literature to students, professors, business people, and anyone who wants to learn and develop their knowledge, techniques and business skills. We work with publishers such as Pearson Education, McGraw-Hill, Harvard University and Harvard Business Press, Cambridge University Press, Princeton University Press.

We have published an impressive number of 300 titles in the field of economics, management, marketing, sales, law, human resources, international relations and other related areas. Mate textbooks have been used for many years to educate generations of young Croatian experts who will one day become the backbone of the Croatian economy.

EBOOK024

The web portal ebook024 is an online bookstore for electronic books. Here you will find the best professional literature in the field of economics, management, human resources, marketing, finance and other similar areas.

The portal offers capital works to students, professors, business people and anyone who wants to learn, perfect and maximize their knowledge and business skills. The portal provides you with easier access to the literature 24/7 on the devices you already have.

Create your own virtual library, simply search or share content. You are just a few clicks away from the book.

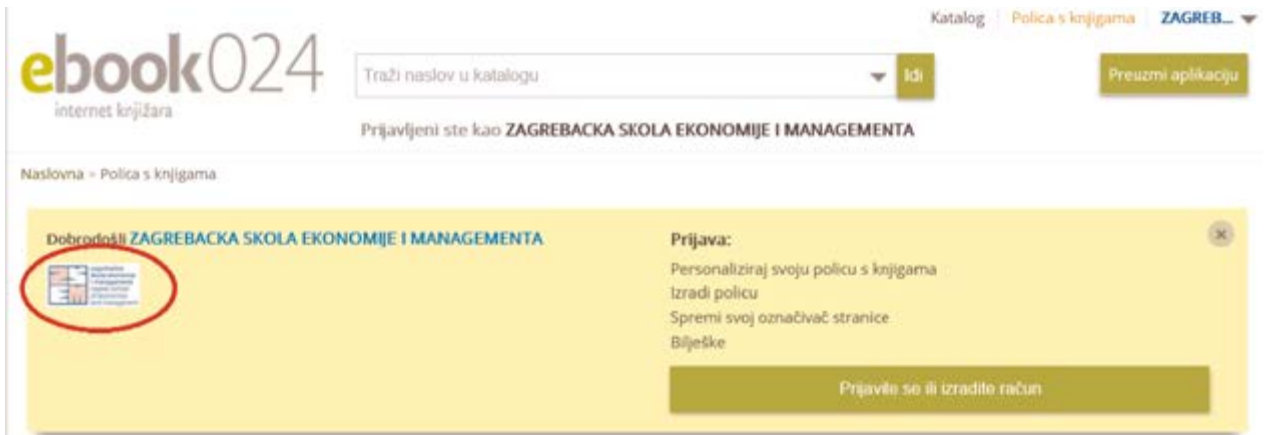
The students of the Zagreb School of Economics and Management have the unique opportunity to access the entire content of the portal www.ebook024.com during their study for free.

Take the advantage of the access to the exam and other professional literature with the username and password you will get at Student Services (Referada).

Access instructions for students

LOGIN

- > When you are in the domain of the ZSEM's IP address (meaning ZSEM campus), type in the Internet browser you use: www.ebook024.com
- > The institutional account of ZSEM on the portal www.ebook024.com will open



LOGIN TO YOUR PERSONAL ACCOUNT

- > Click the “Sign In or Create Account”
- > Enter your username and password you have received from ZSEM
- > Click on the “Sign In”



CREATE YOUR PERSONAL BOOKSHELF

- › In the left side of the screen, click “Add Shelf”
- › Enter the bookshelf name, for eg. Marketing and click “Create Shelf”
- › Click on the shelf you want to save your books in and click “Add title”
- › Click on the shelf you want to save your book in and then click “Completed”
- › The screen will show you the message: “The title was successfully added to the shelf.”

Photo 1.

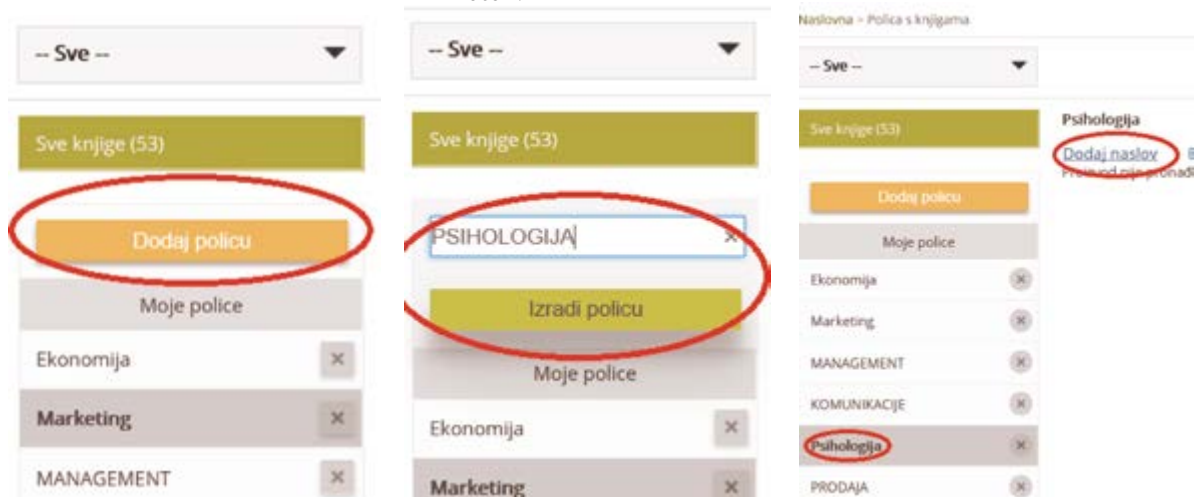
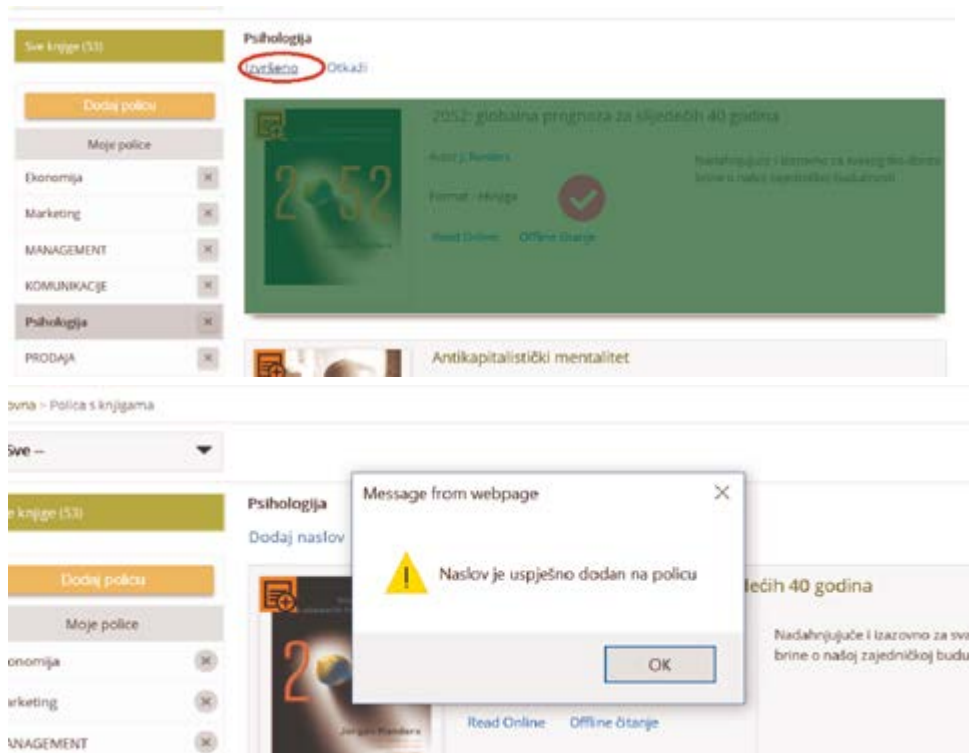


Photo 2.



You can read the stored book ONLINE (while on ZSEM) or OFFLINE (at home).

ONLINE READING

- › Click on the “Read Online” link to read the ebook online on your computer



OFFLINE READING - iPublishCentral Reader Application

- › To read offline, click on the “Offline čitanje”
- › On the next screen, click on the “Download Application” field or if you already have the application, click on the book download icon
- › In the offline reading App, find your book and click on the “Read”



While reading, you can change the size and type of font, page color, share notes on social networks, tag content.



13

THE IVANA HODAK SCHOLARSHIP

Unfortunately, Croatia still has a sizable number of young, talented people who do not have the opportunity to continue their education after high school because of the conditions in which they have lived or grown up. For this reason the ZSEM was one of the founding members of the Ivana Hodak Foundation. The goal of this Foundation is to award scholarships (partial or full) to young people seeking to study law or economics.

The criteria for these scholarships are determined by the Foundation, and can be found on the Foundation's official website.

Donations to the Ivana Hodak Foundation are gathered from contributions by the Foundation's founders and members, and through contributions from individuals and organizations defined as such by Croatian law.

For more information on the Ivana Hodak Foundation, please visit

www.ivanahodak-zaklada.org



ZSEM offers students the option of taking part in many diverse extracurricular activities. These activities are organized and coordinated by ZSEM Student Council, ZSEM Student Sport Association, Career Center, and by individual student clubs.

14

STUDENT ACTIVITIES

14.1. The Student Council

The Student Council acts as the umbrella organization for student activities at ZSEM, and as such helps to promote ZSEM. The Student Council consists of three secretariats: for organizing events, for student standard and for student clubs. The goal of each of these bodies is the betterment of student life. The student ombudsman is also a part of the Student Council; this body receives complaints from students, advises them on ways they can exercise their student rights and represents them in front of the Disciplinary Committee.

By enrolling at ZSEM, you will automatically become a member of the Student Council, and as such you have the option of participating in activities organized by the Student Council and in the Student Council's administrative bodies. The benefits of being active in the Student Council are numerous, but the most important ones are the development of your social skills, meeting your colleagues, developing your network of contacts, promoting ZSEM, and promoting yourself. Please keep in mind that active participation in the activities of the Student Council can also look very good as an addition to your resume, but also promotes the quality of the student's academic life at ZSEM.

Throughout every academic year, the Student Council tries to enrich the spare time of our students. At the start of every academic year, the ZSEM organizes, in cooperation with Student Council, a three day freshman trip. ZSEM also organizes many different study trips.

However, the Student Council also engages in many philanthropic activities, such as blood drives, visiting conferences and other higher education institutions, and organizing student get-togethers (paintball and football tournaments, field trips, parties, etc.).



Council President:

Mario Mrkša
mmrksa@student.zsem.hr

All information on the activities of Student Council you can follow by Facebook page:

<https://www.facebook.com/sz.zsem.hr>

14.2. ZSEM Student Sport Association (SSA)

All activities related to sport are coordinated by the Student Sport Association (SSA) of the ZSEM, led by the Association President Zlatko Mateša, PhD. Every academic year the number of students who contribute to the SSA increases. Also, the number of activities increases. We focused our work on quality conditions and environments, so students can progress in sports either representative or recreational.

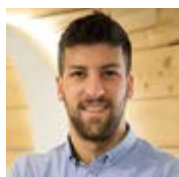
In this academic year, our aim is to invite as many students as possible, which will help to ZSEM and SSA to achieve their best results with their activities and abilities. Besides the results, our aim is to connect students through sports, trainings, competitions, traveling and social gatherings.

ZSEM students can sharpen their sport skills through a series of team and individual sports. Sports are held in male and female competitions. Being a member of SSA carries additional benefits, such as regular traveling across Europe and recognition of an elective course.

Don't miss the opportunity to join in a big ZSEM sports family that is constantly succeeding and has special moments on and off the field.

Further information about sports activities at the ZSEM can be found on Facebook and Instagram page of the ZSEM SSA.

https://www.facebook.com/SSU.ZSEM/?ref=aymt_homepage_panel



Vice President:

Marin Gabela
mgabela@student.zsem.hr



Secretary:

Juraj Pajalić
jpajalic@student.zsem.hr

14.3. IT Club

The IT Club of the Zagreb School of Economics and Management is a club formed by ZSEM students. The goal of this club is to help students acquire practical knowledge in the area of computer technology, maintaining computer equipment, and holding informative workshops and lectures. Through this club, many students are introduced to new technologies, and assist in the organization of various events and conferences at ZSEM.

The IT Club serves as a place that brings together students that are interested in information technology, where they can discuss various areas of professional interest, exchange experiences from their internships, and follow trends in the fast growing IT sector. At the beginning of every semester, members of this club meet to determine a plan and program for the coming semester. Membership in this club is open to all ZSEM students. If you wish to take part in the activities of this club, and if you have any questions or would like more information, please contact:



IT Club Mentor:

Karmela Aleksić-Maslač, MSc
karmela.aleksic@zsem.hr



IT Club President:

Maria Mesarić
mmesaric@student.zsem.hr

14.4. The Journalism Club and Sixsigma Magazine

Journalism Club has been active since 2006, and its main activity is working on and publishing Sixsigma, student magazine. In Sixsigma, you can find articles about the Croatian and world economy, interviews with prominent public individuals and with ZSEM employees. This magazine also covers topics that are relevant for students, including student projects. Membership in the Journalism Club is open to all students; everyone is welcome to make a contribution to Sixsigma.

If you wish to take part in the activities of this club, please contact:



Club President:

Josipa Šegota
jsegota@student.zsem.hr

14.5. The Student Financial and Investment Club

The Student Financial and Investment Club of the Zagreb School of Economics and Management (SFIC ZSEM) was formed by ZSEM students in order to acquire theoretical knowledge and practical experience, as well as additional education in the areas of finance and investing, and other related areas.

The SFIC organizes lectures, events, conferences, seminars, workshops, and other activities in cooperation with other student clubs and associations under the ZSEM. They work on research projects and on publishing of various materials which cover themes in the areas of finance and investing. This club also takes part in virtual simulations through applications offered online.

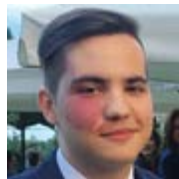
Members of Presidential Committee:



Lovro Toljan
ltoljan@student.zsem.hr



Tomislav Vidak
tvidak@student.zsem.hr



Dario Kopljar
dkoplja1@student.zsem.hr

You can contact us on email: sfzkzsem@gmail.com.



Fotografija: Niko Goga

14.6. NEXT Junior Enterprise

NEXT is the first and only Junior Enterprise in Croatia and in this part of Europe. It is run by a team of students and it offers a wide range of consulting services for “real” companies.

NEXT mission is to bring together a team of creative and innovative students that will bring improvement to the clients through dedicated work.

NEXT is also a great way to take the first step toward a successful business career. By working on challenging projects and with successful companies, our students have a great networking opportunity as well as gaining valuable work experience. Students are also improving their personal and professional skills, which will help them make a transition to the business world.

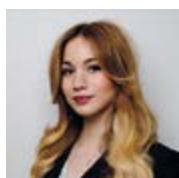
If you wish to contact us please send us Email at

next@zsem.hr



NEXT Mentor:

Goran Oblaković, PhD
goran.oblakovic@zsem.hr



NEXT President:

Lucia Kulušić
lkulusic@student.zsem.hr

14.7. The Ideja Marketing Club



Club President:

Marina Vojnović
mvojnovi@student.zsem.hr

Ideja, our student marketing club, brings together students of the Zagreb School of Economics and Management which are interested in different aspects and spheres of marketing.

The activities of this club are diverse; they aim to develop cooperation between members, the free exchange of ideas and stimulation of student creativity. Members of this club work on different case studies in the area of marketing, sharpening their analytical skills and acquiring skills and knowledge that can be useful once they enter the business world.



Club Vice President:

Doris Krbot
dkrbot@student.zsem.hr

The most important activity of this club is the undertaking of various projects in cooperation with other student clubs and non-profit associations. Projects consist of developing and executing a marketing strategy, through which certain goals of the associated non-profit are realized, by which this club can help such organizations from a marketing standpoint.

This club also organized lectures and workshops which are held by marketing experts, and in which students can come into contact with specific problems they might face in the future.

Membership in the marketing club is open to all ZSEM students who are willing to test their knowledge, skills, and creativity by solving concrete business cases, while learning and exchanging experiences with other students at the same time. Membership is open throughout the entire academic year; applications are accepted on the following email address:

marketinski.klub.ideja@gmail.com

14.8. BETA GAMMA SIGMA

Zagreb School of Economics
and Management Chapter of
Beta Gamma Sigma:



BGS ZSEM Mentor:

Goran Oblaković, PhD
goran.oblakovic@zsem.hr

The Beta Gamma Sigma (BGS) organization connects academically prominent members of AACSB accredited higher education institutions for business education. Membership is awarded exclusively by invitation which makes the greatest recognition that can be achieved within AACSB. BGS has been active since 1913 and has, since then, expanded to 160 countries around the world, across 525 member institutions and participation from 500,000 of the most successful business experts who have impeccable academic and professional careers. Under the motto „Best in Business“, BGS members gather in the world’s widest network of students, Alumni and professors of business colleges.

It is common for companies to use BGS as exclusive access to the best students from the best schools. At the same time, students from all over the world select institutions that have BGS clubs because they want to study with the best students and develop friendships.

More than sixty students of the Zagreb School of Economics and Management joined this exclusive organization in November 2014.

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FINAL REMARKS

The goal of this Handbook is to make your first days at the ZSEM easier by helping you adapt to your new surroundings and the obligations that come with being a student.

We believe that all the information we have presented here will help you navigate this new situation, and you can always stay informed about school news by visiting Student Notice Board.

All the above mentioned Email addresses and contacts are published on www.zsem.hr and are always available for all your questions.

*Yours sincerely,
Zagreb School of
Economics and Management,
September 2018*



DIGITALNO.

EKONOMIJA. FINANCIJE.

MARKETING. MENADŽMENT.

LJUDSKI POTENCIJALI. ETIKA.

ODNOSI S JAVNOŠĆU. PRAVO.

MEĐUNARODNI ODNOSI.

HANDBOOK

APPENDIX

I

LOOMEN

THE BASICS OF USING LOOMEN, DISTANCE LEARNING SOFTWARE

In this section we will explain some of the basic functions which are frequently used as part of distance learning at the Zagreb School of Economics and Management (ZSEM).

Our goal is for you to master certain functions such as downloading lectures, sending emails, etc.

In this section, we will cover:

- > logging in,
- > viewing courses,
- > forum,
- > submitting assignment,
- > taking tests.

LOGGING IN

Open your internet browser and type in the following URL:

<https://loomen.carnet.hr> then click on:

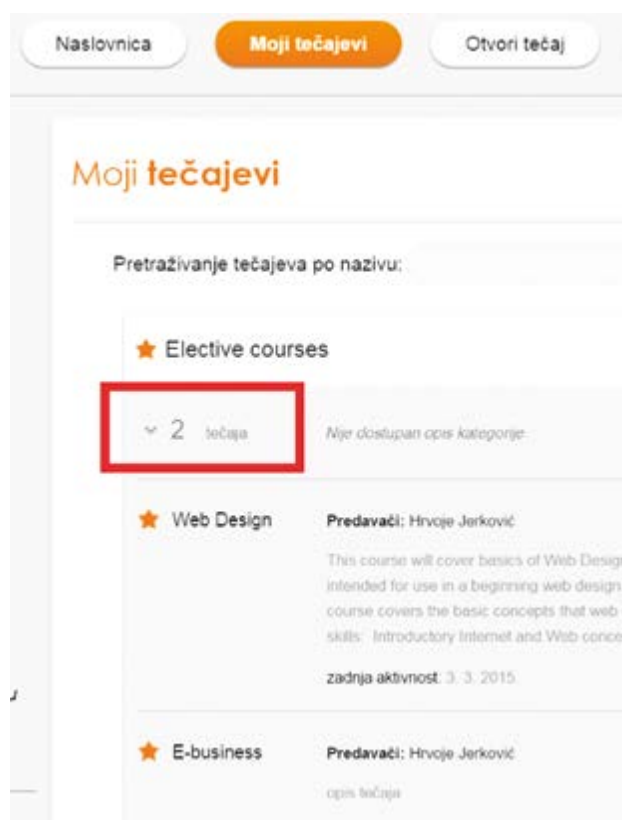


Write your full username and password which you have received on ZSEM. Use full form of your username. When entering your ID and password make sure your Caps Lock key (for capitalizing letters) is off.

Note: Accessing the internet through Carnet: your username and password are also your login information for accessing the Internet through the MetroCARNet, Bnet-CARNet, Iskon CARNet Duo, and CARNet Mobile (Vip-CARNet) services. These services are more affordable for students and professors. For more information on how to use these services, please see the web pages of each individual internet service provider.

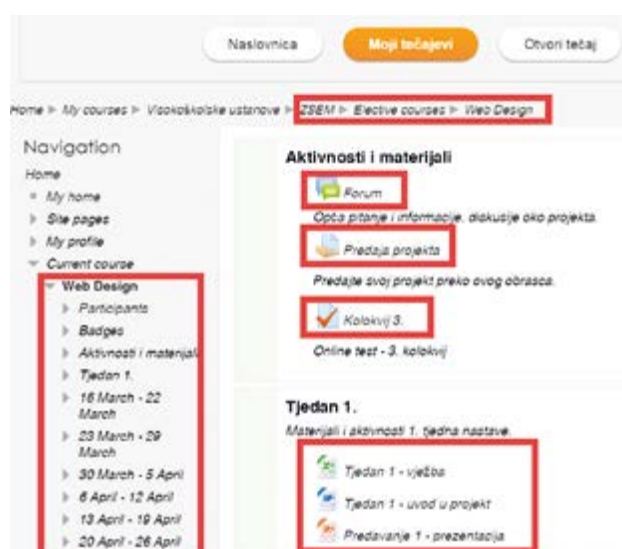
 A screenshot of the AAI@EduHr login interface. At the top right is the AAI@EduHr logo. Below it, there are two input fields: "Korisnička oznaka" (Username) containing "pperic@zsem.hr" and "Zaporka" (Password) with masked characters. Below the fields are two buttons: "Prijavi se" (Login) and "Pomoć" (Help). At the bottom, there is a footer: "Autentikacijska i autorizacijska infrastruktura znanosti i visokog obrazovanja u Republici Hrvatskoj".

Click on number in category in order to see courses in that category:



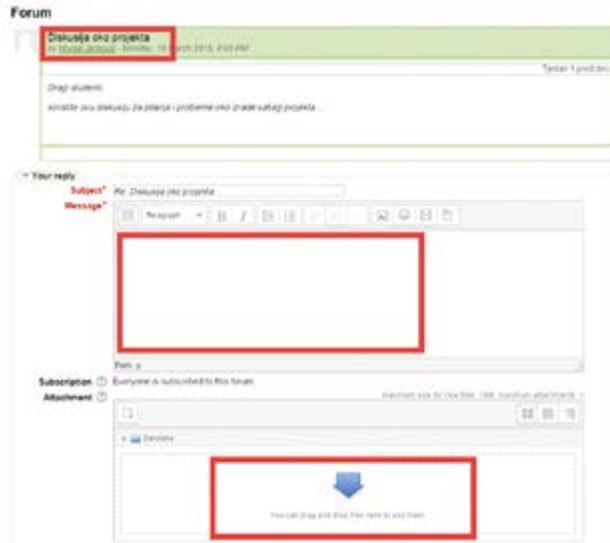
VIEWING COURSES

By clicking on links above course content you can move through courses and activities and materials on courses.



FORUM

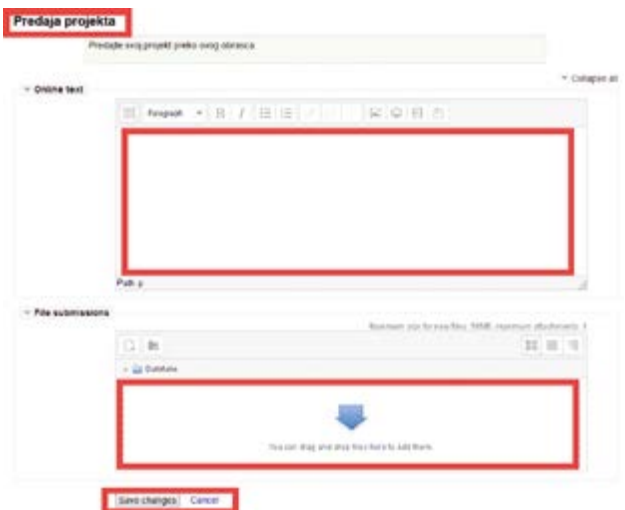
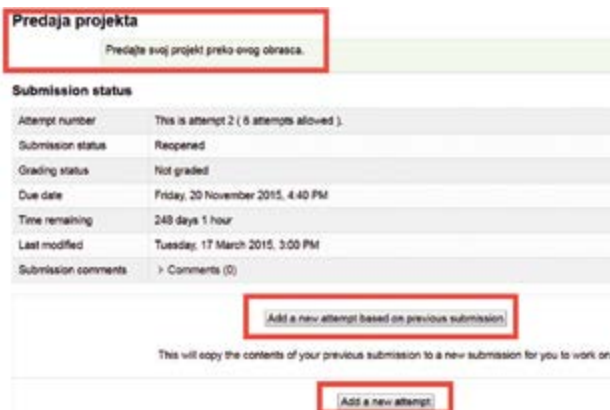
Clicking on forum icon you'll enter in list of discussions. Clicking on name of discussion you can enter discussion. When you open discussion you can replay on it by typing your answer in filed below. You also have option to attach file:



SUBMITTING ASSIGNMENT

By clicking on tool for assignment submission you will view similar to this one below. At the beginning, you will see project description and on bottom you have options to submit new attempt (Add new attempt) or add attempt based on previous submission in case professor allows that:

Click on Add new attempt and you'll be able to submit your attempt by writing your answer, uploading file and clicking Save:

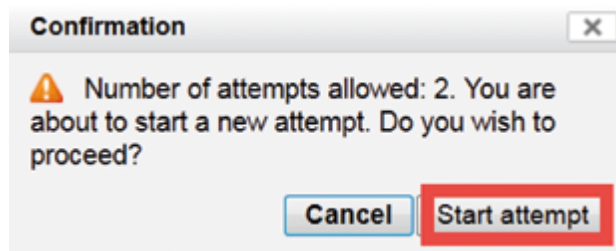


TAKING TESTS

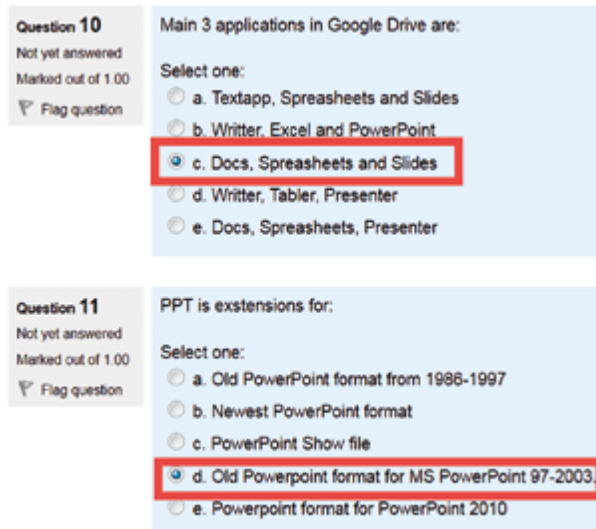
When you click on test you can see test description and you can start test by clicking Attempt quiz now:



In case you start test 1st time you can click on Start attempt:



Mark answers in test and then click Next:



Submit test by clicking Submit all and finish:

Question	Status
1	Not yet answered
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered
6	Not yet answered
7	Not yet answered
8	Not yet answered
9	Not yet answered
10	Answer saved
11	Answer saved

Return to attempt

Submit all and finish

Click Submit all and finish



You can Return to attempt test again if professor allowed it.

Other options and tools (Calendar etc.) are simple to use and if professor will use them in course you will be able to access them with menu on the right side or from the beginning of the course page.

HANDBOOK

APPENDIX

II

STUDOMAT

ZSEM'S STUDOMAT

ABOUT THIS APPLICATION

ZSEM's Studomat is a web application that is accessible to students of the Zagreb School of Economics and Management through LMS, which can be accessed at Student Notice Board.

This application allows students to see their class schedule, to apply for and cancel exams, to follow news about the latest events on campus, and to exchange their contact information.

ACCESSING STUDOMAT

The process of accessing Studomat consists of entering your username and password on the front page of the application. You can use the LDAP username and password you received on your first ICT session.



NOTICE!

Exam registration must be done at least by 3 working days before the examination and it can be unregistered by 1 working day before examination. An examination conducted in front of the Academic Program Committee cannot be unregistered according to the Study Program Rules and Regulations.

THE HOME PAGE



On the starting page, which you will access after successfully entering your username and password, you will see a menu in the upper left corner using which you can navigate Studomat.

In the bottom left corner, you will see a list of files which you can download on your own computer (for example, class schedules, course lists, etc.).

In the middle, you will see a web notifications that are entered by the s Student Administration Office.

COURSES

Kode	Nama Mata Kuliah	Semester	Nilai Akhir	U1	U2
4001	Keperawatan Keperawatan	2020/21	2.00	2	2
4002	Keperawatan Keperawatan	2020/21	2.00	2	2
4003	Keperawatan Keperawatan	2020/21	2.00	2	2
4004	Keperawatan Keperawatan	2020/21	2.00	2	2
4005	Keperawatan Keperawatan	2020/21	2.00	2	2
4006	Keperawatan Keperawatan	2020/21	2.00	2	2
4007	Keperawatan Keperawatan	2020/21	2.00	2	2
4008	Keperawatan Keperawatan	2020/21	2.00	2	2
4009	Keperawatan Keperawatan	2020/21	2.00	2	2
4010	Keperawatan Keperawatan	2020/21	2.00	2	2

The Courses page show students the list of courses they are registered for in the current academic year, with semester details, ECTS points, and final grades.

APPLYING FOR AND CANCELLING EXAMS

In order for a student to apply for an exam over Studomat, the student must have satisfied the course criteria necessary in order for the student to have the right to take the exam. All of the exam periods for which the student has satisfied access criteria will be listed on this page:

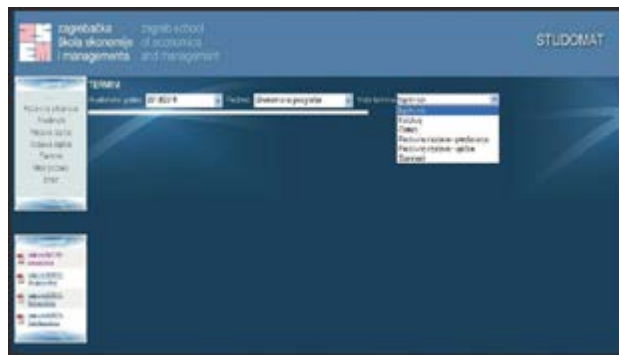
Kode	Nama Mata Kuliah	Semester	Nilai Akhir	U1	U2	Aksi
4001	Keperawatan Keperawatan	2020/21	2.00	2	2	[Apply]
4002	Keperawatan Keperawatan	2020/21	2.00	2	2	[Apply]
4003	Keperawatan Keperawatan	2020/21	2.00	2	2	[Apply]
4004	Keperawatan Keperawatan	2020/21	2.00	2	2	[Apply]
4005	Keperawatan Keperawatan	2020/21	2.00	2	2	[Apply]
4006	Keperawatan Keperawatan	2020/21	2.00	2	2	[Apply]
4007	Keperawatan Keperawatan	2020/21	2.00	2	2	[Apply]
4008	Keperawatan Keperawatan	2020/21	2.00	2	2	[Apply]
4009	Keperawatan Keperawatan	2020/21	2.00	2	2	[Apply]
4010	Keperawatan Keperawatan	2020/21	2.00	2	2	[Apply]

At the end of the table is the Apply button, which students can use to apply for any exam period.

In order to cancel an exam, which must be done at latest 24 working hours before an exam is scheduled to take place, use the Cancel button on the page for exam cancellations:

Kode	Nama Mata Kuliah	Semester	Nilai Akhir	U1	U2	Aksi
4001	Keperawatan Keperawatan	2020/21	2.00	2	2	[Cancel]

SCHEDULE



By viewing the available schedules, students can see exam terms and class schedules for the current academic year and chosen course. Along with information on the exact time of exam periods, students can also find information on the room in which they will take place.

MY ACCOUNT

In order to facilitate the exchange of student contact information's, this page allows students to update their email address, phone number, and mobile phone number:

