

STUDENT GUIDE

120 INSTITUTIONS COLLABORATING WITH THE UNIVERSITY

1000 ACTIVE STUDENTS

5500 GRADUATES

87 EXTERNAL ASSOCIATES FROM VARIOUS INSTITUTIONS AND INDUSTRY PARTNERS

UNIVERSITY OF APPLIED SCIENCES VELIKA GORICA

Invest in knowledge, invest in your future

STUDENT GUIDE

A

FOR NEW STUDENTS

The Student Guide is designed to help new students of the University of Applied Sciences Velika Gorica get acquainted with the University and navigate their studies. Within this Guide, you will find basic information that will assist you during your studies or direct you to where you can find more details or answers to your questions.

Contact us

01/6222-501 🐼

www.vvg.hr

Zagrebačka 5, 10410 Velika Gorica 📀



ABOUT THE UNIVERSITY OF APPLIED SCIENCES VELIKA GORICA

The University of Applied Sciences Velika Gorica is a higher education institution that began its operations in 2003, following approval from the Ministry of Science and Education.

The University currently offers one short-cycle study programme, five undergraduate professional study programmes, and four graduate professional study programmes.

Short-cycle study programme

Digital Technologies

Undergraduate Professional Study Programmes

Motor Vehicles Eye Optics Computer System Maintenance Aircraft Maintenance Management in Crisis Conditions

Graduate Professional Study

Programmes Information Systems Crisis Management Logistics Management Optometry

OUR MISSION AND VISION

The mission of the University of Applied Sciences Velika Gorica is to provide higher education and lifelong learning by continually developing and improving high-quality, specialised study programmes and lifelong learning initiatives based on the principles of market competitiveness, academic excellence, and social responsibility. By educating and training professionals capable of addressing contemporary challenges and labour market needs, the University contributes to the responsible and sustainable development of the community.

The vision of the University of Applied Sciences Velika Gorica is to become a recognisable and modern higher education institution that, through the uniqueness and internationalisation of its study programmes and lifelong learning programmes, competes at both the national and international levels. By networking with partner institutions and stakeholders from the real sector, and by encouraging mobility and the development of scientific research, our goal is to educate competent professionals and future drivers of social development. This will be achieved by ensuring the acquisition of practical knowledge and skills during both formal studies and lifelong learning, aligned with the highest Croatian and European standards as well as the current labour market needs.

OUR GOALS

Through its operations and activities, the University promotes systematic and sustainable development, as well as a positive impact on society and the environment. The University's infrastructure is adapted to accommodate all students, employees, and associates, ensuring smooth functioning, enrolment and studying. Promoting equal opportunities, nondiscrimination, and equality are core principles in all activities carried out at the University.

The main goals of the University are to provide high-quality and recognizable higher education within the European Education Area, ensure effective and sustainable management of the University and its quality assurance system, and support the University's active role at the local, regional, and national levels. The key principles in achieving these goals are **flexibility, innovation, interdisciplinarity, and excellence**.

FINDING YOUR WAY AROUND

The main building of the University is located at Zagrebačka 5, Velika Gorica.

Located on the ground floor are the Student Services Office, the Career and Psychological Support Center, and the University Library, which also houses a Student Reading Room.

The Dean's Department is located on the attic level of the main building. The University's facilities are fully accessible to persons with disabilities.

Classes take place in lecture halls and classrooms equipped with all the necessary equipment and technology for the study programmes offered by the University. On the first floor of the main building, there are additional classrooms and lecture halls.





In addition to the main building, the new University building is located at Zagrebačka 3, Velika Gorica.

On the 1 st floor of the main building, there are lecture halls	On the 2 nd floor of the new building, there are lecture halls	In the courtyard building, there are lecture halls
A_180 E_120 I_130	A G B IT1 C IT2 D IT3 E F Conference Room	Lab_OCO TRC_099

Located in the new University building are faculty offices and space for external lecturers, as well as the offices of programme heads. Information about consultation hours is available in the course syllabi and on the University's website. At the end of this Guide, you will also find floor plans of the buildings to help you navigate the University more easily.

Besides the Reading Room, which is equipped with computers, there is also a Computer Corner located on the second floor of the new building next to the elevator. For relaxation and socialising, the Gaudeamus Student Club is available in the University courtyard.





On the first floor of the new building, you will find the Eco Corner, where you can enjoy beautiful and creative decorations and read useful information. The Eco Corner also includes a shelf with books and magazines available for borrowing, and you are welcome to leave books there for others to read as well.

STUDENT RIGHTS AND RESPONSIBILITIES

Students' rights and responsibilities are determined by government laws, the University Statute, the Study Regulations, and all other general acts of the University. Students are obligated to respect the organisation, implementation, and rules of study, the University's general acts, and to fulfil their academic duties in accordance with requirements.

STUDENT CODE OF ETHICS

Students are obliged to behave as responsible members of the higher education community by respecting the legal regulations, provisions of the University, fundamental human rights, the dignity and integrity of others, principles of equality, fairness, academic freedom, and rules of polite behaviour and decorum towards teachers and other employees, external associates and students of the University. Rights and obligations prescribed by the Code of Ethics of the University of Applied Sciences Velika Gorica refer to the actions and behaviour of students on the premises owned or used by the University, as well as the actions that present or represent the University in any way. The Code of Ethics, along with all other regulations and valid acts of the University, is available on the University's website.

ACADEMIC CALENDAR

The academic calendar is a document primarily used for planning the academic year and is available on the University's website. It contains the start and end dates of the academic year, teaching periods, exam schedules, and other important information.

APPLICABLE GENERAL ACTS AND REGULATIONS

All students are required to act in accordance with the University's general acts and regulations. All general acts and regulations are available on the University's website (link: https://vvg.hr/ dokumenti/).



WHAT YOU NEED TO KNOW AS A UNIVERSITY STUDENT

UNIVERSITY INFORMATION SYSTEM

The University officially informs students, faculty, and all other stakeholders about all study-related events through the University's website www.vvg.hr and the University's information system.

Students are required to regularly check messages, announcements, and documents posted on their personal portals and within the Gaudeamus system and respond accordingly.

GAUDEAMUS SYSTEM

The Gaudeamus system of the University of Applied Sciences Velika Gorica is intended for electronic learning (e-learning) by using computers and computer networks (local and Internet). It is based on the Moodle e-learning platform. Access to courses is granted by faculty members who provide passwords for course enrollment.

MICROSOFT TEAMS

Microsoft Teams enables faculty to deliver lectures and consultations via conference calls in the form of video or audio calls to student groups.

STUDENT STATUS

Student status is acquired upon enrollment at the University. Students hold this status for the prescribed duration of their studies, provided they fulfil all prescribed study requirements set by valid laws, the Study Regulations, and other general acts of the University.

Certificates of student status can be requested through the eRequests system.

CONDITIONS FOR ENROLLMENT TO THE NEXT ACADEMIC YEAR

In accordance with the Study Regulations, a student earns the right to enrol to the next academic year once all academic and financial obligations, expressed in ECTS credits, assigned during the previous year have been fulfilled.

STUDENT ID CARD

Student status is verified through an official student ID card. The student ID card contains personal data on its surface, chip, and magnetic stripe.

The student is required to present the ID card at the Student Services Office, the Library, or to faculty upon request for administrative purposes.

Any loss or damage to the student ID card must be reported as soon as possible.

ECTS CREDITS AND LEARNING OUTCOMES

The University's study programs are aligned with the European Credit Transfer and Accumulation System (ECTS). ECTS credits reflect the scope of learning, based on defined learning outcomes and the associated student workload. One ECTS credit corresponds to 30 hours of student work during their studies. Learning outcomes are statements that describe what a student is expected to know, understand, be able to do, or evaluate upon successful completition of a particular assignment, class, course, or programme. By attaining the learning outcomes during their studies, students acquire competencies for employment and self-employment. Learning outcomes are clearly defined for each course.

DELIVERY AND ATTENDANCE OF CLASSES

Teaching is delivered through lectures, seminars, practical exercises, individual and group consultations, mentorship, and practical training. Practical training includes working with students at teaching sites and may involve on-call duties, practical exercises, internships, fieldwork, and other forms of teaching that contribute to the acquisition of the prescribed knowledge, skills, and habits.

Classes are predominantly delivered on the premises of the University. In certain cases, classes may also be held in off-site study groups outside Velika Gorica, or in classrooms, laboratories, practical training spaces, and teaching facilities of other legal entities with whom the University has established contractual partnerships. Classes may also be delivered remotely via e-learning.

Attendance is generally mandatory for both full-time and part-time students. Student obligations regarding class attendance are regulated by the course syllabus and the Study Regulations. The Head of Course/lecturer determines possible ways of making up for any absences.

The class schedule can be accessed via the following link: https://vvghr.sharepoint.com/sites/R asporedNastave/Raspored%20nasta ve/Forms/AllItems

Please note that non-attendance at lectures does not exempt part-time students from other course requirements outlined in the syllabus (such as lab work, seminar papers, or fieldwork).

The class schedule is published on the University's SharePoint and is available to both staff and students. The schedule is subject to updates and may vary from week to week depending on course needs.

WHY CLASS ATTENDANCE MATTERS

Up to 75% of the final course grade may be earned through active participation during classes. Student performance may be assessed through various activities, including: participation and engagement, acquired knowledge, skills, and competencies (mid-term exams, quizzes, etc.), independent work (seminar papers, assignments, presentations, case studies, etc.), and other activities as specified in the course syllabus and curriculum. The exact breakdown of grading components is published in the course syllabus at the beginning of each course.

EXAMS

The final grade for each course is based on a combination of in-class performance and the final exam.

EXAM PERIODS

Exam periods are held in winter, summer, and autumn when classes are organised by semester. Each exam period lasts at least three weeks. Typically, a minimum of two exam dates per course are scheduled during each regular exam period. There must be at least seven days between attempts at the same course exam within a single exam period. When justified, the Dean or Study Council may schedule additional (extraordinary) exam periods. Exam registration is done through the ISVU Studomat system. <u>https://www.isvu.hr/studomat/hr/p</u> <u>rijava</u>

How to register and deregister for exams?

To take an exam, you must register no later than two days before the exam date. If you decide not to take the exam after registering, you must deregister at least one day before the scheduled date.

How many times can I enrol in a course I failed?

A student has the right to enrol in the same failed course up to two times. Exceptionally, a third enrollment may be approved if there are valid and justified reasons. A student who does not pass the course even after the second or third enrollment will be dismissed from the study program. Students who do not meet the minimum requirements for exam eligibility will receive a grade of F (fail), will not earn ECTS credits, and must re-enrol in the course in the following academic year.

PROFESSIONAL PRACTICE/INTERNSHIP

The implementation of professional practice is regulated by the Professional Practice Regulations, which are available on the University's website.

COMPLETION OF STUDIES

The process of completing your studies is prescribed by the relevant Regulation, available on the University's website.





STUDENT SERVICES OFFICE

The Student Services Office is a department primarily focused on supporting students throughout their studies and helping them achieve the best possible academic experience. If you have any questions or uncertainties, this is the place to go for quick, verified, and accurate information. For all inquiries, the Student Services Office is available via email: referada@vvg.hr

TEACHING STAFF

All teaching staff contact information and email addresses, as well as consultation times, are provided in each course syllabus and are also available on the University's website.

YEAR MENTORS

Year mentors assist students by offering guidance in navigating their studies. They introduce students to attendance and exercise obligations, explain how to register, deregister, and take exams, help with selecting elective courses, and provide updates on other activities at the University that promote study quality or relate to academic activities.

Year mentors follow students' progress throughout the entire program. You will meet your year mentor shortly after the beginning of the first year of study. Mentors are also available for individual meetings during regular mentoring consultation hours, which are announced by the mentors themselves.

To find out who your year mentor is, check your course syllabus. Their contact details can also be found at the end of this Guide.

CAREER AND PSYCHOLOGICAL SUPPORT CENTER

The Center offers services in psychological, academic, and career counseling. With the aim of improving the quality of student life and academic success by strengthening students' personal competencies and resources, the Career and Psychological Support Center operates at the University of Applied Sciences Velika Gorica. Students can seek psychosocial support, guidance in managing their studies, and assistance with job search at the Center.

The Center organises educational events (seminars, workshops, lectures) that help students develop different skills, achieve academic success, and care for their mental health.

The Center is staffed by psychologists with years of experience working with students and who maintain an individual approach and strict confidentiality. The Career and Psychological Support Center also ensures the inclusion and academic support of vulnerable student groups, such as students with disabilities.

More information about the Center is available on the website <u>https://www.vvg.hr/savjetovaliste-za-studente/</u>. Questions can also be sent by email to <u>savjetovaliste@vvg.hr</u>.

INTERNATIONAL OPPORTUNITIES FOR STUDENTS

Students of the University of Applied Sciences Velika Gorica have the opportunity to participate in the Erasmus+ programme, through which they can receive financial support for study visits at partner higher education institutions or for professional internships in companies across the European Union. The University currently has over 30 signed agreements with various European higher education institutions, and new agreements are continuously being added. Study mobility is divided into short-term (7 days) or long-term (one or two semesters), while internships can last from 2 to 12 months.



More information about the Erasmus+ programme and current open calls is available on the University's website https://vvg.hr/mobilnost/.

For further details, questions, or support, students can contact the Erasmus coordinator at erasmus@vvg.hr

LIBRARY

The Library of the University of Applied Sciences Velika Gorica holds a collection of over 4,500 items of professional literature available for student borrowing.

The University also publishes its scientific journal, The Annal of Disaster Risk Science (ADRS), which is available online.

Students can borrow books upon presenting their student ID card. Books are loaned for one month, with the option to extend the loan for an additional month.

Each student may borrow up to five books at a time. All available literature supports the curriculum and study programs of the University.

An integral part of the Library is a quiet study space, i.e., a reading room with 16 seats. Students can use the reading room during the Library's regular working hours.



ADDITIONAL INFORMATION

STUDENT UNION

The Student Union of the University of Applied Sciences Velika Gorica is a student representative body that protects student interests, takes part in decision-making within University bodies, and represents students within the higher education system. By participating in the activities of the Student Union, you can contribute to enhancing the quality of student life and education.

More information about the Student Union is available on the University's website https://www.vvg.hr/studenti/.



PARKING – DISCOUNTED PARKING PERMIT

Students of the University are entitled to a discounted parking permit at a monthly cost of €9.29.

To obtain it, students must request a confirmation of student status and present it along with their student ID and vehicle registration at VG Komunalac.

More information is available by phone: 01/6566 852, 01/6566 853 Email: <u>parking@vgkomunalac.hr</u>

HEALTH CARE

Students of the University can seek medical assistance at the Velika Gorica Health Centre, located at: UI. Matice hrvatske 5, 10410 Velika Gorica

Velika Gorica Health Centre Dr. Mateja Kopsa Sobota Phone: 01/6227 555 Email: skolska.medicina.vgorica2@zz jz-zz.hr

ACADEMIC GLOSSARY

AAI: The AAI@Edu.hr account (CARNet account) is used to access your student inbox, Gaudeamus, MS Office, the e-Citizens system, and the National Government Portal.

Academic Year: Begins on the first day of classes in October and ends with the final examination period in September of the following year.

Assistant: A teaching assistant who supports a senior lecturer in delivering lessons and other related academic tasks.

Centers: Organizational units of the University managed by a head of center. VVG includes: The Center for Career and Psychological Support and the Center for Lifelong Learning and Education.

Commission Exam: A student may take an exam up to four times. The fourth attempt is conducted before a commission. If a student fails, the course must be retaken in the following academic year.

Consultations: Designated times for one-on-one meetings between students and a lecturer to clarify course content or resolve academic questions.

Course (Kolegij): A subject taught during the semester, culminating in an exam.

Course Evaluation: Carried out through anonymous surveys to gather student feedback on teaching quality.

Dean's Department: The office of the Dean and administrative departments.

Demonstrator: An outstanding and highly successful student who, under a lecturer's guidance, helps peers understand coursework or exercises.

Department: An academic unit covering related subjects or courses.

ECTS (European Credit Transfer and Accumulation System): A standardised method of quantifying student workload. At the University, 1 ECTS credit = 30 hours of student work; 60 ECTS per academic year.

Erasmus+: An international student exchange program funded by the EU. The Erasmus Coordinator provides all related information.

Examination Periods: Regular exam periods include winter, summer, and autumn terms. Additional exams may be scheduled exceptionally.

Final Exam: A conclusive evaluation of learning outcomes and student performance in a course. Details are defined in the course syllabus.

Full-Time Student: Typically someone who continues education directly after secondary school.

Hrčak (https://hrcak.srce.hr/): A central portal hosting Croatian open-access academic and professional journals. Useful for seminar and thesis research.

JMBAG: Unique Academic Citizen Identification Number, received upon enrollment. Required for administrative forms and procedures. Not to be confused with JMBG (citizen identification number). **Library:** A place where students can borrow academic and professional literature for exams, seminars, and thesis writing.

Midterm (Quiz): An assessment covering part of the course content, held during regular classes.

Notes (Skripte): Student-compiled summaries or lecture notes. These are often less reliable than official materials and are not officially approved unless published by the University with peer review.

Part-Time Student: Enrolled students who work or have other responsibilities and attend classes primarily in the evenings (after 4 PM).

Reading Room: Located within the Library (main building), equipped with computers for study and research (e.g., for seminar papers). Additional computer stations are located on the second floor of the new building (by the elevator). A book-sharing shelf is available on the first floor of the new building.

Regular Exam Period: Includes summer, winter, and autumn terms. Students may take exams up to the next scheduled offering of the course.

Semester: One half of the academic year (there are two semesters per year).

Seminar Paper: A written paper on a specific topic assigned in a course. Often follows a formal structure and citation style. In some courses, it's required before the final exam.

Student Email Address: Students are encouraged to use their official student email in communication with staff and services (accessible via AAI login).

Student Services Office (Referada): The place to get essential information related to your studies. Email: referada@vvg.hr

Student Union: The central representative student body. Participates in University governance and advocates for student interests. University of Applied Sciences (Veleučilište): A higher education institution offering professional study programs.

X-ica: The student ID card used to verify status and access rights (e.g., food subsidies).

Year Mentor: Assists students in navigating university life. Year mentors are introduced in the first semester and are available for regular consultation.



CONTACTS

ADMINISTRATIVE SERVICES

STUDENT ADMINISTRATION OFFICE

Working hours: Monday, Wednesday, Thursday, Friday 8:00–16:00 Tuesday 10:00–18:00 Office closed for student inquiries from 13:00 to 14:00 Phone: 01 6222 501 Email: info@vvg.hr, referada@vvg.hr

LIBRARY

Working hours: Monday, Wednesday, Friday 8:00–16:00 Tuesday, Thursday 10:00–18:00 Library closed for user services from 13:00 to 14:00 Phone: 01 7772 736 Email: <u>knjiznica@vvg.hr</u> DEPARTMENT FOR PLANNING, ORGANIZATION AND TEACHING IMPLEMENTATION Email: nastavna.djelatnost@vvg.hr

INFORMATION TECHNOLOGY

SUPPORT SERVICE Phone: 01 7897 641 Email: <u>informaticka.podrska@vvg.hr</u>

CENTER FOR CAREER AND PSYCHOLOGICAL SUPPORT

Email: savjetovaliste@vvg.hr

CENTER FOR LIFELONG LEARNING AND EDUCATION

Email: cjelozivotno@vvg.hr

e-mail adresa knjiznica@vvg.hr

HEADS OF STUDIES

SHORT-CYCLE STUDY PROGRAMME

Digital Technologies

Head of study Nives Jovičić, PhD, Senior Lecturer, mag. ing. agr. nives.jovicic@vvg.hr

UNDERGRADUATE PROFESSIONAL STUDIES

Eye Optics Head of study Mgr. Sonja Drugović, Lecturer sonja.drugovic@vvg.hr

Aircraft Maintenance

Head of study Darko Virovac, PhD, Professor of Professional Studies, dipl. ing.. darko.virovac@vvg.hr Motor Vehicles Head of study Andrija Šaban, Senior Lecturer, mag. ing. mech.. andrija.saban@vvg.hr

Management in Crisis Conditions Head of study Martina Mihalinčić, PhD, Professor of Professional Studies, mag. pol. <u>martina.mihalincic@vvg.hr</u>

Computer Systems Maintenance

Head of study Vladimir Lebinac, MSc, Lecturer, dipl. ing. vladimir.lebinac@vvg.hr

GRADUATE PROFESSIONAL STUDIES

Information Systems Head of study Vladimir Lebinac, MSc, Lecturer, dipl. ing. <u>vladimir.lebinac@vvg.hr</u>

Logistics Management Head of study Ivan Nađ, PhD, Professor of Professional Studies <u>ivan.nadj@vvg.hr</u>

Crisis Management

Head of study Martina Mihalinčić, PhD, Professor of Professional Studies, mag. pol. <u>martina.mihalincic@vvg.hr</u>

Optometry Head of study

Assoc. Prof. Dr. Snježana Kaštelan, Professor of Professional Studies, M.D., PhD, <u>snjezana.kastelan@vvg.hr</u>

YEAR MENTORS

Short-Cycle Study Programme Digital Technologies

Hrvoje Janeš, Lecturer, mag. ing. techn. inf. hrvoje.janes@vvg.hr

Undergraduate Professional Study – Eye Optics

1st year M.Sc. Lea Tandara, Lecturer lea.tandara@vvg.hr

2nd year Mgr. Sonja Drugović, Lecturer sonja.drugovic@vvg.hr

3rd year M.Sc. Marcela Domnik, Lecturer marcela.domnik@vvg.hr

Undergraduate Professional Study – Computer Systems Maintenance

1st year Mr. Mirela Karabatić, Senior Lecturer, dipl. oec. mirela.karabatic@vvg.hr

2nd year Irina Kacian, Senior Lecturer, mag. evr. posl. štud., mag. ing. techn. graph. irina.kacian@vvg.hr

3rd year Dr. Vladimir Bralić, Senior Lecturer, mag. inf. vladimir.bralic@vvg.hr

Undergraduate Professional Study – Motor Vehicles

1st year Dajana Jelčić Dubček, MSc, Senior Lecturer, dipl. ing. dajana.jelcic-dubcek@vvg.hr

2nd year Ivana Rubić, PhD, Senior Lecturer, mag. educ. philol. angl. ivana.rubic@vvg.hr

3rd year Josip Rauker, Lecturer, dipl. ing. josip.rauker@vvg.hr

Undergraduate Professional Study – Aircraft Maintenance

1st year Silvestar Špehar, Lecturer, dipl. ing. sspehar@vvg.hr

2nd year Irina Kacian, Senior Lecturer, mag. evr. posl. štud., mag. ing. techn. graph. irina.kacian@vvg.hr

3rd year Josip Rauker, Lecturer, dipl. ing. josip.rauker@vvg.hr

Undergraduate Professional Study – Crisis Management

1st year Marina Črnko, Senior Lecturer, univ. spec. crim. marina.crnko@vvg.hr

2nd year Hrvoje Janeš, Lecturer, mag. techn. inf. hrvoje.janes@vvg.hr

3rd year Dr. Iva Golubić, Senior Lecturer, dipl. ing. iva.golubic@vvg.hr

Graduate Professional Study – Information Systems

1st year Tomislav Gligora, PhD, Senior Lecturer, struč. spec. ing. techn. inf. tomislav.gligora@vvg.hr

2nd year Dr. Davorin Valenčić, PhD,Professor of Professional Studies, dipl. ing. <u>davorin.valencic@vvg.hr</u>

Graduate Professional Study – Crisis Management

1st year Kruno Skendrović, Lecturer, mag. rel. int. et dipl. kruno.skendrovic@vvg.hr

2nd year Igor Milić, Senior Lecturer, mag. ing. admin. chris. igor.milic@vvg.hr

Graduate Professional Study – Logistics Management

1st year Dr. Ratko Stanković, Professor of Professional Studies, dipl. ing. ratko.stankovic@vvg.hr

2nd year Sandra Lovrić, Lecturer, univ. dipl. soc. sandra.lovric@vvg.hr

Graduate Professional Study – Optometry

1st year Lea Tandara, MSc., Lecturer lea.tandara@vvg.hr

FLOOR PLAN OF THE NEW UNIVERSITY BUILDING



GROUND FLOOR PLAN OF THE MAIN BUILDING



FIRST FLOOR PLAN OF THE MAIN BUILDING



FLOOR PLAN OF THE COURTYARD BUILDING OF THE UNIVERSITY





FIRST FLOOR

