

**VELEUČILIŠTE**

UNIVERSITY



**VELIKA GORICA**

of APPLIED SCIENCES VELIKA GORICA

# **STUDENT GUIDE**



**1000 ACTIVE STUDENTS**

**90 EMPLOYEES**

**87 EXTERNAL ASSOCIATES FROM  
VARIOUS  
INSTITUTIONS AND  
BUSINESS ENTITIES**

**120 COOPERATING  
INSTITUTIONS**

**5000 GRADUATED STUDENTS**



The Student Guide has been designed with the aim of making it easier to find your way around and study at the University of Applied Sciences Velika Gorica. The Guide contains basic information that will help you during your studies or indicate where you can find more information or the answers to your questions.

## **ABOUT THE UNIVERSITY OF APPLIED SCIENCES VELIKA GORICA**

The University of Applied Sciences Velika Gorica is a higher education institution which began its work in 2003 after obtaining the work permit from the Ministry of Science, Education and Sports. The University implements five professional undergraduate study programmes and three professional graduate study programmes.

### **Professional undergraduate study programmes**

Motor Vehicles  
Optometry  
Computer Systems Maintenance  
Aircraft Maintenance  
Crisis Management

### **Professional graduate study programmes**

Information Systems  
Crisis Management  
Logistics Management

The mission of the University of Applied Sciences Velika Gorica is to implement the higher education and lifelong learning activities through the continuous development and improvement of high quality and specific study programmes and lifelong learning programmes based on the principles of market competitiveness, academic excellence, and social responsibility. By educating and training experts ready to respond to contemporary challenges and needs of the labour market, the University contributes to the responsible and sustainable development of the social community.

The vision of the University of Applied Sciences Velika Gorica is to become a recognisable modern institution of higher education, competitive at the national and international level due to its specific and internationalised study programmes and lifelong learning programmes. Through the establishment of ties with partner institutions and real sector stakeholders, as well as the encouragement of mobility and development of scientific-research activities, our aim is to educate competent experts and future champions of social development by ensuring the acquisition of practical knowledge and skills during the studies and lifelong learning harmonised with the highest Croatian and European standards, and the contemporary labour market needs.

Through its activities and operations, the University encourages systematic and sustainable development, as well as having a positive impact on the society and the environment. The University has infrastructure capacities adapted to all students, employees and associates, thus enabling unimpeded work, enrolment and attendance of studies. Promotion of equal opportunities, non-discrimination and equality are fundamental principles in all areas of higher education activities at the University.

The goals of the University are to provide high-quality and recognisable higher education in the European Higher Education Area, to ensure efficient and sustainable management of the University and its quality system, as well as being active at the local, regional and national level. The main principles in the realisation of these goals are flexibility, innovation, interdisciplinarity and excellence.

## FINDING YOUR WAY AROUND THE UNIVERSITY

The main building of the University is located at the following address: Zagrebačka cesta 5, Velika Gorica. The ground floor of the main building contains the Student Office, the Centre for Career and Psychological Support and the Library of the University of Applied Sciences Velika Gorica, which includes the Students' Reading Room. The Deanery is located in the main building's attic.



The University premises are adapted to access for people with disabilities.

The classes are held in lecture halls and classrooms equipped with all necessary equipment for all study programmes offered by the University.

Several lecture halls and classrooms are located on the first floor of the main building.

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





**The first floor of the main building holds the following lecture halls:**

**A\_180  
E\_120  
I\_130**

**The second floor of the new building holds the following lecture halls:**

**A G  
B IT1  
C IT2  
D IT3  
E Vijećnica  
F**

**The courtyard building holds the following lecture halls**

**Lab\_OCO  
TRC\_099**

The new building of the University also holds the offices of teachers and heads of study programmes. Information regarding the office hours is made available in the course implementation plans which can be found on the university intranet. At the end of this Guide there are floor plans of the buildings to make it easier for you to find your way around the University.

In addition to the computer-equipped Reading Room, you may use the computers available on the second floor of the new building, next to the elevator. The Gaudeamus student club in the University courtyard is at your disposal if you want to relax and socialize with other students.



The first floor of the new building contains an Eco Corner, where you can enjoy beautiful and creative artwork and read useful information. There is also a shelf with books and magazines you can borrow or leave books you would like others to read.

## **STUDENT RIGHTS AND OBLIGATIONS**

Student rights and obligations are determined by the Act on Scientific Activity and Higher Education, the Statute of the University of Applied Sciences Velika Gorica, the Book of Study Regulations and all other general acts of the University adopted in accordance with it.

The student is obliged to comply with the organisation, implementation and rules of the study programme, the general acts of the University, as well as properly fulfilling student obligations at the University.

### **STUDENT CODE OF ETHICS**

Students are obliged to behave as responsible members of the higher education community, complying with the legal regulations, University provisions, fundamental human rights, dignity and integrity of other persons, principles of equality, fairness, academic freedom, as well as the principles of polite behaviour and decorum towards teachers and other employees, external associates and students at the University.

The rights and obligations prescribed by the University of Applied Sciences Velika Gorica Code of Ethics refer to student actions and behaviour on the premises owned or used by the University, and the actions that are in any way related to the representation or image of the University.

All Books of Regulations and acts of the University which are in force are available on the University's website, as is the Code of Ethics.

## **ACADEMIC CALENDAR**

The academic calendar is a document primarily used to plan classes during the academic year, and it is available on the University's website and the intranet. The calendar contains the beginning and ending dates of the academic year, teaching periods, examination periods, dates of bank holidays and national holidays.

## **GENERAL ACTS AND REGULATIONS IN FORCE**

All students are obliged to behave in accordance with the general acts and regulations of the University. All general acts and Books of Regulations of the University are available on the University website (link: <https://vvg.hr/dokumenti/>) and the intranet.



# WHAT YOU NEED TO KNOW AS A STUDENT AT THE UNIVERSITY

## UNIVERSITY INFORMATION SYSTEM (INTRANET) - PRETINAC

The University posts all official information for students, teachers and all other stakeholders on the University's website [www.vvg.hr](http://www.vvg.hr) and the Pretinac information system (intranet). The intranet is the main communication tool between the students, teachers and administrative services. The students are obliged to regularly check posted messages, notices and documents on the Pretinac and act accordingly.

You log into the Pretinac with the access data (AAIEdu@HR identity) that were assigned to you during registration, using the following link: <https://pretinac.vvg.hr/>

In case of any technical issues, you can use the Pretinac to send an inquiry through the Technical support module. If you have any questions related to your studies, exams or the enrolment in the next semester, you can use the Teaching affairs module to send your inquiry.

Through the Pretinac intranet system it is possible to:

- follow important study information
- follow the course schedule
- monitor your financial obligations
- register and deregister for exams
- review exam grades
- review exam schedule
- enrol into a semester or a new academic year
- review the accumulated course credits

## GAUDEAMUS E-LEARNING SYSTEM

The Gaudeamus system of the University of Applied Sciences Velika Gorica is a Moodle-based e-learning system intended for electronic learning via computers and computer networks (local and Internet). Course access is determined by course lecturers who assign passwords for course enrolment.

## MICROSOFT TEAMS

Microsoft Teams allows teachers to hold lectures and office hours in the form of a conference video call or an audio call to a group of students.

## STUDENT STATUS

The student status is acquired by enrolling at the University. Student status is held by a student during the prescribed duration of the study programme, provided that all prescribed study requirements determined by the relevant Acts, Book of Study Regulations and other general acts of the University are fulfilled.

Student status certificates can be requested at the Student Office or by the following e-mail: [referada@vvg.hr](mailto:referada@vvg.hr)

## REQUIREMENTS FOR ENROLMENT INTO THE ADVANCED SEMESTER OR AN ADVANCED ACADEMIC YEAR

In accordance with the Book of Study Regulations, a student acquires the right to enrol into the next year of the study programme after the fulfilment of all study and financial obligations expressed in ECTS credits, which were taken upon enrolment in the previous year of the study programme.

## STUDENT CARD

Student status is proven by a student ID document. The student ID document is the student card with the data listed on its surface, chip and magnetic strip. The student is required to show their student card at the Student Office, the Library or upon a lecturer's request for keeping attendance records. The student is obliged to report the loss or damage to the student card as soon as possible.

## ECTS CREDITS AND LEARNING OUTCOMES

The University study programmes have been harmonised with the European Credit Transfer and Accumulation System. ECTS credits express the scope of learning based on pre-defined learning outcomes and associated workload. One ECTS credit is equivalent to 30 hours of student work during their studies.

Learning outcomes are statements about what the student is expected to know, understand, can do or assess as the result of the learning process. By realising learning outcomes through the study process, the student acquires competences for employment and self-employment. Learning outcomes are clearly defined for each course within the study programme.

# COURSE IMPLEMENTATION AND ATTENDANCE

Teaching is done in the form of lectures, seminars, exercises, individual and group consultation sessions, mentoring and practical teaching. Practical teaching entails working with students at teaching worksites, including on-call duties, exercises, professional practice, fieldwork and other forms of teaching that contribute to the acquisition of prescribed knowledge, skills and habits.



Classes are usually held on the University premises. Exceptionally, they may be held in separate study groups outside of Velika Gorica, as well as on the premises, workshops, laboratories and teaching worksites belonging to other legal entities with whom the University has established special contractual relations. Classes may be held remotely using e-learning tools.

Class attendance at full-time and part-time study programmes is typically mandatory. Student obligations regarding class attendance are regulated by the course implementation plan and the Book of Study Regulations, while the course lecturer/course director determines possible methods of compensating for absences.

**Course schedule is available on the university intranet (Pretinac).**

## WHY IS IT IMPORTANT TO ATTEND CLASSES?

Student activities that may be graded during classes include active participation in classes, acquired knowledge, skills and competences (midterm exams, short tests etc.), independent work (seminar papers, assignments, preparation of presentations, case studies etc.) and other activities provided for in the study programme and the course implementation plan.

## TAKING EXAMS

The final grade for each course is determined based on class activity and the results of the final exam.

## PRELIMINARY EXAMINATIONS

Preliminary examinations are held during the duration of the course. All students who have regulated their academic obligations and fulfilled the requirements to register for the exams can take preliminary examinations.

The student is obliged to register for each preliminary or regular exam.

## EXAMINATION PERIODS

Examination periods are held in winter, summer and autumn when the classes are organised by semesters, lasting each at least three weeks. Usually at least two exam dates are scheduled per course during each regular exam period. The period between the taking the exam in the same subject during the regular exam period is at least seven days. When it is justified, the Dean or the Expert Council can set supplementary exam periods.



A student who does not meet the minimum requirements for taking the exam is graded F (failed) and cannot earn ECTS credits and must re-enrol in the course in the following academic year.

### ***How to register and deregister for the exams?***

A student can register for a preliminary exam or a regular exam using the University intranet, starting with the date when the exam dates are made public and no later than two days before the date on which the preliminary exam or regular exam is to be held.

If the student cannot take the registered exam for any reason, they are obliged to deregister for the exam at least 24 hours before the date on which the exam is to be held.

### ***How many times can you take an exam?***

A student can take an exam with the course lecturer for a maximum of three attempts. If a student fails to pass the exam after three attempts, the fourth time they will take the exam before the examination committee.

### ***How many times can I enrol into a course I have not passed?***

A student has the right to enrol into the same course they failed to pass for a maximum of two times. Exceptionally, they may be allowed to enrol into the same course for the third time if there are justified reasons to do so. A student who fails to pass the same course even after re-enrolment or the third enrolment shall withdraw from the study programme.

## **PROFESSIONAL PRACTICE**

The implementation of professional practice is defined by the Book of Regulations, which is available on the University website, together with all necessary forms.

## **COMPLETION OF STUDIES**

The procedure for study programme completion is prescribed by the Book of Regulations, which is available on the University website and on the intranet, together with all necessary forms.





# STUDY SUPPORT

## STUDENT OFFICE

The Student Office is a service primarily focused on helping students to study successfully and have the best possible student experience. If you have any questions or issues you would like to clear, this is the place where you can get fast, verified and accurate information. The Student Office is open to all those and any other questions at the following e-mail address: [referada@vvg.hr](mailto:referada@vvg.hr).

## TEACHERS

All teacher contact information and their e-mail addresses are available on the intranet, while the information regarding the office hours can be found within the course implementation plan.

## ACADEMIC MENTORS

The mentor helps students with advice on how to navigate their studies, explains them the obligation of attending lectures and exercises, advises them regarding the procedures for exam registration, deregistration and taking, as well as the selection of elective courses, and informs them of all other activities at the University that promote study excellence or are related to study activities.

The mentor follows the students' work throughout their studies, so you will meet the mentor of your academic generation immediately after the beginning of classes in the first semester of your 1st year of studies. The mentors are available for individual consultation sessions during their regular office hours. Office hours are announced at the beginning of semester.

You can find the name of your academic mentor in the course implementation plan, which is available on the University website and on the end of this brochure.

## CENTRE FOR CAREER AND PSYCHOLOGICAL SUPPORT

The Centre offers the following services:

- psychological,
- academic and
- career counselling.

The Centre for Career and Psychological Support at the University of Applied Sciences Velika Gorica operates with the aim of improving the quality of studies and the student standard through the strengthening of personal competences and student resources. Center offers psychosocial, academic and career support.

The Center organizes educations (seminars, workshops, lectures), which pave the way for students to develop skills, achieve academic success and dedicate themselves to mental health. Psychologists with many years of experience working with students work at the Center, and in their work they cultivate an individual approach and confidentiality. The Center for Career and Psychological Support also ensures support and quality of studies for vulnerable groups of students, such as people with disabilities.

More information about the work of the Center can be found on the website:

<https://www.vvg.hr/savjetovaliste-za-studente/>, and you can ask your questions by emailing [savjetovaliste@vvg.hr](mailto:savjetovaliste@vvg.hr).

## INTERNATIONAL OPPORTUNITIES FOR STUDENTS

Students at the University of Applied Sciences Velika Gorica can participate in the Erasmus+ programmes. The students can use the mobility for the purposes of a study visit or professional practice.

The University currently has over 20 signed agreements with higher education institutions from the European Union, and new contracts are being signed continuously. The study stay is divided into shorter (7 days) or longer mobility (semester or two), and professional practice can last from 2 to 12 months.



More information on the Erasmus+ programme and current competitions for student mobility can be found on the University website: <https://vvg.hr/mobilnost/>

For all additional information, questions or advice you can contact the Erasmus coordinator on the e-mail address [erasmus@vvg.hr](mailto:erasmus@vvg.hr).

## LIBRARY

The library of the University of Applied Sciences Velika Gorica has a library fund with more than 4000 copies of scientific and technical literature available for loan to students. The University of Applied Sciences Velika Gorica publishes an open-access scientific journal “The Annals of Disaster Risk Science (ADRS)”.

Students can borrow a book by presenting their student card. Books are borrowed for a period of one month, with a possibility of extending the loan for an additional month. An individual library member can have a maximum of five different books at the same time. All literature available at the Library follows the plan and programme of studies offered at the University.

An integral part of the Library is the space available for individual work, i. e. the Reading Room with 12 seats. The students can use the Reading Room during the regular working hours of the library.



# ADDITIONAL INFORMATION

## STUDENT ASSEMBLY

As a student representative body, the Student Assembly of the University of Applied Sciences Velika Gorica protects student interests, participates in decision-making in administrative bodies of the University and represents the students in the higher education system.

More information on the Student Assembly can be found on the University website  
<https://www.vvg.hr/studenti/>.

## PARKING – PREFERENTIAL PARKING PERMIT

The students at the University have a right to obtain a preferential parking permit at a price of 70 kunas per month. You need to request the issuance of student status certificate and then apply for the parking permit at the VG Komunalac utility company, with the student status certificate, your student card and vehicle registration card.

VG Komunalac  
01/6566 852, 01/6566 853  
e-mail address:  
[parking@vgkomunalac.hr](mailto:parking@vgkomunalac.hr)



## HEALTH CARE

Students at the University can seek medical help at the Velika Gorica Health Centre, located at the following address: Ul. Matice hrvatske 5, 10410 Velika Gorica.

Velika Gorica Health Centre  
dr Mateja Kopsa Sobota  
nurse Romana Knežević  
telephone number 01/6227 555  
e-mail address: [skolska.medicina.vgorica2@zzjz-zz.hr](mailto:skolska.medicina.vgorica2@zzjz-zz.hr)

# CONTACT INFORMATION

## EXPERT SERVICES

### STUDENT OFFICE

Working hours:

Mon, Wed, Fri

8:00-16:00

Tue, Thu

10:00-18:00

From 13:00 to 14:00 the Student Office is closed for students

Telephone number 01/6222 501

E-mail address: info@vvg.hr,  
referada@vvg.hr

### LIBRARY

Working hours:

Mon, Wed, Fri

8:00-16:00

Tue, Thu

10:00-18:00

From 13:00 to 14:00 the Library is closed for students

Telephone number 01/7772 736

E-mail address knjiznica@vvg.hr

### DEPARTMENT FOR THE PLANNING, ORGANISATION AND IMPLEMENTATION OF TEACHING ACTIVITIES

Telephone number 01/7897 653

E-mail address:

nastavna.djelatnost@vvg.hr

### IT SERVICE

Telephone number 01/7897 641

E-mail address:

informaticka.podrska@vvg.hr

### CENTRE FOR CAREER AND PSYCHOLOGICAL SUPPORT

E-mail address: savjetovaliste@vvg.hr

### CENTRE FOR PROFESSIONAL DEVELOPMENT AND TRAINING

E-mail address:

igor.milic@vvg.hr

# HEADS OF STUDY PROGRAMMES

## PROFESSIONAL UNDERGRADUATE STUDY PROGRAMMES

### **Optometry**

Study programme coordinator  
Mgr. Sonja Drugović pred.  
sonja.drugovic@vvg.hr

### **Motor Vehicles**

Head of study programme  
Andrija Šaban, lecturer, M.Sc., eng.  
andrija.saban@vvg.hr

### **Aircraft Maintenance**

Head of study programme  
Darko Virovac, PhD, senior lecturer, eng.  
darko.virovac@vvg.hr

### **Crisis Management**

Head of study programme  
Martina Mihalinić, PhD, M. A., col. Prof  
martina.mihalincic@vvg.hr

### **Computer Systems Maintenance**

Head of study programme  
Vladimir Lebinac, M.Sc., senior lect., eng.  
vladimir.lebinac@vvg.hr

## PROFESSIONAL GRADUATE STUDY PROGRAMMES

### **Information Systems**

Head of study programme  
Vladimir Lebinac, M.Sc., senior lect., eng.  
vladimir.lebinac@vvg.hr

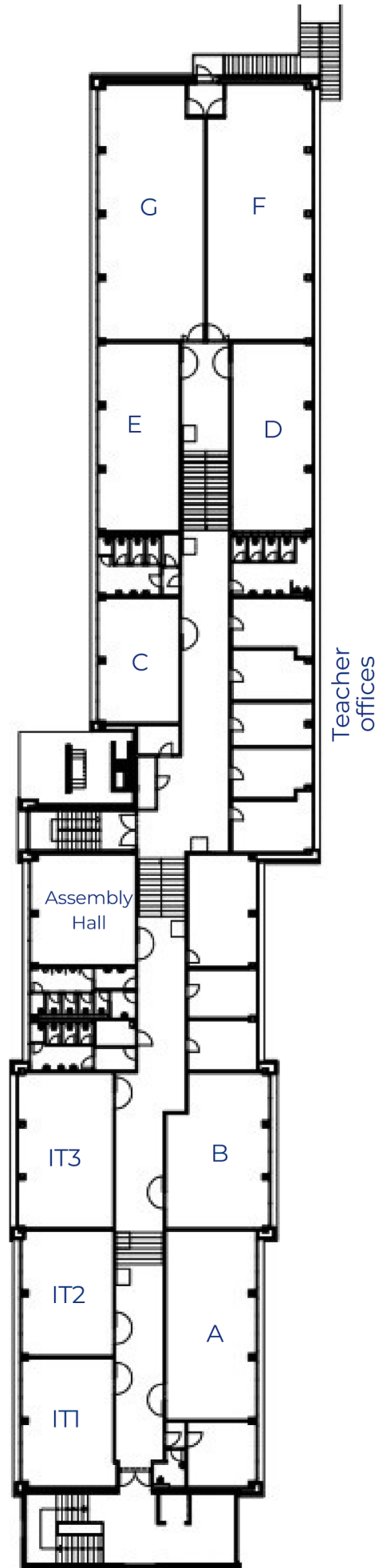
### **Crisis Management**

Head of study programme  
Martina Mihalinić, PhD, M. A., col. Prof  
martina.mihalincic@vvg.hr

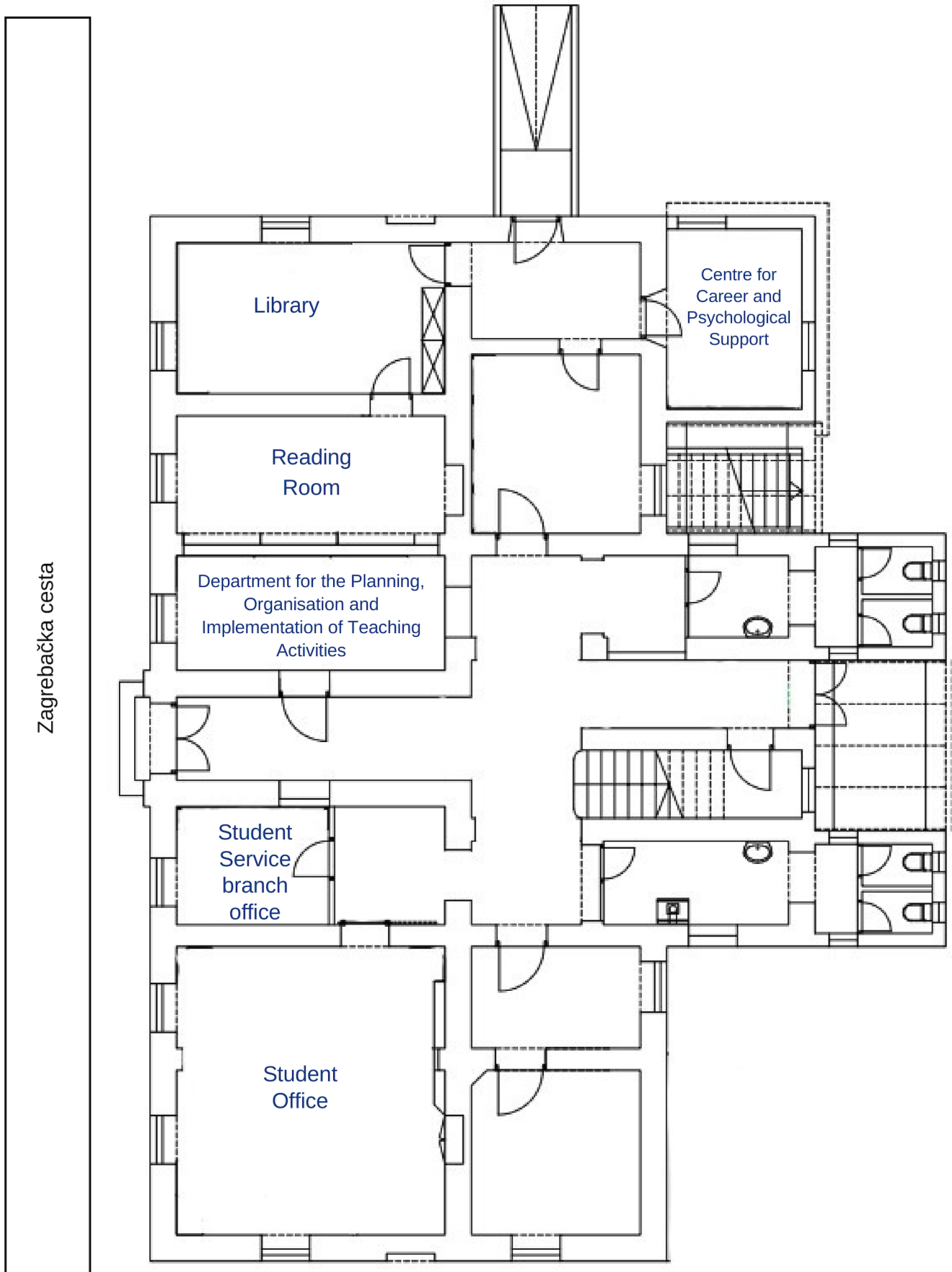
### **Logistics Management**

Head of study programme  
Ivan Nađ, PhD, col. prof.  
ivan.nadj@vvg.hr

# FLOOR PLAN OF THE NEW BUILDING

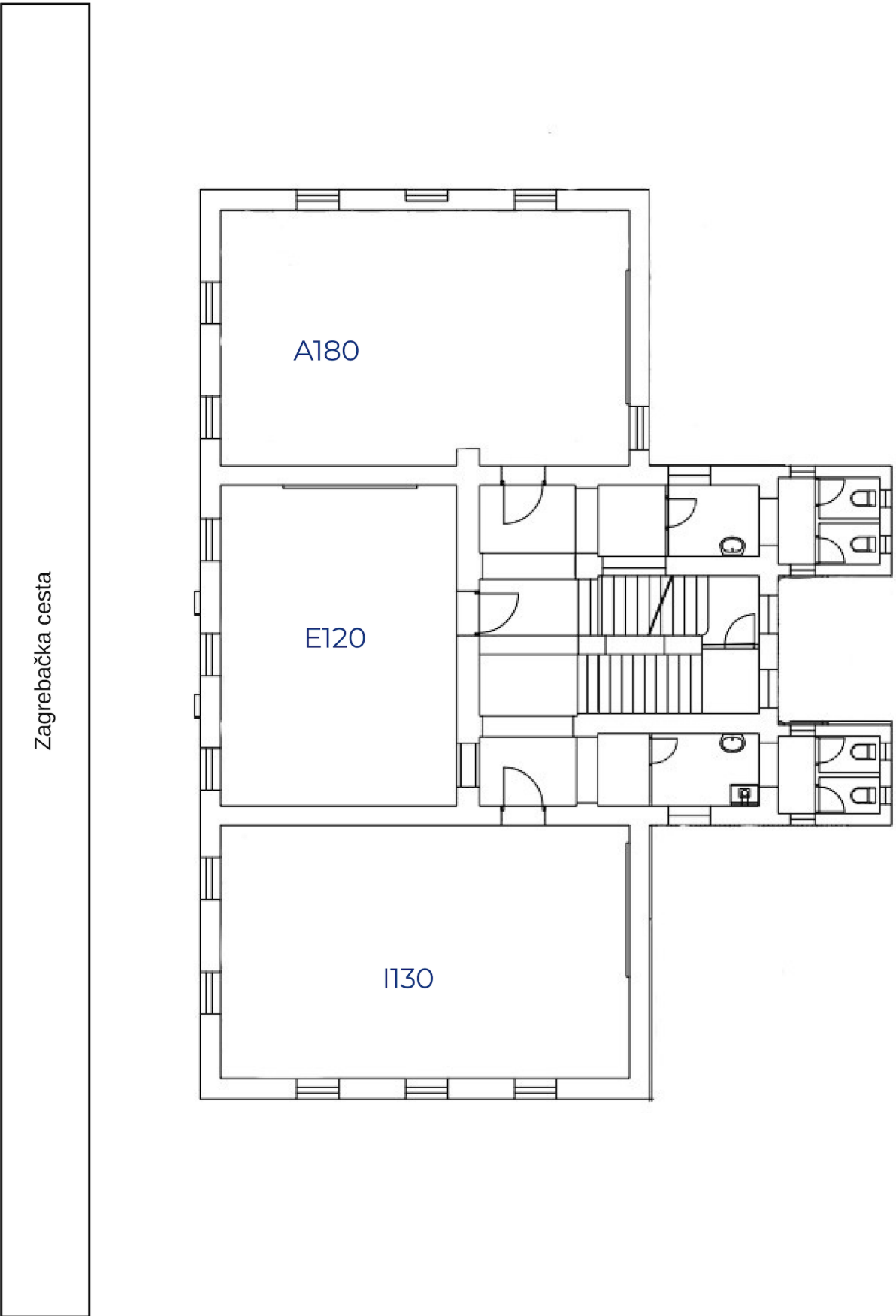


# GROUND FLOOR PLAN OF THE MAIN BUILDING



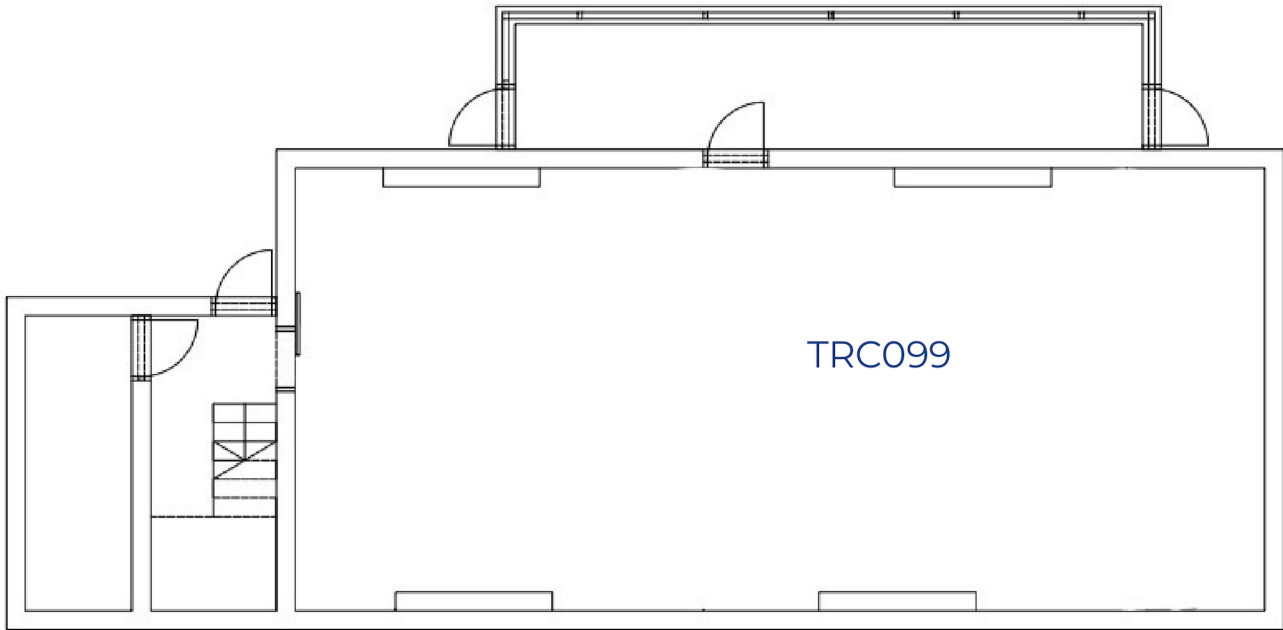


# FIRST FLOOR PLAN OF THE MAIN BUILDING



# FLOOR PLAN OF THE COURTYARD BUILDING

## GROUND FLOOR



## FIRST FLOOR

