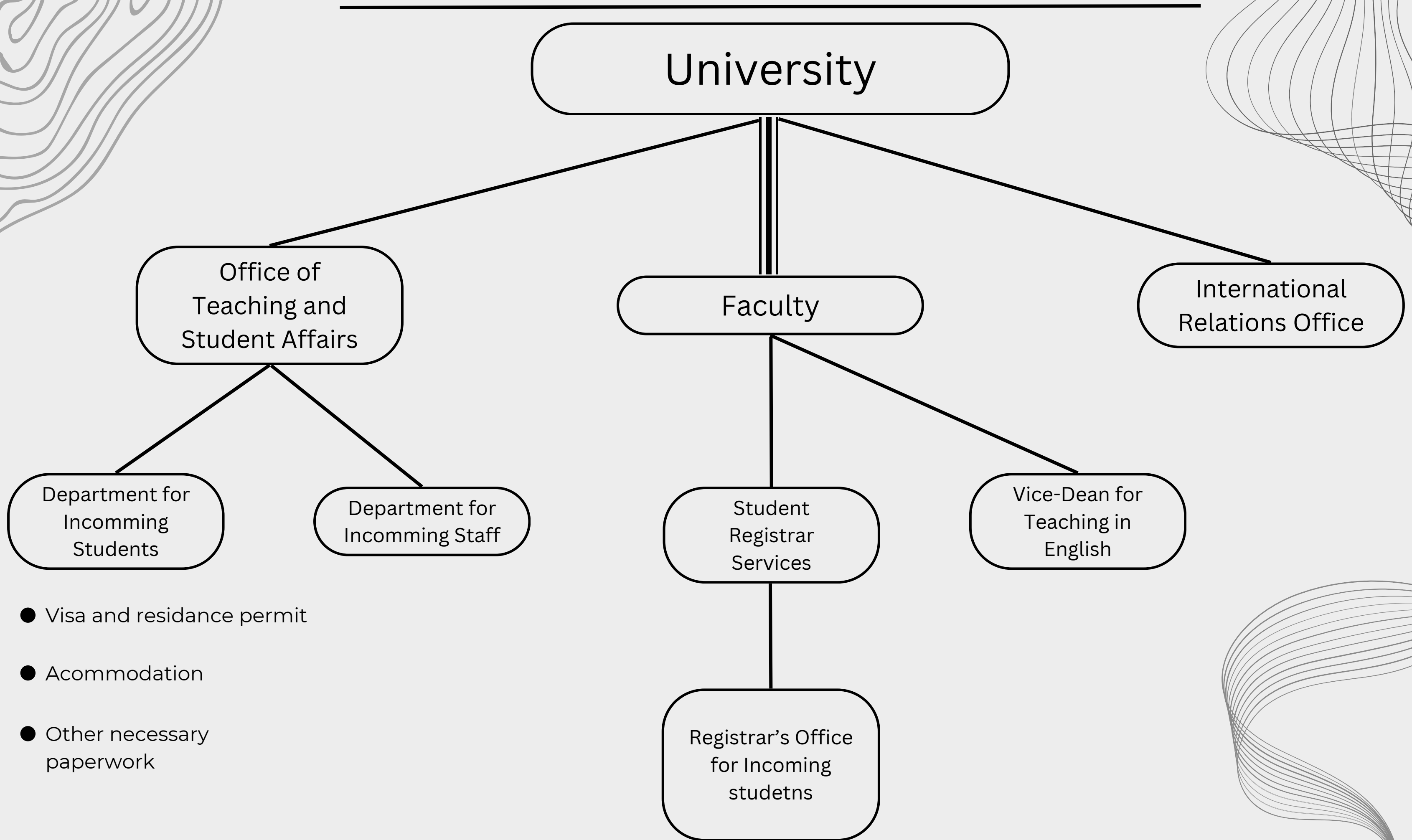
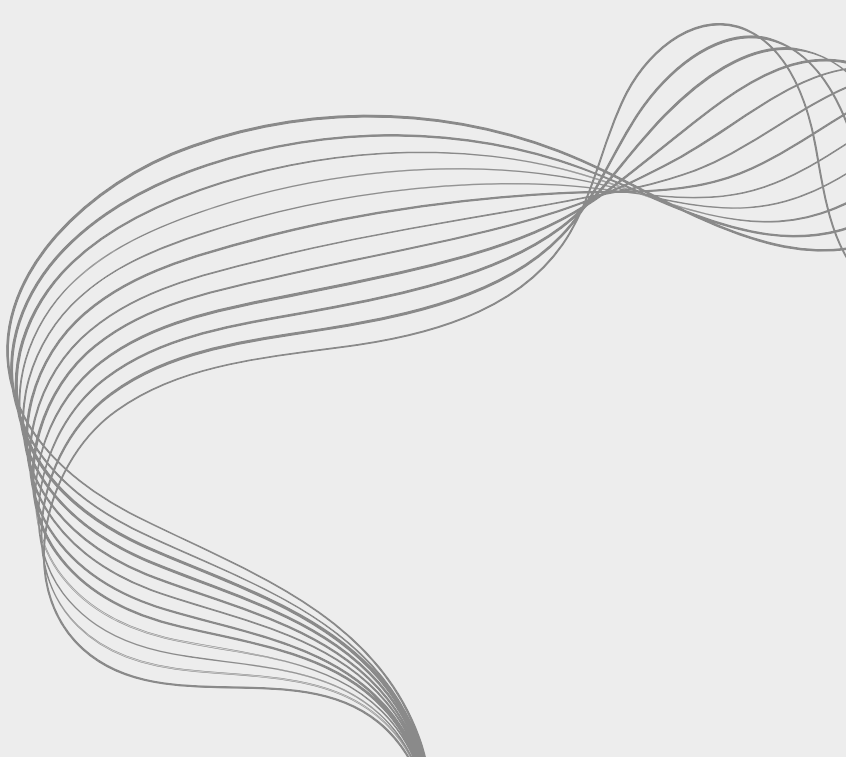




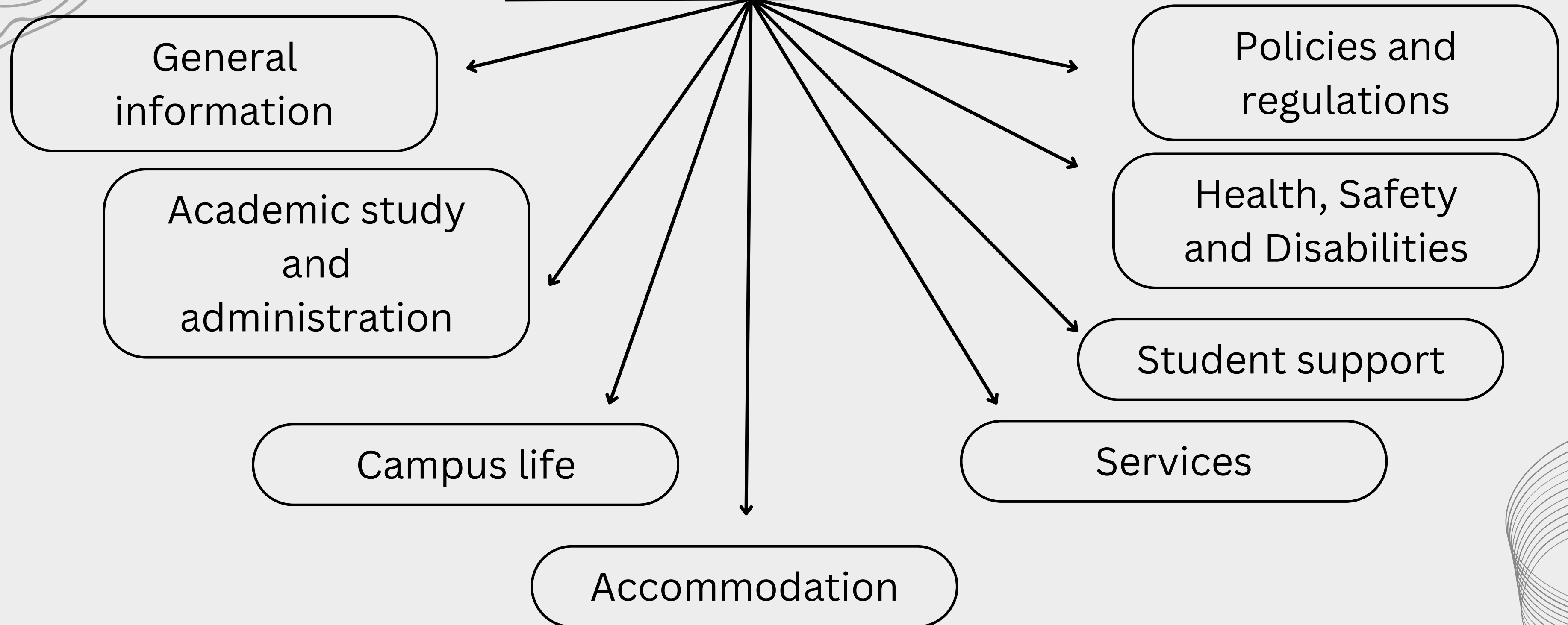
# **GUIDELINES FOR INCOMING STUDENTS AND STAFF**

**MOSTAR, 2024.**



- Visa and residence permit
- Accommodation
- Other necessary paperwork

# **What information does one incoming student/staff need?**





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# The country

General information about country


- **Key facts about country** (geographical location, demographics, historical facts, cuisine, currency, payment policies - cash/cards/e banking)
  - **Language, alphabet**
  - **Religions**
  - **Climate** (temperature, summer/winter differences, rain occurrence)
  - **Time zone and calendar**
  - **Electric current/socket, phones, internet (3g,4g,5g?), sim cards (e sim, mobile operators)**
- 



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# The country

Personal requirements and arrangements

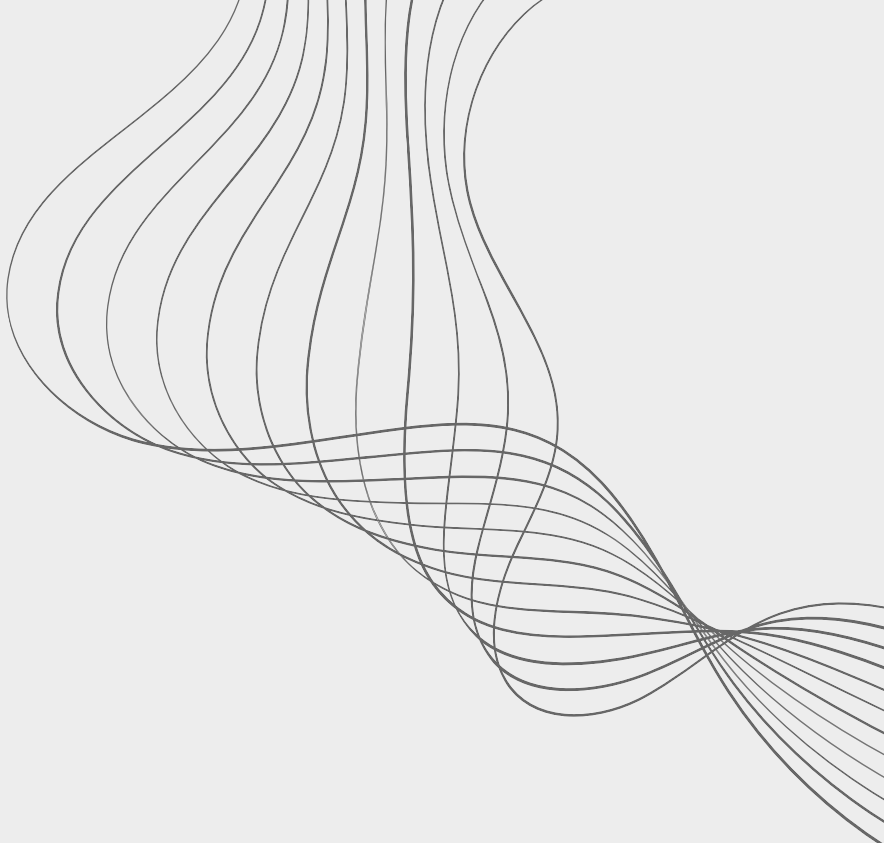

- **Country regulations: passport, visa (locations of embassies/ permanent/temporary residence permit, driving license)**
  - **How to open bank account**
  - **Specific requirements: vaccination card**
  - **Travel information: flights to country, travel to campus/accommodation, information about public transportation (information about apps to follow transportation schedule), bicycles lanes and accessibility of bicycles, car rental**
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# The Region

General information about the region:

- 
- 
- **Where we are? - a short history of the region**
  - **Everyday life**
  - **Places to see**
  - **Things to do: cultural, entertainment, restaurants, shopping**
  - **Living accommodation: apartment rentals/student dorms**
  - **Cost of living (apartment costs, shop costs, living expenses)**
  - **Tradition and cultural norms**
  - **State holidays**



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# The Academic Institution

General information:

- 
- Admission protocol (transfer students/freshman students)
  - Entrance exam and ranking list
  - Campuses: campus map, virtual tour, availability
  - Faculties, study programs
  - Faculty building plan
  - Academic Departments
  - Hospital facilities
  - Academic calendar/schedule
  - Tuition (what is included in the fee, instalments payment) and payment information
  - Transportation
  - Cooperation with local and international universities/institutions
- 





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# The Academic Institution



Policies and regulations:

- 
- **Information about needed upon arrival documentation**
  - **Admissions and Orientation**
  - **Scholarships and grants**
  - **Abandonment of studies/ Withdrawal from a course/ Change of course**
  - **Lecture and seminar attendance**
  - **Hospital policies (dress code, swab/PCR tests)**
- 






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# The Academic Institution

Academic information and regulation:

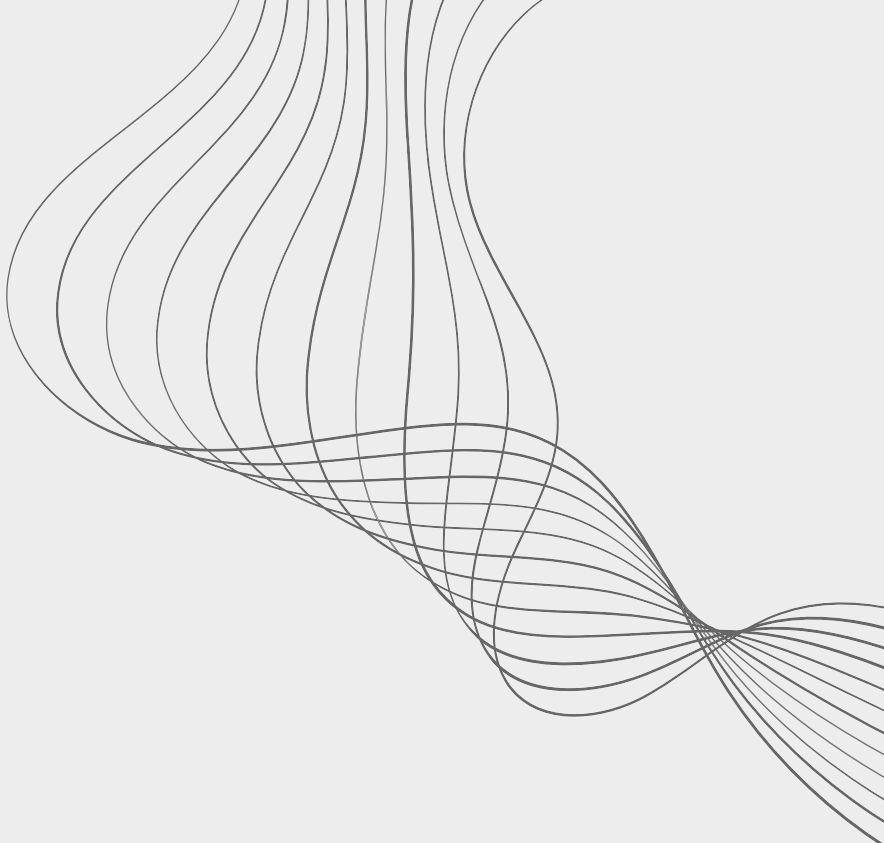
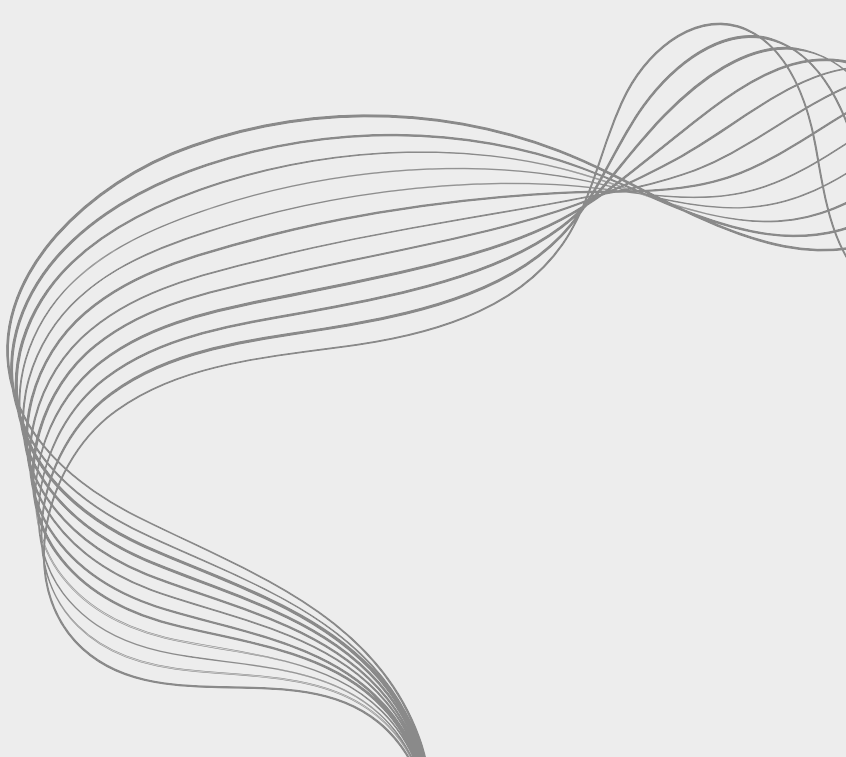
- **Examination regulations**
  - **Grading System and ECTS/Thesis**
  - **State exam**
  - **Credit requirements**
  - **Course catalog**
  - **Literature**
  - **Moodle**
  - **USMLE/MLA examination**
  - **Transfer from other university and countries**  
**policies/Compatibility of curriculum**
  - **Compatibility with international standards**
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# The Academic Institution

Campus life

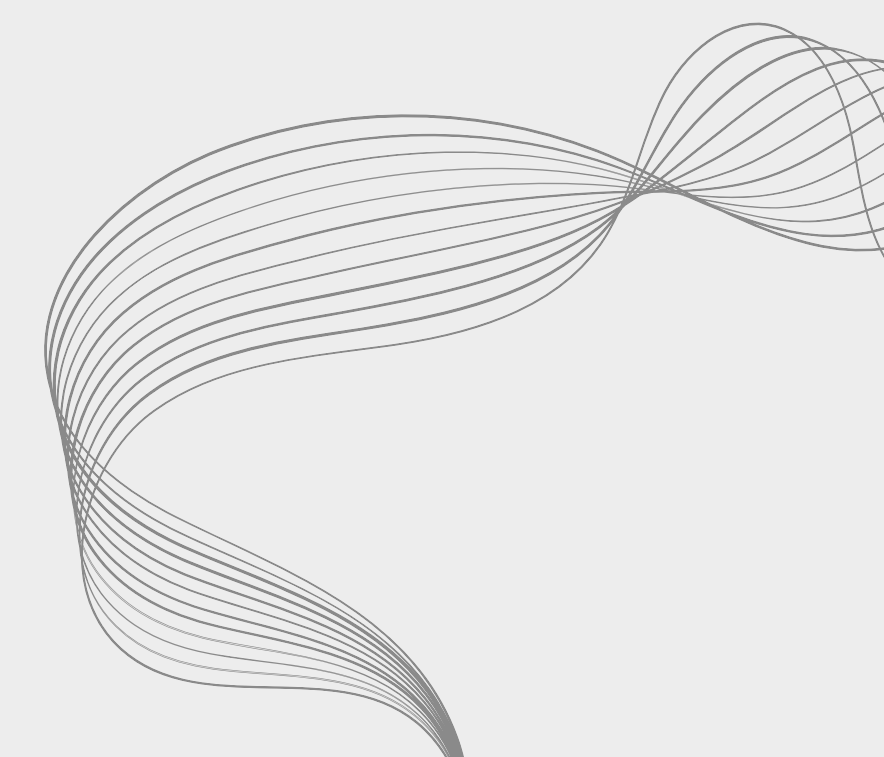
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- **Student Association**
  - **Activities and events/Trips/Excursions**
  - **Cafeterias**
  - **Active breaks**
  - **Sports facilities**
  - **Congresses, research, conferences**
  - **Student jobs**
  - **Student exchanges**



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# The Academic Institution

## Services


- **Computer services and mobile applications**
  - **Library (psychical/online)/reading rooms**
  - **Access to databases**
  - **Official certified transcripts**
  - **Student Cards/discounts**
- 



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# The Academic Institution

Health and Safety:

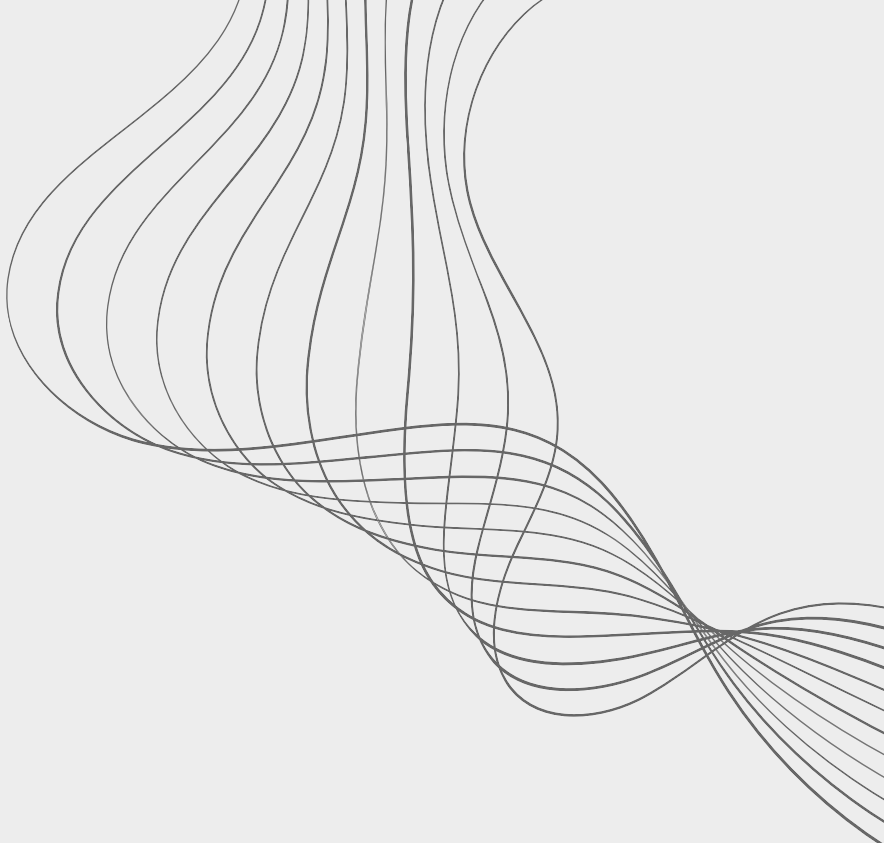
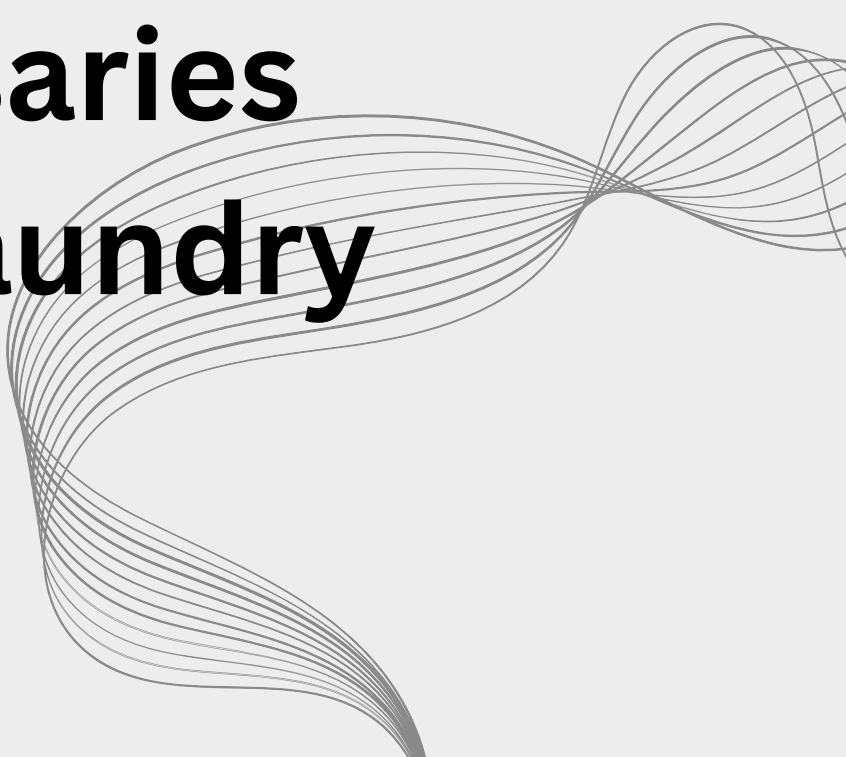
- **Student insurance**
  - **Health insurance and medical aid**
  - **Sexual harassment policies**
  - **Support for students with special needs**
  - **Counselling and Psychologists**
  - **Emergency phone numbers**
  - **Access to S&H protocol**
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# The Academic Institution

## Accommodation

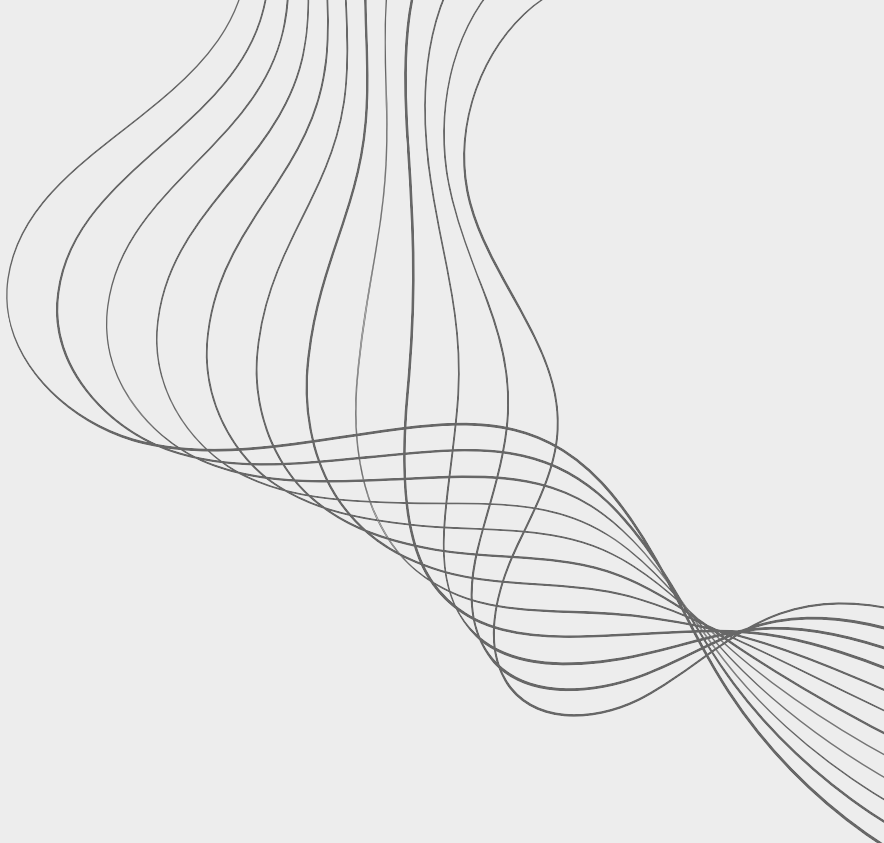
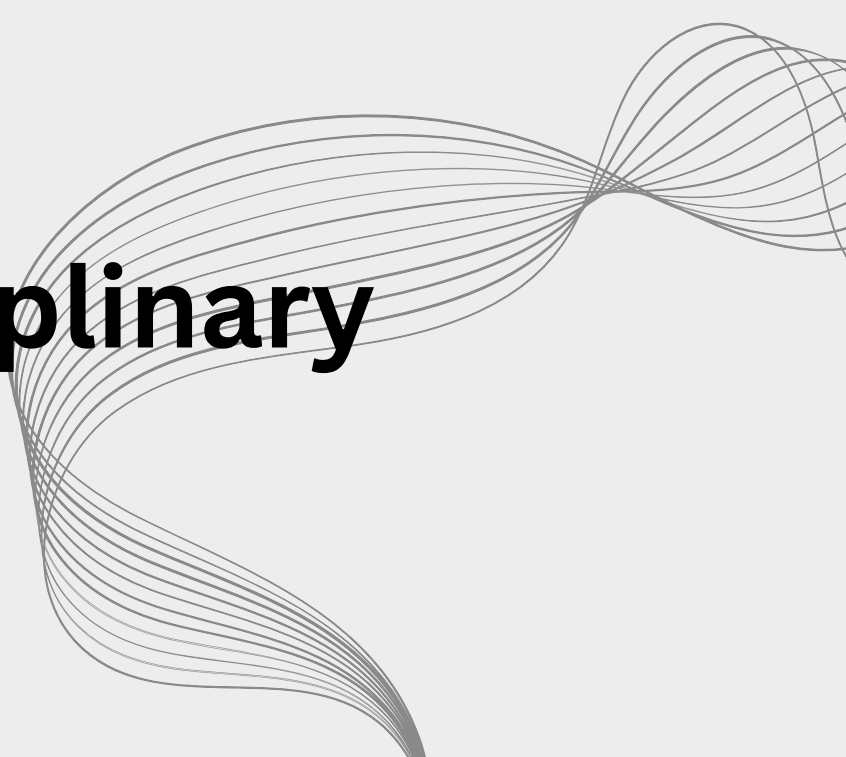
- 
- **Student dorms**
  - **Private accommodation**  
(instructions/recommendations on proper channels)
  - **Accommodation scholarships and bursaries**
  - **Accommodation services** (meals, laundry room, hygienic facilities)
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# The Academic Institution

Student support

- 
- **Office of international academic affairs**
  - **Students registrar office**
  - **Buddy system**
  - **Alumni network**
  - **Students blog**
  - **Student instruction/information booklet**
  - **Rights and obligations of students/disciplinary measures**
  - **Language courses**
- 

**Thank you for your attention**

