



# **GUIDEBOOK FOR INCOMING STUDENTS**





**DZEMAL BIJEDIC UNIVERSITY OF MOSTAR  
INTERNATIONAL RELATIONS OFFICE**

## **INCOMING STUDENTS MOBILITY GUIDE**

*Mostar, 2019.*

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**MAIN CONTACT:**

Dzemal Bijedic University of Mostar  
International Relations Office  
Sjeverni logor bb  
88 000 Mostar, Bosnia and Herzegovina  
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Ivo Andric, the 1961 Nobel Prize Laureate in Literature once said about Mostar:

*"When you spend a night in Mostar, it is not the sound that wakes you up in the morning, but the light. I know this from my own experience. It was the light that welcomed me when I arrived, it followed me from the morning to the evening, and when I left, that light forever stayed in me as the main characteristic of my memories of Mostar..."*

## GENERAL INFORMATION

Dzemal Bijedic University of Mostar (UNMO) is one of the two public higher education institutions in Mostar. Established in 1977, it has become a source of knowledge and a pillar of socio-economic development of Herzegovina region. Located in the campus that is in a walking distance from the city centre, the University endeavours to inspire the creation of environment where students and academic staff will be able to grow, both personally and professionally. UNMO takes every opportunity to create an atmosphere where students will feel safe to cross the border of average and step into the wonderful world of science that does not recognize any kind of limitation and that does not accept fear of failure.

UNMO in numbers:

- 8 Faculties
- 5 000 students
- Teaching staff
- Administrative staff
- 30 first cycle study programmes
- 4 multidisciplinary first cycle study programmes
- 26 second cycle study programmes
- 4 third cycle study programmes

Faculties:

- Agro-Mediterranean Faculty
- Faculty of Economics
- Faculty of Law
- Faculty of Humanities
- Faculty of Education
- Faculty of Civil Engineering
- Faculty of Mechanical Engineering
- Faculty of Information Technologies

UNIVERSITY WEBSITE: [www.unmo.ba](http://www.unmo.ba)

## ACADEMIC INFORMATION

<b>Academic calendar</b>	<p>The academic calendar is divided in 2 semesters:</p> <p><b>Winter semester:</b>  <i>Lecture period:</i> first Monday in October/second week of January  <i>Exam period:</i> fourth week of January/third week of February</p> <p><b>Summer semester</b>  <i>Lecture period:</i> fourth week of February/first week of June  <i>Exam period:</i> third week of June/third week of July</p>	
<b>Language of instruction</b>	<p>Students are invited to choose mainly courses in English. Courses taught in English: B2 level in English. Students should provide an official certificate from their home university.</p>	
<b>Courses taught in English</b>	<p>Official offer of courses taught in English: <a href="https://iro.unmo.ba/ba/incoming/offer-for-incoming-students/">https://iro.unmo.ba/ba/incoming/offer-for-incoming-students/</a>  Please note that we cannot guarantee that the courses you choose in advance will be available at the time of enrolment. The confirmation of the chosen courses and the registration for the courses are finalized upon arrival with the Faculty Coordinator</p>	
<b>Grading system</b>	5 (five)	"not sufficient", in characters "F", under 55 points
	6 (six)	sufficient", in characters „E", from 55 to 64 points
	7 (seven)	<i>descriptive "good", in characters "D", from 65 to 74 points</i>
	8 (eight)	<i>"very good", in characters "C", from 75 to 84 points</i>
	9 (nine)	"extraordinary", in characters "B", from 85 to 94 points;
	10 (ten)	<i>"excellent", in characters "A", from 95 to 100 points.</i>

Faculties	Area of study offered to exchange students	Contact Details of Faculty Erasmus+ KA 107 Coordinators
Agro-Mediterranean Faculty	-0521 Environmental Sciences - Ecology and Environmental Management in Agriculture 0812 Horticulture - Fruit Growing and Viticulture - Vegetable Growing and Horticulture	alisa.hadziabulic@unmo.ba
Faculty of Economics	041 Business and Administration	aida.brkan@unmo.ba
Faculty of Law	042 Law	suncica.vejzovic@unmo.ba
Faculty of Humanities	0232 English Language and Literature 0232 Bosnian Language and Literature 0222 History	aida.dziho@unmo.ba
Faculty of Education	0511 Biology 0531 Chemistry 0313 Psychology and Sociology 1014 Sport 0133 Primary School Education	rijad.novakovic@unmo.ba
Faculty of Civil Engineering	0732 Building and Civil Engineering Undergraduate – BS – General - Undergraduate – BS- Surveying and Geoinformatics - Graduate – MS – Structural - Graduate – MS – Environmental Infrastructure Management	mili.selimotic@unmo.ba
Faculty of Mechanical Engineering	0715 mechanics and Metal Trades - Manufacturing and Design - Energy Engineering - Computer Engineering	edin.sunje@unmo.ba
Faculty of Information Technologies	061 ICTs Software Engineering	emina@edu.fit.ba

## IMPORTANT DOCUMENTS

Nomination is a document made through email communication from your home coordinator who confirms that the student/staff was selected by your institution to carry out a study/teaching/training period at UNMO. Your home university needs to send us candidates' data (name, surname, study field, study cycle, email, and preferably learning/mobility agreement) by given deadlines. Applications received without the correspondent nomination will not be considered.

Learning Agreement is a compulsory document for every exchange student. It is the study plan, which undertakes to recognise the exams passed and credits obtained during the exchange period. Students are advised not to come to UNMO if the learning agreement is not agreed i.e. if it is not signed by all three parties involved: the student him/her self, home and host institution representatives. Information about degrees and subjects must be given by the corresponding Faculty coordinator at UNMO. All faculties have Faculty coordinator which is the contact person for exchange students on all academic matters. They are assisted by the International Office. When preparing the learning agreement students should consider if their home University has a rule on amount of ECTS their learning agreement must hold. They can obtain this information in International Relations/Erasmus office at their home Universities.

Certificate of Arrival/Departure marks the beginning/end of the mobility. To obtain their certificate of arrival/certificate of departure, all students must register with the International Relations Office in person. Students must send their certificate of arrival to their home institution. Certificate of arrival is important because from that moment student has 30 days to change his/her original learning agreement. Certificate of departure is issued to students before they leave UNMO. Together with this document they are also handed with one copy of learning agreement, Transcript of records and Exchange student record sheet. All these documents are issued in English language. One hard copy of these documents is also sent to the International Relations office at their home institution.

Transcript of records is the second most important document. It is issued at the end of the exchange period. It contains the list of exams

student has taken with the info about semester, obtained grades and ECTS. The grades are expressed in the UNMO grading system and every Transcript of records includes also the explanation of the grading system Dzemal Bijedic University of Mostar is using.

Exchange student record sheet is a student's file that contains all the information about the student and his/her personal data, the exchange programme, number of hours per course, grades and obtained ECTS.



## NOMINATION AND APPLICATION PROCEDURE

Nomination deadlines -	May 15th /November 15th
Nomination procedure	The home university sends an e-mail to nominate the student(s) to international@unmo.ba with the following information: Name – Surname – Gender – E-mail address - Major – Period of study exchange at Dzemal Bijedic University of Mostar
Application Deadlines	June 15/ December 15
Application Procedure	Students whose nomination is approved by both home and host university will receive an email with clear instruction regarding required documents, deadlines and temporary residence. Students have one month to complete the necessary procedures to be registered at UNMO.
Supporting documents required to be sent	<ul style="list-style-type: none"> <li>• CV (in Europass in English)</li> <li>• Passport (first page with your photo)</li> <li>• Learning agreement /Work plan (please find attached the document)</li> <li>• English language proficiency certificate B1 level (certificates issued by the home University are acceptable)</li> <li>• Transcript of records</li> <li>• Motivation letter (optional)</li> <li>• Reference letter (optional)</li> </ul> <p>All documents should be sent as scanned copies in PDF format.</p>

After they are selected for mobility to UNMO, students receive a 'Welcome to UNMO' e- mail with all the necessary information regarding their status as exchange students, registering with the University and contact of their faculty coordinators.

## WHEN TO ARRIVE

Students must decide when to come according to the starting date of the semester they have applied for. The start date of the exchange period corresponds to the date of arrival. The first thing they must do after they arrive is to register with the International Relations Office (IRO) of Dzemal Bijedic University of Mostar. Upon their arrival, IRO staff will introduce them to their Faculty Coordinator and academic life



at UNMO. During their entire stay, IRO is responsible for administrative procedures while faculty coordinators are responsible for their academic performance and success.

## **HOW TO ARRIVE TO MOSTAR**

### **By plane**

- Mostar International Airport (IATA: OMO) is located 8 km south southeast of Mostar.
- Sarajevo International Airport is located 145 km from Mostar
- Dubrovnik International Airport is located 129 km from Mostar
- Split International Airport is located 168 km from Mostar

### **By bus**

- It takes approximately 2 hours and 30 minutes to come by bus from Sarajevo to Mostar. Frequent busses run between Mostar and Sarajevo (almost every hour). The return ticket is approx. 15 EUR.
- A direct daily bus line from Sarajevo to Mostar can be found at [http://autoprevoz.ba/index.php?option=com\\_content&view=article&id=13&Itemid=25&lang=en](http://autoprevoz.ba/index.php?option=com_content&view=article&id=13&Itemid=25&lang=en)
- Mostar is also reachable from Split or Dubrovnik by various bus companies such as Centrotrans, Globtour, Autoprevoz, Metkovic promet. The bus ticket varies depending on the bus company. However, the price for a bus ticket does not exceed € 20 per person.

### **By train**

- The train schedule from Sarajevo to Mostar can be found at <https://www.zfbh.ba/en/> and the trip takes approximately 2 hours. The return ticket is 19, 40 BAM what is € 8.93807 taken from <http://www.oanda.com/currency/converter/>







## ACCOMODATION

UNMO Student dormitory is under construction. It is expected to offer its services to exchange students in 2019/20. For the time being, students are accommodated in private rented accommodation.

The best thing for students to do is to check in with private Student Hotel Mostar <http://www.studenthotel.ba>. If they do not like it, they will be helped (on request) to find private accommodation.

For those who like to be accommodated in private apartments, here are the real estate agencies contacts:

- Real estate agency "SMART nekretnine" can be found at <http://www.smart-nekretnine.ba/web/> (page in Bosnian). However, agent Amila Ćiber who replies to mail [info@smart-nekretnine.ba](mailto:info@smart-nekretnine.ba) is fluent in English.
- Real estate agency "Kartel" can be found at <http://www.kartel.ba/> (page in Bosnian). Contact mail is [el.max@bih.net.ba](mailto:el.max@bih.net.ba) and their agents also speak English

Also, the useful link for accommodation search is <http://www.olx.ba/> The link is in Bosnian and when searching one should just click 'Nekretnine' (third link on the left).

## VISA INFORMATION/TEMPORARY RESIDENCE

Before their arrival to Bosnia and Herzegovina, all students are informed about the visa and temporary residence procedures as well as about the registration with the Field Office for Foreigners of Ministry of Safety.

If the students intend to stay less than 90 days, then they only need to register with the Mostar Field Office for Foreigners. All students who plan on staying longer must apply for temporary residence. Those who need to have a visa to enter Bosnia and Herzegovina are advised about the procedure regarding the invitation letter.

Prior to their arrival, along with the welcome pack, students also receive the list of documents they must provide for their application for temporary residence approval. All students are assisted in the process

of registering with the Field Office for Foreigners and with their visa/ temporary residence documents.

The registration of residence is procedure students must be done within the first few days of their arrival to Bosnia and Herzegovina. For this purpose, students must provide:

1. Copy of their passport: general information page with the passport photo and the page with the entry stamp, that has the stamp of their last entry into Bosnia and Herzegovina. Students should pay attention to the date of expiry of their passports. Expiry date of the passport must be at least three months longer than the period for which the temporary residence is requested.
2. They are assisted with obtaining a statement from their landlord which proves that they have an address in Bosnia and Herzegovina as well as with obtaining the document that proves that their landlord is the owner of the apartment the students are staying at. This document is a part of the documentation for their temporary residence approval. The registration of the residence must be repeated every time students change their accommodation, i.e. his/her address.
3. It is of the utmost importance for all students to enter Bosnia and Herzegovina with a valid health insurance that clearly states that it covers the entire period of their mobility period and that the insurance policy provides coverage for Bosnia and Herzegovina.
4. In addition to this, the students also must bring with them the certificate that there are no pending criminal proceedings against them, as well as the certificate that they have not been convicted for any crimes. All other documents students will obtain once they arrive to Bosnia and Herzegovina.

All documents necessary for temporary residence application must be translated into Bosnian/Serbian/Croatian language.

The information on visa regime to enter Bosnia and Herzegovina [http://mvp.gov.ba/konzularne\\_informacije/vize/Default.aspx](http://mvp.gov.ba/konzularne_informacije/vize/Default.aspx)

The information on procedures of registering with Mostar field office and temporary residence <http://sps.gov.ba/?lang=en>

## HEALTH INSURANCE

All students are advised to enter Bosnia and Herzegovina with health insurance. The insurance policy must clearly indicate that it covers the costs of medical treatments during their stay in Bosnia and Herzegovina. Before their arrival, students should check the terms and conditions for reimbursing the treatments they undergo during their mobility stay. Regardless of the fact if they are insured by their University or a private insurance company, students should be given a list of treatments and tests their health insurance policy is covering. It is recommended that they inquire about an insurance company in Bosnia and Herzegovina that is a partner of the company they are insured at in case they need to transfer their health insurance and to ask for the emergency number. Transfer of health insurance is free of charge.

Health insurance policy must be made in the name of the student and must cover the entire period of the mobility. If the health insurance is not covering the whole mobility period, students must purchase one.

This is a precondition for entering Bosnia and Herzegovina, regardless of the fact whether the student needs a visa or not. It is also a fact they must prove for their temporary residence application.



## **SERVICES AND FACILITIES AVAILABLE ON CAMPUS**

- reception services; administrative support with registration
- assistance with finding accommodation
- access to the different structures of the university
- integration in social activities
- assistance with obtaining visa and residence permit
- bank account and other financial issues; guidance service
- UNMO Buddy System

## **STUDENT UNION**

Student Union is an entirely students-run organization that gathers all students studying at the Dzemal Bijedic University of Mostar. Student Union represents the rights and interest of students in the University bodies, takes care of students' standards and rights, establishes international cooperation with student organizations as well as scientific research institutions and foundations, promotes scientific, cultural and intellectual values of Bosnia and Herzegovina and cherishes development of a versatile student personality, includes students into European and worldwide trends, organizes debates, seminars, symposiums and other cultural activities.

Within the Student Union there is Local BEST Group Mostar, as well as the Debate Club. Through membership in this organization, students can take part in projects, student exchange programs, and other forms of student support. Student Union organizes cultural and entertainment programs as well as sporting activities. Within the University campus, there are many sporting activities offered to students to try out individually, recreationally, or as part of the teaching process at the University level.

Incoming students can also count on the possibility of joining the International Summer School in Mostar, MOSTIMUN and other activities organized at the University level.



## UNMO BUDDY SYSTEM

UNMO Buddy is a person/student of Dzemal Bijedic University of Mostar who has volunteered to assist the incoming students with adjusting to life in Mostar. Buddy will help the incoming students by answering all his/her inquiries. Buddy has a task to introduce an incoming student to academic life and to include the student into all extracurricular activities offered at the University. Just by writing to [iro.student@unmo.ba](mailto:iro.student@unmo.ba) students can get information about everything they want to know. Buddy will also, on request, assist students to find accommodation. Buddy will help them with documents for the temporary residence. The buddies are the best source of information in terms of how to have a good time in Mostar, what places to see and where to go. Once they arrive, students are included into the closed Facebook group UNMO Buddy System. The Facebook group helps to facilitate important notifications about their stay at UNMO and Mostar.





## **LIBRARY**

University Library operates within a space of 250 m<sup>2</sup> of the University Campus. It features a reading room with 80 seats, a department for processing of library materials, a storage and department for work with library users. The library owns over 30 000 library material units, an alphabetical register of authors and titles, a catalogue of publications in foreign languages and an on-line catalogue. In 2008, the University Library became a member the COBBIS System and Virtual Library of Bosnia and Herzegovina, which enables automatic processing of the library collection and offers an on-line catalogue available at [www.cobiss.ba](http://www.cobiss.ba)

The Library offers services to incoming students in English. Upon their arrival, the incoming students become automatically members of the Library. They can use the Library services free of charge. The only thing they must do is visit the Library and get familiar with the way the Library works. Students should not forget to return the books borrowed from the library, before departure.

## **DURING MOBILITY**

### **MOBILITY PERIOD**

The scholarship holder has been awarded a scholarship for a specific period determined by the level of study. The mobility period is stated in the letter of invitation that the awarded scholarship holder has received from Dzemal Bijedic University of Mostar. The mobility period can be changed under certain circumstances, provided that the change is in accordance with regulations of the program coordinators and approved by the Dzemal Bijedic University of Mostar.

### **RESIDENCE PERMIT**

Before their arrival to Bosnia and Herzegovina, all students are informed about the visa and temporary residence procedures, as well as about the registration with the Field Office for Foreigners of Ministry of Safety.



If the students intend to stay less than 90 days, then they only need to register with the Mostar Field Office for Foreigners. All who are going to stay longer must apply for temporary residence. Those who need to have a visa to enter Bosnia and Herzegovina are advised about procedure at the same time when they are informed about the invitation letter.

Prior to their arrival, together with the welcome pack students also receive the list of documents they must provide for their application for temporary residence approval. All students are assisted with registering with the Field office for foreigners and with their visa/temporary residence documents.

The registration of residence is a procedure the students must do within the first few days after they arrive to Bosnia and Herzegovina. For this purpose, students must provide:

1. Copy of their passport: general info page with the passport photo and the page with the entry stamp, that is with the last entry into

Bosnia and Herzegovina. Students should pay attention to the date of expiry of their passports. Expiry date of the passport must be at least three months longer than the period for which the temporary residence is requested.

2. They are assisted with obtaining a statement from their landlord which proves that they have an address in Bosnia and Herzegovina as well as with obtaining the document that proves that their landlord owns the apartment the students are staying at. This document is a part of the documentation for their temporary residence approval. The registration of the residence must be repeated every time students change their accommodation, i.e. his/her address.

It is of utmost importance for all students to enter Bosnia and Herzegovina with a valid health insurance that clearly states that it covers the entire period of their mobility and that the insurance policy provides coverage for Bosnia and Herzegovina

In addition to this, the students also must bring with them the certificate that there are no pending criminal proceedings against them as well as the certificate that they were not convicted for any crimes. All other documents students will obtain once they arrive to Bosnia and Herzegovina.

All documents necessary for temporary residence application must be translated into Bosnian/Serbian/Croatian language.

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The information on procedures of registering with Mostar field office and temporary residence <http://sps.gov.ba/?lang=en>

## REGISTRATION

The first thing students must do after they arrive is to register with the International Relations Office (IRO) of Dzemal Bijedic University of Mostar. Upon their arrival, IRO staff will introduce them to their faculty coordinators and academic life at UNMO. During their entire stay, IRO is responsible for administrative procedures while faculty coordinators are responsible for their academic performance and success. All incoming students are issued with the certificate that verifies their status as well as exchange student card.

## EXAMES

Registration of exams is required. When student begins his/her studies at UNMO he/she receives a document 'examination report'. The faculty coordinator will agree the exam schedule for the courses included in the learning agreement and inform the student about the schedule. Every exam the student has will be recorded on the examination report that will later be used to make transcript of records.

## WHAT TO DO WHEN IN MOSTAR

Old City with the Old Bridge makes an attractive tourist destination. The Bridge, Mostar was named after, was built during the Ottoman period and it is on the UNESCO List of Cultural Heritage. It is one of Bosnia and Herzegovina's most recognizable landmarks and is considered to be one of the exemplary pieces of Ottoman architecture outside of Turkey. In the Old City one can find restaurants with menus that offer local cuisine specialities.

The places to see in Mostar are also Biscevic House, Crooked Bridge, bridges, mosques, churches, shrines, Culture Centre Herceg Stjepan Kosaca, Partizan Memorial, Clock Tower, Bath House, Muslimbegovica House, Herzegovina Museum.

Mountain spa and nature park Rujište is located just 18 kilometres north from Mostar. It is surrounded by Bosnian pine, an endemic tree, which makes the whole area famous for being the place richest in concentration of oxygen in Southeast Europe. The considerable difference of 1050 meters in altitude makes Rujište especially attractive during summer times, due to temperatures that can be 11 C lower than City of Mostar average temperature. Rujište is located 110 km away from Sarajevo Airport, 70 km from Adriatic Sea, 18 km from the Old Bridge and The Old Town, 23 km from Mostar Airport and 52 km from Međugorje.

The city is a home to music festivals called Melodije Mostara (Mostar Melodies) and Mostar Blues Fest <http://www.mostarblues.com>. Theatre festivals include Mostarska Liska, organized by The Peoples Theatre in Mostar, and Mostar Spring organized by Matrix Croatica Mostar <http://www.maticahrvatska-mostar.ba>. Active in the field of

promotion of urban culture is OKC Abrasevic <http://www.okcabrasevic.org/> where one can find the offer of cultural events organized in the city. There are also traditional Dives from the Old Bridge, an event organized annually.

For the last three years, Mostar is a host to Red Bull Cliff diving World series competition. [http://cliffdiving.redbull.com/en\\_JP/event/mostar-2017](http://cliffdiving.redbull.com/en_JP/event/mostar-2017)

There are three theatres in Mostar. National Theatre in Mostar <https://www.npm.ba/>, Croatian National Theatre <http://www.hnk.ba/naslovnica/> and The Puppet Theatre in Mostar <http://www.plm.ba/> They offer variety of theatre plays. Pavarotti Music Centre [http://www.mcpavarotti.com/index\\_eng.htm](http://www.mcpavarotti.com/index_eng.htm) offers variety of activities for young people interested in music, art and different educational and creative activities.

Cultural activities are regularly announced on local radio and TV stations, such as TV1 [www.rtv1.ba](http://www.rtv1.ba), Mostarski radio Gradska Mreža, Radio Dobre Vibracije [www.rdv.ba](http://www.rdv.ba), Radio Mostar, Omladinski radio and TV Oscar C. News from cultural and sport life, as well as information on political activities in the city, can be found on some of the popular web sites: [www.starmo.ba](http://www.starmo.ba), [www.bljesak.info](http://www.bljesak.info) etc. Information on activities within Dzemal Bijedic University and can be found on [www.unmo.ba](http://www.unmo.ba) as well as on the web site of Student Union of Dzemal Bijedic University of Mostar [www.unijamo.ba](http://www.unijamo.ba)

## USEFUL INFORMATION

International Relations Officer contact: Mirsada Behram, Phone: + 387 36 570 790/+ 387 36 281 024; Fax: + 387 36 570 790; e-mail: mirsada.behram@unmo.ba;

<https://iro.unmo.ba/en>

Information on places to see in Mostar [www.visitmostar.org](http://www.visitmostar.org)

Information on places to see in Herzegovina region <http://www.hercegovina.ba/index.php/en/>

Information on Bosnia and Herzegovina [http://www.visitmycountry.net/bosnia\\_herzegovina/en/](http://www.visitmycountry.net/bosnia_herzegovina/en/)

City taxi service numbers are 1503, 1506 and 1599. The price is ca. €0,50 per kilometre

Weather forecast for Mostar can be found on the following link <https://www.timeanddate.com/worldclock/bosnia-herzegovina/mostar>

Emergency numbers: Police 122; Fire department 123; Health emergency 124; Road assistance 1282/188; Exact time 125;

City map: [http://www.turizam.mostar.ba/index.php?option=com\\_gmapfp&view=gmapfp&list&id\\_perso=1&Itemid=395&lang=en](http://www.turizam.mostar.ba/index.php?option=com_gmapfp&view=gmapfp&list&id_perso=1&Itemid=395&lang=en)



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