



STAFF MOBILITY

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**DEAR ACADEMIC AND NON-ACADEMIC MEMBERS
OF STAFF,**

Welcome to new exciting academic life in Bosnia and Herzegovina's largest and most vibrant city. It is our great pleasure to have you here. We appreciate your choosing of the University of Sarajevo for your *exchange programme* and wish you a successful stay at our University, as well as an enriching and unforgettable time in Bosnia and Herzegovina.

The University of Sarajevo was founded in 1949, which makes it the oldest university in Bosnia and Herzegovina. With more than 40.000 students enrolled, 1.302 members of academic staff and 860 members of non-academic staff, it is also currently the largest university in Bosnia and Herzegovina. To ensure that you make the most of your staying here, we suggest that you prepare yourself well in advance for academic and cultural differences you may encounter during your stay in Sarajevo.

Thank you for showing interest in the University of Sarajevo!



HOW TO APPLY?

APPLICATION PROCESS

The University of Sarajevo welcomes academic and non-academic staff from all over the world into its academic community. Our university strongly promotes international mobility, focusing on the importance of a tolerant and democratic international environment for students' successful learning, scientific and artistic research as well as their personal development.

Before applying, staff applicants need to have already established contact with the host university (University of Sarajevo) in order to guarantee that the profile of the staff matches the thematic expertise of the host university.

For more information regarding the staff mobility, please contact faculty/academy of the University of Sarajevo, and do check our guides for Study programmes.



If the staff mobility is a part of any mobility program/project (i.e. Erasmus Mundus, CEEPUS) **rules for the whole process of application are applied according to that program/project.**



Staff mobility refers exclusively to training, teaching and/or research activities.

ACADEMIC INFORMATION



ACADEMIC CALENDAR

The academic calendar for 2011/2012 starts on 19th of September 2011 and lasts until 14th of September 2012.

WINTER SEMESTER:

19th of September 2011 - 6th of January 2012

Exams:

9th of January 2012 - 3rd of February 2012

SUMMER SEMESTER:

20th of February 2012 - 8th of June 2012

Exams:

11th of June 2012 - 6th of July 2012

Additional exam period:

27th of August - 14th of September 2012



ACADEMIC INFORMATION

WELCOME DAYS

The International Relations Office of the University of Sarajevo organizes welcome days for foreign students in specific mobility programs at the beginning of each school year. International students will be arriving in different periods, so for the time being there is no specific date for a welcome day for this program. However, the International Office of the University of Sarajevo is there to support logistically all incoming students upon arrival and during their stay.

LANGUAGE SUPPORT

Before or during their application for the exchange period, candidates are advised to contact the administration of a specific faculty or department and ask for course descriptions they are interested in as well as to enquire about the language of instruction and other conditions for academic mobility. If the course you want to do is only held in Bosnian/Croatian/Serbian language, the International Relations Office will try to help you with arranging consultations, literature and exams in English, by contacting professors who are willing to help you. Also, University in Sarajevo offers language school for foreigners called "Let's Learn Bosnian". Classes are organized for the small groups who are being taught Bosnian for the improved daily communications.



STUDY PROGRAMMES

The University of Sarajevo offers wide range of study fields:

ARTS

(Academy of Fine Arts, Academy of Performing Arts, Music Academy)

HUMANITIES

(Faculty of Sports and Physical Education, Faculty of Philosophy, Faculty of Educational Sciences, Faculty of Islamic Sciences, Faculty of Catholic Theology)

MEDICAL SCIENCES

(Faculty of Health Studies, Faculty of Pharmacy, Faculty of Medicine, Faculty of Dental Medicine with Clinics, Faculty of Veterinary Medicine)

NATURAL SCIENCES, MATHEMATICS AND BIOTECHNICAL SCIENCES

(Faculty of Agriculture and Food Sciences, Faculty of Natural Science and Mathematics, Faculty of Forestry)

SOCIAL SCIENCES

(Faculty of Economics, Faculty of Political Sciences, Faculty of Criminalistics, Criminology and Security Studies, Faculty of Law, Faculty of Public Administration)

TECHNICAL SCIENCES

(Faculty of Architecture, Faculty of Electrical Engineering, Faculty of Transport and Communication, Faculty of Civil Engineering, Faculty of Mechanical Engineering)



The majority of courses and study programmes are in Bosnian/Croatian/Serbian and candidate needs to have some level of knowledge of the host country's language before arrival. However, depending on your mobility, you can arrange that your classes or research are given in English. Staff candidates should contact coordinators for international relations at the faculties and academies of University of Sarajevo (contacts provided on web site).



Information about study programmes can be found and downloaded at www.unsa.ba.

INTERNATIONAL RELATIONS OFFICE

The University of Sarajevo is not a traditional campus university, and if you are used to a campus environment, you may find it very different to study here. The faculties are spread at different locations across the capital.

The International Relations Office of the University of Sarajevo is located in the Rectorate of the University of Sarajevo (the central University administration offices, located in the building of the Faculty of Law). We will assist you with the issues of admission, housing, student counselling, and orientation programmes, including various social events, with the aim to help you meet other international students and members of staff. Living and studying away from home can be a challenging experience - particularly in the beginning of your stay. At the International Relations Office you have the opportunity to ask questions in informal surroundings.

We will be happy to help you, or to point you in the right direction to where you can get help regardless of whether your questions relate to your study programme, personal problems, or basic practical issues.

VICE-DEANS/COORDINATORS FOR INTERNATIONAL RELATIONS AT THE FACULTY/ ACADEMY

Higher Education Institutions at the University of Sarajevo have their own office for the International Relations Office that will provide information about academic activities, exams and other infos for better exchange. They are here for you if you have any questions regarding your study plan at our University like which courses to take, how many ECTS points is required, prerequisites to courses etc.



Make sure to contact them because they are the ones that will sign your training/research plan.

Location and Contact Information

University of Sarajevo

International Relations Office

Address: Obala Kulina Bana St. 7/III
71000 Sarajevo, Bosnia and Herzegovina

Phone: +387 33 565 116

Fax: +387 33 565 116

OFFICE HOURS

Monday – Friday: 8:00 am – 16:00 pm

Website: www.unsa.ba

Facebook: www.facebook.com/unsasms

SERVICE

ACCOMMODATION

The Sarajevo Students Centre is a public institution providing accommodation to the international students and staff members at the University of Sarajevo. There are two student dorms in Sarajevo:

- **The BIJELAVE STUDENTS DORM** offers foreign students/staff rooms, with its capacity of 1000 beds. It's located in the central part of Sarajevo.
- **The NEDZARICI STUDENTS DORM** has a capacity of 1500 beds and is located few kilometres away from the centre of Sarajevo.

The dorms have the following facilities: cafeteria, TV room, multimedia and IT centre, study rooms, sports facilities.



However, for international students and staff members there are rooms available without advertisement.

The room and board (two meals: lunch and dinner) are made available from 15th of September to 15th of July, i.e. for the 10 months that make up the academic year.

Staff members must pay the full price of the room and board at the Student Dorms, which (currently) amounts to 150 € per month.

In the summer vacation period, 15th July - 25th October, Student Centre provides services to private guests, members of various cultural, sports, educational and other events taking place in Sarajevo, including students' excursions. We can accommodate up to approximately 1500 guests at the student dorms *Nedzarici* and *Bjelave*.

All additional information about applying for room and board at the Student Dorms is available at:

STUDENT CENTRE

Address: Podgaj St. 6

Phone: + 387 33 206-932, + 387 33 714-211

Web: <http://www.student-centar.ba>

Email: justudsarajevo@yahoo.com

Also, there are private accommodations.



SERVICES

MEDICAL SERVICES

The Sarajevo Canton Public Institution Student Healthcare Institute of the University of Sarajevo (the Institute) provides primary specialist and counselling healthcare to students and staff members at the University in Sarajevo.



We recommend informing yourself upon your arrival, before case of emergency happens.

INSURANCE

We strongly encourage you to purchase general insurance (accident and liability) prior to your departure for Bosnia and Herzegovina. Contact your own international office for further advice on where to take our insurance policy.

Alternatively you may take out an insurance policy with international Health Insurance (IHI). If you have chronic medical problems requiring prescription medication, it is a good idea to bring copies of your medical history issued by your local doctor.



Please note that medicines are not free in Bosnia and Herzegovina.

Student Healthcare Institute of the University of Sarajevo

E-mail: info@zdravljestudenata.ba

Web: www.zdravljestudenata.ba

The working hours of the Institute are:

- 7.30 am to 7 pm Monday - Friday
- 7.30 am to 1 pm on Saturday
- The Institute is closed on Sunday.



BEFORE COMING TO SARAJEVO



HOW TO GET TO SARAJEVO?

We recommend that you arrive in Sarajevo a few days prior to commencing your mobility period. This will give you time to settle in and to get acquainted with the city before starting classes. If you wish to arrive early, the International Relations Office can assist you with addresses of hostels and inexpensive hotels.



Arriving by plane

If you arrive by plane, you arrive at Sarajevo Airport, which is located 12 kilometres of the city centre. You can get by taxi from the airport to the city. A taxi fare from the airport to the city centre costs around 10 Euros. In most cases it is not possible to negotiate with the driver regarding the prize of the fare. Taxi fares include service charges and therefore you are usually not expected to tip.

SARAJEVO INTERNATIONAL AIRPORT

Address: Kurta Schorka St. 36, Sarajevo 71000

Phone: + 387 33 28 91 00

www.sarajevo-airport.ba



Arriving by train

Sarajevo has one train station. There are several international trains. Tickets for the train are purchased on the platform or in the train terminal.

SARAJEVO TRAIN STATION

Address: Musala St. 2, Sarajevo 71000

Phone: + 387 33 65 73 13

www.zfbh.ba



Arriving by bus

Next to the train station is a bus station. Sarajevo has one bus station. Tickets for the bus can be purchased on the bus or in the main platform. You need separate tickets for bus and train.

SARAJEVO BUS STATION

Address: Put života St. 8, Sarajevo 71000

Phones: + 387 33 21 31 00; 21 30 10

<http://www.centrotrans.com/loc>

There are many international lines such as: Antwerp, Brussels and Liege; Rotterdam, Amsterdam, Breda, Maastricht, Den Haag, Utrecht, Paris, Berlin, Dortmund, Essen, Düsseldorf, Frankfurt, Karlsruhe, Stuttgart, Hamburg, Hanover, Basel, Ingested, Nurnberg, Muenchen, Wien, Graz, Beograd, Ljubljana, Dubrovnik, Pula, Rijeka, Split, Zagreb, Herceg – Novi etc.



TEMPORARY RESIDENCE PERMIT AND VISA

Exchange staff members staying in Bosnia and Herzegovina for a period longer than three months (90 days) need to regulate the residence permit upon their arrival at the Ministry of Security. More info on: www.msb.gov.ba.



VISA

The list of countries whose nationals need a visa to enter Bosnia and Herzegovina can be found at the web pages of the B&H Ministry of Foreign Affairs. Foreigners can apply for a visa at the nearest BH Embassy, Consular or Diplomatic Mission in their home country.

More info: www.mvp.gov.ba

LIVING AND STUDYING IN



SARAJEVO > CULTURE

Sarajevo - a city or a living legend? There is not one person that has not heard about Sarajevo at least once in their life, a place of stunning beauty, and a recent testimony to human courage in the face of adversity.

Sarajevo has been the meeting point between east and west for hundreds of years, the place where time seems to freeze. Many civilizations and Empires have passed through this city, each of them leaving traces behind that can be found all over. In just a few hundred meters in Sarajevo, Catholic and Orthodox churches, mosques and Jewish synagogues proudly stand side by side. Centuries have passed by and they still stand out, welcoming travellers.

Experience for yourself the warm welcome and the historical riches that make Sarajevo unique. But remember, once you come here you will always want to return.

LIVING AND STUDYING IN



CURRENCY AND BANK ACCOUNT

Originally, the BAM (Convertible Mark) was pegged to the former German currency - Deutsche Mark. With the introduction of the Euro, the BAM changed its peg without the least bit of trouble (**1.95 KM for 1 Euro**).

There are many ATM machines in all major towns and cities. Euros, US dollars, British pounds, Yens and other major currencies can be exchanged at the banks and exchange offices that are present in most major towns. They also swap your leftover Bosnia and Herzegovina convertible marks back into any of these main currencies. Most banks do not have a fixed fee, but take a percentage of the total amount. As this percentage varies, you should do a bit of research before exchanging large amounts of money. Credit cards are increasingly widely accepted in major towns. VISA and Master will be accepted in most places, but no guarantee with American Express.



Make sure you have all the cash you need before leaving the major towns, as it is next to impossible to find a money machine or anybody who accepts credit card payments in smaller towns and villages.

LIVING COSTS

Rough estimates of living costs for a single person:

- Housing 200 € up/month
- Meals 300 € up/month
- Books and other study materials 50 € - up /month
- Local transportation 25 € up/month
- Estimated pocket money 150 € up/month



To save money, we recommend buying a monthly ticket for city buses and trams. There is a student discount, so make sure you give right information when buying tickets or any necessities.



HOLIDAYS

Holidays, during which all public institutions, banks, and post offices are closed in Sarajevo, are:

January 1st and 2nd - New Year

March 1st - Independence Day

May 1st and 2nd - International Labour Day

November 25th - National Holiday



Some public institutions, post offices and banks, as well as some shops and services are closed during **religious holidays (Eid Ramadan, Christmas, etc).**

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INTERNET AVAILABILITY

Broadband internet access is widely available throughout the city of Sarajevo (cable, ADSL, wireless) but it depends also on your accommodation (ask for details). Prices and speeds are changing (currently for 15 Euros per month you can get 1Mbit flat rate). There are many internet cafes and faculties have their own computer rooms. Also, many cafes and bars have free Wi-Fi.



ETHNIC COMPOSITION AND RELIGION

Bosniaks, Croats, Serbs, Jews, Roma and other ethnic groups live in Sarajevo. The religions are represented through Catholicism, Christian Orthodoxy, Islam, and Judaism.



CLIMATE

Sarajevo has a continental climate, lying between the climate's zones of central Europe to the north and the Mediterranean to the south. The proximity of the Adriatic Sea moderates Sarajevo's climate somewhat, although the mountains to the south of the city greatly reduce this maritime influence.

The average yearly temperature is 9.5 °C, with January (-1.3°C avg.) being the coldest month of the year and July (25.1°C avg.) the warmest. On average, Sarajevo has 68 summer days per year (temperature greater than or equal to 30.0°C). The city typically experiences mildly cloudy skies, with an average yearly cloud cover of 59%.

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LOCAL TRANSPORTATION IN SARAJEVO

There are several ways of public transportation - trams, buses, and city railway. They operate all day (every few minutes) until late night. Tickets can be bought on board (2 BAM) or at newsstands (1-20 BAM – 1.50 BAM depending on transportation).



Make sure that you stamp your ticket once you board. If now, you can be faced with a violation ticket and pay certain amount of money.



Daily tickets are available at the newsstands. Monthly or annual tickets can also be bought at offices at a reduced price (student discount). For a monthly/annual ticket you will need to fill in a form that you are currently enrolled in current academic year and stamp it at the faculty/academy you enroll. Then you will go to the central office of the Sarajevo City Traffic. There you will purchase a pass (app 4€ + photo) and every month you will buy a ticket for special discount app. This monthly ticket enables you to use all buses and trams in the area of the city of Sarajevo.

Taxis

Taxis are quite cheap in Sarajevo. The starting price is 1 BAM and it goes 0.10 BAM per kilometer.



Always ask driver to turn on the taximeter.



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USEFUL PHONE NUMBERS

B&H country code **387**

Sarajevo city code **033**

B&H exit code **00**

Police **122**

Fire-fighters **123**

Ambulance **124**



SHOPS

Working hours:

Weekdays: 8 a.m. to 8 p.m.

Saturdays: 8 a.m. to 14 p.m. (depends on shops)

Sundays and holidays: Depends on shops, grocery shops are open, but usually closed



Pharmacies

Pharmacies are all over the city centre, and you can easily locate them by their green cross.

Drinking Water

Water is drinkable from a pipe and of a high quality in the public water supply system throughout the country.

Electricity

Voltage 220 V, frequency 50 Hz



Embassies in Sarajevo

You will find the information about diplomatic-consular missions located in the Bosnia and Herzegovina on the web-pages of Ministry of Foreign Affairs of Bosnia and Herzegovina: www.mvp.gov.ba

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USEFUL ACADEMIC WORDS:

Bachelor Thesis - Diplomski rad

Course - Nastavni predmet

Degree – Akademiški stepen

Department - Odsjek

Doctoral Studies or Doctoral Programme - Doktorski studij ili doktorski program

Exam – Ispit (oral-usmeni, written-pismeni)

ECTS credits – ECTS bodovi

Faculty - Fakultet

Individual consultations - Konsultacije

Laboratory – Laboratorij

Learning Agreement – Ugovor o učenju

Master Thesis - Magistarski rad

Partial exam – Parcijalni ispit/Kolokvij

Postgraduate Study - Postdiplomski studij

Study year - Godina studija

Transcript (of records) - Prijepis ocjena

Tuition Fees/Tutorial Fees - Školarina

University - Univerzitet

USEFUL EVERYDAY WORDS:

Good morning - Dobro jutro

Good afternoon - Dobar dan

Good evening - Dobra večer

Goodbye - Doviđenja

Answer - Odgovor

Building - Zgrada

Direction - Smjer

Excuse me - Oprostite

Exit - Izlaz

Entrance - Ulaz

Forbidden - Zabranjeno

Help! - U pomoć!

Hi – Zdravo

How much is it? - Koliko košta?

How are you? - Kako ste?

Illness - Bolest

Location - Mjesto

No - Ne

Yes - Da

Please - Molim

Pull! - Vuci!

Push! - Gurni!

Question - Pitanje

Square - Trg

Street - Ulica

Thank you - Hvala

Welcome - Dobro došli

What is your name? - Kako se zovete?

Where do you come from? - Odakle ste?

LIVING AND STUDYING IN



OUT OF SARAJEVO

Bosnia and Herzegovina is the heart shaped land that lies in the heart of southeast Europe. It is here that eastern and western civilizations met, sometimes clashed, but more often enriched and reinforced each other throughout its long and fascinating history.

There are many fascinating destinations throughout Bosnia and Herzegovina for every type of tourist. In BiH, one gets the best of both worlds. Here, the most interesting and attractive sites are a wonderful mix of this tiny country's cultural and natural heritage. It is almost impossible to separate them, for it is from this pristine nature that its cultures and traditions evolved.

We recommend visiting the web site: www.bhtourism.ba for more information and start your journey.

