



**UNIVERSITY OF SARAJEVO,
BOSNIA & HERZEGOVINA**

PRACTICAL GUIDE FOR INCOMING BASILEUS STUDENTS AND STAFF

1. ACADEMIC INFORMATION:	2
➤ Types of study programmes offered	2
➤ Grading system:	5
➤ Programmes for degree/exchange students	6
➤ Academic calendar.....	9
2. ADMISSION CRITERIA:	9
➤ Admission criteria for degree students	9
➤ Admission criteria for exchange students.....	10
3. PRACTICAL INFORMATION	11
Before arrival:.....	11
➤ Visa and Temporary Residence Permit	11
➤ Accommodation.....	11
➤ How to get there.....	13
➤ Insurance.....	13
After arrival	16
➤ Language courses.....	16
➤ Services at the university	16
➤ The City.....	17
➤ Climate.....	18
4. General WEBSITE ADDRESSES	19

1. ACADEMIC INFORMATION:

➤ Types of study programmes offered

20 TEACHING AND RESEARCH FACULTIES	
Faculty of Architecture Address: Patriotske lige 30 Phone: ++387 33 663 947 Fax: ++387 33 213 494 Email: arh.f.sa@bih.net.ba www.af.unsa.ba	School of Economics and Business Address: Trg oslobođenja 1 Phone: ++387 33 275 900 Fax: ++387 33 275 944 Email: dekan@efsa.unsa.ba www.efsa.unsa.ba
Faculty of Electrical Engineering Address: Zmaja od Bosne bb (Campus) Phone: ++387 33 250 700 Fax: ++387 33 250 725 Email: etf@etf.unsa.ba www.etf.unsa.ba	Faculty of Criminal Sciences Address: Zmaja od Bosne 8 (Campus) Phone: ++387 33 445 452 Fax: ++387 33 665 461 Email: fkn@fknbih.edu www.fknbih.edu
Faculty of Transport and Communications Address: Zmaja od Bosne 8 Phone: ++387 33 212 764 Fax: ++387 33 212 766 Email: fakskom@bih.net.ba www.fsk.unsa.ba	Faculty of Political Sciences Address: Skenderija 72 Phone: ++387 33 203 562 Fax: ++387 33 666 884 Email: dekanat@fpnsa.edu.ba www.fpn.unsa.ba
Faculty of Mechanical Engineering Address: Vilsonovo šetalište 9 Phone: ++387 33 653 055 Fax: ++387 33 653 055 Email: mef@mef.unsa.ba www.mef.unsa.ba	Faculty of Law Address: Obala Kulina bana 7 Phone: ++387 33 206 350 Fax: ++387 33 206 355 Email: sekretarijat@pfsa.unsa.ba www.pfsa.unsa.ba
Faculty of Civil Engineering Address: Patriotske lige 30 Phone: ++387 33 278 400 Fax: ++387 33 200 158 Email: gfsa@gf.unsa.ba www.gf.unsa.ba	Faculty of Philosophy Address: Franje Račkog 1 Phone: ++387 33 253 100 Fax: ++387 33 667 873 Email: dekanat@ff.unsa.ba www.ff.unsa.ba
Faculty of Pharmacy Address: Čekaluša 90 Phone : ++387 33 665 928 Fax: ++387 33 666 139 Email: ffsa@ffsa.unsa.ba www.ffsa.unsa.ba	Faculty of Sports Address: Patriotske lige 41 Phone: ++387 33 668 768 Fax: ++387 33 211 537 Email: kontakt@fasto.unsa.ba www.fasto.unsa.ba
Faculty of Dental Medicine with clinics Address: Zmaja od Bosne 8 (Campus) Phone: ++387 33 443 269 Fax: ++387 33 443 395 Email: dentalschool@utic.net.ba www.sf.unsa.ba	Faculty of Education Address: Skenderija 72 Phone: ++387 33 214 607 Fax: ++387 33 214 606 Email: pakademija@pa.unsa.ba www.pa.unsa.ba

<p>Medical Faculty Address: Čekaluša 90 Phone: ++387 33 203 670 Fax: ++387 33 203 670 Email: mf@mf.unsa.ba www.mf.unsa.ba</p>	<p>Faculty of Agriculture Address: Zmaja od Bosne 8 (Campus) Phone: ++387 33 653 033 Fax: ++387 33 667 429 Email: ppf.unsa.ba www.ppf.unsa.ba</p>
<p>Faculty of Veterinary Medicine Address: Zmaja od Bosne 90 Phone: ++387 33 610 908 Fax: ++387 33 610 908 Email: vetfaksa@vfs.unsa.ba www.vfs.unsa.ba</p>	<p>Faculty of Forestry Address: Zagrebačka 20 Phone: ++387 33 614 003 Fax: ++387 33 611 349 http://sufasa.org</p>
<p>Faculty of Health Care Address: Čekaluša 90; Bolnička 25 Phone: ++387 33 265 890 Fax: ++387 33 264 891; Email: info@vzs.unsa.ba www.fzs.unsa.ba</p>	<p>Faculty of Natural Sciences and Mathematics Address: Zmaja od Bosne 33-35 Phone: ++387 33 250 510 Fax: ++387 33 649 359 Email: dekan@pmf.unsa.ba www.pmf.unsa.ba</p>

3 ART ACADEMIES	
<p>Academy of Fine Arts Address: Obala Maka Dizdara 3 Phone: ++387 33 664 883 Fax: ++387 33 664 883 Email: alu@unsa.ba www.alu.unsa.ba</p>	
<p>Academy of Performing Arts Address: Obala Kulina bana 11 Phone: ++387 33 215 277 Fax: ++387 33 272 361 Email: dekan@asu.unsa.ba www.asu.unsa.ba</p>	
<p>Music Academy Address: Josipa Stadlera 1/II Phone: ++387 33 200 299 Fax: ++387 33 444 896 Email: info@mas.unsa.ba www.mas.unsa.ba</p>	

1 FACULTY OF ISLAMIC SCIENCES

(Associate member since 2004)

Address: Čemerlina 54
Phone: ++387 33 23 29 82
Fax: ++ 387 33 25 10 44
www.fin.ba

4 UNIVERSITY INSTITUTES

Institute of History

Address: Alipašina br. 9
 Phone: ++387 33 20 93 64
 Fax: ++ 387 33 21 72 63
 Email: nauka@bih.net.ba
www.iis.unsa.ba

Institute for Crime Research and International Law

Address: Halida Nazečića 4
 Phone: ++387 33 56 13 50
 Fax: ++ 387 33 56 13 51
 Email: info@institut-genocid.ba
www.institut-genocid.ba

Institute for Genetics and Biotechnology

Address: Gajev trg 4
 Phone: ++387 33 22 09 26
 Fax: ++ 387 33 56 13 51
 Email: ingeb@ingeb.ba
www.ingeb.ba

Oriental Institute

Address: Zmaja od Bosne bb
 Phone: ++387 33 22 09 57
 Fax: ++ 387 33 22 53 53
 Email: ois@bih.net.ba
www.ois.unsa.ba

3 UNIVERSITY CENTRES

Centre for Interdisciplinary Postgraduate Studies

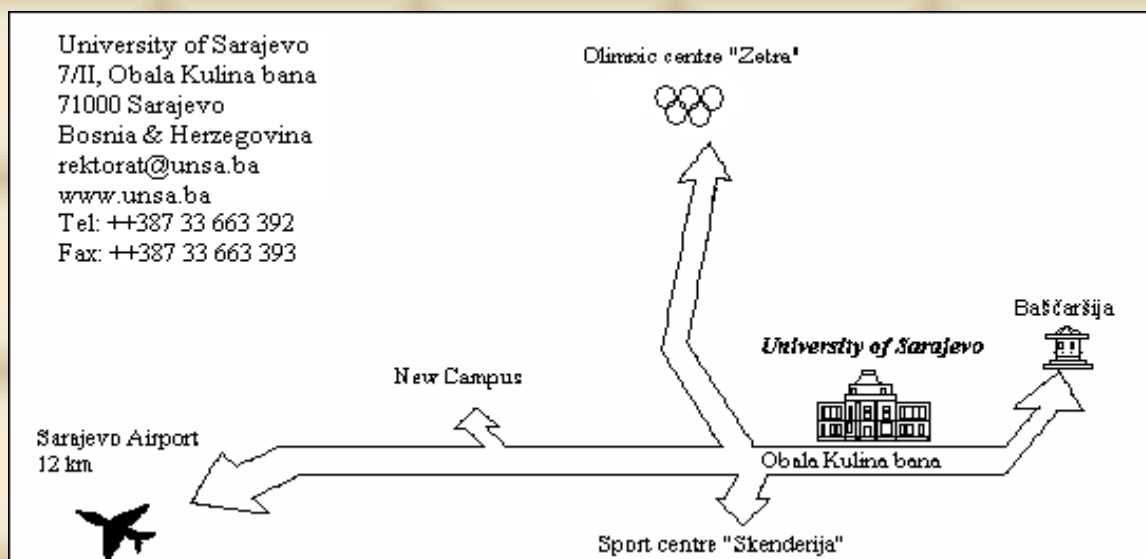
Address: Zmaja od Bosne br 8 (Campus)
 Phone: ++387 33 66 86 85
 Fax: ++ 387 33 66 86 83
 Email: coordination@cps.edu.ba
www.cps.edu.ba

University Tele-Informatics Centre

Address: Zmaja od Bosne br 8 (Campus)
 Phone: ++387 33 56 02 40
 Fax: ++ 387 33 21 37 73
 Email: support@utic.net.ba
www.utic.net.ba

Human Rights Centre

Address: Zmaja od Bosne br 8 (Campus)
 Phone: ++387 33 66 82 51
 Fax: ++ 387 33 66 82 51
 Email: hrc_sa@hrc.unsa.ba
www.hrc.unsa.ba



Cca. 50.000 students, including full-time, part-time, distance learning and foreign students

1.795 professors, associates and lecturers

893 administrative and technical staff

The University of Sarajevo was founded in 1949. As the largest and oldest University in Bosnia and Herzegovina, it provides a balanced range of academic and professional training courses in the social sciences, humanities, natural and technical sciences, medicine and arts. It offers studies for about 7.000 new students every academic year within the new reformed three- or four-year undergraduate studies, one or two-year postgraduate studies and three-year doctoral studies, according to the Bologna Declaration.

EUROPEAN SYSTEM OF UNIVERSITY DEGREES

B	M	D
BACHELOR'S DEGREE	MASTER'S DEGREE	DOCTORAL DEGREE
Bachelor's degree is a 3 or 4 years degree that corresponds to 180 or 240 credits	Holders of Bachelor's degree may study 1 or 2 years Master's degree that corresponds to 60 or 120 credits.	Holders of a Master's degree may study 3 years doctoral studies and defend successfully a doctoral thesis
(ECTS - European Credit Transfer System)	Total - 300 credits.	

What is ECTS - European Credit Transfer System? Credits are awarded to students who successfully complete individual courses (continuous assessment, exams, etc.) within a study programme (30 credits per semester). These credits are:

- transferable within Bosnia and Herzegovina and within Europe under certain circumstances,
- definitively earned and remain valid no matter how long the student's study programme takes.

What is meant by study programme? A study programme encompasses the progressive acquisition of knowledge and skills in a coherent suite of subjects that are relevant to the student's personal and professional objectives. The organization of individual courses in either common or specific teaching units allows the students to choose and customize their study programmes.

➤ **The grading system:**

Scale from 5 – 10, letters A-FX

- 10(A) = Excellent (outstanding performance with only minor errors)
- 9 (B) = Very Good (above the average standard but with some errors)
- 8 (C) = Good (generally sound work with a number of notable errors)
- 7 (D) = Satisfactory (fair but with significant shortcomings)
- 6 (E) = Sufficient (performance meets the minimum criteria)
- 5 (FX) = fail (is not written in “indeks”)

ECTS - European Credit Transfer System

1 ECTS credit is equivalent of approx. 30 working hours. The annual workload is 60 ECTS credits.

The University of Sarajevo is committed to the implementation of the European Credit Transfer System (ECTS), which eases the process of credit transfer between EU universities. The ECTS defines a full study load for one year as 60 ECTS credits. The number of credits awarded for each bachelor and graduate course varies depending on the workload.

To make sure that you are able to transfer the credits earned at the University of Sarajevo, it is important that your home institution approves your intended study programme. Be aware that credits for courses are only

awarded if you meet the course requirements. Studying is a full time job, and in addition to attending classes, you will be expected to spend much time doing research in the library.

➤ Programmes for degree/exchange students

Language of instruction is Bosnian/Croatian/Serbian and they are all open to exchange students

SOCIAL SCIENCES

Bachelor degrees:

- economy and management
- business administration
- political sciences
- sociology
- journalism
- social care
- security
- criminal sciences
- law

Master degree at the Faculty of Economics:

- master in economics
- economics
- business administration

Master degree at the Faculty of Political Sciences:

- political sciences
- sociology
- journalism
- social care
- security

Master degree at the Faculty of Criminal Sciences:

- criminology, criminalistics and criminal judiciary in context of European security

Master degree at the Faculty of Law:

- at the Department for state and international public law
- at the Department for civil law
- at the Department for criminal law
- at the Department for history of state and law

HUMANITIES

Bachelor degrees:

- philosophy
- sociology
- pedagogy
- psychology
- history
- Bosnian/Croatian/Serbian language and literature
- foreign languages and literature
- sports
- physical education
- pre-school education
- teaching

Master degree at the Faculty of Philosophy:

- philosophy
- history
- language-sciences
- literature
- pedagogy
- psychology

Master degree at the Faculty of Sports:

- sports field and physical education

TECHNICAL SCIENCES

Bachelor degrees:

- architecture
- electrical engineering
- civil engineering
- mechanical engineering
- transport and communication

Master degree at the Faculty of Architecture:

- architectural structures

Master degree at the Faculty of Electrical Engineering:

- automatic devices and electronics
- informatics
- telecommunications

Master degree at the Faculty of Civil Engineering:

- constructions
- communications
- hydromechanics
- geodesy

Master degree at the Faculty of Mechanical Engineering:

- industrial engineering and management
- modern production technologies
- process techniques
- defence technologies
- modern wood technologies
- engines and vehicles

Master degree at The Faculty of Transport and Communication:

- transport and communication technologies
- management in transport and communication

MEDICAL SCIENCES

Bachelor degrees:

- medicine
- dental medicine
- pharmacology
- veterinary medicine
- medical health care

Master degree at the Faculty of Medicine:

- experimental-laboratory branch
- public health
- clinical disciplines

Master degree at the Faculty of Dental Medicine:

- scientific-research work in dentistry

Master degree at the Faculty of Pharmacy:

- pharmaceutical researches

Master degree at the Faculty of Veterinary Medicine:

- parasitology
- infectious diseases of animals
- production and health care in poultry keeping
- physiology and pathology of domestic animals multiplying
- radiation- protection of animal production
- microbiology
- hygiene and technology of food-stuffs of animal origin

NATURAL SCIENCES AND BIOTECHNOLOGY

Bachelor degrees:

- biology
- geography
- chemistry

- physics
- mathematics
- agriculture
- technology of agricultural and food products
- forestry
- horticulture

Master degree at the Faculty of Natural Sciences and Mathematics:

- biological sciences
- physical sciences
- geographical sciences
- chemical sciences
- mathematical sciences

Master degree at the Faculty of Agriculture:

- agriculture
- fruit growing
- grape-growing
- domestic animals nutrition
- technology of animal origin products
- food and drinks quality control
- plants protection
- technology of vegetable food
- economics in agricultural and food products industry
- sustainable land managing
- vegetable production in protected area
- production and application of flowers and plants

Master degree at the Faculty of Forestry:

- woods ecology
- woods growing
- woods protection
- woods exploiting
- woods communications
- hunting
- economics and organization of forestry

ARTS

Bachelor degrees:

- painting
- sculpture
- graphics
- graphic design
- product design
- drama
- editing
- composition
- conducting
- solo singing
- various music instrument studying

Master degree at the Academy of Fine Arts:

- painting
- sculpture
- graphics
- graphic design
- product design

Master degree at the Music Academy:

- composition
- conducting
- solo singing
- various music instruments master

4 Interdisciplinary Postgraduate Studies

- European Studies
- State Management and Humanitarian Affairs
- Human Rights
- Gender studies

1 National and University Library

- Founded in 1945
- 400.000 library units

1 Clinical University Center

- Founded in 1894 as the Provincial Hospital
- 45 organizational units

1 Student Parliament

- Founded in 2008 as a network of students associations at the University of Sarajevo
- www.spus.ba

➤ Academic calendar

academic year is divided into two semesters: winter and summer. The academic calendar is organised in such a way that classes in the winter semester begin on Monday of the second week in September and end beginning of January. The period from the 05 of January to the end of January is the first (winter) examination term of four weeks. Classes in the summer semester begin in February and last until beginning of June. From beginning of June until beginning of July is the second (summer) examination term; it is important to pass all the exams for the following year's enrolment. Those who have not managed to pass all the necessary exams can try in the autumn examination period from the beginning of September to the beginning of October.

ACADEMIC YEAR

September 15 2008 to October 01 2009

WINTER SEMESTER

Second Monday in September to January 30

Winter examination period January 05 – January 30 2009

SUMMER SEMESTER

February 16 to June 05

Summer examination period

June 08 to July 03

Autumn examination period

September 1 to October 1

Summer Schools

July-August

2. ADMISSION CRITERIA:

➤ Admission criteria for degree students

- A **degree student** registers at the university abroad and is no longer a student from the university at home. He or she will obtain a diploma from the university abroad. Students applying to a foreign university will need to comply with the local admission requirements.
- An **Exchange student** needs the approval of their home and host university

All citizens of Bosnia and Herzegovina as well as foreign citizens can enter the Call for admission to study at the University of Sarajevo, who finished four-year-long Secondary school in Bosnia and Herzegovina, as well as those who finished the school outside Bosnia and Herzegovina, and the procedure of equivalence for them was finished and defined that they had corresponding education for further schooling.

Candidates who finished Secondary school according to IB programme also can enter the Tender and take the entrance examination; they ought to deliver school-leaving certificate before the beginning of admission.

Special commission named by authorized body of higher education institution realizes students' admission. Look at the section [Overview of the faculties](#) in order to make easier your decision what would you like to study.

Documents for admission

The documents necessary for entering the Call for admission are:

- request of admission with exactly pointed out department or study group wanted to study,
- original certificates of all four classes of the Secondary school finished in Bosnia and Herzegovina, or corresponding validated documents for those who did not finish the Secondary school in Bosnia and Herzegovina,
- original school-leaving certificate,
- birth certificate,
- certificate of citizenship,
- other documents relevant for points defining according to the criteria.

Entrance examination

Entrance examination, at the higher education institutions that have it, will be held according to the schedule and time fixed by higher education institution separately, and be announced at their notice-boards with detailed information about contents and way of taking the entrance examination, and last till the beginning of admission.

➤ **Admission criteria for exchange students**

- An **exchange student** is a student (officially registered in a university or other institution for higher education) who temporarily lives in a foreign country and attends courses or is involved in other academic activities. The exchange period lasts minimum 6 months and maximum 10 months. The exchange student does NOT get a diploma from the host university. However, all academic results will be sent to his/her home university. Tuition fee is paid to the home university.

Documents required:

- Application Form
- Curriculum Vitae (B/H/S or English)
- Learning Agreement– needs to be signed by your home university co-ordinator; please note that the Learning Agreement is a preliminary plan and that changes are possible
- References by members of the home university (B/H/S or English)
- Grade Transcript and Certificate of Enrolment

Proof of B/H/S skills (if it exists)

3. PRACTICAL INFORMATION

Before arrival:

➤ Visa and Temporary Residence Permit

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

Temporary Stay Permit

Students who are not obliged to possess a visa to enter Bosnia and Herzegovina should regulate their First Temporary Stay Permit immediately upon arrival in BiH.

DOCUMENTS REQUIRED:

1. Invitation letter from the University of Sarajevo stating the study purpose of your stay
2. 2 photos in colour (3 x 3,5 cm)
3. Copy of the passport
4. Certificate of non-criminal record stamped by a court interpreter (not older than 6 months)
5. Proof of health insurance
6. Proof of sufficient means of subsistence (statement of bank account, scholarship confirmation or similar)
7. Proof of secured accommodation (rental contract)

All documents need to be translated into b/h/s and certified by a public notary. Students need to report at the Foreign Service, Zmaja od Bosne bb, /close to the University Campus/ to confirm their stay permit. For that students will need a copy of the passport and the form filled in in the student residence hall upon the arrival.

➤ Accommodation

If you are admitted to the University and have a need for housing please visit our Student Centre

JU STUDENTSKI CENTAR

S A R A J E V O

Ul. Podgaj 6

71.000 Sarajevo

Bosna i Hercegovina

tel. : +387 33 205-231

fax : +387 33 663-356

E- mail: justudsarajevo@yahoo.com

www.student-centar.ba

**ACCOMMODATION AT THE STUDENT DORMS
AND YOUTH HOSTEL
OF THE SARAJEVO STUDENT CENTRE**

The Sarajevo Student Centre is a public institution providing room and board to full-time students at the University in Sarajevo. The room and board is available at the Student Dorm in Nedžarići and the Student Dorm in Bjelave.

NEDŽARIĆI STUDENT DORM

is located in the new part of Sarajevo. Its accommodation capacities are 960. The rooms include double and triple rooms, bathrooms. The dorm also has a study hall, TV room, hall, café-pizzeria, sports



Sarajevo. Its accommodation includes double and triple rooms. They include the following facilities: cafeteria, multimedia and IT centre, billiard facilities and car park.

BJELAVE STUDENT DORM

is located in the central part of Sarajevo. Its capacity is 1000 beds. The rooms vary in terms of accommodation capacity.

The dorm has the following facilities: cafeteria, TV room, multimedia and IT centre, study rooms, sports facilities. Students apply for accommodation at the student dorms through an advertisement published before the start of the academic year. The room and board (two meals: lunch and dinner) is available from 15 July, i.e. for the 10 months that make up the academic year.



Herzegovina pay subsidised prices for room and board.

Students from Bosnia and Herzegovina pay subsidised prices for room and board.

Herzegovina pay subsidised prices

Foreign students wishing to stay at the Student Dorms throughout the year must also submit applications as per the published advertisement. They must pay the full price of room and board at the Student Dorms, which (currently) amounts to cca 300,00 KM per month.

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

tel.: + 387 33 206 - 932

tel.: + 387 33 714 - 211

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

The YOUTH HOSTEL

The Youth Hostel is located in pavilion IV of the Bjelave students' settlement. It has a capacity of 59 beds. The Youth Hostel is 500m away from the city centre and is connected to it by bus line 14. Other hostel services: cafeteria, TV room, multimedia and IT centre, rooms, billiard room, café and pizzeria, sports facilities and car park.

Foreign students and visiting professors can use hostel services throughout the whole year.

Service prices at the Bjelave Youth Hostel (during the whole year, overnights as necessary):

- | | |
|---|----------|
| - A night's accommodation in single room | 40,00 KM |
| - A night's accommodation in double room | 30,00 KM |
| - A night's accommodation in three-bed room | 25,00 KM |
| - A night's accommodation in four-bed room | 21,00 KM |

Sojourn tax
Insurance
Breakfast
Lunch
Dinner



2,00 KM
1,00 KM
4,00 KM
6,00 KM
5,00 KM

(Prices include VAT)

Please contact us regarding for reservations at:

tel/fax: +387 33 663-355, 668-474

E- mail : student_hotel@yahoo.com

Students living in a private home should expect to follow the house rules determined by the landlord. We strongly recommend that the landlord and the tenant agree upon any house rules immediately after arrival in order to avoid any misunderstanding during the tenancy. Likewise, it is always a good idea to ask the landlord to write down the house rules.

➤ How to get there

We recommend that you arrive in Sarajevo a few days prior to commencing your studies. 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 in Sarajevo Airport, which is located 12 kilometres of the city centre. You can get from the airport to the city by taxi. A taxi fare from the airport to the city centre costs around 10 euro. It is usually 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

Kurta Schorka 36

Tel. + 387 33 28 91 00

www.sarajevo-airport.ba

Arriving by train

Sarajevo has one train station. There are several international trains: to Zagreb at 10.27 and 21.20 and to Budapest 7.14. Tickets for the train are purchased on the platform or in the train terminal, while bus tickets can be purchased on the bus. You need separate tickets for the bus and train.

Arriving by bus

Sarajevo has one bus station. 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. Tickets for the bus can be purchased on the bus or in the main platform.

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; <http://www.zdravljestudenata.ba>

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

Student healthcare services include:

- medical exams prior to enrolling at faculties, higher schools and academies, as well as prior to admitting students into dorms,
- systematic and control medical exams of students,
- continuous health education and improvement of student knowledge of health,
- specialist and counselling healthcare for students,
- preventive healthcare measures of monitoring the health of students and the sanitary conditions where they live and work,
- preventive measures with respect to contagious diseases, large-scale chronic non-contagious diseases, and substance abuse problems,
- measures to maintain and improve students' health,
- healthcare for female students,
- measures for the prevention and treatment of students' dental and mouth conditions,
- organisation and implementation of treatment of students at their homes, when necessary,
- healthcare statistics and records for this population group, as per the law.

The Institute provides the following healthcare for students:

1. General primary healthcare – medical teams, mostly specialised,
2. Laboratory diagnostics at the bio-chemical and haematological laboratory,
3. Polyvalent dental care with services of the dental technical laboratory,
4. Specialist and counselling healthcare: Ophthalmologist, Internal medicine, Counselling for post-adolescent gynecology and Mental Health Counselling Centre (team: dr. sci. med.spec. in Neuropsychiatry, spec.med. in Psychology, social worker and healthcare technician).

The working hours of the Institute are 7.30 a.m. to 7 p.m. Monday-Friday, and 7.30 a.m. to 1 p.m. on Saturday. The Institute is closed on Sunday.

Foreign students and visiting professors may use all the services of the Institute provided they have health insurance.

If they are not eligible for health insurance, they must cover the costs of their healthcare themselves (as well as domestic non-insured students) at prices determined by the Healthcare Rates in the Federation of Bosnia and Herzegovina.

After arrival

➤ Language courses

School of Bosnian/Croatian/Serbian Language and Culture

The University School of Bosnian/Croatian/Serbian language and Culture offers an intensive course of the b/h/s language. The School is offered to persons of B&H background, as well as to any student who want to learn (more) about the b/h/s language and culture. In addition to the academic programme, students visit museums, galleries, theatre productions, see the sights of Sarajevo, take a study trips, etc. The School is organised in accordance with needs.

➤ Services at the university

The University of Sarajevo - International Relations Office

The Office for International Relations is located in the central administration building. The Office assists international students with admission, housing, student counselling and orientation programmes including various social events to help you meet other international students.

Living and studying away from home can be a challenging experience - particularly in the beginning of your stay. In the office for International Relations you have the opportunity to ask questions in informal surroundings. We are happy to help you, or to point you in the right direction to where you can get help whether your questions relates to your academic programme, personal problems or, for example, where to buy something.

Feel free to visit the Office at any time during your stay. Our working hours are Monday – Friday 09 a.m. – 3 p.m. Address: Obala Kulina bana 7/II

Student Services and Student Life

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 across the capital.

Studying at the University of Sarajevo

With your Letter of Admission you also receive an application form for a student Index. When you arrive in Sarajevo, you will receive your Index at the Faculty /Department. The Index identifies you as a student at the University and you must remember to bring it when you sign up for and sit your exams.

Exams

Most faculties at the University of Sarajevo require that you register for exams. When you begin your studies, we recommend that you inquiry about how and when to register for exams in the faculties/department(s) where you are studying. Note that the procedure and deadline may vary depending on the department. It is extremely important that you register correctly and in due time for exams as you will otherwise not be allowed to take the exam(s).

At the University of Sarajevo students are assessed after taking one of the following types of examinations or active participation. In addition, some courses may require the successful completion of written as well as oral assignments during the semester.

Academic performance is either graded according to the Bosnian 6- scale or evaluated by a pass/fail. If your home institution requires that all your work be evaluated according to the 6-scale this may be arranged with the lecturer. After completing your period of study at the University of Sarajevo, you will receive a transcript of your academic record (please also refer to the chapter on „Transcript of Academic Record“).

Computer Facilities

Many faculties at the University provide access to computers, printers and scanners. It is usually free of charge to use these facilities, although you may be required to pay. Also, some computers centres may charge for printing. For further information about facilities and opening hours, please contact the department where you will be studying.

Cancellation of Stay

Please notify the International Office immediately if, for whatever reason, you may not be able to come to the University of Sarajevo after having been admitted.

➤ **The City**

Getting around the inner city as well as the rest of Sarajevo is easy. The city has a developed public transportation system of buses and trams.

Meeting Bosnians and Herzegovinians

While you are living in Sarajevo, we encourage you to make an effort to meet Bosnians and Herzegovinians. You will undoubtedly form your own opinion about B&H, and so you should. It is, after all, one of the reasons why you are here. We do not intend to supply you with a whole set of views in advance, but only give you a few hints to make your stay a bit easier from the beginning.

Living Costs

These are rough estimates of what it costs a single person to live in Sarajevo

Housing	KM 400 – up/month
Board	KM 600 – up/month
Books and other study materials	KM 100 - up /month
Local transportation	KM 50 – up/month
Estimated pocket money	KM 300 – up/month

To save money, we recommend buying a monthly ticket for city buses and trams.

Money and Banking

The B&H currency is the convertible mark; 2 convertible marks equals 1 euro. It is easy to convert a wide range of currencies but it can also be quite expensive as B&H banks charge a fee for this type of service. It might be a good option for you to open a bank account with a B&H bank. Visa or Masters cards are accepted everywhere except perhaps in very small shops that only take cash. To open an account and get a card, it is a good idea to bring copies of your passport, your Letter of Admission and your housing contract, as you may be asked for these documents.

Banks are closed on Saturday afternoons and Sundays.

Shopping

Shopping is easy in Sarajevo. On the main shopping pedestrian street Ferhadija and in the small surrounding streets in the historic city centre, you will find major international retailers names as well as shops with more „student-friendly“ prices, all within walking-distance from each other. Most shops accept major international credit cards, but if you shop outside the city centre and in some of the smaller shops, you may only be able to pay in cash. You may also choose to explore your local neighbourhood. While each of the residential areas surrounding the city centre has distinct styles, some stand out as particularly interesting

Climate

The climate in Bosnia and Herzegovina varies but spring and summer are generally temperate, windy and occasionally wet. Autumn and winter are windy, dark seasons, but the temperature during the day is rarely excessively cold although it can get below freezing. You will need warm clothing – a warm coat and waterproof shoes are advisable. Other things to remember/consider:

- Tickets and insurance papers
- Passport (check that the passport is valid for the whole period of your stay in Bosnia – Herzegovina)
- Your ‘Letter of Admission’ and other relevant documents
- Cash and/or credit card

- Name, telephone and fax number and address of your contact person at your home institution
- Personal items that will help you feel at home

Finally, be sure to check your baggage allowances with the airline or train –company with which you are travelling. Paying for excess baggage can be very expensive.

4. General WEBSITE ADDRESS

Contact person(s):

University of Sarajevo
International Relations Office
Obala Kulina bana 7/II
71000 Sarajevo, B&H

International Relations Officers
Jasna.bosnjovic@unsa.ba (Mrs Jasna Bosnjovic)
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Usefull Links:

www.fipa.ba – Foreign Investment Promotion Agency of B&H
www.bhtourism.ba – Touristic Association of B&H
www.unsa.ba
www.sus.ba
www.mvp.gov.ba