

Information Guide for Students
University Department of Professional Studies



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Information Guide for Students

UNIVERSITY DEPARTMENT OF PROFESSIONAL STUDIES

Kopilica 5, 21000 Split



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University Department of Professional Studies, University of Split

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1. University Department of Professional Studies

The University Department of Professional Studies is a constituent of the University of Split that educates professionals prepared to meet the challenges of the contemporary labour market. The study programmes of the Department combine theoretical knowledge and practical skills to ensure high-quality preparation for successful professional careers in technical and social fields.

Since 2003, the Department has operated as a constituent of the University of Split, and through continuous development and adaptation to the needs of the economy, has become a reputable and modern educational institution that provides students with high-quality, applicable knowledge aligned with labour market demands.

The Department offers three-year undergraduate professional study programmes, enabling students to acquire 180 ECTS credits and the professional competencies necessary for employment or further education. Students may choose between the following programmes:

- Electronics
- Electrical Engineering
- Mechanical Engineering
- Computing
- Accounting and Finance
- Trade and Tourism Management

After completing undergraduate studies, students may continue their education through two-year graduate professional study programmes (120 ECTS credits):

- Electrical Engineering
- Applied Computing
- Mechanical Engineering
- Accounting and Finance
- Trade and Tourism Management

Study programmes are continuously developed and aligned with the latest trends and labour market needs to ensure that students acquire knowledge that can be directly applied in practice.

One of the key strengths of studying at the Department is its strong connection with the industry. In addition to academic staff, numerous professionals from the business sector are actively involved in teaching, providing students with valuable practical experience and up-to-date professional knowledge.

Students have access to modern laboratories, specialised classrooms, and advanced equipment that support hands-on learning and the development of professional competencies. They also have


opportunities to participate in mobility programmes and international cooperation, gaining valuable experience in an international academic and professional environment. For students with entrepreneurial ambitions, an Entrepreneurial Incubator is available, offering support in the development of business projects. Through mentorship and expert guidance, students can develop their own start-up ideas, prepare business plans, and gain insight into contemporary business practices.

In addition to high-quality study programmes and experienced teaching staff, students benefit from a wide range of support services that ensure excellent study conditions – from student support services to IT and technical infrastructure.

The University Department of Professional Studies is a place where knowledge is transformed into skills, ideas into projects, and education into a successful career.

2. General Information

University Department of Professional Studies

 Kopilica 5, 21000 Split

IBAN: HR0524070001100578938

Registration Number: 3129306

Personal Identification Number (OIB): 29845096215

Office of the Head

[+385 \(21\) 348 900](tel:+38521348900) 

ured.procelnika@oss.unist.hr 

Student Affairs Office

[+385 \(21\) 346 886](tel:+38521346886) 

referada@oss.unist.hr 

Office Hours for Students (Office 105):

- Tuesday: 12:00 - 17:00
- Monday - Friday: 10:00 - 13:00

IT Service

it_sluzba@oss.unist.hr

Office Hours for Students (Office 108):

- Monday - Friday: 12:00 - 14:00

Website:

<https://www.oss.unist.hr/en/>

Social Media:

<https://www.facebook.com/oss.unist.hr>

https://www.instagram.com/unist_soss/

<https://www.whatsapp.com/channel/0029VaALJwFCcW4zK8Cv1h06>

https://www.youtube.com/@oss_unist

<https://www.linkedin.com/school/university-department-of-professional-studies>

<https://www.oss.unist.hr/en/incoming-students>

3. How to Become a Student at the University Department of Professional Studies?

The University Department of Professional Studies offers a range of study options depending on the candidate's prior education, study status, and chosen programme.

Students can enrol in undergraduate or graduate professional studies, transfer from other higher education institutions, or continue their education after completing a different programme.

This flexible approach allows students to choose a study path that best suits their interests and career goals while gaining knowledge and skills aligned with labour market needs. The following outlines the basic methods and admission requirements that help prospective students choose an appropriate path toward higher education.

At the Department, [undergraduate professional studies](#) and [graduate professional studies](#) are offered, which can be attended in:

- full-time mode
- part-time mode

The programmes are designed to provide students with applicable knowledge, professional skills, and competitiveness in the labour market.

Applying for Undergraduate Professional Studies

Applicants who have completed secondary school apply via the national system:

www.postani-student.hr

The portal provides information on admission requirements and rankings. Detailed enrolment instructions and schedules are published on the Department's website after the final ranking lists are announced.

Applying for Graduate Professional Studies

After completing undergraduate professional studies, students may continue their education at the graduate level.

Applications are submitted directly to the Student Affairs Office. Details on admission requirements, deadlines, and selection criteria are published on the [Department's official website](#).

Final ranking lists, along with enrolment schedules and instructions, are also announced online for candidates who have qualified for enrolment.

4. Student Tools and Platforms

From the moment they enrol, students gain access to a wide range of academic and digital tools that support their studies.

These include learning platforms, IT services, and other resources that help them stay organized, follow their coursework, and manage their academic responsibilities more efficiently.

4.1. Electronic Identity and Student Card (IKSICA)

AAI@EduHr is the authentication and authorization system used within the Croatian higher education and research network. It provides students with secure access to a wide range of digital services and academic resources. All students of the University Department of Professional Studies receive an AAI@EduHr account, which includes an official student email address.

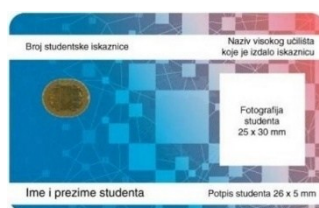
With their electronic identity, students can access:

- the academic network and internet services
- the Department's IT resources
- various digital platforms and academic services



Students can collect their AAI@EduHr credentials on working days from 12:00 to 14:00 at the IT office (Kopilica 5, Office 108), upon presenting their student ID or student card.

The student card (IKSICA) is a magnetic card with the student's photo, used as proof of student status. It also enables access to student benefits such as subsidized meals and public transport discounts.



4.2. Moodle

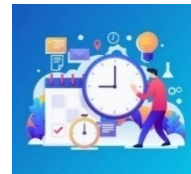
Moodle is an online learning platform widely used in higher education for organizing and delivering courses. It serves as a digital environment where part of the teaching process and communication between students and lecturers takes place. Through Moodle, students can:

- access course materials and presentations
- stay up to date with course announcements
- submit assignments and seminar papers
- complete online tests and quizzes
- participate in course-related forums and discussions



4.3. Sceduly

Sceduly is a platform designed to digitalize academic and administrative processes in higher education institutions. Through the system, students can easily check their schedules for lectures, exercises, and other academic activities at any time. It provides a clear and user-friendly overview of all information related to course organization and study activities.



4.4. Eduroam Wireless Network

Eduroam is a wireless network designed for members of the academic community, providing internet access at higher education and research institutions in Croatia and abroad.

Access to the Eduroam network is one of the benefits available to students of the University Department of Professional Studies. It offers secure and free internet access both within the Department and at numerous universities and research institutions worldwide.

By using their electronic identity, students can easily connect to the network and access online resources necessary for their studies and academic work.



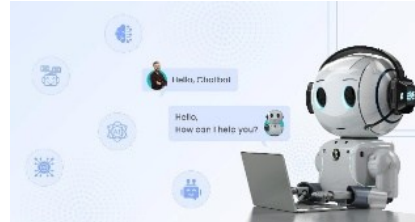
4.5. Turnitin

A digital tool used to check the originality of academic work by comparing submissions with a large database of sources. It helps ensure proper citation practices and supports academic integrity in written assignments.



4.6. Chatbot AI

The AI chatbot, available on the Department's website, provides quick and easy access to key information. It helps students find answers to common questions about study programmes, schedules, and administrative procedures.



5. Student Rights and Support

5.1. Student Union – Who Represents Students?

The Student Union of the University Department of Professional Studies is the representative body of students, advocating their interests within the Department.

Its role includes participating in decision-making related to academic and student life, supporting the organization of various activities and events, and encouraging students to actively engage in the academic community. By taking part in the Student Union, students have the opportunity to share their ideas and proposals, as well as develop communication, organizational, and leadership skills that are valuable for their future professional careers.

Contact: studentski.zbor@oss.unist.hr



5.2. Student Ombudsman – Support in Resolving Issues

The Student Ombudsman, a student responsible for protecting student rights and improving student standards, operates at the Department level and is available to all students seeking advice or support regarding their rights. Students can contact the Ombudsman if they are unsure about their rights or believe that their rights have been violated.

The Student Ombudsman:

- receives and reviews student complaints
- advises students on how to exercise their rights
- may participate in disciplinary procedures to protect students
- performs other duties in accordance with University regulations

5.3. Student Healthcare

Students are entitled to healthcare in accordance with applicable regulations and may contact relevant healthcare institutions to access available medical services.

Responsible Physician for Students of the University Department of Professional Studies:

Fani Balarin, MD

Medical Clinic: "MERTOJAK", DOVERSKA 2 A

PHONE: 021/468 013

MOBILE : 091/451 2043

Physician Email: fani.balarin@nzjz-split.hr

Nurse Email: zrinka.bozikovic@nzjz-split.hr

Psychological Support

Students also have access to psychological support services that help them cope with stress, academic responsibilities, and personal challenges. These services aim to maintain mental well-being and improve the overall quality of student life.

The Consultation Centre provides support through individual consultations and educational activities, aiming to help students overcome personal difficulties, improve academic performance, and enhance their overall quality of life.

Consultations are usually individual sessions addressing issues such as academic success, adjustment to university life, relationships, and emotional difficulties.

Contact: savjetovanje@unist.hr

5.4. Students with Disabilities – Support and Study Adjustments

The Department provides support to students with disabilities and strives to adapt study requirements to meet their individual needs. The aim is to ensure equal participation in classes, examinations, and all other academic activities.

Students are offered advisory support, assistance in organizing their studies, and, when necessary, adjustments to teaching methods and examination procedures.

The Department also promotes an inclusive and accessible academic environment, giving all students equal opportunities for successful study and personal development.

Disability Support Coordinator

Slobodanka Jelena Cvjetković, PhD

Contact: sjcvjet@oss.unist.hr

5.5. Library

Students have access to the University Library in Split (Ruđera Boškovića 31) and the "Marko Marulić" City Library (Ulica Slobode 2).

A Reading Room is available within the Department at Kopilica 21, offering professional and academic literature in the fields of electronics, electrical engineering, computing, mechanical engineering design, accounting and finance, and trade and tourism management.

Materials may be used in the Reading Room or borrowed. The computers available in the Reading Room provide internet access and software tools, including Word, Excel, PowerPoint, Access, Synesis, and more.

5.6. Erasmus+ Programme

The Department enables students to participate in the Erasmus+ Programme, allowing them to complete part of their studies or professional placements at partner higher education institutions or organizations abroad.

By taking part in the programme, students gain new knowledge and experience, learn about different cultures and education systems, and further develop their language and professional skills.

All information on application calls, eligibility requirements, and partner institutions is available on the Department's website and is coordinated through the Office for Mobility and International Cooperation.



5.7. Student Insurance – Safety During Studies

Students are insured against accidents during their studies. The insurance covers activities carried out as part of the study programme, including lectures, practical classes, fieldwork, and other organized study-related activities.

The insurance offers added protection in the event of accidents that may occur while fulfilling academic obligations, ensuring students can participate safely in all aspects of academic life.

5.8. University Sports

Students can participate in a wide range of sports and recreational activities organized by Unisport Split, in cooperation with the University of Split and the Student Centre.

They can compete in official university championships, representing their faculty and striving for the title of University Champion. The most successful students may also have the opportunity to represent the University at national competitions.

In addition to competitive sports, students can join various recreational programmes free of charge, promoting an active and healthy lifestyle.

5.9. Alumni AXIS Split

Alumni AXIS Split connects graduates and current students, strengthening collaboration with the University and the wider community. The association organizes a range of educational, professional, and social activities, encouraging networking and the exchange of knowledge and experience. It also supports students in developing their professional skills and preparing for the labour market.



6. Student Life

6.1. Student Accommodation

The Student Centre Split provides a range of services for students, including student accommodation as one of the most important. Detailed information about accommodation is available on the Student Centre's website: <https://www.scst.unist.hr/>.

Student Dormitory "Dr. Franjo Tuđman"



Student Dormitory "Bruno Bušić"



Hostel "Spinut"



6.2. Student Service

The Student Service, which operates as part of the Student Centre Split, is located in the "Dr. Franjo Tuđman" Student Residence at Cvite Fiskovića 3 (Campus), as well as in the "Bruno Bušić" Student Residence at Spinutska ulica 39, Split.

The Student Service acts as an intermediary in student employment, facilitating temporary and occasional work for full-time and part-time students, as well as other eligible individuals, in accordance with the Student Employment Act.

Registration with the Student Service is available via the following link:
<https://websecst.hr/sc/48/login/aai?link=sc/48/student/uclanjenjes>.

6.3. Student Meals

Students have access to daily meals at the S.O.S. restaurant located at Kopolica 5. The restaurant, operated by the Student Centre, covers 300 square meters and offers 115 seats. Meals are served through a self-service system, with both à la carte options and a more affordable daily menu.

In addition, student meals are available at six other Student Centre restaurants, including those located at the Faculty of Economics, FESB, and FGAG, as well as the "Spinut" Hostel restaurant, the "Indeks" restaurant in the city centre, and the "Kantun C" restaurant located at the School of Medicine.

6.4. Public Transport

Student transport in Split and the surrounding area is organized in cooperation with the public transport company "Promet Split". Under this arrangement, students can use public transport services within the existing city transport network.

Students of the Department also have access to a designated student bus line operating along the following route:

Spinut – Campus: Spinut – Matoševa – Domovinskog rata – Vukovarska – Bruna Bušića – Matice Hrvatske (Campus – bus stop below the overpass)

Campus – Kopolica - Spinut: Matice Hrvatske (Campus) – Velebitska – Solinska – Domovinskog rata – Put Stinica – Kopolica – Put Stinica – Domovinskog rata – Hrvatske mornarice – Kaštelanska – Spinut



7. Final Remarks

Dear students,

You are about to begin a new and exciting chapter of your lives – a period of study that offers opportunities for acquiring knowledge, developing skills, personal growth, and building new friendships.

Starting your studies is an important step in your educational and professional journey. During this time, you will have the opportunity to explore your interests, gain new knowledge, and participate in a wide range of academic, professional, and sports activities. We believe that your studies will provide a strong foundation for your future career, as well as many valuable life lessons.

This guide has been prepared to help you take your first steps at the Department. It contains useful information about your studies, student rights and responsibilities, academic regulations, and the opportunities available to you throughout your studies.

We encourage you to be active, curious, and open to new experiences. Take part in academic and extracurricular activities, develop your interests, and make the most of every opportunity your studies offer. Studying is not only about acquiring knowledge, but also about personal growth, meeting new people, and creating memories that will stay with you for a lifetime.

We wish you every success in your studies, sports, and all the challenges ahead.

Welcome, and best of luck in your student journey!

10. Important QR Codes



**UNIVERSITY
DEPARTMENT OF
PROFESSIONAL STUDIES**



UNIVERSITY OF SPLIT



STUDENT SERVICE