GLOSSARY FOR INCOMING STUDENTS

AAI – the Authentication and Authorization Infrastructure for Science and Higher Education in the Republic of Croatia (AAI@EduHr) is an infrastructure mediation system whose main task is to enable secure, reliable, and efficient management of electronic identities and their use for accessing networks and network-accessible resources. (Source: https://www.aaiedu.hr/o-sustavu/sto-je-aaieduhr). It is utilized by students to log in to *Studomat* and *Merlin*, the e-learning system.

Akademska godina / Academic year – starts on 1st October of the current year and ends on 30th September of the following calendar year.

Austrijska knjižnica Dr. Alois Mock / Austrian Library Dr Alois Mock – a library with German-language literature required for the study of the German language and literature; available to all enrolled students with a valid membership card. It hosts numerous activities related to the German language, literature, and culture of Austria and other German-speaking countries: https://oesterreich-bibliothek-zadar.jimdofree.com/aktuelles/.

ECTS (European Credit Transfer and Accumulation System) – the credit system, which enables the recording and transfer of credit points, facilitates students' studies abroad, as their academic qualifications and study periods are recognized there. One academic year corresponds to 60 ECTS credits, with one ECTS credit equivalent to 30 hours of workload (including class time and independent student work): (https://education.ec.europa.eu/hr/education-levels/higher-education/inclusive-and-connected-higher-education/european-credit-transfer-and-accumulation-system)

Erasmus+ and CEEPUS– student mobility programmes. The Department has its ERASMUS and CEEPUS coordinators who are available to students for all the necessary information.

Ispitni rokovi / Examination periods – dates when exams are held. The regular examination periods are at the end of summer and winter semesters, also in fall. Special decisions are made regarding extraordinary examination periods.

ISVU – the Higher Education Institutions Information System; a system that supports the standard activities of each university through various modules, starting from student enrollment, exam registration, and grade entry to the completion of studies and issuance of various documents (enrollment and graduation certificates, diplomas, transcripts, and additional study documents): https://www.srce.unizg.hr/isvu. Studomat is an integral part of the ISVU system.

Izborni predmeti / Elective courses – students are obliged to enroll in a particular number of elective courses during their studies according to the Schedule of Lectures.

Izvedbeni plan / Study plan (syllabus) – description of course content including learning objectives, a list of topics, a bibliography and student responsibilities.

Kolegij / Course – another term for a subject in a course of study.

Kolizija / Collison – when lectures in two different departments are delivered simultaneously.

Kolokvij / Colloquium – a written or oral examination form which examines a part of the teaching material.

Mentor godišta / Student tutor – a tutor who assists students in their first year of study to navigate through their studies and provides support as needed later on.

Merlin – an e-learning system that enables educators, students, and educational institutions in higher education to conduct courses according to the curriculum of the respective institution using e-learning technologies: (https://moodle.srce.hr/2022-2023/).

Pravilnik o studijima i studiranju / Study and programme regulations – a document that outlines the course of study as well as the rights and obligations of the students: https://www.unizd.hr/Portals/0/doc/doc_pdf_dokumenti/pravilnici/pravilnik_o_studiju_i_studiranj u_20230404.pdf?ver=c6k6_oFePcXs7igkamQfIQ%3d%3d.

Raspored nastave / Timetable – a list of all lectures at the university, including elective and compulsory courses, with the building designation and lecture rooms. Some courses are held in several groups marked with the letters A, B or C. A student attends only one group and must enroll in it beforehand.

Red predavanja / Course catalogue – a listing of subjects, subject coordinators, and subject instructors, along with the ECTS credits per semester.

Sati primanja / Office hours – time when students can contact teachers in their offices regarding course content. These are published on the official websites of the department.

Semestar / Semester – division of the academic year; the academic year consists of two semesters – the winter and the summer semester.

Student-mentor / Student-tutor – a student in a higher semester who helps first-year students get started with their studies and provides support.

Studentski restoran / Student restaurant – the so-called "Mensa" - a restaurant that, under certain conditions, provides subsidized meals to students, upon presentation of their "x-card".

Studentsko savjetovalište / Student Counselling Centre – a professional service of the University that supports students with disabilities and various forms of learning difficulties.

Sveučilišna knjižnica / University Library – situated on the Old Campus; it is accessible to all enrolled students with a valid membership card.

Studomat – a module of the Higher Education Institutions Information System (ISVU) developed for students to register and deregister for their exams.

Tajništvo Odjela / Department Secretary – an administrative unit that assists students during their studies. This includes processing various inquiries, certifying collision certificates, providing information on enrolling in elective courses, information on registering and deregistering for exams, registering for the defense of the final or diploma thesis, etc.

Ured za prijediplomske i diplomske studije / Office for Undergraduate and Graduate Studies – also known as the "Student Secretariat" – an administrative unit responsible for enrolling students in the first and subsequent semesters.

X-ica / X-card – an identification document that verifies student status.