



How to apply for an
Erasmus+ study period at the

Arts Academy University of Split

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General information about the Arts Academy in Split



FACT SHEET

Name of the institution:	University of Split, Arts Academy
Erasmus code:	HR SPLIT01
Institutional website:	http://www.umas.unist.hr/
Address:	Zagrebacka 3 21000 Split Croatia
International mobility contact:	international@umas.hr
Course catalogue:	https://www.isvu.hr/visokaucilista/en/podaci/215/nastavniprogram
Information for incoming students:	http://www.umas.unist.hr/aktivnosti/international/student-exchange/
Information for foreign higher institutions:	http://www.umas.unist.hr/aktivnosti/international/information-for-partner-institution/



Nomination and application deadlines

All candidates must follow the University of Split's nomination and application procedure for Erasmus+ incoming mobility for studies.

Nomination must be done by the International Office or equivalent at the student's home institution. Nomination must be sent to incoming@unist.hr



INFORMATION ABOUT THE PROCESS OF NOMINATING STUDENTS FOR THEIR STAY ABROAD AT THE UNIVERSITY OF SPLIT

Nomination deadlines (for student mobility coordinators):

- Autumn/winter semester: May 15th
- Spring/summer semester: October 15th

Nominated students and the sending institution will be informed via email with further instructions for **application**. The Erasmus+ coordinator of the Arts Academy in Split will send the nominated student instructions regarding the application materials/documents required by the Arts Academy in Split.

Deadlines for submitting application materials (for nominated students):

- Autumn/winter semester: June 1st
- Spring/summer semester: November 1st

All required materials/documents must be submitted by the appropriate deadline.



The nominated student must apply for **student housing** directly with the International Relations Office of the University of Split (incoming@unist.hr). The Arts Academy in Split is NOT in charge of student accommodation.

Academic calendar

The academic year consists of two semesters.

The autumn/winter semester starts at the end of September or beginning of October, and lasts until the end of February. (Teaching period ends in late January, and is followed by the winter examination period.)

The summer spring/semester starts after the winter examination period in February (end of February or beginning of March), and lasts until mid-July. (Teaching period ends in the first half of June, and is followed by the summer examination period.)

Accurate information about the teaching period (weeks with classes), examination weeks, as well as public holidays and non-working days can be found in the Academic calendar.



[ACADEMIC CALENDAR OF THE ARTS ACADEMY IN SPLIT](#)



[ACADEMIC CALENDAR OF THE UNIVERSITY OF SPLIT](#)

Things to keep in mind

The start and end date of the mobility period indicated in the (Online) Learning Agreement must match the duration of the semester(s) at the Arts Academy in Split.

In order to get a grade (and ECTS credits) from a course, a student has to regularly attend lectures/classes and take an appropriate exam during the examination period.

If a student decides to terminate his/her mobility before the end of the teaching period, he/she will not get a Transcript of Records.

Incoming students must master the English language sufficiently before the exchange to participate actively during courses. If a student's proficiency in English does not allow active participation, there is a high risk of failing assignments and examinations. This is entirely the responsibility of the incoming student and his/her sending institution.

Erasmus+ students can take a free Croatian language course (5 ECTS) at the Centre for Croatian Studies Abroad at the Faculty of Humanities and Social Sciences in Split.



[LEARNING CROATIAN](#)



Required documents for Erasmus+ incoming students

The University of Splits requires you to upload the following documents into their online application system (AirTable):

- **Learning Agreement**
- **Transcript of Records**

The following documents also need to be uploaded into AirTable, or emailed to the Erasmus+ coordinator of the Arts Academy in Split:

- **CV**
- **Letter of Motivation**
- **English language certificate**



You also need to submit a **digital portfolio** (if you are a fine arts student) **or a recording of your performance** (if you are a music, or an acting student). This needs to be sent directly to the Erasmus+ coordinator of the Arts Academy in Split: **international@umas.hr**



Filling out the Learning Agreement

In order to fill out Table A in your Learning Agreement, you have to consult [OUR COURSE CATALOGUE](#). (Select the current academic year.) You need to enter into Table A all the information required: **course abbreviation** (click on the course title to access that information), **full title of the course**, **the semester** (autumn semesters are odd-numbered) and **number of ECTS credits**.

About 80% of the selected courses should be offered by the department that the you will be enrolled at.

How to find a course code in the course catalogue

1

Open the Arts Academy in Split course catalogue. Select the academic year in which your mobility will take place, then select your level of study and type of program delivery.

2

From the list of the study programs offered, select the one that best matches the study program at your home institution.

3

To see which courses the selected study program offers, click on the 'Semester' tabs. To see the **abbreviation** of the course you are interested in, click on the course title.

HIGHER EDUCATION INSTITUTION INFORMATION SYSTEM: DATA OVERVIEW

ARTS ACADEMY, UNIVERSITY OF SPLIT

Study programme

Study: University first degree programme of study in Design of Visual Communications, ac. year 2022/2023

Type of study: undergraduate university Type of delivery: full-time Duration in semesters: 6

SEMESTER 1 SEMESTER 2 SEMESTER 3 SEMESTER 4 SEMESTER 5 SEMESTER 6

Code	Name	Exam taken	ECTS	L	S	E
100105	Visual Design Elements	Yes	3.0	15	0	30
100768	Applied Drawing	Yes	6.0	45	5	25
101001	Typography 1	Yes	6.0	45	5	25
100179	Photography 1	Yes	3.0	15	0	15
100073	Design and Media	Yes	3.0	30	15	0
100265	Graphic Technology 1	Yes	3.0	30	0	15
100664	Introduction to Art History	Yes	3.0	30	0	0
160871	Visual Communications	Yes	5.0	30	30	0

The **course abbreviation** is pointed out on the image below.

HIGHER EDUCATION INSTITUTION INFORMATION SYSTEM: DATA OVERVIEW

COURSE CONTENT

Visual Design Elements

Abbreviation: UAD001

Load: 30(LK1) + 15(P)

Issuing teachers: doc. art. Ljubica Marčetić-Marinović

Course contractors: Ana Bodrožić (LK1)

Mandatory literature: R. Arnheim (1981): Umetnost i vizuelno opažanje
N. Tanhofer (2000): O boji na filmu i srodnim medijima
M. Bačić, J. M. Bačić (1994): Uvod u likovno mišljenje
Johannes Itten (1975): Design and form
Johannes Itten (1973): Umetnost boje

Recommended literature: Armin Hofman (1988): Graphic Design Manual: Principle and Practice
M. Pejaković (2001): Zlatni rez

Legend
P - Lectures
LK1 - Art practice in the 1st and 2nd year of study



Writing your motivation letter

State clearly and in short why you want to study abroad, and why you are interested in the Arts Academy in Split. Please write the letter yourself – do not copy other letters you have seen on the internet.

Preparing the portfolio / recording

If you are **a fine arts student**, you can include how many image slides you need in your digital portfolio. If you are applying for the Design of Visual Communication Department, make sure to include materials that demonstrate your level of knowledge and skill in using different media and materials. If you are applying for the Conservation-Restoration Department, you can submit brief reports on the conservation-restoration projects you have participated in (the text should be in English). You can send your portfolio via WeTransfer, FileMail, Google Drive etc. Website URLs are also accepted.

If you are **a music student**, please submit an audio or a video recording of your performance. You may upload your recording(s) to YouTube, Vimeo, or another video-hosting website of your choice, and send the links via email.

Acting students have to submit a video recording of their performance.

English language certificate

With the exception of the Design of Visual Communications Department, the Arts Academy in Split requires **a minimum of B2 level of English** according to the Common European Framework of Reference for Languages (CEFRL). The Design of Visual Communications Department requires its students to be fluent in English, spoken and written.



COMMON EUROPEAN FRAMEWORK OF REFERENCE FOR LANGUAGES (CEFRL)
SELF-ASSESSMENT ORIENTATION TOOL

If you are not from a majority English speaking country, you must show evidence of your proficiency in English.

Accepted English language certificates:

- Home institution certificate in the form of an official confirmation of language teacher at the Home institution on the University letterhead with the original signature and stamp/stamp
- Erasmus+ **OLS TEST** results
- TOEFL, IELTS, CEFR



Language of instruction

The main language of instruction at the Arts Academy in Split is Croatian, but most professors are willing to mentor exchange students' work through individual consultations in English, or to assign them literature in English. Some professors even give lectures in English. There is no general rule – this issue has to be discussed with each professor individually.



Important notice from the **Design of Visual Communication** **Department**

Erasmus mobility candidates often express interest in the courses offered by our Design of Visual Communication Department. If you are NOT a design or visual communication design student, please note that you cannot include in your Learning Agreement just any course you like from this Department's study programs. Most of their courses require high level of specialised knowledge and skills.

The Department has provided a list of courses that are more general and multidisciplinary or theoretically-based, and therefore suitable for non-design students. **Non-design students can only choose courses from this list.**

Autumn semester

Semester 1

UAD006 **Design and Media** – 3 ECTS

(course instructor: D. Kršić)

UAD004 **Photography 1** – 3 ECTS

(course instructor: M. Pivčević)

Semester 3

UAD00B **Introduction to Sociology** –

3 ECTS (course instructor: I. Tomić Koludrović)

UAD201 **Interactive Media Design 1** –

3 ECTS (course instructors: I. Mitrović, O. Šuran)

Semester 5

UAD109 **Media and Society** – 3 ECTS

(course instructor: I. Tomić Koludrović)

Spring semester

Semester 2

UAD102 **Basics of Computer Design** –

3 ECTS (course instructors: I. Mitrović, O. Šuran)

UADB02 **Discourses of Design** – 3 ECTS

(course instructor: D. Kršić)

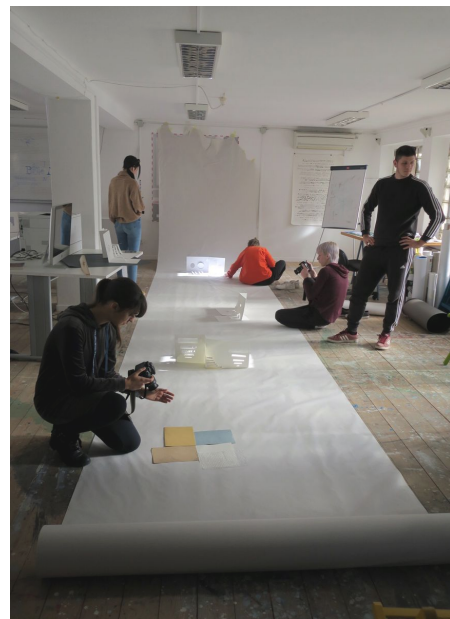
Semester 4

UAD108 **Sociology of Culture** – 3 ECTS

(course instructor: I. Tomić Koludrović)

UAD00G **Psychology of Perception** – 3

ECTS (course instructor: N. Marangunić)



The Department stresses that all candidates (design and non-design students) must be fluent in English, spoken and written.

Important notice for students who are applying for thesis work

There are three options for Erasmus+ students who would like to spend a semester working on their Master's thesis:

Option 1: Finding a supervisor at the Arts Academy in Split

You can find a supervisor (co-mentor) at our institution yourself or ask us to try to find one. This person has to be a member of our teaching staff and an expert in your field of research. Most importantly, he/she has to accept to be your supervisor (co-mentor).

If you want to pursue this option, please include the following information in your Letter of Motivation:

- (1) title (or working title) of your Master's thesis,
- (2) name of your mentor (i.e. teacher from your home institution who supervises your work),
- (3) summary of your Master's thesis (no less than 200 words),
- (4) brief description of the research you have carried out so far (no less than 100 words),
- (5) explanation of the kind of support you expect to receive at the Arts Academy of Split and of the work that you plan to carry out during your mobility (no less than 150 words).

If you have already found a supervisor at our institution, please include the person's name.

Option 2: Following the courses from our study program without taking the final exams

You can carry out research related to your Master's thesis by following courses from our study program, but without taking the final exams. Please note that you would be obliged to attend the selected courses throughout the semester.

If you choose to pursue this option, please submit – in addition to all the other documents required – a statement by your mentor that he/she approves the courses you selected.

Option 3: Following and completing the courses from our study program

You can carry out research related to your Master's thesis by enrolling into and completing the courses from our study program (i.e. by taking and passing the final exam from the selected courses).

If you choose this option, please list the courses you are interested in the Table A of your Learning Agreement (a minimum of 20 ECTS credits per semester is needed). Keep in mind that you have to obtain at least 15 ECTS per semester.





What happens once the **application is submitted?**

The Erasmus+ coordinator of the Arts Academy in Split will inform you that you have submitted all required documents/materials.

All applications undergo an evaluation procedure. The submitted documentation will be forwarded to the head of the corresponding department(s). **The acceptance of students who apply for mobility at the Arts Academy in Split depends on the approval of the corresponding department(s) and on the place availability at the department(s).**

The Erasmus+ coordinator of the Arts Academy in Split will inform you about the evaluation results. A notice will also be sent out if amendments to the (Online) Learning Agreement are needed.

If you are accepted, the Erasmus+ coordinator of the Arts Academy in Split will send you the signed and stamped Learning Agreement (or will sign your Online Learning Agreement). The International Relations Office of the University of Split will then issue you a Letter of Acceptance.

A few weeks prior to the start of the semester, the Erasmus+ coordinator of the Arts Academy in Split will send you an email with essential practical advice concerning your mobility. The International Relations Office of the University of Split will send you a notice about the Erasmus+ Welcome Day.