



Pursuant to Article 77 of the Scientific Activity and Higher Education Act (OG no. 123/03, 198/03, 105/04, 174/04, 2/07 - OUSRH, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14 - OUSRH, 60/15 - OUSRH, 131/17), Articles 89, 90, 91, 92, 93, 94 and 95 of the Statute of the Zagreb University of Applied Sciences, in accordance with the Decisions of the Expert Council of the Polytechnic on enrollment in the first year of study in the academic year 2021/2022, in accordance with the provisions of the Agreement on program financing of the Zagreb University of Applied Sciences in the academic years 2018/2019, 2019/2020, 2020 / 2021 and 2021/2022, in accordance with the Prior Consent of the Governing Board on the amount of tuition fees and the Decision of the Expert Council of the Polytechnic on the amount of tuition fees, acting dean announces:

**COMPETITION**  
**FOR ENROLLMENT OF STUDENTS IN THE FIRST YEAR OF PART-TIME**  
**SPECIALIST GRADUATE STUDY INFORMATION SECURITY AND DIGITAL**  
**FORENSICS IN ENGLISH**

**in the academic year 2022/2023**

## 1 Enrollment quota

ZAGREB UNIVERSITY OF APPLIED SCIENCES		
Enrollment plan for the academic year 2022/23		
PART-TIME GRADUATE PROFESSIONAL STUDY IN ENGLISH		
	Study	Part-time students
1.	<b>SPECIALIZATION OF INFORMATION SECURITY AND DIGITAL FORENSICS</b> Professional Specialist Engineer of Information Security and Digital Forensics - 120 ECTS	15

## 2 Application conditions and enrollment criteria

Additional explanations of the right to apply can be found on the website ([www.tvz.hr](http://www.tvz.hr)). For each candidate, the Commission for the Implementation of the Classification Procedure considers the application separately and makes a decision on fulfilling the conditions for applying for the classification procedure. The right to enroll is acquired through the classification procedure.

### 2.1 SPECIALIZATION OF INFORMATION SECURITY AND DIGITAL FORENSICS IN ENGLISH

#### 2.1.1 Full-time study

The right to apply for the classification procedure for Specialist graduate professional study - Information Security and Digital Forensics have persons who have acquired at least 180 ECTS in undergraduate professional or university study in a related field and acquired the right to the professional title of bachelor (baccalaureus/baccalaurea) engineer of the relevant profession (OG 45/08, 87/09, 88/11, 61 / 12,144 / 13 and 50/15 -integrated list) or academic title of university bachelor of relevant professions (OG 45/08, 87/09, 88/11, 61 / 12,144 / 13 and 50/15 - integrated list).

## 3 Applications

### 3.1 ELECTRONIC APPLICATION FOR A CLASSIFICATION PROCEDURE

Applications for the classification procedure are started electronically in accordance with the published time period on the website <https://spec.tvz.hr> (this is a necessary step for applying for the classification procedure, and without which it is not possible to access the classification procedure and submit documentation).

The terms of the application procedure will be published on the website <https://spec.tvz.hr> and on the websites <https://www.tvz.hr> and <https://isf.tvz.hr>

### 3.2 DOCUMENTS WITH APPLICATION

Submission of documentation for application to the Competition shall be made in accordance with the instructions that will be published with the application on the website <https://spec.tvz.hr> , <https://www.tvz.hr> and <https://isf.tvz.hr> .

Student service address:

- Vrbik 8a, Zagreb, Croatia.

**When applying, it is obligatory to submit:**

- a) CV with a description of previous work experience and current workplace (europass form);
- b) data on citizenship and for Croatian citizens a printout from the application e-Građani-domovnica (Certificate of Citizenship);
- c) Birth certificate, and for Croatian citizens a printout from the application e-Građani-rodni list s OIB-om (Birth certificate with PIN);
- d) a copy of the passport for citizens from outside of the Republic of Croatia;
- e) from a higher education institution certified transcript of grades with ECTS credits for each course or a copy of the diploma supplement, and - for applicants who have not completed their studies at the Zagreb University of Applied Sciences or one of the institutions whose legal successor is the Zagreb University of Applied Sciences - and certified curriculum, all in original;
- f) **a copy of the diploma or certificate of the final exam certified by a notary public (remains in the student's file until the end of the study). (Applicants who are not able to submit complete documentation within the specified terms because they need to complete their studies in September have the obligation to submit the remaining**

**documents in accordance with the instructions that will be published on the website before application)**

- g) proof of payment of the costs of the classification procedure in the amount of HRK 250.00 paid according to the instructions from this Competition or from <https://www.tvz.hr/upisi/diplomski/>
- h) proof of employment status, i.e. length of service (for Croatian citizens, an electronic document downloaded from the e-Građani portal is recognized)
- i) a blank A4 envelope with the correct applicant address printed on it
- j) if the person applying for the classification procedure has not completed his/her studies on the territory of the Republic of Croatia, he/she is obliged to submit a Decision of Recognition of Equal Values of Final Certificates and Diplomas obtained abroad as well as a Certificate of knowledge of the Croatian language

Remark:

Applications without complete documentation will not be considered. Subsequent documents will not be considered.

### 3.3 COSTS OF THE CLASSIFICATION PROCEDURE

#### 3.3.1 Specialization of Information Security and Forensics:

COSTS OF THE CLASSIFICATION PROCEDURE for citizens of the Republic of Croatia:

HRK 250,00. PAYMENTS: HUB-1 payment slip in 3 copies.

Recipient: « Zagreb University of Applied Sciences, Zagreb, Vrbik 8»,. IBAN or the recipient's account number: HR8023600001101350801. In the reference number, please enter: Model:«HR05», «3700-PIN2» for part-time students. Description of payment: «SPECIJALIZACIJA ISDF – troškovi razredbenog postupka» (=ISDF SPECIALIZATION - costs of the classification procedure). An example of a payment slip is published on the page <https://www.tvz.hr/upisi/diplomski/>

*PIN-Personal Identification Number /OIB/*

## 4 Classification PROCEDURE

Applicants will be informed about the date of the interview and the classification exam through the bulletin board of the competent student service and on <https://www.tvz.hr/upisi/diplomski/>

The results of the classification procedure will be published after the completion of the classification procedure on <https://www.tvz.hr/upisi/diplomski/> and on the bulletin board of the competent student service of the specialist graduate professional study of information security and digital forensics.

The exact date of publication will be published when applying for the classification procedure on the websites <https://www.tvz.hr> and <https://isf.tvz.hr>. An appeal procedure will be provided 24 hours after the publication of the results. The enrollment procedure begins after the publication of the final lists.

Student service address:

- Vrbik 8a, Zagreb, Croatia

#### 4.1 THE CLASSIFICATION PROCEDURE FOR PART-TIME STUDENTS IS BASED ON:

- success in the undergraduate study with which the applicant applies after completing the study with which he/she has acquired a minimum of 180 ECTS credits (grade point average of study without grade of the Final Thesis);
- achieved success in undergraduate study in the course of Basics of Programming and Basics of Computer Networks;
- work experience in the profession and knowledge of the profession;
- Interview with the Commission for the Implementation of the Classification Procedure;
- Work experience is evaluated by the Commission for the implementation of the classification procedure in an interview with the applicant based on the insight into the certificate of work experience and the statement of the applicant on work experience in the profession.

	<b>SPECIALIZATION INFORMATION SECURITY AND DIGITAL FORENSICS</b>
1	Success achieved in undergraduate studies: up to 400 points The grade point average during the study is multiplied by 80
2	Work experience up to 200 points: 1 point for each month of service according to the certificate
3	Knowledge of the profession: up to 400 points shown in the classification exam
4	Achieved success in undergraduate study in the course of Basics of Programming and Basics of Computer Networks: up to 100 points.

## 5 ENROLLMENT

### 5.1 PROCEDURE AND TERMS OF ENROLLMENT

**Classes for all specializations start according to the academic calendar. The schedule will be published on the website <https://moj.tvz.hr>**

**If you will not have resolved enrollment by then, you can access the schedule using the username: gost and password: gost.**

Applicants who fail to enroll as FULL-TIME STUDENTS may enroll as PART-TIME STUDENTS according to the order on the ranking list until the enrollment quota is filled, provided that in that case their order on the ranking list is determined by points based on grade point average of study and not based on weighted average.

Applicants have the right to enroll as PART-TIME STUDENTS according to the order on the ranking list until the enrollment quota is filled. If the number of applicants exceeds the enrollment quota, the list is divided into a "direct enrollment list" and a "waiting list".

**Enrollment is carried out** from the "direct enrollment list" according to the "enrollment steps", at the location where the enrollment documents were submitted.

**Applicants who have exercised the right to enroll**, but have not enrolled within the prescribed period (dates listed above), lose the right to enroll. "Enrollment steps" and enrollment dates will be published on <http://www.tvz.hr/upisi/diplomski/> and on the bulletin boards of the competent student services, simultaneously with the publication of enrollment ranking list.

Along with the original documents submitted by the applicants during the application for the Competition, upon enrollment have to submit:

- one photograph (4 cm x 6 cm) (details of enrollment in the "enrollment steps");
- proof of payment of enrollment costs in the amount of HRK 250.00 - payment slip numbers are listed below;
- a copy of the identity card with insight into the original (details of enrollment in the "enrollment steps");
- proof of payment of tuition (details of enrollment in the "steps of enrollment" according to the instructions on <http://www.tvz.hr/upisi/diplomski/>).

If the applicant withdraws from enrollment, he/she can collect the documents from the application during the regular office hours of the student service.

## 5.2 ENROLLMENT COSTS

### 5.2.1 Specialization of Information Security and Forensics:

ENROLLMENT COSTS: HRK 250,00. PAYMENTS: HUB3A payment slip in 3 copies. Recipient: « Zagreb University of Applied Sciences, Zagreb, Vrbik 8»,. IBAN or the recipient's account number: HR8023600001101350801. In the reference number, please enter: Model:«HR05», «3700-PIN3» for part-time students. Description of payment: «SPEC. INFORMACIJSKA SIGURNOST I DIG. FORENZIKA – troškovi upisa» («SPEC. INFORMATION SECURITY AND DIG. FORENSICS - enrollment costs »). An example of a payment slip is published on the page <http://www.tvz.hr/upisi/diplomski/>

## 6 TUITION FEES, OTHER NOTICES

The costs of enrollment fees and tuition fees for part-time students are determined by the Prior Consent of the Governing Board on the amount of tuition fees and the Decision of the Expert Council of the Polytechnic on the amount of tuition fees. The above decision is made for each academic year. The decision is published on the website of the Polytechnic.

There are more payment options for part-time students according to employment:

- a) Part-time student whose studies are paid by a legal entity
- b) Part-time student who pays for his/her own studies (natural person)
- c) Part-time student who is not an EU citizen or does not have Croatian citizenship

Zagreb University of Applied Sciences reserves the right not to initiate classes in one of the fields of part-time undergraduate professional studies if there is no minimum number of students who have expressed interest and have the conditions for enrollment..

Zagreb University of Applied Sciences reserves the right not to initiate classes in certain elective courses if there is no minimum number of students who have expressed interest and have the conditions for enrollment.

Zagreb University of Applied Sciences reserves the right to organize classes for all full-time and part-time specialist graduate professional studies in accordance with available curriculum and space resources, which means teaching in the morning and afternoon terms and from Monday to Saturday. Classes are common for full-time and part-time undergraduate students.



All other necessary information applicants can find on the sites <https://www.tvz.hr> and <https://isf.tvz.hr> or by inquiry to the Student service.