

**ADMISSIONS PROCEDURE AND DATES FOR SPECIALIST GRADUATE STUDIES INFORMATION
SECURITY AND DIGITAL FORENSICS IN ENGLISH
in the academic year 2021/2022**

1. ELECTRONIC APPLICATION FOR CLASSIFICATION PROCEDURE

- A) Applications for the classification procedure applicants start electronically from July 22, 2021 at 00:01 to September 17, 2020 at 23:59 (this is a necessary step for applying for the classification procedure, and without which it is not possible to access the classification procedure and submission of documentation) at the WEB address <https://spec.tvz.hr>.

IMPORTANT NOTE: Candidates are asked to enter accurate data on the average grade of studies without filling in the final thesis when filling in the electronic application.

To assign/open a JMBAG number, please contact: forenzika@tvz.hr.

- B) After the electronic application, it is necessary to submit online by e-mail all the necessary documentation listed in the 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 2021/2022.

Documents are sent to the e-mail addresses:

- upisi-prvagodina-dipl-ISDF@tvz.hr

- C) List of scanned documentation (each document a separate PDF or scan) in ZIP format to be sent:
- a) curriculum vitae with a description of previous work experience and current workplace (europass form);
 - b) Proof of English language proficiency (one of the following: Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS) or Certificate in Advanced English (CAE), unless prior education was in English language. Certificates issued by (foreign) language schools are also accepted, as well as certificates of English language proficiency issued by an undergraduate study the candidate attended;
 - c) Certificate of citizenship (for Croatian citizens a printout from the application e-Citizens-domovnica) or a passport photocopy/scan (for foreign nationals);
 - d) Birth certificate, and for Croatian citizens a printout from the application e-Citizens-rodni list s OIB-om (Birth certificate with PIN¹);
 - e) a transcript of ECTS credits certified by the higher education institution 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 a certified curriculum;
 - f) a copy of the diploma or certificate of the final exam (Applicants who are not able to submit complete documentation within the specified deadlines because they have yet to complete their studies during September have the obligation to submit the remaining

¹ Personal Identification Number

documents in accordance with the instructions that will be published on the pre-application website);

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 Admissions or from <http://www.tvz.hr/upisi/diplomski/> ;

Remark:

Applications without complete documentation (except for a copy of the diploma or certificate of final exam in accordance with point f)) will not be considered. Subsequent documents will not be considered.

2. CLASSIFICATION PROCEDURE

A) The interview with the candidates will take place on September 25, 2021.

Applicants will be informed about the exact time and form of the interview, given the epidemiological situation, via the student service bulletin board and at <http://www.tvz.hr/upisi/diplomski/>. On the same page, the epidemiological measures that everyone should follow will be published, as well as the form of the appropriate Statement that the applicants will bring with them.

B) The results of the classification procedure will be published on September 27, 2021 on the page <http://www.tvz.hr/upisi/diplomski/> and on the bulletin boards of the student service.

C) An appeal against the classification procedure may be submitted in writing to the Classification Commission on 28 September 2021.

The complaint should be submitted in the period from 14:00 to 15:00 physically to the student service or in electronic form via e-mail address to which the documentation is sent.

The answer to the complaint can be downloaded by the applicant the day after the submission of the complaint in the period from 14:00 to 15:00, at the same location.

3. ENROLLMENT STEPS

A) Enrollment will take place on September 30 and October 1, 2021 from 16.00 to 19.00 by physical arrival at the student office at the address, Zagreb, Ivana Broza 6A, I floor.

B) If the enrollment quota of studies is not filled on October 1, 2021, the enrollment ranking list will be extended to applicants on the "waiting list", ie below the line, and based on that list,

enrollment will be carried out on October 4, 2021. exercised the right to enroll, and did not enroll within the prescribed period (above dates), lose the right to enroll.

C) **IMPORTANT:**

Candidates are required to bring all documents submitted by e-mail in accordance with the Admissions mandatory documentation list (1.C) in **original form or certified by a public notary**, except for documents issued in digital form via the e-Citizens service (for Croatian citizens) and proof of payment of the cost of registration in the amount of HRK 250.00 if paid via e-banking. Foreign applicants must bring a valid passport and a printed copy of the passport.

In addition to the original documents, it is necessary to submit:

- a. a printed Application form filled and generated on the page <https://spec.tvz.hr>;
- b. a filled Registry form ("Matični list") whose blank form can be found at <http://www.tvz.hr/upisi/diplomski/>. One photograph (4 cm x 6 cm) must be pasted on the filled and signed Registry form.
- c. certificate of residence from the e-Citizens application (Croatian citizens).
- d. proof of payment of the first part of the tuition fee for first semester (since the tuition fee is paid in two parts per semester)

Upon enrollment in the student office, candidates will sign the Contract on studying and the Enrolment and the Tuition calculation form and will receive their EDU ACCOUNT credentials in hard copy. Candidates whose tuition is paid by the Legal Entity will receive a Contract and Tuition which they will take to their employer for signature and return as soon as the employer signs.

For any questions please contact forenzika@tvz.hr.