



# GUIDEBOOK FOR INCOMING STUDENTS



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**COLLEGE LOGOS CENTRE MOSTAR**  
**International Relations Office**

# **Incoming students mobility guide**

Mostar, 2019.



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## Main contact

College "Logos Centre" Mostar  
International Relations Office  
Bišće polje bb  
88 100 Mostar, Bosnia and Herzegovina  
e-mail: [iro@logos-centar.com](mailto:iro@logos-centar.com)  
phone: +387 36 445 803

## General information

College "Logos Centre" in Mostar is an accredited, innovative, enterprising and dynamic higher education institution which establishes new rules, a new paradigm, a new concept of modern higher education in BiH for generations who conceptualise their life and career in an entrepreneurial way.

LOGOS, based on the approval of the Ministry of Education, Science, Culture and Sports of the HN Canton, independently performs basic academic programs of undergraduate study of the first cycle, according to the Bologna process in three-year and four-year duration.

Logos was established in 2011 as a permanent source of scientific and educational activities, as well as innovative technologies and services that are needed for the national economic sector for its development and growth.

College LOGOS confirmed the superior quality of the teaching process by receiving the decision on institutional accreditation from the Ministry of Education, Science, Culture and Sports of Herzegovina Neretva Canton. The decision was made upon the recommendation of the Agency for Development of Higher Education and Quality Assurance of Bosnia and Herzegovina. Accreditation of College "Logos Centre" enables easy identification of the Bologna and European standards in the process of higher education.

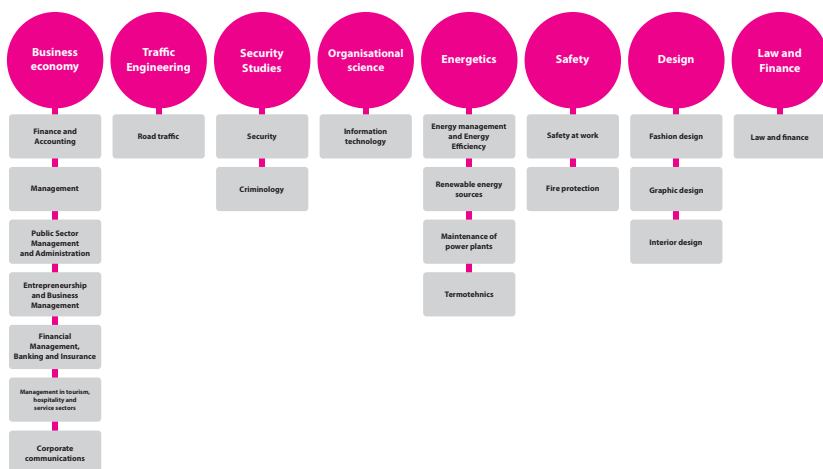
### Duration of studies:

- Undergraduate study is of three academic year duration (six semesters), upon graduation the student acquires the total of 180 ECTS credits.
- Undergraduate study is of four academic year duration (eight semesters), upon graduation the student acquires the total of 240 ECTS credits.



## Areas of study:

1. Study program: Security studies  
Course: Criminalistics; Security
2. Study program: Traffic  
Course: Road traffic
3. Study program: Business economics  
Course: Finance and accounting; Management; Management of public sector and administration; Entrepreneurship and business management; Financial management, banking and insurance; Corporate communication; Management in tourism, hotel and service activities.
4. Study program: Organizational sciences  
Course: Informational technologies
5. Study program: Design  
Course: Fashion design; Graphic design; Interior design
6. Study program: Energetics  
Course: Energy management and energy efficiency; Renewable energy sources; Maintenance of power plants; Thermotechnics
7. Study program: Safety at work and Fire protection  
Course: Safety at work; Fire protection
8. Study program: Law and finance  
Course: Law and finance



College "Logos Centre" in Mostar is located at the business address Bišće polje, in an area that is not crowded, to ensure for students and teaching staff a smooth operation and so that their attention could be focused on learning activities, and in moments of extra-curricular activities we ensured adequate premises measuring 12,500 m<sup>2</sup>, decorated in green, with carefully chosen cultures which in addition to the visual identity of this institution of higher education provide additional value, privilege, beauties of a peaceful environment in which students and teachers spend their time.

In order to meet the educational standards, we provided adequate surface designed in two buildings, making a total of 7,700 m<sup>2</sup> of space and structure space that is designed for the teaching process at this higher education institution and we also provided sanitation, health and hygiene and other conditions, as well as other life conditions in terms of cubic volume, light, temperature, functionality and safety of students, teachers and visitors.

The building was built and equipped according to the educational standards for higher education institutions and corresponding standards for construction and furnishing of higher education institutions according

all laws, rules and technical regulations in the construction and other areas essential for work and stay in the school area. Within the higher education institutions, we have a furnished and equipped student café.





College website: [www.logos-centar.com](http://www.logos-centar.com)





# Academic information

## Academic calendar

The academic calendar is divided in 2 semesters:

### **Winter semester:**

Lecture period: First Monday in October/ second week in January

Exam period: fourth week of January/ third week of February

### **Summer semester:**

Lecture period: first week of March/ second week of June

Exam period: fourth week of June/ third week of July

## Language of instruction

Students are invited to choose mainly courses in English.

Courses taught in English: B2 level in English. Students should provide an official certificate from their home university.

## Courses taught in English

Official offer of courses taught in English: [http://en.logos-centar.com/Medunarodna\\_suradnja.aspx](http://en.logos-centar.com/Medunarodna_suradnja.aspx)

Please note that we cannot guarantee that the courses you choose in advance will be available at the time of enrolment. The confirmation of the chosen courses and the registration for the courses are finalized upon arrival with the Faculty Coordinator.

## Study programmes offered to exchange students

Business economy

Security studies

Design

Information technologies

Energetics

## Grading system

Letter	Numeric Values	Points	Description
A	5	90-100	Excellent
B	4	75-89	Very good
C	3	65-74	Good
D, E	2	55-64	Satisfactory
F, FX	1	0-54	Fail

## Important documents

Nomination is a document made through email communication from your home coordinator who confirms that the student/staff/ was selected by your institution to carry out a study/teaching/training period at College „Logos centre“ at Mostar. Your home university needs to send us the data of the candidate (name, surname, study field, study cycle, e-mail and preferably learning/mobility agreement) by given deadlines. Applications received without the correspondent nomination will not be considered.

Learning Agreement is a document for every exchange student. It is the study plan, which undertakes to recognise the exam passed and credits obtained during the exchange period.

Certificate of Arrival/Departure marks the beginning/end of the mobility. To obtain their certificate of arrival/certificate of departure, all students must register at the International Relations Office in person. Students must send their certificate of arrival to their home institution. Certificate of arrival is important because from that moment student has 30 days to change his/her original learning agreement. Certificate of departure is issued to students before they leave. Together with this document they are also handed with one copy of learning agreement, Transcript of records and Exchange students record sheet. All these documents are issued in English. One hard copy of these documents is also sent to the International Relations Office at their home institution.

Transcript of records is the second most important document. It is issued at the end of the exchange period. It contains the list of exams student has taken with the info about semester, obtained grades and ECTS. The grades are expressed in the LOGOS grading system and every Transcript of records includes also the explanation of the grading system College „Logos centre“ is using.

Exchange student record sheet is a student's file that contains all the information about the student and his/her personal data, the exchange programme, number of hours per course, grades and obtained ECTS.

## **Nomination and application procedure**

### **Nomination procedure**

The home university sends an e-mail to nominate the student(s) to International Relations Office at [iro@logos-centar.com](mailto:iro@logos-centar.com)

With the following information: Name – Surname – Gender – E-mail address – Major – Period of study exchange at College “Logos centre” Mostar.

### **Application Procedure**

Students whose nomination is approved by both home and host university will receive an e-mail with clear instruction regarding required documents, deadlines and temporary residence. Students have one month to complete the necessary procedures to be registered at College “Logos centre” Mostar.

### **Supporting documents required to be sent**

- Passport
- Learning agreement/Work plan
- English language proficiency certificate B1 level  
(certificates issued by the home University are acceptable)
- Transcript of records
- Motivation letter (optional)
- Reference letter (optional)

All documents should be sent as scanned copies in PDF format



After they are selected for mobility to College “Logos centre” Mostar, students receive a “Welcome to “Logos centre” e-mail with all the necessary information regarding their status as exchange students, registering with the University and contact of their faculty coordinators.

## When to arrive

Students must decide when to come according to the starting date of semester they have applied for. The start date of the exchange period corresponds to the date of arrival. The first thing they must do after they arrive is to register with the International Relations Office (IRO) of College “Logos centre” Mostar. Upon their arrival, IRO staff will introduce them to their Coordinator and academic life at LOGOS. During their entire stay, IRO is responsible for administrative procedures while faculty coordinators are responsible for their academic performance and success.





# Mostar

The city of Mostar is the cultural, political and financial centre of Herzegovina. Already with the first encounter with this beautiful city, you will feel its diversity which makes it so special. Its charm rests in its streets interwoven with the spirit of many different civilizations which have dwelled here, the spirit felt in its numerous young and hospitable people and its architecture. This university centre of the region has always been and has remained the city of bridges and the city of youth.

Mostar has a very particular and pleasant Mediterranean climate that can be rarely found elsewhere. It lies at a distance of only 60 km from the Adriatic Sea.

In the city itself and in its vicinity, there are many unique locations with historical and cultural treasures the most prominent being the Old Bridge, made of stone and dating back to the Middle Ages, which joins the left and the right bank of the Herzegovinian pearl - the river Neretva.

Mostar has a complete urban infrastructure, road and railway transport and a modern airport. A number of beautiful parks, sports terrains, museums, galleries and clubs make it an ideal place for living offering people positive excitement that stays in their memory for long time.





PHOTO: PXHERE.COM



PHOTO: IVAN RAGUŽ

## How to arrive to Mostar

### By car:

Mostar is easily accessible by car; from Sarajevo (130 km) or Dubrovnik (145 km).

### By bus:

There are two bus stations in the town. Transit terminal for buses and trains, located on eastern part of Mostar and the Mostar bus station, located in the west zone of the city.

Both stations are well connected with the main Bosnian- Herzegovinian and european cities.

From stations, the best way to access other points in the city is by taxi.

### By train:

The train schedule from Sarajevo to Mostar can be found at [www.zfbh.ba/en/](http://www.zfbh.ba/en/) and the trip takes approximately two hours.

### By plane:

Mostar International Airport is located 10 km from the city centre. For more information, visit [www.mostar-airport.ba](http://www.mostar-airport.ba).

## Accommodation

We don't have a student's dormitory, but we will provide you with information about the local accommodations.

For more informations about accommodation contact International Coordinator at College "Logos centre" at Mostar by e-mail adress: [iro@logos-centar.com](mailto:iro@logos-centar.com).

## Cost of living

Foreign students need to allocate 150-400 BAM for accommodation. You should count the additional 100 BAM per week for the cost of food. This would mean that foreign students should have at disposal 300-800 BAM per month, depending on their requirements.

## Currency

The Convertible Mark (KM) is the legal instrument of payment in Bosnia and Herzegovina.

The international name for KM is BAM. Each issued banknote has a cash backing in Euros. Fixed exchange rate KM is: 1 KM = 0,51 € or 1 € = 1.95 KM.

## Visa information/Temporary residence

Students who are staying for more than three months need to request registration at service for Foreigners' Affairs of Bosnia and Herzegovina. For all documents needed see:

<http://sps.gov.ba/dokumenti/dokumentacija/en/PB-2.3.pdf>

## Health insurance

European citizens must bring the European Health Insurance Card (EHIC). This is proof that you are entitled to health insurance at home. Citizens and students from non EU countries should have health insurance from an insurance company in their country.

## Services and facilities available on campus

- reception services, administrative support with registration
- assistance with finding accommodation
- access to the different structures of the College
- integration in social activities
- assistance with obtaining visa and residence permit
- bank account and other financial issues; guidance services

### Student union

Student Union is an entirely students-run organization that gathers all students studying at College „Logos centre“ in Mostar.

Student Union represents the rights and interest of students in LOGOS bodies, takes care of students' standards and rights, establishes international cooperation with student organizations as well as research institutions and foundations, promotes scientific, cultural and intellectual values of Bosnia and Herzegovina and cherishes development of a versatile student personality, includes students into European and worldwide trends, organizes debates, seminars and other cultural activities.

## Library

Library of College "Logos centar" Mostar with its fund which is continuously updated with new and current titles effectively supports the implementation of the undergraduate curriculum of Traffic studies, Security studies and Business studies.

Library fund contains all the professional titles of books, manuals and magazines in the areas of Transport, major Road Traffic, in Management, Accounting and Finance, Management of Public Sector and Administration, so as necessary literature for Safety studies, from other publishers, and will soon be enriched with editions from their own sales.

An integral part of the library is the reading room and student classroom equipped with computers and space for learning and reading. The library is of closed type, services are available only to teachers and students of "Logos centar", but the students and teachers can use the library after termination of student status or the status of teacher in this institution. Access to a library is ensured in e-form, so that students and teachers can better prepare for teaching and learning activities.

<https://www.logos-centar.com/Knjiznica>





## **"Logos" magazine**

College "Logos Center" in Mostar, following examples of other higher education institutions in surrounding countries, started issuing a magazine called "LOGOS".

The LOGOS Magazine is launched with the aim of publishing and promoting scientific and expert articles in the area of our activity, namely Traffic, Business Economics, Security and Criminology, Information Technology, Safety at Work and Fire Protection, Energy and Design, for wider readership meaning the public interested in the aforesaid topics.

When choosing articles for the magazine, the editorial board takes great care to broadcast innovations in the aforementioned areas, those that are applicable in the scientific community, as well as articles serving as the theoretical background, and the articles that can be applied in everyday business practice.

The significance of the project of "LOGOS" magazine is also evidenced by the fact that other higher education institutions, public institutions and the economic sector have recognized potential benefit, i.e. recognized their business interest in advertising.

These institutions and companies come both from the country and abroad, which results in huge number of external associates.

# Useful information

## International Relations Office

phone: + 387 36 445 803 / +387 36 445 800

e-mail: [iro@logos-centar.com](mailto:iro@logos-centar.com)

## Official web site:

[en.logos-centar.com/](http://en.logos-centar.com/)

## Social media:

<https://www.facebook.com/LogosCentar/>

<https://www.instagram.com/logoscentar/>

## Mostar web site:

[www.mostar.ba](http://www.mostar.ba); [www.turizam.mostar.ba](http://www.turizam.mostar.ba)/

## City map:

[www.turizam.mostar.ba/index.php?option=com\\_gmapfp&view=gmapfp  
list&id\\_perso=1&Itemid=395&lang=en](http://www.turizam.mostar.ba/index.php?option=com_gmapfp&view=gmapfp&list&id_perso=1&Itemid=395&lang=en)

## Information about Tourism in Herzegovina:

[www.hercegovina.ba/index.php/en/](http://www.hercegovina.ba/index.php/en/)

## Emergency numbers:

Police: 122

Fire department: 123

Health emergency: 124

Taxi number: 1503, 1506

Public transport: <http://mostarbus.ba/>

Railway station: [www.zfbh.ba/en/](http://www.zfbh.ba/en/)

Bus station west: +387 36 348 680

Bus station east: +387 36 552 025

Mostar airport: [www.mostar-airport.ba/en/](http://www.mostar-airport.ba/en/)





[www.logos-centar.com](http://www.logos-centar.com)