#### **INTERNATIONAL STUDENT GUIDE**

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#### Dear exchange Student,

You have chosen the University of Dubrovnik (UNIDU) for your study abroad period, recognizing us as a modern, contemporary, international institution of higher education. Taking our motto "Semper Primus, Semper Melior" seriously, we will do our best to make your study experience in Dubrovnik pleasurable, while expecting from you to help us become even better.

The staff of the International Relations Office welcomes you and will be happy to assist you during your stay in Dubrovnik.



#### About UNIDU

University of Dubrovnik (UNIDU) is located in the historic, coastal city of Dubrovnik, rich in tradition and culture. UNIDU combines heritage with new trends in science and education. It is one of 9 public universities in Croatia, one of 4 integrated universities, and the only public university in the Dubrovnik Neretva County. Currently it consists of 6 departments, 2 studies outside of the departments and 2 institutes. It educates students in the following fields: maritime affairs, economics and business economics, electrical engineering, computing, applied ecology, mass communication, conservation and restoration, history and nursing. The University of Dubrovnik (Hers 15 bachelor, 16 master and 1 postgraduate university doctoral programme. UNIDU has approximately 1500 students, 250 permanently employed staff, of which 150 are academic and 100 administrative and other staff. The Bologna Declaration was implemented in the academic year 2004/2005, which made UNIDU he first Croatian university aligned with the Declaration. All UNIDU programs comply with the Bologna regulations in full. All study programs follow the 3+2+3 scheme which provides the guarantee of the ECIS credits and the mobility of students and teaching staff.



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#### Departments

The University of Dubrovnik is an integrated university comprised of 6 departments:

Department of Economics and Business
Maritime Department
Department of Applied Ecology
Department of Electrical Engineering and Computing
Mass Communication Department
Art and Restoration Department
Two studies are performed outside the departments: "History of Adriatic and Mediterranean" and "Nursing".

The Institute for Marine and Coastal Research and the Institute for Mediterranean Plants also operate within the University.



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## Erasmus+, CEEPUS and other exchange programmes at UNIDU

UNIDU actively participates in the Erasmus+, CEEPUS and other exchange programmes. Students and (non)teaching staff are strongly encouraged to participate in mobility activities at the foreign educational institutions. So far, we have concluded around 170 Erasmus+ agreements with higher education institutions all over Europe and world. In order to accept the incoming mobility as well, we have developed more than 100 courses taught in English at the University of Dubrovnik and a double Degree master programmes in "Economics", "Business Economics – Marketing" and "Business Economics – Tourism" in English with the University of Palermo, Italy.

#### **Erasmus Student Network Dubrovnik**

The Erasmus Student Network (ESN), the biggest student association in Europe, was founded on the 16th October 1989 and legally registered in 1990 for supporting and developing student exchange. ESN is operating on three levels: local, national, and international.

The mission of ESN Dubrovnik is to help students adapt to new life while studying in Dubrovnik (incoming students) or after coming back from the exchange program (outgoing students), in the academic, professional, social and practical sense.

sense. ESN organizes educational workshops, parties and all kinds of social programs throughout the academic year. Some of the most popular ones are our monthly Karaoke night, Eurodinner and food festival where people from different countries share their national food and traditions. ESN Dubrownik also helps students with all the problems they may face during their exchange in Dubrownik. Throughout our Buddy system the volunteers and the Erasmus students are connected even before the start of the semester. We are constantly working on the new ways of improving the life of the incoming enterpretent different in Dubrownik. exchange students in Dubrovnik.

#### ESN card

Upon your arrival to Dubrovnik you have a chance to buy an ESNcard. This card costs 15 euro and it is a sort of a membership card, which means you can access all the services offered by the ESN and our partners. With the ESNcard you can enjoy many international and local discounts that include housing, accommodation, sport, food, bars, travelling etc. all over Europe. Moreover, you will have the opportunity to participate in many of our events. The information about the special discounts in each city and about the international discounts is available on esncard.org, where you will find everything about this card.

#### Local Board

Local board of ESN Dubrovnik consists of 3 functions: President, Vice-president and Treasurer. These three people, together with the rest of the ESN volunteers, are here to help and inform you about all the important news and upcoming events. To get in touch with them you can send them an e-mail or contact them via Facebook.

president@esndubrovnik.hr vicepresident@esndubrovnik.hr treasurer@esndubrovnik.hr



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## Practical Information for the Incoming **Students** How to apply?

Students, who wish to study at the University of Dubrovnik as Erasmus students, must check first whether their home University has a bilateral agreement for student exchange with the University of Dubrovnik. Once this is confirmed you have to be officially nominated by your home university. Before the nomination takes place, please make sure that:

- UNIDU courses count towards your degree course
- . Your home university participates in ECTS and that you are able to enrol in the relevant courses at UNIDU

If your University doesn't have an active agreement with UNIDU, you can still apply as a FREEMOVER or CEEPUS student in the same way as Erasmus students.

- The following documents should be completed: - Online Enrolment form available on the Dream Apply platform: https://exchange.unidu.hr/

Students cannot combine courses from different levels (meaning students can choose courses only from their own level of study) but can combine courses from different departments. If you combine courses from different departments, schedules may coincide.

If less than five students apply for a certain course, there is a possibility that the course will not be held at all or you will attend consultation hours.

# The winter semester starts in October and summer semester starts in February. International relations office together with ESN Dubrovnik will organize an Orientation week one week prior to the beginning of the semester – attendance at the Orientation week is compulsory!



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## Academic year, Holidays & Exam Period

# Winter term: From the beginning of October to the end of January

Winter vacation: End of December Exam period: February Summer term: From the middle of February to the end of May

#### Exam period: June Summer vacation: July, August, September

National Holidays (no classes on these days):

- 1 January: New Year's Day
- 6 January: Epiphany •
- Easter Monday: March or April -check current calendar •
- 1 May: International Labour Day • 30 May: Croatian Statehood Day
- 60 days after Easter: Corpus Christi
- 22 June: Day of Antifascist Resistance
- 5 August: Croatian Victory and Homeland Thanksgiving Day
- 15 August: Assumption of Mary
- 1 November: All Saints' Day
- 18 November: Remembrance Day for the Victims of the Homeland War and the Victims of Vukovar and Škabrnja •
- 25 December: Christmas
  - 26 December: Saint Stephen

#### **GRADING SYSTEM**

The Croatian national grading system consists of five grades with numerical equivalents:

Excellent (livrstan) - 5 (highest grade) Very good (vrio dobar) - 4 Good (dobar) - 3 Sufficient (dovoijan) - 2 Foil (nedovojan) - 1 (requires student to retake exam/resubmit work)

In addition to grades, higher education institutions in Croatia award ECTS credits (European Credit Transfer System), as a part of the Bologna system. Although there is no national regulation on this issue, it is common for 1.ECTS credit to be equivalent to approx. 30 student working hours. Credits are awarded when a course has been completed and all required examinations have been successfully taken. 60 ECTS credits represent the workload of one year of study and 30 ECTS credits represent workload of one semester.

Grade izvrstan - excellent (5) is equal to an A in ECTS system of grading and reverse; Grade wrlo dobar - very good (4) is equal to a B in ECTS system of grading and reverse; Grade dobar - good (3) is equal to a C in ECTS system of grading and reverse; Grade dovaljan - sufficient (2) is equal to a D and E in ECTS system of grading and reverse; Grade nedvolan - insufficient (1) is equal to grade F and FX in ECTS system of grading and reverse.

#### Entering Croatia - Visa regulations -Registration

A visa is required only for students coming from non-EU countries to study in Croatia. The list of countries whose nationals Restance of the second statement of the second stateme

#### **First Temporary Stay Permit**

Students who are not required to possess a visa to enter the Republic of Croatia may stay in Croatia for a maximum of 90 days within any period of 6 months, starting from the day of their first entry. Students staying in Croatia for a period longer than 90 days should obtain their **First Temporary Stay Permit**. Students are

- required to submit the following documents: required to submit the following documents: 1. Application for issuance of Approval for temporary stay – form 1b (EU students, form 1a non-EU students) – this form will be given to you during the Orientation week and IRO staff members and ESN members will help you to fill it in 2. Invitation letter from the UNIDU stating the study purpose of your stay – we'll send you this document by June 15th scanned and the original you will receive during the Orientation day 3. Passport/Identity Card and a copy of the passport/Identity Card - please make a copy of your ID document and bring it

- with you 4. Proof of sufficient means of subsistence (statement of bank account, scholarship confirmation or similar) we can
- 4. From or summeric means or substance (statement or bank account, scholaring commination or similar) we translate your scholarship comfirmation if you send it to us in English further info on this will be sent to your emails. 5. Proof that you have a health insurance (bring one copy of your European Health Card, as well as the original card) for students that don't have EU Health Card bring your insurance card it might still be valid. For non-EU students you also need to have a valid insurance policy for Croatia. If you don't sort insurance matter before your arrival you will have to get a Croatian Health insurance.
- Confirmation of registration via evisitor system
   – your landlord has to give you this confirmation within 48 hours from your arrival to Dubrovnik
   Non-EU citizens need to bring a small photo (size 30x35mm) + NO criminal record certificate in English language

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the Central Police Station

#### Accommodation, Student Centre & Average Costs

Student dormitory in Dubrovnik has 254 double rooms with private bathroom and 5 single rooms for students with special needs. For students who are staying for one semester, monthly price per person is 239 euro. For students who are going to stay in Dubrovnik for whole year, monthly price per person is 179 euro. In these prices all costs are included (water, elektricity, wifi.. ).





#### Where to eat/Student restaurants/Price

Students coming to Dubrovnik won't be disappointed with the quality of meals offered to them in the student restaurant located in the student dormitory. Erasmus students from programme countries and Ceepus students pay approximately 1 euro for a meal. Erasmus students from partner countries and freemover students pay the full price of the meal in the amount of approximately 3 euro per meal.

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## Fees & Living costs

The official currency of the Republic of Croatia is euro.

The following table shows the approximate monthly cost of living for an international student in Dubrovnik. These prices are average values and should be regarded as a guideline only.

Accommodation (per person/per month)	From € 300 to € 600 (+overhead costs electricity, water)
Food (if you eat in student restaurant)	Approximately € 60
Transport	€ 7 (pub <b>l</b> ic bus)

## Language of instructions

At each department there are courses taught in English but the actual performance depends on the number of interested student to attend the specific course (it has to be at least 5 students applied for the course to be taught in English). If a course is not performed in English foreign students can have individual consultation hours with professors, as well as the possibility to write exams, make presentations, seminars etc. all in English.



#### Services for students at UNIDU **International Relations Office**

Staff of the International Relations Office is here to help students adjust to the new culture and different way of life as easily as possible. Their mission is to advise students and assist them with the application process, with their arrival to the University of Dubrovnik, and meeting and integration with local students.

Contact: international@unidu.hr



#### **Career Advice Service**

The aim of the Career Advice Service is to help students to make and implement decisions about their future careers, to encourage all forms of employment and entrepreneurship of young persons. The Service is primarily oriented toward final year students of undergraduate and graduate studies as well as toward non-final year students who wish to prepare themselves for the labour market in good time. On the other hand, the Service also enables employers to get high quality staff and create and develop new possibilities based on effective communication and support. The activities of the Service include: individual counselling, workshops, presentation of employers, organisation of professional practice etc.

Contact person: Daria Vučijević, daria.vucijevic@unidu.hr

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## Departmental libraries at the University of Dubrovnik

#### University of Dubrovnik has three libraries:

The library of the Department for Mass Media and Communication and the Department of Restoration and Conservation is located on the ground floor of the Campus building (address: Branitelja Dubrovnika 41). Library is open every day from 9:00 to 15:00 (librarian: Lukša Zovko). New users must fill in the application form to obtain the library card, with which they can borrow books from the library. Students can borrow maximum 3 books at once, for a limited period of one month. The last edition of each book and the newspapers can only be used in the reading room. The reading room of the library has a space to study and read on your own for up to 10 people at the same time. Members of the library have an access to the on-line library with a database of numerous foreign articles and newspapers.

The library of the Department for Economics and Business Economics is located in the ground floor of departmental



() Loss is open insolent normal to built in the loss of the library card, with which they can be most fill in the application form to obtain the library card, with which they can borrow books from the library. Students can borrow maximum 3 books at once, for a limited period of 2-15 days. The last edition of each book and the newspapers can only be used in the reading room. The reading room of the library has a space to study and a space to study and the space to study and t read on your own for up to 2 people at the same time. Members of the library have an access to the on-line library with a database of numerous foreign articles and newspapers.

The library of Biotechnical and Technical sciences is located on the ground floor of the The intrary of biotechnical and end as there is a biotechnical sciences is located on the ground hold of the fifth Cara Caria 4 building where Maritime, Aquaculture and Electrical engineering are placed. To be able to use services of the library new users must fill in the application form to obtain the library card, with which they can borrow books from the library. Students can borrow maximum a books at once, for a limited period of one month. The last edition of each book and the newspapers can only be used in the reading room. The reading room of the library has a space to study and read on your own for up to 10 meeting the library card is the more of the library have an operating the library. people at the same time. Members of the library have an access to the on-line library with a database of numerous foreign articles and newspapers.

## **Computer facilities & Internet**

The University of Dubrovnik has several computer rooms with internet access which are available to students during the day. Wireless network connection (with EDUROAM account – <u>http://installer.eduroam.hr/english/</u>) is available in all university buildings.

Contact person: Tihi Bilas, e-mail: tihi.bilas@unidu.hr

#### Student card X-CARD

On the arrival students receive a temporary x-card. In one month they receive a personalized x-card with their photo, name, surname and signature. name, summer ano spinature. Once students receive their personalized card, they have to return the temporary one and pay 6.64 euro for the new card. In case you lose the x card, you have to pay again for the new one. Before you go home you will have to go to the secretary of your department to cancel your card.

#### Benefits for UNIDU students

X card entitles you to use services of the following institutions for free:

#### Marin Držić Theatre

- Dubrovnik Symphony Orchestra Dubrovnik Cinemas
- Dubrovnik Libraries Dubrovnik Museums
- •
- Art Gallery Dubrownik Folklore Ensemble Lindjo Association of Friends of Dubrovnik Antiquities (to enter the city walls).

These services can be used in the period from 1st of October to 30th of June. Students are required to show the X Card when using some of the services of these institution

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## Arrival in Dubrovnik by plane/ by bus/ by car

To get from Dubrovnik airport to the city of Dubrovnik you can take a shuttle bus. There is a bus to meet all scheduled flights for transfer to the Old Town or **Dubrovnik** bus station and one leaves the Dubrovnik bus station, for each departing flight. From the bus station or from the Old Town there are **local buses** to Lapad (<u>see a bus route map</u>); the cost of the airport transfer is 10 euro.

Full information on local bus services (www.libertasdubrovnik.com/en).

If you are coming to Dubrovnik by bus, you will arrive at the Dubrovnik bus station from where you can take a local bus to go either to the Old Town, Lapad, Mokošica or Sustjepan (depending where you are staying).

For your first bus ride you can buy a bus ticket at the nearest tobacco kiosk for 1.73 euro (it is valid for 1 hour), or pay 2,50 euro on the bus. Once you are registered at the University you will be able to acquire a local bus card (locally called POKAZ or ABONAMENAT) that enables you to use the public buses for approximately 7euro per month.

If you are coming by car you must follow the A1 motorway as far as Ploče, and then continue down the coast following signs for Dubrovnik. Once you get off the motorway you will need approximately 1 hour and 30 minutes to reach Dubrovnik

## Additional information Health insurance

All foreign students must have health insurance during their stay in Croatia. The best option for EU citizens is to have European Health Card from your home country that covers basic medical insurance during your stay in Croatia.

We recommend that you check with your health care provider (prior to arrival) if there is an agreement on health insurance between Croatia and your home country.

In case that such an agreement exists, health care provider will issue a document to the student that guarantees health insurance in Croatia.

If such an agreement does not exist, you can do the following:

- Buy an insurance policy in your own country which covers your stay in Croatia (best option). An insurance policy can also be bought in Croatia. Get health insurance from HZZO <u>https://hzzo.hr/en</u> (Health Insurance Bureau) this service costs approximately 86 •
- euro per month.

## In case you need a doctor

If you experience any medical issue (that is not urgent) during your stay at the University of Dubrovnik you can go to the Community Health Centre, on the address: Ul. dr. Ante Starčevića 1, (buses 1a, 1b, 2, 3, 4, 5, 6, 7, 8, 9) – remember to bring your Health Card. For urgent matters you should go to our ER (Emergency rescue) on Medarevo, on the address: Ul. dr. Ante Šercera 4, buses 2,5,7,9 drive to Medarevo.

#### Recommended doctors (in cooperation with Community Health Centre):

Recommended doctors (in cooperation with Community Health Centre): General medicine: Maja Šikić, MD (Substitute Niko Visković MD) Dr. A. Starčevića 1, Dubrovnik Jana Kovačević, MD (Substitute Danica Gučić, MD) Dr. A. Starčevića 1, Dubrovnik Dental medicine: Nevena Šimunović, DMD, Dr. A. Starčevića 1, Dubrovnik Rankica Radetić Čabrilo, DMD, Dr. A. Starčevića 1, Dubrovnik Gynaecology: GYN, Put dr A. Starčevića 19, Mlini

\* general and dental medicine doctors are located on Community Health Centre ( Dom Zdravlja) \* Gynaecologist is based in Župa Dubrovačka, you can reach it with bus no. 10 and 16S

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## Sport and leisure

There is a wide variety of ways students can spend their free time, whether it's on the University or outside - here are some of them:

University sports

Indoor sports	Water sports	Fitness
Futsal	Swimming	Gym
Basketball	Rowing	Aerobics
Volleyball	Sailing	Modern dance
Table Tennis		

Badminton Judo

Chess

Contact person: Saša Selmanović, e- mail: <u>sssd@unidu.hr</u>



## University radio-Radio UNIDU

Among diverse professional workshops, which are a significant part of the 'Media & Public Relations' study program there is a workshop called 'Radio reporting'. This study program provides a series of workshops as a part of the curriculum, and students spend a significant amount of time in such workshops where they learn and practise basic skills of the profession in which they will work in the future. As a part of the Radio workshop our students learn to write, process, edit, read, interpret and record their first radio news. A small radio station is situated within the main University building, where students create programs with the help of the course lecturer. UNIDU Radio can be heard via Interret (http://www.uniduradio.com/) and on 97.5 Mk local radio frequency. All students that have an interest in UNIDU Radio, whether they are students of Media or any other study program, can send an e-mail to the following address: roki@unidu.com



Every Monday there is a radio show that is edited and directed by exchange students called Festa Furesta. Students who wish to participate in the show can contact the local ESN section.

## Important phone numbers:

The international code for Croatia is: +385; the code for Dubrovnik and the Dubrovnik area is: (0)20. A single countrywide number for all emergency services: 112

Police Fire Department Ambulance Roadside Assistance	192 193 194 1987
Ambulance	194 1987
	1987
Roadside Assistance	
Dubrovnik Airport	020 773 100
Jadrolinija - Boats & Ferries	020 418 000
Central Bus Station	060 305 070
City buses «Libertas»	020 441 444
Taxi service	020 411 411 020 332 222 0800 1441
Dubrovnik Tourist Board	020 323 887

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## **Important links:**

University of Dubrovnik	www.unidu.hr
Dubrovnik Airport	www.airport-dubrovnik.hr
Jadrolinija - Boats & Ferries	www.jadrolinija.hr
Dubrovnik Tourist Board	www.tzdubrovnik.hr
City Buses «Libertas»	www.libertasdubrovnik.hr
Dubrovnik Symphony Orchestra	www.dso.hr
Marin Držić Theatre	www.kmd.hr
Dubrovnik Cinemas	www.kinematografi.org
Dubrovnik Libraries	www.dkd.hr
Folklore Ensemble Lindjo	www.lindjo.hr

#### Croatia in brief

Geographical position: Croatia extends from the furthest eastern edges of the Alps in the north-west to the Pannonian lowlands and the banks of the Danube in the east; its central region is covered by the Dinaric mountain range, and its southern parts extend to the coast of the Adriatic Sea.

Surface: the mainland covers 56,594 km2; surface area of territorial waters totals 31,067 km2.

Population: 3.871,833 inhabitants; composition of population: the majority of the population are Croats; national minorities are Serbs, Slovenes, Hungarians, Bosnians, Italians, Czechs and others.

 ${\small System of government: } {\small Multi-party parliamentary republic.} \\$ 

Capital: Zagreb (792.875 inhabitants), the economic, communications, cultural and academic centre of the country.

Coastline: 5,835.3 km long. Number of islands, solitary rocks and reefs: 1244; the largest islands are Cres and Krk; there are 50 inhabited islands.

Climate: Croatia has three climate zones; the prevailing climate in the country's interior is moderately rainy; on the highest peaks, a forest climate with snow-falls, while the areas along the Adriatic coast have a pleasantly mild Mediterranean climate with a large number of sunny days; summers are dry and hot, winters mild and wet with significant precipitations.

Currency: Euro. Foreign currency can be exchanged in banks, exchange offices, post offices, travel agencies, hotels, camps, marinas; cheques can be cashed in banks.

Time zone: GMT plus one hour in winter and GMT plus two in summer
 Electricity: Voltage of city power 220V, frequency 50HZ
 Water: Tap water is potable throughout Croatia

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#### About Dubrovnik

Dubrovnik is situated in South Dalmatia, on the lower slopes of Mount Srd; from the 7th century to the present day the city has taken the greatest pride in its historical sovereignty and independence.

Dubrovnik is a city with a unique political and cultural history (the Statute of the Dubrovnik Republic dates from 1272) and is world famous for its monumental heritage and beauty (inscribed on the UNESCO World Heritage List).

Dubrovnik is a world-renowned exclusive tourist destination, host to many visitors every year, and one of the most a dractive and famous cities of the Mediterrane. The magical landscape, including the nearby islands, the beaches, the numerous historical sites, the colours, the shapes, the scents, the warmth of the climate and people... will all contribute to an unforgettable experience.

The City of Dubrovnik is part of the Dubrovnik-Neretva County.

The City of Dubrovnik is part of the Dubrovnik-Neretva County. **Climate** The geographical position of this region is typically Mediterranean with mild and wet winters, and hot and humid summers. The average annual air temperature is  $17^{\circ}$  C, and summer sea temperature is  $21^{\circ}$  C. The average summer air temperature is  $25^{\circ}$  C, made pleasant by the mild 'maestral' wind – a messenger of good weather, while the 'bura' and the 'jugo' generally blow during the colder months.





## Vocabulary

Good morning – Dobro jutro Good afternoon – Dobar dan Good evening – Dobra večer Goodbye – Dovidenja Thank you – Hvala Please – Molim Excuse me – Oprostite Welcome – Dobro došii Yes – Da No – Ne Maybe - Možda I don't understand, – Ne razumijem, A little - Malo

Direction – Smjer Exit – Izjaz Entrance – Ulaz Forbidden – Zabranjeno Help – Pomoć Location – Mjesto Pulli – Vuci!

Push! – Gurni! Street – Ulica Bread – Kruh Milk – Mlijeko Water – Voda Tea – Čaj Coffee – Kava

Yesterday – Jučer Today – Danas Tomorrow – Sutra

Hospital – Bolnica

l have a question – Imam Pitanje How much is it? – Koliko ovo košta? How are you? –Kako ste?

What is your name? - Kako se zovete? My name is - Zovem se Where do you come from? -Odakie ste? How are you? - Nako si? Fine and you? - Dobro, a ti? Why? - Zasto? Nothing. - Nista. How much is it? - Koliko kosta? Bon appetit! - Dobar tek! Cheersi - U zdravljel Bill, please! - Racun, molim! I need a doctor - Trebam doktora

C

Airport – Aerodrom University – Sveučilište Bus station - Autobusna stanica

1, 2, 3, 4, 5, 6, 7, 8, 9, 10 – jedan, dva, tri, četiri, pet, šest, sedam, osam, devet, deset 1 ----

#### Few words from Dubrovnik dialect:







