



**INTER
UNIVERSITY
CENTRE
DUBROVNIK**



Inter- University Centre Dubrovnik

**How to organise
courses, conferences
or workshops**

Academic atmosphere in an inspiring historical ambient

The IUC Dubrovnik is located at the address Don Frana Bulića 4, just minutes' walk to the entrance into the historical centre of Dubrovnik. University of Zagreb has been hosting the IUC in the building constructed as a school in the first years of the 20th century. Today, it is a lively meeting place for professors, scholars and students from all around the world, providing work space for conferences, classrooms for courses and workshops, dormitory, apartments and cafeteria with a small restaurant.

Participants of IUC courses and conferences have a computer facility at their disposal, used for daily communication and for preparations of seminar papers and course presentations. Printing and photocopying of work material and handouts is also available.

A charming courtyard with the adjoining cafeteria and restaurant contribute to the atmosphere of the building since many social and academic gatherings take place there. Whether it is a venue for welcome parties or coffee breaks, buffet lunches or dinners, the courtyard is always offering relaxing ambience. It is covered with wireless signal so on a clear day many participants replace the computer room with the outside bench.

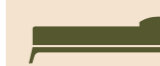


As Dubrovnik is the most southern city in Croatia, the most practical way to reach it is by air, especially as there's a very good frequency of flights during majority of the year. Number of low-cost carriers have direct connections to numerous Western European cities or other big hubs. You can also reach Dubrovnik by car, bus or a ferry.



* Studyrooms

The building has a large conference hall, which can accommodate 110 participants, 10 classrooms of different sizes, computer lab and 2 cabinets. The Conference hall and classrooms are air - conditioned, equipped with power point and overhead projectors. Simultaneous translation equipment and poster session space is also available.



* Dormitory

The Dormitory, managed by University of Zagreb, is located on third floor, in the attic. The Dormitory has 24 single and 16 double air-conditioned rooms with free internet access. On the ground floor of the building, as part of the Dormitory, there is the Atrium coffee shop and restaurant. Atrium is providing breakfast, lunch and dinners, and organising welcome and farewell reception and coffee breaks for programmes held in the building.



Other accommodation options

7 apartments

- 2nd floor of the building
- twin beds, kitchenett, bath room, air-condition, wi-fi

1. Neighbouring monastery
2. Private accommodation in surrounding area
3. Student dormitory of University of Dubrovnik
4. Popular booking platforms



Dormitory prices 2024

Single	44-80 Euro
Double/pp	40-65 Euro
Double- single use	64-110 Euro
Double -shared bath.	35-55 Euro
Apartment	100-150 Euro

City tax:

- **2,65 Euro** (01.04. - 30.09)
- **1,85 Euro** (01.01. - 31.03. 2024 and 01.10. - 31.12) pp per night.

Breakfast is included.

For more information click [here](#).

From Idea to Course

How to organise an international program

The outset of the IUC program could be either an idea on how to internationalize an existing research theme at home university or in the national context – or about meeting (parts of) your existing European or overseas research networks.

Organisers might want to explore the potential of their research themes or already existing courses at graduate and Ph.D. level internationally. Within the tradition and framework of the IUC any discipline is welcomed, along with inter-disciplinary or cross-disciplinary courses.

Through the [application form](#) organisers need to present a team of two or three researchers as course directors

and their home institutions – representing a minimum two countries.

Organisers set the date of the programme, design the title and a brief description of the course, a list of professors and other staff, teaching, instructing or supervising.

Applications will be approved by the IUC Executive Committee on advice of the IUC Scientific Committee each spring. All year round the Director General, after consultation with IUC Scientific Committee, can accept courses that meet the set criteria. All IUC programs are announced on the IUC web pages, social media and IUC poster, and sent to all member universities.

Organisers are encouraged to announce the course themselves to all relevant

potential partners all over the world. Course participation should not fall below 10 or exceed 60. This rule does not apply for conferences.

The IUC Secretariat will forward the organising course director all applications received through the IUC Secretariat. The competence of accepting participants rests with the organizing course director.

support to organisers in advertising the program, copying of course materials, discount on the dormitory prices for participants, if available, sending letter of guarantee for visa purposes.

Participants' travel and accommodation costs are not the responsibility of the IUC. The IUC Secretariat will help organisers or individuals in finding the most convenient accommodation and assist in any other practical issues such as social programme, organisation of coffee breaks, meals or possible transfers.

ECTS / Certificates

All students who have paid and participated actively receive Certificate of Attendance, comprising an assessment in ECTS regarding their general post-graduate and Ph.D. education, if course directors have secured them at home universities. Special Certificates are issued to participants who had presented a paper.

The IUC encourages course directors to complete the course with a course evaluation. The theoretical and methodological innovations acquired in each course will often form the basis of new courses in a continuous and yet renewing tradition within each research field.



Fees

Courses – General course fee for organisers from paying IUC member institutions is 600 Euro. For organiser from non-members the General course fee is 1000 Euro. Students (excluding organisers or lecturers) pay an individual course fee of 55 Euro.

Conferences – All participants in conferences pay a conference fee of 55 Euro. Organisers from paying IUC members pay General conference fee of 100 Euro. Organisers from non-members pay General conference fee of 500 Euro. Individual course and conference fees for online participation are 27,5 Euro.

Fees cover organizational and technical assistance from the IUC office, welcome reception for participants, city tour, announcement of the course on IUC posters, brochures and web pages,



Steps to take



Create a concept of your international program with your partners.



Check with the [IUC Secretariat](#) about available space and submit [an application](#).



Advertise your program within your networks. IUC will advertise it through its channels



Come and work in an inspiring ambient, expanding your international partnerships.



Toward scholarly excellence

Along with organising courses and conferences Inter-University Centre is securing additional academic outputs and benefits

1. [IUC Working Paper Series](#) aim at generating interest for and debate on the ideas and research outcomes presented at IUC activities. The IUC Working Papers is an inclusive platform for sharing the output of IUC courses, conferences and research meetings. The papers in terms of content vary along the whole range of disciplines and subjects addressed in IUC programs but are all of academic quality.
2. [IUC Online Video Lectures](#) are result from the blended IUC courses and conferences. The IUC believes that education and knowledge should be available to everyone, so this feature remains a permanent IUC contribution. All video lectures can be searched according to a specific field of study as well as according to the title or the lecturer name.
3. The role of the IUC is stimulating the internationalisation of research and higher education especially for countries of weaker economic power. For this purpose the IUC has created an [IUC scholarship](#) scheme for PhD students from SE Europe. The [Damaška Fund](#) supports participants in IUC human rights and mass atrocities prevention courses. On support for Croatian participants from Ministry of Sci. and Edu. more on this [link](#).

Academic fellowship beyond boundaries

IUC is a unique place to work freely on new ideas and concepts among colleagues from various disciplines and backgrounds. IUC office takes care of the organizational and logistical issues.

The academic program of the IUC is a great opportunity for PhD or Master students to gain international experience, allowing them to present and discuss their work more extensively than on regular conferences.

IUC contributes to implementing internationalization strategy, offering short term, intensive programs. IUC also serves as an incubator for international activities. Numerous IUC courses formed the basis for grant applications, leading to successful H2020 projects or double degree programs.





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Ministry of Science and Education