UNIVERSITY OF RIJEKA
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# ERASMUS+ INCOMING STUDENT GUIDE
# Academic year 2026./2027.

Welcome to the University of Rijeka - Faculty of Humanities and Social Sciences.

This information sheet provides essential academic and administrative guidance for Erasmus+ incoming students during their mobility period in Rijeka.

## 1. UPPON ARRIVAL:

Following receipt of the official Acceptance Letter from the University of Rijeka Erasmus Mobility Center, students are required to submit their Learning Agreement for institutional review and approval.

Departmental coordinators will evaluate the Learning Agreement and provide feedback regarding course schedules, locations, and delivery modes. Minor adjustments can be made during this review phase without formal amendments to the agreement.

Students are expected to arrive in Rijeka prior to the commencement of the semester, in accordance with the Academic Calendar (see final section of this document). The first week of the semester is designated for Erasmus+ student registration and administrative procedures. Incoming students are exempt from lectures during this week, although attendance in classes is permitted and encouraged.

The Project Office administers Erasmus+ mobility procedures and provides ongoing support throughout the mobility period.

## 2. Student Registration at FHSS

To obtain official student status at FHSS, students must complete the registration procedure.

Registration is conducted online via an invitation sent to the email address provided during the application process. The registration form collects required personal data and documentation. Following the invitation, online registration remains open for a certain period of time allowing you to fill all the required information and get all the documents ready.




During this period, students must:

- Obtain a Croatian Personal Identification Number (OIB)
- Submit required photographs
- Submit a copy of signature
- Provide proof of payment of the registration fee

## 3. Student identity card (X-card)

The university issues a student identity card (X-card), which confirms student status and provides access to subsidized services, including meals, public transportation, and selected university and municipal services (e.g., cultural institutions and retail discounts).

- Issuance fee: EUR 11.70 (payable via bank transfer or online banking. If unable to pay online, please request the payment in cash at the faculty)
- A temporary X-card will be issued initially
- The permanent card, bearing the student's name and photograph, will be issued within approximately two weeks

## 4. Obtaining the OIB (Personal Identification Number)

Prior to obtaining the X-card, students must acquire an OIB (Personal Identification Number) from the Croatian Tax Administration.

Required Documentation:

- Original passport
- One (1) photocopy of passport
- Completed application form

The OIB is issued free of charge and typically on the same day.

**Registration Location:**

Republic of Croatia
**Tax Department**
Riva 10, HR-51000 Rijeka
Tel: 00385 51 354 172
E-mail: opca-uprava@udu-pgz.hr
Working hours: Monday to Friday, 08,30 – 14,00 h

Further information: https://www.porezna-uprava.hr/en/Pages/PIN.aspx

# 5. REQUIREMENTS FOR TEMPORARY STAY

## Address registration and Temporary Stay Permit

**EU/EEA and Swiss Nationals**

Citizens of EU Member States, Iceland, Liechtenstein, Norway, and Switzerland are required to apply for their first temporary stay permit at the local police administration within three (3) months of arrival in the Republic of Croatia.

If the duration of stay is shorter than three months, registration is not required.

Students renting private accommodation may need to register earlier in coordination with their landlord.

**Third-Country Nationals**

**Nationals of third countries requiring a visa must apply for temporary residence within forty-eight (48) hours of arrival (excluding weekends) at the local police administration.**

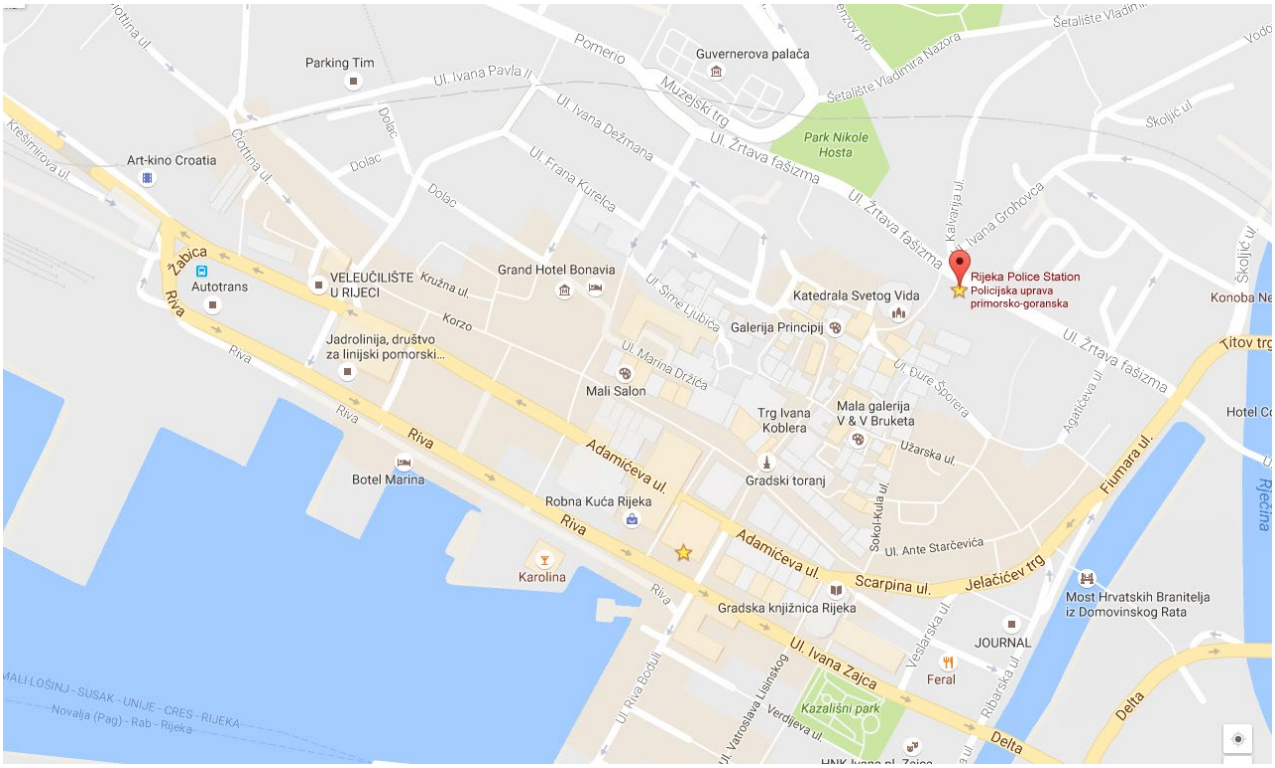
Students residing in hotels, hostels, or university dormitories are automatically registered as foreign guests; confirmation should be requested at reception.

Required Documents for Address Registration:

- Original passport and copy
- Completed registration form issued by the Police Administration
- Valid Croatian ID card of landlord (if applicable)
- Four (4) copies of the tenancy contract
- Four (4) notarized copies of the property ownership certificate

Registration location:

**Republic of Croatia**
**Ministry of Interior**
**Primorsko-Goranska County Police Administration**
Department for foreign citizens
**Rijeka Police Station**
Trg žrtava fašizma 3
HR-51000 Rijeka
Tel: 00385 51 430 333




Students are advised to consult official government sources for updated regulations.

For more information on short-term stay for EEA nationals - please consult the following LINK.

For more information on short-term stay for third-country nationals please consult the following LINK.

# 6. Academic Structure at FHSS



## Academic Year Overview

**Winter (Autumn) Semester**

- Begins in October
- Lectures conclude in January
- Examination period is during February

**Summer (Spring) Semester**

- Begins in March
- Lectures conclude in June
- Examination period: late June to mid-July
- Additional examination period: September

(See Academic Calendar for precise dates.)

### Teaching and Assessment

Instruction typically combines lectures and seminar-based practical work in smaller groups.

Assessment generally occurs at the end of the semester and may include:

- Written examinations

- Oral examinations
- Continuous assessment components

Final grades reflect overall performance throughout the semester.

The Croatian grading system ranges from 1 (insufficient) to 5 (excellent). An ECTS-compatible grading scale (A–F) is also applied.

**Statement of Host Institution – Certificate of arrival/departure – Certificate of attendance**

A Statement of Host Institution or Certificate of Stay is issued upon your request. Please send an email with exact dates of your arrival / departure or stay and the document will be sent to you. Your home University/Faculty may require that it's done using their specific form so please provide it to us. If you need an original, please state it in the email and you will get notified when to pick it form International Relations and Project Office.

**Learning Agreement Modifications**

Modifications to the original Learning Agreement may be necessary in justified circumstances (e.g., course cancellation).

Students must consult the relevant course instructor or Departmental Erasmus Coordinator prior to initiating changes.

All amendments require approval from both the home institution and FHSS Rijeka. **Changes must be completed within 30 days from the beginning of the semester.**

## 8. Academic Responsibilities and Integrity

Students are required to:

- Attend lectures and seminars
- Fulfil course-specific obligations
- Register for and attend examinations

Courses may utilize the **MERLIN** online learning platform. Students should request enrollment from course instructors.

Academic integrity is strictly enforced. Plagiarism, unauthorized collaboration, impersonation, and other forms of academic misconduct are considered serious violations and may result in disciplinary proceedings.

FHSS utilizes the **Turnitin software** to ensure originality and prevent plagiarism.

**Timetables – Course Schedules**

Information regarding course timetables is available from the respective academic departments.

For detailed information concerning individual courses, students are advised to consult the relevant course instructor or the Departmental Erasmus Coordinator.

**Exams**

Students are required to take exams (both oral and written). Please note that your assessed work should conform to the standards of academic honesty. Academically inappropriate behavior including incorporating other people's ideas or information in essays without acknowledging the source, having your assignment done by somebody else, or doing somebody else's assignment is strictly prohibited and sanctioned. These are considered serious academic offenses, and any suspected examples of these infringements may result in penalties ranging from the loss of credit to the referral to the faculty disciplinary board.

If you cheat in an exam and/or any other assignment, the course instructor and invigilator will write the official report and start the disciplinary process. Our institution uses the "TURNITIN" software to check originality of various texts and prevent plagiarism. The service is designed to ensure academic integrity and prevent academic plagiarism.

## 9. Language Proficiency

Students must demonstrate the minimum required language proficiency in accordance with the Common European Framework of Reference for Languages (CEFR) and the bilateral agreement between institutions. Additional documentation may be requested if necessary.

## 10. Completion of Mobility

Upon completion of the mobility period, students must ensure all required documentation is obtained.

Documents issued by the International Relations and Project Office (Room F-114):

- Learning Agreement (including amendments)
- Statement of Host Institution / Certificate of Stay

Upon successful completion of examinations, the Student Office issues the Transcript of Records (TOR). The document will be sent electronically, and the original copy will be dispatched by post or collected in person.

Further Erasmus+ information is available on the official University and Faculty websites or via direct email inquiry.

# ACADEMIC CALENDER

## ACADEMIC YEAR

# 2026. - 2027.

**University of Rijeka**
Faculty of Humanities and Social Sciences
Sveučilišna avenija 4, 51000 Rijeka

## LEGEND

- classes
- no classes
- exams (regular)
- exams (extra)
- student registration
- building closed
- building closed (holidays and non-working days)
- 6.5. - Faculty Day (no classes)
- Non-working days (by Deans d

**10-2026**

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**11-2026**

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**01-2027**

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**02-2027**

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**03-2027**

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**05-2027**

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**06-2027**

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**07-2027**

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**08-2027**

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**09-2027**

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

**Free days (by Deans decision)**

- 28.05.2027. & 21.06.2027.