

UNIVERSITY OF RIJEKA
FACULTY OF HUMANITIES AND
SOCIAL SCIENCE



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ERASMUS+ INCOMING STUDENT GUIDE Academic year 2023. / 2024.

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

This is a short guide to provide the incoming Erasmus+ students with information regarding their stay in Rijeka and study at the Faculty of Humanities and Social Sciences.

Please note that under possible COVID-19 pandemic conditions, special orders and guidelines take precedence over these instructions!

1. UPON YOUR ARRIVAL:

After receiving **Acceptance letter** from the University of Rijeka Centre for mobility / Erasmus which will contain all the relevant information about your mobility at UNIRI you need to submit your **Learning agreement** for review and approval. After it's reviewed at the level of departments your courses originate from, you will receive a feedback from the coordinators and instructions on when, where and how the courses are gone be conducted and held. If there will be need for some changes they may be done at this point and those changes may not require official Learning Agreement changes.

In line with the Academic calendar (see the last pages of this guide) you should arrive to Rijeka and to Faculty of Humanities and Social Sciences (FHSS) before the start of the semester. First week of the semester is reserved for Erasmus students' registration and other needed administrative procedures (incoming Erasmus students are excused from the lectures but can attend if possible).

The Project Office takes care of all Erasmus+ mobility procedures and will help you throughout them.



To become a full FHSS Rijeka student you need to **register**.

Registration as a FHSS student is done online via the invitation which you will receive in the email you provided us with. The form collects personal data and documents needed for your registration. Online registration is open one (1) week after invite and is sufficient to obtain everything you need for registration such as OIB number, photos or proof of payment of registration fees.



Student identity card (X-card)

- Faculty will provide you with the student identity card called X-card which proves your student status and enables you with a different subsidies such as for meals, monthly bus pass or other University or city services (theaters, cinemas, shops etc.);
- the cost of issuing an X-card is 6,64 EUR and is payable via bank/post order or internet banking;
- Initially you will receive temporary X-card which will be replaced with the original one holding your name and photo after approximately 2 weeks.

To obtain the X-card first you need to get the OIB (PIN) number at the Croatian Tax Department.

To obtain OIB number you will need to:

- Visit the address below and apply for the **Personal Identification Number** (OIB in Croatian) at the Tax Department;
- Bring the original and 1 (one) copy of your **passport** and fill the **form** with required info.

Personal Identification Number (OIB) is issued free of charge and the same day.

OIB (Personal Identification number) 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

More info on the procedure at <https://www.porezna-uprava.hr/en/Pages/PIN.aspx>

2. REQUIREMENTS FOR TEMPORARY STAY

Address registration and temporary stay permit

EU member country citizens or Island, Lichtenstein, Norway, or Switzerland citizens will need to apply for the FIRST TEMPORARY STAY PERMIT at local police administration or a police station in Croatia (Rijeka Police Station, address listed below), in person, **within three (3) months** of your arrival to the Republic of Croatia. If you are staying for a period shorter than three (3) months, you have no obligation of registering for a temporary stay permit (your stay is regulated as a tourist visa).

If you are renting a private flat and your landlord needs to register you as a tenant, you will need to apply for the permit earlier and in agreement with your landlord.

Nationals of third countries who require a visa to enter the Republic of Croatia may apply for temporary residence at the police administration / police station if the purpose of their stay is studying at higher education institutions at undergraduate, graduate, or postgraduate level within 48 (forty-eight) hours of their arrival (weekends excluded)!

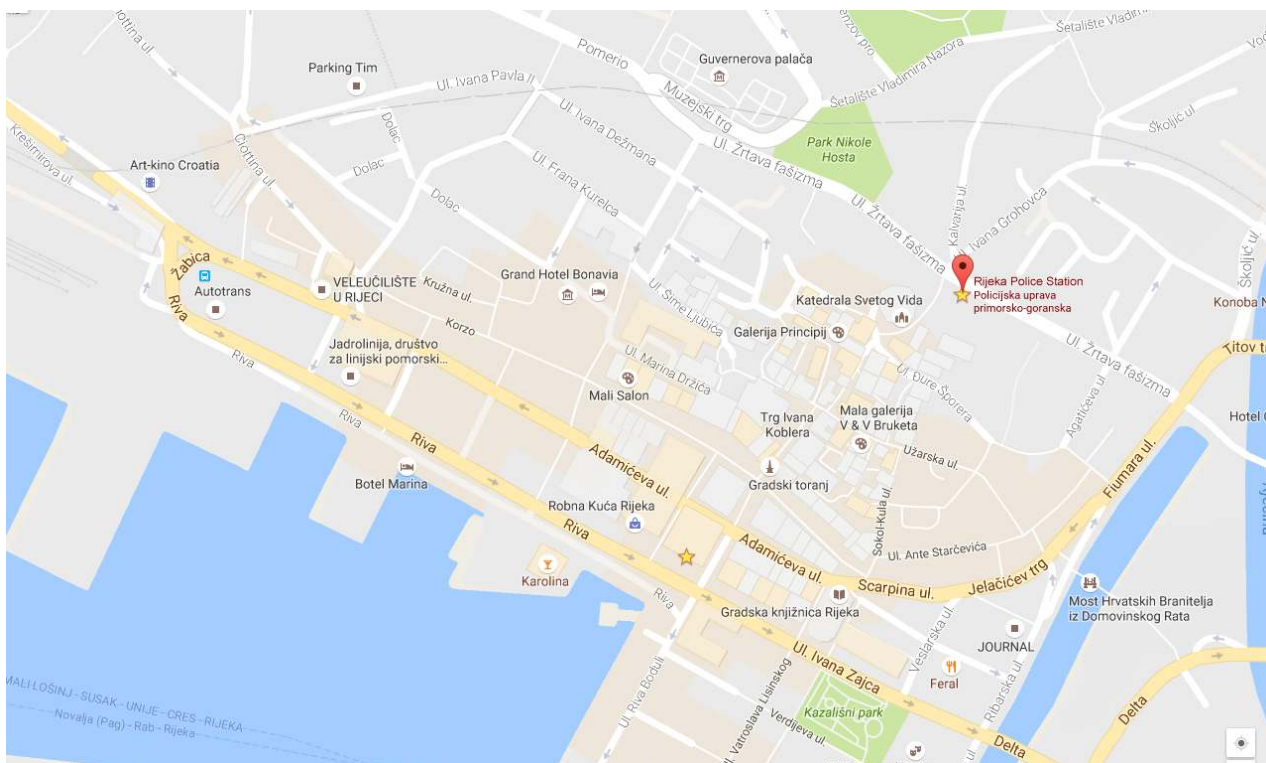
If you are staying at the hotel, hostel or at the student dormitory, you will be automatically registered as a foreign guest with the Primorsko-Goranska County Police Administration. Please ask about it while registering at the reception or other office in charge.

For the address registration you will need the following documents:

- Passport (original and a copy of passport);
- Form issued by the Primorsko-Goranska County Police Administration and filled in with your personal data;
- Valid Croatian ID card of the **landlord/landlady** who legally owns the apartment (if you are renting an apartment);
- 4 (four) copies of the **Tenancy contract** and 4 (four) copies of the **Proprietor's certificate** for the rented apartment (notarized by a Public notary).

Address 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



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](#).

3. STAYING AND STUDYING AT FHSS:



The Academic Year at FHSS Rijeka:

Winter (Autumn) semester:

- Begins in October for freshmen and a week later for sophomores and seniors.
- Lectures end in January.
- Examination period is during the February.

Summer (Spring) semester:

- Begins in March and ends in June.
- Examination period is from mid-June to mid-July.
- Autumn examination period is during the September.

Teaching system:

PLEASE NOTE that under COVID-19 pandemic conditions special regime of teaching may be active!

Under normal conditions, students can expect an equal mix of theoretical lectures and practical work, often in the form of seminars that are held for a restricted number of students.

In most study programmes, final assessments take place at the end of the semester. In each of the courses attended, students are required to take written and oral examinations. The final assessment is usually based on student's performance recorded during the semester.

The grading system in Croatia ranges from 1 to 5 (1 being lowest and 5 being the highest grade). In addition to a traditional grading system, an ECTS compatible grading system (A to F) is also used.

Statement of Host Institution

A Statement of Host Institution or Certificate of Stay, stating the exact date of your arrival and departure will be issued to you on request. Your home University/Faculty may require that it's done using their specific form so please provide it to us.

Changes to Learning Agreement

In specific situations, you may need to make changes to your original Learning Agreement (i.e., if you have previously signed for an inactive course etc.). Please consult the course professor or Departmental Erasmus Coordinator about course availability before making any changes.

Changes to the original Learning Agreement must be approved not both by the responsible persons at your home University/Faculty and at FHSS Rijeka. The reason for the changes of the Learning agreement must be valid and legitimate.

Changes can be made within 30 days of the beginning of the current semester.

Attending courses – student duties and obligations

You are required to fulfill course obligations such as lecture attendances, seminar presenting and exam registration and all of them will be defined by your professor or administrative staff depending on the courses you have been signed up for. If you have any doubts about the obligations/procedures, feel free to ask our staff for further clarification!

Students are usually enrolled in online learning platform “MERLIN”¹ so please ask your professor to enroll you.

Timetables

At each department, you can obtain information regarding course timetables. For more information on your courses consult the course Professor or Departmental Erasmus coordinators!

¹ The Merlin is e-learning system which enables teachers, students and institutions in the higher education system to deliver courses, which are in the order of lectures of each individual institution, with the application of e-learning technologies. Merlin is based on the Moodle open-source system, which is furtherly elaborated and adapted to the needs of users and is today the most modern e-learning system. The virtual environment for e-learning Merlin consists of the Merlin e-learning system, system for webinars and e-portfolio system and is connected to the ISVU system (Information System of Higher Education).

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.

Language proficiency: to be able to fulfil all your student obligations during the mobility, you are required to have a minimum level of language proficiency (according to the Common European Framework of Reference for Languages: Learning, teaching, assessment), which is also determined by the bilateral agreement signed with your home University. If necessary, FHSS may ask for an additional proof of your language skills!

Finishing your mobility and your departure from FHSS Rijeka

At the end of your mobility, you will have to prepare and collect all your documents and to obtain confirmation that the mobility period has been completed.

You may need to collect your original Learning Agreement, along with possible Changes to Learning Agreement, and Statement of Host Institution (Certificate of Stay). Those documents are issued by the Project Office (room F-114, 1st floor).

Once you successfully pass all the exams, you will be issued a **Transcript of Records (TOR)** by the Student Office. TOR will be sent to you in scanned copy by the email and the original document by the regular post to your home address (or you can pick it up in person).

All Erasmus+ information is also available at University/Faculty web pages and by the email inquiries.



ACADEMIC CALENDER

ACADEMIC YEAR

2023. - 2024.

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)
- 11.5 - Faculty Day (no classes)
- Free days (by Deans decision)

10-2023						
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07-2024						
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Free days (by Deans decision)
- 22.12.2023. & 31.05.2024.