



UNIVERSITY OF RIJEKA
**FACULTY OF ECONOMICS
AND BUSINESS**

**UNIVERSITY OF RIJEKA, FACULTY OF ECONOMICS AND BUSINESS
INTERNATIONAL INCOMING STUDENT MOBILITY MANUAL**

Rijeka, 2022

CONTENT

1. INTRODUCTION	2
1.1. MANUAL'S PURPOSE	2
1.2. DEFINITION OF TERMS AND ABBREVIATIONS.....	2
1.2.1. Documents	2
1.2.2. Offices and services.....	3
2. INCOMING MOBILITY PROCEDURES	4
2.1. ERASMUS MOBILITY	4
2.1.1. Activities before the mobility	4
2.1.2. Activities at the start of the mobility period	5
2.1.3. Activities at the end of the mobility period	6
2.2. CEEPUS MOBILITY	8
2.2.1. Activities before the mobility	8
2.2.2. Activities at the start of the mobility period	8
2.2.3. Activities at the end of the mobility period	10
3. COURSES REQUIREMENTS	11
4. ADDITIONAL INFORMATION	13

1. INTRODUCTION

1.1. MANUAL'S PURPOSE

This Manual describes the procedure and the practice of the incoming student mobility realized within the activities of the International Relations Office of the University of Rijeka (hereinafter referred to as **UNIRI**) and the Faculty of Economics and Business (hereinafter referred to as **EFRI**). It primarily refers to the procedures, rights and obligations of students at the Faculty. The purpose of the Manual is intended primarily to help students with the activities related to their mobility, but also serves to the other involved parties.

1.2. DEFINITION OF TERMS AND ABBREVIATIONS

1.2.1. Documents

- **Application Form** – Document issued by UNIRI for the initiation of the incoming student's application process.
- **Welcome Letter** – Document sent to incoming students by UNIRI, which provides information on: starting and finishing dates of the semester, accommodation possibilities, visas, residence registration, insurance, etc.
- **Acceptance Letter** – Document sent to incoming students by UNIRI upon (and in case of) EFRI's approval of the student's international mobility proposal.
- **Learning Agreement for Studies, abbr. LA (hereinafter referred to as LA)** – Document in which the student specifies courses that he/she will attend at EFRI, during the international mobility.
- **Changes to Original Learning Agreement – LA Section to be completed during the mobility (hereinafter referred to as LA Changes)** – Document which states possible changes to the LA, submitted by the student to the Erasmus/CEEPUS coordinator at the latest during the first two weeks of the mobility.
- **Transcript of Records (officially: "Recognition Outcomes / LA Section to be completed after mobility"; hereinafter referred to as TR)** – Document containing relevant information (in the English language) on completed courses at EFRI (i.e. the results obtained by the student), issued by EFRI to the incoming student at the end of the mobility period.
- **Confirmation of Arrival/Departure** – Document specifying arrival and departure dates issued by EFRI to the incoming student at the end of the mobility period in order for the student to (usually) claim rights related to the scholarship.

1.2.2. Offices and services

- **EFRI International Relations Office** – Office at EFRI, which administratively coordinates the international student mobility and helps the student with procedures and activities needed for the realization of the international mobility.
- **Erasmus Coordinator** – EFRI's academic staff member, who confirms and signs required documents to the incoming ERASMUS student and helps in solving issues of the academic type.
- **CEEPUS coordinator** – EFRI's academic staff member, who confirms and signs required documents to the incoming CEEPUS student and helps in solving issues of the academic type.
- **Erasmus buddy** – A student of UNIRI (usually with previous outgoing international mobility experience) who helps the incoming student to integrate at EFRI and UNIRI.
- **Erasmus Mobility Office of the University of Rijeka** – Office which carries out Erasmus student mobility at the UNIRI.
- **Student Registry / Student Affairs Office** – EFRI's office in charge of registering students upon their arrival, issuing a student identification card "X-ica" and passwords required for the Internet access and the STUDOMAT¹ and MERLIN², as well as necessary certificates for residence registration and public transport.

¹ The Croatian student interface system.

² An e-learning platform used at the Faculty of Economics Rijeka

2. INCOMING MOBILITY PROCEDURES

2.1. ERASMUS MOBILITY

2.1.1. *Activities before the mobility*

- Upon the completion of the selection at the home institution, the home institution nominates a student to UNIRI. UNIRI sends the Application Form and Welcome Letter with the list of documents needed for the application and the application deadline to the nominated student.
- When UNIRI receives the application documents of the incoming student, it forwards them to the EFRI International Relations Office.
- The International Relations Office and the Erasmus coordinator check the LA (whether the chosen courses are performed in the current semester, in the appropriate language, whether the ECTS credits are correctly indicated and whether attendance quotas are not already fully engaged). If the student can take all the courses specified in the LA, it is confirmed by the Erasmus coordinator and Dean or Vice-dean for studies and sent directly to the incoming student or the student's home institution, depending where the LA came from. If changes to the LA are needed, the EFRI International Relations Office communicates with the student to find appropriate substitute courses. Agreed changes are then sent to the student's home International Relations Office or other competent personnel (and the procedure is repeated, if needed).
- EFRI International Relations Office and the Erasmus coordinator control other application documents to confirm the acceptance of the incoming student to UNIRI by sending the student and the UNIRI a copy of the confirmed Application form.
- The University sends the Acceptance letter to the home institution and/or to the student. The Acceptance letter contains information about the start and end dates of the semester, the date of the *Welcome day* at UNIRI, and the Erasmus coordinator and the Erasmus buddy contact details.
- EFRI International Relations Office sends the student the Incoming student mobility manual and the course schedules.
- The student is responsible for his/her accommodation. The student is advised to contact the Erasmus buddy for help in that matter.

2.1.2. Activities at the start of the mobility period

- Upon arrival, the incoming student is welcomed by the Erasmus buddy. The incoming student attends the Welcome Day at UNIRI during which additional information on studying and living in Rijeka is provided.
- The incoming student arrives at EFRI accompanied by the Erasmus buddy and contacts the EFRI International Relations Office. The incoming student gets there the instructions about the procedures necessary to register at EFRI and for the residence permit. The student gets the application form for **OIB**³ with which temporary OIB can be obtained at the **Tax Administration**. On this occasion, the Office also specifies, at the back of the LA, the level and the year of the study for the student (based on level and year at the home university). Also, the student is informed that all information about the registered courses will be available on MERLIN, where the incoming student also gets registered at the end of the second semester week. Student is obliged to follow all necessary information on the MERLIN system.
- With the temporary OIB and the LA, the student enrolls at the Student registry office into **ISVU**,⁴ takes photos for the Student identification card (which is received within several days), obtains a JMBAG,⁵ STUDOMAT and MERLIN password, and password to access CARNET Internet connection, the certificates of student status necessary for residence registration and public transport. On that occasion, the registered courses are not yet entered into the ISVU/STUDOMAT systems.
- During the first semester week, the incoming student has to contact the lecturers of all courses they applied to get acquainted with course requirements / obligations, and to inform the lecturer of any possible difficulties (schedule overlapping, date of departure from Rijeka if it is before the exams – which can be taken three times: so, in case of an early departure, the student can request additional exam dates, etc.). In cases of schedule overlapping, the students are encouraged to contact both lecturers by e-mail even before coming to Rijeka to assess whether it is still possible to stay enrolled in both courses. In case this possibility isn't an option, the student changes one of the courses during the first week (or two, exceptionally) of the semester. The student uses LA Changes form to change the courses and hands it over to the Erasmus coordinator for confirmation on the second Monday of the semester.
- On the second Tuesday of the semester (at the latest), the student brings the LA Changes to the EFRI International Relations Office which requires the Dean's or Vice-dean for studies' verification and sends the LA Changes to the students' home institution in order to confirm them.
- On the second Wednesday of the semester (at the latest), the EFRI International Relations Office delivers the final LA and LA Changes of all the incoming students (signed

³ Personal Identification Number in Croatia.

⁴ Information System of the Higher Education Institutions.

⁵ Student Identification Number in Croatia.

at least at the EFRI level) to the Student Registry Office, in order to enrol students' courses into the ISVU / STUDOMAT.

- On the second Thursday of the semester (at the latest), the Student Registry Office enrolls the student to the courses through the ISVU, issues the student's Admission confirmation and delivers it to the student and the EFRI International Relations Office. The same day, the International Relations Office (as soon as it gets Admission confirmation) informs all lecturers that the Erasmus students are enrolled in the ISVU system and that they should now be registered into the e-courses on MERLIN, as well.
- On the second Friday of the semester (at the latest), the lecturers are obliged to enrol students into e-courses on MERLIN. After that, students are expected to follow all relevant information on the courses via the MERLIN system.
- Exceptional changes to the LA after the first week of the semester are possible only if the home institution rejects proposed LA changes. In such case, the EFRI International Relations Office is required to coordinate new changes with the student, the home institution, EFRI lecturers and the Erasmus coordinator, as soon as possible. Once these exceptional changes are established, the EFRI International Relations Office coordinates changes in the ISVU (sends the new LA Changes to the Student Registry Office) and informs the involved lecturers of the changes. The students are warned that lecturers are not obliged to accept enrolments to their course after the second week of the semester, so it is in the student's best interest to get confirmation of the LA by both institutions as soon as possible. The Student Office changes courses in the ISVU exclusively if they are approved by the EFRI coordinator and received by the International Relations Office.

2.1.3. Activities at the end of the mobility period

- Before the student leaves Rijeka, he/she asks the EFRI International Relations Office to issue a Confirmation of Arrival / Departure signed by the Erasmus coordinator and the Dean or Vice-dean for studies. The Confirmation is handed to the incoming student or sent by post / mail.
- Within about a week after each exam, the course lecturer sends the final grades of all the students who applied for the particular exam date to the Student Office, in order to record them into the ISVU system. The student waits for all grades to be recorded into the ISVU system, and then contacts the EFRI International Relations Office to receive the TR. At the request of the EFRI International Relations Office, the Student Office issues a TR with the list of successfully completed courses (title of the course, teaching hours, ECTS points, local grade, percentage grade and ECTS grade) and a description of local grades. If the student is still in Croatia, the TR can be delivered personally on site at the EFRI International Relations Office, or alternatively, it is sent by post.

- In case the student needs a course description in English, first he/she checks whether such information can be found on the EFRI web page https://www.efri.uniri.hr/hr/smjer_international_business_na_engleskom_jeziku/2171/353 or https://www.efri.uniri.hr/hr/smjer__international_business_na_engleskom_jeziku/2174/359 , and if not, he/she can contact the course lecturer, who is required to issue such a description.

2.2. CEEPUS MOBILITY

2.2.1. Activities before the mobility

- The student who arrives through the CEEPUS network (not as a freemover), in coordination with the home institution applies for the mobility and waits to be approved by four interested sides: the home institution, the home country national CEEPUS office, the host institution, and the host country national CEEPUS office). If the student is approved by all sides, he/she signs the CEEPUS Grant Agreement and delivers it to the EFRI International Relations Office, along with the proposed LA (for confirmation) and other documents requested by the Office.
- The student who arrives as a freemover (possible only in the summer semester), before applying for CEEPUS exchange has to prepare the application documents, including the Acceptance letter which is issued by the host institution. For this purpose, the student contacts the EFRI International Relations Office by sending a Letter of recommendation of the home institution (and other documents, if required by the Office). Based on these documents, the EFRI International Relations Office sends an Acceptance Letter signed by the CEEPUS coordinator and the Dean or Vice-dean for studies. At that point, the student-freemover signs the CEEPUS Grant Agreement and delivers the LA (confirmed by the home institution) to the EFRI International Relations Office, and other documents if requested by the Office.
- The EFRI International Relations Office and the CEEPUS coordinator examine the proposed LA (whether the chosen courses are performed in the current semester, in the appropriate language, whether the ECTS credits are correctly indicated and whether attendance quotas are not already fully engaged). If the student can take all the courses specified in the LA, it is confirmed by the CEEPUS coordinator and the Dean or Vice-dean for studies, and sent directly to the incoming student or the student's home institution, depending where the LA came from. If changes to the LA are needed, the EFRI International Relations Office communicates with the student to find appropriate substitute courses. The student sends LA Changes to the Office for approval (and the procedure is repeated if needed).
- The EFRI International Relations Office sends the student the Incoming student mobility manual and the course schedules.
- According to the CEEPUS organizational procedure, the student (in a freemover or a non-freemover arrangement) has accommodation ensured in the Student dormitory.

2.2.2. Activities at the start of the mobility period

- Upon arrival, the student is accommodated in the Student dormitories. They initiate the procedure for the residence registration of the student.

- The student arrives in the EFRI International Relations Office to receive the enrolment procedures and to get the application form for the OIB⁶ to obtain a temporary OIB at the Tax Administration Office. On this occasion, the Office also specifies, at the back of the LA, the level and the year of the study for the student (based on the level and year at the home university). Also, the student is informed that all information about enrolled courses will be available on MERLIN⁷, where the incoming student gets registered at the end of the second week of the semester. The student is required to follow all necessary information on the MERLIN system.
- With the temporary OIB and the LA, the student registers at the Student Registry Office into ISVU,⁸ takes photos for the Student identification card (which is received within several days), obtains a JMBAG,⁹ a STUDOMAT¹⁰ and MERLIN password, and a password to access CARNET Internet connection, the certificates of student status necessary for residence registration and public transport. On that occasion, the registered courses are not yet entered into the ISVU/STUDOMAT systems.
- During the first semester week, the incoming student has to contact the lecturers of all courses they applied to get acquainted with course requirements / obligations, and to inform the lecturer of any possible difficulties (schedule overlapping, date of departure from Rijeka if it is before the exams – which can be taken three times: so, in case of an early departure, the student can request additional exam dates, etc.). In cases of schedule overlapping, the students are encouraged to contact both lecturers by e-mail even before coming to Rijeka to assess whether it is still possible to stay enrolled in both courses. In case this possibility isn't an option, the student changes one of the courses during the first week (or two, exceptionally) of the semester. The student uses LA Changes form to change the courses and hands it over to the CEEPUS coordinator for confirmation on the second Monday of the semester.
- On the second Tuesday of the semester (at the latest), the student brings the LA Changes to the EFRI International Relations Office which requires the Dean's or Vice-dean for studies' verification and sends the LA Changes to the students' home institution in order to confirm them.
- On the second Wednesday of the semester (at the latest), the EFRI International Relations Office delivers the final LA and LA Changes of all the incoming students (signed at least at the EFRI level) to the Student Registry Office, in order to enrol students' courses into the ISVU / STUDOMAT.
- On the second Thursday of the semester (at the latest), the Student Registry Office enrolls the student to the courses through the ISVU, issues the student's Admission confirmation and delivers it to the student and the EFRI International Relations Office. The same day, the International Relations Office (as soon as it gets Admission

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⁷ An e-learning platform used at the Faculty of Economics Rijeka

⁸ Information System of the Higher Education Institutions.

⁹ Student Identification Number in Croatia.

¹⁰ The Croatian student interface system.

confirmation) informs all lecturers that the CEEPUS students are enrolled in the ISVU system and that they should now be registered into the e-courses on MERLIN, as well.

- On the second Friday of the semester (at the latest), the lecturers are obliged to enrol students into e-courses on MERLIN. After that, students are expected to follow all relevant information on the courses via the MERLIN system.
- Exceptional changes to the LA after the first week of the semester are possible only if the home institution rejects proposed LA changes. In such case, the EFRI International Relations Office is required to coordinate new changes with the student, the home institution, EFRI lecturers and the CEEPUS coordinator, as soon as possible. Once these exceptional changes are established, the EFRI International Relations Office coordinates changes in the ISVU (sends the new LA Changes to the Student Registry Office) and informs the involved lecturers of the changes. The students are warned that lecturers are not obliged to accept enrolments to their course after the second week of the semester, so it is in the student's best interest to get confirmation of the LA by both institutions as soon as possible. The Student Office changes courses in the ISVU exclusively if they are approved by the EFRI coordinator and received by the International Relations Office.

2.2.3. Activities at the end of the mobility period

- Before the student leaves Rijeka, he/she asks the EFRI International Relations Office to issue a Confirmation of Arrival / Departure signed by the CEEPUS coordinator and the Dean or Vice-dean for studies. The Confirmation is handed to the incoming student or sent by mail.
- Within about a week after each exam, the course lecturer sends the final grades of all the students who applied for the particular exam date to the Student Office, in order to record them into the ISVU system. The student waits for all grades to be recorded into the ISVU system, and then contacts the EFRI International Relations Office to receive the TR. At the request of the EFRI International Relations Office, the Student Office issues a TR with the list of successfully completed courses (title of the course, teaching hours, ECTS points, local grade, percentage grade and ECTS grade) and a description of local grades. If the student is still in Croatia, the TR can be delivered personally on site, or alternatively, it is sent by post.
- In case the student needs a course description in English, first he/she checks whether such information can be found on the EFRI web page https://www.efri.uniri.hr/hr/smjer_international_business_na_engleskom_jeziku/2171/353 or https://www.efri.uniri.hr/hr/smjer__international_business_na_engleskom_jeziku/2174/359 , and if not, he/she can contact the course lecturer, who is required to issue such a description.

3. COURSES REQUIREMENTS

- The undergraduate or graduate student can choose any course from either undergraduate or graduate studies performed in the exchange semester if the student has sufficient knowledge of the Croatian language. If the undergraduate or graduate student cannot fully participate in the course in Croatian, the student can choose only courses from undergraduate or graduate studies of the International Business study programme entirely performed in English. Doctoral students can choose courses based on the individual contact with the course lecturer.
- The student is obliged to perform all the assignments during the course (seminars, mid-terms, tests, essays, homework, etc.) and the **final exams** (after the teaching period) within the specified dates, same as local students have to (unless an additional final exam date is approved for incoming students). Obligations (assignments, seminars, tests...) during the teaching period of the course bring a maximum of **70 points**. The exact distribution of these points is indicated on MERLIN for each course, in accordance with the lecturer's concept of evaluation of student's knowledge and skills. The final exam brings a maximum of **30 points** in all the courses.
- In order to complete the course and get ECTS credits, the student must first earn the right to take the final exam, i.e. to get **a minimum of 35 points** out of 70 (through seminars, mid-terms, tests, essays, etc.) and then to take and pass the final exam with **a minimum of 15 points** out of 30. Only then the course can be completed and the student can get ECTS points from the host institution.
- In addition, students have to fulfil 50% of every of the Intended Learning Outcomes (ILOs).
- Regardless the enrolled degree level (bachelor or master) at the home institution (and EFRI, accordingly), evaluation of each course is made in the same way (see below the grading table).
- Students signs up for exams via STUDOMAT, at least 5 working days before the final exam. Since STUDOMAT is mostly in Croatian language, students can ask their Erasmus buddy (or if not possible, the Study Registry Office) for help.
- Students can try to pass an exam **three times** on regular or additional exam dates. During each academic year there are three regular exam dates within three months after course teachings and one regular exam date in September. Besides regular exam dates, **one additional exam date** can be approved by the lecturer (if requested by students at least three weeks before the end of lectures), conditioned by an earlier student's departure from Rijeka. This additional exam date is enabled only to incoming students who do not stay in Rijeka during the period of the three regular exam dates. Additional exam dates are usually organized during the last week of the teaching period (a "pre-term"). Other options are possible only for exceptional occasions (such as serious illness or injuries, etc.). If the additional exam date is agreed/approved, the course lecturer contacts the

teaching schedule organizer in order to enable the additional exam date within the ISVU system.

- Students who achieved 35 or more points during a course (seminars, mid-terms, tests, essays, etc.) they get the right to take the final exam.
- The final exam points **are added** to the points achieved during teaching activities, so the sum of these points corresponds to following grades:
 - 50-59,9 points = grade 2/D/sufficient
 - 60-74,9 points = grade 3/C/good
 - 75-89,9 points = grade 4/B/very good
 - 90-100 points = grade 5/A/excellent

Obtained grade points (0-100)	ECTS grading scale	Grade
90 - 100%	A	Excellent (5)
75 - 89.9%	B	Very good (4)
60 - 74.9%	C	Good (3)
50 - 59.9%	D	Sufficient (2)
0 - 49.9%	F	Fail (1)

4. ADDITIONAL INFORMATION

Useful links:

- EFRI: https://www.efri.uniri.hr//en/student_mobility_and_internationalization/115
- ERASMUS (Student mobility):
http://www.uniri.hr/index.php?option=com_content&view=category&layout=blog&id=66&Itemid=156&lang=en
- CEEPUS: <http://www.ceepus.info/>

Contact information on Faculty of Economics and Business in Rijeka:

- International Relations Office: **Marko Donadić, MPhil**, office 25/I, phone: +385/51/355-118, e-mail: marko.donadic@efri.hr.
- ERASMUS and CEEPUS coordinator: **Petra Adelajda Zaninović, PhD**, office 40/II, phone: +385/51/355-137, e-mail: petra.adelajda.zaninovic@efri.hr.
- Student Registry Office: **Vladimir Trninić**, phone: +385/51/355-113, e-mail: vladimir.trninic@efri.hr.

Additional useful contacts:

- ESN student Association: esn.rijeka@gmail.com