

PRIRUČNIK MOBILNOSTI FAKULTETA U RIJECI	ODLAZNE STUDENATA	MEĐUNARODNE EKONOMSKOG	INTERNATIONAL OUTGOING STUDENT MOBILITY MANUAL OF THE FACULTY OF ECONOMICS AND BUSINESS IN RIJEKA
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1. UVOD			1. INTRODUCTION
1.1. SVRHA PRIRUČNIKA			1.1. THE PURPOSE OF THE MANUAL
Ovaj Priručnik opisuje proceduru i praksu odlazne (eng. outgoing) studentske mobilnosti koja se realizira u okviru aktivnosti Ureda za ERASMUS mobilnost Sveučilišta u Rijeci (u daljnjem tekstu Sveučilišta) i Ekonomskog fakulteta u Rijeci (u daljnjem tekstu Fakulteta), a prvenstveno se odnosi na procedure, prava i obveze studenta prema Fakultetu. Svrha je priručnika olakšati tijek aktivnosti vezanih za odlaznu mobilnost studenata, prvenstveno studentima, ali i svim uključenim akterima.			This Manual describes the procedure and the practice of the outgoing student mobility realized within the activities of the International Mobility Office/ ERASMUS of the University of Rijeka (hereinafter referred to as the University) and the Faculty of Economics and Business in Rijeka (hereinafter referred to as the Faculty). It primarily refers to the procedures, rights and obligations of students towards the Faculty. The purpose of the Manual is intended primarily to help students with the activities related to their mobility, but also serves to other involved parties.
1.2. DEFINICIJA POJMOVA I SKRAĆENICA			1.2. DEFINITIONS OF TERMS AND ABBREVIATIONS
1.2.1. Dokumenti			1.2.1. Documents
- Odlazni student (Outgoing Student) je student Sveučilišta koji dio studijskih obveza ili stručnu praksu obavlja na inozemnoj ustanovi domaćinu. - Prihvatno pismo (eng. Acceptance Letter, u Erasmusu) – Pismo koje strana institucija šalje studentu ukoliko			- Outgoing student is a University student who performs a part of his/ her student obligations or traineeship at the foreign host institution. - Acceptance Letter – a letter sent to the student by the

je nominacija studenta od strane Sveučilišta prihvaćena, odnosno ukoliko je student prihvaćen za studijski boravak na stranoj instituciji („domaćinu“).

- Potvrda praksodavca o primitku (eng. Acceptance Confirmation, u praksi) – Dokument kojim praksodavac izražava suglasnost da student izvrši praksu u njegovom poslovnom subjektu.
- Potvrda o dodjeli stipendije (eng. Letter of Award, u CEEPUSu) - Dokument kojim CEEPUS potvrđuje studentu odobrenje stipendije za boravak na stranoj instituciji.
- Ugovor o studijskom boravku / Ugovor o stručnoj praksi / Ugovor o stipendiranju – Ugovor kojeg studenti sklapaju sa Sveučilištem, a kojim su regulirana prava i obveze vezane za dobivanje Erasmus/CEEPUS stipendije.
- Ugovor o studiranju (eng. Learning Agreement for Studies; u daljnjem tekstu „LA“) – Dokument u kojem student u suradnji s koordinatorima specificira kolegije koje planira pohađati i polagati na inozemnoj instituciji tijekom studijskog boravka.
- Ugovor o stručnoj praksi (eng. Training Agreement for Studies; u daljnjem tekstu „TA“) – Dokument u kojem student specificira program stručne prakse u ustanovi domaćinu (inozemnoj instituciji u sklopu studijskog boravka).
- Plan akademskog priznavanja (Prijedlog uz LA) – Dokument kojeg temeljem LA-a izdaje Erasmus/CEEPUS koordinator prije studentovog odlaska na mobilnost, a kako bi studenti znali kojih će kolegija iz studijskog programa Fakulteta biti oslobođeni polaganja, ukoliko na stranoj instituciji polože kolegije utvrđene LA-em.
- Izjava studenta o javljanju predmetnim nastavnicima Fakulteta – Dokument koji student potpisuje pri Uredu za međunarodne odnose Fakulteta prije odlaska na mobilnost, a temeljem kojeg se obvezuje javiti u što kraćem roku predmetnim nastavnicima s kolegija iz studijskog programa Fakulteta koje će polagati nakon razdoblja mobilnosti, odnosno u okviru kojih neće moći izvršiti redovne obveze tijekom razdoblja mobilnosti.
- Izmjene Ugovora o studiranju/stručnoj praksi (eng. Changes to Original Learning Agreement / LA Section to be completed during the mobility; u daljnjem tekstu „izmjene LA-a“) – Dio LA-a u kojem student vrši eventualne izmjene programa studiranja/stručne prakse tijekom razdoblja mobilnosti (u pravilu tijekom prva dva tjedna mobilnosti).
- Prijepis ocjena (eng. Recognition Outcomes, u daljnjem tekstu RO; prije: „Transcript of Records – TR“) – Dokument koji strana institucija izdaje studentu po završetku razdoblja mobilnosti, a u kojem su navedeni rezultati mobilnosti (položeni predmeti, ECTS-i, ocjene...). RO je službeno potvrđeni dokument institucije domaćina, te može biti nadopunjen dijelom LA-a koji se ispunjava nakon mobilnosti (LA section to be completed after the Mobility“).
- Potvrda o dužini boravka na ustanovi domaćinu (alternativno: „Potvrda o razdoblju boravka; eng. Confirmation of Arrival/Departure) – Dokument kojeg izdaje strana institucija po završetku mobilnosti, a temeljem kojeg Sveučilište dodjeljuje preostali iznos stipendije, studentska služba reaktivira X-icu itd.
- Potvrda o priznavanju ECTS-a radi ostvarivanja studentskih prava (Potvrda o akademskom priznavanju kolegija) – Dokument kojeg temeljem RO-

foreign institution, in case the nomination of the student by the University has been accepted, i. e. in case the student has been accepted for a study visit at the foreign institution (“host”).

- Acceptance Confirmation – a document issued by an institution where the student will do his/ her traineeship, expressing consent that the student can do the traineeship at the given institution.
- Letter of Award – a document issued by CEEPUS, confirming the awarding of a mobility grant for a study visit to the foreign institution.
- Study Visit Agreement/ Traineeship Agreement/ Grant Agreement – an agreement between the student and the University, regulating the rights and the obligations related to Erasmus/ CEEPUS grant.
- Learning Agreement for Studies (hereinafter referred to as LA) – a document in which the student, in cooperation with the coordinators, specifies the courses s/ he plans to attend and the exams s/ he plans to take at the foreign institution during the mobility period.
- Training Agreement for Studies (hereinafter referred to as TA) – a document in which the student specifies the traineeship program at the foreign host institution during the mobility period.
- Academic Recognition Plan (a suggestion with the LA) – a document based on the LA and issued by the Erasmus/ CEEPUS coordinator before the start of the mobility period, determining which courses from the Faculty's study program will be recognized in case the student passes the course at the foreign institution, as agreed in the LA.
- Statement on contacting the Faculty's course holders – a document signed by the student at the Faculty's International Relations Office before the start of the mobility period, based on which the student is obliged to contact the course holders from the Faculty's study program whose courses s/ he will have to pass after the mobility period, i. e. whose course obligations s/ he will not be able to perform during the mobility period.
- Changes to Original Learning Agreement/ LA Section to be completed during the mobility (hereinafter referred to as LA Changes) – a part of the LA where student may change the study/ traineeship program during the mobility period (generally during the first two weeks of the mobility period).
- Recognition Outcomes (hereinafter referred to as the RO, earlier known as: Transcript of Records) – a document issued to the student by the foreign institution after the mobility period (results obtained by the student, ECTS credits, grades...). The RO is an officially confirmed document issued by the foreign institution and may be complemented by the part of the LA filled out after the mobility period (LA section to be completed after the mobility).
- Confirmation of Arrival/ Departure – a document issued by the foreign institution after the mobility period, based on which the University pays out the remaining amount of the awarded grant, the Student Registry reactivates the student's X-card etc.
- Certificate of ECTS credits recognition with the purpose of exercising student rights/ Certificate of Academic Recognition – a document based on the RO and the Academic Recognition Plan, issued by the Erasmus/ CEEPUS coordinator after the mobility period, based on which the Faculty's Student Registry enters the mobility results.
- Traineeship Certificate/ LA Section to be completed after

a i Plana akademskog priznavanja izdaje Erasmus/CEEPUS koordinator nakon studentovog povratka s mobilnosti, a na temelju kojeg studentska služba Fakulteta unosi rezultate mobilnosti.

- Potvrda o obavljenoj stručnoj praksi (eng. Traineeship Certificate / LA Section to be completed after the mobility) – Dokument koji Praksodavac studentu izdaje po izvršenju stručne prakse, temeljem kojeg Erasmus koordinator studentu izdaje Potvrdu o akademskom priznavanju jednog izbornog predmeta.
- Završno izvješće za studijski boravak/Završno izvješće o stručnoj praksi – Izvješće koje studenti ispunjavaju nakon povratka s mobilnosti, a temeljem kojeg dobivaju preostali iznos stipendije.
- Izvještaj o mobilnosti (eng. Mobility Report, u Ceepusu) – Upitnik o zadovoljstvu s CEEPUS mobilnosti temeljem kojeg CEEPUS isplaćuje ostatak stipendije.

1.2.2. Uredi i službe

- Ured za međunarodne odnose – Ured pri Fakultetu koji provodi administrativnu potporu međunarodnoj mobilnosti studenata te pomaže studentima oko procedura i postupaka potrebnih za ostvarivanje međunarodne mobilnosti.
- Erasmus koordinator – Osoba pri Fakultetu koja pruža akademsku potporu studentima koji učestvuju u Erasmus odlaznoj mobilnosti (sugerira i potvrđuje kolegije koje studenti odabiru na stranoj instituciji, odnosno potpisuje LA i njegove izmjene, Plan akademskog priznavanja i Potvrdu o priznavanju ECTS-a radi ostvarivanja studentskih prava, te je ovlaštena potpisivati i sve ostale dokumente u svezi s Erasmus mobilnosti.
- CEEPUS koordinator – Osoba pri Fakultetu koja pruža akademsku potporu studentima koji učestvuju u CEEPUS odlaznoj mobilnosti (sugerira i potvrđuje predmete koje studenti odabiru na stranoj instituciji, odnosno potpisuje LA, Plan akademskog priznavanja i Potvrdu o akademskom priznavanju) te je ovlaštena potpisivati i sve ostale dokumente u svezi s Ceepus mobilnosti.
- Bilateralni Erasmus koordinatori – Osobe na Fakultetu koje studentima pomažu odabrati predmete na pojedinoj stranoj instituciji. Popis bilateralnih Erasmus koordinatora zaduženih za pojedinu inozemnu instituciju dostupan je u Uredu za međunarodne odnose Fakulteta.
- Služba za ERASMUS mobilnost Sveučilišta u Rijeci – Ured koji provodi Erasmus mobilnost dolaznih i odlaznih studenata na razini Sveučilišta.
- Studentska služba (Evidencija studija) – Ured Fakulteta koji studentima po povratku s mobilnosti rezultate mobilnosti ostvarene na inozemnoj instituciji evidentira u sustavima ISVU i ISVU patch, kako bi ih oslobodila od obveza polaganja određenih kolegija iz studijskog programa Fakulteta sukladno Potvrdi o priznavanju ECTS-a radi ostvarivanja studentskih prava te kako bi im se ponovno reaktivirala X-ica.

2. PROCEDURA ODLAZNE MOBILNOSTI

2.1. ERASMUS STUDIJSKI BORAVAK

2.1.1. Aktivnosti prije studijskog boravka

- Sveučilište raspisuje Erasmus natječaj u ožujku za iduću akademsku godinu, a ukoliko postoje

the mobility – a document issued by an institution where the student has done his/ her traineeship, based on which the Erasmus coordinator issues the Certificate of Academic Recognition of one elective course.

- Final Report – a report filled out by the student after the mobility period, based on which the remaining amount of the awarded grant will be paid out to the student.
- Mobility Report – a questionnaire about the satisfaction with the CEEPUS mobility, based on which CEEPUS pays out the remaining amount of the awarded grant.

1.2.2. Offices and services

- International Relations Office - Office at the Faculty 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 – Faculty's academic staff member who provides academic support to students participating in Erasmus outgoing mobility (suggests and confirms the courses students choose at the foreign institution, signs the LA and the LA Changes, the Academic Recognition Plan and the Certificate of ECTS credits recognition with the purpose of exercising student rights, and is authorized to sign all other documents related to Erasmus mobility).
- CEEPUS coordinator – Faculty's academic staff member who provides academic support to students participating in CEEPUS outgoing mobility (suggests and confirms the courses students choose at the foreign institution, signs the LA, the Academic Recognition Plan and the Certificate of Academic Recognition), and is authorized to sign all other documents related to Ceepus mobility.
- Bilateral Erasmus coordinators – Faculty's academic staff members who help students choose the courses at the foreign institution. The list of bilateral Erasmus coordinators of certain foreign institutions is available at the Faculty's International Relations Office.
- International Mobility Office/ ERASMUS of the University of Rijeka – an office which carries out incoming and outgoing Erasmus student mobility at the University level.
- Student Registry – Faculty's office which enters the student's results after the mobility period and registers him/ her at the ISVU and ISVU patch systems, in order for the courses which the student has passed from the Faculty's study program to be recognized, based on the Certificate of ECTS credits recognition with the purpose of exercising student rights and in order to reactivate the student's X-card.

2. OUTGOING MOBILITY PROCEDURES

2.1. ERASMUS STUDY VISIT

2.1.1. Activities before the study visit

- The University of Rijeka announces the beginning of applications for ERASMUS tenders in March for the

neraspoređena sredstva i u listopadu za ljetni semestar tekuće akademske godine. Obavijest o natječaju objavljuje se na web stranicama Sveučilišta i Fakulteta te na oglasnoj ploči Ureda za međunarodne odnose Fakulteta. Popis svih institucija na kojima studenti mogu ostvariti odlaznu mobilnost objavljuje Sveučilište, s time da postoji mogućnost iniciranja, odnosno finaliziranja bilateralne suradnje i tijekom razdoblja natječaja. Natječaju mogu pristupiti redoviti i izvanredni studenti.

- Studenti mogu predlagati i druge ustanove koje odgovaraju propozicijama – tj. da se radi o učilištu koje je priznato prema nacionalnim propisima kao sveučilišni program, odnosno ako ispunjava zahtjeve za priznavanje inozemnih sveučilišnih diploma/kvalifikacija. No, ograničenje može biti procedura sklapanja bilateralnog ugovora između dvije institucije, koja često traje više tjedana ili čak mjeseci.
- Zainteresirani studenti prijavljuju se na natječaj Sveučilišta i kompletnu natječajnu dokumentaciju šalju Sveučilištu u natječajem propisanim rokovima. Studenti pritom odabiru instituciju na kojoj žele ostvariti studijski boravak, uz alternativnu instituciju u slučaju da je na odabranoj instituciji kvota popunjena. Tijekom trajanja natječaja studenti mogu kontaktirati instituciju za koju su zainteresirani, Erasmus koordinatore, Ured za međunarodne odnose kao i bilateralne koordinatore na Fakultetu. Uobičajeno je i da Sveučilište tijekom trajanja natječaja organizira na svakoj sastavnici Erasmus info-dan. Ured za međunarodne odnose tom prilikom studentima uručuju Priručnik odlazne međunarodne mobilnosti studenata Ekonomskog fakulteta u Rijeci.
- Sveučilište provodi selekciju prijavljenih studenata prema objavljenim kriterijima od kojih je najvažniji prosjek ocjena te obavještava studente o rezultatima natječaja i instituciji za koju će student biti nominiran, ukoliko je prošao na natječaju. Ukoliko bolje rangirani studenti popune mjesta na obje željene institucije, studentu se može ponuditi alternativno rješenje. Studente nominirane za mobilnost, Sveučilište informira i o obvezama prije i nakon povratka s mobilnosti (dokumentacija potrebna prije i nakon odlaska na mobilnost, reguliranje zdravstvenog osiguranja, smještaja i boravka).
- Sveučilište svakog pojedinog studenta nominira odabranoj stranoj instituciji. Strana institucija šalje pojedinom studentu prijavne obrasce za studij i eventualno za smještaj te popis dokumenata koje studenti prilažu prijavi. Nakon što student dostavi stranoj instituciji svu potrebnu dokumentaciju, ukoliko je prihvaćen, studentu se izdaje Prihvatno pismo u kojem se navodi informacija o trajanju semestra i informacije vezane uz dolazak na stranu instituciju.
- Student sastavlja LA u dogovoru s Erasmus koordinatom. Kako bi student znao kojih kolegija će biti oslobođen polaganja po povratku s mobilnosti (ukoliko na stranoj instituciji položi ispite predviđene LA-em), Erasmus koordinatore sastavlja Plan akademskog priznavanja. LA potpisuje Erasmus koordinatore i Dekan ili Prodekan za nastavu Fakulteta. Potpisani LA student šalje stranoj instituciji na potvrđivanje. LA koji su potvrdile obje strane student dostavlja Sveučilištu radi dobivanja stipendije te kopiju Uredu za međunarodne odnose Fakulteta.
- Tijekom tog procesa, koordinatore (ili druga odgovorna

službenici) obavještavaju o natječaju u sljedećem akademskom godini, a u slučaju sredstava koja nisu dodijeljena, aplikacije za ERASMUS natječaje mogu se podnijeti i u oktobru za ljetni semestar tekuće akademske godine. Obavijest o natječaju objavljuje se na web stranicama Sveučilišta i Fakulteta te na oglasnoj ploči Ureda za međunarodne odnose Fakulteta. Popis svih institucija na kojima studenti mogu ostvariti odlaznu mobilnost objavljuje Sveučilište, s time da postoji mogućnost iniciranja, odnosno finaliziranja bilateralne suradnje i tijekom razdoblja natječaja. Natječaju mogu pristupiti redoviti i izvanredni studenti.

- Studenti mogu predlagati i druge ustanove koje odgovaraju propozicijama – tj. da se radi o učilištu koje je priznato prema nacionalnim propisima kao sveučilišni program, odnosno ako ispunjava zahtjeve za priznavanje inozemnih sveučilišnih diploma/kvalifikacija. No, ograničenje može biti procedura sklapanja bilateralnog ugovora između dvije institucije, koja često traje više tjedana ili čak mjeseci.
 - Zainteresirani studenti prijavljuju se na natječaj Sveučilišta i kompletnu natječajnu dokumentaciju šalju Sveučilištu u natječajem propisanim rokovima. Studenti pritom odabiru instituciju na kojoj žele ostvariti studijski boravak, uz alternativnu instituciju u slučaju da je na odabranoj instituciji kvota popunjena. Tijekom trajanja natječaja studenti mogu kontaktirati instituciju za koju su zainteresirani, Erasmus koordinatore, Ured za međunarodne odnose kao i bilateralne koordinatore na Fakultetu. Uobičajeno je i da Sveučilište tijekom trajanja natječaja organizira na svakoj sastavnici Erasmus info-dan. Ured za međunarodne odnose tom prilikom studentima uručuju Priručnik odlazne međunarodne mobilnosti studenata Ekonomskog fakulteta u Rijeci.
 - Sveučilište provodi selekciju prijavljenih studenata prema objavljenim kriterijima od kojih je najvažniji prosjek ocjena te obavještava studente o rezultatima natječaja i instituciji za koju će student biti nominiran, ukoliko je prošao na natječaju. Ukoliko bolje rangirani studenti popune mjesta na obje željene institucije, studentu se može ponuditi alternativno rješenje. Studente nominirane za mobilnost, Sveučilište informira i o obvezama prije i nakon povratka s mobilnosti (dokumentacija potrebna prije i nakon odlaska na mobilnost, reguliranje zdravstvenog osiguranja, smještaja i boravka).
 - Sveučilište svakog pojedinog studenta nominira odabranoj stranoj instituciji. Strana institucija šalje pojedinom studentu prijavne obrasce za studij i eventualno za smještaj te popis dokumenata koje studenti prilažu prijavi. Nakon što student dostavi stranoj instituciji svu potrebnu dokumentaciju, ukoliko je prihvaćen, studentu se izdaje Prihvatno pismo u kojem se navodi informacija o trajanju semestra i informacije vezane uz dolazak na stranu instituciju.
 - Student sastavlja LA u dogovoru s Erasmus koordinatom. Kako bi student znao kojih kolegija će biti oslobođen polaganja po povratku s mobilnosti (ukoliko na stranoj instituciji položi ispite predviđene LA-em), Erasmus koordinatore sastavlja Plan akademskog priznavanja. LA potpisuje Erasmus koordinatore i Dekan ili Prodekan za nastavu Fakulteta. Potpisani LA student šalje stranoj instituciji na potvrđivanje. LA koji su potvrdile obje strane student dostavlja Sveučilištu radi dobivanja stipendije te kopiju Uredu za međunarodne odnose Fakulteta.
 - Tijekom tog procesa, koordinatore (ili druga odgovorna
- following academic year, and in case of funds which are not allocated, the applications for ERASMUS tenders are also possible in October for the summer semester of the current academic year. The notice about the tender can be found on the web sites of the University and of the Faculty and on the Faculty's International Relations Office notice board. The list of all institutions where students can perform their outgoing mobility is announced by the University, with the possibility of initiating, i. e. finalizing the bilateral cooperation during the tender period. Both full-time and part-time students can apply for the tender.
- Students may also suggest other institutions which satisfy the conditions – i. e. an institution recognized as a university program according to national regulations, that is, if it meets the requirements for the recognition of foreign university degrees/ qualifications. However, the limitation may be the procedure for concluding a bilateral agreement between the two institutions, which often lasts for several weeks, or even months.
 - Interested students apply to the University tender and send all required documents to the University by the given deadline. Students choose the institution at which they wish to study, but also an alternative institution, in case the quota of the chosen institution is full. During the tender period, students can contact the institution they are interested in, the Erasmus coordinator, the International Relations Office and the Faculty's bilateral coordinators. It is also common practice for the University to organize the Erasmus info-day on each of its constituents. On this occasion, the members of the International Relations Office provide students with the International Outgoing Student Mobility Manual of the Faculty of Economics and Business in Rijeka.
 - The University makes the selection of the applied students according to the criteria stated in the tender, the most important of which is the student's GPA, and informs the students about the results and the institution for which the student will be nominated, in case s/ he has been selected. If better ranked students fill the quota at both desired institutions, an alternative solution can be offered to the student. The University also informs the students nominated for mobility about their obligations before and after the mobility period (the required documentation before and after the mobility period, the regulation of the health insurance, accommodation and stay).
 - The University nominates each student for a selected foreign institution. The foreign institution then sends an application form and possibly an accommodation form and the list of required documents to the student. After the student submits all the required documents to the foreign institution, if s/he has been accepted, the student receives the Acceptance Letter which includes information on the duration of the semester and information related to the arrival to the foreign institution.
 - The student compiles the LA with the help of the Erasmus coordinator. In order for the student to know which courses will be recognized after his / her mobility period (if s/ he successfully passes all the exams at the foreign institution, as agreed in the LA), the Erasmus Coordinator draws up the Academic Recognition Plan. The LA is signed by the Erasmus coordinator and the Faculty's Dean or Vice-dean. The student sends the signed LA to the foreign institution for a confirmation. The student submits the LA confirmed by both sides to the University in order to obtain a grant. A copy of the LA is submitted to the Faculty's International Relations Office.
 - During this process, the coordinator (or other responsible

osoba) inozemne institucije provjerava predloženi LA (da li se izabrani kolegiji izvode u tekućem semestru, na odgovarajućem jeziku, da li su ECTS bodovi ispravno navedeni, da li su popunjene kvote za upis u odabrani kolegij...) te studenta i eventualno Ured za međunarodne odnose Fakulteta obavještava o ograničenjima i mogućnostima utvrđivanja LA. Eventualne izmjene potvrđuje ERASMUS koordinator Fakulteta.

- Pojedine inozemne institucije („domaćini“) zahtijevaju sastavljanje LA-a tek po dolasku studenta na njihovu instituciju. No, procedura sastavljanja LA je u pravilu ista.
- Student pri Uredu za međunarodne odnose Fakulteta potpisuje Izjavu o javljanju predmetnim nastavnicima Fakulteta. Student se u roku od 14 dana javlja onim predmetnim nastavnicima Fakulteta čiji se kolegiji u potpunosti ili dijelom izvode tijekom mobilnosti studenata, a kojih student neće biti oslobođen temeljem Plana akademskog priznavanja (ukoliko takvih kolegija ima), kako bi se s predmetnim nastavnikom dogovorili posebni termini izvršenja obveza kolegija (koji mogu predvidjeti i pojedine metode učenja na daljinu, ukoliko predmetni nastavnik to smatra adekvatnim).
- Sa sveučilištem student sklapa Ugovor o studijskom boravku i dostavlja primjerak ugovora Fakultetu kako bi se na osnovu njega studentu „zamrzнула“ X-ica tijekom perioda mobilnosti.
- Student je u daljnjem kontaktu sa stranom institucijom radi dolaska i eventualne organizacije smještaja.
- Ured za međunarodne odnose najkasnije tjedan dana prije početka semestra šalje svim nastavnicima popis studenata koji su na odlaznoj razmjeni u tekućem semestru.
- Student koji odlazi na mobilnost radi provođenja istraživanja za potrebe pisanja završnog/diplomskog/doktorskog rada, nakon što s mentorom na matičnoj instituciji definira temu rada, sa stranom institucijom dogovara privremenog supervizora koji će ga tijekom boravka na inozemnoj instituciji konzultirati u istraživanju i pisanju rada.
- Prije odlaska na takvu vrstu mobilnosti, student provjerava da li institucija domaćin omogućuje ovakav aranžman u okviru ERASMUS mobilnosti.

2.1.2. Moguće aktivnosti tijekom studijskog boravka

- O obvezama i pravima studenta tijekom razdoblja mobilnosti na inozemnoj instituciji brine Ured za mobilnost (ili neka druga odgovarajuća služba) „domaćina“.
- Tijekom boravka na stranoj instituciji moguće su promjene LA-a s kojima se postupa po istoj proceduri kao i s originalnim LA-em. Izmjene bi u pravilu trebale biti kompletirane tijekom prva dva tjedna boravka na stranoj instituciji.
- Student može produžiti boravak na mobilnosti samo sa zimskog na ljetni semestar na način da pošalje upit Sveučilištu tijekom razdoblja mobilnosti. Ukoliko Sveučilište raspolaže sredstvima, studentu se dodjeljuje stipendija i za drugi semestar. U suprotnom student može ostati na stranoj instituciji na vlastiti trošak (tzv. zero-grant boravak). Student tada sklapa novi LA s kojima se postupa po istoj proceduri kao i s

person) of the foreign institution checks the proposed LA (whether the selected courses are held in the current semester, in the appropriate language, whether the ECTS credits are properly listed, whether the quotas for the selected courses are full...) and informs the student and possibly the Faculty's International Relations Office about the limitations and possibilities for determining the LA. Any changes are confirmed by the Faculty's ERASMUS coordinator.

- The student signs the Statement on contacting the Faculty's course holders at the Faculty's International Relations Office. Within 14 days, the student contacts those course holders of the Faculty whose courses are fully or partially performed during the mobility period, and whose courses will not be recognized based on the Academic Recognition Plan (if such courses exist) in order to arrange additional terms with the course holder (which can also include certain distance learning methods, if considered adequate by the course holder).
- The student concludes the Study Visit Agreement with the University and submits a copy of the Agreement to the Faculty in order to make the student's X-card inactive during the mobility period.
- The student maintains the contact with the foreign institution and arranges the arrival and possible accommodation arrangements.
- The International Relations Office sends a list of students who participate in the outgoing exchange in the current semester to all teachers at least one week before the beginning of the semester.
- The student who applies for mobility with the purpose of conducting a research for the needs of writing a bachelor/ master/ doctoral thesis arranges an interim supervisor at the foreign institution, who will advise the student and help him/ her with research and writing during the mobility period, after the student has defined the thesis topic with his/ her mentor.
- Before the start of such mobility period, the student checks whether the host institution provides such an arrangement within ERASMUS mobility.

2.1.2. Possible activities during the study visit

- The student's obligations and rights during the mobility period at the foreign institution are handled by the Mobility Office (or other appropriate service) of the "host" institution.
- During the stay at the foreign institution, it is possible to change the LA, and the procedure is the same as with the original LA. Changes should be completed during the first two weeks of stay at the foreign institution.
- The student can extend the mobility period only from the winter to the summer semester by sending a query to the University during the mobility period. If the University has the funds, a grant is awarded to the student for one more semester. Otherwise, the student can stay at the foreign institution at his/ her own expense (the so-called zero-grant stay). The student then concludes a new LA, and the procedure is the same as with the original LA.
- The student fulfills certain obligations related to courses which are not recognized based on the Academic

originalnim LA-em. • Student izvršava pojedine obveze iz predmeta kojih nije oslobođen temeljem Plana akademskog priznavanja (ukoliko je učenje na daljinu prethodno dogovoreno s predmetnim nastavnikom, te ukoliko takvi kolegiji postoje). 2.1.3. Aktivnosti nakon studijskog boravka • Student na Sveučilište osobno ili e-mailom dostavlja Završno izvješće za studijski boravak, RO i Potvrdu o razdoblju boravka radi pravdanja i isplate preostalog dijela stipendije (u roku od 30 dana po povratku s mobilnosti). • Student Erasmus koordinatoru i Povjerenstvu za priznavanje prethodnog učenja dostavlja originalni RO, kako bi mu se temeljem RO-a i Plana akademskog priznavanja sastavila Potvrda o akademskom priznavanju kolegija. RO, Potvrdu o akademskom priznavanju i Potvrdu o razdoblju boravka student dostavlja u Evidenciju studija. Evidencija studija temeljem Potvrde o akademskom priznavanju studenta oslobađa polaganja pojedinih kolegija Fakulteta te upisuje rezultate mobilnosti (položene kolegije na inozemnoj instituciji i njihove ECTS bodove), ali pri tome ne upisuje ostvarene ocjene. Evidencija u Dopunsku ispravu o studiju upisuje razdoblje sudjelovanja u programu Erasmus mobilnosti, te odlaže primjerak RO-a u dosje studenta i reaktivira X-icu. • Student Uredu za međunarodne odnose Fakulteta dostavlja kopiju Potvrde o razdoblju boravka te kopiju RO-a. • Student izvršava preostale obveze iz nastave i polaže ispite za kolegije kojih nije oslobođen temeljem Plana akademskog priznavanja, a prema prethodno dogovorenim terminskim planu s pojedinim predmetnim nastavnikom (ukoliko postoje takvi predmeti). • Potvrdu o dužini boravka na ustanovi domaćinu student dostavlja Uredu za ERASMUS mobilnost nakon povratka s razdoblja mobilnosti. 2.2. CEEPUS STUDIJSKI BORAVAK 2.2.1. Aktivnosti prije studijskog boravka • Fakultet raspisuje natječaj u listopadu za ljetni semestar tekuće akademske godine i u svibnju za zimski semestar iduće akademske godine. Natječaj se objavljuje na web stranici Fakulteta te na oglasnoj ploči Ureda za međunarodne odnose. Natječaju mogu pristupiti samo redovni studenti Fakulteta. • Popis svih institucija na kojima se može izvršiti studijski boravak nalazi se na webu Fakulteta. Tijekom trajanja natječaja radi dodatnih informacija studenti mogu kontaktirati instituciju za koju su zainteresirani te Ured za međunarodne odnose Fakulteta. • Zainteresirani studenti prijavljuju se u Ured za međunarodne odnose s potrebnom prijavnom dokumentacijom i naznačuju odabranu inozemnu instituciju. Ured za međunarodne odnose tom prilikom studentima uručuju Priručnik odlazne međunarodne mobilnosti studenata Ekonomskog fakulteta u Rijeci. Ukoliko se javi više kandidata za jednu instituciju (premašena kvota), moguće je slabije rangiranim kandidatima ponuditi mobilnost za drugu instituciju. • Od svih prijavljenih studenata, Fakultet prema	Recognition Plan (if distance learning has previously been agreed with the course holder, and if such courses exist). 2.1.3. Activities after the study visit • The student submits the Final Report, the RO and the Confirmation of Arrival/ Departure, personally or via e-mail, to the University with the purpose of receiving the payout of the remaining amount of the awarded grant (within 30 days after the mobility period). • The student submits the original RO to the Erasmus coordinator and to the Committee for Academic Recognition of Prior Learning with the purpose of obtaining the Certificate of Academic Recognition based on the RO and the Academic Recognition Plan. The student then submits the RO, the Certificate of Academic Recognition and the Confirmation of Arrival/ Departure to the Student Registry. The Student Registry recognizes certain courses based on the Certificate of Academic Recognition and enters the mobility results (exams taken/ courses attended at the foreign institution and their ECTS credits), but does not enter the grades received. The Student Registry enters the Erasmus mobility period in the Diploma Supplement, deposits a copy of the RO in the student's file and reactivates the student's X-card. • The student submits the copy of the Confirmation of Arrival/ Departure and the copy of the RO to the Faculty's International Relations Office. • The student fulfills the remaining study obligations and takes the exams of the courses that have not been recognized based on the Academic Recognition Plan and according to the previously agreed schedule with the individual course holder (if such courses exist). • The student submits the Confirmation of Arrival/ Departure at the host institution to the International Mobility Office/ ERASMUS after the mobility period. 2.2. CEEPUS STUDY VISIT 2.2.1. Activities before the study visit • The Faculty announces the beginning of applications for CEEPUS tenders in October for the summer semester of the current academic year and in May for the winter semester of the following academic year. The notice about the tender can be found on the Faculty's web site and on the Faculty's International Relations Office notice board. Only full-time students can apply for the tender. • The list of all institutions where students can perform their study visit can be found on the Faculty's web site. During the tender period, students can contact the institution they are interested in and the Faculty's International Relations Office for additional information. • Interested students apply to the International Relations Office, submit all required documents, and choose the institution at which they wish to study. On this occasion, the members of the International Relations Office provide students with the International Outgoing Student Mobility Manual of the Faculty of Economics and Business in Rijeka. In case the quota of the chosen institution is full, an alternative solution (mobility period at another institution) can be offered to the poorer ranked
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odobrenim kvotama te prosjeku ocjena odabire kandidate za nominaciju. Odabrani studenti upućuju se na Ceepus online aplikaciju radi daljnjeg postupka prijave u naznačenim rokovima. Ceepus Online prijava studenta se potvrđuje na četiri razine (matična ustanova, nacionalni CEEPUS ured u matičnoj državi, institucija domaćin, nacionalni CEEPUS ured u državi domaćina) te ukoliko je student odobren na svim razinama, traži se njegova konačna potvrda.

- Ceepus dostavlja odobrenim studentima Potvrdu o dodjeli stipendije, sve informacije bitne za njihov dolazak te Ugovor o stipendiranju koji oni potpisuju i vraćaju u Ceepus.
- Student koji odlazi na mobilnost zbog nastave, sastavlja LA u dogovoru s Ceepus koordinatorom. Kako bi student znao kojih kolegija će biti oslobođen polaganja po povratku s razmjene, ukoliko na stranoj instituciji položi ispite predviđene LA-em, Ceepus koordinator sastavlja Plan oslobađanja polaganja kolegija. LA potpisuje Ceepus koordinator i Dekan ili Prodekan za nastavu Fakulteta. Potpisani LA student šalje stranoj instituciji na potvrđivanje.
- Tijekom tog procesa, koordinator inozemne institucije provjerava da li se izabrani kolegiji izvode u tekućem semestru, na odgovarajućem jeziku, da li su ECTS bodovi ispravno navedeni, da li su popunjene kvote za upis u odabrani kolegij... te potom studenta i Ured za međunarodne odnose Fakulteta obavještava o ograničenjima i mogućnostima utvrđivanja LA.
- Student koji odlazi na mobilnost radi provođenja istraživanja za potrebe pisanja diplomskog/magistarskog/doktorskog rada (short-term student), nakon što s mentorom na matičnoj instituciji definira temu rada, sa stranom institucijom dogovara privremenog mentora koji će ga tijekom boravka na inozemnoj instituciji konzultirati u istraživanju i pisanju rada.
- Student pri Uredu za međunarodne odnose Fakulteta potpisuje Izjavu o javljanju predmetnim nastavnicima Fakulteta. Student se u roku od 14 dana javlja onim predmetnim nastavnicima Fakulteta čiji se kolegiji u potpunosti ili dijelom izvode tijekom mobilnosti studenata, a kojih student neće biti oslobođen temeljem Plana akademskog priznavanja (ukoliko takvih kolegija ima), kako bi se s predmetnim nastavnikom dogovorili posebni termini izvršenja obveza kolegija (koji mogu predvidjeti i pojedine metode učenja na daljinu, ukoliko predmetni nastavnik to smatra adekvatnim).
- Student je u daljnjem kontaktu sa stranom institucijom radi organizacije svog dolaska.
- Ured za međunarodne odnose najkasnije tjedan dana prije početka semestra šalje svim nastavnicima popis studenata koji su na odlaznoj razmjeni u tekućem semestru.

2.2.2. Moguće aktivnosti tijekom studijskog boravka

- Tijekom boravka na stranoj instituciji moguće su promjene LA-a s kojima se postupa po istoj proceduri kao i s originalnim LA-em.
- Student može produžiti boravak na mobilnosti, no samo sa zimskog na ljetni semestar na način da pošalje upit Ceepusu tijekom razdoblja mobilnosti. Ukoliko Ceepus raspolaže kvotama, studentu bi se

candidates.

- Out of all applied candidates, the Faculty chooses the candidates for nomination according to the approved quotas, based on the GPAs. The chosen candidates are referred to the Ceepus online application for further application process within the specified deadlines. Ceepus online registration is validated at four levels (parent institution, national CEEPUS office in the home country, host institution, national CEEPUS office in the host country) and, if the student has been approved at all levels, his/ her final certification is required.
- A Grant Certificate is delivered to the student by Ceepus, as well as all the information relevant for his/ her arrival, and the Grant Agreement which must be signed and returned to Ceepus.
- A student who applies for mobility with the purpose of studying prepares the LA in agreement with the Ceepus Coordinator. In order for the student to know which courses will be recognized after the mobility period, if s/ he passes all the exams at a foreign institution as agreed in the LA, the Ceepus Coordinator draws up a Course Recognition Plan. The LA is signed by the Ceepus Coordinator and the Dean or the Vice-dean. The student sends the signed LA to a foreign institution for confirmation.
- During this process, the coordinator of the foreign institution checks whether the selected courses are held in the current semester, in the appropriate language, whether the ECTS points are properly listed, whether the quotas for the selected courses are full... and then informs the student and the Faculty's International Relations Office about the limitations and possibilities for determining the LA.
- The student who applies for mobility with the purpose of conducting a research for the needs of writing a bachelor/ master/ doctoral thesis (short-term student) arranges an interim supervisor at the foreign institution, who will advise the student and help him/ her with research and writing during the mobility period, after the student has defined the thesis topic with his/ her mentor.
- The student signs the Statement on contacting the Faculty's course holders at the Faculty's International Relations Office. Within 14 days, the student contacts those course holders of the Faculty whose courses are fully or partially performed during the mobility period, and whose courses will not be recognized based on the Academic Recognition Plan (if such courses exist) in order to arrange additional terms with the course holder (which can also include certain distance learning methods, if considered adequate by the course holder).
- The student maintains the contact with the foreign institution and arranges his/ her arrival.
- The International Relations Office sends a list of students who participate in the outgoing exchange in the current semester to all teachers at least one week before the beginning of the semester.

2.2.2. Possible activities during the study visit

- During the stay at the foreign institution, it is possible to change the LA, and the procedure is the same as with the original LA.
- The student can extend the mobility period only from the winter to the summer semester by sending a query to Ceepus during the mobility period. If the quotas are not full, a grant might be awarded to the student for one more semester. The student then concludes a new LA, and the

mogla dodijeliti stipendija i za drugi semestar. Student tada sklapa novi LA s kojima se postupa po istoj proceduri kao i s originalnim LA-em.

- Student izvršava pojedine obveze iz predmeta kojih nije oslobođen temeljem Plana akademskog priznavanja kolegija (ukoliko je učenje na daljinu prethodno dogovoreno s predmetnim nastavnikom, te ukoliko takvi predmeti postoje).

2.2.3. Aktivnosti nakon studijskog boravka

- Po povratku, student dostavlja RO i Potvrdu o razdoblju boravka („Letter of Confirmation“) Uredu za međunarodne odnose, Potvrdu o razdoblju boravka nacionalnom Ceepus uredu u inozemstvu.
- Na osnovi RO i Plana akademskog priznavanja kolegija, Ceepus koordinator i Povjerenstvo za priznavanje prethodnog učenja sastavlja Potvrdu o akademskom priznavanju kolegija. RO, Potvrdu o akademskom priznavanju i Potvrdu o razdoblju boravka student dostavlja u evidenciju studija. Evidencija studija temeljem Potvrde o akademskom priznavanju studenta oslobađa polaganja pojedinih kolegija Fakulteta te upisuje na stranoj instituciji položene kolegije i njihove ECTS bodove, ali pri tome ne upisuje na stranoj instituciji ostvarene ocjene. Evidencija odlaže primjerak RO-a u dosje studenta i ponovno aktivira X-icu.
- Završno izvješće za studijski boravak student popunjava unutar svoje online Ceepus- aplikacije te ga dostavlja Ceepus koordinatoru institucije u inozemstvu radi potvrđivanja istog. Potom ga potvrđenog učitava u svoju online Ceepus-aplikaciju zajedno s potvrđenom potvrdom o razdoblju boravka (Letter of Confirmation). To je OBAVEZNA radnja koju student ne smije zanemariti budući da time dokazuje svoj boravak na mobilnosti i time opravdava dobivenu Ceepus stipendiju. Završno izvješće moguće je popunjavati online 3 dana prije službenog kraja Ceepus mobilnosti, kako bi ga student mogao dati potvrditi inozemnom Ceepus koordinatoru još za vrijeme boravka na inozemnoj instituciji.
- Student izvršava preostale obveze iz nastave i polaže ispite za kolegije kojih nije oslobođen temeljem Plana akademskog priznavanja, a prema prethodno dogovorenim terminskim planu s pojedinim predmetnim nastavnikom (ukoliko postoje takvi kolegiji).

2.3. ERASMUS STRUČNA PRAKSA

2.3.1. Aktivnosti prije stručne prakse

- Sveučilište raspisuje Erasmus natječaj u ožujka za praksu u narednoj akademskoj godini, koja može započeti najranije u lipnju tekuće akademske godine, te ukoliko postoje neraspoređena sredstva raspisuje natječaj i u listopadu za praksu u ljetnom semestru, koja može započeti najranije u siječnju. Obavijest o natječaju objavljuje se na web stranicama Sveučilišta i Fakulteta te na oglasnoj ploči Ureda za međunarodne odnose.
- Studenti u pravilu sami pronalaze i kontaktiraju potencijalnog Praksodavca u inozemstvu, no kontakte pojedinih inozemnih Praksodavaca mogu dobiti i pri Uredu za međunarodne odnose Fakulteta. Ured za međunarodne odnose tom prilikom studentima uručuju Priručnik odlazne međunarodne mobilnosti

procedure is the same as with the original LA.

- The student fulfills certain obligations related to courses which are not recognized based on the Academic Recognition Plan (if distance learning has previously been agreed with the course holder, and if such courses exist).

2.2.3. Activities after the study visit

- After the mobility period, the student submits the RO and the Letter of Confirmation to the International Relations Office. The Letter of Confirmation is also submitted to the national Ceepus office abroad.
- Based on the RO and the Academic Recognition Plan, the Ceepus coordinator and the Committee for Academic Recognition of Prior Learning issue the Certificate of Academic Recognition and the Letter of Confirmation. The student submits the RO, the Certificate of Academic Recognition and the Letter of Confirmation to the Student Registry. The Student Registry recognizes certain courses based on the Certificate of Academic Recognition and enters the mobility results (exams taken/ courses attended at the foreign institution and their ECTS credits), but does not enter the grades received. The Student Registry deposits a copy of the RO in the student's file and reactivates the student's X-card.
- The student fills out the Final Report within his online Ceepus application and sends it to the Ceepus coordinator of the foreign institution for confirmation. He then uploads the confirmed Final Report to the online Ceepus application, together with the confirmed Letter of Confirmation. This is an obligatory action that a student must not neglect, as this proves his / her stay at the foreign institution and thus justifies the obtained Ceepus grant. The Final Report can be completed online 3 days before the official end of Ceepus mobility period, so that the Ceepus coordinator from the foreign institution can confirm it while the student is still present at the foreign institution.
- The student fulfills the remaining study obligations and takes the exams of the courses that have not been recognized based on the Academic Recognition Plan and according to the previously agreed schedule with the individual course holder (if such courses exist).

2.3. ERASMUS TRAINEESHIP

2.3.1. Activities before the traineeship

- The University of Rijeka announces the beginning of applications for ERASMUS traineeship tenders in March for the following academic year (traineeship cannot begin before June of the current academic year), and in case of funds which are not allocated, the applications for ERASMUS traineeship tenders are also possible in October for the summer semester of the current academic year (traineeship cannot begin before January). The notice about the tender can be found on the web sites of the University and of the Faculty and on the Faculty's International Relations Office notice board.
- Students generally find the institution where they wish to do their traineeship by themselves, but they can also get contacts at the Faculty's International Relations Office. On this occasion, the members of the

studenata Ekonomskog fakulteta u Rijeci.

- Zainteresirani studenti prijavljuju se na natječaj Sveučilišta i kompletnu natječajnu dokumentaciju šalju Sveučilištu u rokovima propisanim u natječaju. Dokumentacija uključuje i Potvrdu praksodavca o prihvatu koju student mora prethodno osigurati.
- Na natječaj za stručnu praksu apliciraju studenti svih godina preddiplomskog i diplomskog studija, a praksa traje od 2 do 12 mjeseci.
- Neka strana sveučilišta nude dolaznim studentima mogućnost da uz studij obavljaju i stručnu praksu (npr. u Austriji). U tom slučaju student dostavlja Sveučilištu dokumentaciju za oba Erasmus natječaja, a ukoliko prođe na oba, isplaćuje mu se samo stipendija predviđena za studentski boravak.
- Sveučilište provodi selekciju prijavljenih studenata prema objavljenim kriterijima od kojih je najvažniji dotadašnji prosjek ocjena te obavještava studente o rezultatima natječaja. Studente koji su nominirani za mobilnost, Sveučilište također informira o obvezama prije i nakon povratka s mobilnosti (dokumentacija potrebna prije odlaska na mobilnost, reguliranje zdravstvenog osiguranja, smještaja i boravka, te dokumentacija potrebna pri povratku s mobilnosti).
- Student sastavlja LA u dogovoru s Praksodavcem i Erasmus koordinatorom koji ujedno definira koliko ECTS-a donosi praksa. LA potpisuju Erasmus koordinator, Dekan ili prodekan za nastavu, Praksodavac i student. LA student dostavlja Sveučilištu radi dobivanja stipendije. Sa sveučilištem student tada sklapa Ugovor o stručnoj praksi i dostavlja primjerak ugovora Fakultetu kako bi se na osnovu njega studentu „zamrznula“ X-ica za čitav period njegove mobilnosti.
- Student pri Uredu za međunarodne odnose Fakulteta potpisuje Izjavu o javljanju predmetnim nastavnicima Fakulteta. Student se u roku od 14 dana i javlja onim predmetnim nastavnicima Fakulteta čiji se predmeti izvode tijekom mobilnosti studenata, a kojih student neće biti oslobođen temeljem Plana akademskog priznavanja kako bi se s predmetnim nastavnikom dogovorili posebni termini izvršenja obveza na njihovim kolegijima.
- Student je u daljnjem kontaktu sa Praksodavcem radi dolaska i eventualne organizacije smještaja.
- Ured za međunarodne odnose najkasnije tjedan dana prije početka semestra šalje svim nastavnicima popis studenata koji su na odlaznoj razmjeni u tekućem semestru.

2.3.2. Aktivnosti nakon stručne prakse

- Po povratku, student Sveučilištu dostavlja Potvrdu o obavljenoj stručnoj praksi, Potvrdu o razdoblju boravka i Završno izvješće o stručnoj praksi radi pravdanja i isplate preostalog dijela stipendije.
- Student može temeljem uspješno izvršene prakse na stranoj instituciji biti na Fakultetu oslobođen odrađivanja kolegija „Stručna praksa“ na matičnoj instituciji koji je dio studentskog programa na Fakultetu.
- Na osnovu Potvrde o razdoblju boravka, čiju kopiju student dostavlja Uredu za međunarodne odnose

International Relations Office provide students with the International Outgoing Student Mobility Manual of the Faculty of Economics and Business in Rijeka.

- Interested students apply to the University tender and send all required documents to the University by the given deadline. The documents include the Certificate of Acceptance issued by the institution where the students wish to do their traineeship, which must be ensured by the student.
- All students of undergraduate and graduate studies can apply for the tender, and the duration of traineeship is 2 to 12 months.
- Some foreign universities offer the possibility to study and do traineeship at the same time (e.g. Austria). In that case, the student submits the required documents for both Erasmus tenders to the University, and if s/ he is accepted for both, only the grant awarded for the study visit is paid out.
- The University makes the selection of the applied students according to the criteria stated in the tender, the most important of which is the student's GPA, and informs the students about the results of the tender. The University also informs the students nominated for mobility about their obligations before and after the mobility period (the required documents before and after the mobility period, the regulation of the health insurance, accommodation and stay).
- The student compiles the LA with the help of the institution where s/ he wishes to do the traineeship and with the help of the Erasmus coordinator, who defines the ECTS credits that the student will get for doing the traineeship. The LA is signed by the Erasmus coordinator, the Faculty's Dean or Vice-dean, the institution where the student wishes to do the traineeship and the student him-/ herself. The student submits the LA to the University in order to obtain a grant. The student concludes the Training Agreement for Studies with the University and submits a copy of the Agreement to the Faculty in order to make the student's X-card inactive during the mobility period.
- The student signs the Statement on contacting the Faculty's course holders at the Faculty's International Relations Office. Within 14 days, the student contacts those course holders of the Faculty whose courses are fully or partially performed during the mobility period, and whose courses will not be recognized based on the Academic Recognition Plan in order to arrange additional terms with the course holder.
- The student maintains the contact with the institution where s/ he wishes to do the traineeship and arranges the arrival and possibly accommodation.
- The International Relations Office sends a list of students who participate in the outgoing exchange in the current semester to all teachers at least one week before the beginning of the semester.

2.3.2. Activities after the traineeship

- After the mobility period, the student submits the certification that s/he did the traineeship, the Letter of Confirmation and the Final Report to the University with the purpose of receiving the payout of the remaining amount of the awarded grant.
- Based on the successful traineeship period at the foreign institution, the student can be exempt from attending the course "Internship" at the home institution, which is the part of the study program at the Faculty.

Fakulteta i u Evidenciju studija, Evidencija ponovno aktivira X-icu.

3. ODABIR PREDMETA TIJEKOM MOBILNOSTI I NJIHOVO AKADEMSKO PRIZNAVANJE

- Student na stranoj instituciji može odabrati i upisati u LA bilo koji kolegij koji se izvodi u tekućem semestru na stranoj instituciji (na odgovarajućem jeziku). Svi položeni kolegiji (bez obzira jesu li baza za oslobađanje od polaganja kolegija na Fakultetu) upisuju se u ISVU i ISVU patch, te potom Dopunsku ispravu o studiju.
- Prilikom definiranja kolegija koji postaju sastavni dio LA-a, student (uz pomoć koordinatora inozemne institucije, bilateralnih koordinatora Fakulteta i eventualno inozemnih predmetnih nastavnika) pronalazi odgovarajuće kolegije, njihov opis i osnovne podatke, uključujući sadržaj kolegija i broj ECTS- a koji nose, kako bi ERASMUS koordinator potvrdio njihovu prihvatljivost i sukladnost.
- Prilikom Erasmus mobilnosti: Da bi ostvario punu stipendiju student mora na stranoj instituciji upisati barem 20 ECTS bodova, a ostvariti barem 15 ECTS bodova, a ako je u mobilnosti tijekom semestra predviđenog za pisanje Diplomskog rada, na stranoj instituciji mora upisati i ostvariti barem 4 ECTS-a. U slučaju realizacije manjeg broja ECTS bodova, postupa se po smjernicama Agencije za mobilnost - umanjuje se, odnosno potražuje povrat stipendije od studenta.
- Student može biti oslobođen polaganja obveznih kolegija studijskog programa Fakultetu (tekućeg ili budućih semestara) ukoliko kolegij položen na stranoj instituciji sadržajem i ishodiima učenja odgovara obveznom predmetu Fakulteta, dio je preddiplomskog ili diplomskog sveučilišnog ili ekvivalentnog studijskog programa te ima dovoljan broj ECTS bodova.
- Student može biti oslobođen polaganja izbornog kolegija studijskog programa Fakulteta (tekućeg ili budućih semestara) ukoliko je kolegij položen na stranoj instituciji dio preddiplomskog ili diplomskog sveučilišnog ili ekvivalentnog studijskog programa bilo kojeg usmjerenja te ima dovoljan broj ECTS bodova.
- Student može biti oslobođen polaganja izbornog kolegija studijskog programa Fakulteta (tekućeg ili budućih semestara) ukoliko je u inozemstvu odradio Erasmus stručnu praksu.
- Student može biti oslobođen komponente „Završni rad preddiplomskog studija“ na Fakultetu ukoliko kolegij položen na stranoj instituciji sadržajem odgovara komponenti
- „Završni rad“, dio je preddiplomskog ili diplomskog sveučilišnog ili ekvivalentnog studijskog programa te ima barem 4 ECTS boda. Kao mentor Završnog rada se u tom slučaju u dokumentaciji Fakulteta navodi profesor inozemne institucije.
- Student ne može na stranoj instituciji upisati komponentu „Diplomski rad“, no tijekom semestra predviđenog za pisanje diplomskog rada može boraviti na stranoj instituciji radi istraživanja za potrebe izrade diplomskog rada. Diplomski rad se piše pod mentorstvom profesora s Fakulteta i prema Pravilniku

- Based on the Letter of Confirmation, the copy of which is submitted to the Faculty's International Relations Office and to the Student Registry, the Student Registry reactivates the student's X-card.

3. SELECTION OF COURSES DURING THE MOBILITY PERIOD AND THEIR ACADEMIC RECOGNITION

- At the foreign institution, the student can choose and enter into the LA any course performed at the foreign institution in the current semester (in the appropriate language). All courses that the student has passed (regardless of whether they are the basis for the recognition of courses at the Faculty) are entered into the ISVU and ISVU patch systems, and into the Diploma Supplement.
- When defining the courses which become an integral part of LA, the student (with the assistance of the coordinator at the foreign institution, the Faculty's bilateral coordinators and possibly the foreign course holders) finds appropriate courses, their description and basic information, including course content and ECTS credits, so that the ERASMUS coordinator could confirm their eligibility and compliance.
- During Erasmus Mobility: In order to obtain the full grant, the student must enroll at least 20 ECTS credits at the foreign institution, and obtain at least 15 ECTS credits, and if the mobility period overlaps with the semester intended for writing the thesis, the student must enroll and obtain at least 4 ECTS credits at the foreign institution. In case of a smaller number of ECTS credits, the guidelines of the Agency for Mobility are followed – the awarded grant is diminished or the student is asked for a refund.
- Compulsory courses of the Faculty's study program (related to the current or the future semesters) can be recognized if the student has passed the course at the foreign institution, if the course corresponds to the Faculty's compulsory course in terms of course content and learning outcomes, and if the course is a part of the undergraduate or graduate university (or equivalent) study program and has the required amount of ECTS credits.
- Elective courses of the Faculty's study program (related to the current or the future semesters) can be recognized if the student has passed the course at the foreign institution, and if the course is a part of the undergraduate or graduate university (or equivalent) study program and has the required amount of ECTS credits.
- Elective courses of the Faculty's study program (related to the current or the future semesters) can also be recognized if the student has done the Erasmus traineeship abroad.
- Bachelor thesis can be recognized if the student has passed the course at the foreign institution which corresponds to this component with content.
- Bachelor/ master theses are a part of undergraduate/ graduate university or equivalent study program and carry at least 4 ECTS credits. In case of writing the thesis abroad, the teacher of the foreign institution will be listed as the thesis mentor in the Faculty's documents.
- The student cannot enroll the "Master thesis" component at the foreign institution, but during the semester intended for writing the thesis, s/ he can stay at the foreign institution for research purposes related to the

o diplomskom radu Fakulteta, no student je obavezan pronaći supervizora za potrebe istraživanja sa strane institucije. Kao mentor Diplomskog rada u dokumentaciji Fakulteta vodi se predmetni nastavnik Fakulteta.

- Ukoliko student tijekom studijskog boravka na stranoj instituciji neće moći položiti određeni kolegij u inozemstvu, temeljem kojeg je bilo predviđeno oslobađanje od obveza određenog dijela studijskog programa Fakulteta (npr. određeni obvezni kolegij) tekućeg semestra (što se utvrđuje Planom akademskog priznavanja), student može u dogovoru s predmetnim nastavnikom na Fakultetu izvršiti obveze iz nastave – seminare, kolokvije (uključujući i popravne) i druge aktivnosti – u posebnim terminima u tekućoj ak. godini, koje utvrđuje predmetni nastavnik. Kako bi student ostvario navedene mogućnosti, obavezan je javiti se predmetnom nastavniku na Fakultetu odmah po utvrđivanju nemogućnosti izvršenja obveza pojedinog kolegija na stranoj instituciji (odmah po utvrđivanju originalnog, odnosno eventualno izmijenjenog LA-a).
- Na zahtjev studenta koji sudjeluje u odlaznoj organiziranoj međunarodnoj mobilnosti (studijski boravak ili stručna praksa), odobrit će se jedan izvanredni ispitni rok po kolegiju kojem smiju pristupiti samo studenti koji učestvuju u odlaznoj mobilnosti, a koji zbog obveza na stranoj instituciji nisu u mogućnosti pristupiti na barem tri redovna ispitna roka. Navedeni studenti su se obvezni javiti predmetnom nastavniku odmah po utvrđivanju kalendara nastave na inozemnoj instituciji kako bi predmetni nastavnik u dogovoru sa svim studentima na odlaznoj mobilnosti i organizatorom nastave utvrdio termin izvanrednog ispitnog roka.
- Posebni termini iz prve dvije točke se utvrđuju obzirom na originalni semestar koji je student proveo u inozemstvu, odnosno predmetni nastavnik nije obavezan termine prilagoditi i mogućem dodatnom semestru u inozemstvu (ukoliko student produži boravak u inozemstvu sa zimskog na ljetni semestar). Utvrđeni termini, obzirom na specifične okolnosti, ne podliježu pravilu o minimalnom vremenskom periodu između pojedinih studentskih obveza.
- Na studente Ekonomskog fakulteta u Rijeci koji sudjeluju u organiziranoj međunarodnoj razmjeni primjenjuju se odredbe općih akata Fakulteta o uvjetima za upis u narednu godinu studija i odredbe o participiranju o plaćanju troškova studija. Broj stečenih ECTS bodova za navedene studente u tekućoj godini studija utvrđuje se na način da se zbroje ECTS bodovi ostvareni polaganjem predmeta upisanog studijskog programa tekuće akademske godine na Fakultetu i priznatih ECTS bodova ostvarenih u okviru organizirane međunarodne razmjene (što utvrđuje Erasmus/ Ceepus koordinator Potvrdom o akademskom priznavanju).

4. DODATNE INFORMACIJE

Korisni linkovi:

- EFRI <https://www.efri.uniri.hr/hr>
- UNIRI (Studentska mobilnost): <https://uniri.hr/o-sveucilistu/međunarodna-suradnja-i-erasmus/mobilnost-studenata/>
- Pravilnik o međunarodnoj razmjeni studenata,

thesis topic. Master thesis is written under the mentorship of a professor from the Faculty and according to the Regulations and Procedures Concerning the Master Thesis, but the student is obliged to find a supervisor for research purposes at the foreign institution. The teacher of the Faculty will be listed as the thesis mentor in the Faculty's documents.

- If the student will not be able to pass a particular course during his/ her study visit at the foreign institution, which would be the basis for the recognition of a certain part of the Faculty's study program (e. g. a certain compulsory course) in the current semester (as determined by the Academic Recognition Plan), the student can perform study obligations - seminars, midterms (including make-up midterms) and other activities – in agreement with the Faculty's course holder in additional terms in the current academic year. In order for the student to cover these possibilities, s/ he is obliged to contact the Faculty's course holder immediately after determining the impossibility of completing the obligations related to a particular course at the foreign institution (immediately after determining the original, i. e. the changed LA).
- Upon the request of the student participating in international outgoing mobility (study visit or traineeship), one additional examination term per course will be approved only for students who participate in the outgoing mobility and who, due to obligations at the foreign institution, were not able to sit for the exam during the regular examination terms. These students are obliged to contact the course holder immediately after the establishment of the academic calendar at the foreign institution, so that the course holder, in agreement with all students participating in the outgoing mobility and with the officer in charge of the organization of teaching activities and student standard, would determine when the additional examination term will be organized.
- Special terms from the first two paragraphs are determined with regard to the original semester that the student has spent abroad, that is, the course holder is not obliged to adjust the terms to the possible additional semester abroad (if the student extends his stay abroad from the winter to the summer semester). The determined terms, given the specific circumstances, are not subject to the rule on the minimum time period between individual student obligations.
- Faculty's general acts related to the conditions for enrollment into the senior year of studies and the provisions on participation in the payment of study costs are applied to the students of the Faculty of Economics and Business in Rijeka participating in the international exchange program. The number of ECTS credits for those students in the current academic year is determined by accumulating the ECTS credits achieved by passing the course of the enrolled study program in the current academic year at the Faculty and the recognized ECTS credits achieved during the mobility period (as determined by the Erasmus / Ceepus Coordinator with the Certificate of Academic Recognition).

4. ADDITIONAL INFORMATION

Useful links:

- EFRI <https://www.efri.uniri.hr/en>
- UNIRI (Student mobility): https://uniri.hr/en/about-university/international-relations-and-erasmus/erasmus_plus/
- Regulations on the international student, teaching and

nastavnika i drugog osoblja u okviru ERASMUS programa: https://uniri.hr/wp-content/uploads/2019/04/Erasmus-pravilnik-Senat-2012.pdf • Dopuna pravilnika: https://uniri.hr/wp-content/uploads/2019/04/Senat_79_Pravilnik-o-izmjenama-i-dopunama-Pravilnika-o-me%C4%91unarodnoj-razmjeni-studenata-nastavnika-i-drugog-osoblja-u-okviru-Erasmus-programa.pdf • CEEPUS: http://www.ceepus.info/ Kontakt podaci na Ekonomskom Fakultetu u Rijeci: • Ured za međunarodne odnose: mr.sc. Marko Donadić, kabinet 25/I, tel. 355-118, marko.donadic@efri.hr. • Erasmus i CEEPUS koordinatorica: dr. sc. Petra Adelajda Zaninović, kabinet 40/II, tel. 355-137, petra.adelajda.zaninovic@efri.hr. • Studentska služba: Vladimir Trninić, tel. 355-113, e-mail: vladimir.trninic@efri.hr. Dodatni korisni kontakti: • ESN studentska Udruga: esn.rijeka@gmail.com.	non-teaching staff exchange within the ERASMUS program (Pravilnik o međunarodnoj razmjeni studenata, nastavnika i drugog osoblja u okviru ERASMUS programa): https://uniri.hr/wp-content/uploads/2019/04/Erasmus-pravilnik-Senat-2012.pdf • Amendments on the Regulations: https://uniri.hr/wp-content/uploads/2019/04/Senat_79_Pravilnik-o-izmjenama-i-dopunama-Pravilnika-o-me%C4%91unarodnoj-razmjeni-studenata-nastavnika-i-drugog-osoblja-u-okviru-Erasmus-programa.pdf • CEEPUS: http://www.ceepus.info/ Contact information at the Faculty of Economics and Business in Rijeka: • International Relations Office: Marko Donadić, M.Phil. office 25/I, phone 355-118, marko.donadic@efri.hr. • Erasmus and CEEPUS coordinator: Petra Adelajda Zaninović, Ph.D., office 40/II, phone 355-137, petra.adelajda.zaninovic@efri.hr. • Student Registry: Vladimir Trninić, phone 355-113, e-mail: vladimir.trninic@efri.hr. Additional useful contacts: • ESN student association: esn.rijeka@gmail.com
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