

## **ENROLLMENT INTO THE WINTER SEMESTER OF 2019/2020 (senior years and re-enrollments)**

**Dear students,**

**Please find below the information related to your enrollment into the winter semester of the academic year 2019/2020.**

This information **does not apply** to students who enrolled the first year of undergraduate studies in June and July 2019 and to those students who have been granted the right to enroll senior years of studies in line with the schedule for September 10, 2019 (undergraduate studies) and September 11, 2019 (graduate studies).

### **SCHEDULE FOR ENROLLMENT INTO THE WINTER SEMESTER FOR STUDENTS RE-ENROLLING THE FIRST YEAR OF UNDERGRADUATE STUDIES AND THOSE ENROLLING INTO SENIOR YEARS OF UNDERGRADUATE STUDIES**

We kindly ask the students to read the complete schedule, so that the enrollment could be carried out with as little stress as possible.

**Students, you can enroll via e-mail or personally according to the schedule.**

**In order to enroll via e-mail, you must send:**

**your JMBAG number**

**elective courses you wish to enroll (1st, 2nd and 3rd choice)**

**a confirmation of payment (attached to the e-mail).**

**Students enrolling via e-mail do not need to confirm their enrollment by coming to the Student Registry.**

**Payment information and data can be found at the end of the Schedule under *General Guidelines*.**

**If you are enrolling via e-mail, send your e-mails to the following address:**

**[vladimir.trninic@efri.hr](mailto:vladimir.trninic@efri.hr)**

#### **FIRST YEAR – RE-ENROLLMENT**

- The students shall register for enrollment on Thursday, September 12, 2019 from 11:00am to 3:00 pm
- UNDERGRADUATE STUDENTS SHALL ENROLL THE WINTER (1<sup>st</sup>) SEMESTER **ONLY IF** THEY NEED TO RETAKE FIRST YEAR COURSES (courses students enrolled the previous year but failed to pass).

#### **SECOND YEAR**

- Students re-enrolling the 3<sup>rd</sup> semester (first time and re-enrollments) shall register for enrollment on Friday, September 13, 2019 according to the following schedule:  
Last names starting with A-LJ from 11:00 to 3:00pm
- Students re-enrolling the 3<sup>rd</sup> semester (first time and re-enrollments) shall register for enrollment on Monday, September 16, 2019 according to the following schedule:  
Last names starting with M-Ž from 11:00 to 2:00pm and from 3:00 to 5:00 pm.

### **THIRD YEAR**

- Students re-enrolling the 5<sup>th</sup> semester (first time and re-enrollments) shall register for enrollment on Tuesday, September 17, 2019 according to the following schedule:  
Last names starting with A-LJ from 11:00 to 3:00pm
- Students re-enrolling the 5<sup>th</sup> semester (first time and re-enrollments) shall register for enrollment on Wednesday, September 18, 2019 according to the following schedule:  
Last names starting with M-Ž from 11:00 to 3:00pm

## **SCHEDULE FOR ENROLLMENT INTO THE WINTER SEMESTER FOR STUDENTS RE-ENROLLING THE FIRST YEAR OF GRADUATE STUDIES AND THOSE ENROLLING INTO SENIOR YEARS OF GRADUATE STUDIES**

**Students, you can enroll via e-mail or personally according to the schedule.**

**In order to enroll via e-mail, you must send:**

**your JMBAG number**

**elective courses you wish to enroll (1st, 2nd and 3rd choice)**

**a confirmation of payment (attached to the e-mail).**

**Students enrolling via e-mail do not need to confirm their enrollment by coming to the Student Registry.**

**Payment information and data can be found at the end of the Schedule under *General Guidelines*.**

**If you are enrolling via e-mail, send your e-mails to the following address:**

**[vladimir.trninic@efri.hr](mailto:vladimir.trninic@efri.hr)**

### **FIRST YEAR – RE-ENROLLMENT**

- The students shall register for enrollment on Thursday, September 19, 2019 from 11:00am to 3:00 pm
- GRADUATE STUDENTS SHALL ENROLL THE WINTER (1<sup>st</sup>) SEMESTER **ONLY IF THEY NEED TO RETAKE FIRST YEAR COURSES** (courses students enrolled the previous year but failed to pass).

## SECOND YEAR

- Students re-enrolling the 3rd semester (first time and re-enrollment) shall register for enrollment on Monday, September 23, 2019 from 11:00am to 2:00pm  
Last names starting with A-LJ
- Students re-enrolling the 3rd semester (first time and re-enrollment) shall register for enrollment on Monday, September 23, 2019 from 3:00am to 5:00pm  
Last names starting with M-Ž

## [Helpful info concerning enrollment based on frequently asked questions](#)

Students who had enrolled courses within the winter semester of 2018/2019 but failed to pass these courses are obliged to re-enroll them. As the total value of courses that may be enrolled in a single semester amounts to 30 ECTS, the students re-taking /re-enrolling the failed courses, which take up a certain number of ECTS, may enroll new courses in the value of the remaining ECTS credits.

Students **enrolling the final years of studies** (third year of undergraduate or second year of graduate studies) may enroll an additional ECTS workload. In such cases, the maximum number of ECTS that may be enrolled on an annual basis is 76 ECTS, regardless of their distribution among individual semesters if these include all the remaining ECTS credits needed to complete the study program.

Students **not enrolling their final year** wishing to enroll more or less ECTS credits may do so by enrolling +/- 5% of the maximum 30 ECTS. This means that the total number of enrolled ECTS credits may surpass 30 ECTS credits, but not more than 33 ECTS credits per semester. On the other hand, if you do not wish to enroll all 30 ECTS credits, you may opt to enroll just 27 ECTS credits.

Therefore, if the sum of total ECTS credits you wish to enroll is above 33 or below 27 ECTS you cannot use this option. This possibility may be used up only at enrollment into one of the semesters (winter or summer).

Students wishing to change an elective course they enrolled but have not passed may do so at enrollment into the semester if the course they wish to change it for is carried out in 2019/2020.

Students that have passed most of the courses and thus have only a limited number of ECTS credits left to enroll, enroll only those they need to complete the study program.

## Frequently Asked Questions:

Last year, I was enrolled into the 1<sup>st</sup> semester and I have passed everything except the Basics of Economics. How do I enroll and what do I need to register for?

Answer: The Basics of Economics carry 6 ECTS points. This means that out of the maximum 30 ECTS per semester, you have 24 remaining ECTS credits which you can enroll. In this case, you are allowed to enroll new courses from the coming semester, in this case the 3<sup>rd</sup> semester, up to the total amount of 24 ECTS credits. Or to put it in plain English, you simply do not enroll a 6 ECTS valued course of your choice from the coming (3<sup>rd</sup>) semester, but you enroll all others.

The way this appears on your STUDOMAT platform: The Basics of Economics – re-enrolled course, all other courses – first enrollment into the course.

**DEAR STUDENTS, ONCE AGAIN PLEASE STICK TO THE ENROLLMENT SCHEDULE.**

**GOOD LUCK IN YOUR NEW ACADEMIC YEAR!**

## GENERAL GUIDELINES

- **Students enrolling via e-mail do not need to confirm their enrollment by coming to the Student Registry.**
- **The option *enrollment („upis godine“)* on STUDOMAT will be activated as of September 12, 2019.**
- Part-time students **IMPORTANT NOTE: only those part-time students who have more than six months of non-stop working experience can enroll the course Internship as an elective course.** Please be so kind as to act in accordance with this regulation.
- Students who have not covered their expenses will not be able to enroll the winter semester.
- Students are required to abide by the established enrollment schedule.
  
- **IMPORTANT NOTE FOR STUDENTS:** From September 1, 2019 to October 1, 2019, the Student Registry staff are accessible via phone from 2:00 to 3:00pm.
- Your questions may be asked via e-mail at the following address: [vladimir.trninic@efri.hr](mailto:vladimir.trninic@efri.hr)
- **PAYMENT DATA:**
  - Ekonomski fakultet u Rijeci, Ulica Ivana Filipovića 4, 51000 Rijeka

- The Faculty's IBAN number (to be entered under *IBAN primatelja*): HR8623600001101586015 (Zagrebačka banka d.d. Zagreb)
- Reference number (to be entered under *poziv na broj*): your OIB -personal identification number

Purpose of payment	Amount
<b>ENROLLMENT FEE</b> (to be paid by all part-time and full-time students)	320,00 kn
<b>TUITION FEE</b> (part-time students and full-time students with obtained 30 ECTS credits and less)	5.500,00 kn
<b>TUITION FEE FOR THE ENGLISH-TAUGHT STUDY PROGRAM INTERNATIONAL BUSINESS</b> <b>(for students who are obliged to pay)</b>	8.000,00 kn
<b>UNOBTAINED ECTS CREDITS</b> (full-time students with obtained 31 ECTS credits and more)	91,67 kn * the number of ECTS credits