

UNIVERSITY OF RIJEKA
FACULTY OF HUMANITIES AND
SOCIAL SCIENCE



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ERASMUS+ INCOMING STUDENT GUIDE Academic year 2022. / 2023.

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

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

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

1. UPON YOUR ARRIVAL:

So far, you have received an **Acceptance letter** from the University of Rijeka Centre for mobility / Erasmus containing all the relevant information. Moreover, you have already submitted your **Learning agreement** (along with possible Learning Agreement changes).

Your first arrival to the faculty is usually during the first week of the semester (see the Academic calendar) which is reserved for registration and administrative procedures of incoming Erasmus students. During the first week of the semester incoming Erasmus students are excused from the lectures. The Project Office oversees all Erasmus+ mobility procedures and will guide you through all the procedures.

To become a full FHSS Rijeka student you need to register. Registration will be done either online via invitation form or in person at the Student Office. Online registration form is used to collect your personal data and to upload needed documents. Online registration will be opened for one (1) week after you receive the invitation so you will have sufficient time to obtain everything you need for registration such as OIB number, photos or proof of payment of registration fees.



Student identity card (X-card)

- Faculty will provide you with the student identity card called X-card;
- X-card proves your student status and enables you a subsidy for meals in students' cafeterias and restaurants, discount for a monthly bus ticket/pass and selected city services;
- the cost of issuing an X-card is 50,00 HRK.
- You will initially receive temporary X-card and after 2 weeks you can obtain the original one at the Student Office



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

To obtain OIB number you need to:

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

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

OIB (Personal Identification number) registration location:

Republic of Croatia

Tax Department

Riva 10, HR-51000 Rijeka

Tel: 00385 51 354 172

E-mail: opca-uprava@udu-pgz.hr

Working hours: Monday to Friday, 08,30 – 14,00 h

2. REQUIREMENTS FOR TEMPORARY STAY

Address registration and temporary stay permit

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

If you are renting a private flat and your landlord needs to register, you then you will need to apply for the permit earlier.

Foreign citizens who are obliged to possess visa should register their address or change of address within 48 (forty-eight) hours of their arrival (weekends excluded)!

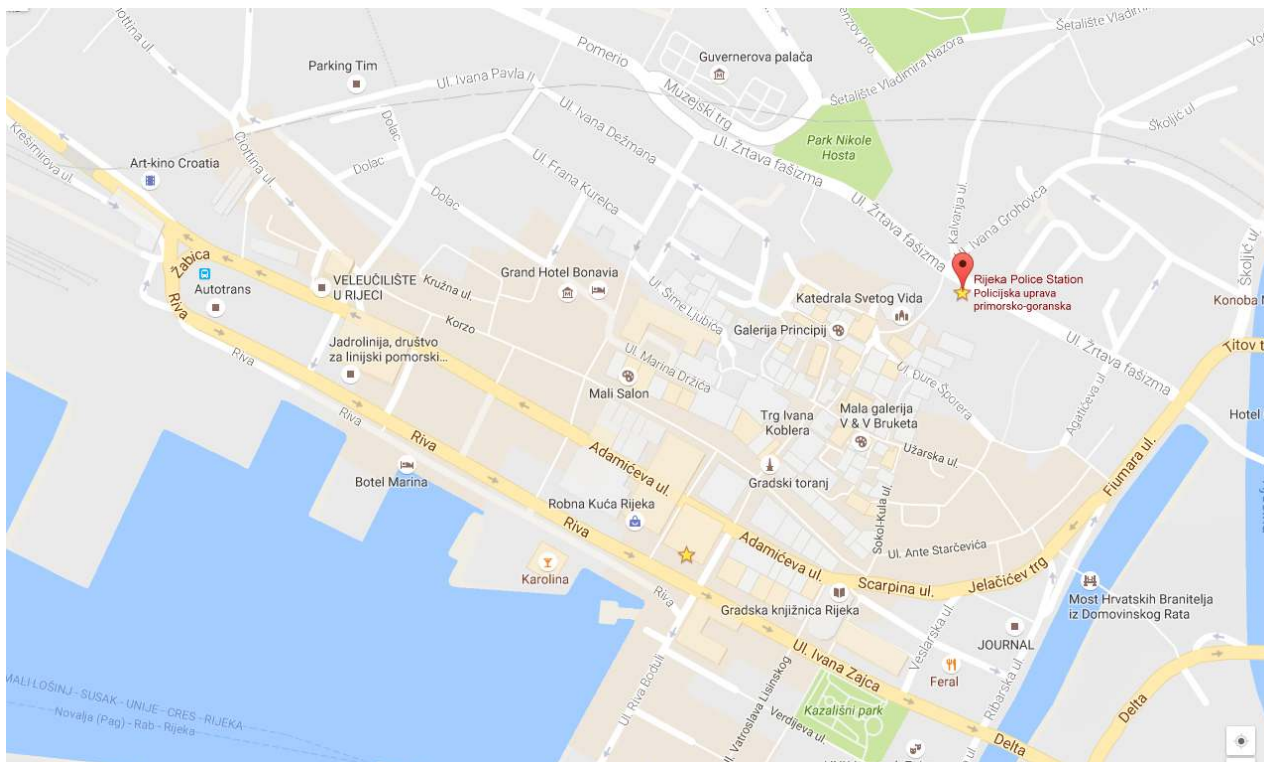
If you are staying at the hotel, hostel or at the student dormitory, you will be automatically registered as a foreign guest with the Primorsko-Goranska County Police Administration. Please ask for the information on your registration at the reception or other office in charge.

For the address registration you will need the following documents:

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

Address registration location:

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



Documents needed for the temporary stay permit:

- An application for the issuance of your first temporary stay permit (Form 1a);
- 2 (two) color photographs, dimensions: 35 x 45 mm;
- Valid travel document (Passport/ID, original and copy);
- Official confirmation of residence (Lease contract or Statement of apartment/house owner authorized and verified residence by a Public notary and Proof of ownership of apartment or Sales contract or a Gift contract);
- Official confirmation of insurance (original and copy of health insurance policy);
- Official confirmation of subsistence means (this document is issued by our Faculty – ask for it!);
- Proof of the reasons for temporary stay (Erasmus students will receive a written confirmation by our Faculty proving their status of Erasmus+ exchange student);
- 240,00 HRK (two hundred and forty Croatian kuna) for the issuance of residence permit.

The documents that are being enclosed with the application must be in original or certified copies, not dated more than 6 months prior to their delivery. If the aforementioned documents are written in foreign language, they must be filed together with the certified Croatian translation.

The approval for the first temporary stay shall be valid for a period of up to 1 (one) year.

3. STAYING AND STUDYING AT FHSS:



The Academic Year at FHSS Rijeka:

Winter (Autumn) semester:

- Begins in October for freshmen – a week later for sophomores, juniors and seniors;
- Lectures end in January;
- Examination period is in February.

Summer (Spring) semester:

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

Teaching system:

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

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

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

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

Statement of Host Institution

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

Changes to Learning Agreement

In specific situations, you may need to make changes to your original Learning Agreement (i.e., if you have previously signed for an inactive course etc.). Please consult your professor or Departmental Erasmus Coordinator about course availability before making any changes. Changes to the original Learning Agreement must be approved not both by the responsible persons at your home University/Faculty and at FHSS Rijeka. The reason for the changes of the Learning agreement must be valid and legitimate. Changes can be made within 30 days of your registration at FHSS Rijeka.

Attending courses – student duties and obligations

You are required to fulfill additional obligations (lecture attendances, exam registrations, etc.) which will be defined by your teaching and administrative staff depending on the courses you have been signed up for. If you have any doubts about the obligations/procedures, feel free to ask our staff for further clarification! Students are usually enrolled in learning platform "MERLIN" so please ask your teacher to register you.

Timetables

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

Exams

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

infringements may result in penalties ranging from the loss of credit to the referral to the faculty disciplinary board.

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

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

Finishing your mobility and your departure from FHSS Rijeka

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

You may need to collect your original Learning Agreement, along with possible Changes to Learning Agreement, and Statement of Host Institution (Certificate of Stay).

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

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



ACADEMIC CALENDER

ACADEMIC YEAR

2022. - 2023.

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

- classes
- no classes
- exams (regular)
- exams (extra)

LEGEND

- student registration
- building closed
- building closed (holidays and non-working days)
- Faculty Day (no classes)
- Free days (by Deans decision)

10-2022						
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31						

11-2022						
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01-2023						
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02-2023						
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03-2023						
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06-2023						
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07-2023						
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08-2023						
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09-2023						
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24	25	26	27	28	29	30

Free days (by Deans decision)
- 09.06.2023. & 23.06.2023.