SVEUČILIŠTE U RIJECI UNIVERSITY OF RIJEKA
FAKULTET ZA MENADŽMENT U TURIZMU I UGOSTITELJSTVU
FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT
OPATIJA, HRVATSKA CROATIA

FTHM - FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT, OPATIJA

UNIVERSITY OF RIJEKA, Croatia

Fact Sheet 2017 – 2018

Institution Details	
Full Legal Name of the Institution	**FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT** **University of Rijeka**
Erasmus ID Code	HR RIJEKA 01
Faculty Address	Faculty of Tourism and Hospitality Management, Opatija Primorska 42, p.p. 97, 51410 Opatija (Ika), Croatia https://www.fthm.uniri.hr/
Contact at the International office at FTHM	*International office,* international@fthm.hr *Vice Dean for International Affairs, CEEPUS coordinator* Kristina Črnjar, Ph.D., Associate Professor, kcrnjar@fthm.hr , T +385 (0) 51 294 705 *Erasmus coordinator* Goran Karanović, Ph.D., Assistant Professor, gorank@fthm.hr, T +385 (0) 51 294 693 *Student office* Rajka Bilanović, rbilanov@fthm.hr, T +385 (0) 51 294 693
Contact at Erasmus University Office at UNIRI	*International Mobility Office,* international@uniri.hr University of Rijeka, Campus, Faculty of Civil Engineering Ground Floor, Room G-033 Ulica Radmile Matejčić 3, 51000 Rijeka, Croatia *Erasmus Coordinator and Head of Office* Maša Šašinka, mag. oec., masa@uniri.hr, T +385 (0) 51 584 840 *Associate for Mobility* Marijana Tomić Marinović, mag. oec., mtomic@uniri.hr, T +385 (0) 51 584 842 Brigita Gašparović, mag. oec., brigita.durovic@uniri.hr, T +385 (0) 51 584 841 Patrizia Mirković, mag. oec., patrizia.mirkovic@uniri.hr, T +385 (0) 51 584 843
Registration process, nomination deadlines and application deadlines	FTHM accepts international students (undergraduate, graduate and Ph.D.), teachers, researchers nominated by partner university. **ERASMUS STUDENT MOBILITY:**

Students from European universities that have signed the Erasmus Bilateral Agreement with the University of Rijeka may spend one or two semesters studying at our University. Please note that incoming Erasmus students should be **officially nominated by their home Erasmus coordinator to the Erasmus University Office at UNIRI** . After being nominated for Erasmus exchange, Erasmus students should upload the Application Form and all relevant documents to UNIRI Erasmus Application Form database (see instructions under Incoming Erasmus Students).
http://www.uniri.hr/index.php?option=com_content&view=category&layout=blog&id=67&Itemid=157&lang=en

Application deadlines:
10th June for the winter semester/whole academic year
10th November for the summer semester
Note: Erasmus coordinator can request the prolongation of application deadline and additional quotas for students that decide to study at Faculty of Tourism and Hospitality Management.

For more details: https://www.fthm.uniri.hr/index.php/ersmus-plus-program/ia-erasmus-procedure

CEEPUS STUDENT MOBILITY:
Incoming CEEPUS students should be officially nominated by their home CEEPUS coordinator thought the Ceepus nomination system. FTHM is accepting freemover motilities of students.

Online nomination system: https://www.ceepus.info/login/login.aspx#nbb
Details about the procedure: https://www.fthm.uniri.hr/index.php/ceepus/ia-ceepus-procedure

Application deadline in the Ceepus system:
Jun 15 (Mobility Nominations for Networks) – winter semester
Oct 31 (Mobility Nominations for Networks) – summer semester
July 15 (Mobility Applications outside the networks - freemover) - winter semester (if applicable)
Nov 30 (Mobility Applications outside the networks - freemover) - summer semester

Ph.D. STUDENT MOBILITY AND TEACHERS/RESEARCHERS:
Details about the procedure: https://www.fthm.uniri.hr/index.php/ia-staff-researchers/ia-staff-procedure-researchers

ERASMUS STAFF MOBILITY TO FTHM:
https://www.fthm.uniri.hr/index.php/ia-staff-erasmus/ia-staff-procedure-erasmus
CEEPUS TEACHER MOBILITY TO FTHM:
https://www.fthm.uniri.hr/index.php/ia-staff-ceepus/ia-staff-procedure-ceepus

Language requirement	Depending on the language of instruction, international students are required to have an advance level – B2, to be able to successfully complete courses at FTHM. FTHM does not require official language certificate but we trust our partners to send us students who fulfil the aforementioned criteria. If the students do not meet the language requirement faculty reserves the right to withdraw them from the courses and program. Depending on the language of lectures, teachers are required to have an advance level

	of English or Croatian – C1, to be able to successfully teach courses at FTHM. Administrative staff involved in the mobility program should have an advance level – B1 of English.
Course Information	We offer English courses from exchange students at undergraduate and graduate level in a field of **business administration, economics and tourism**. Students with the advance language of Croatian can enrol in a vast number of courses offered to Croatian students (special request required). Student can enrol classes at both level of study (undergraduate and graduate) if the host university confirms the enrolment of the class.

Below continues the Course Information cell content:

Academic calendar:
Winter semester (first): beginning of October – end of January
Summer semester (second): beginning of March – end of June
Examination period: February, end of June, beginning of July
https://www.fthm.uniri.hr/index.php/ia-courses-calendar

Welcome day for incoming students (mandatory): first day of classes in a semester
https://www.fthm.uniri.hr/index.php/ia-courses-class

List and syllabus of courses:
https://www.fthm.uniri.hr/index.php/courses/ia-courses-list
Note: the final list of offered courses for the new academic year is available online end May in current academic year

Class Format and registration:
Courses have a continuous assessment of student performance and they include lectures, presentations, papers etc. Class attendance is mandatory. There is no special registration for the classes. The registration is done automatically after the Learning Agreement is signed by the FTHM coordinator. When choosing the courses student must take in account the level of study. It is possible that some courses overlap but that is very rear.

Courses Load:
Normal courses load for one semester normal is 30 ECTS. For students that are staying for a whole year normal load is 60 ECTS. There courses load for incoming students depends on the mobility and scholarship program.

Grading system:
Grading system for courses on the undergraduate and graduate level differ. Details on the activities percentage scores differ from course to course. The course coordinator will inform the students about the grading system during the first lecture in the class.
https://www.fthm.uniri.hr/index.php/courses/ia-courses-list

Transcript of Record:
We will issue a report for each student at the end of semester in February/July. The report will be send to the student e-mail and to coordinator at home institution (if required).

Confirmation of Stay:
Please note that a confirmation of stay will only be issued for the period of actual studies at FTHM. The welcome day will be declared as their date of arrival. The last day

	that can be confirmed on the confirmation of stay is the last day That student need to be present at FTHM (e.g. last day of classes, last exam). Exam dates depend on the course chosen.
Additional information	**Buddy Network:** FTHM provides international students with a buddy, a FTHM student who will help the student with adjustment to the new sounding. ESN **Accommodation:** Erasmus student mobility: https://www.fthm.uniri.hr/index.php/ersmus-plus-program/ia-erasmus-accommodation CEEPUS student mobility: https://www.fthm.uniri.hr/index.php/ceepus/ia-ceepus-accommodation CEEPUS teacher mobility: https://www.fthm.uniri.hr/index.php/ia-staff-ceepus/ia-staff-procedure-ceepus Other types of mobiles (student/teachers/researchers): https://www.fthm.uniri.hr/index.php/ia-staff-erasmus/ia-staff-accommodation-erasmus **Visa and Health insurance:** For the most current information regarding entry and visa regulations between your country and Croatia, please enquire at the Croatian Embassy in your country or at the National ministry of foreign and European affairs. Any visa related costs are not covered by the scholarship grant. Regulating your stay with the Ministry of Internal Affairs of Croatia: Prior to your arrival to Croatia, you will need one document as proof, issued by your Institution, in which the *length of stay as well as the amount of your grant are stated*. If you have agreement in which this is stated you may scan it or bring the photocopy with you. Additional information: https://www.fthm.uniri.hr/index.php/ersmus-plus-program/ia-erasmus-insurance https://www.fthm.uniri.hr/index.php/ersmus-plus-program/ia-erasmus-info **Croatian Identification Number The Pin (Oib) And X-Card:** Student office from the FTHM will be sending you a set of documents you need to fill and send then URGENTLY back via e-mail. We need these documents to prepare for you the PIN – (OIB) number and X-card card (student ID card). You can only prove your student status in Croatia by the X-card. Also, X-card enables students to take advantage in subsidized meals at University restaurants (if applicable).
Useful information	*STUDY IN CROATIA - All relevant Information on studying and living in Croatia* http://www.studyincroatia.hr/studying-in-croatia *University of Rijeka International Student Guide 2016* http://www.uniri.hr/files/medjunarodna_suradnja/Dokumenti/uniri%20student%20guide%20web%20preview.pdf *CEEPUS Mobility in Croatia – Agency for mobility and EU programs* http://www.mobilnost.hr/en/sadrzaj/central-european-exchange-programme-for-university-studies-ceepus-/ *USEFUL INFORMATION for visitors in Primorsko-Goranska County (transport, national holidays etc.)* http://www.kvarner.hr/en/tourism/plan_a_trip/Useful_information/tips_for_tourists Tourist Board Opatija *http://visitopatija.com/en/*