

Annex B to ERASMUS+ Inter-Institutional Agreement

Institutional Factsheet:

1. Institutional Information

1.1. Institutional details

Name of the institution	University of Rijeka
Erasmus Code	HR RIJEKA01
Postal Address	TRg brace Mazuranica 10, 51000 Rijeka, Croatia
Web	www.uniri.hr

1.2. Main contacts at International Office

Contact person	Masa Sasinka
Responsibility	Institutional Erasmus Coordinator
Contact details	+38 5 (51) 406 528 masa@uniri.hr

1.3. Departmental Erasmus Coordinators:

In each department, there is a contact person for international affairs. Often it is a Chairman/Chairwoman of the departmental Study Board.

Department	Faculty of Tourism and Hospitality Management
Contact Person	Prof. Sandra Jankovic
Contact details	+385 851) 294 880 sandrai@fthm.hr

Department	Faculty of Tourism and Hospitality Management
Contact Person	Ph.D., Assistant Professor: Goran Karanović Erasmus Coordinator
Contact details	gorank@fthm.hr

Department	Faculty of Tourism and Hospitality Management
Contact Person	Ph.D., Assistant Professor CEEPUS COORDINATOR and Vice Dean for International Affairs: Kristina Črnjar
Contact details	kcrnjar@fthm.hr

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies		English Croatian	B2
Staff Mobility for Teaching		English Croatian	B2

* For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

2.2 Calendar

The semester dates will be published on the website.

2.2.1 Nomination Deadlines: Applications/information on students nominated must reach our institution by:

Autumn term	10 th June
Spring term	10 th November

Decision Response: As receiving institution the University of Rijeka will send its decision within 4 weeks.

Transcripts of Records: A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished.

2.2.2 Decision Response

We will send our decision normally not later than three weeks after we have received the complete application documents. When accepted, the student will receive a conformation and additional information about his/her stay in Rijeka by mail. The acceptance letter will be sent to the home institution by regular mail.

2.2.3 Transcripts of Records

A Transcripts of Records will be issued normally within 6 week after the assessment period has finished by the Examination Office. The original document will be sent to the home university by regular mail. It is the home university's responsibility to provide the student with this document.

3. Additional information

3.1 Grading system:

http://www.uniri.hr/index.php?option=com_content&view=category&layout=blog&id=173&Itemid=213&lang=en

3.2 Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Contact details	International@uniri.hr vize@mvep.hr
Website	www.uniri.hr www.mvep.hr/en/

3.3 Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm .

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact details	International@uniri.hr vize@mvep.hr
Website	www.uniri.hr www.mvep.hr/en/

3.4 Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact details	lkastrapej@uniri.hr lpajkovic@uniri.hr
Website	http://ssa.uniri.hr/en