



## UNIVERSITY OF RIJEKA FACULTY OF LAW

### ERASMUS EXCHANGE STUDENT GUIDELINES FOR ACADEMIC YEAR 2019/2020

Dear Erasmus students,

welcome to the Faculty of Law in Rijeka. During your mobility please follow the following guidelines regarding your stay at the Faculty of Law:

#### 1. Arrival

On the welcome day that you will be contacted please bring your

- **Acceptance Letter,**
- **Learning Agreement,**
- **OIB number<sup>1</sup>,**
- **one passport size photo and**
- **Confirmation of receiving financial support as Erasmus exchange student (if you are a recipient).**

Upon your arrival, you will be provided with specific information regarding registration, class attendance and other obligations.

You will receive Confirmation of Arrival on UNIRI form unless otherwise requested by your home institution. The date of the confirmation of arrival will be the first day of the academic year according to the Academic Calendar.

Upon completing the registration the Faculty will issue you a student card (Student X-card) which you can use for subsidized meals and lower fare transport. Please note that it will take couple of weeks to receive the student card.

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<sup>1</sup> Please check the University of Rijeka International Student Guide on the information how and where you can obtain your personal identification number (OIB). <https://uniri.hr/wp-content/uploads/2019/04/Sveuc%CC%8Cilis%CC%8Cte-International-Student-Guide.pdf>

## 2. Learning Agreement/Changes to the Learning Agreement

Upon arrival you will have to register the classes listed in your Learning Agreement.

If the classes you have entered in LA are not available you will discuss the possible changes to your Learning Agreement with the Faculty's Erasmus Coordinator.

You can make changes to the Learning Agreement by the **20<sup>th</sup> of October** for winter semester and **20<sup>th</sup> of March** for summer semester at the latest.

## 3. Classes

Classes for Erasmus students at the Faculty of Law in Rijeka are mainly organized as consultation meetings or lectures, depending on the number of enrolled students. The lectures and consultations are **obligatory** if you want to obtain ECTS credits. To follow them your level of written and spoken English language (or third language where available) should be at least B1.

Consultation classes and lectures for Erasmus students will begin the week following your arrival. You will receive a schedule for the first meeting upon your arrival, along with the contact from the course holder. You will arrange further meetings directly with the course holder.

You will receive a form for each course (attendance sheet), and we kindly ask you to obtain a signature for each lecture/consultation meeting. **A minimum of 60% rate of class attendance is required in order to be admitted to exams.**

During the exam period (month of February for winter semester and mid-June to mid-July for summer semester) each course holder will provide **3 dates** for you to take the exam. Please be advised that you cannot change these dates.

Please note that if you do not fulfil your obligations according to the Learning Agreement/Changes to the Learning Agreement the course in question will be entered into your Transcript of Records as *"failed"* and with **no ECTS credits**.

## 4. Departure

Before leaving the Faculty you will receive the Confirmation of Departure with the date you last come to the Faculty in person.

The Transcript of Records will be issued to you after you have completed all your obligations and all the forms have been signed and approved by the Erasmus Coordinator.