



## UNIVERSITY OF RIJEKA FACULTY OF LAW

### ERASMUS EXCHANGE STUDENT GUIDELINES FOR THE ACADEMIC YEAR 2025/2026

Dear Erasmus students,

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

#### 1. Arrival

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

- **OIB number<sup>1</sup>,**
- **One passport-size photo and**
- **Confirmation of receiving financial support as an 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 the 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 a couple of weeks to receive the student card.

You will also receive your AAI@EduHr electronic identity in order to access Merlin platform for the respective academic year: <https://moodle.srce.hr/2025-2026/my/> . Please note you will not be able to login into the system before receiving your electronic identity.

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

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

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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/2023/02/uniri-info-pack-2022-2023-NOVO-MASA-1.pdf>

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

### 3. Classes

Classes for Erasmus students at the Faculty of Law in Rijeka are organized primarily in the form of lectures. To follow the lectures your level of written and spoken English language (or third language where available) should be at least B1.

Upon your arrival to Rijeka you will receive a timetable of lectures. All further information will be provided by individual course holders.

### 4. Exam period

During the exam period (month of February for the winter semester and mid-June to mid-July for summer semester) each course holder will provide the exam terms.

In order for your grade to be entered in the Transcript of records you have to schedule a specific exam date via the **Studomat platform**, available in English via this link: <https://www.isvu.hr/studomat/en/prijava>

Instructions for Exam Scheduling:

#### 1) Accessing Studomat:

Studomat is available in several ways:

- any computer with Internet access: you can access Studomat through any computer connected to the Internet using a web browser
- computer kiosks at the Faculty building: located near the library - these kiosks have touchscreens allowing you seamless exam registration/withdrawal

#### 2) Logging in to Studomat:

To use the Studomat, you can log in using your [AAI@EduHr](mailto:AAI@EduHr) electronic identity.

#### 3) Using the scheduling and cancelation option:

Once you are logged in, you can check your enrolled courses by going to "Study information", then to "Active courses".

If you want to schedule an exam date, from the main menu go to "Exams". On the same sub-page you can very easily cancel a previously scheduled exam.

Please have in mind that you will be able to schedule an exam **no later than 3 days preceding** the date of the exam. Likewise, you can withdraw from a scheduled exam **no later than 24 hours before** the exact time of the exam.

**IMPORTANT:** if you passed the exam before the first official exam date, your grade still has to be recorded within one of the official exam dates. Should you have any questions or concerns regarding your exams, feel free to reach out to me, assoc. prof. Stjepan Gadžo or Laura Pilepić (both in cc) or directly to your professors and lecturers.

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**.

## **5. 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.