

POLYTECHNIC OF RIJEKA

Fact Sheet

2023/2024

Official name of the institution	VELEUČILIŠTE U RIJECI (POLYTECHNIC OF RIJEKA)
Address	Trpimirova 2/V, HR-51000 Rijeka, Croatia
Erasmus ID code	HR RIJEKA02
Subject area code (ISCED)	0311 - Economics, 041 - Business and administration, 1015 - Travel, tourism and leisure, 061 - ICTs, 081 - Agriculture, 1022 - Occupational health and safety, 1032 - Protection of persons and property, 104 - Transport services
Dean/Head of Institution	Saša Hirnig, PhD, College Professor
Departments and study programmes	<p>Business Department</p> <ul style="list-style-type: none"> Undergraduate Professional Study Programmes: Entrepreneurship; Information Science Specialist Graduate Professional Study Programmes: Entrepreneurship; Information Science and Technology in Business Systems <p>Transport Department</p> <ul style="list-style-type: none"> Undergraduate Professional Study Programmes: Road Transport; Railroad Transport Specialist Graduate Professional Study Programme: Transport <p>Occupational Safety Department</p> <ul style="list-style-type: none"> Undergraduate and Specialist Graduate Professional Study Programmes of Occupational Safety <p>Agricultural Department</p> <ul style="list-style-type: none"> Undergraduate Professional Study Programmes: Mediterranean Agriculture; Winemaking Specialist Graduate Professional Study Programme: Winemaking <p>Study programme Telematics - Undergraduate Professional Study Programme</p> <p>Study programme Sustainable Agrotourism - Undergraduate Professional Study Programme</p>
International Cooperation Office	<p>Erasmus Coordinator: Martina Sudac E-mail: mobility@veleri.hr tel: +385 51 321 309 GSM: +385 91 332 1349</p> <p>Vice-Dean for International Cooperation: Eda Ribarić Čučković, PhD</p> <p>Committee for International Cooperation: Eda Ribarić Čučković, PhD Martina Sudac, Erasmus coordinator Anita Stilin, PhD, Business Department (ECTS Coordinator, Erasmus coordinator deputy) Marina Rončević, PhD, Transport Department Erika Gržin, M.Eng., Occupational Safety Department Ivana Dminić Rojnić, PhD, Agricultural Department Andrea Andrijašević, PhD, Telematics Mladen Marinac, mag. educ. philol. ang. et hist., Sustainable Agrotourism Stefani Haring, Student Council representative</p> <p>Reception of students at the following address: Polytechnic of Rijeka, International Cooperation Office, Trpimirova 2/V, HR-51000 Rijeka, Croatia Business Department, Transport Department, Safety Department, Telematics, Sustainable Agrotourism:</p> <ul style="list-style-type: none"> Polytechnic of Rijeka, Vukovarska 58, HR-51000 Rijeka, Croatia <p>Agricultural Department:</p> <ul style="list-style-type: none"> Polytechnic of Rijeka, C. Huguesa 6, HR-52440 Poreč, Croatia <p>Regular post should be sent to: Polytechnic of Rijeka, International Cooperation Office, Trpimirova 2/V, HR-51000 Rijeka, Croatia</p>

Institution Homepage	https://www.veleri.hr/hr https://www.veleri.hr/en/what-can-i-study-polytechnic-rijeka (English)																		
English Home Pages and Courses	https://www.veleri.hr/en/what-can-i-study-polytechnic-rijeka https://www.veleri.hr/en/course-catalog																		
Number of students	cca 1600																		
Academic calendar	1st semester (winter): early October – late January 2nd semester (summer): early March – mid-June Examination period: February (winter semester), mid-June – mid-July (summer semester)																		
Nomination procedure	<p>Nomination should be sent to: mobility@veleri.hr</p> <p>Nomination deadlines: 1st June – winter semester / whole academic year 1st November – summer semester</p> <p>Please note that incoming Erasmus students should be officially nominated by their home Erasmus coordinator. Incoming CEEPUS students should be officially nominated by their home CEEPUS coordinator through the CEEPUS nomination system.</p>																		
Application procedure	<p>APPLICATION PROCEDURE (after the official nomination)</p> <p>In order to apply for admission at the Polytechnic of Rijeka it is obligated to fill in the Online Erasmus Application Form (https://www.veleri.hr/hr/form/erasmus-application) and upload all relevant documents:</p> <ul style="list-style-type: none"> • Endorsement of the Erasmus+ Student Status (provided by sending institution - home coordinator needs to sign and seal the Erasmus Student Application form, confirming applicant's student status at home institution, nomination for the exchange programme and student's sufficient knowledge of English) • Learning Agreement proposal (signed by student and sending institution coordinators) • Transcript of Records (in English language, signed by authorized persons) • EU CV • Copy of Passport or ID card • 1 passport-size photo <p>Application deadlines – ERASMUS+: 15 June for the winter semester / whole academic year 15 December for the summer semester</p> <p>Application deadline in the CEEPUS system: Jun 15 for the winter semester (Mobility Nominations for Networks) Oct 31 for the summer semester (Mobility Nominations for Networks) July 15 for the winter semester (if applicable - Mobility Applications outside the networks - freemover) Nov 30 for the summer semester (Mobility Applications outside the networks - freemover)</p> <p>The VELERI departments decide upon the feasibility of proposed study programmes and bring a final decision whether Erasmus / CEEPUS students will be accepted.</p>																		
Grading scale	<table border="1"> <thead> <tr> <th>Acquired level of learning outcomes (%)</th> <th>The numerical system of grading</th> <th>ECTS grades</th> </tr> </thead> <tbody> <tr> <td>90 to 100%</td> <td>Excellent (5)</td> <td>A</td> </tr> <tr> <td>75 to 89.99%</td> <td>Very good (4)</td> <td>B</td> </tr> <tr> <td>60 to 74.99%</td> <td>Good (3)</td> <td>C</td> </tr> <tr> <td>50 to 59.99%</td> <td>Sufficient (2)</td> <td>D</td> </tr> <tr> <td>0 to 49.99%</td> <td>Insufficient (1)</td> <td>F</td> </tr> </tbody> </table> <p>Passing grades: <i>excellent (5), very good (4), good (3) and sufficient (2)</i></p>	Acquired level of learning outcomes (%)	The numerical system of grading	ECTS grades	90 to 100%	Excellent (5)	A	75 to 89.99%	Very good (4)	B	60 to 74.99%	Good (3)	C	50 to 59.99%	Sufficient (2)	D	0 to 49.99%	Insufficient (1)	F
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<p>Croatian language course</p>	<p>The Rijeka School of Croatian Studies (Faculty of Arts and Sciences, University in Rijeka) promotes the Croatian language, literature and culture internationally, develops modern methods of teaching Croatian as a second or a foreign language, promotes mobility and organises testing of knowledge of Croatian as a second or a foreign language.</p> <p>The Rijeka School of Croatian Studies Croatian organizes Croatian language courses (beginner, intermediate and advanced level) for incoming mobility students. It is held each semester, and students acquire 4 ECTS (60 teaching hours per semester, i.e. two teaching hours per day twice a week). More information is available here: http://rks.ffri.hr/en/</p> <p>Croatian language courses are also offered in language schools. A list of these located throughout Croatia is available at:</p> <ul style="list-style-type: none"> - www.moja-edukacija.com/strani-jezici/hrvatski-jezik-za-strance/
<p>Accommodation for exchange students</p>	<p>In order to make a reservation of accommodation in student dormitories in Rijeka, accepted students (Erasmus+) can send an email to: scri.uniri@scri.hr</p> <p>Number of beds that are reserved for Erasmus students is limited - rooms are given to students on a "first-come, first-serve" basis.</p> <ul style="list-style-type: none"> - more information available on: https://www.scri.uniri.hr/smjestaj/smjestaj-erasmus <p>Privat accommodation:</p> <ul style="list-style-type: none"> - list of hotels and hostels in Rijeka can be found here: Accommodation - Visit Rijeka (https://visitrijeka.hr/en/odmori-planiraj-i-istrazi/smjestaj/) - private housing – rental of apartments
<p>Health insurance</p>	<p>All foreign students must have health insurance during their stay in Croatia. The best option is to enrol in an insurance plan in the home country that covers one's stay in Croatia. They may use international health insurance from their home country or choose to be insured at the health insurance company of their choice.</p> <p>EU citizens and citizens of Iceland, Liechtenstein, Norway and Switzerland may apply for the European Health Insurance Card (or EHIC) at the health service institute in their own country, before departure for Croatia. It allows anyone who is insured by or covered by a statutory social security scheme of the EU to receive medical treatment in another member state for free or at a reduced cost if that treatment becomes necessary during their visit. The EHIC is not an alternative to travel insurance. It will not cover any private medical healthcare. Therefore, it is advisable to have both, an EHIC and a valid private travel insurance policy.</p> <p>Non-EU countries with health care agreements with Croatia: If there is a signed bilateral health care agreement between your home country and Croatia, ask for the bilingual form (<i>tiskanica</i>) to be filled in and stamped by your health insurance company. The form should then be presented to the Croatian Health Insurance Company (<i>Hrvatski zavod za zdravstveno osiguranje</i>, http://www.hzso.hr/en/), which will issue a health insurance document valid in Croatia (<i>bolesnički list</i>). E.g., Croatia has entered into agreements on social security with the following non-EU countries participating in CEEPUS: Bosnia and Herzegovina, Macedonia, Montenegro, and Serbia.</p>
<p>Visa / residence permit</p>	<p>MOBILITY PERIOD LONGER THAN 90 DAYS (TEMPORARY STAY)</p> <p>Exchange students staying in Croatia for a period longer than three months (90 days) need to regulate the residence permit (apply for the approval of the temporary stay for the purpose of studies).</p> <p>EU citizens / EEA member state nationals / Swiss Confederation citizens should submit application for the issuance of the residence card within 90 days of their arrival in Croatia (no later than eight days after the expiry of the three months of their stay) at the Foreigners' Office, Central Police Station.</p> <p>Non-EU citizens staying in Croatia for more than 90 days are obliged to apply for the approval of the temporary stay for the purpose of studies within 48 hours of their arrival.</p> <p>MOBILITY PERIOD SHORTER THAN 90 DAYS (SHORT-TERM STAY)</p> <p>EU / EEA / Swiss citizens are not obliged to apply for the approval for temporary stay or to register their address if they are staying in Croatia shorter than 90 days.</p> <p>Non-EU citizens need to register their address within 48 hours upon their arrival in Croatia at the Foreigners' Office, Central Police Station if they are staying in private accommodation (rented apartment or similar). For the students who are staying at hotels or student dormitories the address is automatically registered (hotels and student dormitories register their foreign guests).</p>

	<p>All information related to short-term and temporary stay in Croatia can be found at the following address:</p> <p style="text-align: center;">Ministry of Internal Affairs, Primorsko-Goranska County Police Administration Department for Foreigners Trg žrtava fašizma 3, HR-51000 Rijeka, Croatia Tel: +385 51 430 333</p> <p><i>All the students accepted for an exchange at the Polytechnic of Rijeka will be given Acceptance letter needed for the regulation of their temporary residence permit upon their arrival to Rijeka!</i></p> <p>VISA A visa is required for students coming from non-EU countries. The list of countries whose nationals need a visa to enter Croatia and detailed information on visa regulation (contacts, procedures) can be found at the website of the Croatian Ministry of Foreign and European Affairs. The visa application must be submitted to the diplomatic mission or consulate of the Republic of Croatia in the foreign national's home country before arrival to Croatia. Any visa related costs are not covered by the scholarship grant.</p>
<p>Student identity card</p>	<p>Foreign students at the Polytechnic of Rijeka are entitled to hold a student identity card (X-card) during their stay. It enables them to eat in students' cafeterias and restaurants at a reduced price. It proves a student status and may also be used to get a discount for some tickets and services (if applicable).</p> <p>In order to obtain the X-card student must apply for the personal identification number (OIB in Croatian) at the Tax Department (Riva 10, Rijeka), fill in the form and bring the original and a copy of a passport. Student will receive his/her OIB number the same day.</p>
<p>Confirmation of stay and Transcript of Records</p>	<p>Polytechnic of Rijeka will issue a Transcript of records for each student at the end of semester in February/July. The report will be sent to the student email and to coordinator at home institution (if required) within 5 weeks after the exchange period.</p> <p>Closing the mobility period is a compulsory step in order to receive the Transcript of Records.</p> <p>At the end of their exchange period, before leaving, students MUST go to the International Cooperation Office to close their mobility period. They are required to return their X-card.</p> <p>Please note that a confirmation of stay will only be issued for the period of actual studies at the Polytechnic of Rijeka. The welcome day will be declared as their date of arrival, and the ending day will be the last day that student need to be present at the Polytechnic of Rijeka (last exam and closing the mobility period at the International Cooperation Office).</p>
<p>Information for incoming students and staff with physical, mental or health-related conditions</p>	<p>Students with disabilities are considered students with:</p> <ul style="list-style-type: none"> • vision impairment, • hearing impairment, • motor disorders, • multiple impairments, • chronic diseases, • mental health issues, • specific learning difficulties (dyslexia, dysgraphia, dyscalculia, ADHD) • other health conditions or difficulties which may affect the course of study, and that could be proven by appropriate documentation. <p>https://www.veleri.hr/en/international-cooperation Means of support for students with disabilities at the Polytechnic of Rijeka</p> <p>Contact for incoming students and staff: Martina Sudac, Erasmus+ coordinator International cooperation office E-mail: msudac@veleri.hr Tel.: +385 51 321 309; GSM: +385 91 332 1349</p>
<p><i>Polytechnic of Rijeka ensures equal opportunities to participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities. It does not allow any discrimination based on sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.</i></p>	