

## INFORMATION FOR INTERNATIONAL STUDENTS

### **CROATIAN TAX NUMBER**

Students have to apply for the personal identification number - **Croatian tax number (OIB)** at the Tax Department. They need to fill in the form which they will receive there and bring the original and a copy of their passport. The Tax Department will issue the OIB number the same day.

### **X-CARD**

OIB is a precondition for a **student identity card (x-card)**. X-card *proves a student status* and may also be used to get a discount for some tickets and services.

After they are officially enrolled at the Polytechnic of Rijeka, students receive their personal credentials. These normally correspond to: username=name.surname and password. Personal credentials give access to the online services for students (e.g. e-learning platforms, free wi-fi in Polytechnic building or in Dormitory).

NOTE: If students have any problems in accessing the online services for students, they have to refer directly to the e-mail: [helpdesk@veleri.hr](mailto:helpdesk@veleri.hr)

### **STUDENT RESTAURANTS (where to use x-card):**

Restaurant "Kampus" (Student Dormitory Trsat) Radmile Matejčić 5

Restaurant "Indeks" Krešimirova ul. 18

Restaurant "Mini" (Student Dormitory I. G. Kovačić) Čandekova ul. 4

### **EXTENSION OF THE EXCHANGE PERIOD**

Students who want to extend their mobility period at the Polytechnic of Rijeka have to be authorized by both the International Cooperation Office at Polytechnic of Rijeka and by their home University.

Extension requests are mandatory to be able to take exams after the official ending of the Erasmus/International mobility period (beyond the number of months confirmed in the students' online application).

## ***CLOSING OF THE ERASMUS AND/OR INTERNATIONAL MOBILITY PERIOD***

The closing of the mobility period is MANDATORY! At the end of their exchange period, before leaving, students MUST go to the International Cooperation Office to close their mobility period. They have to bring any final documents of their home University that they need to have signed/stamped by our Polytechnic.

Closing the mobility period is a compulsory step in order to receive the Transcript of Records, which is the final document of the exchange study period certifying the beginning and ending dates of the mobility period and all the exams taken at Polytechnic of Rijeka.

Transcript of Records will be sent to the students' home University by email within 5 weeks after the exchange period.

**IMPORTANT:** the ending date of the mobility period will be the day when students go to the International Cooperation Office.

## ***PROFESSOR'S CONTACT***

Professors' contacts are available on [www.veleri.hr](http://www.veleri.hr) into the section "KONZULTACIJE" (<https://www.veleri.hr/?q=konzultacije>). Professors' office hours are indicated in the contact details.

Students should contact the professors of the courses they are going to attend in order to introduce themselves and ask whether there is any specific information or instructions for international students.

Professors' names, e-mail contacts, and office numbers can also be found in the materials for international students prepared by International Cooperation Office. This materials students get on the welcome day.

In case of any particular problems, students can refer to the Erasmus coordinator, a vice dean for international cooperation or to International cooperation delegates of each Department.

**Note!** The courses for foreign students are carried out in the form of consultancy with professors of the chosen subjects.

The contact list of the Erasmus Delegates is available on [www.veleri.hr](http://www.veleri.hr) » English » International Affairs » Contact (<https://www.veleri.hr/?q=node/1253>).

## GRADING SCALE

Grading and evaluation of students' achievements upon completion of course:

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

Passing grades are: *excellent (5)*, *very good (4)*, *good (3)* and *sufficient (2)*

The numerical grade, ECTS grade and the percentage of knowledge skills and competences are recorded in the student's own course and assessment booklet

## ACADEMIC CALENDAR

**1st semester (winter):** early October – late January

**2nd semester (summer):** early March – late June

**Examination period:** February, late June, early July

## NATIONAL HOLIDAYS IN CROATIA

January 1 (New Year's Day)

January 6 (Three Kings Day)

April 4 & 5 (Easter Sunday and Monday)

May 1 (Labour Day)

May 30 (Day of Croatian Statehood)

June 3 (Corpus Christi)

June 22 (Anti-Fascist Struggle Day)

November 1 (All Saint's Day)

November 18 (Remembrance Day)

December 25 & 26 (Christmas and St. Stephen's Day)

## SOME USEFUL LINKS

Important information on studying and living in Croatia you can find here:

<http://www.studyincroatia.hr/studying-in-croatia>

Where to stay, where to eat, where to go, Rijeka's best, tourist route, schedule of events, travel information, important info:

<http://www.visitrijeka.eu/>

Online dictionaries:

[www.eudict.com](http://www.eudict.com)

[www.taktikanova.hr](http://www.taktikanova.hr)

*We wish you a good stay and a successful year!*



## THE LATEST UPDATES AND RECOMMENDATIONS FOR STUDYING AT POLYTECHNIC OF RIJEKA IN WINTER SEMESTER 20/21

Following the recommendations from our Health institute and Ministry of Science and Education, we are **prepared for a regular on-site start** of academic year.

In case of need, classes and consultations may be conducted online.

**Safety and health measures for students, professors and visitors include temperature measuring, wearing face masks, hands and equipment disinfection, physical distancing** and other measures related to class organisation. Depending on the epidemic situation development, students will subsequently receive additional instructions related to schedule, rules of conduct and other important elements.

Polytechnic of Rijeka is continuously monitoring the development of epidemic situation, respecting all recommended safety measures. Classes and measures will be continuously adjusted to the current epidemic conditions.

We recommend all students to regularly follow our website for possible updates. You can also follow updates for Croatia on the official government website for accurate and verified information on COVID-19, available via the following links:

- <https://www.koronavirus.hr/latest-news/travelling-find-all-important-information-in-one-place/210>
- <https://www.koronavirus.hr/en>

We kindly ask you to behave responsibly by following the instructions of the Ministry of Health.

### **113 call center for all COVID-19 questions (active from 1st of September):**

- Working hours: every day from 8AM till 9PM

### **Telephone numbers of designated epidemiologist (Institute of Public Health):**

- Primorje-Gorski Kotar County (for those who are located in City of Rijeka): +385 91 125 72 10
- Istria County (for those who are located in Poreč): +385 98 44 18 21
- Croatian Institute of Public Health: +385 98 22 77 53

### **SPECIAL CLINICS:**

**Primorje-Gorski Kotar County:** Special clinic for patients potentially infected by coronavirus located in front of the PGŽ Health Centre building and the PGŽ Public Health Teaching Institute at Krešimirova 52a, from Saturday 21 October available from 8am to 8pm, phone on +385 91 241 82 15

**Istria County:** Epidemiologist on call +385 99 529 44 55

**TESTING CENTRE:**

Institution conducting testing	Contact phone, e-mail or web form for ordering patients	The cost of testing	Note	Waiting time for test results	Translation of results (YES / NO)	Translation price
Primorsko-Goranska County, Teaching Institute Of Public Health Krešimirova 52a, 51000 Rijeka	+385 (0)51 334 530 (7:00-15:00) or after working hours:  +385 91 143 5163 +385 91 723 4573  mis.kancelarija@zzjzpgz.hr ravnatelj@zzjzpgz.hr	698,21 kn*	RT-PCR test 3 sequences **	up to 24 hours	YES	NO

\* It is possible to test at your own expense and with a referral; the price is expressed for testing at your own expense

\*\* Type of testing

Passengers entering Croatia without the obligation of self-isolation shall comply with the following measures during the first two weeks of their stay in Croatia:

- During the first 14 days after entering the Republic of Croatia, exits from accommodation are limited only to the necessary ones: performance of necessary activities with continuous intensified implementation of hygiene measures.
- During the necessary exit from accommodation it is recommended to use a mask or covers for the nose and mouth, maintain physical distance from other persons (minimum 1.5 meters) and conduct hand hygiene.
- Hands wash as often as possible with warm water and soap and/or use a hand disinfectant that needs to be rubbed in the palms. Avoid touching the face, mouth, nose and eyes.
- Avoid the use of public transport. In a means of transport, it is desirable that a person is alone or exclusively with persons sharing a common accommodation. **In a public transport it is obligated to wear a mask.**
- Gatherings should be consistently avoided
- Meet as few people as possible, ensure a physical distance of 1.5 meters and availability of disinfectants, and avoid unnecessary meetings.
- Payment services are performed by non-cash card payments or on-line services.
- Every morning it is necessary to measure the body temperature if it is higher than 37.2°C, the measurement should be repeated after 10 minutes, and if the temperature is higher than 37.2°C it is necessary to stay at home/in accommodation and contact a doctor in a COVID-19 infirmary or a territorially responsible epidemiologist.
- In case of symptoms of acute respiratory infection (cough, sore throat, fever, short breathing/difficulty or loss of smell), it is necessary to stay at home/in accommodation and contact a doctor in a COVID-19 infirmary or a territorially responsible epidemiologist.
- In case of sudden onset of severe, life-threatening symptoms, contact emergency medical service at 194.

**IT IS MANDATORY TO WEAR A MASK IN THE PREMISES OF  
THE POLYTECHNIC OF RIJEKA!**