



UNIVERSITY OF RIJEKA
**FACULTY OF ECONOMICS
AND BUSINESS**

EFRI FRESHMEN GUIDE



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UNIVERSITY OF RIJEKA
**FACULTY OF ECONOMICS
AND BUSINESS**

Dear students,

Welcome to the Faculty of Economics and Business in Rijeka.

First of all, we would like to congratulate you on successfully passing the State Matura and enrolling the undergraduate studies at EFRI. Bearing in mind that you are now taking a new step in your life, we have created the EFRI Guide for Freshmen to ease your way through this experience.

The guide contains useful information on student life and the Faculty of Economics and Business in Rijeka. We hope that it will help you adapt to student life more easily and prepare you for the challenges ahead of you.

We would also like to take this opportunity to invite you to join us and to contribute to our work with your ideas. Only together can we enhance the quality of studies. Do not forget that we are here for you and that your and our interests are the same.

We wish you a good start and a successful academic year!

Your Dean, the Student Union and the EFRI Career Center



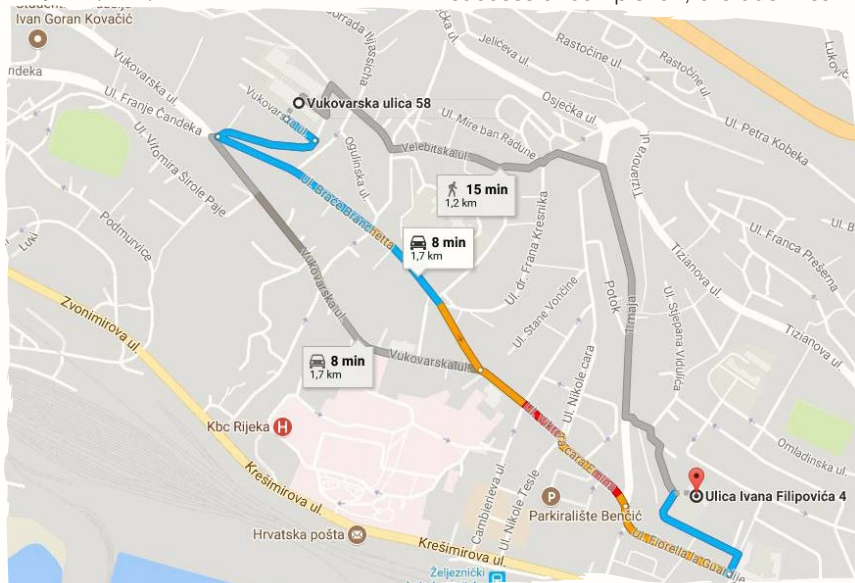
FACULTY OF ECONOMICS AND BUSINESS, UNIVERSITY OF RIJEKA

The Faculty of Economics and Business in Rijeka (EFRI) is a constituent member

of the University of Rijeka. The Faculty's main activities include scientific research and teaching. The teaching takes place in two buildings.

EFRI offers and conducts study programs at all levels: undergraduate, graduate, postgraduate specialist and postgraduate doctoral level.

The undergraduate studies at EFRI last 3 years, i.e. 6 semesters. Upon their successful completion, a student earns





a minimum of 180 ECTS credits and is awarded the academic title: Bachelor in Economics or Business Economics.

The study programs are offered within two directions: Economics and Business Economics. The study tracks within Business Economics include: Entrepreneurship, Management, Marketing, Finance and Accounting and International Business.

The Faculty also offers a fully English taught undergraduate study program in International Business.

The graduate studies at EFRI last 2 years, i.e. 4 semesters. Upon their successful completion, a student earns a minimum of 120 ECTS credits and is awarded the academic title: Master in Economics.

The study tracks at graduate level include: Development Economics (Economics), and Entrepreneurship, Marketing, Management, Finance and Banking and International Business. The Faculty also offers a fully English taught graduate study program in International Business.

The postgraduate specialist study programs last 1 or 2 years, depending on the program.

The postgraduate university (PhD) study program lasts three years and upon its successful completion the candidate is awarded a minimum of 180 ECTS credits and the academic title *doktor znanosti* (PhD) in Economics.

KEY LOCATIONS

MAIN FACULTY BUILDING:

Ivana Filipovića 4, 51000 Rijeka
(Bus lines 1, 1A, 2, 2A, 3, 4, 5, 6, 7 and 7A)

Tel: +385 51 355 111

Fax: +385 51 212 268

E-mail: efri@efri.hr

Official web site:

<https://www.efri.uniri.hr/en>

Facebook:

Ekonomski fakultet Sveučilišta u Rijeci

OLD FACULTY BUILDING:

Vukovarska 58, 51000 Rijeka
(Bus lines: 2A, 6, 7 and 7A)

STUDENT REGISTRY FOR UNDERGRADUATE AND GRADUATE STUDIES (Student Affairs Office)

- Main building's ground floor. The Student Registry provides students with information related to student status, registration, application, and enrollment, required data and issues student status certificates. Tel: +385 51 355 112

Students with disabilities may also call:
+385 51 355 173

LIBRARY:

Main building's ground floor
Tel. +385 51 355-174, 355-175,
Book borrowing: +385 51 355-176

GETTING AROUND THE FACULTY

MAIN FACULTY BUILDING

Ground floor: Information Desk, Library, Reading room, Canteen, Student Registry for Undergraduate and Graduate Studies, Organization of Teaching Activities and Student Standard Office

1st floor: Dean's Office, Secretary's Office, Multipurpose Hall 1, Computer rooms 2 and 3, Aula Magna, Aula Minor, Distance learning studio, Computer Center, Student Registry for International Cooperation, Student Registry for Life-long Learning, Student Registry for

Post-graduate Studies, Human Resources and General Affairs Office, Finances and Accounting Office

2nd floor: Lecture Halls 1, 2, 3 and 4

3rd floor: Lecture Halls 5, 6, 7 and 8

4th floor: Lecture Halls 9 and 10

ANNEX (next to the main building)

Ground floor: Annex Hall, Multipurpose Hall 2

1st floor: Career Center, Student Union Office, AIESEC

OLD FACULTY BUILDING:

3rd floor: Computer Hall 309

4th floor: Lecture Hall 423

IMPORTANT TERMS

AAI IDENTITY - On enrolment into the first year of studies, each student is given an AAI identity. If a student has not previously been given an AAI identity, he/she needs to ask for one at the Student Registry Office. A student, who has forgotten his AAI identity, or password,



should personally contact the Student Registry Office during working hours. The AAI identity is used for accessing Merlin (the e-learning platform), eduroam wireless network within the Faculty building and other contents intended exclusively for students and faculty members.

X-card (student identity card) is a magnetic card which contains your photo, student number JMBAG (Academic Citizen Unique ID Number) and can be used for eating government subsidized meals at Student cafeterias and for obtaining other student benefits. More details on its uses can be found at www.cap.srce.hr. The student card is valid for the duration of full student status. The validity date is extended upon each enrolment into an academic year. If the card is lost or damaged, the student shall request a reissuing of the card for a certain fee.

ECTS (European Credit Transfer System) is a standardized point system used in higher education of EU countries based on student workload and achieved learning outcomes. Each individual course carries a corresponding number of ECTS points according to required student workload i.e. engagement needed to complete and pass the respective course (class attendance, seminars, assignments, self-study, reading of assigned materials, preparing and studying for examinations ...). Each year consists of 60 ECTS credits. The number of obtained ECTS credits also determines the degree to which a student has student benefits (subsidized meals and accommodation, Ministry funding of tuition) and the number of ECTS credits he/she may enroll the subsequent year.

JMBAG (Academic Citizen Unique ID Number). The JMBAG is awarded at enrollment into a higher education institution. It is quoted in the upper left corner of a student's x-card and is made up of three series of numbers.

Continuous assessment/mid-term examination is an oral or written assessment of a student's knowledge of course contents conducted during classes. Within the grading system applied at the Faculty, the grade points achieved through such assessment are calculated within the total number of grade points to be achieved during class activities (a maximum of 70 grade points) which give a student the right to sit for the final examination.

Final examination is an oral or written assessment of student's knowledge and progress conducted upon completion of lectures. Student progress achieved at the final examination is graded from 0 to 30 grade points.

Merlin is an e-learning platform based on an open-source system used for conducting classes using the unified AAI@Edu identity which is provided for all members of the academic community.

Studomat is an information system that provides for systematization and registration of data. It allows students to conduct administrative tasks online, via the Internet or online kiosk: to register (apply) or withdraw the registration for examinations (if a student applies for the final examination but fails to sit for it, the final examination will be marked "null" and it will be considered that the student has exercised the right to sit for the exam), to see exam schedules, to obtain and print out student confirmations, review the data recorded in



the database (personal data, data on enrolled years, enrolled courses, passed exams, due payments etc.). **And of high importance, the student has to apply/register for each new semester via Studomat (or at the Student Registry for Undergraduate and Graduate Studies).** The students can access Studomat using their AAI identity at the online kiosk at the Faculty (ground floor) or via any computer having internet connection at

<https://www.isvu.hr/studomat/prijava>

SPECIAL STUDY CONDITIONS are regulated by the Regulations on Studies and Studying at the Faculty of Economics and Business, University of Rijeka

EVALUATION OF TEACHING – In order to continuously enhance the quality of studies, the students are given the opportunity to express their opinions and assess the quality of their teachers and the courses they have had at the end of each respective semester.

CLASSES

The teaching process is composed of lectures, seminars and practicums, depending on individual course curriculum. The teaching activity is conducted by teachers, assistants, external associates and guest lecturers.

Seminar classes are organized to give a more detailed insight into the topics dealt within lectures. In order to help students understand and master the

course contents, the students are given seminar tasks, which, depending on the course, are done individually or as group tasks, and for which students gain a certain number of grade points.

Moreover, on most courses, the teachers engage senior students (demonstrators) whose task is to aid more junior students in mastering course contents.

All teachers and assistants have weekly office hours during which the students may come to see and check on his/her progress, get additional information on issues related to classwork and other course related info.

ASSESSMENT OF KNOWLEDGE AND EXAMINATIONS

At the introductory lectures, each course holder informs the students about the course, the manner in which the students will be graded (allocation of grade points) within the respective course and course prerequisites. The models of monitoring and assessing student progress as well as other materials and information needed to follow the course (list of readings, tasks, potential seminar topics, changes in schedules etc.) are posted on Merlin and as such, should be checked regularly.

The student may earn a maximum of 70 grade points for successfully completing classwork activities. Grade points are allocated through continuous assessments, seminars,

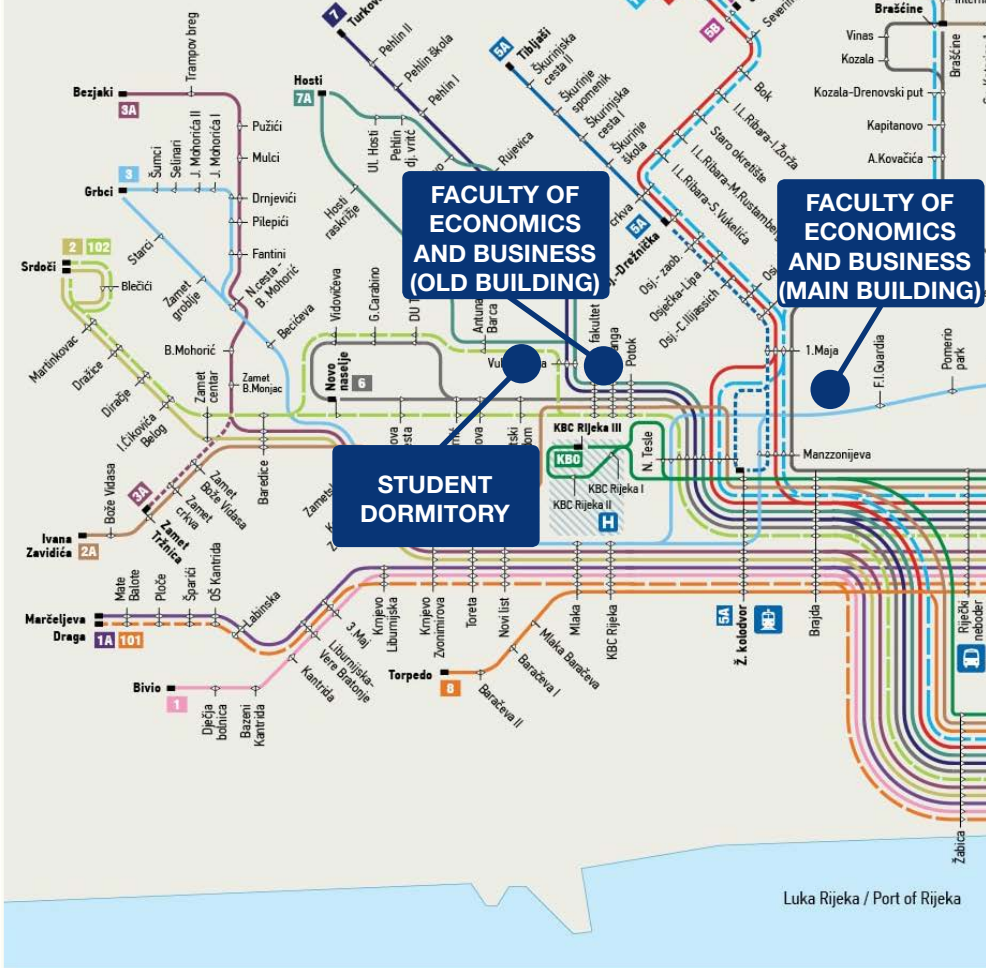
1, 1A, 2, 2A, 3, 4, 5, 6, 7, 7A

and Student Dormitory I. G. Kovačić:

2A, 6, 7, 7A

Campus: 2, 8, 8A

More at: <https://www.autotrolej.hr>



CAMPUS

LEGEND:

- 13** bus line no.
- regular line
- occasional line
- night line
- departure point
- bus stops - both directions
- bus stops - one way

LEGEND:

13 bus line no.

— regular line

- - - - - occasional line

— night line

— departure point

— bus stops - both directions

— bus stops - one way

class participation and any other form of evaluation of student progress envisaged by the course curriculum. The schedule (dates) of written/oral continuous assessments/mid-terms are communicated in advance within the course curriculum published via Merlin.

WHO HAS EARNED THE RIGHT TO SIT FOR THE FINAL EXAMINATION AT UNDERGRADUATE STUDIES?

The final examination may be taken by students who have obtained at least 50% of the grade points awarded for class activities (i.e. a minimum of 35 grade points).

In order to pass the course, the student must obtain a minimum of 50% of possible grade points awarded for the final examination (i.e. 15 grade points). A student who has obtained less than 50% of the grade points awarded for the final examination i.e. has not passed the examination on 3 of the 4 possible final examination terms, has failed the course and needs to reenroll it in the following academic year.

The student needs to register (apply) for the final examinations via STUDOMAT. All examination dates as well as

deadline dates for registering and withdrawing one's registration are visible on STUDOMAT. A student may sit three times within an academic year for the final examination in each course.

The final grade is the sum of grade points achieved at the final examination and the grade points achieved during classwork. The grading system is as follows:

Obtained grade points (0-100)	ECTS grading scale	Grade
90 - 100%	A	Excellent (5)
75 - 89.9%	B	Very good (4)
60 - 74.9%	C	Good (3)
50 - 59.9%	D	Sufficient (2)
0 - 49.9%	F	Fail (1)

For more information:

<https://www.efri.uniri.hr/upload/Pravilnik%20o%20ocjenjivanju%20-%20lzmjene%2016.%20srpanj%202018.pdf>





ACTIVITIES AT THE FACULTY

In addition to studying, the Faculty and the student organizations operating within it, offer a wide range of opportunities where you can put your knowledge to practice and improve your professional competencies.

STUDENT UNION is a student elective representative body that protects students' interests, participates in decision making processes within the Faculty bodies and represents students in the higher education system. The students of all years of studies elect their representatives for a two-year mandate. The Student Union organizes various activities and events such as different guest lectures, conferences, fundraising, the annual Faculty's Ball, student and professor gatherings etc.

Facebook: *Studentski zbor Ekonomskog fakulteta u Rijeci* (EFRI Student Union)

E-mail: sz@efri.hr

CAREER CENTER provides students with the opportunity to get to know the real working environment, put their knowledge into practice and thus

develop new skills and gain professional experience during their studies. The Faculty's CDO enables students to do internships with companies with which the Faculty collaborates; it informs students about job openings and scholarships; it supports students in setting up student start-ups based on students' creative ideas; it transmits business offers made by employers; it organizes thematic workshops held by experts or postgraduate and doctoral students and finally it provides advice on how to present oneself, in the best manner, to a potential future employer.

The internship portals, accessible via your AAI identity: Youth Initiative - https://www.efri.uniri.hr/en/inicijativa_privatnog_sektora_za_mlade/390/27
EFMD Global Network - <https://efri.higheredtalent.org/Login>

Contact: karijere@efri.hr

For several years in a row, thanks to the Confucius Institute, the students and the Faculty staff have had the opportunity to learn **CHINESE** completely free of charge. Lectures are held twice a week,

and at the end of the cycle, the participants acquire certificates, naturally if they pass the final examination.

EFRI Sports is an organization that operates within the Faculty and can be joined by all students who wish to compete in various sports disciplines.

Contact: efri.sport@gmail.com

Since 2005, the Faculty of Economics and Business has been organizing the INTERNATIONAL SUMMER SCHOOL entitled International Environment and European Integration, traditionally held in July. The goal of the Summer School is to familiarize students pursuing their studies in economics, law, European studies, as well as other fields with the basis of the economic integration in Europe, with special reference to Croatia and South East European countries, as well as with the advantages and challenges of economic integration in everyday life. Official web site:

<https://www.efri.uniri.hr/en/summer-school/9>

AIESEC is the largest international student organization present in more than 120 countries. Their work is realized through international volunteer and professional internship programs and work within the organization on different projects.

Contact: aiesec.ri@gmail.com

ERASMUS is a mobility program within which students can spend part of their studies at a foreign higher education institution or do an internship program, which significantly contributes to their independence, cultural enrichment, foreign language knowledge and the ability to work in multicultural environment. The Erasmus program allows for students to fulfill a part of their study obligations, including thesis writing, at a higher education institution abroad with which the University of Rijeka has signed an Erasmus Cooperation Agreement. During their studies abroad, the student is exempt from paying tuition fees, while the costs



of his / her stay and travel are partly covered by the Erasmus scholarship. The Erasmus Mobility Call is issued by the University of Rijeka once a year on the University's web pages, for the winter and summer semester, or for the full academic year.

CEEPUS is a regional higher education mobility program aimed at enhancing mobility within individual faculty networks. The students participating in CEEPUS are exempt from paying tuition at the foreign institution, and the amount of the CEEPUS scholarship depends on the standard of living in the respective country. Countries participating in CEEPUS are Albania, Austria, Bulgaria, Bosnia and Herzegovina, the Czech Republic, Montenegro, Croatia, Kosovo, Hungary, Macedonia, Moldova, Poland, Romania, Slovakia, Slovenia, and Serbia.

STUDENT OMBUDSMAN is appointed by the members of the Student Union for a one-year period. The tasks

of the Student Ombudsman include the following: informing and advising students on their rights and responsibilities and the manner of exercising their rights, participating in disciplinary proceedings against the students for the protection of their rights, taking care of the legality of the electoral conduct and other tasks stipulated by the general acts of the Faculty.

UNIVERSITY COUNSELLING CENTER (SSC) is a constituent of the University of Rijeka established to provide various forms of support and assistance to students and employees of the University. All services are free for users. There are three offices operating within the SSC: the Office for Psychological Counselling, the Office for Students with Disabilities and the Career Office. Official web site:
<http://iuri.uniri.hr/center/university-counselling-centre-ssc/>



Student dormitories

Student Dormitory

Ivan Goran Kovačić

Address: Franje Čandeka 4

51000 Rijeka

tel. +385 (0)672 422

fax. 051 671 187

E-mail: scri.uniri@scri.hr

Student Dormitory Trsat

Address: Radmile Matejčić 5

51000 Rijeka

mob. 099 469 6296

tel. +385 (0)51 584 530

fax. 051 584 534

E-mail: scri.uniri@scri.hr

Student restaurants and bistros

RESTAURANT INDEKS

Krešimirova ulica 18 (in the close vicinity of the Faculty, the bus terminal and the railway station)

RESTAURANT MINI

Čandekova 4 (at the Student Dormitory *Ivan Goran Kovačić*)

RESTAURANT KAMPUS

Radmile Matejčić 5,
University Campus Trsat

BISTRO EFRI

I. Filipovića 4

(Faculty's ground floor)

Arrivals to Rijeka

Bus Terminal Rijeka,

Trg Žabica 1, 51 000 Rijeka,

tel: 060 30 20 10

Railway Station Rijeka,

Trg kralja Tomislava 1, 51 000 Rijeka,

tel: +385 (0)51 211 304

Airport Rijeka,

Hamec 1, 51513 Omišalj,

tel: +385 (0)51 841 222;

+385 (0)51 842 040

Student Healthcare

All foreign students must have health insurance during their 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. EU citizens and citizens of Iceland, Liechtenstein, Norway and Switzerland may apply for the European Health Insurance Card (or EHIC) which allows them to receive medical treatment in EU member state for free or at a reduced cost, if that treatment becomes necessary during their visit.

For more info:

<http://www.studyincroatia.hr/living-in-croatia/health-care>

Clinical Hospital Center Rijeka – Location Rijeka

Address: Krešimirova 42

Tel.: +385 (0)51 658 111

Web page: www.kbc-rijeka.hr

Clinical Hospital Center of Rijeka – Location Sušak

Address: Tome Strižića 3

Tel.: +385 (0)51 407 111

Web page: www.kbc-rijeka.hr

Emergency Dental Service

Address: Cambierieva 7

Tel.: +385 (0)51 335 588

Working hours: Saturdays, Sundays and holidays from 8 am to 8 pm

Pharmacy 'Centar'

Address: Riva 18

Tel.: +385 51 213 101

Working hours: 24/7

www.ljekarna-jadran.hr

REGISTRATION OF TEMPORARY RESIDENCE

Primorsko-goranska County Police Administration - Rijeka

Address: Žrtava fašizma 3, Rijeka

Working hours: (Mon - Fri) 8 am to 3 pm – all administrative issues

(Mon - Fri) 8 am to 6 pm – registration issues, issues related to personal and traffic documentation

Web: <http://www.studyincroatia.hr/living-in-croatia/student-residence-permit>

Public transportation in Rijeka

KD Autotrolej d.o.o. Rijeka

Tel: +385 51 311 400

E-mail: autotrolei@autotrolei.hr

Web: <https://www.autotrolej.hr>

Selling spots:

Jelačić Square

Delta Parking Lot

Tisak kiosks – 25 selling spots

Documents needed to obtain (monthly) bus passes:

- Certificate of enrollment into the current academic year issued by the student office
- Certificate of (temporary) residence
- A copy of the ID card or passport
- OIB (personal identification number)

More at:

https://www.uniri.hr/index.php?option=com_content&view=article&id=1136&Itemid=224&lang=en

Student Service

Student Service Rijeka- main office
Ulica Radmile Matejčić 5 PP 298
51000 Rijeka
e-mail: studentservis@scri.hr

Student Service office at the restaurant *Kampus*

(Ulica Radmile Matejčić 5) - First registration with the Student Service
tel. +385 (0)51 51 584 528
tel. +385 (0)51 51 584 529
fax. +385 (0)51 51 452 135

Student Service office at the restaurant *Indeks* (Krešimirova ulica 18) - (at

this location students can get a new contract(s), deliver a verified contract, deliver the bank account number, get the PIN number for Web servis, pick up the misplaced X- card.)

tel. +385 (0)51 325 846

tel. +385 (0)51 51 325 847

fax. +385 (0)51 51 452 135

Useful libraries

Library of the Faculty of Economics and Business, University of Rijeka

Address: Ivana Filipovića 4, Rijeka
Tel: +385 (0)51 355-183, +385 (0)51 355-174, +385 (0)51 355-175

University Library Rijeka

Address: Dolac 1, 51 000 Rijeka
Tel: +385 (0)51 336 129
Web: <http://www.svkri.uniri.hr/>

Rijeka City Library

Address: Matije Gupca 23, Rijeka
T: +385 51 211-139, 215-388
E-mail: gkri@gkri.hr
Web: <http://gkr.hr/>

STUDENT LOANS

E-mail: kredit@uniri.hr

Address:

University of Rijeka Rectorate, Financial Office, Trg braće Mažuranića 10, 51000 Rijeka

Web: https://www.uniri.hr/index.php?option=com_content&view=cateogory&layout=blog&id=17&Itemid=122&lang=en

Useful links:

Faculty of Economics and Business, University of Rijeka:

<https://www.efri.uniri.hr/>

University of Rijeka:

https://www.uniri.hr/index.php?option=com_content&view=frontpage&Itemid=11&lang=en

Rijeka Tourist Board:

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

International student guide, UNIRI:

http://iuri.uniri.hr/wp-content/uploads/2016/01/iuri_uniri_student_guide.pdf





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