
**GUIDELINES FOR ENROLLING IN COURSES OUTSIDE THE STUDY PROGRAM
- ENROLLMENT IN JOINT ELECTIVE COURSES AT THE UNIVERSITY OF RIJEKA**

I.

Students of the Faculty of Tourism and Hospitality Management have the opportunity to enroll in and take courses outside the study program, so-called joint elective courses, in order to acquire additional knowledge.

II.

Students of the Faculty who pass courses related to the learning outcomes of the study program can have their previous knowledge recognised during their studies.

III.

The procedure for enrolling in an elective course outside the Faculty's study program includes the following steps:

1. The student selects an elective course from the list of joint elective courses at UNIRI via the website: Zajednički izborni kolegiji.
2. After selecting the course, the student fills out the **Confirmation form for enrollment in a course outside the study program**
3. The signed form and a copy of the student ID (and, if applicable, proof of enrollment for the academic year) must be submitted to the student services department of the university offering the elective course
4. After the student service of the other higher education institution has completed and notarised the form under point 2, the student must send the notarised form by e-mail to the FTHM Student Office: studentska@fthm.hr.
5. The student attends classes according to the conditions and schedule of the selected course.
6. After successfully passing the course, the course instructor fills out the **Certificate form of passing the exam and/or acquiring ECTS points from courses outside the study program** and submits it to the student service of the institution where the course was passed.
7. The student service of the higher education institution where the ECTS credits were earned and/or the exam was passed sends the notarised form by e-mail to the FTHM Student Office.
8. After passing the course, the student can apply for recognition of the passed course through the recognition procedure for prior learning achievements within the specified deadlines.