
INSTRUCTIONS FOR TRANSFERRING FROM OTHER FACULTIES TO FTHM

I.

Students who are enrolled in an undergraduate degree programme at another faculty in Croatia (Faculty of Economics) can transfer to the Faculty of Tourism and Hospitality Management and continue their studies there.

Conditions for the transfer:

1. The previous degree programme falls within the field of economics
2. The student is enrolled in an undergraduate university program at his/her home faculty
3. The student was enrolled in the previous academic year at his/her home faculty (in the 1st or 2nd academic year)
4. The student has fulfilled the requirements for enrolment in the next academic year at his/her home faculty.

The transfer student will be admitted as a part-time student for the second or third year of the undergraduate degree programme, if the capacity of the faculty allows this.

The period of study spent at the other university will be credited towards the total duration of studies.

II.

Procedure for transfer to the FMTU

The procedure includes the following steps:

1. The student must submit a transfer request to FTHM by email to: priznavanje@fthm.hr no later than 15 September of the current calendar year in which the academic year begins.
2. The following documents are required for transfer:
 1. Notarised Transcript of Records
 2. Certified detailed description of the courses/programmes completed (content, number of teaching hours, description of competences acquired, method of assessment of learning outcomes, bibliography, number of ECTS credits acquired, etc.).
 3. Confirmation of enrolment in the academic year preceding the academic year of enrolment at FMTU.
 4. Confirmation that you fulfil the requirements for enrolment in the next (higher) year.
 5. A copy of your identity card.

III.

After submitting the Request, the Student Office forwards all documentation to the Commission for the Recognition and Evaluation of Prior Learning. This commission conducts the recognition process in accordance with the general acts of the University of Rijeka and the Faculty, and issues a decision regarding the transfer and recognition of prior learning.

The decision is sent to the student by the Student Office via their email address.

IV.

A student whose transfer application has been approved must submit the following documents before the start of the academic year:

- Transcript of previous studies
- Certificate of residence (the electronic certificate from the e-Citizens system is accepted)
- Birth certificate or extract from the birth register (electronic records via the e-Citizens system are accepted)
- A photograph and a copy of the signature
- Confirmation of payment of tuition fees
- Confirmation of enrollment fee
- Confirmation of passing the compulsory exams of the Croatian state matura examination
- Study contract

V.

Payment Information for the Fee

Recipient: Faculty of Tourism and Hospitality Management, Primorska 46, 51410 Opatija

IBAN: HR1323600001101496052 / SWIFT/BIC: ZABHR2X

Reference Number:

- Tuition Fee: 29203– Student's OIB
- Enrollment Fee: 6593 – Student's OIB

Faculty of Tourism and Hospitality Management