

GUIDELINES FOR INCOMING STAFF MOBILITY

Faculty of Tourism and Hospitality Management (FTHM), Opatija, University of Rijeka

BEFORE MOBILITY

Step 1: ENQUIRE AT YOUR HOME INSTITUTION

All interested staff must first contact their Erasmus coordinator at their home institution to inquire about available scholarships, destinations, and the internal selection procedure.

☒ Precondition: A valid Inter-Institutional Agreement between your institution and FTHM (University of Rijeka) is required.

There are two types of mobilities:

- Staff Mobility for Teaching (STA): minimum 8 teaching hours per week
- Staff Mobility for Training (STT): job shadowing, workshops, etc.

Duration: 3–60 working days

Teaching mobility must be conducted during the lecture period (see Academic calendar).
Application deadline: At least 30 days before the planned arrival.

Step 2: SUBMIT APPLICATION TO FTHM

Send your application by email to: international@fthm.hr

Required documents:

- Application Form (downloadable from FTHM website)
- Europass CV

If your application is approved, submit the following:


1. Signed and stamped Mobility Agreement for Teaching or Training
2. If required, Letter of Invitation (FTHM can issue this upon request)

If your teaching mobility lasts more than 2 weeks, please secure an academic host at FTHM in advance and indicate this in your application.

Step 3: FINALISING YOUR MOBILITY PLAN

One month prior to arrival, contact the Erasmus Office at FTHM via email to confirm your visit.
You will receive:

- a preliminary mobility plan
- additional information about your stay (accommodation, transportation, etc.)

 Class schedules are available after September 15 (winter semester) and February 15 (summer semester).

Mobility plans can be finalized only after this.

Useful links:

General info: <https://fthm.uniri.hr/en/international-affairs/student-mobility/incoming-mobility/student/erasmus/>

DURING MOBILITY

Step 4: ARRIVAL AND ACTIVITIES AT FTHM

On your first day, you will be welcomed by the Erasmus Coordinator and/or Vice Dean for International Cooperation.

Carry out your planned activities as per your approved Mobility Agreement.

Before leaving, collect your Certificate of Attendance (Confirmation Letter).

AFTER MOBILITY

Step 5: SHARE YOUR EXPERIENCE (Optional)

We invite all Erasmus+ visitors to fill out the short form “Mobility Experience at FTHM” to share their feedback and suggestions.

CONTACT INFORMATION

FTHM Office for International Affairs

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