
INSTRUCTION FOR RECOGNITION OF A STUDY PERIOD COMPLETED ABROAD

I.

Individuals who have started their studies abroad but have not obtained a foreign educational qualification can request the recognition of their study period in university programs at the Faculty of Tourism and Hospitality Management.

The process of recognizing the study period is conducted by the Commission for Academic Recognition of Foreign Higher Education Qualifications and Study Periods at the Faculty of Tourism and Hospitality Management.

The process of recognizing the study period precedes the enrollment procedure for the desired study program.

II.

The process for the recognition of a study period completed abroad includes the following steps:

1. The application for the recognition of study period conducted abroad is submitted via email to the address: priznavanje@fthm.hr.
2. Along with the application, relevant documentation must be provided as follows:
 - Official grade transcript, issued by the higher education institution;
 - Certified Croatian translation of the official grade transcript;
 - Study plan and program from which the description of the courses/program is visible (content, number of teaching hours, learning outcomes and/or description of acquired competencies, method of assessment of learning outcomes, list of literature, number of ECTS credits obtained or Credits);
 - List of admission requirements (if there is no official list, the applicant lists them in the Application Form);
 - Grading system / description of the distribution of grades at a foreign higher education institution
 - Copies of previously obtained higher education qualifications, if available;
 - Certificate/document of citizenship (uncertified copy of the certificate or passport), certificate of refugee status or status of exile;
 - Decision of the competent authority for individuals who have changed their name, surname, or gender – copy of the document;
 - Confirmation of payment for the recognition of the study period;
 - The applicant may also attach additional documents that may serve to demonstrate acquired learning outcomes.

3. After submitting the application, the Commission for Academic Recognition of Foreign Higher Education Qualifications and Study Periods conducts the recognition process in accordance with the Law on Recognition and Evaluation of Foreign Educational Qualifications, the general acts of the University of Rijeka, and the Faculty of Tourism and Hospitality Management. It issues a Decision on the recognition of the study period completed abroad for the purpose of continuing education at the Faculty of Tourism and Hospitality Management within 30 days of receiving a duly submitted application.
4. The Student Office sends the applicant the Decision on the recognition of the study period completed abroad to their email address.
5. Applications for the recognition of a study period abroad, along with the accompanying documentation, are accepted from September 1 to September 10 of the current calendar year via email at priznavanje@fthm.hr.

III.

The fee for the recognition process of a study period or ECTS credits is €30.00

Payment details:

Recipient: Faculty of Tourism and Hospitality Management

Address: Primorska 46, 51410 Opatija

IBAN: HR1323600001101496052

Model: 00

Reference number: 113

Purpose: Recognition of a study period abroad

For payments from abroad: SWIFT ZaBaHR2X

Faculty of Tourism and Hospitality Management