
**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 programme will, during their studies, be able to obtain recognition through the prior learning recognition procedure. The procedure for the recognition and assessment of prior learning begins with the submission of an Application and is carried out by the Committee for the Recognition and Assessment of Prior Learning, which issues a recommendation regarding recognition. The Application is submitted during September, and no later than 15 October of the current year.
- If recognition can no longer be granted because the student is in the final year of study or because the completed course cannot be linked to the learning outcomes of the study programme, information on the completed course may, at the student's request, be entered as additional information in the Diploma Supplement.

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 FTTH 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 FMTH Student Office.
8. After completing the course, the student may, within the prescribed deadlines, request recognition of the completed course through the prior learning recognition procedure, or request that it be entered in the Diploma Supplement.

Faculty of Tourism and Hospitality Management