

**University of Applied Sciences RRiF**

**Institutional Factsheet**

**1. Institutional Information**

**1.1. Institutional details**

<b>Name of the institution</b>	<b>University of Applied Sciences RRiF</b>
Erasmus Code	HR ZAGREB02
PIC	949476838
OID	E10095459
Institution website	<a href="http://www.rvs.hr/en/">http://www.rvs.hr/en/</a>
Online course catalogue/ study info	<a href="https://bit.ly/41I53Jt">https://bit.ly/41I53Jt</a>

**1.2. International Office Contact**

<b>Contact person</b>	Martina Herceg Rendeli
<b>Responsibility</b>	Head of the International Relations Office Contact person for Erasmus+
<b>Contact details</b>	International Relations Office, Martićeva 29; HR- 10000 Zagreb, Croatia phone: + 385 1 4633 735 ; e-mail: <a href="mailto:erasmus@rrif.hr">erasmus@rrif.hr</a> Website: <a href="https://bit.ly/3Zfo8Bl">https://bit.ly/3Zfo8Bl</a>

<b>Contact person</b>	Dolores Pušar Banović, PhD
<b>Responsibility</b>	ECTS Coordinator Academic mentor
<b>Contact details</b>	International Relations Office, Martićeva 29; HR- 10000 Zagreb, Croatia phone: + 385 1 4633 735 ; e-mail: <a href="mailto:erasmus@rrif.hr">erasmus@rrif.hr</a> Website: <a href="https://bit.ly/3Zfo8Bl">https://bit.ly/3Zfo8Bl</a>

## 2. Detailed requirements and additional information

### 2.1. Recommended language skills

Type of mobility	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies*	Croatian, English	B2/B1
Staff Mobility for Teaching	Croatian, English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://euopass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

### 2.2. Additional requirements

University of Applied Sciences RRiF can accept students and staff with disabilities after the consultations with International Relations Office.

<b>Contact person</b>	Jasna Vuk
<b>Responsibility</b>	Inclusion Officer
<b>Contact details</b>	International Relations Office, Martićeva 29; HR- 10000 Zagreb, Croatia phone: + 385 1 4633 735 ; e-mail: <a href="mailto:erasmus@rrif.hr">erasmus@rrif.hr</a> Website: <a href="https://bit.ly/3HArhEx">https://bit.ly/3HArhEx</a>

### 2.3. Calendar

#### 2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

<b>Autumn term</b>	August 1 <sup>st</sup>
<b>Spring term</b>	January 15 <sup>th</sup>

Our institution can accept late nominations.

#### 2.3.2. Decision Response

We will send our decision within 3- 4 weeks.

### 2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

## 3. Additional information

### 3.1. Grading system

The success of students in exams and other tests is expressed by the following grades: outstanding (5), very good (4), good (3), sufficient (2), insufficient (1).

The lowest passing grade is sufficient (2).

Grade insufficient (1) is a non-passing grade and is registered only in the test list.

National grading scheme		
outstanding	5	A
very good	4	B
good	3	C
sufficient	2	D
insufficient	1	F

Cummulative grade point average represents an average grade of all courses in relation to the ECTS credits. It is determined by adding up products of all passing grades and ECTS credits for each course and then dividing it by the total number of ECTS credits of all graded courses and the final result is rounded.

### 3.2. Visa and residence permit

<b>Responsibility</b>	Contact person for Erasmus+
<b>Contact details</b>	International Relations Office, Martićeva 29; HR- 10000 Zagreb, Croatia phone: + 385 1 4633 735 ; e-mail: <a href="mailto:erasmus@rrif.hr">erasmus@rrif.hr</a>
<b>Website</b>	<a href="https://bit.ly/3ZkV18U">https://bit.ly/3ZkV18U</a> <a href="http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/">http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/</a>

### 3.3. Insurance

<b>Responsibility</b>	Contact person for Erasmus+
<b>Contact details</b>	International Relations Office, Martićeva 29; HR- 10000 Zagreb, Croatia phone: + 385 1 4633 735 ; e-mail: <a href="mailto:erasmus@rrif.hr">erasmus@rrif.hr</a>
<b>Website</b>	<a href="https://bit.ly/3ZfpNgz">https://bit.ly/3ZfpNgz</a> <a href="http://www.hzzo.hr/en">http://www.hzzo.hr/en</a> <a href="http://www.studyincroatia.hr/">http://www.studyincroatia.hr/</a>

### 3.4. Accommodation

<b>Responsibility</b>	Contact person for Erasmus+
<b>Contact details</b>	International Relations Office, Martićeva 29; HR- 10000 Zagreb, Croatia phone: + 385 1 4633 735 ; e-mail: <a href="mailto:erasmus@rrif.hr">erasmus@rrif.hr</a>
<b>Website</b>	<a href="https://bit.ly/3SKOg4s">https://bit.ly/3SKOg4s</a> <a href="http://www.studyincroatia.hr/">http://www.studyincroatia.hr/</a>