

FORM FOR RECOGNITION OF EXTRACURRICULAR ACTIVITIES

READ THE DECISION ON RECOGNITION OF EXTRACURRICULAR ACTIVITIES BEFORE
COMPLETION OF THIS FORM

Full name of student: _____

Address: _____

Email address: _____

Program of study: _____

Year of study: _____



The application is submitted for the purpose of recognising:

a) supplementary ECTS credits

(points are not included in the sum of points required for the end of the academic year, but are included in the diploma supplement)

b) replacement ECTS credits

Replacement ECTS credits will be entered instead of the course (specify which):

(Replacement ECTS credits are included in the sum of credits required for the end of the academic year, are treated as a change in study program, and are included in the annual report instead of the above course. Request for recognition of replacement ECTS credits are sent BEFORE the start of the elective course or substitute elective activity)

INSTITUTION/ORGANISER OF ACTIVITIES (enter FULL name of institution and FULL address)

ACTIVITY (circle):

- | | | |
|----------------------------------|------------------------------|-------------------------------------|
| 1) Student exchange | 3) Congress or conference | 5) Laboratory professional practice |
| a) ERASMUS professional practice | a) International | a) International |
| b) ERASMUS exchange program | b) Within Croatia | b) Within Croatia |
| c) IAESTE professional practice | c) Presentation | 6) Summer school |
| 2) Elective course | d) Poster | 7) Publication |
| a) Within the university | e) Passive observer | |
| b) Outside the university | 4) Popularisation of science | |
| 8) Other (specify) _____ | | |

Full name of activity in English: _____

Full name of activity in Croatian: _____

Student's signature _____

Total number of hours worked: _____, of which lectures _____, seminars _____, practicals _____.

Period of activities: from _____ to _____.

NOTE: the activity is recognised in the academic year in which it was performed..

REQUIRED NUMBER OF ECTS CREDITS FOR THE LISTED ACTIVITY: _____ credits

NOTE: In accordance with the Rulebook on Studies of the University of Rijeka (Article 36, paragraph 2), allowed deviation of ECTS points from the study program is 5% of the minimum number of points in the study program, i.e. the student can gain no more than 9 additional ECTS credits in undergraduate study, or 6 additional ECTS points in master's study.

The completed application is submitted to the Committee for the Recognition of Prior Learning and Extracurricular Activities (the Committee) exclusively to the e-mail address ured@biotech.uniri.hr.

For the recognition of **replacement** ECTS credits, the application must be sent **before** the start of the elective course or substitute elective activities. Students are advised to submit the application 30 days before the start of the elected activity, as the final decision is made by the departmental council at its next session.

For the recognition of **supplementary** ECTS credits, the application can be submitted after the completion of the activity.

TO BE COMPLETED BY THE COMMITTEE:

REQUEST APPROVED: YES NO

Signature of the head of the committee:

After submitting the Request, the Committee checks its validity. In case of requesting replacement ECTS credits, a valid application is certified and signed, and a copy is sent to the student. Upon completion of the activity for which the Request is issued, the Committee shall be provided with proof of completed attendance of the activity (proof of participation, transcript of grades, written proof of mentor, etc.), together with the signed and certified Request. The Request and evidence are submitted by email to ured@biotech.uniri.hr as a single PDF document.

Student's signature _____