



GUIDELINES MOBILITY OF Ph.D. STUDENT

Type of Ph.D. student mobility:

- Option 1: Ph.D. student - research as a part of a doctoral dissertation - CEEPUS mobility - short-term, uninterrupted stay (min. 1 month)
- Option 2: Ph.D. student - research as a part of a doctoral dissertation - CEEPUS mobility - study, uninterrupted stay, one semester (min. 3 month)
- Option 3: Ph.D. student - research as a part of a doctoral dissertation - ERASMUS+ mobility - study, uninterrupted stay, one semester (min. 3 month)
- Option 4: Ph.D. student - research as a part of a doctoral dissertation - bilateral cooperation, other mobility programs - study, uninterrupted stay (min 1 week)

1. CONDITIONS AND CRITERIA FOR MOBILITY

The mobility of doctoral candidates is primarily encouraged within the CEEPUS and ERASMUS+ mobility program. The bilateral cooperation agreement between the host institution – the Faculty of Tourism and Hospitality Management and home institution (university / faculty) of a PhD. student is the the basis for mobility. The agreement should ensure reciprocity concerning the Phd. student mobility.

Exceptionally, the mobility can be achieved even if the Faculty of Tourism and Hospitality Management as a host institution and home institution (university / faculty) of a PhD student / researcher, have not concluded a cooperation agreement, provided that the proposed research topic contributes both to the strategic goals of the University of Rijeka and the Faculty of Tourism and Hospitality Management.

PhD student must be enrolled in the doctoral program at the time of the planned mobility. Mandatory knowledge of English language is minimum level of B2 or higher or the language of instruction at the partner institution (Croatian).

2. FEES AND LENGTH OF STAY

If a PhD student attends classes / takes exams which is a basic part of the program of the Postgraduate University Doctoral Studies at the Faculty of Tourism and Hospitality Management, a fee in amount of 75.556 EUR for each ECTS is charged.

The costs of stay (accommodation, meals, transport) and all other costs related to the stay in the Republic of Croatia are to be covered by a PhD student. All necessary documents (visa, health insurance etc.) should be individually obtained by a PhD student. A PhD student has no student's rights (issue of the student's ID card, cheaper meals ... etc.). The exceptions are Ph.D. students who are holders of the CEEPUS scholarship who receive the student ID card and have the right to subsidize meals).



Length of stay:

- CEEPUS scholarship holder: min. 1 month – max. 4 months (in rare cases up to 10 months)
- ERASMUS scholarship holder: min. 3 months (one semester) – max. 12 months (two semesters)
- All other applicants: min. 1 week – max. 12 months

3. APPLICATION FOR MOBILITY

Before mobility

A PhD student submits application for mobility to the Faculty of Tourism and Hospitality Management to the e-mail address international@fthm.hr. Following documents should be included in the application:

1. Application form for PHD student (*see Forms*)
2. Europass CV

Head of the Postgraduate, Specialist and Doctoral Studies accepts or refuse the submitted application. If the application is accepted, a PhD student receives a confirmed Acceptance form with the name of the supervisor at the Faculty (*academic supervisor*) and Invitation Letter.

After receiving the Invitation Letter Ph.D. students is obligated to fill and send via e-mail the Mobility Agreement for PhD student (*see Forms*) signed and stamped by home institution. Host institution (FTHM) will confirm the Mobility Agreement and send it back to home institution and the student.

Upon arrival at the Faculty PhD student will sign the Agreement on Study or Study Visit with the Faculty of Tourism and Hospitality Management.

After mobility

Upon completion of mobility and before leaving a PhD student has to submit the completed and by the supervisor certified Final report (*see Forms*) in 4 copies to the Secretary of Doctoral Studies (a contact person). The Secretary will stamp the Final report. One copy is held by a PhD student and the other by the Faculty.

Before leaving and on PHD student request Secretary of Doctoral Study will issue the Confirmation of arrival and departure of PHD student. The Confirmation for CEEPUS Scholarship holder will be issued by CEEPUS coordinator at the faculty and to Erasmus+ scholarship holder by Erasmus coordinator. Student should request the Confirmation at least 7 working days before leaving.