

Pursuant to the Decision of the Senate of the University of Rijeka (CLASS: 007-01/23-03/02, REG. NO.: 2170-137-01-23-368) dated 17 October 2023 and pursuant to Article 3, paragraph 2 of the Ordinance on University of Rijeka Student Excellence Scholarships dated 16 November 2020 (CLASS: 011-01/20-01/24, REG. NO.: 2170-57-01-20-1) and the Decision on Amendments to the Ordinance on University of Rijeka Student Excellence Scholarships dated 22 December 2020 (CLASS: 003-01/20-03/02, REG. NO.: 2170-57-01-20-408), the University of Rijeka announces the following

Call for applications
for awarding University of Rijeka student excellence scholarships
in the academic year 2023/2024

In the academic year 2023/2024, the University of Rijeka awards **a maximum of 100 student excellence scholarships** amounting to EUR 130.00 (HRK 979.49¹) per month, for a period of 10 months (from October 2023 to July 2024), to full-time students of the first and higher years of university undergraduate, university graduate, university integrated undergraduate and graduate, professional undergraduate and professional graduate studies of the University of Rijeka and its constituents based on the published Call for applications for awarding University of Rijeka student excellence scholarships in the academic year 2023/2024 (hereinafter: Call for applications). Out of the total number of scholarships, a maximum of **30 scholarships** will be awarded to full-time students of the first year of university undergraduate, professional undergraduate and university integrated undergraduate and graduate studies.

Respecting the principles of gender-sensitive and gender-neutral language and taking into account the clarity of the provisions and the legibility of the text, terms used in this Call for applications denoting gender apply equally to the masculine and feminine gender, regardless of gender-specific references in the text.

1. GENERAL CONDITIONS

The following students have the right to apply for the excellence scholarship:

- students who are citizens of the Republic of Croatia and the European Union with registered residence in the Republic of Croatia, who are approved the status of a foreigner with permanent residence in the Republic of Croatia, as well as citizens of third countries who are issued a decision on permanent residence in the Republic of Croatia and who are enrolled in the academic year 2023/2024 as full-time students of the University of Rijeka or its constituent

- students who meet the basic success criteria stipulated in Article 6 of the Ordinance on Awarding University of Rijeka Student Excellence Scholarships (dated 16 November 2020) and the Decision on Amendments to the Ordinance on Awarding University of Rijeka Student Excellence Scholarships (dated 22 December 2020) (hereinafter: Ordinance).

The following students do not have the right to apply for the excellence scholarship:

- students who are not enrolled in a year of study for the first time (repeating students)
- part-time students
- students with a deferral of student obligations in the academic year 2023/2024
- students studying at a higher education institution that is not a University of Rijeka constituent.

2. CRITERIA FOR AWARDING SCHOLARSHIPS FOR EXCELLENCE

Excellence scholarships are awarded pursuant to Article 9 of the Ordinance based on:

- A) success criteria achieved within the compulsory class activities in the academic year 2022/2023
- B) special achievements/activities achieved outside the compulsory class activities in the academic year 2022/2023.

A) Success criteria achieved within the compulsory class activities in the previous academic year 2022/2023

(1) **Basic success criteria** within the compulsory class activities achieved in the academic year 2022/2023:

- a) The student enrolled in the **first year of study** in the academic year 2023/2024 must be ranked in the 10% of best students on the final enrollment list for the study programme*.
- b) The student enrolled **in the higher year of study** who obtained at least 55 ECTS credits in the previous academic year 2022/2023 (until 30 September 2023) and who ranked in the 10% of best students of their year of study based on their grade point average in the previous academic year 2022/2023 pursuant to the parent higher education institution's criteria*.

* For students enrolled in a double major study, the study programme in which they achieved better results is taken into consideration.

(2) **Additional success criteria** within the compulsory class activities:

The student received the Rector's Award for Excellence in the academic year 2022/2023, which is evaluated with 5 additional points pursuant to Article 9, paragraph 2, Item C of the Ordinance.

B) Special achievements/activities achieved outside the compulsory class activities in the previous academic year 2022/2023

Special achievements and activities achieved outside the compulsory class activities in the previous academic year 2022/2023 are evaluated (scored) in accordance with Article 9, item B of the Ordinance:

- a) For **first-year** students of the university undergraduate, university integrated undergraduate and graduate and professional undergraduate studies, the achievements and activities achieved only during the final grade of high school are subject to evaluation.
- b) For **first-year** students of the university or professional graduate studies, the achievements and activities achieved in the previous academic year 2022/2023 (until 30 September 2023) are subject to evaluation.
- c) For students of **higher years** of studies, the achievements and activities achieved in the previous academic year 2022/2023 (until 30 September 2023) are subject to evaluation.

Special achievements and activities include:

- a) student scientific/professional work or art exhibition
- b) awards and accolades
- c) international, national, regional and other competitions/exhibitions
- d) congresses, meetings, conferences and group exhibitions
- e) volunteer work
- f) participation in organised student exchange programmes (international student mobility); membership and activity in associations, summer/winter schools, Student Union of the University or its constituent; being a student demonstrator; professor's recommendation letter.

3. DOCUMENTATION FOR THE CALL FOR APPLICATIONS

All documents attached to the application must be written in Latin script and Croatian language (for documents not issued in Latin script and Croatian language, you must attach a translation into Croatian by a certified court interpreter). Documents issued in English, Bosnian, Serbian and Montenegrin language, if in Latin script, do not need to be translated.

1. Form A

Form A contains information about the study programme and the fulfilment of basic criteria from the Call for applications. The form can be downloaded from the University website and certified by the Office of Student Affairs of the parent higher education institution (uncertified, that is, forms that do not contain a signature and a stamp will not be accepted).

Note: students who do not meet the criteria from the form will be excluded from further processing.

2. Form I

In Form I, the student declares whether they are receiving another scholarship. This form can be downloaded from the University website and is filled out and signed by the student.

3. Certificate of enrollment and transcript of records

The first-year student encloses a certificate from the higher education institution on enrollment in the academic year 2023/2024. The student of the higher year of study encloses a certificate of enrollment from the higher education institution with a transcript of records and the grade point average obtained in the previous academic year 2022/2023.

4. Copy of ID card

The student must enclose a double-sided copy of their ID card. Foreign citizens attach a copy of their residence card.

OTHER (OPTIONAL) DOCUMENTS

Additional documents attest to the student's activities and achievements stipulated by Article 9, item B of the Ordinance:

- published scientific paper in a journal/solo exhibition
- published professional paper
- other rector's awards
- 1st-3rd place won at the international competition/international exhibition
- 1st-3rd place won at the national competition/art exhibition
- 1st-3rd place won at a county competition
- other awards and accolades
- active participation at meetings/conferences/congresses/group exhibitions
- passive participation
- organised student exchange programme (international student mobility)
 - o up to 90 days in an international student exchange programme
 - o 91 days or more spent in an international student exchange programme
- professor's recommendation letter
- membership and activity in associations
- membership and activity in the Student Union of the University or its constituent
- participation in summer/winter schools
- being a student demonstrator
- other.

Explanation

Awards and accolades are attested only by an authentic document (signed and certified), not a newspaper article. Active participation in congresses, conferences and meetings is confirmed only by a certification showing the date of the conference/meeting, the title of the presentation and the name of the speaker. Passive participation is confirmed by a certificate showing the date of the conference/meeting with the names of the participants. Based on the evidence of active participation at one congress, conference or meeting, the points for active and passive participation are not added up. Published student scientific or professional paper is attested by the imprint and content of the journal in which the student paper was published independently or in co-authorship. Participation in the art exhibition is attested by a catalogue stating the student's name. Membership in an association is attested by a membership certificate, which must be signed and certified, or a copy of the membership card. Volunteer work is attested by a certificate of volunteering, which must be formed in accordance with Article 34 of the Act on Volunteering and the Act on Amendments to the Act on Volunteering. Graduation diplomas with honors SUMA CUM LAUDE, MAGNA CUM LAUDE, CUM LAUDE are not recognised as equivalent to the Dean's Award for Excellence.

4. APPLICATION PROCEDURE AND DEADLINES

The application is submitted only in electronic form by clicking on the [APPLICATION](#) link and filling out the online application form via *MS Forms*. The online application can be accessed by entering your electronic identity in the AAI@EduHr system (e-mail address associated with your uniri username, e.g. marko.peric@student.uniri.hr). **If you do not have an AAI@EduHr electronic identity required to access the application form, you must contact your LDAP administrator.**

A list of all LDAP administrators and their contacts can be found on the University website at the following [link](#).

Instructions on filling out the online application form in *MS Forms*

All documents must be saved in PDF format before attaching them to the online application form in *MS Forms*. Multi-page documents must be saved as one PDF document. Each PDF document must be titled so that it contains the student's surname and name and the short title of the document (e.g., Smith_John_ID_card).

After the student fills out the application form, all PDF documents must be attached to the online form by selecting the "Upload file" option.

Students are required to check whether all the information in the online application form is filled in correctly and whether the entire application documentation is attached. Once submitted, the online application cannot be changed and it is not possible to send the re-application.

The application deadline is Monday, 20 November 2023, until 12:00 pm (noon).

Incomplete and late applications with uncertified documentation and forms will not be considered by the Excellence Scholarship Committee. Additional documents as an attachment to the electronic application delivered in person, sent by e-mail or regular mail, as well as those delivered after the deadline for submitting applications, will not be considered.

The e-mail address for questions and additional information regarding the Call for applications is studiji@uniri.hr.

5. EVALUATION PROCEDURE AND RIGHT TO OBJECT

The Evaluation Committee evaluates the received applications submitted within the prescribed deadline and awards points pursuant to Article 9 of the Ordinance. The total number of points is the sum of points awarded based on success criteria and special achievements. Based on the awarded points, the Evaluation Committee determines the **provisional rankings** of candidates entitled to a scholarship and publishes it on the University's website. The provisional rankings contain the candidate's name and surname, their parent higher education institution and the number of points awarded in accordance with Article 10, paragraph 3 of the Ordinance. If two or more candidates obtain the same number of points, priority will be given to the more successful candidate pursuant to Article 10, paragraph 4 of the Ordinance.

Candidates who did not qualify for a scholarship may, within 8 (eight) days from the publication of the **provisional rankings** on the University's website, send an electronic complaint to the Excellence Scholarship Committee at: studiji@uniri.hr. The Excellence Scholarship Committee considers the complaints received within the deadline. No later than 15 days from the expiration of the deadline for submitting complaints, the Excellence Scholarship Committee submits a reasoned response to the candidate by e-mail. The decision of the Excellence Scholarship Committee in response to the complaint is final.

Positively evaluated candidates from the provisional rankings who want to withdraw their application may do so no later than the deadline for complaints.

Based on the accepted complaints, the Excellence Scholarship Committee determines the **final rankings** of students awarded excellence scholarships. Final rankings are then sent to the Senate of the University of Rijeka, which makes the final decision. The final decision of the Senate on awarding excellence scholarships is published on the University's website.

In the event several candidates have the same number of total points, the Rector may decide on awarding a higher number of scholarships than stipulated, depending on the available amount of funds determined by the Senate for each academic year.

Winners of excellence scholarships must sign the Scholarship Agreement with the University of Rijeka based on which mutual rights and obligations and payment methods are regulated. The deadline for signing the Agreement will be published on time.

Beneficiaries of the excellence scholarship are obligated to attend the enrolled year of study regularly and fulfil all obligations determined by the study programme, other general acts or decisions of the parent higher education institution in the academic year in which the scholarship is awarded. In the event obligations are not fulfilled, or in the case the scholarship beneficiaries lose their student status or terminate their studies, the University may suspend the payment of the scholarship pursuant to Article 15 of the Ordinance.

6. ADDITIONAL INFORMATION

Evaluation Committee

Members of the Excellence Scholarship Committee and members of their immediate family may not apply for scholarship under this Call for applications due to a possible conflict of interest and its credibility. Each member of the Excellence Scholarship Committee will sign a declaration of confidentiality and the absence of conflicts of interest before initiating the evaluation process.

Students who are already receiving a scholarship financed by public funds

A student who is already receiving a scholarship from public funds (e.g. state scholarships funded by the Ministry of Science and Education, scholarships funded by municipalities, counties, public funds, etc.) can apply for the University of Rijeka excellence scholarship. However, if they receive the excellence scholarship, they will have to renounce the former scholarship and make a refund for the period that overlaps in the scholarship agreements. This does not apply to scholarships for traineeship and/or participation in the student mobility and international exchange programme (Erasmus, CEEPUS).

If a student is already receiving a scholarship from other funds (not public), they can continue to receive this scholarship in addition to receiving the University of Rijeka excellence scholarship, but all their receipts are included in the calculation of the income threshold. The student is obligated to keep track of their tax liabilities* arising from income, scholarships and other receipts earned in a calendar year.

* If a student receives more than EUR 3,185.35 (HRK 24,000.00) in one calendar year, their parents can no longer receive a child tax credit. The tax-free amount of the student's receipts is EUR 9,556.18 (HRK 72,001.04) (more at the [Tax Administration](#) website).

Withdrawal from the University of Rijeka excellence scholarship

If the student obtains the right to the University of Rijeka excellence scholarship in the academic year 2023/2024, and at the same time obtains the right to another scholarship from public funds that is more favourable to them and wants to renounce the scholarship of the University of Rijeka, they are obligated to request in writing from the Center for Studies and Lifelong Education the issuance of a decision on the suspension of the scholarship and to return to the University of Rijeka the amount which was paid to them.

Personal data protection

Pursuant to the Law on the Right to Access Information (OG 25/13, 85/15, 69/2022), the University of Rijeka is obligated to provide public access to information about its work by a timely publication on its website. In accordance with the law and the public interest, the University of Rijeka publishes its acts on its official website.

By applying to the Call for applications, the student consents that the University of Rijeka, as the director of personal data processing, collects, uses and processes data from the application to conduct the tender procedure and agreement execution, which includes publishing personal data on provisional and final rankings.

The University of Rijeka will use the data from the applications in accordance with the General Data Protection Regulation (EU) 2016/679 and the Act on the Implementation of General Data Protection Regulation (OG 42/2018) and internal acts on personal data protection, ensuring the correctness of data management by all persons who are legally granted access to data, which includes their use only for legitimate purposes and in no other way that could be considered contrary to the interests of the contracting parties.

The student consents that their personal data provided in the application, as well as all other personal data that the University as a director, joint director and/or processor collects and processes for the above-mentioned purpose, may be used by the University in its records to process it and enable their processing to legal entities in the science and higher education system and to competent public bodies in the execution of their duties and authorities.

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