

RIT

Croatia

Faculty handbook 2025 – 2026

www.croatia.rit.edu

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WELCOME

Welcome to RIT Croatia, an American college offering top quality higher education!

RIT Croatia (www.croatia.rit.edu), was founded as the American college of Management and Technology (ACMT) in Croatia in 1997 when the Ministry of Science, Education and Youth of the Republic of Croatia initiated the establishment of private higher education institutions. Due to its reputation in creating and maintaining successful international partnerships, one of the most prominent private American universities, Rochester Institute of Technology (www.rit.edu) was chosen as the best partner in these efforts.

Located in Rochester, N.Y., USA, RIT is one of the world's leading career-oriented, technological universities, offering over 230 high quality academic programs whose quality is recognized by numerous recognitions by prominent world-known organizations and media. RIT is now among the top 100 universities in the nation, according to U.S. News & World Report rankings for its 2018 edition, and its cooperative education program is one the oldest and largest in the world. Currently its student body consists of over 18,000 students and nearly 125,000 alumni worldwide.

Today, Croatia is one of RIT's key locations and RIT Croatia is a strong international organization. RIT Croatia offers education that focuses on career development, i.e. it provides students with knowledge and experience to successfully develop their careers on a global market. We are the only American college in Croatia and our academic programs are equivalent to those offered at the RIT campus in the U.S. All lectures are held in English and students are provided with the same high quality education, earning the same degrees as students studying in Rochester or Dubai. Also, RIT Croatia is the only institution of higher education in Croatia granting two diplomas: an American degree from RIT and a Croatian degree from RIT Croatia.

RIT Croatia has two campuses where over 800 students are enrolled in one of the following undergraduate programs: Hospitality and Tourism Management (Dubrovnik), Global Business Management (Zagreb), New Media Design (Zagreb) and IT/Web & Mobile Computing (Dubrovnik and Zagreb). In addition to that, our mother institution, Rochester Institute of Technology, is delivering two Master of Science programs at our Zagreb campus: MS Service Leadership and Innovation, and MS Information Technology and Analytics.

Companies such as The Broadmoor, Ocean Reef Club, Nestle Adriatics, Porto Montenegro, Hrvatski telekom, Morgan Stanley, Goldman Sachs, Foreo, P&G, Coca-Cola, MPG, Valamar Hotels & Resorts, Maistra Hospitality Group, Fortenova group, A1, L'Oreal, Le Meridien Lav Split, Addiko bank, KPMG, Ericsson Nikola Tesla, PwC, Croz, Infoart, Phobs, Hilton Imperial Dubrovnik, Maslina resort, Degordian, Direct booker, Falkensteiner Hotels and Residences, HTP Korčula, Cinnamon Agency, Syntio, Microblink, 404Agency/SHAPE, Bit4Bytes, Verso/Altima group, Studenac, Atlantic Grupa, InterCapital, Day 8, Infobip provide excellent work experiences for RIT Croatia students, who come not only from Croatia, but also from Albania, Australia, Austria, Azerbaijan, Bolivia, Bosnia and Herzegovina, Belarus, Brazil, Bulgaria, Canada, China, Croatia, Egypt, France, Georgia, Germany, Great Britain, Greece, Hungary, India, Italy, Japan, Kazakhstan, Kosovo, North Macedonia, Mexico, Montenegro, Morocco, New Zealand, Norway, Peru, Philippines, Poland, Qatar, Romania, Russia, Saudi Arabia, Slovenia, Serbia, South Africa, Sudan, Sweden, Switzerland, Trinidad & Tobago, Turkey, UAE, Ukraine and the United States to attend the college.

OUR HISTORY

1995

The Ministry of Science, Education and Youth of the Republic of Croatia initiated the establishment of private higher education institutions and chooses RIT as the best partner in these efforts.

1997

RIT and the Ministry of Science sign a cooperation agreement making ACMT the first and only private college in Croatia.

1997

ACMT offers a four-year undergraduate program in international hospitality and service management. The emphasis was put on tourism, the hotel industry, marketing, finances, management, macro and micro economics, and entrepreneurship. English was chosen as the official language of ACMT and all lectures were held in English.

1998

ACMT establishes the Office of Co-op and Career Services, which gives students professional support in the labor market integration, planning and career development. All programs of study at ACMT have a required cooperative education (co-op) program. The deliverables of the Co-op and Career Services offices are aligned with RIT's cooperative education programs, one of the oldest and largest co-op programs in the world.

2001

The first alumni generation is granted degrees for the undergraduate program in Hotel and Resort Management. Most of the alumni are employed as event managers, hotel managers, food and beverage managers, marketing and sales managers, product quality managers, and finance and human resources managers.

2009

ACMT introduces a new undergraduate study program in information technology. The program educates students for prospective professions such as system administrators, Web designers, database designers, and application developers. The curriculum and program are entirely in accordance with the Information Technology program at RIT. The program is accredited by The Middle States Commission on Higher Education.

The Dubrovnik campus opens an Apple regional training center.

2011

A new ACMT campus opens in Zagreb, the capital of the Republic of Croatia, offering two undergraduate programs of study, Information Technology and International Business.

The four-year International Business undergraduate program meets high international standards of education and is accredited by prestigious accreditations from organizations such as the Middle States Commission on Higher Education as well as AACSB International, the Association to Advance Collegiate Schools of Business.

As part of its activities to encourage lifelong learning, ACMT and RIT establish a Master of Science program in Service Leadership and Innovation at ACMT in Zagreb. Upon graduation, students

acquire an internationally recognized American diploma issued by RIT.

Together with Apcom Croatia, an authorized Apple distributor for the Republic of Croatia, ACMT opens Apple iMac computer labs and an Apple regional training center on its Zagreb campus, the largest in the region.

2013

As a global campus of a prominent American university, Rochester Institute of Technology, the American college of Management and Technology changes its name to RIT Croatia.

RIT Croatia campus in Zagreb moves to a newly opened business center Bundek. Students and professors have more than 1,200 square meters of premises at their disposal, equipped with cutting-edge technology, including a modern conference center, multimedia meeting rooms, a large auditorium, Apple Regional Training Center equipped with innovative Apple iMac computers and iPad devices, a student library, a reading room, and the lounge room for socializing.

2014

RIT Croatia establishes cooperation with DURA, a nonprofit development agency in Dubrovnik. As a result, students have the opportunity to participate in a series of hands-on workshops, as professional instructors cover in-depth, practical aspects of electronics, robotics, hydroponic gardening, sky and land drones and iOS mobile programming.

2016

RIT Croatia becomes the educational partner of HUB385 Innovation Center in Zagreb. With a community of world experts HUB385 hosts tech events, workshops, meetups and hackathons focused on new technologies that solve real problems and promote better living. Partnership with HUB385 brings numerous benefits to RIT Croatia students; from workshops designed for RIT Croatia students, discounts on services provided by HUB385, using the space in the co-working area which is sponsored by RIT Croatia, and of course – networking possibilities with top experts in the tech field.

2017

RIT Croatia celebrates 20 years of Educational Excellence. The year 2017 marks 20 years since Rochester Institute of Technology first opened its doors in Croatia.

Over the summer of 2017, the Zagreb campus underwent a series of renovations and improvements to make the learning environment more spacious for students, faculty and staff. About 280 square meters of additional space were acquired; the college now has two large teaching labs, one with 42 brand new Mac computers, and the other with Windows PCs. There is also a designated quiet area for students to work on computers undisturbed. The videoconference facility, often used for language classes, now seats up to 45 students comfortably, nearly double the previous capacity.

Currently, most of the alumni are employed as directors, general managers, entrepreneurs, event managers, hotel managers, food and beverage managers, marketing and sales managers, product quality managers, and finance and human resources managers, finance and accounting managers, business development managers, web and mobile application developers, programmers, software engineers, account managers.

2020

As part of its activities to encourage lifelong learning, RIT Croatia and RIT Main (Rochester) establish a Master of Science program in Information Technology and Analytics at RIT Croatia in Zagreb. Upon graduation, students acquire an internationally recognized American diploma issued by RIT.

2022

RIT Croatia introduces a new undergraduate study program in New Media Design. The program educates students for prospective professions such as: App Designers, Creative Directors, Design Director, Digital Product Designers and Graphic Designers. The curriculum and program are entirely in accordance with the New Media Design program at RIT. The program is accredited by The Middle States Commission on Higher Education.

RIT CROATIA VISION AND MISSION

Vision

Committed to personal excellence, RIT Croatia will be the university of first choice in south Central Europe for globally minded students who wish to receive an American education and excel in their careers.

Mission

Future-oriented, committed to integrity, academic excellence, personal and professional growth, RIT Croatia:

- Builds diverse learning communities that transcend geographical boundaries
- Creates bonds between students, alumni, faculty and industry
- Fosters innovation, creativity, and an entrepreneurial spirit
- Promotes a rich research portfolio through global campus collaboration and international partnerships

RIT CROATIA BOARD OF TRUSTEES

All of the activities of RIT Croatia are overseen by a Board of Trustees. The board is made of experts representing both American and Croatian business, academia and government. The board meets twice a year to review the college's financial performance, as well as its strategic goals.

The Board of Trustees members are:

- Dr. David C. Munson, President, RIT
- Dr. Prabu David, Provost and Senior Vice President of Academic Affairs, RIT
- Dr. Irena Guszak, President and Dean, RIT Croatia
- Ms. Kristina Laco, Managing Partner, Communications Office Colić, Laco & partners
- Mr. Ivica Mudrinić, CEO Mudrinic Management Consulting, Founder of HUB385
- Mr. Dragan Mrkajić, Group Data & AI Director at Fortenova Group, Board Member at mStart, RIT Alumnus 2004
- Ms. Kathleen Davis, Vice-President for Enrollment Management, RIT
- Dr. James H. Watters, Board Chairman, RIT Croatia, Senior Vice President of Finance and Administration, RIT
- Mr. Izet Ždralović, Co-Founder-Senior Advisor at Microblink, RIT Croatia Alumnus, 2003
- Ms. Ana Brant, Director, Global Guest Experience & Innovation at the Dorchester Collection, RIT Croatia Alumna, 2004
- Mr. Toma Šutić, Member of Cabinet, Vice-President for Democracy & Demography, European Commission

RIT CROATIA DIRECTORY

Dubrovnik Campus:

OFFICE HOURS: Ground floor: Monday – Friday: 8:00 AM – 4:00 PM

PHONE: (020) 433 000

FAX: (020) 433 001

E-MAIL: ritcroatia@croatia.rit.edu

ADDRESS: Don Frana Bulića 6, 20 000 Dubrovnik

Zagreb Campus:

OFFICE HOURS: Ground floor (of main building): Monday – Friday: 8:00 AM – 8:00 PM

PHONE: (01) 6439 100

FAX: (01) 6439 103

E-MAIL: ritcroatia@croatia.rit.edu

ADDRESS: Ulica Damira Tomljanovića Gavrana 15, 10 000 Zagreb

PRESIDENT & DEAN

Irena Guszak, Ph.D., President and Dean, irena.guszak@croatia.rit.edu

In Dubrovnik, the **DEAN'S OFFICE** is located on the fourth floor, in room 45.

In Zagreb, the **DEAN'S OFFICE** is located in room 20.

The Dean is available and happy to meet with students and assist them. Appointments can be scheduled by contacting the Dean directly via e-mail.

ASSOCIATE DEAN

Jakob Patekar, Ph.D., Associate Dean

jakob.patekar@croatia.rit.edu

In Dubrovnik, the **ASSOCIATE DEAN'S OFFICE** is located on the fourth floor, in room 43.

In Zagreb, the **ASSOCIATE DEAN'S OFFICE** is located in room 15.

The Associate Dean supports the Dean in academic leadership, with a particular focus on curriculum quality, learning outcomes, and faculty development. The Associate Dean oversees academic policies, supports accreditation processes, and collaborates with faculty to maintain high standards of teaching, assessment, and student success. The Associate Dean is also engaged in resolving student concerns when all other means have been exhausted.

STAFF

The following is the list of services as well as information on full-time staff members at RIT Croatia:

IN DUBROVNIK:

Student Services

Ana Andrijašević	Student Services and Administrative Assistant	Ground floor	ana.andrijasevic@ croatia.rit.edu
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Academic Affairs and the Ombudsperson

Draženka Franić	Senior Academic Advisor	Room 41	drazenka.franic@ croatia.rit.edu
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Antonija Granić	Ombudsperson & Academic Support Coordinator	Room 41	antonija.granic@ croatia.rit.edu
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Career Services, Alumni Relations, Study Abroad and International Student Office

Christina Pejić	Erasmus Manager & International Student Office Specialist	Room 42	christina.pejic@ croatia.rit.edu
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Ana Perušina Grljević	Career Services, Alumni Relations & International Student Office Specialist	Room 42	ana.perusina-grljevic@ croatia.rit.edu
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Finance and Human Resources

Jelena Zvono	Human Resources Manager	Room 44	jelena.zvono@ croatia.rit.edu
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Valentina Soko	Finance & Accounting Specialist	Room 42	valentina.ilic@ croatia.rit.edu
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Marketing and Communications

Irena Ljubišić	Marketing & Communications Senior Specialist	Room 42	irena.ljubisic@ croatia.rit.edu
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Recruitment and Enrollment

Ivan Smoljan	Undergraduate Admission- Senior Recruitment & Enrollment Specialist	Room 33	ivan.smoljan@ croatia.rit.edu
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Luči Vierda	Undergraduate Admission- Recruitment & Enrollment Specialist	Room 33	luci.vierda@ croatia.rit.edu
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Strategic Development, Information and Technology Services (ITS) and Facilities

Ivona Labaš	Director of Strategic Development, ITS & Facilities	Room 34	ivona.labas@croatia.rit.edu
Mario Ljubišić	ITS & Facility Manager	Room 47	mario.ljubisic@croatia.rit.edu

Office hours vary and can be found at the reception desk on the ground floor.

IN ZAGREB:

Student Services

Barbara Gabud	Student Services and Administrative Assistant	Ground floor of the main building	barbara.gabud@croatia.rit.edu
Željko Marković	Student Services Specialist	Room 21	zeljko.markovic@croatia.rit.edu

Academic Affairs and the Ombudsperson

Marija Šušak Mišetić	Assistant Dean for Student Success	Room 34	marija.susak@croatia.rit.edu
Tereza Buša	Academic Advisor	Room 25	tereza.busa@croatia.rit.edu
Maja Obadić	Senior Academic Advisor	Room 25	maja.obadic@croatia.rit.edu
Darija Turković	Academic Advisor	Room 25	darija.turkovic@croatia.rit.edu
Antonija Granić	Ombudsperson & Academic Support Coordinator	Room 22	antonija.granic@croatia.rit.edu
Tamara Lipnjak	Student Life & Well - Being Coordinator	Room 22	tamara.lipnjak@croatia.rit.edu

Career Services, Alumni Relations, Study Abroad and International Student Office

Elena Fable	Career Services, Alumni Relations & International Student Office Specialist	Room 23	elena.fable@croatia.rit.edu
Iva Kužina	Senior Career Services, Alumni Relations & International Student Office Specialist	Room 23	iva.kuzina@croatia.rit.edu

Finance and Accounting

Jelena Tolić	Director of Finance	Room 30	jelena.tolic@ croatia.rit.edu
Ivana Posavec	Senior Finance & Accounting Specialist	Room 24	ivana.posavec@ croatia.rit.edu
Jelena Kocur	Administrative Assistant in Finance Office	Room 24	jelena.kocur@ croatia.rit.edu

Marketing and Communications

Alice Almer	Marketing & Communications Manager	Room 33	alice.almer@ croatia.rit.edu
Tamara Bednjanec	Social Media & Communications Specialist	Room 43	tamara.bednjanec@ croatia.rit.edu

Recruitment and Enrollment

Ivana Silić	Recruitment & Enrollment Director	Room 33	ivana.silic@ croatia.rit.edu
Anja Birović	Undergraduate Admission Recruitment & Enrollment Specialist	Room 43	anja.birovic@ croatia.rit.edu
Emma Milla Marunić	Undergraduate Admission Recruitment & Enrollment Specialist	Room 43	emma.marunic@ croatia.rit.edu
Noa Bušljeta	Undergraduate Admission Recruitment & Enrollment Specialist	Room 43	noa.busljeta@ croatia.rit.edu

Accreditation, Legal, and Quality Assurance

Matea Novak	Accreditation Coordinator & Ministry Liaison	Room 34	matea.novak@ croatia.rit.edu
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Information and Technology Services (ITS) and Facilities

Marko Baričević	IT Operations & Educational Technologies Manager	Room 8	marko.baricevic@ croatia.rit.edu
Ivan Joskić	IT & Facility Support	Room 8	ivan.joskic@ croatia.rit.edu
Jakov Ugarković	Systems Infrastructure & IT Support	Room 8	jakov.ugarkovic@ croatia.rit.edu

Faculty with Administrative Duties

Alan Mutka	WMC Department Chair	Zagreb campus – Room 42	alan.mutka@ croatia.rit.edu
Barbara Perić	General Education Department Chair	Dubrovnik campus – Room 42	barbara.peric@ croatia.rit.edu
Ante Poljićak	NMD Department Chair	Zagreb campus – Room 42	ante.poljicak@ croatia.rit.edu
Kristina Šorić	IB/GBM & HTM Department Chair	Zagreb campus – Room 14	kristina.soric@ croatia.rit.edu

GENERAL COLLEGE INFORMATION

- In Dubrovnik, the college doors open from Monday to Friday at 8:00 and close at 20:00, Saturday from 10:00 – 16:00 and Sunday from 12:00 – 16:00. In Zagreb, the college doors open from Monday to Friday at 8:00 and close at 21:30, Saturday from 11:00 – 17:00 and Sunday from 12:00 – 16:00.
- Classes are held Monday to Friday from 8:00 – 21:30. Most classes meet for two 80-minute blocks.
- On weekends the college is closed, with the exception of the library and computer labs, which are open for limited hours. Weekend working hours are posted outside the labs and library, and the same information can be obtained through Student Services Reception.
- Instructor and staff offices are located throughout the building.
- You will be provided with a work area, which will contain a computer linked to a common printer in an office shared with other faculty members.
- You will be provided with office and classroom supplies. Any additional requests should be addressed to the Student Services Assistant at the reception desk.
- You will have an RIT Croatia Internet and email account and RIT based accounts. Your RIT Croatia e-mail can be checked from outside of the college through RIT Email – Outlook Web Access at <https://mymail.rit.edu/>.

GENERAL RIT CROATIA INSTITUTIONAL POLICIES

1. Confidentiality

RIT Croatia complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, which governs access and release of information from student educational records. This statute, in part, permits students to inspect their educational records, provides the opportunity for students to challenge such records as inaccurate, and limits disclosure of non-directory information such as grades and class schedules to persons outside the institute without a student's written permission. A copy of the release of information form is attached as Appendix I.

2. RIT Croatia – Equal Access and Disability Accommodation Policy

This policy applies to all RIT Croatia students.

RIT Croatia does not discriminate. RIT Croatia promotes and values diversity within its workforce and provides equal opportunity to all qualified individuals regardless of race, color, creed, age marital status, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status or disability. RIT Croatia is a fully inclusive campus, and we believe in our established values of Respect Diversity and Pluralism.

A “person with a disability” is defined as someone who has a physical or mental impairment that substantially limits one or more major life activities, including their academic studies. It is every faculty member's responsibility to become familiar with the law and to provide reasonable accommodations. More importantly, we want to continue to do everything reasonable to assist our many talented and skilled persons with disabilities in reaching their potential. RIT Croatia is committed to providing reasonable accommodations to students with disabilities. If a student would like to request accommodations such as special seating or testing modifications due to a disability, advise him or her to contact the Senior Academic Advisor, Room 41 at the Dubrovnik campus or the Student Life & Well - Being Coordinator, Room 22 at the Zagreb campus. Each situation will be handled on a case by case basis.

3. Building Rules and Requests

- Smoking cigarettes, electronic cigarettes and/or vapor cigarettes is not permitted inside the building or in the area immediately surrounding the building.
- Pets are not allowed in the building.
- Eating and drinking is not allowed in class, the computer labs or the library.
- No advertising materials should be put on the bulletin boards without the permission of the RIT Croatia full time receptionist.
- Materials of any kind may not be taped to the walls.
- Please use the elevator only if necessary due to a physical malady which makes the stairs difficult (Dubrovnik campus).
- Please make every effort to keep the noise level low as classes are in progress throughout the day.
- Due to traffic in front of the building, please exercise caution when leaving the building (Dubrovnik campus).
- When opening windows or shutters, please make sure that they will not slam shut due to a draft (Dubrovnik campus).

- If the windows or shutters are open, please close them before you leave the space (Dubrovnik campus).
- Please turn off your computer, the lights and the AC when you leave the space you were using.
- Electrical equipment such as coffee makers, microwaves, refrigerators or radios are not allowed in the offices.

NOTE:

If you notice any damage or malfunctions around our building, please notify the Facility Manager.

4. Alcohol and Drugs, Weapons and Dangerous Instruments

The Student Handbook gives details about the alcohol and drug policy and weapons and dangerous instruments policy. Since we have a “Zero Tolerance” policy on alcohol and drugs as well as weapons and dangerous instruments, you are asked to cooperate with these policies in the following ways:

1. By not consuming alcohol if you will be returning to RIT Croatia to teach or hold office hours. (students do notice)
2. Reporting to the Ombudsperson any student(s) who smell of alcohol or act as if they have consumed drugs or alcohol.
3. Not having any weapons or dangerous instruments on RIT Croatia property or at RIT Croatia functions.

5. Evacuation Procedures/Fire Safety Policy

Dubrovnik Campus:

In the event of a fire, alarms will be activated in the entire building. You are asked to lead students in the process of evacuation. Please follow the evacuation signs on the walls and evacuate the building immediately.

To exit the building, you will be able to use two staircases: the main staircase at the center of the building and the stairs outside the emergency exits.

Please note that the elevator cannot be used in the event of a fire and the meeting point will be at park Gradac.

In case of a small fire, faculty and staff should be able to extinguish the fire after they undergo the training process. In any event, the building should be evacuated. Do not re-enter the building until told it is safe to do so.

Zagreb Campus:

In the event of a fire, alarms will go off in the entire building. You are asked to lead students in the process of evacuation. Please follow the evacuation signs on the ceilings and walls and evacuate the building immediately.

To exit the main building, you will be able to use five exits: northern (hallway behind the auditorium), western and eastern (main door), northern student lounge exit on the west and lab evacuation exit on the northeast. To exit the auxiliary space (eastern building) you will be able to use two exits: western (main door) and eastern (hallway behind the restrooms).

Please note that the elevators in the building complex cannot be used in the event of a fire and the meeting point will be at the corner of Avenija Veceslava Holjevca and Damira Tomljanovića Gavrana (Bundek Park side).

In case of a small fire, faculty and staff should be able to extinguish the fire after they undergo the training process. In any event, the building should be evacuated. Do not re-enter the building until told it is safe to do so.

EARTHQUAKE PREPAREDNESS

EMERGENCY NUMBER: 112

During earthquake



Take cover under a heavy desk or table.



Stay close to inner walls or door frames.
Stay away from window and hanging objects.
Stay away from buildings and power sources.



If you get buried in ruins, alert of your position by banging on pipes or walls.
Avoid yelling.



Do not use stairs.
Do not use elevators.
Do not jump out the windows.

After earthquake



Stay calm. Don't panic.
Contact your family.



Try to help injured people.



Turn off gas, water and electricity.



Go outside of the building.



Follow instructions from State Rescue Center.



Avoid driving and using phones of cell phones.

Emergency procedure – Fire alarm sounding

- Quickly exit building through designated routes
- If in class, make sure that all students leave classroom
- Take students to meeting point at PARK GRADAC (DBK) OR AV. V. HOLJEVCA – PARK BUNDEK (ZG)
- Make sure everyone gathers at the meeting point
- Once you are at the meeting point wait for further instructions from Senior Leadership member at site

Fire in the building

- Call Reception or Facility Manager
- Follow Emergency procedures

Violent / criminal behaviour

- Call Reception or Facility Manager
- Do not exit the room
- Lock the door, secure them with furniture
- Turn off the lights
- Move away from doors to the corner of the room
- Follow emergency procedures

Earthquake

- Take cover under heavy desk or table
- Stay close to inner walls or door frames
- Stay away from windows, hanging objects and large furniture
- Keep calm and wait for the ground to settle down
- When the opportunity presents quickly evacuate the building
- Assuming no damage to the road take students to meeting point at PARK GRADAC (DBK) OR AV. V. HOLJEVCA – PARK BUNDEK (ZG)
- Make sure everyone gathers at the meeting point
- Once you are at the meeting point wait for further instructions from Senior Leadership member at site

Bomb threats

- Try to write down as much informations about the caller and conversation as you can
- Call Reception or Facility Manager
- Follow Emergency procedures

IMPORTANT NUMBERS

Fire Department: 193

Police Department: 192

ER Department: 194

State Rescue Center: 112

Facility Manager DBK: 099 312 4562

Facility Manager ZG: 099 312 4560

DBK Reception: 020 433 000

ZG Reception: 01 643 9100

REACTION TEAM ZAGREB CAMPUS

(in case of emergency call in this order)

Dean: 099 266 8911

Associate Dean Jakob Patekar: 099 589 6189

SL Ivana Silić: 098 407 274

SL Jelena Tolić: 099 359 4513

SL Alice Almer: 099 731 3650

REACTION TEAM DUBROVNIK CAMPUS

(in case of emergency call in this order)

Dean: 099 266 8911

SL Ivona Labaš: 099 311 2937

SL Jelena Zvono: 099 731 3648

6. Procedure for Power Outages

There are two occurrences for power outages: outages that are announced and those that happen unexpectedly.

Planned Power Outages

The Facility Manager will send an all users email about the power outage and how long it is expected to last. If an instructor or staff member should hear about the power outage before the Facility Manager sends an e-mail, please notify him about it.

Unplanned Power Outages

1. In the event of a power outage, the Facility Manager will call the electrical company to find out how long it is expected to last. If the Facility Manager is not here, then the reception desk will make the call. During the weekend and non-business hours the security guard will make the call.

2. People in the building will be notified that they have 15 minutes to wrap up what they are doing on the computers before the UPS goes out. Any information on the power outage (how long or expected time of return) should also be communicated. Depending on what time the power goes out, notification will take place as outlined below:

- During regular business hours, the Facility Manager and ITS Support Staff will go door to door and notify people in the building. Whoever is at the reception desk will notify people on the ground floor.
- During the weekend, the security guard will call the electrical company and notify (by phone) the lab and library staff. The lab and library staff will notify the people in the building by going door to door.
- During non-business hours, the security guard will call the electrical company and notify (either by phone or going door to door) whoever is in the building about the power outage.

7. Dress Code Policy

As a career-focused academic institution we are preparing students for their careers upon graduation, so in our positions as faculty and administrators we are role models for these students. All employees are expected to come into work in appropriate attire and maintain a hairstyle that gives an appearance of neatness and decorum.

All of the following is considered inappropriate:

- athletic wear, including hoodies
- for men, collarless t-shirts and shirts which are not tucked in
- leggings or tights, including jeggings
- short-shorts
- mini-skirts
- beachwear
- strapless tops, halter tops, tube tops, tank tops and tops with spaghetti straps
- flip-flops
- undergarments showing

THE ACADEMIC YEAR

The academic year is made up of four terms:

1. Fall term (September – December)
2. Spring term (January – May)
3. May-mester (May, 3 weeks)
4. Summer sessions (June – July)

A semester (or term) lasts for 14 weeks. RIT Croatia usually follows RIT's academic and administrative calendar with the exception of recognizing Croatian statutory holidays, rather than US holidays. Exact start and end dates for each semester as well as important dates and events throughout the year are listed on the RIT Croatia Academic Calendar, which can be found on the RIT Croatia website under tab Current Students and then, Important Documents & Links.

For a three-credit course, the class will usually meet for two 80-minute blocks for 14 weeks. A four credit class will meet for four hours, usually two 110-minute blocks for 14 weeks. The 15th and 16th weeks are reserved for final exams. A schedule of final exams is e-mailed to all students around the middle of each term.

It is very important for faculty to follow RIT Croatia's Academic Calendar when making their vacation plans. Faculty should not make any travel arrangements until they know their schedule for the semester.

Croatian Statutory Holidays

November 1	All Saints Day	Dan Svih Svetih
November 18	Remembrance Day for all victims of the Homeland war and Remembrance Day for the victims of Vukovar and Skabrnja	Dan sjećanja na žrtve Domovinskog rata i Dan sjećanja na žrtve Vukovara i Škabrnja
December 25	Christmas Day	Božić
December 26	Boxing Day	Sveti Stjepan
January 1	New Year's Day	Nova godina
January 6	Epiphany	Sveta tri kralja
April 20, 2025*	Easter Sunday	Uskrs
April 21, 2025*	Easter Monday	Uskršnji ponedjeljak
May 1	Labor Day/May Day	Praznik rada
May 30	Statehood Day	Dan državnosti
June 19, 2025*	Corpus Christi	Tijelovo
June 22	Day of Antifascist Struggle	Dan antifašističke borbe
August 5	Homeland Thanksgiving Day	Dan domovinske zahvalnosti
August 15	Assumption	Velika Gospa

*Dates listed with the year specified change each year. The rest of the dates are fixed.

ACADEMIC AND ADMINISTRATIVE CALENDAR AND MASTER SCHEDULE

Before the beginning of each term the Academic Advisors will e-mail instructors the Academic and Administrative Calendar and Master Schedule for the term. If you happen to misplace your copy, a downloadable version can be found at www.croatia.rit.edu under tab Current Students and then, Important Documents (Current Semester).

The calendar lists all RIT Croatia important dates including start and end dates of the term, faculty meetings, college events, etc. To sustain RIT Croatia as a closely knit community of students, faculty and staff, faculty members are expected to attend ALL RIT Croatia events.

RESPONSIBILITIES OF FACULTY MEMBERS

In accordance with your contract, all faculty are expected to fully and actively participate in achieving the mission of RIT Croatia. This includes:

- Designing and delivering your course(s)
- Redesigning and improving existing courses as needed
- Developing new courses, based on curriculum updates
- Updating materials for assessment of learning (assignments, tests, etc.)
- Grading students' work, providing feedback and supporting their success
- Actively contributing to the promotion of academic honesty at RIT Croatia, reporting any violation of the Academic honesty policy, and participating in the academic honesty hearings
- Designing your course and scheduling graded items so that the students will know 60% of their final grade in the course by the end of week 11 of the semester, in order to be able to make an informed decision regarding the possible withdrawal of a course. For first-year courses, the deadline for posting 60% of the total grade for students is two days earlier. If you are teaching during Maymester or Summer Session, students should know 60% of their grade by the end of the withdrawal period.
- Including a description of the 15th or 16th week content in your syllabus. It is fine to just say "final exam". If there is no final exam in week 15 or 16, then provide a paragraph explaining what the students will be doing in week 15 or 16 related to the course. The activity needs to be an equivalent of at least one class time.
- Distributing the course syllabus to students by the first day of classes
- Sending the course syllabus to Academic Advisors (when requested).
- Holding classes on scheduled and make up dates
- Advising and/or mentoring students
- Holding office hours (designated to advise, tutor and mentor students)
- Posting office hours on your office door and giving them to the Student Services Assistant at the Reception Desk to post on the bulletin board as well as including them in the course syllabus
- Being available to proctor exams (including finals in the 15th or 16th week)*
- Meeting administrative deadlines (add/drop, withdrawal, checking attendance with SIS, recording final grades on SIS, follow-up on incompletes)
- Using Early Alerts System
- Communicating with Academic Affairs regarding student performance, attendance, grading, and reporting discrepancies immediately

- Posting your course syllabus, materials, grades and other course related information on *myCourses*
- Recording grades yourself and accurately (student helpers are prohibited from accessing student grades and SIS usernames and passwords)
- Encouraging and motivating students to complete course evaluations
- Reading course evaluations and making appropriate changes
- Participating in peer observations
- Participate in course assessment, according to the annual assessment plans
- Packing up exams and other materials for storage and labeling the boxes appropriately so that they can be discarded after one (1) calendar year
- Keeping adequate grading records for each student for a minimum of four (4) academic years
- Attending and participating in all faculty meetings
- Attending and participating in all official RIT Croatia events (Dean's List receptions, holiday parties, graduation ceremony, Career Education Day, assisting in Entrance Exams, etc.)*
- Checking e-mail on a daily basis
- Being familiar with and adhering to RIT Croatia policies and procedures (including Faculty and Student Handbooks)
- Creating and adhering to the annual Plan of Work as requested by the Associate Dean
- Creating the Annual Performance Appraisal as requested by the Associate Dean
- Completing research and scholarship activities in accordance with the annual Plan of Work*
- Share information about your teaching, research, service and professional engagement activities to facilitate compilation of various reports the college needs to prepare
- Adhere to The Quality Standards for Internal Submissions:
 - No grammar, spelling, and punctuation errors.
 - Formatting adheres to guidelines or matches existing formatting if explicit guidelines are not provided.
 - Due dates are honored strictly or an extension is requested.
 - When in doubt about the level of detail that needs to be provided, ask for clarification or "overdeliver".
 - Use up-to-date data
 - In summary, the expectation is that when Standards are met submissions are fine for further use without the need for any revision.

*Expectation for full-time instructors only.

COURSE DELIVERY MODES

In-person – (P)

This is the traditional course delivery mode. The class is delivered fully in the classroom or lab, with interaction between the faculty member and students. Students enrolled in in-person classes must be able to access campus facilities and attend scheduled course meetings on campus.

Online – Asynchronous (OA)

A course delivered entirely online. No in-person class meetings are required. No scheduled in-person or online class meetings are required. Course materials and activities are posted online for completion within a designated timeframe. Courses may have optional synchronous components.

Online – Synchronous (OS)

A course delivered entirely online. No in-person class meetings are required. All students in the section attend the class at the same time online and engage in course activities at the specified days/times published in the course schedule. Courses may have some asynchronous components.

ONLINE COURSE POLICY

- Students must have a 2.5 GPA or higher
- Students may only take a maximum of TWO online courses from Rochester campus throughout their studies at the RIT Croatia tuition rate. Should a student take more than two courses online from the Rochester campus, they will have to pay the Rochester campus tuition rate per credit.
- **Students may only take online courses from Rochester campus that are not offered at RIT Croatia, unless approved under special circumstances by an Academic Advisor**
- Learning assessment for an online course from Rochester campus may take place on RIT Croatia campuses
- Academic Advisors will review the student's rationale/reason before approving
- Students will be dropped from Rochester campus online courses if enrolled without Academic Advisor approval

FACULTY TEACHING LOAD AND SCHEDULING

Faculty teaching assignments are determined individually. Teaching reductions can be granted by the Associate Dean for faculty who also carry out additional administrative responsibilities, have extraordinarily high scholarship activities or student advising loads. Teaching, advising, serving on Academic Senate committees, conducting research and engaging in scholarship and/or professional activities, and attending college sponsored events are considered regular faculty duties and responsibilities.

Before the beginning of each term, the Academic Advisors will e-mail faculty a list of faculty and courses they teach. You will also receive a list of rooms, telephone numbers, and extensions. Faculty photos and e-mail addresses are available online at www.croatia.rit.edu under tab About and then, Our People.

Faculty are required to submit their office hours (a minimum of one weekly hour for every two hours of teaching/class time and up to a maximum of 6 hours per week) to the Student Services Assistant at the reception desk. Faculty office hours are available at the reception desk and on the bulletin boards in the lobby.

RIT CROATIA AND RIT E-MAIL ACCOUNTS

You will receive an RIT Croatia e-mail account and an RIT DCE (Distributed Computing Environment) account and e-mail. Please remember your account information (usernames, passwords, UID and PIN) as you will be required to use it for your courses. You may also choose to write them down and keep them in your wallet or record them in your cell phone so that you will always have

them on hand. If you forget your RIT password and would like to change your password or set your e-mail forwarding, please go to: start.rit.edu

Please note that there is a 120 day reset rule for your RIT password. You will receive automatic reminders from RIT to reset your password. To reset your password go to: start.rit.edu. Your account will also expire after a year. RIT will send you an e-mail reminder that your account will expire. Forward this e-mail to Mario Ljubišić (mario.ljubisic@croatia.rit.edu).

To check your RIT Croatia e-mail go to www.croatia.rit.edu and log in with your RIT Croatia user name and password. To check your RIT e-mail go to: mymail.rit.edu. In order to be more environmentally friendly most of the communication at RIT Croatia is done through e-mail. Therefore, you will need to check your e-mail frequently as not to miss any important information.

As soon as your RIT account is activated, you will start receiving e-mails from RIT's Message Center. To stop receiving these, go to RIT's home page: rit.edu (log into my.rit.edu at the bottom left) and under "My Message Board" (top center), select "Manage my Communication Preferences". There you can set your personal preferences. You can delete them all except for the emergency messages. Click on "Update Preferences". "Update Successful" should appear confirming the changes.

Besides your e-mail, your RIT DCE account also allows you to access the RIT computer system, including such resources as the online library and databases and computer-based training (CBT). It also gives you access to RIT's Student Information System (SIS) where you can view your class lists and enter final grades and *myCourses* where you will post course materials and grades during the term. To log into SIS go to: <https://infocenter.rit.edu/facultystaff> and to log into *myCourses* go to: mycourses.rit.edu. Please note that it takes 24-48 hours for your access to *myCourses* to become active and for your courses to appear. More details on SIS and *myCourses* are provided later in this handbook.

In order to increase the security of RIT systems containing sensitive data, RIT uses the Multi-Factor Authentication which will, beside the RIT username and password, require additional authentication by using a phone or a mobile app. To find more information and configure the MFA, you can go to: <https://start.rit.edu/Duo>

The Multi-Factor Authentication is a method of more secured authentication into a system where besides using a standard username/password you are required to use an additional authentication factor, i.e. your mobile or office phone. More information about the MFA can be found on the following link: <http://www.rit.edu/its/mfa> . There is also a helpful video at this link: https://youtu.be/spi_nKbHuRQ

We strongly suggest you to register at least two different devices (i.e. your cellphone and office phone) in order to have an alternative in case one of them is not working.

AAI ELECTRONIC IDENTITY

AAI Electronic Identity is a Croatian academic community authentication method used for accessing various services such as internet access, e-Library, e-Gradani, etc. All students and employees who require their AAI electronic identity, can obtain it from the ITS staff by providing them with RIT email address and their personal identification number (OIB).

COMMUNICATION WITH STUDENTS

If you wish to contact students, there are several options:

- *myCourses* (make sure students have set the correct e-mail in *myCourses* which they learn to do in the first term of their 1st year)
- Individual e-mail addresses
- General allusers@croatia.rit.edu e-mail (goes to all RIT Croatia students). You may send messages directly to this group address.
- Meeting with students during your office hours (minimum of one weekly hour for every two hours of teaching)

COMMUNICATION WITH RIT CROATIA EMPLOYEES

- Individual e-mail addresses
- General Fscroatia.rit.edu e-mail (goes to all RIT Croatia instructors and staff). You may send messages directly to this group address.
- General F@croatia.rit.edu e-mail (goes to all RIT Croatia instructors only). You may send messages directly to this group address.
- General S@croatia.rit.edu e-mail (goes to all RIT Croatia staff members only). You may send messages directly to this group address.

FACULTY ABSENCE POLICY

There will always be occasions when a faculty member is absent from a class. Typically these absences fall into two categories: Planned absences (e.g., attendance at a professional conference) and unplanned (unforeseen emergencies or illness). In both instances, the underlying principle is the same. This principle is driven by requirements established by RIT's accrediting body for definition and delivery of credit hour instruction. The expectation is that every credit hour of instruction requires at least 15 hours (of approximately 50 minutes each) of instruction. This expectation should guide weekly instruction and student effort. It is also the metric that should guide the approach taken to make up instruction/student work time when necessary due to a planned or unplanned faculty absence.

In the case of planned or unplanned absences, faculty members should work with their department chairs to develop a plan that will arrange for alternative options that ensure that the missed classes are covered by some other viable, valid and effective option. The following procedure should be followed:

- faculty member proposes alternative activities to the Department Chair
- the Department Chair approves/revises/declines the proposal
- In order to advise Student Services on both campuses as well as the HR Manager of your absence, please email studentservices@croatia.rit.edu

A list of suggested potential activities follows. This list is not comprehensive; a wide variety of other types of activities may be appropriate depending on the nature of the course.

- Reschedule contact hours at another suitable time
- Arrange for a colleague to cover the class

- Arrange for guest lecturer
- Organize fieldwork or site visit
- Assign online tutorials/practice exercises using *myCourses* tools

Faculty should provide feedback to students on any work submitted and be available to answer students' questions or concerns about the makeup activity.

In case a class is rescheduled, please note that the makeup class cannot be such that students can earn points by attending it (for example, by rewarding students for showing up with extra points, by offering a chance to retake a quiz/test or redo an assignment, etc.) as this puts students who are not able to attend a rescheduled class at a disadvantage. For the same reason, attending a makeup class is strongly encouraged but ultimately optional for the students.

Guidelines for email communication

- For all planned and non-planned absences please notify your supervisor, student services, and HR.
- For intercampus travel, send email to faculty and staff mailing lists.
- Use "Out of office" emails when away/absent.

SYLLABI AND *myCourses*

Course Syllabus

At the beginning of each term you are required to distribute and explain your course syllabus to students registered in your class. Please see Appendix II for guidelines for completing your course syllabus. If you have any questions regarding course syllabus, please contact the Department Chair for assistance.

Each term you are required to submit an electronic copy of your syllabus to the Department Chair. These documents are used for accreditation documentation.

myCourses

myCourses (<https://mycourses.rit.edu>) is web-based software that allows instructors to post course-related information, interact with students, and conduct classes in a secure online environment. All faculty teaching at RIT Croatia MUST use *myCourses* to post their course syllabus and record the grades for assignments, exams, etc. You may want to post Powerpoint presentations, handouts or any electronic course materials as well. Students rely on those materials to review for exams.

POLICY FOR USE OF CELL PHONES IN CLASSES

In general, students are expected to keep their personal communication devices silent and out of use during class time, unless specifically instructed or invited by the faculty member to use them for a learning activity related to the course. When class begins, students should make sure that their mobile phones and other devices are switched to silent mode, and put completely away in a pocket or bag for the duration of the class.

GRADING

RIT CROATIA uses the A – F letter grade system for grading along with term and cumulative GPA (Grade Point Average). Grades are considered confidential and cannot be shared in any form with anyone other than the individual student without prior Written Consent for Release of Information.

For Croatian diploma requirements and in order to qualify for student benefits and scholarships, RIT Croatia uses the Croatian grading system and calculates the Croatian GPA accordingly. Croatian grades and GPA appear on the academic transcript as well as various verifications needed for students when applying for scholarships, dormitories or the continuation of their education.

Letter grades generally correspond to the following percentages and Grade Points:

RGS Grade	Quality Points		Grade Percentage	Description	Croatian Grades
	RGS	WLGS			
A	4.000	4.0	94.00 - 100.00	Excellent	Izvrstan (5)
A-	3.667		90.00 - 93.99		Izvrstan (5)
B+	3.333		87.00 - 89.99		Vrlo dobar (4)
B	3.000	3.0	83.00 - 86.99	Above Average	Vrlo dobar (4)
B-	2.667		80.00 - 82.99		Vrlo dobar (4)
C+	2.333		77.00 - 79.99		Dobar (3)
C	2.000	2.0	73.00 - 76.99	Satisfactory	Dobar (3)
C-	1.667		70.00 - 72.99		Dobar (3)
D	1.000	1.0	60.00 - 69.99	Minimum Passing Grade	Dovoljan (2)
F	0.000	0.0	0.00 - 59.99	Failure	Nedovoljan (1)

F – Failure – is assigned when a student does not successfully complete the course requirements and as a result fails the course. The same course or equivalent has to be repeated the next time the course is offered. Once a student passes the course the F grade gets replaced with a passing grade. That way the original F grade does not show on one's transcript.

I – Incomplete – is a temporary notation (not a grade) given when the faculty member observes conditions beyond the control of a student such that the student is unable to complete course requirements in the given term. In most cases the circumstance involves a serious illness or accident that either requires hospitalization or sick leave of over one week. This does not happen automatically, the student must request receiving an "I" or in some cases, the professor may offer to give the grade of "I." To change the "I" grade, the faculty member must complete a Change of Grade Form no later than the end of the second succeeding term following the term in which the course was taken. If the change is not made during that time, the grade turns to an "F". For example: An "I" given for a fall term course must be changed by the end of spring term. It is the student's responsibility to follow up with her or his faculty to make sure the "I" grade has been changed after she or he submitted all

of their remaining work. It is the responsibility of the instructor to submit a Change of Grade form to the Academic Advisor to be recorded in SIS. Incompletes should only be assigned under the most necessary circumstances. Incompletes should not be assigned because a student failed to meet his or her academic obligations due to poor time management or need for remedial study skills. A Plan for Completion of an incomplete form must be created for each student to whom an Incomplete is assigned. Retain one copy of the Plan for Completion for your records; give one copy to the student; one copy to the student's Faculty Advisor; and file one copy in the student's permanent file (see Student Services for assistance). This form will be included at the end of the handbook.

S – Satisfactory – is only used for signifying a passing grade for cooperative education, the RIT 365 course for all first-year students, Careers in Business for sophomore HTM and GBM students and Second Year Seminar for sophomore WMC students.

W – Withdrawn – a grade that indicates an official course withdrawal has been processed. It means that the student withdrew from a course, did not finish it and will have to retake the course. The grade of W does not affect GPA.

Clear rules for grading should be contained in the syllabus for each class. Changes to the grading scheme should be avoided after the start of the term with exceptions being changes that might benefit students, such as extra credit assignments.

Grading Policy – Submission of Grades

- It is the faculty members's responsibility to inform students of their grades on completed coursework in a timely manner. The completed grades for coursework are expected to be posted and accessible for students regularly throughout the course.
- Faculty members must provide feedback for all submitted work within two weeks of the submission deadline. Posting grades to an online system is required. The two-week posting requirement is waived in the case of deadline extensions, late submission of work, any extraneous circumstances, or when explicitly stated in the evaluation criteria (as well as in the syllabus).
- In order to assist students in making an informed decision regarding whether to withdraw a course or not, students should know at least 60% of their grade in the course by Friday of Week 11. Therefore, faculty are expected to post at least 60% of a student's total points in the course on *myCourses* by Friday of Week 11. Specifically, for first-year courses, the deadline for posting 60% of the total grade for students is two days earlier.

In addition, for May-mester or Summer Session courses, students should know 60% of their grade by the end of the withdrawal period. Course learning outcomes (CLOs) are statements that describe what a student should know, understand, and be able to do after successfully completing a particular course. Course learning outcomes are aligned with program learning outcomes. On average, there are 3 to 5 course learning outcomes per course. In order to pass the course, it is necessary to pass EACH course learning outcome with a score of 40% or higher unless otherwise specified by the faculty member teaching the course. You can find the list and description of course learning outcomes and how each will be assessed in your course syllabus. Please note that CLO based grading ONLY applies to all first and second year level courses in the 2024-2025 academic year. In addition to attaining at least 40% for each course learning outcome, you need to achieve a cumulative 60% on course assessment tasks (quizzes, exams, etc.) to pass the course. Faculty will inform students about details specific for each course. Note that faculty may follow up on a student's assignment (such as a test, a quiz, a project, etc.) by conducting an oral examination and requesting supplementary evidence to verify authorship.

COURSE EVALUATIONS (from Student Handbook)

Students evaluate each course and by doing that participate in monitoring the quality and the success of our educational program. Students' feedback is an important part of their personal efforts for improvement and the college's effort to improve the quality of instruction. Faculty and administrators take these evaluations very seriously and make modifications based on students' input. However, it is also important for students to give their feedback to faculty early in the course, so that they can make corrections during the delivery of the course. Evaluations are held online in the 12th, 13th and 14th week of each term and students anonymously evaluate quality of the course, textbooks and other materials as well as the performance of the faculty member. The faculty member, his or her Department Chair, the Associate Dean and the Dean receive the compiled evaluation data after final grades have been posted on SIS. In addition, in the 5th week of each semester, teaching effectiveness evaluations have been added for all first-year courses (fall term only), all new courses and courses taught by a faculty member for the first time, in order to receive feedback early enough in the term to make any potentially needed changes.

STUDENT INFORMATION SYSTEM (SIS) ACCESS

All RIT Croatia faculty and staff have access to Student Information System (SIS) through RIT's web site (<https://infocenter.rit.edu/facultystaff>). Through this system you can check a student's academic status, view your class lists and post your final grades for your course. SIS access is enabled by the DCE accounts. Please contact the Academic Advisors for instructions on DCE accounts and SIS access.

Use SIS to access your class list. Check and print your class lists at least three times during a term: the first day of class, the day after the Add/Drop period ends and the day after the on-line withdrawal period ends. Report to the Academic Advisors discrepancies between class rosters on SIS and actual attendees in your class.

FINAL GRADES

Final grades must be recorded on SIS by the date designated by the Academic Advisors each term. Please be advised that the grading deadline at RIT Croatia sometimes deviates from RIT. Faculty teaching at RIT Croatia are asked to observe the RIT Croatia grading deadline.

STUDENTS CONTESTING GRADES

Grading at RIT Croatia is transparent. Students are encouraged to look at the grades on tests and assignments and to question the faculty member if they do not understand the grade or think there is a mistake. In the case of an error, you are expected to change the grade. If the student thinks you graded unfairly, one good strategy is to invite a colleague to read the test/assignment. If the other faculty member would give a better grade and has a good rationale, you can consider the possibility that you were excessively hard in grading, and alter that grade, especially if the student is on the borderline.

If the student, after receiving your explanation continues to believe the grade is unfair, he or she can contest the grade with the Ombudsperson who reviews the professor's syllabus and comments and either explains the rationale to the student or points out a discrepancy to the faculty member.

If the student still feels he or she has been dealt with unfairly, he or she may take his or her case to the Associate Dean. The Associate Dean has the final word in all contested cases.

Note: Faculty are expected to keep exams for one year so students can review them. If you are a visiting faculty member, Student Services personnel can assist you with appropriate storage of your exam materials prior to your departure.

Faculty are required to keep accessible and transparent records of assigned grades for four years. These records must contain all components of a grade for each student (exams, papers, presentations, projects, participation, extra credit, etc.). The form of those records can vary. Notebooks or excel spreadsheets are examples of acceptable record keeping.

Again, if you are a visiting faculty member, you will leave records of your grades with the Associate Dean. In case you are teaching on both campuses, consult the Associate Dean on the most appropriate course of action.

STUDENT ACADEMIC HONESTY POLICY PROCESS

I. INTRODUCTION

As members of an academic community, both students and faculty share the responsibility for maintaining high standards of personal and professional integrity. If a student violates these standards, the Academic Honesty Process affords a fair resolution. The committee outlined herein may be called upon to hear cases where a breach of Academic Honesty is alleged by a faculty member. In all cases, it is the responsibility of any university representatives to render fair and appropriate decisions reaffirming standards of integrity expected in the academic community.

The following sections outline the procedures for resolving allegations of a breach of Academic Honesty.

II. ACADEMIC HONESTY

A breach of Academic Honesty falls into three basic areas: cheating, duplicate submission and plagiarism.

A. Cheating: Cheating is any form of a fraudulent or deceptive academic act, including, but not limited to, falsifying of data, and possessing, providing, or using unapproved materials, sources, or tools for a work submitted for credit. Specifically, cheating includes copying other student's work, solutions or ideas for assignments or during tests, quizzes, and exams or making your work available to be copied. It is the student's responsibility to protect their work so that others cannot see what they have written. Copying work, solutions or ideas from another student is considered cheating as is making it available to someone else. If a faculty member notices the similarity between two

student deliverables, both will be considered cheating. In addition, in the case of academic dishonesty in a team assignment, all team members participating in the academic dishonesty will face the consequences of the offense.

B. Duplicate Submission: Duplicate submission is the submitting of work for credit that was already used elsewhere. Such behavior is dishonest because the student has not done original work. In some cases, a faculty member might give students permission to build on work they did for another course or for another personal project. This exception does not constitute a breach of Academic Honesty, as long as the faculty member provided an explicit permission for reusing the work.

C. Plagiarism: Plagiarism is the representation of other's ideas as one's own without giving proper credit to original authors. Plagiarism occurs when students copy direct phrases or organizational structure from any existing source (e.g. books, journals, internet) and do not provide quotation marks and citations, or when students paraphrase or summarize those ideas without giving credit to the authors through use of in-text references. In all cases, if such information is not properly and accurately documented with appropriate credit given, the student is guilty of plagiarism.

Two additional types of action fall into the category of plagiarism. One is submitting a work for credit that was written for you by someone else (another student, friend, family member, internet source, etc.). The issue of payment or non-payment is irrelevant as the act itself constitutes Academic Dishonesty since the student is not the actual author of submitted work. The other action includes writing papers, projects, or exams for other students with the purpose of them submitting that writing as their own. Once again, whether a student received money for this activity or did it pro bono is irrelevant in making it an act of Academic Dishonesty.

Please note that any unauthorized use of artificial intelligence (AI) tools and technology in any form of course assessment is considered to be a breach of academic honesty.

III. CONSEQUENCES OF ACADEMIC DISHONESTY

The consequences of Academic Dishonesty depend on the number of offenses accumulated by the student, as follows:

Primary offense: Zero points will be given for that particular assignment (extra credit assignment, paper, project, quiz, exam, etc.) and the offense will be noted in the office of the Ombudsperson. This will be applied to all first-year students in their first semester of enrollment at RIT Croatia.

A. First offense: Zero points will be given for that particular assignment (paper, project, quiz, exam, etc.) and the offense will be recorded on the Academic Dishonesty List in the office of the Ombudsperson.

B. Second offense: This will result in the student failing the course in which the Academic Dishonesty offense occurred and the offense will be recorded on the Academic Dishonesty List in the office of the Ombudsperson. The student will not be able to continue with the course, unless he or she chooses to contest the allegation, and there will be no refund of tuition for the course.

C. Third offense: This will result in the student being expelled from the institution without opportunity to finish the courses the student was currently enrolled in. The student that has been

expelled cannot receive a refund of tuition. The expelled student can appeal for the reenrollment at RIT Croatia, but not sooner than one calendar year after being expelled. If the student commits another offense after being reenrolled, she or he will be permanently expelled from the institution without any future opportunity to return, to finish the courses the student was currently enrolled in, or to receive a refund of tuition.

All consequences of final decisions are effective immediately. If the Academic Honesty Process is not finalized before the end of the semester, the Ombudsperson will notify all the faculty involved that the student should be issued an incomplete grade, pending the final decision. This includes the faculty member for the course where an alleged breach of Academic Honesty has been made, and, in case of a third offense, all faculty for the courses in which the student is enrolled for the current semester.

In addition to the above stated outcomes, placement on the Academic Dishonesty List may result in ineligibility to apply for RIT Croatia scholarship and/or Dean's List status, as defined in respective policies.

IV. PROCEDURES FOR HANDLING ALLEGED BREACHES OF ACADEMIC HONESTY

The course faculty member bringing the allegation forward is responsible for assembling evidence and setting the procedure for handling alleged breaches of Academic Honesty to a motion. English is defined as the official language to be used. All meetings can be done face to face or through technology.

Emails are considered an acceptable form of communication for all contact regarding a breach of Academic Honesty. If a student is not responding to email communication within five business days, an additional message will be sent and an effort will be made to reach the student via phone and in person. If the student would not respond within five business days after that additional email message has been sent, the matter will be closed as if the student agreed that the Academic Dishonesty occurred.

The procedure for handling alleged breaches of Academic Honesty has two distinct options:

A. The student is present at the scene when a faculty member becomes aware of a potential breach of Academic Honesty (e.g. when a student uses unapproved materials during an exam, or copies exam answers from a colleague).

In this scenario, the faculty member should, at the earliest convenience, send an email to the Ombudsperson with an official Dishonesty Report that includes the title of the course and an explanation of the Academic Honesty offense. The Ombudsperson then sends an email to the student with an invitation for a Dishonesty Report Meeting. The meeting should be scheduled within five working days following the date when the invitation was sent.

B. The student is not present at the point when a faculty member becomes aware of a potential breach of Academic Honesty (e.g. when a faculty member starts to grade an uploaded student paper or student exam and discovers a potential breach).

In this scenario, the faculty member should, at the earliest convenience, send an email to the student and the Ombudsperson inviting them both for a meeting. The meeting should be scheduled within

five working days following the date when the invitation was sent. In this scenario, a student has the chance to explain their actions to the faculty member, and receive appropriate explanations for the rationale behind the possible Dishonesty Report.

During this meeting, if the faculty member decides to pursue a report, the meeting at that point becomes an official Dishonesty Report Meeting and a faculty member prepares a Dishonesty Report that includes the title of the course and an explanation of the Academic Honesty offense.

If the faculty member, after hearing the student, decides that the allegation was false or misinterpreted (for example a student was able to show that they had the approval to use their previous work or a student is able to show a study guide that listed a specific example that students used in their answers at the exam), the meeting is adjourned with no further action.

In both scenarios, the student has an opportunity of discussing the allegations during the Dishonesty Report Meeting. If the student accepts the allegations or does not refute them, the matter will be documented and closed, and the resulting actions will be motioned (as described in the section III. Consequences of Academic Dishonesty). If the student chooses to contest the allegation, by written objection, at the request of the student, the Ombudsperson will convene the Academic Honesty Committee, following the procedure described below. In the written objection, the student must state the reason for lodging the objection.

Upon the decision of the Academic Honesty Committee, the Ombudsperson will provide the official notification of the Committee's decision to the student and the faculty member (via email), within five business days of the hearing. This letter will include the resulting actions to be motioned (as described in the section III. Consequences of Academic Dishonesty), and the process to file an appeal.

Upon conclusion of the Dishonesty Report Meeting, and where applicable upon the conclusion of the Academic Honesty Committee Hearing and Academic Honesty appeal, all documentation regarding the Academic Honesty will be stored at the Ombuds Office and maintained for a period of two years.

V. ACADEMIC HONESTY COMMITTEE

The Academic Honesty Committee shall hear cases involving an alleged breach of Academic Honesty in the event of a student contesting the charge. Should any question arise as to the nature of an allegation or the committee to hear the case, the Ombudsperson shall be consulted for guidance.

Roles in the Academic Honesty Committee are:

A. Ombudsperson: The Ombudsperson is called upon to facilitate and manage the hearing process and attend hearings as a non-voting member of the Academic Honesty Committee.

B. Academic Honesty Committee Voting Members: The Committee shall consist of three members. The Associate Dean and two faculty members should belong to the same field/program as the course in which an offense has been made, unless the nature of the offense is such that it is deemed unnecessary. Faculty members must recuse themselves based on case involvement or bias and alternates will be appointed.

VI. ACADEMIC HONESTY HEARINGS

The Academic Honesty Hearing is a procedure for Academic Honesty Committee to hear the students' cases involving an alleged breach of Academic Honesty. The Academic Honesty Hearing is not a court of law and legal rules of evidence and procedure do not apply. At hearings involving more than one student, the Ombudsperson, in their discretion, may permit hearings concerning each student to be conducted separately or simultaneously.

While the Academic Honesty Hearing process is underway the student will be allowed to attend all classes until the final decision is rendered.

The student will be provided written notification of the date, place, and time that their case will be heard by the Academic Honesty Committee. The notification will also include a description of the alleged breach, and the specific college policies, rules or regulations allegedly violated.

All Academic Honesty Hearings will be conducted in private. The Ombudsperson facilitates the hearing process and only the Academic Honesty Voting Members, student, faculty member, and witnesses involved in a particular case may be present. Other persons who might be present at the hearing include those providing necessary access services. Specifically, practicing lawyers are not permitted to participate in the Academic Honesty Hearing as a representative of either the student or faculty. Also, parents/guardians are not permitted to participate in or be present during the Academic Honesty Hearing unless the involved student is under the age of 18. In those instances, the parent/guardian can observe the hearing process and give their son or daughter quiet counsel.

Witnesses called by either the student or the faculty member will be permitted to speak during the hearing; however, no walk-in participants will be permitted to speak. Presenters may not speak more than five minutes, and times will be strictly enforced. Names and contact information for anyone presenting information must be submitted in advance of the meeting and in time to be documented in hearing materials. The college maintains the right to limit the number of meeting presenters and attendees. Written statements may be submitted to the committee in lieu of attendance at the hearing. Written statements must be read aloud for the purposes of acknowledging the content.

Each Academic Honesty hearing participant will have fifteen minutes to describe their situation, and their individual perspectives. Time will be allotted for questions from the committee members. After the question and answer period, each participant will have an opportunity for five minutes of closing remarks. Following the closing remarks, all participants will be dismissed and the Academic Honesty Committee will deliberate privately. The Committee will determine by a simple majority if a breach of Academic Honesty did or did not occur.

The student cannot be found responsible of breaches of Academic Honesty solely for failing to answer the charges or appear at the hearing; in such cases, evidence to support the charges will be presented to the Academic Honesty Committee and a determination will be made based on the evidence.

VII. ACADEMIC HONESTY APPEALS

Either the student or the faculty member may file an appeal on the Ombudsperson's decision adopted independently or on the basis of a decision of the Academic Honesty Committee. An appeal must be filed in writing within fifteen days from the date of the mailing of the Academic Honesty Committee's decision.

The Academic Honesty Appeal is submitted for the consideration to the Dean. The Dean may decide that the original sanctions be dismissed, or upheld, or if the decision should be overturned. The decision rendered by the Dean is final.

While the Academic Honesty Appeal process is underway the student will be allowed to attend all classes until the final decision is rendered. Withdrawal of a course, withdrawal of a written work, or other actions committed by the student before or during the procedures conducted according to the Rulebook on Disciplinary Responsibility of Students, do not affect the course of the procedure.

The determination of the Dean will be mailed to the student, faculty member, Ombudsperson and the Academic Honesty Committee members within fourteen business days of the written appeal, thus effectively closing the Academic Honesty Process.

SUPPORTING FACULTY SCHOLARSHIP – LIBRARIES

RIT WALLACE LIBRARY (<http://library.rit.edu>)

The RIT Library collections consist of:

- over 98,000 electronic journal subscriptions
- 320 print journal titles
- more than 550,00 electronic books, purchased from a variety of vendors depending on content need (<http://library.rit.edu/databases/categories/e-books>). All e-book records are fully integrated into the catalog for ease of searching.
- over 250,000 print books
- 223 databases (database portal page: <http://library.rit.edu/dbfinder/> , alpha list of all databases: http://library.rit.edu/dbfinder/index.php?query=%3A*)

The Library supports faculty and students by providing a variety of services:

- Meet Your Librarian Page: Ryan Tolnay is the librarian for RIT Croatia. Ryan's contact information is available via the "Meet Your Librarian": <http://library.rit.edu/staff> . Clicking on the "view bio" link will display a number of ways of contacting him along with a list of library information guides he has created to help students succeed.
- Library InfoGuides: RIT Libraries has created a specific category of guides supporting RIT Croatia programs. From the <http://infoguides.rit.edu/> site, click on the "Global Campuses" link to locate RIT Croatia specific guides. Course guides are also automatically embedded within *myCourses* via the myLibrary link.

- E-Reserves/Course Reserves: <http://library.rit.edu/course-reserves> Instructors can request the library place materials on reserve for students to access within their course via the myLibrary link inside *myCourses* or by the link above.
- Interlibrary Loan and IDS Express: <https://ill.rit.edu/> If the RIT Library does not have the materials needed, they will obtain it for students. Requests are made online via the above link; there is no charge for this service.

The Library supports faculty and students by providing a variety of online tools:

- Summon: (<http://library.rit.edu/summon>) Summon is a search discovery tool allowing library users to search the full content of library materials from a single search box – providing a “Google-like” search experience for locating credible and reliable library content.
- Assignment Calculator: A project and time management tool with email reminders, branching to subject specialist librarians, specific resource assistance, help with developing and defining topics, creating a thesis statement, etc.: <http://library.rit.edu/researchguides/calculator/>
- Information Literacy Tools: <http://infoguides.rit.edu/informationliteracy> . A series of self-paced video tutorial modules with assessment questions designed to enhance information literacy skills. Tutorials are provided by both ProQuest Research Companion and LIV@RIT.
- InfoGuides: <http://infoguides.rit.edu/> A series of library research guides created by RIT Librarians, to provide information and assistance in locating information and resources. Guides are both subject and course specific. Guides created in support of RIT Croatia courses can be found by clicking on the “Global Campuses” tab at <http://infoguides.rit.edu/croatia>. Course level guides are embedded within the “myLibrary” link in *myCourses*. There is also a guide created specifically for RIT Croatia on the RIT Library: <http://infoguides.rit.edu/croatia>.
- Online Citation Management Tools: The Library subscribes to and supports several web-based citation creation and citation management tools. These tools are EndNote, Mendeley, Zotero, BibGuru and NoodleTools. Information on creating accounts and using these tools are available via the following links:

EndNote: <https://infoguides.rit.edu/endnote>

Mendeley: <https://infoguides.rit.edu/mendeley>

Zotero: <https://inforguides.rit.edu/zotero>

NoodleTools: <https://infoguides.rit.edu/noodlebib>

BibGuru: <https://infoguides.rit.edu/bibguru/home>

- Citation Information: The Library also supports citation work with resources for APA, MLA, IEEE and more. Each guide provides citation format examples for the most commonly types of cited sources along with in-text information, too. The guides are available at <http://library.rit.edu/citations>.
- A-Z Publication List: <http://library.rit.edu/search/journals> A popular and very useful tool that allows users to quickly determine whether the RIT Library subscribes to a particular publication.

ACADEMIC SENATE

All full-time and some part-time faculty are voting members of the RIT Croatia Academic Senate. The role of the Academic Senate is to make recommendations with respect to teaching, scholarship, research, and continued development of RIT Croatia. The Dean presides over the senate, schedules meetings and makes the agenda. The Associate Dean is a voting member of the academic senate. Student representatives are voting members of the academic senate. All faculty members can attend and speak at academic senate meetings except at announced executive session meetings which are closed to individuals who neither hold a permanent contract/are elected to title faculty nor permanent RIT/GDC instructors. Standing committees of the Senate are expected to submit reports on their work at least once annually, as well as the annual plan of activities.

Standing committees are:

1. Effective Teaching Committee

The Effective Teaching Committee shall continually evaluate classroom pedagogy and mechanisms used in the course evaluation process; survey the current inventory in classrooms and make recommendations, where necessary, as to how the classroom environment can be improved with respect to creativity, technology, and innovation.

- Creativity, technology and innovation

2. Research and Scholarship Committee

The Research and Scholarship Committee shall be responsible for policy recommendations concerning the allocation of funds to support faculty professional development and scholarship; shall produce the annual research/scholarship report as required by the national accreditation/reaccreditation processes; and will review all research proposals for compliance with national and RIT ethical standards for research with human participants (IRB committee).

- Professional development
- IRB committee
- Annual research/scholarship report

3. Faculty Affairs Committee

The Faculty Affairs Committee shall be responsible for policy recommendations concerning instructors professional conduct and grievance processes; compensation and workloads; shall review all policies and procedures concerning the extended part-time and adjunct faculty members of the college; and shall keep abreast of changes to the national tenure and promotion policies as well as the Act on Science and Higher Education.

- Grievances, professional conduct
- Compensation, work loads
- Tenure, adjunct policies

4. Student Affairs Committee

The Student Affairs Committee will develop a set of recommendations to the Senate in order to provide more clarity as to expectations for student academic conduct, collegiality, and civility. The

Student Affairs Committee will also make recommendations for the work of Student Council and activities to improve student life.

- Student Council
- Student life
- Student policies

5. Academic Policy Committee

The Academic Policy Committee shall serve as liaison with appropriate administrative bodies and stakeholder groups at RIT Croatia and RIT main campus in order to ensure that key academic policies and procedures are aligned and in effect. The Academic Policy Committee will review, develop, and propose changes to existing academic policies and procedures at RIT Croatia with respect to the needs of key RIT Croatia stakeholder groups and requirements of accreditation institutions. Working in coordination with key stakeholder groups, it will propose new academic policies and procedures in order to increase the quality of academic activities at RIT Croatia.

6. Curriculum Committee

The committee is in charge of approving curriculum changes. This local curriculum committee is responsible for reviewing new courses or substantial course changes before they would be sent to the Rochester campus for final approval. This interdisciplinary committee will consist of nine members: six faculty members from different fields, the Associate Dean and one Student Government representative.

FACULTY ANNUAL REVIEW

RIT Croatia is committed to promoting academic excellence. Teaching, scholarship, and service are our central enterprises, and effective teaching continues to be the hallmark of RIT Croatia. This policy assumes the dignity and academic freedom of individual instructors and its implementation shall be guided by mutual trust.

This policy on Annual Review establishes guidelines for the evaluation of the performance of each full-time faculty member. The results of the review will be used to:

1. Encourage and foster continued professional development;
2. Provide part of required documentation as specified in other policies;
3. Promote the improvement of individual performance; and,
4. Inform annual merit increments.

An underlying principle of this policy is that faculty review and development are closely related and work in concert to help instructors meet individual and institutional goals.

I. Review Process

A. All full-time faculty at RIT Croatia will participate in an annual performance review.

B. The criteria for the review include teaching; scholarship; college service; professional engagement and community service; and other relevant activities category (Appendix III).

C. The performance categories for evaluating all instructors shall be: Outstanding, Frequently Exceeds Expectations, Meets and Sometimes Exceeds Expectations, Meets Expectations, Does Not Meet Expectations and Unsatisfactory.

D. The time frame for the period of review shall be the academic year.

E. Each faculty member has to include plans for fulfilling national tenure requirements in the Plan of Work (Appendix IV) and Annual Review documents.

F. The review process should include the following elements:

1. Plan of Work
2. Performance Appraisal

A 12-month plan of work generated by the faculty member that outlines the faculty member's goals for teaching, scholarship, and service for the following academic year including fall, spring, and summer terms.

Faculty may also include how the plan of work goals fit with their longer term performance aspirations.

The plan of work shall be approved by the Associate Dean and Dean.

1. The faculty member's written self-evaluation and evidence of performance against the criteria specified above and the elements of the plan of work that overlap with the review period. Evidence of performance should include at a minimum the following:

- a. Results from the core questions on the university-wide student rating of instruction survey for all sections taught during each semester, accessible through the RIT Student Rating System at a disaggregated level. Student ratings shall not be the sole source of data used to evaluate teaching effectiveness. Response rates should be taken into consideration when reviewing student ratings. Other possible teaching effectiveness data may include alumni ratings; peer ratings; self-assessment statements; syllabi and other course documents; examples of student work; and teaching portfolios.
- b. Evidence of scholarly achievement and quality as defined by the instructor's college and department for the review period.
- c. Written confirmation of participation on college and university committees and self-assessment of performance on those committees and professional service activities.

3. An annual written evaluation from the Associate Dean. The evaluation will entail assignment of one of the five performance categories to the instructor's performance in each of the following areas: teaching, scholarship, college service, professional engagement and community service, and other relevant activities category; as appropriate. The evaluation will also assign one of the five performance categories to the overall instructor's performance. Instructors shall be evaluated on the basis of objective criteria as applied to their own performance and norms within their field (including the national tenure rules and requirements; Appendix V.) and not on the basis of their relative performance vis-a-vis the performance of others in their academic unit. This evaluation should include an indication of progress towards promotion and/or tenure when appropriate.

4. A joint meeting between the instructor and the Associate Dean to discuss the results of the annual review and the proposed plan of work for the next review period. Based on this meeting, the plan of work may then be modified by the instructor to address concerns raised in the annual review. In addition, the chair, associate dean or dean may choose to amend the annual review. The faculty member has the opportunity to include a response to the annual review that becomes part of the official documentation.

5. Faculty members who believe that this policy has been unfairly or improperly implemented are referred to the Trustee for the Protection of Employee Welfare and Dignity; the Faculty Affairs Committee of the Academic Senate or the Dean.

National election to title requirements can be checked at the following link:
https://narodne-novine.nn.hr/clanci/sluzbeni/full/2023_03_36_618.html

EXPENSE REIMBURSEMENT

All expenses on behalf of RIT Croatia (for your course or for professional activities) must be approved in advance by the Associate Dean.

Please note: For college-related trips, it is important to request a “putni nalog,” at least one week before the trip date. Requests can be sent to Ms. Valentina Soko in Dubrovnik or Ms. Ivana Posavec in Zagreb, along with the travel date(s) and a description which includes the purpose of the trip.

For approved expenses, there are two methods of payment:

1. Arrange for the vendor to send RIT Croatia the bill. In this case you have to give the vendor the following information:

RIT Croatia – Dubrovnik, Don Frana Bulića 6, 20000 Dubrovnik

Matični broj: 1307908

OIB: 24958681731

This method is preferred.

2. Cover the expense yourself, obtain a receipt and then follow the guidelines below to obtain reimbursement:

- Petty cash reimbursements must be accompanied by the Expense Reimbursement Form (a sample of the form is in Appendix II) previously obtained by Ms. Valentina Soko in Dubrovnik or Ms. Ivana Posavec in Zagreb. Instructions on how to fill the form out are directly on the form. Please fill the form out electronically in Excel, print it out, sign it and submit to Ms. Valentina Soko in Dubrovnik or Ms. Ivana Posavec in Zagreb.
- Individual receipts for items must accompany the form.
- Individual receipts must have the expenses itemized and each item must be specified.
- On a separate piece of blank paper, please tape all the receipts and for each one indicate the purpose of the expense, if other people were involved how many and who (e.g. snack for staff meeting, total 11 people, administration) in both English and Croatian.
- Individual receipts must have a stamp and signature unless it is printed from a cash register.
- Faculty and staff are allowed to take an advance from the petty cash if pre-approved.
- If expenses incurred are in currency other than the euro, then each instructor must convert the cost into euro using the currency report published by the Croatian National Bank daily (www.hnb.hr).

- Part-time and adjunct faculty members should consult the Associate Dean in advance as their costs must be reported as additional income.

If you require any additional information about this procedure, please contact the Finance Office.

STUDENT SERVICES

1. Student Schedules and Course Load

RIT Croatia students (except entering first-year students) choose their classes based on a Master Schedule produced by Academic Affairs. Only for the first semester will students be provided with a printed version of their schedules. For subsequent semesters, students will be required to register for their classes using the Student Information System (SIS) on RIT's website.

Students will be taught how to use SIS during RIT 365 class in the fall semester of their first year of study. Students will be informed through their RIT Croatia e-mail about the electronic registration process and dates. Please note that students need their RIT DCE account information (username, password) in order to access SIS and to take electronic exams.

The actual date of registration is determined by a student's year level – 4th year goes first, followed by 3rd year, followed by 2nd year and then by 1st.

If a student is taking a three-credit course, the class will meet for three hours, usually three 55-minute blocks, each week for 14 weeks or two 80-minute blocks, each for 14 weeks. A four-credit class will meet for four hours, usually two 110-minute blocks. The 15th and 16th weeks are reserved for final exams. A schedule of final exams is e-mailed to all students in the middle of each term.

2. Class Attendance Policy

RIT Croatia policy is that students are required to attend classes, and are penalized if they are absent. All faculty must take attendance at each class meeting and keep written records. Your course syllabus should clearly explain the attendance policy and adjustment of the final grade as a result of missed classes.

In courses that meet once a week, faculty allow two absences, in courses that meet twice a week, faculty allow 3–5 absences, in courses that meet three times, faculty allow 4–6 absences – this is defined by each faculty in the course syllabus. The penalty for missed class is 1–2 points (1–2%) deducted per each unallowed absence from the total points at the end of the semester. Short-term sick days are part of the total number of allowed absences, so students should not expect faculty to accept doctor's notes for these absences. For serious or long-term illnesses, students should contact the ombudsperson to work on special arrangements.

3. Writing Lab

The Writing Lab is a service which helps students improve their writing within the context of a course. The Writing Lab is not an editing service. The student brings a paper he or she is working on. The

instructor circles the errors and then teaches the student grammatical or organizational, spelling or vocabulary concepts he or she is missing.

Instructor (Dubrovnik): Zrinka Friganović Sain
E-mail: zrinka.friganovic-sain@croatia.rit.edu

Instructor (Zagreb): Evelina Miščin
E-mail: evelina.miscin@croatia.rit.edu

Students can make appointments at their convenience using sign-up sheets. Writing Lab working hours vary during the school year. In Dubrovnik, the Writing Lab is located in Room 14 and for Zagreb, in Room 13.

4. Computer Labs

The three computer labs in Dubrovnik are located in Rooms 24, 32 and 35. In Zagreb, the three computer labs are located in Rooms 3, 9 and 11. They are for exclusive use by currently registered RIT Croatia students. Computer labs working hours vary during the year and are posted on the doors of the labs each term.

Please note that, throughout the year, the labs are also used as classrooms and during that time will be unavailable for general use.

Please be advised that any student who does not adhere to the lab rules will be asked to leave the premises and may receive additional penalties, such as losing the privilege of using the computer labs depending on the severity of the incident.

Quiet Lab – In Dubrovnik/Room 32; In Zagreb/Room 11

In order to make a better learning environment for those students who wish to work independently and without distractions, there are designated as Quiet labs. Besides the general lab rules, please note that the following are not allowed in that lab:

- extended conversations
- usage of mobile phones and headphones
- playing music and games
- using Skype program

5. RIT Croatia Libraries and Copy Center

In Dubrovnik, the Library is located on the second floor, Room 23.
In Zagreb, the Library is located in Room 15.

RIT Croatia Program Libraries' working hours vary during the year and are posted on the doors of the libraries each term. In addition, copy services are also available including: binding, color printing, and course packages.

The libraries are equipped with computers with internet access reserved for research purposes and one-on-one training. Rules of computer usage as in the computer labs also apply in the RIT Croatia Program Libraries.

The RIT Croatia libraries offer a variety of resources and services, which include printed and electronic sources (books, magazines, and newspapers, senior projects) relevant to RIT Croatia's academic programs, librarian assistance with research in the library and online, a study area, and scanning services.

STUDENT CONDUCT PROCESS (from the Student Handbook)

Students who are accused of violating RIT Croatia non-academic policies and procedures are subject to adjudication by the Dean. Student misconduct cases (examples of misconduct could be drinking alcohol in school, aggressive behavior or sexual harassment) are resolved through hearings held by the RIT Croatia designated Student Conduct Officer, appointed by the Associate Dean of RIT Croatia. Any member of the RIT Croatia community may file a complaint against any student for misconduct. The complaint would be reviewed by the Ombudsperson and be referred to the Student Conduct Officer for a hearing if deemed appropriate. Please refer to the [Rulebook on Disciplinary Responsibility of Students](#).

DATA PRIVACY NOTICE

FOR EMPLOYEES AND PERSONS ENGAGED VIA SERVICE CONTRACT

WELCOME

With this information we would like to explain to you how and for which purposes we use your personal data in connection with your employment and which rights and options you have in this respect.

The term "employees or employment" in this document refers to: full time employees, part-time employees and all persons engaged through service contracts.

WHO IS RESPONSIBLE FOR YOUR PERSONAL DATA?

Your employer, RIT Croatia, Don Frana Bulića 6, 20000 Dubrovnik, will be the primary responsible controller for your personal data. In addition, other RIT Global entities may control your personal data to the extent we are required or permitted by law to share your personal data with them for the purposes described below.

FOR WHICH PURPOSES DO WE USE YOUR PERSONAL DATA?

We will process your personal data as required in connection with your employment, in particular for the following purposes:

- General HR and personnel administration, including payroll and benefits, expense reimbursement, travel and time-keeping, training and development, performance management, sickness and absence management, emergency contact, disciplinary procedures, business continuity planning
- Personnel planning and development, including considering your suitability for any of our current or future employment opportunities, assigning you to project teams or other internal groups and to

confirm your references, character and educational background

- Organizational purposes, including planning, controlling, budgeting, benchmarking and restructuring
- Security purposes, including ensuring integrity and security of and controlling access to our premises, IT and communication systems, platforms and secured websites and applications websites and other systems or facilities (including monitoring by camera or other means of surveillance), investigating, preventing and detecting security threats, fraud, theft or other criminal or malicious activities
- Legal documentation purposes, to ensure compliance with legal documentation and document retention obligations (such as archive and record keeping obligations)
- Monitoring and assessing compliance with our policies and standards

The legal bases for processing of your personal data are described in Article 6 of the European Data Protection Regulation. Based on this, the processing is either necessary for the execution of your contract due to compliance with our legal obligations (e.g. to keep pension records or records for tax purposes), or necessary for purposes of our legitimate interest, always provided that such interests are not overridden by your interests or fundamental rights and freedoms. In addition, the processing may be based on your consent where you have expressly given that to us.

WHICH PERSONAL DATA DO WE COLLECT?

Unless otherwise agreed with you, we will collect only personal data which are required in connection with our employment relationship for the above purposes. This typically includes the following categories of data:

- Personal details, such as name, address, date of birth, data on dependents, emergency contact details, country of residence, national health insurance number, salary, bank details, OIB and tax related details
- Professional details, such as your work contact details, position and career data, CV, details of your qualifications, relevant experience and skills
- Identification documentation, such as copies of your passport, driving license, national or work ID card, or other documentation required by law (which may include photographs of your face)
- Further employment-related information necessarily processed in connection with your employment or voluntarily provided by you, such as payroll data, training, appraisals/performance assessments, absence and time-keeping records, disciplinary proceedings, references and background checks
- Data relating to access to and use of our systems, facilities and premises including data generated through monitoring by camera or other means of surveillance
- Data relating to business travel
- Where required or permitted by applicable law or where you have specifically given us your consent, we may ask for information about your health and disabilities (e.g. to comply with related statutory workplace security or insurance obligations)

HOW DO WE COLLECT PERSONAL DATA?

We will collect your personal data primarily directly from you when the employment is being initially arranged or later in the employment through direct communication. However, some data may also be collected from your application through recruiting online portals (moj-posao.hr, posao.hr, Euraxess Portal, headhunting and outsource services or similar).

HOW DO WE PROTECT YOUR PERSONAL DATA?

We maintain physical, electronic and procedural safeguards in accordance with data protection requirements to protect your personal data from unauthorized access or intrusion. These safeguards include implementing specific technologies and procedures designed to protect your privacy, such as

secure filing cabinets, servers, firewalls and SSL encryption. We will at all times strictly comply with applicable laws and regulations regarding the confidentiality and security of personal data.

WITH WHOM WILL WE SHARE YOUR PERSONAL DATA?

We may share your personal data with:

- Our affiliates within RIT Global Group if and to the extent required for the business purposes and legally permitted. In such cases, these entities will then use the Personal Data for the same purposes and under the same conditions as outlined in this Data Privacy Notice. RIT Global Group consists of: RIT Rochester NY, USA; Global Delivery Corporation, Rochester, NY, USA
- Third parties who process your personal data on their own behalf but in connection with a service provided to us due to legal/regulatory grounds (such as, higher education regulatory bodies, workplace safety regulators, external auditors other governmental authorities).
- Service providers (so called data processors) within or outside of RIT Croatia, domestically or abroad (e.g. webmasters, HR and finance database providers, student database providers, workplace safety advisors, cloud providers) instructed by to process personal data for the Business purposes on our behalf and in accordance with our instructions only. RIT Croatia will retain control over and will remain fully responsible for your personal data and will use appropriate safeguards as required by applicable law to ensure the integrity and security of your personal data when engaging such service providers.
- Public or governmental bodies such as regulatory (pension funds, health insurance providers, tax authorities) or enforcement authorities, attorneys or courts where we are required to do so by applicable law or regulation or at their request if legally permitted and necessary to comply with a legal obligation or for the establishment, exercise or defense of legal claims.
- Otherwise, we will only disclose your personal data when you direct or give us permission, when we are required by applicable law or regulations or judicial or official request to do so, or when we suspect fraudulent or criminal activities.

WHERE DO WE PROCESS YOUR PERSONAL DATA?

RIT Croatia is part of the RIT's Global Delivery Corporation. In the course of our business activities, we may transfer your personal data also to recipients in countries outside of the European Economic Area ("third countries"), in which applicable laws do not offer the same level of data protection as the laws of your home country. When doing so we will comply with applicable data protection requirements and take appropriate safeguards to ensure the security and integrity of your personal data, in particular by entering into the EU Standard Contractual Clauses. You may contact us anytime using the contact details below if you would like further information on the above.

YOUR DATA PROTECTION RIGHTS

Subject to certain legal conditions, you may request access to, rectification, erasure or restriction of processing of your personal data. You may also object to processing or request data portability. In particular you have the right to request a copy of the personal data that we hold about you. Please refer to Articles 15-22 of the EU General Data Protection Regulation for details on your data protection rights.

For any of the above requests, please send a description of your personal data concerned stating your name, your RIT UID number and your date of birth as proof of identity to the contact details below. We may require additional proof of identity to protect your personal data against unauthorized access. We will carefully consider your request and may discuss with you how it can best be fulfilled.

If you have given us your consent for the processing of your personal data you can withdraw the consent at any time with future effect, i.e. the withdrawal of the consent does not affect the lawfulness of processing based on the consent before its withdrawal. In case consent is withdrawn, we may only further process the personal data where there is another legal ground for the processing.

If you have any concerns about how your personal data is handled by us or wish to raise a complaint, you can contact us at the contact details below to have the matter investigated. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the competent data protection supervisory authority in your country.

ARE YOU REQUIRED TO PROVIDE PERSONAL DATA?

As a general principle, you will provide us with your personal data entirely voluntary. However, in certain circumstances we are required to collect certain personal data for legal purposes, for example because this personal data is required to deduct taxes from your salary, carry out a legally required compliance screening or provide evidence of legally required trainings or qualifications. In these cases, if you do not provide us with your personal information, we may be unable to properly administer your employment, assign certain tasks to you or permit you to participate in certain activities or services offered in connection with your employment.

HOW LONG DO WE STORE PERSONAL DATA?

Your personal data will be deleted when it is no longer reasonably required for the business purposes or you withdraw your consent (where applicable) and we are not legally required or otherwise permitted to continue storing such data. Please refer to our data retention policies for further details.

UPDATES OF THIS DATA PRIVACY INFORMATION

This Data Privacy Notice was last updated in May 2018. We reserve the right to update and change this Data Protection Notice from time to time in order to reflect and changes to the way in which we use your personal data or changing legal requirements. Any amended information Data Privacy Notice will apply from the date it is posted on RIT Croatia notice boards or otherwise made available to you.

HOW TO GET IN TOUCH WITH US

If you have any questions regarding your rights or if you have any specific requests relating to your personal data please contact us at:

HR Department: human.resources@croatia.rit.edu

Data Protection Officer: dpo@croatia.rit.edu

Appendix I.
Family Educational Rights and Privacy Act (FERPA)
CONSENT TO RELEASE STUDENT INFORMATION

TO: Faculty, Staff, and Administration of RIT Croatia
(Name of University Official and Department that will be releasing the educational records)

Please provide information from the educational records of

.....
(Name of Student requesting the release of educational records)

to:

Person(s) to whom the educational records may be released:

☐ parents/guardian Name(s)

.....

☐ prospective employer

☐ attorney

☐ other (specify)

.....

The only type of information that is to be released under this consent is:

☐ transcripts/grades

☐ disciplinary records (academic honesty and academic actions reports)

☐ recommendations for employment or admission to other schools

☐ financial

☐ all records

☐ other (specify)

.....

I understand the information is to be released for the following purpose:

- ☐ family, communications about university experience
- ☐ employment
- ☐ admission to an educational institution
- ☐ other (specify)

.....

.....

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. I have a right to inspect any written records released pursuant to this Consent (except for parents' financial records and certain letters of recommendation for which the student waived inspection rights).

I understand I may revoke this Consent upon providing written notice to Student Services at RIT Croatia. I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to (Name of Person listed above to whom the educational records will be released) for the specific purpose described above.

Name (print)

ID Number

Signature

Date

Appendix II.

PLAN FOR COMPLETION OF AN INCOMPLETE FORM ('I')

Name of Student:

Course:

Name of Faculty Member:

Academic Term:

Rationale for Assigning an Incomplete:

.....

.....

Incompletes may be given by faculty members, but only in emergency situations. Incompletes offer a way to deal with the unforeseeable; they are not meant to help students avoid an 'F' or in cases when a student missed the withdrawal deadline.

Please be specific when giving your reason for assigning an incomplete to a student.

Plan for Completion:

.....

.....

Note for students: All outstanding work for the course must be completed within two semesters including the summer semester or your grade will become an 'F'. Your instructor may choose to set a deadline of less than two semesters.

Note for faculty: Please include a detailed description of outstanding assignments and deadlines.

Name of Student:

Course:

Faculty Signature and Date:

Student Signature and Date:

Instructions for faculty: retain one copy of the Plan for Completion for your records; give one copy to the student; one copy to the student's Faculty Advisor; and file one copy in the student's permanent file (see Student Services for assistance).

Appendix III.
DEVELOPING YOUR SYLLABUS

Syllabus

Course title and number	
Instructor	
Term	
ECTS points	
Credit hours (L+S+E)	
Prerequisite	
E-mail	
Office	
Office hours	

Meeting time

Section	Monday	Wednesday
Section 1	2.30 pm – 4 pm, Room 7	2.30 pm – 4 pm, Room 7

Program learning outcomes supported by this course:

-

Course Learning Outcomes

A student will be able to:

LO1:

LO2:

LO3:

Course description

from SIS

Course materials

Grading

Grading scale (minimum percent):

A = 94; A- = 90; B+ = 87; B = 83; B- = 80; C+ = 77; C = 73; C- = 70; D = 60

Components of evaluation

Component	Points/%
Assignment 1	10
Assignment 2	5
Assignment 3	10
...	
Total:	100

Course learning outcomes based grading table

	As 1	As 2	As 3	...			ECTS	Points
ECTS								
Points								
CLO1								
CLO2								
CLO3								
CLO4								
...								

Attendance and participation



Course schedule

Week/Lecture	Topic/Activity	Assignments due
W1 L1 W1 L2		
W2 L3 W2 L4		
W3 L5 W3 L6		
W4 L7 W4 L8		
W5 L9 W5 L10		
W6 L11 W6 L12		
W7 L13 W7 L14		
W8 L15 W8 L16		
W9 L17 W9 L18		
W10 L19 W10 L20		
W11 L21 W11 L22		
W12 L23 W12 L24		
W13 L25 W13 L26		
W14 L27 W14 L28		
W15 W		

Policies

Course policies

Technology in the classroom

The use of cell phones, tablets, laptops, and other personal electronic devices in class is not allowed, unless the instructor invites students to use them for a learning activity related to the course. These should be switched off and put away at the beginning of class. Students using such devices in class will lose points – these will be deducted at the end of the semester from the total number of points.

Written Assignments – Minimum Expectations

The written assignment needs to:

- be in line with the guidelines provided by the instructor
- be proofread (no spelling and grammar mistakes)
- be in Standard American English
- be organized in paragraphs
- use a proper citing and referencing style required by the instructor (e.g. APA, MLA, etc.)
- use proper formatting required by the instructor (e.g. font type and size, margins, spacing, alignment, etc.)

The instructor may refuse to accept the written assignment or deduct points if these expectations are not met.

Go to <https://bit.ly/citeref> to access guides on using different citing and referencing styles.

Visit the RIT Croatia Writing Lab for any help you may need with writing.

General policies

It is the student's duty to thoroughly familiarize themselves with all the policies applied in the course. The policies can be found on the links below:

Equal Access and Disability Accommodation Policy

This policy outlines RIT Croatia's values regarding diversity, equity, and inclusion. [More](#)

Academic Honesty Policy

This policy provides information about academic honesty, academic dishonesty, and related procedures. [More](#)

Resources

Writing Lab

The Writing Lab is a free service which enables students to have a writing assignment for **any class** critiqued with suggested corrections and improvements by an instructor. Using this service improves the quality of the work the student hands in for a grade. [More](#)