

ATTENDANCE

At RIT Croatia, students learn by interacting with the faculty and colleagues; therefore, it is the policy of RIT Croatia that students **must** attend 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. For any absence, students can notify faculty, but without expecting the absence to be excused. In case of an emergency, the student, a friend, or family member must contact each of the student's faculty immediately.

Some, but not all faculty, will allow students to attend another section of a class if they have a good reason to miss their section of the class. If the faculty member does not include this information in the syllabus, ask; students should not make the assumption that they can make up a class. If students are absent, they are still responsible for work due for that class and the next class. It is the student's responsibility to find out what they missed from a colleague or the faculty. In-class assignments and tests often cannot be made up. Students should check with the faculty for details.

Dubrovnik

Don Frana Bulića 6
20 000 Dubrovnik, Croatia
T. +385 (0) 20 433 000
F. +385 (0) 20 433 001

Zagreb

Damira Tomljanovića Gavrana 15
10 000 Zagreb, Croatia
T. +385 (0) 1 643 9100
F. +385 (0) 1 643 9103

OIB: 24958681731
MB: 01307908
ritcroatia@croatia.rit.edu
www.croatia.rit.edu

Raiffeisenbank Austria d.d.
Magazinska cesta 69, 10000 Zagreb
IBAN: HR2724840081135102302
SWIFT: RZBHR2X