

# RIT

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Croatia

**Handbook  
for parents  
/ guardians  
2023 – 2024**

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## Welcome to RIT CROATIA!

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What is unique about an American education at RIT Croatia?

Through a combination of general education and professional education courses, community service work, and cooperative education, RIT Croatia trains students to be professionals – community-minded individuals with a broad understanding of the world and the specialized skills to transform it. At its best, college can help students find purpose and meaning – it can help shape their vision of the world by teaching them how the world can be shaped. At its worst, college can be a factory that produces graduates with diplomas but few practical skills. Our focus at RIT Croatia is on shaping the whole individual. We help our students to take the first steps toward a lifelong pursuit of learning and personal growth.

In their professional courses, students acquire practical and in-depth knowledge of their chosen career paths. These courses teach students how to use existing tools and in some cases even create their own tools to problem-solve and become leaders in their professions. Our general education requirements extend their knowledge of the world and serve to broaden their understanding of the world. With both of these courses of studies, students interact closely with the faculty, learning how to ask questions and get the right answers.

Career-related work experience is built into their academic programs. Cooperative education (co-op) is work experience directly related to students' course of study and career interests. Co-op education helps our students to deepen their understanding of the professional world. The RIT Croatia “co-op experience” gives graduates practical experience and contacts working for companies. These contacts and work experience mean that our students enter the job market with tested skills and an advanced understanding of their disciplines that their peers from other institutions do not always possess.

Community service is another defining characteristic of our approach to higher education. Through their voluntary participation in community service activities, students begin to understand that the best communities require continual care and active attention.

The development of personal values and character is another key to understanding our uniqueness. Our students must meet the highest standards of academic honesty and personal integrity in their dealings with instructors, other students, their coursework and the community. Our honor code is more than just words or ideals to which we aspire – it represents student, faculty, and administrator standards of conduct, both at RIT Croatia and outside it.

Students at RIT Croatia connect to the world in many ways. They connect to the faculty, asking questions, and interacting with them both inside and outside the classroom to develop problem-solving skills and to expand their understanding of the world. Students connect to potential employers: through co-op education opportunities, campus visitors and events, and classroom activities designed to get them into contact with the professional world. Our university demands the highest levels of hard work, perseverance, and integrity. RIT Croatia graduates earn their degrees!

## PRESIDENT & DEAN

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**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 30.

## ASSOCIATE DEANS

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**Jakob Patekar, Ph.D.**, Associate Dean for Research and General Education  
jakob.patekar@croatia.rit.edu

**Milivoj Marković, Ph.D.**, Associate Dean for Academic Programs  
milivoj.markovic@croatia.rit.edu

In Dubrovnik, the **ASSOCIATE DEANS' OFFICE** is located on the fourth floor, in room 43.  
In Zagreb, the **ASSOCIATE DEANS' OFFICE** is located in room 23.

The Associate Dean for Research and General Education oversees all general education courses delivered at RIT Croatia and coordinates the work of faculty members. The Associate Dean for Research and General Education is also responsible for research activities and is engaged in resolving student concerns when all other means have been exhausted.

The Associate Dean for Academic Programs oversees all program degree courses delivered at RIT Croatia and coordinates the work of faculty members. The Associate Dean for Academic Programs also actively supports the academic process and is engaged in resolving student concerns when all other means have been exhausted.

## STUDENT SERVICES

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

### IN DUBROVNIK:

#### Student Services

Tanja Kalinić	Student Services Assistant	Ground floor	tanja.kalinic@croatia.rit.edu
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#### Academic Affairs and the Ombudsperson

Draženka Franić	Senior Academic Advisor	Room 41	drazenka.franic@croatia.rit.edu
Tamara Lipnjak	Ombudsperson & Academic Support Coordinator	Room 25 Zagreb	tamara.lipnjak@croatia.rit.edu

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

Petra Vodopija Borković	Career Services, Alumni Relations & International Student Office Manager	Room 42	petra.vodopija-borkovic@ croatia.rit.edu
Christina Pejić	Erasmus Manager & International Student Office Specialist	Room 42	christina.pejic@ croatia.rit.edu

## **Finance and Human Resources**

Jelena Zvono	Human Resources Manager	Room 44	jelena.zvono@ croatia.rit.edu
Ana Perušina Grljević	Finance & Accounting Specialist	Room 42	ana.perusina-grljevic@ croatia.rit.edu

## **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- Recruitment & Enrollment Specialist	Room 33	ivan.smoljan@ croatia.rit.edu
Luči Vierda	Undergraduate Admission- Recruitment & Enrollment Specialist	Room 33	luci.vierda@ croatia.rit.edu

## **Strategic Development, Information and Technology Services (ITS) and Facilities**

Ivona Labaš	Director of Strategic Development, ITS & Facilities	Room 44	ivona.labas@ croatia.rit.edu
Mario Ljubišić	ITS & Facility Manager	Room 47	mario.ljubisic@ croatia.rit.edu

**Student Services Reception Desk** office hours, contact information **are as follows:**

**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**

## IN ZAGREB:

### Student Services

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

### Academic Affairs and the Ombudsperson

Marija Šušak Mišetić	Academic Affairs & Student Services Manager	Room 32	marija.susak@croatia.rit.edu
Tereza Buša	Academic Advisor	Room 25	tereza.busa@croatia.rit.edu
Maja Obadić	Academic Advisor	Room 25	maja.obadic@croatia.rit.edu
Darija Turković	Academic Advisor	Room 25	darija.turkovic@croatia.rit.edu
Tamara Lipnjak	Ombudsperson & Academic Support Coordinator	Room 25	tamara.lipnjak@croatia.rit.edu

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

Barbara Jerečić	Career Services, Alumni Relations & International Student Office Specialist	Room 22	barbara.jerecic@croatia.rit.edu
Iva Kužina	Career Services, Alumni Relations & International Student Office Specialist	Room 22	iva.kuzina@croatia.rit.edu
Sara Stanić	Career Services, Alumni Relations & International Student Office Specialist	Room 22	sara.stanic@croatia.rit.edu

### Finance and Accounting

Jelena Tolić	Finance Manager	Room 20	jelena.tolic@croatia.rit.edu
Ana Šimunčić	Finance & Accounting Specialist	Room 20	ana.simuncic@croatia.rit.edu

## Marketing and Communications

Alice Almer	Marketing & Communications Manager	Room 34	alice.almer@ croatia.rit.edu
Ira Ornik	Social Media & Communications Specialist	Room 33	ira.ornik@ croatia.rit.edu

## Recruitment and Enrollment

Ivana Silić	Recruitment & Enrollment Manager	Room 34	ivana.silic@ croatia.rit.edu
Rafaela Gandić	Undergraduate Admission- Recruitment & Enrollment Specialist	Room 33	rafaela.gandic@ croatia.rit.edu
Zara Mraović	Undergraduate Admission- Recruitment & Enrollment Specialist	Room 33	zara.mraovic@ croatia.rit.edu
Marija Vujević	Undergraduate Admission- Recruitment & Enrollment Specialist	Room 33	marija.vujevic@ croatia.rit.edu

## Accreditation, Legal, and Quality Assurance

Matea Novak	Accreditation Coordinator & Ministry Liaison	Room 32	matea.novak@ croatia.rit.edu
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## Information and Technology Services (ITS) and Facilities

Marko Baričević	ITS & Facility Manager	Room 8	marko.baricevic@ croatia.rit.edu
Matija Mitić	Facility Manager & IT Support	Room 8	matija.mitic@ croatia.rit.edu

**Student Services Reception Desk** office hours, contact information **are as follows:**

### Zagreb Campus:

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

**PHONE: (01) 643 9100**

**FAX: (01) 643 9103**

**E-MAIL: ritcroatia@croatia.rit.edu**

**ADDRESS: Ulica Damira Tomljanovića Gavrana 15, 10 000 Zagreb**

## PARENT OR GUARDIAN COMMUNICATION WITH RIT CROATIA

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Please note that 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 students' written permission**. If a parent or guardian would like to discuss specific facts about the study progress of his or her student, RIT Croatia must first obtain a signed Release of Information form from that student. The release of Information form for students to sign for authorization of such records is on p. 33. We are unable to answer in writing, via e-mail or in person any questions about the academic standing of a student without this authorization.

Should the parent/guardian of a student that has signed the FERPA (consent to the release of information) want to meet with a staff or faculty member, we kindly ask that they notify us in advance to book an appropriate time for the meeting via phone or e-mail. Please note that the student in question will have to be present at the meeting and if using e-mail correspondence, the student will be included. Furthermore, any communication and information shared via telephone with a parent/guardian regarding their student will be shared with the student if they request it.

## ACADEMIC YEAR

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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 session (June – July)

A semester (or term) lasts for 15 weeks. If a student is taking a three-credit course, the class will usually meet for two 80-minute blocks, each week 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. The final exam schedule will be available to all students on the RIT Croatia website by the middle of each term.

RIT Croatia generally follows RIT's academic and administrative calendar with the exception of recognizing Croatian statutory holidays, rather than U.S. holidays. The exact start and end dates for each term 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.

It is very important for students to follow RIT Croatia's academic calendar when making their travel plans. Students should not make any travel arrangements until they know their schedule for the term. Faculty are asked not to reschedule exams for individual students, except in cases of an emergency.

In rare instances, it is necessary for faculty to schedule class activities at a time other than scheduled. It is the student's responsibility to inform the faculty member if he or she has a class that is in conflict with



any change. Students should not assume that other faculty will release them from class to take a field trip or work on a project. It is the student's responsibility to attend his or her regularly scheduled class.

Classes begin on **September 1st** and end in **May**. Students are required to hold co-ops during the summer semester.

**Attendance is mandatory for all students, and classes are held every weekday, from Monday to Friday.**

## **COLLEGE HOURS & WEEKEND ACCESS**

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Classes are held Monday to Friday from 8:00 – 21:30. In Dubrovnik, the college is open from 8:00 – 21:00. In Zagreb, the college is open from 7:30 – 21:30.

On weekends the college is closed, with the exception of the library and computer labs, which are open for limited hours on Saturdays and Sundays. Weekend working hours will be posted outside the labs and library but the same information can be obtained through Student Services reception.

## **SCHEDULE**

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RIT Croatia students (with the exception of 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.

RIT Croatia considers a full **course load** between 12 and 17 credits per semester. Each course has a credit-hour value based on the number of hours per week in class or lab, and the amount of outside work expected of each student. RIT Croatia generally offers three and four credit courses (three or four hours of lectures per week).

### **Add/Drop and Withdrawal from a Course**

The Add/Drop period is the first seven calendar days (excluding Sundays and holidays) of each semester, beginning on the first day of classes. During this seven-day period, students can modify their schedules by either adding or dropping courses. When they drop a class during this time, there is no record kept that will show on their official transcript. Not attending a class does not constitute an official drop.

If students wish to remove themselves from a course after the Add/Drop period (the first seven calendar or six workdays excluding Sundays and holidays) has passed and through the Friday of the 12th week of the semester, they must drop the course with a penalty using the online **course withdrawal** function on SIS. If they decide to withdraw from a course, a "W" grade is assigned, which appears on their transcripts and becomes a part of their permanent record. All withdrawn courses must be retaken in a future term.

**Dropping a course or withdrawing from one is wise in some situations, but students need to realize that by doing so they may extend the time it takes to complete their course work and**

graduate from RIT Croatia. We strongly recommend the student meet with his or her Academic Advisor prior to making this decision.

**Please note: Withdrawing courses can result in increasing a student's total cost of studying at RIT Croatia.**

## DEGREES

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RIT Croatia is the only educational institution in Croatia granting: an **American** degree from RIT and a **Croatian** degree from RIT Croatia.

### **American degrees**

Upon successful completion of the four-year program, students receive a **Bachelor of Science (B.S.)** degree from RIT in either **Global Business Management, Hospitality and Tourism Management, Web & Mobile Computing** or **Bachelor of Fine Arts (B.F.A.)** in **New Media Design**.

### **Croatian degrees**

Study programs at RIT Croatia are also accredited by the Croatian Ministry of Science and Education and meet the requirements of the Bologna Agreement. As a result, all students completing the four-year program will receive the degree title in Croatian of **prvostupnik/prvostupnica (baccalaureus/baccalaurea) ekonomije** for the HTM program; **prvostupnik/prvostupnica (baccalaureus/baccalaurea) inženjer/inženjerka informacijskih tehnologija** for the Web & Mobile Computing program; **prvostupnik/prvostupnica (baccalaureus/baccalaurea) međunarodnog poslovanja** for the Global Business Management program; and **prvostupnik/prvostupnica (baccalaureus/baccalaurea) inženjer/inženjerka multimedijske i grafičke tehnologije** for the New Media Design program.

In order to receive Croatian degrees from RIT Croatia, students must have either a high school diploma issued by a Croatian high school or their high school diploma must be recognized by the Agency of Science and Higher Education.

Study programs in the Republic of Croatia are aligned with requirements of the Bologna Process and follow the system of ECTS points that are assigned per course.

## ECTS POINTS

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The European Credit Transfer and Accumulation System (ECTS) is a tool of the European Higher Education Area (EHEA) for making studies and courses more transparent and thus helping to enhance the quality of higher education.

ECTS is a learner-centered system for credit accumulation and transfer, based on the principle of transparency of the learning, teaching, and assessment processes. Its objective is to facilitate the planning, delivery and evaluation of study programs and student mobility by recognizing learning achievements and qualifications and periods of learning.

ECTS credits express the volume of learning based on the defined learning outcomes and their associated workload. Approximately thirty ECTS credits are allocated to the learning outcomes and

associated workload of a semester. One ECTS credit corresponds to 25 to 30 hours of work. The academic year consists of two semesters and has approximately 60 ECTS credits assigned.

ECTS credits can be applied to all programs, whatever the mode of delivery (classroom-based, work-based, distance learning) or the status of students (full-time, part-time), and to all kinds of learning contexts (formal, non-formal, and informal).

ECTS enhances the flexibility of study programs for students. It also supports the planning, delivery and evaluation of higher education programs. It is a central tool in the Bologna Process, which aims to make national education systems more comparable internationally. ECTS helps make other documents, such as the Diploma Supplement, clearer and easier to use in different countries.

The ECTS system also facilitates learning mobility between institutions for short-term study periods and enables students to use opportunities for mobility through Erasmus+ program.

## TUITION

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Tuition is defined on an annual basis. The amount varies depending on date of payment and is payable as follows:

- |                                 |   |                                   |
|---------------------------------|---|-----------------------------------|
| <b>1. Fall term due dates:</b>  | ⋮ | <b>2. Spring term due dates:</b>  |
| • early payment by June 1st     | ⋮ | • early payment by October 1st    |
| • regular payment by August 1st | ⋮ | • regular payment by December 1st |
| • late payment after August 1st | ⋮ | • late payment after December 1st |

Students who do not pay tuition on time may be dropped from all registered courses.

The tuition fee includes all regular and distance classes, faculty advising as well as:

- use of RIT Croatia library and access to the RIT online library
- use of fully equipped computer labs with free internet access
- student study areas with wireless hot spots
- access to RIT web-based instructional support program (myCourses)

The following guidelines are used to determine individual tuition per term:

- 12-17 Credits:** considered full time enrollment  
1/2 of the annual tuition is paid for the term
- Below 12 Credits:** tuition is paid per credit hour  
(annual tuition ÷ 24 x number of credit hours)
- Above 17 Credits:** 1/2 of the annual tuition + overload paid per credit hour  
(same calculation as for below 12 credit hours)

If students have any questions, they should contact the Finance Office at [finance@croatia.rit.edu](mailto:finance@croatia.rit.edu). We will be happy to do an individual calculation for students.

### Note: Financial Holds

Students with outstanding financial dues will have a financial hold placed on their record. Holds

prevent students from registering courses, or receiving transcripts, verification of enrollment and their diploma. The hold will be removed once the student settles his or her dues.

**RIT Croatia offers its students a payment plan option in order to assist with a timely payment of tuition dues.** This payment plan splits the term tuition dues into five equal installments, along with the payment plan fee. The advantage of the payment plan is that students will be able to more easily manage their tuition dues.

If students would like to apply for a payment plan, they can contact the Finance office at [finance@croatia.rit.edu](mailto:finance@croatia.rit.edu)

## REIMBURSEMENT POLICY FOR DROPPINGS

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If the student is registered as a full-time student (12-17 credit hours) and after dropping courses the student remains a full-time student, the tuition rate for the semester remains the same, and there is no refund.

If the student is taking an overload (over 17 credit hours) and drops or withdraws from the overload courses, the following refunds will apply for the overload credits:

Prior to the start of classes .....	100%
Dropping classes in the add/drop period (first week of classes) .....	100%
During the second week of classes .....	90%
During the third week of classes .....	70%
During the fourth week of classes .....	60%
During the fifth week of classes .....	50%
During the sixth week of classes .....	50%
During the seventh week of classes .....	25%
During the eighth week of classes .....	25%
During the ninth week – last week of classes .....	No refund

If the student is registered as a part-time student (3-11 credit hours) the same refunds apply as in the table above, providing that the student is registered for a minimum of 3 credits during the semester.

If the student drops all classes, or withdraws from all classes and ceases to be a student at RIT Croatia for that semester, the following refunds will apply:

Dropping all classes in the add/drop period – 100% refund

All other refunds apply as in the table above.

If the student is registered as a full-time student (12-17 credit hours) and drops courses to become part-time status (3-11 credits hours), within the add/drop period, the refund is made based on the tuition calculation difference.

If the student is registered as a full-time student (12-17 credit hours) and withdraws from courses to become part-time student (3-11 credits hours), after the add/drop period, the refund will be based on the tuition calculation difference and the percentages indicated in the table above.

**ATTENTION: All courses that have either been dropped or withdrawn during the academic**

**year will have to be retaken or replaced with the equivalent course in order to fulfill graduation requirements. These courses will be charged based on the following calculation: total annual tuition divided by 24 credits and multiplied by number of credits.**

NOTE: Non-attendance does not constitute an official withdrawal; official withdrawal (completion and approval of the add/drop form or completion and approval of the withdrawal form) from courses is required even if the student is not eligible for a tuition refund. For details and withdrawal forms please contact Academic Affairs Office.

\* 100% refund does not include the 400 EUR deposit

## **ADVISING SYSTEM**

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RIT Croatia provides advising services throughout a student's academic career. Faculty Advisors, Career Advisors, and Academic Advisors each contribute to academic advising.

**Faculty Advisor:** All full-time faculty at RIT Croatia serve as faculty advisors. Faculty advisors provide guidance, information and advice regarding GPA, probation, suspension, master's degree options, and if appropriate, potential employment and careers.

**Academic Affairs** provides support regarding academic standing, support tools, registration, and records and scheduling.

How to get help

1. Any time a student has a problem or question about a course, a particular assignment, or his or her grades in a class he or she should **first contact the faculty member teaching the course**. The best way to do this is to visit the faculty member during office hours (announced in the syllabus, posted on the faculty member's office door, and available on the RIT Croatia website).
2. If, after meeting with faculty member and discussing his or her concerns, he or she needs more information, or still has questions, he or she should see his or her **Academic Advisor**. The Academic Advisor can provide information about scheduling, course loads, and fulfilling requirements for graduation. They also provide information about Dean's List honors, academic probation, and suspension.
3. A **Faculty Advisor** can provide general guidance about college life and procedures at RIT Croatia, but will usually not interfere in another faculty member's courses, assignments or grading. Students can find out who their Faculty Advisor is by accessing SIS (<https://infocenter.rit.edu/>), under the tab Academic Information and the faculty advisor's name should be listed under Student Profile. (If students do not see their Faculty Advisor's name listed, they need to contact their Academic Advisor).
4. If a student feels that his or her rights have been infringed upon, he or she may seek consultation with the **Ombudsperson**.
5. If, after speaking with faculty and the Ombudsperson, a student needs more assistance or information, he or she should schedule an appointment with the **Associate Dean**.

The office of **Cooperative Education and Career Services** connects students with industry professionals and provides other diverse assistance, like conducting career advising sessions, assisting students with interview preparations, creating co-op opportunities and properly registering and evaluating co-op forms.

## ACADEMIC STANDARDS

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### Grades

In order to meet Croatian diploma requirements and 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 when applying for scholarships, students' dormitories or the continuation of their education.

Each grade is multiplied by the number of ECTS credits of that course and all this is added up and divided by the total number of ECTS credits.

$$\frac{\text{Sum (ECTS credits for the course x grade for the course)}}{\text{Sum (ECTS credits earned from the course)}}$$

Letter grades generally correspond to the following quality points and percentages:

Grade	Quality Points	Grade Percentage	Description	Croatian Grades
A	4.000	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	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	73.00 - 76.99	Satisfactory	Dobar (3)
C-	1.667	70.00 - 72.99		Dobar (3)
D	1.000	60.00 - 69.99	Minimum Passing Grade	Dovoljan (2)
F	0.000	0.00 - 59.99	Failure	Nedovoljan (1)

I = Incomplete      S = Satisfactory – for cooperative education

### GPA (Grade Point Average)

The **term GPA** is the grade average of all courses taken in a semester. It is calculated at the end of each semester.

Three components in any GPA calculation are:

1. **Course credit hours (1, 2, 3 or 4 credits)**
2. **Course Grade (A-F)**
3. **Grade points (4-0)**

**An example of a GPA calculation:**

Fall semester

Course Name	Credit Hours	Course Grade	Course Grade Points	Total Points (Credits x Course Grade Points)
Foundations of Sociology .....	3	B	3	9
Principles of Food, Hotel, Tourism .....	3	C	2	6
Discrete Mathematics .....	4	B+	3.333	13.332
Introduction to Psychology .....	3	A	4	12
Business I .....	3	C-	1.667	5.001
RIT 365 .....	0	S	0	0
<b>TOTALS .....</b>	<b>16</b>	-	-	<b>45.33</b>

$\text{Term GPA} = \frac{\text{Total points (credits x grade points)}}{\text{Total credits}}$	$\text{Term GPA} = 45.33/16 = 2.83$
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The **Cumulative GPA** is the grade average for ALL coursework that students take at RIT Croatia.

Course Name	Term	Credit Hours	Course Grade	Course Grade Points	Total Points (Credits x Course Grade Points)
Foundations of Sociology	Fall	3	B	3	9
Principles of Food, Hotel, Tourism	Fall	3	C+	2.333	6.999
Discrete Mathematics	Fall	4	B	3	12
Introduction to Psychology	Fall	3	A	4	12
Business I	Fall	3	C	2	6
Ecology I	Spring	3	B	3	9
Basic Writing	Spring	3	A-	4	11.001
Financial Accounting	Spring	3	C	2	6
Web I	Spring	3	C	2	6
<b>TOTALS</b>		<b>28</b>	-	-	<b>78</b>

$$\text{Cumulative GPA} = \frac{\text{Total points (credits x grade points)}}{\text{Total credits}} \quad \text{Cumulative GPA} = 78/28 = 2.786$$

## Graduation Requirements

All of the following are required for graduation from a student's program:

- Successful completion of all required courses, including cooperative employment. All grades must be recorded and any outstanding Incomplete ("I") grades must be resolved
- A Cumulative Grade Point Average (GPA) of 2.00 or above
- Full payment or satisfactory adjustment of all financial obligations
- Completion of 123-126 credits, depending on the major for the four-year degree (240 ECTS for the Croatian four-year degree)
- Satisfactory completion and grade for the required co-ops
- No outstanding library dues
- Requirements for the degree must be completed within 7 catalog years

**Please note:** Catalog year indicates the year that a student began studying at a particular institution. For example, if a student begins university in Fall Term 2023, his or her catalog year is 2023-2024. Students are expected to follow the curriculum requirements that were in effect for that particular school year. If a student does not graduate within 7 years, the student will need to meet new requirements (i.e. if certain courses change and new requirements are established after 7 years), which means that the student will have to complete new required courses in order to graduate.

## Graduation with Honors

Honors posted to the academic record will be based upon the student's Cumulative Grade Point Average upon completion of the degree requirements. The numerical criteria for graduation with honors are as follows:

Summa cum laude – 3.80 Cumulative GPA

Magna cum laude – 3.60 Cumulative GPA

Cum laude – 3.40 Cumulative GPA

The RIT Registrar (the person responsible for keeping records of grades) will post honors to the student's academic record.

## ACADEMIC ACTION POLICIES & PROCEDURES

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All academic actions occur at the end of each term. A student has the right to ask for recalculation of his or her GPA if there has been Change of Grade form processed.



## Dean's List

Students attain Dean's List status by completing at least 12 credit hours in that term and earning a term GPA of 3.40 or better. This status also indicates that students have not been placed on probation due to a low cumulative GPA and that they do not have any grades of I, D, or F in the current term. On the following page is an example of Dean's list grades.

Course Name	Credit Hours	Course Grade	Course Grade Points	Total Points (Credits x Course Grade Points)
Foundations of Sociology .....	3	B	3	9
Principles of Food, Hotel, Tourism .....	3	A	4	12
Discrete Mathematics .....	4	B-	2.667	10.668
Introduction to Psychology .....	3	A	4	12
Business I .....	3	A	4	12
<b>TOTALS .....</b>	<b>16</b>	-	-	<b>55.668</b>

**Term GPA** = (total points / total credits) = 55.668/16 = **3.48**

## Academic Status: Dean's List

## Academic Probation

Any student whose cumulative or term Grade Point Average falls below 2.00 will be placed on probation. See the illustration below.

Course Name	Credit Hours	Course Grade	Course Grade Points	Total Points (Credits x Course Grade Points)
Foundations of Sociology .....	3	C+	2.333	6.999
Principles of Food, Hotel, Tourism .....	3	D	1	3
Discrete Mathematics .....	4	B	3	12
Introduction to Psychology .....	3	D	1	3
Business I .....	3	C	2	6
<b>TOTALS .....</b>	<b>16</b>	-	-	<b>30.999</b>

**Term GPA** = (total points / total credits) = 30.999/16 = **1.937**

## Academic Status: Academic Probation

## Academic Suspension

Suspension refers to the academic action taken when a student is not permitted to enroll in courses at the university for a determined period of time.

i. Any degree-seeking undergraduate student whose cumulative or term Grade Point Average falls below a 2.00 (C average) and for whom suspension is not applicable will be placed on probation. The number of probations is limited to TWO per degree level during the entire duration of your studies.

ii. Students who have had two academic probations and do not meet the criteria for good academic standing will be placed on academic suspension for a period of one semester.

iii. Students who have been readmitted to RIT Croatia after an academic suspension will have up to two semesters (fall and spring) to return to good academic standing, and their status will be “pending action.” Students who fail to return to good academic standing in two semesters will be placed on academic suspension.

iv. Students who attempt fewer than 9 credits in a term, and earn a term GPA less than a 2.0, but whose CUM GPA is 2.0 or higher may be subject to academic action at the discretion of the college.

v. Students on probation, deferred suspension and returning from suspension are now required to work with their Academic Advisor to create an Academic Success Plan.

Academic Success Plan is an agreement between a student and the student’s academic advisor designed to facilitate success in the program. Students should consult with their academic advisor to determine the appropriate number of credits per term.

vi. Any student whose term Grade Point Average falls below 1.00 will be directly suspended from RIT Croatia for a period of one semester (fall or spring).

vii. A suspended student cannot enroll in any credit or non-credit course at the university while on suspension. This also includes co-ops.

viii. A suspended student may not be admitted to another program while suspended.

ix. In special circumstances, a suspended student may apply in writing to the Ombudsperson for a suspension waiver. This waiver request will be evaluated by the Ombudsperson and the Academic Advisors before submission to the Manager of Academic Affairs for approval.

Please note: The waiver carries specific responsibilities on the student’s part. These may include registering in specific courses, achieving a semester GPA of at least 2.0, not withdrawing from any courses in which we will ask the student to enroll, taking a maximum term load of 12 credits, attending bi-weekly meetings with his or her academic advisor.

Course Name	Credit Hours	Course Grade	Course Grade Points	Total Points (Credits x Course Grade Points)
Foundations of Sociology .....	3	D	1	3
Principles of Food, Hotel, Tourism .....	3	D	1	3
Discrete Mathematics .....	4	F	0	0
Introduction to Psychology .....	3	D	1	3
Business I .....	3	D	1	3
<b>TOTALS .....</b>	<b>16</b>	<b>-</b>	<b>-</b>	<b>12</b>

Term GPA = (total points / total credits) = 12/16 = **0.75**

### Academic Status: Academic Suspension

- **FIRST SUSPENSION:** Students who have been suspended for the first time may return to RIT Croatia without any special approval.

- **SECOND SUSPENSION:** Students who have been suspended for the second time must submit a petition to be reinstated to their studies at RIT Croatia. The petition will be considered by a review board, which will decide if the student will be allowed to return to his/her studies.

**Note:** The petition must be submitted at least two months prior to the beginning of the term in which the student wishes to return. Students can request a Suspension Petition by sending an e-mail to the Ombudsperson.

- **THIRD SUSPENSION:** Students who have been suspended for the third time will be expelled from RIT Croatia (with no further opportunity to enroll at the undergraduate level).

### myCourses

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**myCourses** is an on-line application developed by RIT used to aid in education. This is where faculty post their course outlines and materials, electronic readings, assignments and grades. myCourses also enables communication between the faculty member and students. At any given time, students are able to log into myCourses to view their grades for each assignment as well as comments from faculty.

### GRADE REPORTS

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At the end of each term grades are entered into the RIT computer system. After the grades are processed students can check them online (<https://infocenter.rit.edu>).

It is the student's responsibility to check his or her SIS and Grade Report for accuracy.

## ATTENDANCE

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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 the case of an emergency, the student or a friend or family member must contact faculty and the Ombudsperson the day of the absence. Absences may influence the final grade for that course.

## STUDENT ACADEMIC HONESTY POLICY AND PROCESS

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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.

### Academic Dishonesty

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 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.

### **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. Appealing the decision does not defer motioning the resulting actions. 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.

### **Procedures for Handling Alleged Breaches of Academic Honesty**

The 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 the 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 the matter will be documented and closed, and the resulting actions will be motioned (as described in Part II on Academic Honesty). If the student chooses to contest the allegation, the Ombudsperson will convene the Academic Honesty Committee, following the procedure described below.

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 Part II on Academic Honesty), 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.

### **Academic Honesty Committee**

The Academic Honesty Committee shall hear cases involving an alleged breach of Academic Honesty. 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.

### **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, instructor, 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.

### **Academic Honesty Appeals**

Either the student or the faculty member may file an appeal on the Academic Honesty Committee's decision. An appeal must be filed within seven business days from the date of the mailing of the Academic Honesty Committee's decision. Filing an appeal does not defer motioning the resulting actions from the Academic Honesty breach.

The Academic Honesty Appeal is submitted for the consideration to the Dean. The Dean may decide that the original sanctions be dismissed, or upheld. 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.

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.

## **COOPERATIVE EDUCATION PROGRAM (CO-OP)**

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Every RIT Croatia student has to complete the mandatory co-op program that was designed based on the success of RIT's cooperative education program, one of the oldest and largest co-op programs in the world. The purpose of Co-op (Cooperative Education Program) is to help students better understand how the "real business world" outside the college functions and to gain valuable hands-on experience in their respective programs of study.

RIT Croatia will help facilitate many co-op opportunities, but ultimately the responsibility of finding and completing a co-op, as well as the proper registration of a co-op, lies with the student.

Students cannot be registered for co-op and for classes at the same time during the summer term. Also students cannot be registered for a co-op while they are on academic suspension or leave of absence. For students first enrolling at RIT Croatia as of the 2021-22 academic year, to obtain a four year degree in GBM, HTM and WMC a minimum of 800 working hours is required (two co-op blocks). For each co-op block, students will earn 12 ECTS points (effective only for students enrolling as of the 2021-22



academic year). For students enrolled prior to the 2021-22 academic year, to obtain a four year degree in HTM, a minimum of 1200 working hours is required (three co-op blocks), and no ECTS points are assigned to co-op for any of the three programs. For students enrolling at RIT Croatia to obtain a four year degree in NMD a minimum of 400 working hours is required (two co-op blocks). For each co-op block, students will earn 6 ECTS points (effective only for students enrolling as of the 2022-23 academic year).

The absolute minimum working requirement for a co-op block is 10 weeks and 400 hours for students in GBM, HTM and WMC programs and 5 weeks and 200 hours for students in NMD program. Students cannot finish their degree requirements unless all co-op requirements have been completed, prior to the student's last academic term at the college. **A student's last term at RIT Croatia must be an academic term.**

## **STUDENT EXCHANGE OPPORTUNITIES: STUDY ABROAD AND ERASMUS**

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RIT Croatia strongly encourages and offers students various opportunities to experience international environments and expand their college experience by being exposed to different cultures.

During the course of their undergraduate studies at RIT Croatia, all students have the opportunity to participate in an exchange program, either as Global Scholars at our Global campuses in Dubai, Kosovo and Rochester, or through the Erasmus program, at our European partner institutions. Through these programs, students expand their horizons, learn about different cultures, make lifelong friendships, hone their language skills and gain valuable life experience.

As Global Scholars, students can spend up to a maximum of two academic semesters at RIT Dubai, Kosovo or Rochester, while paying the RIT Croatia tuition rate. This is a great opportunity for students to experience our Global campuses and receive the tuition benefit. However, additional costs include airfare, in-country visa expenses, and other RIT costs disclosed through the selection process.

Unlike the Global Scholars program, the Erasmus program is focused on Europe and offers exciting opportunities for RIT Croatia students to study, work and volunteer in one of the countries that is part of the Erasmus+ program.

## **RIT CROATIA – EQUAL ACCESS AND DISABILITY ACCOMMODATION POLICY**

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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. 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 the student would like to request accommodations such as special seating or testing modifications due to a disability, they should contact the Academic Affairs Office. Each situation will be handled on a case by case basis.

## **DATA PRIVACY NOTICE FOR STUDENTS AND ALUMNI**

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*RIT Croatia is dedicated to ensuring proper privacy policies and procedures in line with EU's GDPR and US's FERPA regulations. Below you can find an excerpt from our privacy policies that relates to personal data of our students and alumni.*

### **RIT CROATIA PRIVACY POLICIES RELATING TO PERSONAL DATA OF STUDENTS AND ALUMNI (EXCERPT):**

With this information we would like to explain to you how and for which purposes we use the personal data of students and alumni in connection with their studies at RIT Croatia and which rights and options they have in this respect.

#### **Who Is Responsible For The Personal Data Of Students and Alumni?**

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

#### **For Which Purposes Do We Use The Personal Data Of Students and Alumni?**

We will process personal data of students and alumni as required in connection with their studies at RIT Croatia, in particular for the following purposes:

##### **Students:**

- General student administration, including course schedules, course assignment, grade processing and other diploma related activities
- Advising them about scholarship and financial aid opportunities
- Advising them about study abroad and Erasmus opportunities
- Contacting them about their outstanding dues or overpayments
- Career planning and development, cooperative education employment opportunities, guidance for employment opportunities, communication with their employers to ensure proper grading
- Academic advising to ensure proper academic guidance during their studies at RIT Croatia
- Advising them and their families about upcoming college events, student life, study abroad/Erasmus opportunities (direct communication, email, social media, and via printed newsletter)
- Any potential academic or disciplinary actions hearings and cases

- 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

### **Alumni:**

- General alumni networking database administration, including gathering their contact info, work place data, place of residence and additional education information
- Advising them about further education opportunities at RIT Croatia
- Advising them about career opportunities, career planning and development
- Advising them about scholarship and financial aid opportunities
- Contacting them about their outstanding dues or overpayments
- Advising them about benefits programs and other activities that are essential for Alumni Association functioning
- Informing you about different Alumni activities, projects and events
- 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 personal data of students and alumni are described in Article 6 of the European Data Protection Regulation. Based on this, the processing is either necessary for obtaining diploma transcripts due to compliance with our legal obligations, or necessary for purposes of our legitimate interest, always provided that such interests are not overridden by their interests or fundamental rights and freedoms. In addition, the processing may be based on their consent where they have expressly given that to us.

### **Which Personal Data Do We Collect?**

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

- Personal details, such as name, address, date of birth, emergency contact details, gender, country of residence, citizenship, national health insurance number, OIB and tax related details if necessary
- Information about their high school studies and previous college records including grades and information regarding any disciplinary processes
- Information about their finances, family employment status and family finances if they apply for our financial aid programs
- Degree continuation related information processed in connection with their enrollment or voluntarily provided by them, such as alternate e-mail addresses, information about their personal and professional life, etc.
- Identification documentation, such as copies of their passport, driving license, national or work ID

card, or other documentation required by law (which may include photographs of your face)

- Professional details where applicable or necessary to aid in their career development, such as their work contact details, position and career data, CV, details of their qualifications, relevant experience and skills
- 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 any travel done for RIT Croatia purposes that is considered business travel

### **How Do We Collect Personal Data Of Students and Alumni?**

We will collect their personal data primarily directly from them through direct communication. However, some data may also be collected from their application through state college enrollment portals ([postani-student.hr](http://postani-student.hr) or similar) or later through online portals and social media (Facebook, Instagram, LinkedIn, etc).

### **How Do We Protect Personal Data Of Students and Alumni?**

We maintain physical, electronic and procedural safeguards in accordance with data protection requirements to protect their personal data from unauthorized access or intrusion. These safeguards include implementing specific technologies and procedures designed to protect their 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 Personal Data Of Students and Alumni?**

We may share their 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 their 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 their 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 the personal data when students and alumni 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 Personal Data Of Students and Alumni?**

RIT Croatia is part of the RIT's Global Delivery Corporation. In the course of our business activities, we may transfer their 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 their home country. When doing so we will comply with applicable data protection requirements and take appropriate safeguards to ensure the security and integrity of their personal data, in particular by entering into the EU Standard Contractual Clauses. Students and alumni may contact us anytime using the contact details below if they would like further information on the above.

### **Data Protection Rights Of Students and Alumni**

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

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

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

### **Are Students and Alumni Required To Provide Personal Data?**

As a general principle, they will provide us with their 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 be able to issue them a diploma, or provide evidence of legally required trainings or qualifications. In these cases, if they do not provide us with their personal information, we may be unable to properly administer their enrollment, assign certain tasks to them or permit them to participate in certain activities or services offered in connection with their studies at RIT Croatia.

## **How Long Do We Store Personal Data?**

Their personal data will be deleted when it is no longer reasonably required for the business purposes or they withdraw their 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 to Data Privacy Notice will apply from the date it is posted on RIT Croatia website or otherwise made available to you.

## **How to Get In Touch With Us**

If students and alumni have any questions regarding their rights or if you have any specific requests relating to personal data of students and alumni please contact us at:

Data Protection Officer: [dpo@croatia.rit.edu](mailto:dpo@croatia.rit.edu)

## LIVING IN DUBROVNIK

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### First Aid & Medical Treatment

If students require medical treatment while in Dubrovnik, they should register with a doctor in Dubrovnik and the Croatian Institute for Health Insurance in Dubrovnik. Otherwise students will only be able to get emergency medical treatment at the Dubrovnik Hospital. The hospital is located in Medarevo, Roka Mišetića 2 (bus #9, Pile–Medarevo).

For any additional information, you may contact the Croatian Institute for Health Insurance at the contact number listed below.

### Residency

If students do not have permanent residence in Dubrovnik they must register their stay with the Police Station. Any additional information about residency can be obtained at the Dubrovnik Police Department.

### Useful Contacts & Phone Numbers

Student Center Dubrovnik  
Address: Ulica Marka Marojice 2b, Dubrovnik  
Phone: (020) 437 680  
Fax: (020) 437 686  
E-mail: [scdu@unidu.hr](mailto:scdu@unidu.hr)

Croatian Institute for Health Insurance  
Address: Bana J. Jelačića 2, Dubrovnik  
Phone: (020) 455 210

Dubrovnik Police Department  
Address: Ul. Vladimira Nazora 32, Dubrovnik  
Phone: (020) 443 333

Dubrovnik Hospital  
Address: Dr. Ante Šercera 4, Dubrovnik  
Phone: (020) 431 777

Dubrovnik Airport  
Address: Čilipi bb  
Phone: (020) 773 100

Central Bus Station  
Address: Obala Pape Ivana Pavla II 44A,  
Dubrovnik  
Phone: (060) 305 070

Libertas Public Transport  
Address: Vukovarska 42, Dubrovnik  
Phone: (020) 441 444

Jadrolinija Ferry Company  
Address: Obala Stjepana Radića 40,  
Dubrovnik  
Phone: (020) 418 000

<b>Emergency Only</b> <b>112</b>	Police 192	Fire Department 193	Emergency Room 194	Information 11888
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## LIVING IN ZAGREB

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### First Aid & Medical Treatment

If students require medical treatment while in Zagreb, they should register with a doctor in Zagreb and the Croatian Institute for Health Insurance (Hrvatski zavod za zdravstveno osiguranje) in Zagreb. Otherwise, they will only be able to get emergency medical treatment at a Zagreb Hospital. There are many hospitals in Zagreb; here you can find several of them:

- Clinical Hospital Sveti Duh, Sveti Duh 64 (phone (01) 3712 111)
- KBC Sestre Milosrdnice, Vinogradska cesta 29 (phone (01) 3787 111)
- KBC Rebro, Kišpatičeva 12 (phone (01) 2388 888)
- Dom zdravlja studenata, Laginjina 16 (phone (01) 4604 111)

To see the whole list of hospitals please visit:

<https://hzzo.hr/en/national-contact-point-ncp/healthcare-facilities-and-physicians>

For any additional information, you may contact the Croatian Institute for Health Insurance in Zagreb (phone 0800 7979) or the regional office based on your residency for which the contact list can be found at the following link: <https://hzzo.hr/kontakt/zagreb>

### Residency

If students do not have permanent residence in Zagreb they must register their stay with the Police Station. Any additional information about residency can be obtained at the Zagreb Police Department, street address: Remetinečki Gaj 13.

### Useful Contacts & Phone Numbers

Student Center Zagreb

Address: Savska cesta 25, Zagreb

Phone: (01) 4593 555

E-Mail: [ured@sczg.hr](mailto:ured@sczg.hr)

or visit: <http://www.sczg.unizg.hr/>

National and University Library

Address: Hrvatske bratske zajednice 4, p.p. 550, Zagreb

Phone: (01) 6164 040

HZZO

(Hrvatski zavod za zdravstveno osiguranje)

(Croatian Institute for Health Insurance):

Address: Margaretska 3, 10 000 Zagreb

Phone: 0800 7979

Zagreb Police Department

Address:

Ulica grada Vukovara 70

Heinzlova 98

PP Zagreb Črnomerc, Ilica 245

PP Novi Zagreb, Trg narodne zaštite 1

Zagreb Airport

Phone: +385 1 4562 170

Central Bus Station

Phone: (01) 6008 600

<b>Emergency Only</b> <b>112</b>	Police 192	Fire Department 193	Emergency Room 194	Information 11888
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# 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)

.....

Please turn over >>>

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)

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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) .....

Student ID Number .....

Signature .....

Date .....