

Temeljem članka 27. Zakona o visokom obrazovanju i znanstvenoj djelatnosti (Narodne novine br. 199/22, u daljnjem tekstu: "ZVOZD") i članka 22. Statuta RIT Croatia, uz suglasnost Vijeća veleučilišta, dekanica RIT Croatia dr. sc. Irena Guszak dana 23. srpnja 2025. donosi

Pursuant to the Article 27 of the Law on Higher Education and Scientific Activity (Official Gazette no. 199/22, hereinafter: LHESA) and the Article 22 of the Statute of RIT Croatia, with the approval of the Academic Senate, President and Dean of RIT Croatia Irena Guszak, PhD, on July 23rd 2025 adopts

PRAVILNIK O USTROJU RIT CROATIA

Opće odredbe

Članak 1.

(1) Ovim Pravilnikom o ustroju RIT Croatia (u daljnjem tekstu: "Pravilnik") detaljnije se utvrđuje unutarnji ustroj RIT Croatia, opis poslova koji se obavljaju u okviru radnih mjesta na RIT Croatia, te stručni i drugi uvjeti za zapošljavanje na RIT Croatia.

(2) Izrazi koji se koriste u ovom Pravilniku, a imaju rodno značenje, koriste se neutralno i odnose se jednako na muški i ženski rod.

Upravljačka tijela RIT Croatia

Članak 2.

(1) Upravljačka tijela RIT Croatia su: Upravno vijeće, Dekan i Vijeće veleučilišta. Struktura, ovlasti i nadležnost predmetnih upravljačkih tijela propisana su Statutom RIT Croatia.

(2) Unutarnje upravljačko tijelo RIT Croatia je Senior Leadership.

Prodekan(i) i pomoćnici dekana

Članak 3.

(1) Dekanu u radu pomažu jedan ili više prodekana, te jedan ili više pomoćnika dekana.

(2) Upravno vijeće RIT-a Croatia imenuje jednog ili više prodekana sukladno prijedlogu dekana.

(3) Dekan imenuje jednog ili više pomoćnika dekana.

(4) Prodekan(i) na RIT Croatia obavlja(ju) sljedeće poslove:

RULEBOOK ON THE ORGANIZATIONAL STRUCTURE OF RIT CROATIA

General provisions

Article 1

(1) This Rulebook on organizational structure of RIT Croatia (hereinafter: "Rulebook") regulates in detail the internal organizational structure of RIT Croatia, the description of the employment tasks at RIT Croatia, and the professional and other conditions of employment at RIT Croatia.

(2) Terms used in this Rulebook that have gender implications are used neutrally and refer equally to both male and female genders.

RIT Croatia governing bodies

Article 2

(1) The governing bodies of RIT Croatia are: the Board of Governors, the Dean and the Academic Senate. The structure, authorities and jurisdiction of the governing bodies in question are prescribed by the Statute of RIT Croatia.

(2) Internal governing body of RIT Croatia is Senior Leadership.

Associate Dean(s) and Assistant Dean(s)

Article 3

(1) One or more Associate Deans, as well as one or more Assistant Dean(s), assist the Dean with the work.

(2) RIT Croatia's Board of Governors appoints one or more Associate Deans in accordance with the Dean's proposal.

(3) The Dean appoints one or more Assistant Deans.

- Obnašanje dužnosti prodekana RIT Croatia,
- Osiguravanje da se predmeti na RIT Croatia programima izvode u skladu s najvišim standardima kvalitete,
- Uspostavljanje i održavanje čvrstih odnosa s institucijama izvan RIT Croatia, uključujući odnose s akademskim institucijama i agencijama u Republici Hrvatskoj te poslovnom zajednicom u cjelini,
- Uspostavljanje i održavanje čvrstih odnosa s jedinicama unutar RIT Croatia uključujući nastavno i administrativno osoblje, studente i diplomante,
- Zapošljavanje, mentorstvo i praćenje razvoja novih nastavnika,
- Praćenje rada nastavnika i podrška stručnom usavršavanju nastavnika,
- Nadzor rada i suradnja s voditeljima katedri,
- Rješavanje studentskih zamolbi i pritužbi vezanih za akademski status,
- sudjelovanje u radu Senior Leadership-a,
- Predstavljanje RIT Croatia u slučaju odsutnosti dekana,
- Ostale aktivnosti u skladu s dužnostima pojedinog prodekana, nastavnim planom i programom RIT Croatia, godišnjim planom rada, ugovorom o radu, te općim aktima i standardima RIT Croatia.

(5) Pomoćnik (pomoćnici) dekana na RIT Croatia obavlja(ju) sljedeće poslove:

- Obnašanje dužnosti pomoćnika dekana na RIT Croatia,
- Podrška inicijativama koje promiču akademski i osobni uspjeh studenata,
- Koordinacija aktivnosti koje potiču akademska postignuća,
- Privremeno preuzimanje vodstva ili koordinacije određenog/određenih administrativnih odjela prema potrebi,
- Ostale odgovornosti u skladu s ulogom svakog pomoćnika dekana, nastavnim planom i programom RIT Croatia, godišnjim planom rada, ugovorom o radu

(4) Associate Dean(s) at RIT Croatia perform(s) the following duties:

- Serving as Associate Dean at RIT Croatia,
- Ensuring that the program courses taught at RIT Croatia meet the highest quality standards,
- Building and maintaining strong relations with institutions outside RIT Croatia, including relations with academic institutions and agencies in the Republic of Croatia and the business community as a whole,
- Establishing and maintaining strong relationships with core constituencies within RIT Croatia, including faculty, staff, students and alumni,
- Recruitment, mentoring and monitoring the development of new faculty members,
- Monitoring the work and supporting professional development activities of faculty,
- Directly supervising and working with Department Chairs,
- Resolving student academic issues,
- Participation in the work of Senior Leadership,
- Representing RIT Croatia in the Dean's absence,
- Other responsibilities in accordance with the role of each Associate Dean, RIT Croatia curriculum, annual Plan of Work, employment contract, and RIT Croatia policies and standards.

(5) Assistant Dean(s) at RIT Croatia perform(s) the following duties:

- Serving as Assistant Dean at RIT Croatia,
- Supporting initiatives that promote student academic and personal success
- Coordinating activities that promote academic achievement,
- Providing temporary leadership or coordination of specific administrative department(s) as needed,
- Other responsibilities in accordance with the role of each Assistant Dean, RIT Croatia curriculum, annual Plan of Work,

Povjerenstva

Članak 4.

(1) Pri RIT Croatia djeluju povjerenstva:

- Povjerenstvo za osiguravanje kvalitete,
- Povjerenstvo za unutarnju periodičnu prosudbu sustava osiguravanja kvalitete,
- Etičko povjerenstvo,
- Povjerenstvo za cjeloživotno obrazovanje,
- Odbor za provođenje politike akademskoga poštenja,
- Povjerenstvo za izdavačku djelatnost.

(2) Struktura, ovlasti i nadležnost povjerenstava iz stavka 1. ovog članka propisani su Pravilnikom o sustavu osiguravanja kvalitete RIT Croatia, Priručnikom o unutarnjoj periodičnoj prosudbi sustava osiguravanja kvalitete RIT Croatia, Etičkim kodeksom RIT Croatia, Pravilnikom o cjeloživotnom obrazovanju na RIT Croatia, Pravilnikom o stegovnoj odgovornosti studenata RIT Croatia, i drugim općim aktima RIT Croatia.

Katedre

Članak 5.

(1) Katedre RIT-a Croatia su:

- Business Department,
- New Media Design Department,
- Web and Mobile Computing Department,
- General Education Department.

(2) Katedrama RIT-a Croatia upravljaju voditelji:

- Voditelj katedre Business Department,
- Voditelj katedre New Media Design Department,
- Voditelj katedre Web and Mobile Computing Department,
- Voditelj katedre General Education Department.

Committees

Article 4

(1) Committees operating at RIT Croatia are:

- Quality Assurance Committee (QAC),
- Internal Periodic Assessment Committee (IPAC),
- Ethics Committee,
- Lifelong Learning Committee,
- Academic Honesty Committee,
- Committee for publishing activities.

(2) The structure, authority and jurisdiction of the committees from Paragraph 1 of this Article are prescribed by the RIT Croatia Quality Assurance System Rulebook, RIT Croatia Internal Periodic Assessment of the Quality Assurance System (audit) Rulebook, RIT Croatia Code of Ethics, Rulebook on Lifelong Learning at RIT Croatia, Rulebook on disciplinary responsibility of students at RIT Croatia, and other general acts of RIT Croatia.

Academic Departments

Article 5

(1) Academic Departments of RIT Croatia are:

- Business Department,
- New Media Design Department,
- Web and Mobile Computing Department,
- General Education Department.

(2) RIT Croatia Academic Departments are managed by:

- Department Chair of Business Department,
- Department Chair of New Media Design Department,
- Department Chair of Web and Mobile Computing Department,
- Department Chair of General Education Department.

Članak 6.

(1) RIT Croatia u okviru svojih katedri iz članka 5. stavka 1. ovog Pravilnika zapošljava nastavnike i angažira naslovne nastavnike.

(2) Nastavnici RIT Croatia moraju ispunjavati ZVOZD-om i pripadajućim propisima propisane uvjete za (re)izbor na odgovarajuće radno mjesto kako bi bili (re)izabrani na odgovarajuće radno mjesto nastavnika ili kao naslovni nastavnici.

(3) Nastavna radna mjesta na RIT Croatia po skupinama od najnižeg prema višemu su:

- predavač (pred.),
- viši predavač (v. pred.),
- profesor stručnog studija (prof. struč. stud.),
- profesor stručnog studija u trajnom izboru (prof. struč. stud.).

(4) Nastavnici na RIT Croatia obavljaju sljedeće poslove:

- priprema i izvođenje nastave prema nastavnom planu i programu pojedinog studija,
- provjera i ocjenjivanje znanja studenata,
- konzultacije sa studentima,
- savjetovanje studenata,
- mentorstvo (specijalizacija i diplomski rad),
- sudjelovanje u radu Vijeća veleučilišta RIT Croatia i na sastancima nastavnog osoblja,
- ostale redovite aktivnosti nastavnika RIT Croatia u skladu s nastavnim planom i programom RIT Croatia, priručnikom za nastavnike, godišnjim planom rada, ugovorom o radu nastavnika, te općim aktima i standardima RIT Croatia.

(5) Voditelji katedri iz članka 5. stavka 2. ovog Pravilnika, uz poslove nastavnika navedene u stavku 4. ovog članka, obavljaju i sljedeće poslove:

- Koordinacija posjete nastavnika u sklopu *peer observation* programa,
- Koordinacija i provođenje programa orijentacije za nove nastavnike,
- Koordinacija administrativnih poslova i obavješćavanje nastavnog osoblja o

Article 6

(1) RIT Croatia within its Academic Departments from Article 5, Paragraph 1 of this Rulebook employs faculty and engages nominal faculty.

(2) RIT Croatia faculty members must meet the requirements for (re)election to the appropriate position prescribed by LHESA and related regulations in order to be (re)elected to the appropriate faculty or nominal faculty position.

(3) Faculty positions at RIT Croatia by groups from lowest to highest are:

- lecturer,
- senior lecturer,
- professional studies professor,
- professional studies professor with tenure.

(4) Faculty at RIT Croatia perform the following duties:

- designing courses and holding classes in accordance with the curriculum of each study program,
- grading students,
- holding office hours,
- student advising,
- mentoring (specialization and senior project),
- participating in the work of Academic Senate and at faculty meetings,
- other faculty responsibilities as per RIT Croatia curriculum, Faculty handbook, annual Plan of Work, faculty employment contract, and RIT Croatia policies and standards.

(5) In addition to the duties of the faculty referred to in Paragraph 4 of this Article, the Department Chairs of Departments referred to in Article 5 (2) of this Rulebook also perform the following duties:

- Coordinate peer observations,
- New faculty orientation and integration,
- Coordinating administrative tasks and reminding faculty of various academic policies, deadlines, and academic actions,

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raznim akademskim procedurama, rokovima i aktivnostima,

- Ažuriranje nastavnog plana i srodnih dokumenata,
- Koordiniranje procesa i osiguravanje provedbe vrednovanja procesa učenja, uključujući pripremu Progress Reporta,
- Ostale redovite aktivnosti voditelja katedre RIT Croatia u skladu s nastavnim planom i programom RIT Croatia, priručnikom za nastavnike, godišnjim planom rada, ugovorom o radu voditelja katedre, te općim aktima i standardima RIT Croatia.

Administrativne jedinice

Članak 7.

(1) Administrativni odjeli RIT-a Croatia su:

- Odjel za regrutiranje i upise,
- Odjel za akademska pitanja i studentska referada,
- Odjel za razvoj karijera i odnose s diplomantima,
- Odjel za programe razmjene, međunarodne studente i studentski zbor,
- Odjel ljudskih resursa,
- Odjel za vanjska vrednovanja, pravne poslove i osiguravanje kvalitete,
- Odjel marketinga i komunikacija,
- Odjel računovodstva i financija,
- Odjel informatičke službe i održavanja objekata.

(2) Administrativnim odjelima upravljaju voditelji:

- Direktor odjela za regrutiranje i upise,
- Voditelj Odjela za akademska pitanja i studentske referade,
- Voditelj Odjela za razvoj karijera i odnose s diplomantima,
- Voditelj Odjela za programe razmjene, međunarodne studente i studentski zbor,
- Voditelj Odjela ljudskih resursa,
- Voditelj Odjela za vanjska vrednovanja, pravne poslove i osiguravanje kvalitete,
- Voditelj Odjela marketinga i komunikacija,
- Direktor Odjela računovodstva i financija,

- Update program outlines and related documents,
- Coordinate processes and ensure completion of assessment of learning process, including completing Progress Reports,
- Other Department Chairs responsibilities as per RIT Croatia curriculum, Faculty handbook, annual Plan of Work, Department Chair employment contract, and RIT Croatia policies and standards.

Administration

Article 7

(1) Administrative departments of RIT Croatia are:

- Recruitment & Enrollment Department,
- Academic Affairs & Student Services Department,
- Career Services & Alumni Relations Department,
- Study Abroad, International Students & Student Government Department,
- Human Resources Department,
- Accreditation, Legal and Quality Assurance Department,
- Marketing & Communications Department,
- Finance & Accounting Department,
- ITS & Facilities Department.

(2) Administrative departments are managed by:

- Director of Recruitment & Enrollment Department,
- Academic Affairs & Student Services Department Manager,
- Career Services & Alumni Relations Department Manager,
- Study Abroad, International Students & Student Government Department Manager,
- Human Resources Department Manager,
- Accreditation, Legal and Quality Assurance Department Manager,

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- Direktor Odjela informatičke službe i održavanja objekata.

(3) U okviru Odjela za akademska pitanja i studentske referade kao ustrojstvena jedinica osnovan je Ured studentskog pravobranitelja kojim upravlja Studentski pravobranitelj i koordinator službi akademske podrške.

(4) U okviru Odjela za programe razmjene, međunarodne studente i studentski zbor kao ustrojstvena jedinica osnovan je Ured za Erasmus kojim upravlja Voditelj Erasmusa i specijalist za međunarodne studente.

(5) U okviru Odjela za vanjska vrednovanja, pravne poslove i osiguravanje kvalitete kao ustrojstvena jedinica osnovan je Ured za osiguravanje kvalitete kojim upravlja Koordinator ureda za osiguravanje kvalitete.

- Marketing & Communications Department Manager,
- Director of Finance & Accounting Department,
- Director of ITS & Facilities Department.

(3) Within the Academic Affairs & Student Services Department, Ombudsperson Office is established as an organizational unit managed by the Ombudsperson and Academic Support Coordinator.

(4) Within the Study Abroad, International Students & Student Government Department, Erasmus Office is established as an organizational unit managed by the Erasmus Manager and International Students Specialist.

(5) Within the Accreditation, Legal and Quality Assurance Department, Quality Assurance Office is established as an organizational unit managed by the Quality Assurance Office Coordinator.

Administrativno osoblje

Članak 8.

(1) RIT Croatia u okviru svojih administrativnih jedinica iz članka 7. stavka 1. ovog Pravilnika zapošljava administrativno osoblje.

(2) Administrativno osoblje mora ispunjavati uvjete propisane oglasom ili ponudom za zapošljavanje na odgovarajuće radno mjesto.

(3) Administrativna radna mjesta na RIT Croatia su po skupinama od najnižeg prema višemu:

- administrativni asistent,
- administrator (specijalist, savjetnik),
- viši administrator (viši specijalist, viši koordinator, viši savjetnik),
- koordinator,
- menadžer,
- direktor.

(4) Administrativni asistenti na RIT Croatia obavljaju sljedeće poslove:

- prikupljanje, pohrana i arhiviranje dokumentacije,
- izrada i izdavanje dokumentacije,
- vođenje zapisnika,
- unošenje podataka u ISSP sustav i digitalne baze,

Staff

Article 8

(1) RIT Croatia within its Administrative departments from Article 7, Paragraph 1 of this Rulebook employs administrative staff.

(2) Staff must meet the conditions prescribed by the recruitment notice or offer for employment in the corresponding position.

(3) Staff positions at RIT Croatia by groups from lowest to highest are:

- administrative assistant,
- administrator (specialist, advisor),
- senior administrator (senior specialist, senior coordinator, senior advisor),
- coordinator,
- manager,
- director.

(4) Administrative assistants at RIT Croatia perform the following duties:

- collecting, storing and archiving documentation,
- preparing and issuing documentation,
- keeping records,
- entering data into the ISSP system and digital database,

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- organizacija sastanaka,
- rezervacija prijevoza i smještaja,
- odgovaranje na rutinske telefonske i e-mail upite,
- odgovaranje na upite u ulozi kontakt osobe za studentska prava,
- komunikacija s nadležnim tijelima,
- ostale redovite aktivnosti administrativnog asistenta RIT Croatia u skladu s nastavnim planom i programom RIT Croatia, godišnjim planom rada, ugovorom o radu administrativnog asistenta, te općim aktima i standardima RIT Croatia.

- organizing meetings,
- booking transport and accommodation,
- answering routine telephone and e-mail inquiries,
- answering inquiries as the contact person for student rights,
- communicating with the competent authorities,
- other administrative assistant responsibilities as per RIT Croatia curriculum, annual Plan of Work, administrative assistant employment contract, and RIT Croatia policies and standards.

(5) Administratori i viši administratori na RIT Croatia obavljaju sljedeće poslove:

- unošenje podataka u digitalne baze,
- prikupljanje i procesuiranje dokumentacije,
- izrada i izdavanje dokumentacije vezane za rad pojedinog odjela,
- odgovaranje na upite vezane za rad pojedinog odjela,
- redovite aktivnosti specifične za rad pojedinog odjela (primjerice savjetovanje studenata, organizacija stručne prakse, upravljanje društvenim mrežama, informatička podrška itd.),
- ostale redovite aktivnosti administratora i višeg administratora RIT Croatia u skladu s nastavnim planom i programom RIT Croatia, godišnjim planom rada, ugovorom o radu administratora i višeg administratora, te općim aktima i standardima RIT Croatia.

(5) Administrators and senior administrators at RIT Croatia perform the following duties:

- entering data into digital databases,
- collecting and processing documentation,
- creating and issuing documentation related to the work of a particular department,
- responding to inquiries related to the work of a particular department,
- regular activities specific to the work of each department (for example, counseling students, organization of cooperative education, management of social media, IT support, etc.),
- other administrator and senior administrator responsibilities as per RIT Croatia curriculum, annual Plan of Work, administrator and senior administrator employment contract, and RIT Croatia policies and standards.

(6) Koordinator na RIT Croatia obavljaju sljedeće poslove:

- upravljanje timom i/ili projektom,
- izrada i izdavanje dokumentacije vezane za rad pojedinog odjela,
- odgovaranje na upite vezane za rad pojedinog odjela,
- redovite aktivnosti specifične za rad pojedinog odjela (primjerice koordiniranje aktivnosti odjela, priprema pravne dokumentacije itd.),
- ostale redovite aktivnosti koordinatora RIT Croatia u skladu s nastavnim planom i programom RIT Croatia, godišnjim planom rada, ugovorom o radu

(6) Coordinators at RIT Croatia perform the following duties:

- managing a team and/or a project,
- creating and issuing documentation related to the work of a particular department,
- responding to inquiries related to the work of a particular department,
- regular activities specific to the work of each department (for example, coordinating department activities, preparing legal documentation, etc.),
- other coordinator responsibilities as per RIT Croatia curriculum, annual Plan of Work, administrator and senior

koordinatora, te općim aktima i standardima RIT Croatia.

administrator employment contract, and RIT Croatia policies and standards.

(7) Menadžeri i direktori na RIT Croatia obavljaju sljedeće poslove:

- razvoj i provedba strateških ciljeva i planova,
- donošenje odluka,
- upravljanje ljudima i procesima,
- sudjelovanje u radu Senior Leadership-a,
- redovite aktivnosti specifične za upravljanje pojedinim odjelom,
- ostale redovite aktivnosti menadžera i direktora RIT Croatia u skladu s nastavnim planom i programom RIT Croatia, godišnjim planom rada, ugovorom o radu menadžera i direktora, te općim aktima i standardima RIT Croatia.

(7) Managers and directors at RIT Croatia perform the following duties:

- development and execution of strategic goals and plans,
- decision-making,
- management of people and processes,
- participation in the work of Senior Leadership,
- regular activities specific to the management of each department,
- other manager and director responsibilities as per RIT Croatia curriculum, annual Plan of Work, manager or director employment contract, and RIT Croatia policies and standards.

Pomoćno osoblje

Članak 9.

(1) Osim zaposlenika iz članka 5. do 8. ovog Pravilnika, RIT Croatia zapošljava i pomoćno osoblje.

(2) Pomoćno osoblje mora ispunjavati uvjete propisane oglasom ili ponudom za zapošljavanje na odgovarajuće radno mjesto.

(3) Pomoćno osoblje obavlja poslove čišćenja i održavanja prostora RIT Croatia.

Maintenance staff

Article 9

(1) In addition to the staff referred to in Articles 5 to 8 of this Rulebook, RIT Croatia also employs maintenance staff.

(2) Maintenance staff must meet the conditions prescribed by the recruitment notice or offer for employment in the corresponding position.

(3) Maintenance staff is responsible for cleaning and maintenance of the premises of RIT Croatia.

Knjižnica RIT Croatia

Članak 10.

(1) U okviru RIT Croatia djeluje knjižnica RIT Croatia.

(2) Ustrojstvo i rad knjižnice RIT Croatia propisano je Pravilnikom o radu knjižnice RIT Croatia.

RIT Croatia Library

Article 10

(1) The RIT Croatia library operates within RIT Croatia.

(2) The organization and services of the RIT Croatia library are prescribed by the RIT Croatia Library Rulebook.

Završne odredbe

Članak 11.

(1) Ostala pitanja iz područja ustrojstva RIT Croatia uređena su ZVOZD-om, Statutom i drugim aktima RIT Croatia.

Final provisions

Article 11

(1) Other issues related to the organizational structure of RIT Croatia are regulated by LHESA, Statute and other acts of RIT Croatia.

(2) Stupanjem na snagu ovog Pravilnika prestaje važiti Pravilnik o ustroju RIT Croatia od 19. veljače 2025. godine.

(3) Ovaj Pravilnik stupa na snagu osmog dana nakon objave na oglasnoj ploči RIT Croatia.

(2) With the entry into force of this Rulebook, the Rulebook on the organizational structure of RIT Croatia from February 19th 2025 ceases to apply.

(3) This Rulebook enters into force on the eighth day after its publication on the RIT Croatia bulletin board.



DEKANICA/PRESIDENT AND DEAN
dr. sc. Irena Guszak

KLASA/Class No.: 011-01/25-01/4
URBROJ/Ref. No.: 2117-50-12-25-2

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