

RIT

Croatia

Student handbook 2023 – 2024

www.croatia.rit.edu

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WELCOME

The excitement starts here! There is nothing like the exhilarating world of international business, international tourism, service management and information technology; and there is no university that teaches it like RIT Croatia.

RIT Croatia brings you passionate faculty who are first-rate, progressive academics, and leaders in their fields. Our approach to higher education includes hands-on cooperative education with international and domestic companies such as The Broadmoor, Ocean Reef Club, Nestle Adriatics, Porto Montenegro, Hrvatski telekom, Morgan Stanley, Goldman Sachs, Foreo, P&G, Coca-Cola, MPG, Valamar Hotels & Resorts, Maistra Hospitality Group, Fortenova group, A1, L'Oreal, Le Meridien Lav Split, Addiko bank, KPMG, Ericsson Nikola Tesla, Ag04, PwC, Croz, Infoart, Phobs, Hilton Imperial Dubrovnik, Maslina resort, Degordian, Direct booker, Falkensteiner Hotels and Residences, HTP Korčula, Cinnamon Agency, Syntio, Microblink, 404 agency, Bit4Bytes, Verso/ Altima group; and a diverse student body since 1997, with attendees from Albania, Australia, Austria, Azerbaijan, Bolivia, Bosnia and Herzegovina, Belarus, Bulgaria, Canada, China, Croatia, Egypt, France, Germany, Great Britain, Greece, Hungary, India, Italy, Japan, Kazakhstan, Kosovo, Macedonia, Mexico, Montenegro, New Zealand, Norway, Peru, Poland, Qatar, Romania, Russia, Slovenia, Serbia, South Africa, Sudan, Sweden, Switzerland, Trinidad & Tobago, Turkey, UAE, Ukraine and the United States.

RIT Croatia operates in two exciting locations. Students may choose between Dubrovnik, a beautiful coastal city located on the Adriatic Sea, which offers undergraduate degrees in Hospitality and Tourism Management and Web & Mobile Computing, or Zagreb, the capital city and center of business in Croatia, which offers undergraduate degrees in Global Business Management, Web & Mobile Computing, and New Media Design.

In addition to that, our mother institution, Rochester Institute of Technology, is delivering two Master of Science programs at our Zagreb campus: MS Service Leadership and Innovation, and MS Information Technology and Analytics.

We want to make it easy for you to adjust to life at RIT Croatia and have prepared this handbook to help you gain an understanding of our College and how it operates. What we want is to share our knowledge and experiences which can help you study and learn better at RIT Croatia.

We want to make your studies here at RIT Croatia enjoyable, fruitful and rewarding. We are your partners in this journey to excellence.

Therefore, should you have any questions, don't hesitate to contact us:

DUBROVNIK CAMPUS

Reception Desk

E-mail: ritcroatia@croatia.rit.edu

Tel: 00 385 (0)20 433 000

ZAGREB CAMPUS

Reception Desk

E-mail: ritcroatia@croatia.rit.edu

Tel: 00 385 (0)1 6439 100

STUDENT SERVICES

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
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Tamara Lipnjak	Ombudsperson & Academic Support Coordinator	Room 25 Zagreb	tamara.lipnjak@croatia.rit.edu
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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
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Christina Pejić	Erasmus Manager & International Student Office Specialist	Room 42	christina.pejic@croatia.rit.edu
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Finance and Human Resources

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

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

Ivan Smoljan	Undergraduate Admission- 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

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

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 and general services are as follows:

Dubrovnik Campus:

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

PHONE: (020) 433 000

FAX: (020) 433 001

E-MAIL: ritcroatia@croatia.rit.edu

ADDRESS: Don Frana Bulića 6, 20 000 Dubrovnik

Zagreb Campus:

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

PHONE: (01) 6439 100

FAX: (01) 6439 103

E-MAIL: ritcroatia@croatia.rit.edu

ADDRESS: Ulica Damira Tomljanovića Gavrana 15, 10 000 Zagreb

The Student Services Reception desk offers the following services:

- Basic information to students and visitors
- Verifications of enrollment
- Grade transcripts
- Student card coordination
- Mail distribution
- Bulletin board updates
- Faculty and staff office hours

PRESIDENT & DEAN

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

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

In Zagreb, the **DEAN'S OFFICE** is located in room 30.

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

ASSOCIATE DEANS

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.

CAMPUS OMBUDSPERSON

Tamara Lipnjak, Ombudsperson — Zagreb and Dubrovnik Campus, tamara.lipnjak@croatia.rit.edu

In Zagreb, the **OMBUDS OFFICE** is located in room 25.

The Ombudsperson is a resource available to RIT Croatia students who seek confidential assistance with their academic concerns. In addition to faculty advisors, the Ombudsperson is a neutral person students can contact for various issues, including how to handle a concern with faculty or even another student. Students are encouraged to make an appointment, either in person or via email. The Ombuds Office hours are determined at the beginning of each term.

The Ombuds Office is also the point of contact for students who need immediate assistance, to report an incident, or for confidential support when it comes to any kind of misconduct (emotional, physical or sexual).

FACULTY

A list of faculty and their e-mail addresses can be found on the RIT Croatia website. Faculty offices are located throughout each of the campus buildings. Each faculty member holds office hours designated to advise, tutor and mentor students. Faculty office hours change from term to term and are posted on the faculty's office doors as well as on the bulletin board on the ground floor. Faculty will also inform students in class about their office hours.

PROFESSIONAL, ACADEMIC AND DRESS EXPECTATIONS

Students at RIT Croatia **are expected to and will be held responsible** for conducting themselves in a professional manner in all classes, special events, and cooperative work experiences in which they are involved. RIT Croatia establishes these standards as part of an education which prepares students for their future careers. In general, professionalism requires that students demand high standards of themselves, which are demonstrated in, **but not limited to, the following areas:**

Commitment to Excellence – putting forth their best effort to the benefit of themselves, their classmates or colleagues at work and the entire College or organization; volunteering in College and community events; maintaining a positive attitude toward constructive criticism, as that is a route to self-improvement; not abandoning colleagues or employers, carrying their fair share of work on group projects, and gaining as much as they can from their education. Paying attention and participating in class.

Responsibility – meeting all course or job requirements; planning and carrying out individual and team assignments to the best of their ability; meeting deadlines; handling equipment and resources with care; leaving their work space clean and orderly for the next student user; complying with established sanitation codes and class or work policies as required; arriving for class on time; not engaging in disruptive behavior in class.

Ethics & Humanitarianism – avoiding behaviors that could be judged as dishonest or biased, or showing lack of good judgment are examples. In particular, students' conduct with regard to oral and written exams and reports in class and their performance in special events and in cooperative work experiences should be above reproach. More specifically, this means not engaging in academic dishonesty as described above, not stealing even small things like paper and pencils from colleagues or the College, never lying about hours worked or reasons for being absent or late at work or for classes, never engaging in dishonest practices like keeping some of the revenue, not reporting revenue, or other ways of cheating your employer, even if that behavior is common practice among fellow employees. This also includes being socially and environmentally responsible, and putting humanitarian concerns above all else.

Interpersonal Relationships – developing effective communication skills (spoken or signed, listening, and written), making a sincere effort to understand other points of view, subordinating self-interests in favor of a team approach avoiding biased or insensitive comments to or about an individual or groups of individuals; showing courtesy to others.

Community Spirit – fully participating in the RIT Croatia community as well as your own community

by practicing open-mindedness and communication, teamwork, diversity, and professional relationships built on mutual respect for all members, and participating in and cooperating with the local community.

Professionalism – RIT Croatia considers a professional or, in a student's case, a professional-in-training, a person who shows the following attributes: mature, respectful, articulate, committed, trustworthy, competent, accountable, confident, globally-minded, multiculturally aware, considerate, approachable, supportive, learning- and growth-oriented.

Dress Expectations

RIT Croatia is an institution of higher education and students are professionals-in-training; therefore, students are expected to dress appropriately for the College environment and staff/instructor expectations. You should make sure to dress appropriately when in lectures, workshops, presentations, offices, various College events.

Examples of what is not allowed:

- Exposing your midriff, chest, upper thigh or show your undergarments and cleavage
- Clothes that are transparent (see-through)
- Clothes bearing any vulgar, offensive, or obscene prints or language
- Short skirts or dresses and shorts
- Flip flops and other related beachwear

RIT Croatia recommends that students do not put themselves in a position where a staff or faculty member has to ask them to leave class, the College premises, or a College-sponsored event because of inappropriate dress. Not only is this embarrassing, but you will also lose attendance points or not earn credit for attending the College-sponsored event. If students have questions about what is or is not appropriate to wear to class, for a class presentations or a College event, they should not hesitate to ask any faculty or staff member.

COLLEGE HOURS & WEEKEND ACCESS

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. Weekend working hours will be posted outside the labs and library, and the same information can be obtained through Student Services reception.

BULLETIN BOARDS

The RIT Croatia bulletin boards have been created for students' convenience. Important information such as scholarships and class changes will be posted regularly. Much of the bulletin board news will also be posted on the RIT Croatia web page (www.croatia.rit.edu) as well as on the main welcome screen (on the ground floor of each campus building).

RIT DCE ACCOUNT

All new students will receive an account activation e-mail to the e-mail address they provided when they applied to RIT Croatia. Students should follow the link and instructions provided in the e-mail to activate their RIT DCE (Distributed Computing Environment) accounts. At the end of the activation process, students will have their RIT DCE account user name and password and their RIT e-mail address. If students do not receive the account activation e-mail, are having trouble activating their accounts or have any additional questions, they should send an e-mail to ITS@croatia.rit.edu. **A student's RIT e-mail address is his or her official e-mail for the duration of his or her studies at RIT Croatia. Faculty and staff will communicate with students using that e-mail address only and it is imperative that students check it regularly and that they maintain their accounts as instructed. The ITS staff can assist students with any questions.**

Students need to remember their account information (username and password) as they will be required to use it for their courses. Students may also choose to write them down and keep them in their wallets or put them in the memory of their cell phones, so that they will always have them on hand. If students forget their passwords, would like to change their passwords or set their mail forwarding, they need to go to: start.rit.edu.

Please note that there is a 120 day reset rule for students' passwords. Students will receive automatic reminders from RIT to reset their passwords. Students can go to the following website to reset their passwords: start.rit.edu.

Students can check their RIT e-mail at: google.rit.edu. Students are required to use their RIT e-mail in their communication with RIT Croatia faculty, staff and other members of the RIT Croatia community. In order to be more environmentally friendly most of the communication at RIT Croatia is done through **e-mail, which is the official means of communication**. Therefore, students will need to check their e-mail frequently as not to miss any important information. RIT Croatia is not responsible for any information which students miss as a result of not checking their e-mail regularly.

After students activate their accounts, they will probably start getting e-mails from RIT's Message Center. To stop getting them, students can make changes by way of RIT's home page: rit.edu. Students can personalize their user preferences by logging in to myRIT portal: (my.rit.edu). Once logged in, clicking on the "University Wide resources", then "RITmail Preferences" will show all the different categories from which you are receiving these emails. Enter each category and select "Unsubscribe", if you wish to stop receiving related emails.

Please note that some emergency emails cannot be turned off, due to safety reasons.

Besides e-mail, students' RIT DCE accounts also allow them to access the RIT computer system, including such resources as the online library and databases and computer-based training (CBT). It also gives students access to RIT's Student Information System (SIS) where they can view their grades, academic status, schedules, and personal data. Students are responsible for checking the accuracy of the data on SIS and reporting any discrepancies to the following: in Dubrovnik, the Senior Academic Advisor, Room 41; in Zagreb, the Academic Advisor, room 25. To log into SIS, students can go to: <https://infocenter.rit.edu/>.

A student's RIT username and password is also used for **myCourses**, which is an on-line application used by RIT 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 and students throughout the term.

Faculty at RIT Croatia use myCourses and RIT Croatia students are also required to use it. To log into myCourses, students can go to: **mycourses.rit.edu**. Please note that it takes 24-48 hours for a student's access to myCourses to become active and for his or her courses to appear.

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

RIT UID (UNIVERSITY ID NUMBER)

All new students are issued an RIT UID (University Identification Number), which they will need when filling out any official forms. Students can view their UID online, by following these steps:

- Go to RIT's home page: **rit.edu** (click on **myRIT** at the top right)
- At the top right, beside your name, it says "Show UID"
- Click on "Show UID" and it will show your UID

AAI ELECTRONIC IDENTITY

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

The AAI electronic identity requires renewal each academic year otherwise it will be automatically disabled at the beginning of the following academic year.

DEGREES

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

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 a **Bachelor of Fine Arts (B.F.A.) in New Media Design**. For additional information, students should contact Academic Affairs.

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 a Croatian degree from RIT Croatia, students must have either a high school diploma issued by a Croatian high school or a high school diploma recognized by the Croatian Agency for Science and Higher Education (AZVO).

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

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 30 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.

THE ACADEMIC YEAR

The academic year is made up of four terms:

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

A semester (or term) lasts for 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. A schedule of final exams is e-mailed to all students around the middle of each term. The final exam schedule will be available to all students on the RIT Croatia website by the middle of each term.

RIT Croatia usually follows RIT's academic and administrative calendar with the exception of recognizing Croatian statutory holidays, rather than U.S. holidays. 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 emergencies.

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 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 classes.

COURSE DELIVERY MODES

In-person: Traditional course delivery mode. Instruction delivered fully in the classroom or lab with interaction between the faculty member and student. Students enrolled in in-person classes must be able to access campus facilities and attend scheduled course meetings on campus in order to demonstrate achievement of the learning outcomes of the course.

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

Online (synchronous): A course delivered entirely online. No in-person class meetings are required. In order to demonstrate achievement of the learning outcome of a synchronous online course, enrolled students attend class online and engage in course activities at the specified days/times published in the course schedule. Some course activities can be asynchronous.

SCHEDULE & COURSE LOAD

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.

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

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

Determining Your Year Level

Year level is determined by the number of credit hours a degree-seeking undergraduate student has earned. Students can refer to the charts below to determine their year level. (This does not include current course work still in progress.)

Year Level	Earned Credits
1	0-26
2	27-55
3	56-84
4	85 & above

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). Students can take more than 17 credits if they receive approval from their Academic Advisor. The Academic Advisor will take into consideration the student's academic track record including failed and withdrawn courses, as well as GPA which should be a 3.0 or higher. In special cases, the Academic Advisor may waive the GPA requirement at his or her discretion. A per-credit-hour tuition rate is charged for credit hours above 17.

Course Prerequisites

Prerequisites are courses that must be successfully completed in order to enroll in more advanced courses. Students need to make sure that they do not enroll in courses for which they did not pass the prerequisite(s). For example, students cannot register for Introduction to Statistics II if they did not pass Introduction to Statistics I; the same applies to the Beginning Language sequence, etc. SIS recognizes if students have met the course prerequisite(s) and does not allow them to enroll in a course if they have not. Prerequisites are listed in the course syllabi and in SIS.

Out of Class Work or Homework

There is a substantial amount of work that needs to be completed by the student out of the classroom. An average student spends approximately **2.5 hours on homework for each hour in class per the U.S. credit system. From the ECTS perspective, the total average time needed to complete a**

course is defined by the number of ECTS points awarded to that courses, as each ECTS point requires, on average, 25-30 hours of student work.

Add/Drop and Withdrawal from a Course

If students have a conflict in their schedules or wish to switch classes, they may do so in the **Add/Drop period** using the **on-line add/drop course function in SIS**. 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 dropping or adding courses without any additional tuition charges as long as they do not exceed 17 credit hours.

Before dropping a courses on SIS during the Add/Drop period, students should consult with their Academic Advisor to see how this will impact their academic plan and graduation. Students cannot switch into closed (full) sections during this period and need to search for sections of the course that have open spots. Students should first check if they can add the section or courses they want before dropping a section or course they are already registered for.

When a student drops a class during the Add/Drop period, there is no record kept and this will not appear on the student's official transcript. **Not attending a class does not constitute an official drop. Students must drop the class using the online drop course function in SIS.**

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 on SIS.

Once a student drops a course with penalty, a "W" grade will be immediately applied to his or her official transcripts. Students will be sent a confirmation e-mail; in addition, the faculty, academic advisor and the department contact will be notified by e-mail.

Students must officially drop or drop with penalty a course (even if you will not receive a tuition refund) to avoid receiving an "F" grade. A grade "F" received because a student did not withdraw from class on time cannot be changed.

Dropping a course is wise in some situations, but students need to realize that by doing so they may extend the time it takes for them to complete their coursework and graduate from RIT Croatia. It can also result in increasing a student's total cost of studying at RIT Croatia. A student's Academic Advisor is best to seek for assistance in making that decision.

Leave of Absence or University Withdrawal

If students decide to leave or withdraw from RIT Croatia temporarily or permanently, they must contact their Academic Advisor in Dubrovnik or Zagreb. The Academic Advisor will inform the student on what forms they will need to fill out to process this request.

Students can take a leave of absence for a maximum of three semesters (fall, spring and summer). Students who take a leave of absence longer than this period will need to be re-admitted and adhere to new program requirements.

TUITION & REIMBURSEMENT POLICY

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

- | | | |
|--|---|---|
| 1. Fall term due dates: <ul style="list-style-type: none">• early payment by June 1st• regular payment by August 1st• late payment after August 1st | ⋮ | 2. Spring term due dates: <ul style="list-style-type: none">• early payment by October 1st• regular payment by December 1st• late payment after December 1st |
|--|---|---|

As a global campus of RIT, we are committed to creating the best learning experience for our students, and are, accordingly, continually investing in further developing and enhancing our programs, as well as making investments in technologies and facilities our students use. The changing nature of the market conditions we operate in affect the tuition that RIT Croatia's Board of Trustees defines and approves annually.

A tuition update is sent to all students each year in April with the exact tuition amount for that year via e-mail only. Please find all payment options and instructions on our webpage, under tab Current Students and then, Important Documents (Tuition and Payment Documents).

IN ADDITION, STUDENTS WHO DO NOT PAY TUITION ON TIME MAY BE DROPPED FROM ALL REGISTERED COURSES AND WILL NOT BE ALLOWED TO REGISTER FOR CLASSES UNTIL ALL DUES ARE SETTLED.

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. 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 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 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.

REIMBURSEMENT POLICY FOR DROPPING COURSES

1. 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.

2. 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

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

4. 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 table above.

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

6. 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.

7. 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 fulfil 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.

*The 100% refund does not include the 400 EUR deposit.

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 the Academic Affairs Office.

ADVISING SYSTEM

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 instructors at RIT Croatia serve as faculty advisors. A student's **faculty advisor** can answer questions and discuss concerns about overall grades, academic status, study habits, time management, GPA, probation, suspension, master's degree options, and other issues related to college success. Some faculty can also help students make decision about potential employment and careers. If students have any questions or concerns, they should contact their faculty advisor right away and schedule an individual appointment during his or her office hours. Office hours are posted on faculty office doors and in the lobby.

Academic Advisor: An Academic Advisor is assigned to each student in SIS. They support the student's transition into college; provide tools to support autonomy, and personal responsibility. They help students navigate registration, degree requirements, and program expectations. Academic advising focuses on academic policies, procedures, and resources and how they relate to the academic success of our students.

Career Advisor: The Career Services Office mission is to provide services that empower students to succeed in obtaining employment in accordance with their career objectives and personal goals. This Office assists students in finding co-op placements, connecting students with the business community and making career choices.

If students are on **probation**, or think they may find themselves on probation, they should see their Academic Advisor **at the beginning of the term**. They will help students plan how to study and use their time wisely. Faculty advisors can provide students important guidance about how to improve their grades for successful completion of the term.

How to Get Help

1. Any time students have a problem or question about a course, a particular assignment, or their grades in a class they should **first contact the faculty teaching the course**. The best way to do this is to visit the faculty during office hours (announced in the syllabus and available on the RIT Croatia website).
2. If, after meeting with the faculty and discussing concerns, students need more information, or still have questions, they should see their **Academic Advisor**. The Academic Advisor can provide information about scheduling, course loads and fulfilling requirements for graduation. They also provide information about the Dean's List, 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 instructor's course, 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 the Academic Advisor.)

4. If, after speaking with the individuals listed above, students need more assistance or information, they should contact the **Ombudsperson**, followed by the **Associate Dean**.

ACADEMIC STANDARDS

Grades

Croatian Diploma GPA Calculation:

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 the student's Croatian academic transcript as well as various verifications needed when applying for scholarships, dormitories, or the continuation of their education.

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

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

An example of Croatian Term GPA calculation:

Course Name	ECTS	Course Grade
Foundations of Sociology	5	4
Principles of Marketing	6	3
Discrete Mathematics	5	5
Introduction to Psychology	5	2
TOTALS	21	-

Croatian Term GPA is calculated as follows:

$$(5 \times 4 + 6 \times 3 + 5 \times 5 + 5 \times 2) / 21 = 73 / 21 = 3.476$$

U.S. Diploma GPA Calculation (SIS):

RIT Croatia uses the A – F letter grade system for grading along with term and cumulative GPA (Grade Point Average).

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)

Course learning outcomes (CLOs) are statements that describe what a student should know, understand, and be able to do after successfully completing a particular course. Course learning outcomes are aligned with program learning outcomes. On average, there are 3 to 5 course learning outcomes per course. In order to pass the course, it is necessary to pass EACH course learning outcome with a score of 40% or higher unless otherwise specified by the faculty member teaching the course. You can find the list and description of course learning outcomes and how each will be assessed in your course syllabus. Please note that CLO based grading ONLY applies to all first-year level courses in the 2023-2024 academic year. In addition to attaining at least 40% for each course learning outcome, you need to achieve a cumulative 60% on course assessment tasks (quizzes, exams, etc.) to pass the course. Faculty will inform students about details specific for each course. Note that faculty may follow up on a student's assignment (such as a test, a quiz, a project, etc.) by conducting an oral examination and requesting supplementary evidence to verify authorship.

F – Failure – is assigned when a student does not successfully complete the course requirements and as a result fails the course. The same course or equivalent has to be repeated the next time the course is offered. Once a student passes the course, the F grade gets replaced with a passing grade.

I – Incomplete – is a temporary notation (not a grade) given when the faculty member observes conditions beyond the control of a student such that the student is unable to complete course requirements in the given term. The faculty member determines and advises the student of the due date, not to exceed two active semesters, by which the student must complete course requirements. In addition, the student receiving an incomplete must work out a Plan to Complete form with the faculty for the course. If the registrar has not received a “change of grade” form from the faculty after two active semesters, then the incomplete becomes an “F” grade. An extension of time may be granted at the discretion of the faculty. Credit hours are not earned and the GPA is not affected until a permanent grade is assigned.

S – Satisfactory – is used to signify a passing grade, including for cooperative education.

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

Faculty will inform students of any deviations from this system for specific classes. The rules for grading should be contained in the syllabus for each class. If they are not, students should ask the faculty to explain the rules.

GPA (Grade Point Average)

- The **term GPA** is the grade average of all courses that students take in a semester.
- It is calculated at the end of each semester.
- The GPA is important because **students must have a cumulative GPA of 2.0 or above to graduate.**

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)

Grade	Grade Points
A	4.000 Grade Points
A-	3.667 Grade Points
B+	3.333 Grade Points
B	3.000 Grade Points
B-	2.667 Grade Points
C+	2.333 Grade Points
C	2.000 Grade Points
C-	1.667 Grade Points
D	1.000 Grade Points
F	0.0 Grade Points

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
TOTALS	16	-	-	45.33

$$\text{Term GPA} = \frac{\text{Total points (credits x grade points)}}{\text{Total credits}} \quad \text{Term GPA} = 45.33/16 = 2.83$$

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
TOTALS		28	-	-	78

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

It is possible for students to pass all their courses with C's and D's and to have a GPA below 2.0.

RIT Croatia assists students in maintaining the necessary GPA by putting them on probation when they fall below a 2.0 GPA for any given term.

A GPA calculator is available for students at www.croatia.rit.edu under the Current Students tab.

Change of Grade

Following a faculty member's report of grades, it is not within the right of any person to change a grade unless an error is shown in the computation or recording of that grade. If an error has been made, the faculty must complete the appropriate Change of Grade form which is to be officially approved by the faculty, Department Head, and Academic Affairs, and submitted to RIT's Registrar.

At RIT Croatia grading is transparent. That means that students are allowed to see their grades on tests or assignments. If students believe the grade they received is inaccurate or unfair, they should see the faculty during office hours. **Students should not wait until the end of the semester to resolve a questionable grade.** If students have checked their grades throughout the semester, their final grade is simply an average using the criteria the faculty member indicates in the syllabus. If students feel their final grade is an error, they should contact the faculty member immediately.

An appeals procedure is available if students wish to dispute a grade after consulting with the faculty member teaching the course. Students should see the Ombudsperson to initiate the process.

Viewing Grades

1. **myCourses** – Most faculty post grades for tests and projects on RIT’s electronic course management system called myCourses. Students can see their grades as soon as they are posted. Each faculty member will inform students when they will post grades for a specific assignment.

2. **Student Information System (SIS)** – All RIT Croatia students have access to RIT’s Student Information System (<https://infocenter.rit.edu/>) where they can view their final grades, academic status, schedules, and personal data. Approximately one week after finals are completed grades will be posted on SIS. Students must know their DCE username and password to view their grades. **Absolutely no grades will be given over the phone.**

Repeating a Course

A student may repeat any courses to raise their grade. If a student repeats a course, the last grade will stand as final. After a student repeats a course and the grade has been submitted, the student’s GPA will automatically show the results of the new grade. The previous grade will appear with the letters “re” before it to show it was repeated, but no grading weight will be given to the previous course.

Confidentiality

RIT Croatia complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, which governs access and the 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. Students must sign a waiver form to release such records.

Graduation Requirements

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

- 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
- Successful completion of all required courses, including cooperative employment. All grades must

be recorded and any outstanding Incomplete (“I”) grades must be resolved

- 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 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.

Honors reported for inclusion in the Commencement Book must be based on a minimum of 30 credit hours earned, and the student’s cumulative GPA. In addition, the Commencement Book will only reflect honors earned by the end of the fall term.

Award for Outstanding Undergraduate Scholarship

The Outstanding Undergraduate Scholar Award celebrates the top 1% of undergraduate students who achieve academic excellence while also giving back to the community through civic or volunteer work, by conducting research, or being engaged in a co-op or work in their field of study.

Excellence in Student Life Award

The Excellence in Student Life Award was founded to foster and encourage students to aspire to the goals of engagement in activities, excellence in scholarship, and the practice of responsible leadership. RIT has honored students with this award since 1964, recognizing students who balance academic success and student engagement. Students selected for this honor have GPAs over 3.4, are graduating, and hold significant leadership positions within RIT-related activities.

Undergraduate Research Scholar

The Undergraduate Research Scholar award recognizes excellence in undergraduate research for students who have spent two or more semesters at RIT Croatia, achieved a GPA of 3.2 or higher and have publically disseminated their research. Students receive a medallion and certificate presented by the Dean.

RIT Croatia Annual Scholarship Contest

Each year RIT Croatia awards outstanding students scholarship awards. The award requirement is that students maintain a term GPA of 3.0 or higher, as well as have no offenses of academic dishonesty or disciplinary probation/suspension. **Failure to meet these requirements results in the students foregoing their scholarship award. Any of these scholarship recipients who earn an academic dishonesty offense will lose their scholarship award.** In addition, if students take a break from their studies for any reason (co-op, etc.), they will forfeit the remaining portion of their scholarships.

Admissions Scholarships and Financial Aid

Students who have been awarded financial aid or a scholarship at the beginning of their studies, should refer to their Acceptance Letters for details related to scholarship/financial aid maintenance criteria.

STUDENT DISABILITY POLICY

RIT Croatia is committed to providing equal access to programs, services and physical facilities to students with disabilities. A “person with a disability” is someone who has a physical or mental impairment that substantially limits one or more major life activities. RIT Croatia serves students requiring academic accommodations. The types of disabilities students may have include:

- Specific learning disabilities in areas such as reading, math, written language, auditory or visual processing, or memory
- Attention-deficit / hyperactivity disorder
- Hearing disabilities
- Vision disabilities
- Asperger’s disorder and other Autism spectrum disorders
- Psychological or psychiatric disabilities such as mood, anxiety and depressive disorders, and bipolar disorder
- Chronic health disabilities such as Crohn’s disease, hemophilia, narcolepsy, arthritis, fibromyalgia, cancer, epilepsy, diabetes, and migraine headaches.

Students who would like to request academic accommodation(s) due to a disability should submit a request form, as well as appropriate documentation of the disability to the Senior Academic Advisor in Dubrovnik, Room 41, or the Ombudsperson in Zagreb, Room 25. Depending upon the type of disability, the documentation should be a recent (within the last 5 years) psycho-educational evaluation and/or letter on letterhead stationery from a qualified professional such as a physician, psychiatrist, neurologist, or psychologist.

The Senior Academic Advisor or the Ombudsperson will review the request and supporting documentation and recommend appropriate and reasonable accommodations as needed. RIT Croatia does not provide or coordinate personal services. Students need to make their own arrangements for mobility training, personal care assistants and personal adaptive equipment such as wheelchairs.

If it is decided that the requested accommodation can be offered, students will receive notification of the accommodations offered to him or her. If the student receives notification stating the denial of the

request, he or she can appeal the decision if desired.

In addition, a “Disability Services Agreement” letter will be drafted. A “Disability Services Agreement” (DSA) letter is a list of recommended academic accommodations developed by the Senior Academic Advisor or the Ombudsperson for each student who has been offered academic accommodations. The Senior Academic Advisor or the Ombudsperson will distribute an electronic copy of each student’s DSA to faculty members each term, verifying that the student has worked with the Senior Academic Advisor or the Ombudsperson and is recognized by RIT as a student with a disability who requires accommodation. The Senior Academic Advisor and the Ombudsperson do not share specific information about a student’s disability with faculty or staff as well as maintaining and securing all files. The DSA lists the recommended academic accommodations, but does not indicate information about the disability.

ATTENDANCE

At RIT Croatia, students learn by interacting with the faculty and colleagues; therefore, it is the policy of RIT Croatia that students must attend classes. In most courses, students are allowed three missed classes without penalty and absences in excess of one class will lower a student’s final grade for that course (specific details will be given by each faculty member and are outlined in the course syllabus). Most faculty take off points for every class missed. Most faculty do not accept any excuse, even signed medical papers. If the faculty member does not inform students of his or her policy about attendance, students should ask.

If students must miss a class, they should contact the faculty member prior to being absent. Students should ask the faculty member if they can make up the class and be prepared for the faculty member to say no because it is often not possible. In case of an emergency, the student, a friend, or family member must contact each of the student’s faculty immediately. If this is not possible, the Ombudsperson can be contacted for assistance. The student or someone representing him or her is expected to follow up with the individual faculty for further arrangements and make-up possibilities. In the case of serious or prolonged illness, students should contact the Ombudsperson to assist them with long-term arrangements.

Making up missed classes

Some, but not all faculty, will allow students to attend another section of a class if they have a good reason to miss their section of the class. If the faculty member does not include this information in the syllabus, ask; students should not make the assumption that they can make up a class.

If students are absent, they are still responsible for work due for that class and the next class. It is the student’s responsibility to find out what he or she missed from a colleague or the faculty. In-class assignments and tests often cannot be made up. Students should check with the faculty for details.

TEXTBOOKS & FIELD TRIPS

Most faculty post reading materials and assignments on myCourses. Some faculty will require students to purchase a text book or a reading packet. Faculty will advise students of what to buy, the cost and where to buy it.

Also, please note that certain courses have field trips, or lab work, as a required part of the class. The cost associated with these trips or labs is usually not covered in the tuition rate and will be announced by the faculty.

COURSE EVALUATIONS

Students evaluate each course and by doing that participate in monitoring the quality and the success of our educational program. Students' feedback is an important part of their personal efforts for improvement and the college's effort to improve the quality of instruction. Faculty and administrators take these evaluations very seriously and make modifications based on students' input. **However, it is also important for students to give their feedback to faculty early in the course, so that they can make corrections during the delivery of the course.**

Evaluations are held online in the 12th, 13th and 14th week of each term and students anonymously evaluate quality of the course, textbooks and other materials as well as the performance of the faculty. The faculty member, his or her Area Head, the Associate Dean and the Dean receive the compiled evaluation data after final grades have been posted on SIS.

In addition, in the 5th week of each semester, teaching effectiveness evaluations have been added for all first-year courses (fall term only), all new courses and courses taught by an instructor for the first time, in order to receive feedback early enough in the term to make any potentially needed changes.

ACADEMIC ACTION POLICIES & PROCEDURES

A student must maintain a cumulative GPA of 2.00 or above at RIT Croatia in order to remain in good academic standing. To help students maintain satisfactory academic performance, RIT Croatia has set academic standards that serve to identify, warn, and provide timely intervention to a student who is experiencing academic difficulty.

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

Full-time degree-seeking undergraduate students will be placed on the Dean's List if their Term GPA is greater than or equal to 3.40; they do not have any grades of "Incomplete", "D" or "F", (including any

other non-credit but required courses); they have registered for, and completed, at least 12 credit hours.

Degree-seeking undergraduate students who maintain part-time status (i.e. never full-time) for the full academic year may qualify for Dean's List if they have completed at least nine credit hours during the academic year (fall, spring, and summer term) with a minimum Cumulative GPA of 3.40 or higher. This is accomplished without grades of "Incomplete," "D" or "F" and without being placed on probation. This Dean's List evaluation will occur at the end of the summer term or in the degree certification term.

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	3	12
Introduction to Psychology	3	A	4	12
Business I	3	A	4	12
TOTALS	16	-	-	57

Term GPA = (total points / total credits) = $57/16 = 3.56$ — **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	6
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
TOTALS	16	-	-	30

Term GPA = (total points / total credits) = $30/16 = 1.875$

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 placed on suspension after two probations will be suspended 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 a 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 faculty 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
TOTALS	16	-	-	12

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 or 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).

STUDENT ACADEMIC HONESTY POLICY AND PROCESS

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. 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, the faculty 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 instructor 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 members 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 perhaps losing awarded financial aid/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 an instructor 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, faculty member, and witnesses involved in a particular case may be present. Other persons who might be present at the hearing include those providing necessary access services. Specifically, practicing lawyers are not permitted to participate in the Academic Honesty Hearing as a representative of either the student or faculty. Also, parents/guardians are not permitted to participate in or be present during the Academic Honesty Hearing unless the involved student is under the age of 18. In those instances, the parent/guardian can observe the hearing process and give their son or daughter quiet counsel.

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

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

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

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 (CO-OP) AND CAREER SERVICES

The purpose of Co-op (Cooperative Education) is to help students better understand how the “real business world” outside of college functions. Work experience and business relationships gained on co-op will become very valuable when students graduate and are searching for a future job once their education is finished.

Cooperative Education is a **mandatory component of degree programs at RIT Croatia**. Co-op orientation sessions and individual meetings will be held during the school year to give students information about important co-op policies and procedures (approval, registration, evaluation, minimum work requirements), resume writing skills and job search strategies. RIT Croatia will **facilitate** many co-op opportunities, but **ultimately the responsibility of finding and completing a co-op, as well as the proper registration for a co-op, rests with each student**. Students are **advised to plan ahead and find their co-ops at least one term prior to the term they intend to be on co-op**, or for international co-ops, even earlier.

When students plan their co-ops, please note that instructors and the college expect students to be available for the full 16 weeks of the term, to fulfill all course requirements. Students **should not** schedule the start of a co-op until after the final exams (please refer to the Academic Calendar for details). Also, before students sign a co-op contract, they should make sure that it allows them to return to school **before** the start of the academic term. If students do sign a co-op contract that will cause them to be late in returning to school, they must contact their professors for approval and make arrangements to cover the missed material. Students should expect to be considered absent for missed classes and to have their grades penalized as a result of the absences.

Cooperative education is scheduled for the summer term. A student may decide to register and/or extend his or her co-op to fall and/or spring term; however, he or she needs to be aware of the fact that this decision can impact the length and/or cost of his or her studies. The student is solely responsible for the result of this decision. Students also **cannot be registered for co-op and for classes at the same time during the summer term**. If students do decide to work while scheduled for classes, this job cannot be considered a co-op and the work hours will not count towards a registered co-op.

Effective for students first enrolling at RIT Croatia as of the 2021-22 academic year, to obtain a four year degree in either **HTM, GBM or WMC a minimum of 800 working hours** is required (two co-op blocks), and students will earn 12 ECTS point for each co-op block. 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). 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 (a minimum of 40 hours per week for a minimum of 10 weeks) for students in GBM, HTM and WMC programs and 5 weeks and 200 hours (a minimum of 40 hours per week for a minimum of 5 weeks) for students in NMD program.** You do have the option to complete more co-op hours than the minimum requirements in a given co-op block, but the work will still be registered as one co-op.

Effective for the incoming class of the 2021-22 academic year, all undergraduate students, cooperative education **begins after completion of the first two years of coursework in the academic program (when a minimum of 55 credits have been earned).** For all undergraduate HTM students enrolled prior to the 2021-22 academic year, cooperative education begins after completion of the first year of coursework in the academic program (when a minimum of 27 credits have been earned).

All co-op requirements must be completed prior to a student's last academic term at the college. A student's last term at RIT Croatia must be an academic term (student cannot graduate on a summer, co-op term). **Students also cannot be registered for a co-op while they are on academic suspension or leave of absence.** In order for a student to receive credit for a co-op, he or she must be properly registered and evaluated.

A co-op can be found through the Career Services Office or it can be a self-placement option. All self-found co-ops have to be reported to the Career Services Office, which will further approve the co-op placement (based on the submitted offer letter from the employer). Once approved, the student can proceed with the registration process. Co-ops found through the Career Services Office do not require the approval process as this step has been agreed upon with company representatives beforehand and students immediately proceed with co-op registration.

Before the beginning of the co-op (course), the Career Services Office will inform students about the procedure and deadline for co-op registration. In order to register their co-ops, students need to have their employer sign and stamp the Co-op Registration Form before they submit it to the Career Services Office. Since co-op is treated like a course and requires registration, it is imperative that students follow co-op registration deadlines and submit their forms (offer letter if needed and registration form) by the given deadline. Failing to do so will result in a co-op being considered invalid and student will have to repeat the co-op assignment. This may result in a student not being able to graduate on time.

In order to receive a **passing grade** for a registered co-op, two evaluation forms must be submitted to the Career Services Office: the Employer Evaluation Form and the Student Co-op Report. These forms should be filled out upon completion of the co-op. The Career Services Office will notify students about the evaluation submission deadlines. Once both evaluation forms are received by the Career Services Office, and providing that the minimum co-op requirements have been met, and that the employer's evaluation is satisfactory, students will receive a grade of "S" (Satisfactory). However, if the minimum requirements have not been met, or the employer's evaluation is unsatisfactory, students will receive a grade of "F" (Fail).

Please note: The Career Services Office also conducts random co-op checks during the summer, to make sure that students register the actual company where they are working. If the Career Services Office discovers that students are not working at the company they registered, their co-op will not

be counted and students will receive a grade of “F” (Fail).

Some co-op positions require that students sign binding contracts with their employers. When students are working on any co-op, they are ambassadors for RIT Croatia. Disciplinary action will be taken in the instance that a student does not fulfill his or her contractual obligations, or if he or she is fired for disciplinary reasons. Disciplinary cases are referred to the Ombudsperson and the Associate Dean for review. In the past, students have received academic suspension from RIT Croatia for not fulfilling the terms of a co-op contract or for being fired for disciplinary reasons such as insubordination. With regard to co-op positions in Croatia and within the region, especially those provided through RIT Croatia’s Career Services Office, every student who is offered a co-op position must respond to the employer, by formally accepting or refusing the position in a timely manner. Accepting an offer of employment is a serious personal and professional obligation. Failure to honor these obligations reflects poorly on the students and on the entire college. A student who accepts a position and then “changes his or her mind” and refuses the offer risks damaging the college’s reputation and relationships with potential employers. Some employers have stopped seeking RIT Croatia students as employees because of such unprofessional behavior on the part of our students. Do not be the one who ruins employment opportunities for those who follow you.

Therefore, any student who formally accepts a co-op position, and does not subsequently report for work, as outlined in the employer’s terms and conditions, will be subject to disciplinary action from RIT Croatia. Terms of such disciplinary measures will be set by the Ombudsperson, the Career Services Office and the Associate Dean for Academic Affairs.

Co-op information and updates will be sent regularly by e-mail so it is each student’s responsibility to regularly read and check their RIT e-mail accounts during their studies at RIT Croatia. If students have additional questions, they should contact the Career Services Office. For more details on cooperative education procedures, please refer to the cooperative education handbook.

WRITING AND STUDY SKILLS LAB

The Writing Lab is a service which helps students improve their writing within the context of a course. The Writing Lab is not an editing service. The student brings a paper he or she is working on. The faculty member circles the errors and then teaches the student grammatical or organizational, spelling or vocabulary concepts he or she is missing.

Dubrovnik — Faculty member: Zrinka Friganović-Sain; E-mail: zrinka.friganovic-sain@croatia.rit.edu

Zagreb — Faculty member: Evelina Miščin; E-mail: evelina.miscin@croatia.rit.edu

Students can make appointments by sending an e-mail to the faculty member. Writing Lab working hours vary during the school year and are posted in the Tutoring Schedule located at Student Services reception. In Dubrovnik, the Writing Lab is located in room 14, and in Zagreb in room 15.

COMPUTER LABS

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

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

Computer Lab Rules are as follows:

1. Only current RIT Croatia students may use the computer labs. If asked, students must provide proof of being an RIT Croatia student by showing your x-card.
2. The following are forbidden:
 - a. eating or drinking
(Bringing food or beverages into the labs is prohibited. If you do bring food or beverages into the lab they must remain unopened and in your bag/back pack.)
 - b. chatting
 - c. viewing pornographic sites
 - d. playing computer games
 - e. listening to music (except via headphones)
 - f. disruptive activities
 - g. downloading, torrenting or streaming illegal content
3. Be careful during the operation of each computer.
4. Since computers are expensive to repair or replace, all students must follow the instructions for operating the computers and be careful not to damage them. The following rules apply to the operation of computers:
 - a) **Report any malfunctions or damaged equipment to the lab monitor immediately.**
 - b) Do not alter computer settings in any way.
 - c) Do not attempt to fix **anything** yourself, not computers nor the printers.
 - d) Do not disconnect the computers, cables or equipment.
 - e) Do not connect laptops in the local area network outlets.
5. **Students must save all personal work on USB sticks as any work left on the hard drive may be accessed and deleted from the memory.**
6. It is possible for other students to find your work on a lab computer and to copy it and had it in as their own. If the professor discovers two papers which are alike, you will both be reported for academic dishonesty. **Therefore, students must save their school work on a USB stick and delete it whenever they leave the lab.**
7. There is no one to clean up after students in the lab, so students should not leave paper or garbage in the labs. They should use the garbage and recycling bins.

8. When the lab is full, a student should limit themselves to academic work so that each student has adequate time to use the computers.

9. Classes and exams have priority for use of the labs, so students must leave the lab 10 minutes before the class or exam is scheduled to begin. Notification of scheduled classes will be posted on the door of the lab.

10. Students must finish their computer use by closing time.

11. Students must log out after using the computers.

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

Internet Service

Wi-Fi access is allowed with a valid RIT username. Please note that all RIT Croatia rules and policies need to be adhered to while using RIT Croatia Wi-Fi on non-RIT owned devices (laptops, tablets and phones). For any issues with internet services, please contact the ITS department.

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

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

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

RIT CROATIA LIBRARIES

In Dubrovnik, the library is located on the second floor in room 23.

In Zagreb, the library is located next to the entrance of the main building.

RIT Croatia Program Libraries' working hours vary during the year and are posted on the doors of the libraries each semester.

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

The RIT Croatia libraries offer a variety of resources and services, which include printed and electronic sources (books, magazines, and newspapers, senior projects) relevant to RIT Croatia's academic

programs, librarian assistance with research in the library and online, a study area, binding, color printing, scanning services and course packages.

Students will be charged for damaged and overdue materials. If students do not return materials to the library in good condition by the end of the term, they will be charged an overdue fee and if the item is lost, the replacement cost.

Reserve Books

Books on a 24/48/72 hour loan period are assessed at 2 EUR per day.

Books

All remaining library materials will have fixed fines per semester. For each book not returned by the last week of classes), a fee of 10 EUR will be charged to the student's account.

Note: Library Holds

Students with overdue library materials will have a financial hold placed on their record. Holds prevent students from receiving transcripts, verification of enrollment and their diploma. The hold will be removed once the student either returns the library materials or pays for them.

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

The RIT Library collections consist of:

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

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

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

library place materials on reserve for students to access within their course via the myLibrary link inside myCourses or by the link above.

- **Interlibrary Loan and IDS Express:** <https://ill.rit.edu/> If the RIT Library does not have the materials needed, they will obtain it for students. Requests are made online via the above link; there is no charge for this service.

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

- **Summon:** <http://library.rit.edu/summon> Summon is a search discovery tool allowing library users to search the full content of library materials from a single search box – providing a “Google-like” search experience for locating credible and reliable library content.

- **Assignment Calculator:** A project and time management tool with email reminders, branching to subject specialist librarians, specific resource assistance, help with developing and defining topics, creating a thesis statement, etc.: <http://library.rit.edu/researchguides/calculator/>

- **Information Literacy Tools:** <https://infoguides.rit.edu/informationliteracy> A series of self-paced video tutorial modules with assessment questions designed to enhance information literacy skills. Tutorials are provided by both ProQuest Research Companion and LIV@RIT.

- **InfoGuides:** <http://infoguides.rit.edu/> A series of library research guides created by RIT Librarians, to provide information and assistance in locating information and resources. Guides are both subject and course specific. Guides created in support of RIT Croatia courses can be found by clicking on the “Global Campuses” tab at <http://infoguides.rit.edu/croatia>. Course level guides are embedded within the “myLibrary” link in myCourses. There is also a guide created specifically for RIT CROATIA on using the RIT Library: <http://infoguides.rit.edu/croatia>.

- **Online Citation Management Tools:** The Library subscribes to and supports several web-based citation creation and citation management tools. These tools are EndNote, Mendeley, Zotero, BibGuru and NoodleTools. Information on creating accounts and using these tools and available via the following links:

- **EndNote:** <https://infoguides.rit.edu/endnote>
- **Mendeley:** <https://infoguides.rit.edu/mendeley>
- **Zotero:** <https://infoguides.rit.edu/zotero>
- **BibGuru:** <https://infoguides.rit.edu/bibguru/home>
- **NoodleTools:** <https://infoguides.rit.edu/noodlebib>

- **Citation Information:** The Library also supports citation work with resources for APA, MLA, IEEE and more. Each guide provides citation format examples for the most commonly types of cited sources along with in-text information, too. The guides are available at <https://library.rit.edu/citations>.

- **A-Z Publication List:** <http://library.rit.edu/search/journals> A popular and very useful tool that allows users to quickly determine whether the RIT Library subscribes to a particular publication.

STUDY ABROAD IN RIT DUBAI OR ROCHESTER (GLOBAL SCHOLARS PROGRAM)

Every student at RIT Croatia has the opportunity to study abroad at RIT Dubai or the main campus in Rochester in the fall and spring semesters, for a maximum of two semesters, and to participate in other study abroad programs at other RIT Global campuses. RIT Dubai and Rochester offer a variety of interesting courses for each degree area, and Academic Advisors are available to help students select the courses that are appropriate for their degree requirements. Students applying for the study abroad program should have Sophomore status (need to spend a minimum of two semesters at their home campus before applying to study abroad). For studying abroad at the Dubai or Rochester campus students have to be in a minimum of fourth semester at RIT Croatia. The International Student Office communicates the application procedure to all students and holds information sessions and individual meetings for students who want to know more about the program. Also, during and after the application procedure, students will work with the International Student Office Specialists on completing the required documentation.

Students who spend a semester or two at RIT Dubai or Rochester pay the RIT Croatia tuition rate. This is a great opportunity for students to experience the Dubai or Rochester campus and receive this tuition benefit. However, additional costs include accommodation, airfare, incountry visa expenses, and other RIT costs announced through the selection process. All students applying to RIT Dubai or Rochester are offered housing in the RIT Dubai or Rochester Residence Halls (dorms).

To find out more, students are encouraged to attend one of the Global Scholars Information Sessions and Fairs or to visit the International Student Office (room 22 in Zagreb and room 42 in Dubrovnik).

ERASMUS

Erasmus+ is a program designed by the European Union that aims to boost skills and employability, as well as modernize Education, Training, and Youth work. The program offers exciting opportunities for RIT Croatia students to study and work in one of the countries that is part of the Erasmus+ program. All students interested in being part of the Erasmus+ program need to apply to the Calls for applications that the International Student Office announces. Calls are announced every semester—one Call is announced during the fall semester and one during the spring semester. Students can participate in the Erasmus+ program through: a) Study mobility (spending a semester studying at a partner institution) or, b) Traineeship mobility (conducting co-op somewhere in Europe). Students are able to apply to both Study mobility as well as Traineeship mobility during their four years of study.

The International Student Office will conduct class visits, deliver Info Sessions and hold individual meetings throughout the academic year. All students interested in the Erasmus program are encouraged to contact the Erasmus Manager – erasmus@croatia.rit.edu

OTHER POLICIES

General Building Rules & Requests

Please keep in mind that the purpose of rules in any community is to make the living environment the most pleasant for all members of the community. If some members behave selfishly and refuse to follow the rules, the result is at least discomfort for the rest of the community and at worst increases in tuition costs due to maintenance, repair and replacement costs.

• Smoking cigarettes, electronic cigarettes and/or vapor cigarettes is not permitted inside the building or in the area immediately surrounding the building (specifically for the Dubrovnik campus). Smoking fines include: 133 € for the individual, 664 € for the Dean, and 3982 € for the college. **Consequently, students who break this rule will be reported to the Ombudsperson and will be subject to one hour of college service.**

- No pets are allowed in the building.
- There is a restroom designated as gender-neutral and wheel chair accessible at each campus.
- Eating and drinking is not allowed in class, the computer labs or the library.
- No advertising materials should be put on the bulletin boards nor distributed in the mail folders without the permission of RIT Croatia full-time Student Services Assistant (ground floor reception).
- Materials of any kind may not be taped to the walls or elevators.
- At the Dubrovnik campus, please use the elevator only if necessary due to a physical malady which makes the stairs difficult.
- Please make every effort to keep the noise level low as classes are in progress throughout the day.
- At the Dubrovnik campus, due to traffic in front of the building, please exercise caution when leaving the building.
- At the Dubrovnik campus, when opening windows or shutters, please make sure that they will not slam shut due to a draft.
- At the Dubrovnik campus, if the windows or shutters are open, please close them before you leave the space.
- Please turn off your computer, the lights and the AC when you leave the space you were using

NOTE: If students notice any damage or malfunctions around our building, they should notify the Facility Manager.

Alcohol & Drug Policy

The priority at RIT Croatia is education. The best environment for learning occurs when all of us are healthy and problems associated with alcohol and drug use are non-existent. This type of environment is the goal of our Alcohol and Drug Policy.

To achieve this goal, RIT Croatia will enforce a “**Zero Tolerance**” approach with regards to the use, or selling of drugs. Alcohol use during college hours will also not be tolerated, and immediate action will be taken against students caught violating this policy. At select college-sponsored events, the consumption of alcohol will be permitted on a controlled basis. Please note that this is a privilege granted to RIT Croatia since in the US the drinking age is 21 and RIT is a dry campus, meaning alcohol is not allowed at all.

RIT Croatia faculty and staff are also subject to national and local laws regarding alcohol and drug

use. Serious civil and criminal legal liabilities can result from possession, use, serving, sale or unlawful manufacturing of drugs and/or alcohol. RIT Croatia will not protect individuals or groups from law enforcement by legal authorities with respect to drugs and alcohol use or abuse.

All parties and social functions that are advertised as RIT Croatia events must be pre-approved by the President and Dean. Any party or function that has not received prior approval may not be advertised as an RIT Croatia function.

Weapons & Dangerous Instruments Policy

Like our policy for drugs, RIT Croatia will enforce a “Zero Tolerance” approach when it comes to students being found with weapons or dangerous instruments in the college or on the college grounds, or at college functions.

NOTE: RIT Croatia, including its faculty, staff, and students, is always being observed and judged by the community and students’ potential future employers. If one observes RIT Croatia students engaging in inappropriate behavior on or off RIT Croatia property, or if one sees people who are not members of our community behaving inappropriately in our building or at RIT Croatia events, he or she should notify the Facility Manager or another Student Services staff member.

EVACUATION PROCEDURES

Dubrovnik Campus:

In the event of a fire, alarms will go off in the entire building. Please follow the evacuation signs on the walls and evacuate the building immediately. Faculty and staff members will be leaders in the process of evacuation.

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

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

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

Zagreb Campus:

In the event of a fire, alarms will go off in the entire building. Please follow the evacuation signs on the ceilings and walls and evacuate the building immediately. Faculty and staff members will be leaders in the process of evacuation.

To exit the main building, you will be able to use five exits: northern (hallway behind the auditorium), western and eastern (main gates), northern student lounge exit on the west and gym evacuation exit on the east. In order to exit the smaller building, you have two options: the main door on the west and the evacuation exit (near the restrooms) on the east.

Please note that the elevators in the building complex cannot be used in the event of a fire and

the meeting point will be at the corner of Avenija Većeslava Holjevca and Damira Tomljanovića Gavrana (Bundek Park side).

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

**EARTHQUAKE PREPAREDNESS
EMERGENCY NUMBER: 112**

During earthquake



Take cover under a heavy desk or table.



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



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



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

After earthquake



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



Try to help injured people.



Turn off gas, water and electricity.



Go outside of the building.



Follow instructions from State Rescue Center.



Avoid driving and using phones of cell phones.

STUDENT CONDUCT EXPECTATIONS

An orderly environment promoting freedom of expression and inquiry is essential to the academic community. RIT Croatia believes that students are adults who are responsible for the consequences of their actions. An academic institution can and should discipline a student who violates rules, particularly when the student's conduct interferes with the safety or rights of the other members of the institutional community. On the other hand, students are responsible for using common sense and prudence in looking after their own safety and the safety of their property. When the boundaries between appropriate and inappropriate actions or behaviors are crossed, there need to be established procedures for dealing with the misconduct.

Any student/organization found to have committed the following prohibited conduct will be subject to disciplinary sanctions:

Endangering Behavior: Conduct that threatens or endangers the health and/or safety of a person(s);

Fraud: All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the college, and forgery, alteration or use of college documents or instruments of identification with intent to defraud;

Inappropriate Behavior: Unreasonable disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other college activities;

Harassment and Sexual Misconduct: Abuse, threats, intimidation, assault, coercion and/or conduct, by physical, verbal, written, photographic or electronic means, which threatens or endangers any person on RIT Croatia premises or at college-sponsored or supervised events. All forms of sexual misconduct, including any form of unwanted sexual contact, as well as stalking and relationship violence;

Discrimination: The treatment of an individual based on that individual's group, class, or category. Group, class, or category includes, but is not limited to, race, religion, age, citizenship, color, creed, culture, including deaf culture, actual or perceived disabilities, gender, marital status, ethnic or national origin, political affiliation or preference, military or veteran status, sexual orientation, gender identity, gender expression, or genetic predisposition;

Theft/Vandalism: Attempted or actual theft of, damage to, or unauthorized possession or alteration of either RIT Croatia property, or the property of a member of the college community or other personal or public property;

Failure to Comply: Failure to comply with direction of RIT Croatia officials or law enforcement officers acting in performance of their duties;

Violation of RIT Croatia Policies: Violation of published RIT Croatia policies, rules and regulations, including the RIT Croatia Safety Plan, Smoking Policy, Alcohol and Drug Policy, Weapons and Dangerous Instruments Policy;

Off Campus Behavior: Any off-campus behavior conduct which RIT Croatia deems demonstrates disregard for the rights of others;

Fire/Fire Safety: Setting a fire, causing a false fire alarm, or causing an unreasonable situation that creates a fire safety hazard;

Unauthorized Entry/Duplication: Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises;

Disorderly Conduct: Conduct which is disruptive, lewd or indecent and breaches the peace of the community, regardless of the intent;

Computer / Electronic Resource Misuse – Unauthorized access to data stored on servers, staff, faculty, lab, classroom, library computers or alteration of computer settings;

Video and Audio Recording: Video or audio recording of class lectures and college activities is not permitted (unless consent is granted as an academic accommodation under the Student Disability Policy). In addition, unauthorized content sharing of faculty-related course content is considered a violation of both intellectual property and GDRP laws.

Warnings and Sanctions

The following disciplinary sanctions may be imposed on students/organizations:

1. Disciplinary Probation: Exclusion from use of facilities or from participation in certain privileged or extracurricular activities and/or requirement to fulfill certain conditions as specified in the probation letter, plus notification that violation of a college policy, rule of regulation during the term of the disciplinary probation status will result in more severe sanctions. Disciplinary probation generally is not imposed for more than a year.
2. Disciplinary Suspension: Exclusion from classes and/or other privileges and activities as set forth in the suspension letter for a definite period of time, generally not to exceed two calendar years.
3. Disciplinary Expulsion: This would mean the termination of student status. Students may be expelled from the institution without any future opportunity for return or refund of tuition.

Student Conduct Hearings

Any member of the RIT Croatia community may file a complaint against any student for misconduct. The complaint would be reviewed by the Ombudsperson and be referred to the Student Conduct Officer for a hearing, if deemed appropriate.

Students who are accused of violating RIT Croatia non-academic policies and procedures are subject to adjudication by the RIT Croatia Associate Dean's Office. Student misconduct cases are resolved through hearings held by the RIT Croatia designated Student Conduct Officer, appointed by the Dean or the Associate Dean of RIT Croatia.

1. Notice of Allegations: Any student accused of non-academic misconduct at RIT Croatia will be asked to meet with the designated Student Conduct Officer and will be informed of the fact that a complaint has been filed against him/her, and be given the date, time and place of the student conduct hearing. The student will be sent a written or electronic notice with the allegations brought forth by a complainant(s). The notice shall describe the misconduct of which the student is being charged, and

specify the RIT Croatia rule or regulation upon which the charges are being based. The written notice of the hearing shall include the names of individuals expected to be present at the hearing.

2. Scheduling:

The hearing will be arranged expeditiously after the student receives notice of the complaint. All hearings will be conducted in private.

3. Hearing Procedures:

a. The designated Student Conduct Officer will read aloud all material evidence that has been submitted regarding the allegation of misconduct.

b. The student will then have the opportunity to refute or explain the material evidence or add information regarding the allegation. The designated Student Conduct Officer will then ask questions regarding the information shared by the student. The student may choose to remain silent, not answer any questions or not make any statements.

c. The accused student and the designated Student Conduct Officer each have the privilege of bringing in witnesses and questioning the witnesses regarding the allegations of misconduct. No character witnesses will be permitted.

d. All procedural questions will be decided in the sole discretion of the designated Student Conduct Officer. The designated Student Conduct Officer may decide to adjourn the hearing for a reasonable period of time.

e. Following questions, explanations and discussions, the student may be asked to leave the room so the designated Student Conduct Officer can determine the outcome of the hearing. The designated Student Conduct Officer will then inform the student of the decision.

f. Within seven (7) days of the hearing the accused student will be sent a written notice of the decision and any sanction imposed.

g. A copy of the decision letter will be placed in the student's educational file at RIT Croatia.

h. An appeal of the decision must be filed with the Ombudsperson of RIT Croatia within 10 days of the date of the mailing of the sanction letter.

4. Appeals:

a. Students found responsible for non-academic misconduct have the right to appeal the decision to the Ombudsperson.

b. Grounds for appeal are:

1. To determine whether the decision making process and hearing was conducted fairly in light of the charges and evidence presented and in accordance to the RIT Croatia Student Conduct Process

2. To determine whether the decision reached was based upon substantial evidence

3. To determine whether the sanction imposed was appropriate for the violation which the student was found to have committed
4. To consider new evidence which was not brought out in the original hearing and which is sufficient for a reasonable person to alter the decision
5. To determine whether the designated Student Conduct Officer was biased or otherwise not able to consider the case objectively

c. Procedure:

1. An accused student can file a written appeal based upon one or more of the grounds listed above to the Ombudsperson within seven (7) business days of the mailing of the conduct decision notice.
2. The designated Student Conduct Officer will be informed of the appeal and also file a letter with the Ombudsperson explaining the rationale for the decision rendered.
3. The Ombudsperson will review the letter written by the student, the designated Student Conduct Officer, and RIT Croatia rules and regulations and determine whether the appeal will be granted, denied or the original decision will be altered. The Ombudsperson may choose to meet with the student and designated Student Conduct Officer to hear oral statements regarding the case.
4. The Ombudsperson will send a letter to the student appealing with the final decision within seven (7) business days of receiving the appeal letter.
5. If the accused student believes the decision of the Ombudsperson is incorrect or unfair, she or he may appeal to the Associate Dean of RIT Croatia following the same procedure outlined above.
6. The decision of the Associate Dean of RIT Croatia will be final.

STUDENT GOVERNMENT & CLUBS

The Student Government is a self-governing organization of and for the students of RIT Croatia. The Student Government works to improve the quality of student life at RIT Croatia and represents all RIT Croatia students.

The Student Government is represented through an elected body, called the Members Cabinet. Members Cabinet consists of two RIT Croatia Student Government Cabinets: RIT Croatia Dubrovnik campus Student Government Members Cabinet and RIT Croatia Zagreb campus Student Government Members Cabinet. They are all together responsible for the establishment of Student Government long-range goals, organizing various student events, managing the Student Government financial funds, preparation of the budget and disbursement of funds to student events and projects and dealing with suggestions and issues raised by the students regarding programs, courses and classes.

The Members Cabinet also works on establishing relationships that are beneficial for RIT Croatia and its students with such organizations as the Student Government of all Global campuses, the Croatian

Student Organization, Croatian Student Council of Universities and University Colleges of Applied Sciences and other organizations.

The members of the Student Government divide various functions among themselves, such as taking care of events and sports activities and helping student clubs with their operations. The Student Government will ensure that the interests of all the students are properly represented as well as addressed by RIT Croatia's administration, staff and faculty. In order to assure this, Members Cabinet will announce frequent open sessions for students to participate in.

Participation in Student Government, college clubs, and sport teams is encouraged at RIT Croatia; however, it is important to recognize that the primary focus of college is on learning and career development. Being involved in Student Government activities is a great experience and valuable addition to a student's CV. All information for Members Cabinet elections and Student Government activities will be shared through appropriate communication channels (such as email and social media).

DATA PRIVACY NOTICE FOR STUDENTS AND ALUMNI

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

Who Is Responsible For Your Personal Data?

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

For Which Purposes Do We Use Your Personal Data?

We will process your personal data as required in connection with your 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 you about scholarship and financial aid opportunities
- Advising you about study abroad and Erasmus opportunities
- Contacting you about your outstanding dues or overpayments
- Career planning and development, cooperative education employment opportunities, guidance for employment opportunities, communication with your employers to ensure proper grading
- Academic advising to ensure proper academic guidance during your studies at RIT Croatia
- Advising you and your 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 your contact info, work place data, place of residence and additional education information
- Advising you about further education opportunities at RIT Croatia
- Advising you about career opportunities, career planning and development
- Advising you about scholarship and financial aid opportunities
- Contacting you about your outstanding dues or overpayments
- Advising you 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 your personal data 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 your interests or fundamental rights and freedoms. In addition, the processing may be based on your consent where you have expressly given that to us.

Which Personal Data Do We Collect?

Unless otherwise agreed with you, we will collect only personal data which are required in connection with our 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 your high school studies and previous college records including grades and information regarding any disciplinary processes
- Information about your finances, family employment status and family finances if you apply for our financial aid programs.
- Degree continuation related information processed in connection with your enrollment or voluntarily provided by you, such as alternate email addresses, information about your personal and professional life, etc.

- Identification documentation, such as copies of your passport, driving license, national or work ID card, or other documentation required by law (which may include photographs of your face)
- Professional details where applicable or necessary to aid in your career development, such as your work contact details, position and career data, CV, details of your 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?

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

How Do We Protect Your Personal Data?

We maintain physical, electronic and procedural safeguards in accordance with data protection requirements to protect your personal data from unauthorized access or intrusion. These safeguards include implementing specific technologies and procedures designed to protect your privacy, such as secure filing cabinets, servers, firewalls and SSL encryption. We will at all times strictly comply with applicable laws and regulations regarding the confidentiality and security of personal data.

With Whom Will We Share Your Personal Data?

We may share your personal data with:

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

legal obligation or for the establishment, exercise or defense of legal claims.

- Otherwise, we will only disclose your personal data when you direct or give us permission, when we are required by applicable law or regulations or judicial or official request to do so, or when we suspect fraudulent or criminal activities.

Where Do We Process Your Personal Data?

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

Your Data Protection Rights

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

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

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

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

Are You Required To Provide Personal Data?

As a general principle, you will provide us with your personal data entirely voluntary. However, in certain circumstances we are required to collect certain personal data for legal purposes, for example because this personal data is required to be able to issue you a diploma, or provide evidence of legally required trainings or qualifications. In these cases, if you do not provide us with your personal information, we may be unable to properly administer your enrollment, assign certain tasks to you or permit you to participate in certain activities or services offered in connection with your studies at RIT Croatia.

How Long Do We Store Personal Data?

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

Updates Of This Data Privacy Information

This Data Privacy Notice was last updated in May 2018. We reserve the right to update and change this Data Protection Notice from time to time in order to reflect and changes to the way in which we use your personal data or changing legal requirements. Any amended information 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 you have any questions regarding your rights or if you have any specific requests relating to your personal data please contact us at:

Data Protection Officer: dpo@croatia.rit.edu

First Aid & Medical Treatment

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

For any additional information, students may contact the Croatian Institute for Health Insurance in Dubrovnik.

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

E-Mail: scdu@unidu.hr

Dubrovnik Libraries

1. Public Library

Address: Od Puča 6 (Old Town), Dubrovnik

Phone: (020) 323 911

2. Scientific Library

Address: Cvijete Zuzorić 4 (Old Town), Dubrovnik

Phone: (020) 441 986

HZZO (Hrvatski zavod za zdravstveno osiguranje)
(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

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

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

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

Emergency Only 112	Police 192	Fire Department 193	Emergency Room 194	Information 11888
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LIVING IN ZAGREB

First Aid & Medical Treatment

If students should 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, students will only be able to get emergency medical treatment at a Zagreb Hospital. There are many hospitals in Zagreb; here students 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, Kišpatićeva 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

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

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

Heinzelova 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

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Last updated: September, 2023

Zagreb Libraries:

1. A. Kovačić

<http://www.kgz.hr/default.aspx?id=62>

Address: Trg žrtava fašizma 6
10290 Zaprešić

Phone: (01) 3310 290

2. A. Cesarec

<http://www.kgz.hr/default.aspx?id=66>

Address: Šubićeva 40/2, 10000 Zagreb

Phone: (01) 2313 066

3. B. Ogrizović

<http://www.kgz.hr/default.aspx?id=72>

Address: Preradovićeva 5, 10000 Zagreb

Phone: (01) 4810 704

4. B. Adžija

<http://www.kgz.hr/default.aspx?id=68>

Address: Trg Petra Krešimira IV/2
10000 Zagreb

Phone: (01) 4655 025

5. Dubec

<http://www.kgz.hr/default.aspx?id=69>

Address: Rudolfa Ivankovića 34
10000 Zagreb

Phone: (01) 2922 208

6. Dubrava

<http://www.kgz.hr/default.aspx?id=70>

Address: Avenija Dubrava 51a
10000 Zagreb

Phone: (01) 2851 788

7. Dugave

<http://www.kgz.hr/default.aspx?id=71>

Address: Dugave, Ulica sv. Mateja 7
10000 Zagreb

Phone: (01) 6623 202

8. Gajnice

<http://www.kgz.hr/default.aspx?id=96>

Address: Meksička ulica 6
10000 Zagreb

Phone: (01) 3454 031

9. Gornje Vrapče

<http://www.kgz.hr/default.aspx?id=63>

Address: Trg Stjepana Severa 1
10000 Zagreb

Phone: (01) 3487 060

10. Zagreb City Library

<http://www.kgz.hr/default.aspx?id=61>

Address: Starčevićev trg 6,
10000 Zagreb

Phone: central (01) 4694 300
informations (01) 4572 084

11. National and University Library

<http://www.nsk.hr/>

Address: Hrvatske bratske zajednice 4
10000 Zagreb

Phone: (01) 6164 040

CONSENT FORM FOR PHOTOS/VIDEOS

(Please indicate your agreement that RIT Croatia has permission use your personal data below mentioned for the purposes as explained below by stating your name, ticking the boxes below and by signing this document. Please read our Data Privacy Notice to learn more about how we process your personal data.)

I,,
(first and last name)

hereby give my consent to RIT Croatia to use my image, video footage of my image, materials containing my image (digital, print, video footage) and the basic personal data that may also include my contact data (such as name and job title), in connection with:

- My business relationship with RIT Croatia – online and offline
- Marketing campaigns and media relations activities
- Promotional print marketing materials – internal newsletters and magazines, brochures, posters, leaflets, etc.
- Communication online – websites and various social media pages such as Facebook, LinkedIn, Instagram, etc.

PLEASE CHECK:

- Consent for business relationship purposes:
- Marketing campaigns and media relations activities – online and offline
- Promotional print marketing materials – internal newsletters and magazines, brochures, posters, leaflets, etc.
- Communication online – websites and various social media pages such as Facebook, LinkedIn, Instagram, etc.

I understand that my consent is voluntary and that I have the right, at any time, to partially or completely revoke my consent with effect for the future by contact RIT Croatia at: human.resources@croatia.rit.edu or dpo@croatia.rit.edu

Signature Date

CONSENT FORM AAI Identity

.....
(first and last name)

Every student in Croatia has a right to an email address within a national AAI@edu.hr portal. This email address enables easy access to nationally regulated student privileges and also serves as a research tool for public agencies and ministries. By checking the below consent and signing this document, you agree that your AAI email address can be used as a point of contact for the purposes of research and administering student rights and privileges.

Svaki student u Republici Hrvatskoj može dobiti email adresu za korisnički pristup unutar AAI@edu.hr nacionalnog portala. Ovak email omogućava administraciju i praćenje nacionalno reguliranih studentskih prava i služi kao izvor informacija za relevantne državne agencije i ministarstva. Potpisom ove privole suglasni ste da se vaša AAI email adresa koristi u svrhe nacionalnih istraživanja i ostvarivanje studentskih prava.

I hereby agree that my email address can be used for student related research as well as for regulation of my student rights in Croatia.

Signature Date

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

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

Please provide information from the educational records of

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

to:

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

parents/guardian Name(s)

.....

prospective employer

attorney

other (specify)

.....

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

transcripts/grades

disciplinary records (academic honesty and academic actions reports)

recommendations for employment or admission to other schools

financial

all records

other (specify)

.....

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

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

.....

.....

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

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

Name (print)

ID Number

Signature

Date

ACADEMIC HONESTY POLICY

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 an instructor. 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 an instructor 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 instructor 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.

HONOR CODE AGREEMENT

"I have read and understand the RIT Croatia Academic Honesty Policy. I pledge that while I am at RIT Croatia I will uphold the highest ethical standards, and that I will commit no acts of Academic Dishonesty. I further understand the full range of consequences for such behavior, including the possibility of failure of courses or expulsion from the Institution."

Student Full Name (printed)

.....

Signature Date

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ZAGREB Damira Tomljanovića Gavrana 15, 10 000 Zagreb, Hrvatska
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