

Temeljem članka 4. stavka 2. točke 1. i članka 71. stavka 6. Zakona o visokom obrazovanju i znanstvenoj djelatnosti (Narodne novine br. 199/22, u daljnjem tekstu: "ZVOZD") i članka 22. Statuta RIT Croatia, uz suglasnost Vijeća veleučilišta, dekanica RIT Croatia dr. sc. Irena Guszak dana 14. kolovoza 2024. donosi

Pursuant to the Article 4 paragraph 2 item 1 and Article 71 paragraph 6 of the Law on Higher Education and Scientific Activity (Official Gazette no. 199/22, hereinafter: LHESA) and the Article 22 of the Statute of RIT Croatia, with the approval of the Academic Senate, President and Dean of RIT Croatia Irena Guszak, PhD, on August 14th 2024 adopts

PRAVILNIK O UPISIMA I STUDIRANJU NA RIT CROATIA

RULEBOOK ON ENROLLMENT AND STUDYING AT RIT CROATIA

Opće odredbe

General provisions

Članak 1.

Article 1

(1) Ovim Pravilnikom o studiranju na RIT Croatia (u daljnjem tekstu: "Pravilnik") uređuje se sustav studiranja, studijski programi, upisi na studij, ustroj i izvedba studija te prava i obveze studenata na RIT Croatia.

(1) This Rulebook on Studying at RIT Croatia (hereinafter: "Rulebook") regulates the study system, study programs, enrollment, organization and delivery of study programs, and the rights and obligations of students at RIT Croatia.

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

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

Studijski programi

Study programs

Članak 2.

Article 2

(1) RIT Croatia ustrojava i izvodi prijediplomske stručne studije u skladu sa Zakonom o visokom obrazovanju i znanstvenoj djelatnosti (Narodne novine br. 199/22) i Statutom RIT Croatia, temeljem izdanih dopusnica Ministarstva znanosti i obrazovanja (u daljnjem tekstu: "Dopusnica Ministarstva") i Potvrde o ispunjavanju uvjeta za obavljanje djelatnosti visokog obrazovanja Ministarstva znanosti i obrazovanja, KLASA: 602-04/20-13/00039, URBROJ: 533-04-21-0007, od 11. srpnja 2021. godine (u daljnjem tekstu: "Potvrda Ministarstva").

(1) RIT Croatia establishes and delivers undergraduate professional study programs in accordance with the Law on Higher Education and Scientific Activity (Official Gazette no. 199/22) and RIT Croatia Statute, based on permits issued by the Ministry of Science and Education (hereinafter: "Ministry Permit") and Certificate on the fulfilment of the conditions for the pursuit of higher education activities of the Ministry of Science and Education, Class no.: 602-04/20-13/00039, Ref. no: 533-04-21-0007, dated July 11th, 2021 (hereinafter: "Ministry Certificate").

(2) RIT Croatia izvodi prijediplomske stručne studije Service Management i Informacijske tehnologije u svom sjedištu u Dubrovniku, temeljem Dopusnica Ministarstva od 8. travnja 2011. i 26. srpnja 2011. godine te Potvrde Ministarstva.

(2) RIT Croatia delivers undergraduate professional study programs in Hospitality and Tourism Management (Service Management) and Web and Mobile Computing at its headquarters in Dubrovnik, based on the Ministry Permits dated April 8th, 2011, and July 26th, 2011, as well as the Ministry Certificate.

(3) RIT Croatia izvodi prijediplomske stručne studije Informacijske tehnologije, Međunarodno

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poslovanje i Dizajn novih medija izvan sjedišta RIT Croatia, u Zagrebu, temeljem Dopusnica Ministarstva od 2. studenoga 2012. godine, 25. travnja 2013. godine i 13. lipnja 2022. godine, te Potvrde Ministarstva.

(4) Prijediplomski stručni studiji se na RIT Croatia izvode i organiziraju kao redoviti studiji.

(5) Prijediplomski stručni studiji koje izvodi RIT Croatia traju četiri (4) godine i njihovim završetkom stječe se 240 ECTS bodova.

(6) Završetkom prijediplomskih stručnih studija stječe se stručni naziv prvostupnik / prvostupnica (baccalaureus / baccalaurea) uz naznaku struke u skladu s posebnim zakonom.

(7) Iznimno, završetkom prijediplomskog stručnog studija u znanstvenom području tehničkih znanosti, stječe se stručni naziv prvostupnik / prvostupnica (baccalaureus / baccalaurea) inženjer / inženjerka uz naznaku struke.

(8) Završetkom prijediplomskih stručnih studija stječe se i američka diploma koju izdaje Rochester Institute of Technology, Rochester, New York, SAD.

(3) RIT Croatia delivers undergraduate professional study programs in Web and Mobile Computing, Global Business Management (International Business) and New Media Design outside the headquarters of RIT Croatia, in Zagreb, based on the Ministry Permits dated November 2nd, 2012, April 25th, 2013, and June 13th, 2022, and Ministry Certificate.

(4) Undergraduate professional study programs are delivered and organized as full-time study programs at RIT Croatia.

(5) Undergraduate professional study programs delivered by RIT Croatia last four (4) years and upon completion, 240 ECTS points are earned.

(6) Upon completion of undergraduate professional study program, the professional title of bachelor (baccalaureus / baccalaurea) is acquired, with an indication of the profession in accordance with the special law.

(7) Exceptionally, upon completion of an undergraduate professional study program in the scientific field of technical sciences, the professional title of bachelor (baccalaureus / baccalaurea) engineer is acquired with an indication of the profession.

(8) Completion of undergraduate professional study program is accompanied by an American degree awarded by the Rochester Institute of Technology, Rochester, New York, USA.

Upisi na studij

Članak 3.

(1) Upis na studij se vrši temeljem natječaja za upis (u daljnjem tekstu: Natječaj).

(2) Natječaj se objavljuje na mrežnim stranicama RIT Croatia, na način i u rokovima propisanim Statutom RIT Croatia i ZVOZD-om.

(3) Natječaj za upis sadrži: broj upisnih mjesta, uvjete upisa, kriterije za izbor kandidata, rokove za upis, podatke o postupku upisa i ispravama potrebnim za upis koje je potrebno predati zajedno s prijavom.

(4) Status studenta RIT Croatia stječe se upisom, a dokazuje se studentskom iskaznicom sukladno

Admission to the study program

Article 3

(1) Admission to the study program shall be by means of a call for admission (hereinafter: the Call).

(2) The Call is published on the RIT Croatia website in the manner and within the time limits prescribed by the Statute of RIT Croatia and LHESA.

(3) The Call for admission contains: the number of available seats, the conditions for admission, the criteria for selecting candidates, the deadlines for admission, information on the admission procedure and the documents necessary for admission that need to be submitted together with the application.

(4) The status of RIT Croatia student is acquired by enrollment and is proved by a student card in

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Pravilniku o studentskoj ispravi (Narodne novine br. 101/2023).

(5) Broj upisnih mjesta na pojedinom studiju utvrđuje Vijeće veleučilišta sukladno Statutu RIT Croatia i ZVOZD-u.

(6) Upisi studenata koji prelaze s drugih studija regulirani su Pravilnikom o uvjetima upisa i prijelaza s drugih studija na stručne preddiplomske studije RIT Croatia od 1. kolovoza 2018. godine.

accordance with the Rulebook on the Student Card (Official Gazette no. 101/2023).

(5) The number of enrollment places in each study program is determined by the Academic Senate in accordance with the Statute of RIT Croatia and LHESA.

(6) Enrollment of students transferring from other study programs is regulated by the Rulebook on conditions for enrollment and transfer from other study programs to professional undergraduate study programs at RIT Croatia from August 1st, 2018.

Akademski godina

Academic year

Članak 4.

Article 4

(1) Akademski godina na RIT Croatia svake godine započinje 1. rujna, a završava 31. kolovoza iduće godine.

(1) The academic year at RIT Croatia begins on the September 1st of each year and ends on August 31st of the following year.

(2) Nastava se odvija prema Akademskom kalendaru kojeg donosi Dekan.

(2) Classes take place according to the Academic Calendar adopted by the Dean.

(3) Akademski kalendar objavljuje se na oglasnoj ploči i web stranici RIT Croatia.

(3) The Academic Calendar is published on the bulletin board and on the website of RIT Croatia.

(4) Raspored odvijanja nastave objavljuje se na oglasnoj ploči i web stranici RIT Croatia.

(4) The schedule of classes is published on the bulletin board and on the website of RIT Croatia.

Semestralni prosjek ocjena (GPA)

Semester Grade Point Average (GPA)

Članak 5.

Article 5

(1) Po završetku svakog semestra studentu se računa semestralni prosjek ocjena (GPA).

(1) At the end of each semester, the student is given a semester grade point average (GPA).

(2) Semestralni prosjek ocjena (GPA) računa se u skladu s američkim akademskim standardima.

(2) The semester grade point average (GPA) is calculated according to American academic standards.

(3) Detaljan opis izračuna semestralnog prosjeka ocjena (GPA) i uvjeta koje student mora ostvariti u semestru vezano za semestralni prosjek ocjena (GPA) objavljuje se svake akademske godine u Studentskom priručniku.

(3) A detailed description of the calculation of the semester grade point average (GPA) and the criteria that a student must meet in a semester related to the semester grade point average (GPA) is published each academic year in the Student Handbook.

Ocjenjivanje uspjeha studenata

Evaluation of student performance

Članak 6.

Article 6

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(1) Uspjeh studenta na ispitu i drugim provjerama znanja izražava se sljedećim ocjenama: izvrstan (5), vrlo dobar (4), dobar (3), dovoljan (2), nedovoljan (1) i odgovarajućom američkom skalom ocjenjivanja (ocjenama od A do F):

- ocjena izvrstan (5) odgovara ocjeni A, A-
- ocjena vrlo dobar (4) odgovara ocjeni B, B-, B+
- ocjena dobar (3) odgovara ocjeni C, C-, C+
- ocjena dovoljan (2) odgovara ocjeni D
- ocjena nedovoljan (1) odgovara ocjeni F.

(2) Sve ocjene unose se u u bazu studentskih podataka (SIS).

(3) Svaka ocjena predstavlja zbroj različitih komponenti unutar pojedinog kolegija.

(4) Detaljnije informacije o ocjenama i drugim načinima ocjenjivanja uspjeha studenata dostupne su u Studentskom priručniku i u nastavnom planu pojedinog kolegija.

(1) A student's performance in exams and other assessments is expressed by the following grades: excellent (5), very good (4), good (3), sufficient (2), insufficient (1) and the corresponding American grading scale (grades from A to F):

- Grade excellent (5) corresponds to grade A, A-
- Grade very good (4) corresponds to grade B, B-, B+
- Grade good (3) corresponds to grade C, C-, C+
- Grade sufficient (2) corresponds to grade D
- Grade insufficient (1) corresponds to grade F.

(2) All grades are entered into the Student Information System (SIS).

(3) Each grade represents the sum of various components within a specific course.

(4) More detailed information regarding grading and other types of evaluation of student success are available in the Student Handbook and in the syllabus of each course.

Uvjeti za diplomiranje

Članak 7.

(1) Kako bi stekao pravo na diplomu, student mora:

- ostvariti ukupni prosjek ocjena (GPA) od minimalno 2.00 prema američkom sustavu ocjena,
- ostvariti najmanje 123 - 126 američka kredita (ovisno o programu) odnosno 240 ECTS bodova,
- podmiriti sve financijske obveze,
- uspješno odraditi stručnu praksu,
- ispuniti preko Studentskog Informacijskog Sustava (SIS) "Prijavu za diplomiranje (*Application for graduation*)",
- ispuniti obrazac "Statistički list" i dostaviti ga Studentskoj službi,
- razriješiti sva dugovanja u Knjižnici.

(2) Diplomiranje s počastima ovisi o prosjeku ocjena iz svih kolegija, prema sljedećim kriterijima:

- Summa cum laude - Najviša akademska počast, američki prosjek ocjena (GPA) 3.80,

Requirements for graduation

Article 7

(1) In order to graduate, a student must:

- achieve a minimum overall GPA of 2.00 according to the American grading system,
- earn a minimum of 123 - 126 American credits (depending on the program) or 240 ECTS points,
- settle all financial obligations,
- successfully complete Cooperative Education obligations,
- submit an "Application for graduation" through the Student Information System (SIS),
- complete the "Statistical Sheet" form and submit it to the Student Services,
- resolve any outstanding library dues.

(2) Graduating with honors depends on the GPA from all courses, according to the following criteria:

- Summa cum laude - Highest academic honor, American GPA of 3.80,

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- Magna cum laude - Visoka akademska počast, američki prosjek ocjena (GPA) 3.60,
- Cum laude - Akademska počast, američki prosjek ocjena (GPA) 3.40.
- Magna cum laude - High academic honor, American GPA of 3.60,
- Cum laude - Academic honor, American GPA of 3.40.

Raspored predavanja i pohađanje nastave

Članak 8.

(1) Raspored nastave za svaki semestar donosi se prije početka semestra i objavljuje na oglasnoj ploči i mrežnim stranicama RIT Croatia.

(2) Student RIT Croatia sam izrađuje svoj individualni raspored predavanja, putem Studentskog Informacijskog Sustava (SIS) www.sis.rit.edu.

(3) Prisustvovanje predavanjima na RIT Croatia je obvezno.

(4) U slučaju da student mora izostati s nastave, obvezan je unaprijed obavijestiti nastavnika.

(5) Nastavnik nije obvezan opravdati izostanak s nastave.

(6) Izostanci utječu na konačnu ocjenu iz svakog kolegija.

(7) Detaljnije informacije o rasporedu nastave, pohađanju nastave, kolegijima i povlačenju kolegija dostupne su u Studentskom priručniku.

Prava i obveze studenata

Članak 9.

(1) Student ima pravo na:

- izvedbu studija u skladu s izvedbenim planom studija,
- sudjelovanje u znanstvenom odnosno umjetničkom i stručnom radu,
- slobodu iskazivanja mišljenja i stajališta tijekom nastave i drugih aktivnosti u skladu s općim aktima RIT Croatia,
- besplatno korištenje građe knjižnice te znanstvenih i stručnih izvora na RIT Croatia,

Schedule of classes and class attendance

Article 8

(1) The class schedule for each semester is made before the beginning of the semester and published on the bulletin board and the RIT Croatia website.

(2) RIT Croatia students create their individual class schedules through the Student Information System (SIS) at www.sis.rit.edu.

(3) Attending classes at RIT Croatia is mandatory.

(4) If a student must miss a class, they are required to notify the instructor in advance.

(5) The instructor is not obligated to excuse the absence.

(6) Absences affect the final grade in each course.

(7) More detailed information about the class schedule and attendance is available in the Student Handbook.

Rights and obligations of students

Article 9

(1) The student has the right to:

- the delivery of the study program in accordance with the program delivery plan,
- participation in scientific, artistic, and professional work,
- freedom of expression of opinions and views during classes and other activities in accordance with the regulations of RIT Croatia,
- free use of library materials and scientific and professional resources at RIT Croatia,

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- izjašnjavaње o kvaliteti nastave i nastavnika najmanje jednom godišnje u sklopu provedbe unutarnjeg sustava osiguravanja kvalitete,
- pritužbu na povredu prava propisanih ZVOZD-om i općim aktima RIT Croatia,
- druga prava propisana ZVOZD-om, drugim primjenjivim zakonima i podzakonskim aktima, statutom RIT Croatia i drugim općim aktima RIT Croatia.
- express opinions on the quality of teaching and instructors at least once a year as part of the internal Quality Assurance System,
- file complaints about violations of rights prescribed by LHESA and the regulations of RIT Croatia,
- other rights prescribed by LHESA, other applicable laws and regulations, the Statute of RIT Croatia, and other regulations of RIT Croatia.

(2) Student ima obvezu:

- pravodobno izvršavati nastavne i druge obveze na RIT Croatia,
- poštovati sva pravila propisana ZVOZD-om, drugim primjenjivim zakonima i podzakonskim aktima, statutom RIT Croatia i drugim općim aktima RIT Croatia,
- završiti studij najkasnije u roku koji je dvostruko dulji od trajanja studija.

(3) Prava i obveze studenta miruju za vrijeme trudnoće, do godine dana starosti djeteta, nesposobnosti za rad dulje od tri mjeseca te u drugim opravdanim slučajevima propisanim ZVOZD-om, drugim zakonima ili općim aktima RIT Croatia.

(4) Stegovna odgovornost studenata RIT Croatia propisana je Pravilnikom o stegovnoj odgovornosti studenata RIT Croatia.

(2) The student has the obligation to:

- timely fulfill academic and other obligations at RIT Croatia,
- adhere to all rules prescribed by LHESA, other applicable laws and regulations, the Statute of RIT Croatia, and other regulations of RIT Croatia,
- complete their study program no later than twice the duration of the standard study period.

(3) The rights and obligations of the student are suspended during pregnancy, up to the child's first year of age, incapacity for work longer than three months, and in other justified cases prescribed by LHESA, other laws, or general acts of RIT Croatia.

(4) The disciplinary responsibility of RIT Croatia students is prescribed by the RIT Croatia Rulebook on Disciplinary Responsibility of Students.

Školarina

Članak 10.

Pravila o plaćanju školarine, povratu školarine, te ostale upute vezane za školarinu objavljuju se svake akademske godine u Studentskom priručniku.

Stručna praksa

Članak 11.

(1) Stručna praksa obvezna je za sve studente RIT Croatia.

(2) Cilj stručne prakse je omogućiti studentima stjecanje radnog iskustva, razvijanje potrebnih

Tuition

Article 10

Rules on tuition payment, tuition refunds, and other instructions related to tuition are published each academic year in the Student Handbook.

Cooperative Education

Article 11

(1) Cooperative Education is mandatory for all RIT Croatia students.

(2) The aim of Cooperative Education is to provide students with work experience, develop necessary

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vještina i upotpunjavanje teorijskog i praktičnog znanja.

(3) RIT Croatia posreduje u uspostavljanju kontakata i pronalaženju prilika za obavljanje stručne prakse, no student je odgovoran za pronalaženje i uspješno odrađivanje stručne prakse.

(4) Ostala pravila o stručnoj praksi na RIT Croatia propisana su Pravilnikom o stručnoj praksi RIT Croatia i Studentskim priručnikom.

skills, and complement their theoretical and practical knowledge.

(3) RIT Croatia facilitates the establishment of contacts and finding opportunities for Cooperative Education, but the student is responsible for finding and successfully completing their Cooperative Education requirements.

(4) Other rules regarding Cooperative Education at RIT Croatia are prescribed by the RIT Croatia Rulebook on Cooperative Education and the Student Handbook.

Zaštita osobnih podataka i pravo na pristup informacijama

Članak 12.

(1) RIT Croatia posluje u skladu s načelima i odredbama uredbe (EU) 2016/679 Europskog parlamenta i vijeća od 27. travnja 2016. o zaštiti pojedinaca u vezi s obradom osobnih podataka i o slobodnom kretanju takvih podataka te o stavljanju izvan snage Direktive 95/46/EZ (u daljnjem tekstu: "Opća uredba o zaštiti podataka") i u skladu s propisom *Family Educational Rights and Privacy Act* (u daljnjem tekstu: "FERPA") od 21. kolovoza 1974. godine.

(2) Pravila o zaštiti osobnih podataka na RIT Croatia propisana su Pravilnikom o zaštiti osobnih podataka RIT Croatia i Studentskim priručnikom.

Protection of personal data and right of access to information

Article 12

(1) RIT Croatia operates in accordance with the principles and provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter: General Data Protection Regulation) and Family Educational Rights and Privacy Act (hereinafter: FERPA) dated August 21st, 1974.

(2) Rules on personal data protection at RIT Croatia are prescribed by the RIT Croatia Rulebook on the protection of personal data and the Student Handbook.

Prestanak statusa studenta

Članak 13.

(1) Status studenta prestaje važiti:

- uspješnim završetkom studija,
- ispisom sa studija na temelju zamolbe studenta,
- kada se studentu ne odobri ponovni opis nakon druge ili treće suspenzije,
- ako student ne uspije završiti studij unutar roka koji je dvostruko dulji od trajanja studija,
- povredom pravila RIT Croatia sukladno važećim aktima RIT Croatia,
- kada nastupe i druge okolnosti koje su ZVOZD-om, drugim zakonima, Statutom RIT Croatia, drugim aktima RIT Croatia ili

Termination of student status

Article 13

(1) The student status ceases to be valid:

- upon successful completion of the study,
- by withdrawal from the study based on the student's request,
- when the student is not granted re-enrollment after the second or third suspension,
- if the student fails to complete their study program within a deadline that is twice as long as the duration of the standard study period,
- by violating the rules of RIT Croatia in accordance with the applicable regulations of RIT Croatia,

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ovim Pravilnikom predviđene kao razlog gubitka statusa studenta.

(2) Gubitkom statusa studenta ne prestaju njegove obveze u smislu plaćanja eventualno zaostalih rata školarine koje je dužan podmiriti.

- when other circumstances arise that are stipulated by LHESA, other laws, the Statute of RIT Croatia, other regulations of RIT Croatia, or this Rulebook as a reason for losing student status.

(2) The loss of student status does not terminate their obligations in terms of paying any outstanding tuition installments that they are obliged to settle.

Završne odredbe

Članak 14.

(1) Ostala pitanja iz područja ustrojstva i načina izvedbe studija, statusa studenata, prava i obveza studenata, stegovne odgovornosti i slično uređena su ZVOZD-om, Statutom i drugim aktima RIT Croatia.

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

Final provisions

Article 14

(1) Other issues related to the organization and manner of delivering study programs, the status of students, the rights and obligations of students, disciplinary responsibilities and other are regulated by LHESA, Statute and other acts of RIT Croatia.

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

DEKANICA/PRESIDENT AND DEAN
dr. sc. Irena Guszak

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