

RIT

Kosovo



Student Handbook 2026

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Introduction

RIT Kosovo Mission Statement

RIT Kosovo is a community that holds high expectations for its students. We are committed to fostering an environment that encourages dialogue, learning, resilience, and accountability. Community members live and work together to create a positive learning atmosphere, both inside and outside the classroom.

As members of this community, individuals are expected to conduct themselves in a thoughtful, respectful, responsible, and considerate manner. Everyone should uphold the dignity of others and act to protect the well-being and property of all members.

RIT Kosovo students are required to follow the policies and standards outlined in this document and to challenge behaviors that conflict with them. They should also value diversity, reject bigotry, and strive to learn from individual differences while contributing positively to campus culture. The RIT Kosovo policies and regulations are aligned with corresponding RIT Main policies and regulations. However, in case of inconsistency between RIT Kosovo policies and regulations and RIT Main policies and regulations the former shall be interpreted to the extent applicable and possible to conform with RIT Main policies and regulations. The final interpretation of the policies and regulations set forth in this handbook is vested in the Dean of Faculty, who will act in consultation with the President.

Honor Code

At RIT Kosovo, integrity and strong moral character are expected both within and outside of the community. As members of the RIT family, civility, responsibility, and respect will be demonstrated towards others to foster a supportive environment for all. All RIT Kosovo students are committed to upholding the highest standards of ethical behavior, including taking full responsibility for personal choices and academic work, while rejecting any form of academic dishonesty or cheating. By upholding these values, we contribute to the RIT mission of promoting learning, free expression, and mutual respect.

Please review the full statement on the RIT website: <https://www.rit.edu/policies/d080>

RIT Kosovo Student Bill of Rights

All students are guaranteed:

- The right to retain full membership within the broader community, with all associated rights and privileges.
- The right to freedom of expression in the classroom and protection against improper academic evaluation.
- The right to privacy regarding student records, as outlined by the Buckley Amendment and the Family Educational Rights and Privacy Act (FERPA) and subject to compliance with Kosovo law.
- The right to freedom of association, inquiry, and expression in student activities, including participation in RIT Kosovo student government and a student press free from censorship.
- The right to personal security, including protection from unwarranted searches and seizures of their persons, living quarters, papers, and personal effects.
- The right to remain silent and receive due process in disciplinary proceedings.
- The right to be informed about potential risks when acting as human subjects in research activities and to be made aware of the details of any sponsored research at RIT Kosovo, including any restricted components.

Violation of RIT Kosovo Policies

Violating any RIT Kosovo policies, rules, or regulations, including the Student Bill of Rights, RIT Kosovo Conduct Policies, and those governing access to and use of campus rooms, buildings, and facilities, is strictly prohibited. Such violations may result in disciplinary action, up to and including expulsion from RIT Kosovo.

Students with Disabilities

RIT Kosovo is committed to ensuring that all students, including those with disabilities have full and equitable access to academic programs, campus facilities, and learning opportunities in accordance with the Law No. 05/L-021 on Protection from Discrimination and relevant provisions in the Law on Education in the Republic of Kosovo*. In alignment with the institutional standards set by RIT Global, RIT Kosovo shall ask its Admission Office to receive documentation, coordinating intake procedures, and collaborating with the Wellness Office, the Academic Affairs Office, and administrative staff to implement appropriate support measures.

RIT Kosovo Conduct Policies

The following policies pertain to all students and guests of RIT Kosovo. Students are considered all persons who are officially enrolled as full-time or part-time students at RIT Kosovo as well as those persons who are not officially enrolled but attend courses or participate in other academic activities at RIT Kosovo.

Weapon Possession Policy

1. Unauthorized possession, actual or implied, of firearms, explosives, other weapons, or hazardous chemicals on any RIT Kosovo property is strictly prohibited.

Alcohol and Drug Conduct Policy

2. The following policy governs all student conduct on campus, at RIT Kosovo-sponsored events, and at any location where students represent the university. Students are expected to comply with all local laws regarding the use of alcohol and drugs. RIT Kosovo will not intervene on behalf of individuals or groups facing legal consequences related to the possession, use, or abuse of alcohol or drugs.
3. Students or organizations hosting private events where alcohol is served or consumed assume full personal and legal responsibility for complying with local laws. Hosts are also responsible for the behavior and safety of their guests, participants, and attendees.
4. Alcohol Policy
 - 4.1. The illegal use, possession, manufacture, or distribution of alcohol is strictly prohibited on all RIT Kosovo property and at any RIT Kosovo-sponsored events.
 - 4.2. Any behavior resulting from alcohol use that endangers the health or safety of individuals or disrupts the learning or living environment is prohibited.
5. Illegal Drugs Policy
 - 5.1. The use, possession, sale, manufacture, or trafficking of illegal drugs is strictly prohibited on all RIT Kosovo-owned property and at any RIT Kosovo-sponsored events.
6. Violations
 - 6.1. Students found in violation of this policy will be subject to a campus disciplinary process and may face disciplinary action. Students are also responsible for ensuring their guests comply with this policy.
 - 6.2. Guests or visitors who violate this policy may be removed from campus and may face future restrictions from accessing RIT Kosovo property.
 - 6.3. Students are encouraged to apply the Good Samaritan Protocol, which encourages members of the RIT community to be active bystanders in situations where alcohol, cannabis, or other drugs may be present. Being an active bystander means choosing to respond to a situation, rather than walking away or ignoring it, by becoming involved,

telling someone else, or getting help. For more detailed information, including the Good Samaritan policy, check the complete statement on the RIT website: <https://www.rit.edu/policies/d181>

Smoking Policy

7. Indoor Smoking Prohibited

7.1. Smoking, including the use or carrying of lit cigars, cigarettes, pipes, or any other smoking device, is strictly prohibited in all indoor areas of RIT Kosovo. This includes, but is not limited to, classrooms, offices, laboratories, dining facilities, breakrooms, and any accommodation areas (faculty, student, and guest). Any exceptions to this policy are outlined below.

8. Designated Smoking Areas

8.1. RIT Kosovo provides designated outdoor smoking areas, which are equipped with smoking receptacles. Smoking is permitted only in these designated areas.

8.2. For more detailed information, check the complete statement on the RIT website: <https://www.rit.edu/policies/c160>

Fire and Fire Safety Policy

9. Intentionally setting a fire, activating a false alarm, or engaging in any activity that creates a fire hazard or compromises fire safety is strictly prohibited.

9.1. The use or possession of items with open flames, including candles, incense, oil lamps, or any similar devices, is not permitted on any RIT Kosovo property unless specifically authorized for official events or instructional purposes and approved by university personnel.

Endangering Behavior Policy

10. Any conduct that threatens, endangers, or has the potential to cause harm to the health or safety of any individual or group is strictly prohibited.

Discrimination, Harassment, and Gender-Based Misconduct Policy

11. RIT Kosovo is committed to free inquiry and expression, including robust discussion and healthy debate in academic and social environments. However, these freedoms do not protect acts of discrimination or harassment.

12. Discrimination or harassment on the basis of age, citizenship, race, culture (including Deaf culture), disability (visible or otherwise), gender, marital status, national origin, political affiliation or preference, religion, sex, or sexual orientation is strictly prohibited. This policy applies to all aspects of university life including admissions, employment, campus programs,

residential life, and university sponsored activities both on and off campus.

13. Discrimination and Harassment

13.1. *Discrimination*: Treating individuals or groups unfairly or unequally based on protected characteristics.

13.2. *Harassment*: Unwelcomed conduct, communication, or physical contact that:

13.2.1. Interferes unreasonably with another's work, studies, or participation;

13.2.2. Creates an intimidating, hostile, or abusive environment;

13.2.3. Includes abuse, threats, intimidation, assault, or coercion via physical, verbal, signed, written, photographic, or electronic means.

13.3. Electronic communications that convey harassing, threatening, obscene, or defamatory content, whether intentionally or unintentionally are subject to investigation. Use of RIT Kosovo's computing systems or networks for such purposes is prohibited.

14. Gender-Based and Sexual Misconduct

14.1. Students alleged to have committed any of the following Prohibited Conduct may be charged with policy violation(s) by RIT.

14.2. *Dating Violence*: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant, including sexual or physical abuse or threats of such abuse. The existence of such a relationship shall be determined based on the reported statements and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence may include behavior that seeks to establish power and control over the Complainant by causing the Complainant to fear violence to themselves or another person. Such behavior may also take the form of harassment, property damage, intimidation, and violence or a threat of violence to one's self (i.e., the Respondent) or a third party. It may involve one act or an ongoing pattern of behavior.

14.3. *Disruptive/Disorderly Behavior*: Conduct amongst current or former romantic or intimate partners which is likely to disrupt the activities of a reasonable person going about their daily life within the university community.

14.3.1. *Unwelcome Behavior*: Behavior that the person did not solicit or invite and regarded it as undesirable or offensive, even if at first the behavior was tolerated. Behaviors may include, but are not limited to, abusive language, derogatory remarks, cat calling, insults or mocking comments, frequent attempts at reopening the lines of communication, and/or other behaviors that may not rise to the level of stalking or dating violence but are having a negative impact on the other person.

14.4. *Domestic Violence*: Violence committed by a current or former spouse or romantic intimate partner of the Complainant, a person with whom the Complainant shares a child in common, a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction receiving grant money, or

by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Domestic Violence also includes behavior that seeks to establish power and control over the Complainant by causing the Complainant to fear violence to themselves or another person. Such behavior may also take the form of harassment, property damage, intimidation, and violence or a threat of violence to one's self (i.e., the Respondent) or a third party. It may involve one act or an ongoing pattern of behavior.

- 14.5. *Non-Consensual Sexual Contact*: Any intentional sexual touching, however slight, with any object or body part, whether directly or through clothing as follows: (a) intentional touching of the lips, breast, buttocks, groin, genitals, inner thigh, or anus or intentionally touching another with any of these body parts; (b) making another person touch another or themselves with or on any of these body parts; and (c) intentional touching of another's body part for the purpose of sexual gratification, arousal, humiliation, or degradation, without affirmative consent.
- 14.6. *Refusal to Comply*: Refusal to acknowledge and/or follow any legitimate and reasonable requests, including but not limited to accommodative, emergency or interim measures which includes No Contact Orders issued by any university representative in the performance of their official duties.
- 14.7. *Sex/Gender-Based Discrimination*: The adverse treatment of an individual based upon their sex, gender, sexual orientation, gender identity, or gender expression. It may be characterized by hostility because of gender, gender expression, or gender-stereotyping, including failing to conform to stereotypical notions of masculinity and femininity.
- 14.8. *Sexual Assault*: Including rape, fondling, incest, or statutory rape as those terms are guided by the definition in the Federal Bureau of Investigation's Uniform Crime Reporting program.
 - 14.8.1. *Rape*: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the Complainant; and non-consensual oral or anal sexual intercourse with another person.
 - 14.8.2. *Fondling*: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the Complainant. This includes instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
 - 14.8.3. *Incest*: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - 14.8.4. *Statutory Rape*: Sexual intercourse with a person who is under the statutory age of consent (which in the State of New York is at least seventeen (17) years old).
- 14.9. *Sexual Exploitation*: Occurs when a person takes non-consensual or abusive sexual advantage of another. Examples of sexual exploitation include, but are not limited to:
 - 14.9.1. Causing or attempting to cause the incapacitation of another person to gain a

- sexual advantage over the other;
 - 14.9.2. Prostitution or causing the prostitution of another;
 - 14.9.3. Observing or recording (whether by video, audio tape, or otherwise) of a sexual or other private activity (such as sexual activity, undressing, or showering) without the affirmative consent of all involved;
 - 14.9.4. Taking intimate pictures or making imagery bearing the likeness of another person without the photographed/modeling person's affirmative consent;
 - 14.9.5. Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually-related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (deep fakes) (e.g. animations, audio recordings, computer generated likenesses, drawings, generative AI imagery, painting, sculpture, as well as other media);
 - 14.9.6. Engaging in voyeurism or allowing others to observe private sexual acts without the consent of all involved;
 - 14.9.7. Engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted infections (STI) without informing the other person of such infection;
 - 14.9.8. Exposing one's genitals in non-consensual circumstances, including electronically.
- 14.10. *Sexual/Gender-Based Harassment*: A form of sex discrimination and is unlawful under federal, state, and local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment, education, or participation in RIT's programs. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. For the purposes of this Policy, "work environment" includes RIT education and programs.
- 14.10.1. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex/gender when:
 - 14.10.1.1. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
 - 14.10.1.2. Such conduct is made either explicitly or implicitly a term or condition of employment; or
 - 14.10.1.3. Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

- 14.10.2. A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex.
- 14.10.3. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, and which interfere with the recipient's job performance.
- 14.10.4. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. Sexual Harassment can include any or all of the following behaviors, as well as others which are not listed:
 - 14.10.4.1. Harassment through public or private insult, sexually suggestive comments concerning a person's body or behavior, and sexual demands;
 - 14.10.4.2. Physical acts of a sexual nature, such as: Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body, or exposure of another person's body;
 - 14.10.4.3. Subtle or overt pressure to comply with demands of sexual activity;
 - 14.10.4.4. Remarks about another person's clothing, body, sexual activities, sexual preferences, gender identity or sexual orientation, as well as teasing, jokes, remarks, or gestures which are sexual in nature;
 - 14.10.4.5. Unwarranted staring at another person's body;
 - 14.10.4.6. Unwanted communications of a sexual nature in any form, over any medium, and in any media;
 - 14.10.4.7. Requests or demands for sexual favors accompanied by implied or overt threats or promised rewards(e.g., grades, class or clinical assignments, recommendations, or student employment (for students), or assignments, promotions, preferred scheduling, discipline, references (for employees)); or
 - 14.10.4.8. Repetition of unwanted invitations for dates, reconciliation, or communications related to the relationship.
- 14.10.5. Sexual Harassment is established by determining whether the particular facts and circumstances of each case meet the definitions of this Policy.
- 14.11. *Stalking*: Engaging in a course of conduct directed at a specific person and on the basis of sex that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.
 - 14.11.1. *Course of conduct*: Two or more acts including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action,

method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person or interferes with a person's property.

14.11.2. Substantial Emotional Distress: Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

14.11.3. Stalking also includes cyber-stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

14.12. *Stealth*: The act of secretly and intentionally taking off barrier protection during sex although it had previously been agreed upon that protection will be worn. Falsely claiming the use of contraceptive(s) and prophylactics may be a form of stealth. Barrier protection includes, but is not limited to, condoms and dental dams. The act of stealth may impact affirmative consent.

15. Response and Sanctions

15.1. All allegations of discrimination, harassment, or gender-based misconduct are handled by the Dean of Faculty. A temporary suspension may be imposed on individuals whose presence poses a threat. Sanctions, ranging from reprimand to expulsion, are determined based on the nature and severity of the offense. Legal action will proceed as appropriate under Kosovo law.

16. Retaliation and False Claims

16.1. *Retaliation*: Any adverse action taken against an individual for making a good faith report under this Policy, or participating in any investigation or proceeding under this Policy, encourages another member of the RIT Community to file a complaint alleging a violation of this Policy, participates in the processes described in this Policy and/or its Procedures, or opposes any practice or conduct that violates this Policy or applicable federal, state, or local laws. Retaliation includes threatening, intimidating, harassing, or any other conduct that would discourage a reasonable person from engaging in activity protected under this Policy. Retaliation should be reported promptly and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations. Complaints alleging retaliation shall utilize the same procedures for filing complaints alleging violations of this Policy.

16.2. Making an intentionally false claim or providing false information in an investigation is also prohibited and a violation of this Policy.

17. For more detailed information, check the complete statements on the RIT website:

<https://www.rit.edu/policies/c060>,

<https://www.rit.edu/policies/c270>,

<https://www.rit.edu/policies/d190>

Fraud, Hazing, and Inappropriate Behavior Policy

18. Fraud

18.1. All forms of dishonesty are prohibited. This includes, but is not limited to, cheating, plagiarism, knowingly providing false information to RIT Kosovo, and the forgery, alteration, or misuse of RIT Kosovo documents or identification for the purpose of defrauding the institution or others.

19. Hazing

19.1. Hazing is defined as any act or situation that recklessly or intentionally endangers the physical or mental health of an individual, involves the forced consumption of alcohol or drugs, or subjects any member of the RIT Kosovo community to emotional or physical harm, particularly for the purposes of initiation into or affiliation with any organization. All forms of hazing are prohibited.

20. Inappropriate Behavior

20.1. Behavior that unreasonably disrupts or obstructs teaching, research, administrative operations, disciplinary proceedings, or any other official RIT Kosovo activities is prohibited.

Violation of Law

21. Violations of public, civil, or criminal law on RIT Kosovo premises or during RIT Kosovo-sponsored or supervised activities are strictly prohibited.

Theft and Vandalism Policy

22. Theft and vandalism, including attempted or actual theft, damage, unauthorized possession, or alteration of RIT Kosovo property, personal property belonging to members of the RIT Kosovo community, or any other personal or public property, is strictly prohibited.

Unauthorized Entry and Key Duplication Policy

23. Unauthorized possession, duplication, or use of keys to any RIT Kosovo premises, as well as unauthorized entry into or use of RIT Kosovo facilities, is prohibited.

Off-Campus Behavior Policy

24. Off-campus behavior that, in the judgement of RIT Kosovo, shows a disregard for the rights, safety, or well-being of others is prohibited and is subject to RIT Kosovo disciplinary action.

Disorderly Conduct Policy

25. Disorderly conduct, including disruptive, lewd, or indecent behavior that disrupts the peace

and order of the community, is prohibited, regardless of intent.

Obstruction of the RIT Kosovo Student Conduct Process Policy

26. The following actions are prohibited as they interfere with the integrity and effectiveness of the RIT Kosovo student conduct process:
- 26.1. Failure to comply with a request to appear before the RIT Kosovo Conduct Committee or an RIT Kosovo official.
 - 26.2. Falsifying, distorting, or misrepresenting information or charges presented to the Conduct Committee or an RIT Kosovo official.
 - 26.3. Disrupting or interfering with the orderly conduct of a student conduct proceeding, including attempting to discourage or prevent another individual's appropriate participation in, or use of, the student conduct process.
 - 26.4. Attempting to influence the impartiality of any member of the student conduct body before or during the conduct process.
 - 26.5. Failure to comply with sanctions imposed by the RIT Kosovo Conduct Committee or RIT Kosovo officials.

Failure To Comply Policy

27. Failure to follow the lawful directions of RIT Kosovo officials or law enforcement officers acting in the performance of their duties is prohibited. This includes obstructing the execution of their responsibilities or refusing to identify yourself when requested.

Campus Demonstrations Conduct Policy

28. RIT Kosovo recognizes that the rights to free speech and peaceful assembly are essential to both the democratic and academic processes. Students and other members of the campus community are encouraged to express their views and engage in protest through lawful and non-violent means. At the same time, RIT Kosovo is committed to maintaining an environment that supports academic work, fosters mutual respect, and protects the rights of all individuals. It is the shared responsibility of students, faculty, and administrators to ensure that freedom of expression is upheld in a manner that does not disrupt the learning environment or infringe on the rights of others.
- 28.1. For more detailed information about the policy on demonstrations on campus, check the complete statement on the RIT website: <https://www.rit.edu/policies/c11-freedom-speech-and-expression-procedures>

Student Organization Violation

29. Student organizations and their members are prohibited from violating any regulations, policies, or agreements that govern the organization's relationship with RIT Kosovo.

CO-OP Policy

30. Students who provide false or misleading information during the registration or completion of their co-op will be subject to disciplinary action in accordance with the RIT Kosovo Student Conduct Code.
- 30.1. While participating in a co-op, students are expected to represent RIT Kosovo in a professional manner and must adhere to all applicable university policies, rules, and regulations.
- 30.2. If a student receives a negative evaluation from their employer, the co-op may be deemed invalid, and the student may be required to complete an additional co-op to fulfill program requirements.

Disruption of RIT Kosovo Events or Traffic Policy

31. Intentional obstruction or dangerous interference with the flow of pedestrian or vehicular traffic on RIT Kosovo premises, or at RIT Kosovo-sponsored events, is prohibited. Additionally, intentionally leading or inciting others to disrupt scheduled activities or the normal operations within any campus building or area is also prohibited.

Parking and Traffic Regulations Policy

32. Parking on the RIT Kosovo campus is a limited privilege granted to students and is subject to change based on institutional needs. RIT Kosovo reserves the right to allocate, register, restrict, or revoke parking privileges at any time.
- 32.1. Students and guests must follow all parking-related instructions and requests issued by campus security personnel. Violations of the RIT Kosovo Student Code of Conduct may result in the suspension or loss of parking privileges, where applicable.

Computer and Information Technology (IT) Conduct Policy

33. RIT Kosovo provides access to computing and network resources to support learning, research, and campus operations. By using these resources, students accept the responsibility to use them ethically, legally, and in a way that supports the academic mission of the university.

33.1. All users are responsible for respecting the rights, privacy, and intellectual property of others, maintaining the integrity of systems and data, and complying with local, national, and international laws.

33.2. Definitions

33.2.1. User: Any individual utilizing RIT Kosovo's computing or network resources.

33.2.2. Authorized User: Any individual granted access to RIT Kosovo's IT resources in alignment with the institution's mission and policies.

33.2.3. RIT Kosovo Computing Resources: All computing, software, or network systems purchased, donated to, or hosted by RIT Kosovo.

33.2.4. RIT Kosovo Network: The physical and logical infrastructure comprising cables, switches, routers, wireless hubs, internet access, IP addresses, and related services.

33.2.5. Network Connections: Any device connected to the RIT Kosovo network, including those assigned RIT Kosovo IP addresses or connected via wireless access points.

33.2.6. Personal Computing Resources: Personally owned devices (e.g., laptops, smartphones, networking equipment) connected to the RIT Kosovo network.

33.2.7. Special Access: Privileged system access (e.g., root or administrator access) that allows modification of system behavior or user permissions.

33.2.8. System Owner: The individual authorized to assign or use special access accounts.

33.2.9. System/Network Administrator: Personnel responsible for managing user authentication, enforcing access controls, and ensuring system integrity.

33.2.10. Secure Systems: Any system, hardware or software, restricted to authorized members of the RIT Kosovo community.

33.3. User Privileges and Responsibilities

33.3.1. Privacy

33.3.1.1. RIT Kosovo values user privacy but recognizes that it must be balanced with community needs. Personal communications, whether in paper, electronic, or other formats, are protected to the fullest extent possible. However, complete privacy cannot be guaranteed.

33.3.2. Authorized Access

33.3.2.1. When there is probable cause or in emergency situations, authorized searches or seizures of personal property or communications, including data on RIT Kosovo systems, may occur. Cooperation with such actions never implies guilt or misuse of RIT Kosovo systems.

33.3.3. Responsible Use

33.3.3.1. Account Security: Do not share passwords or personal authentication details with others. Users are responsible for all activity associated with their account.

33.3.3.2. Unauthorized Use: Do not allow others to use your credentials to access restricted resources.

- 33.3.3.3. Security Compromise: Do not engage in or facilitate hacking, password cracking, port scanning, virus dissemination, or any other action that comprises system security.
- 33.3.3.4. Self-Protection: Students are encouraged to secure their devices using antivirus software, being cautious with email attachments, and adhere to system configuration standards.
- 33.3.3.5. Commercial Activity: RIT Kosovo resources cannot be used for operating or advertising businesses, except for limited communication with existing consulting clients.
- 33.3.3.6. Personal Use: Limited personal use (e.g., promoting a community fundraiser) may be acceptable, provided it does not interfere with institutional priorities.
- 33.3.3.7. Harmful Activities: Prohibited actions include damaging systems, corrupting files, spamming, harassment, or denial-of-service attacks.
- 33.3.3.8. Illegal Activities: All illegal activities including, but not limited to, copyright infringement, unauthorized access or impersonation, or disclosure of confidential information are prohibited.

33.4. Privacy and Monitoring

33.4.1. RIT Kosovo endeavors to protect user privacy. However, all users should be aware that the usage of RIT Kosovo IT systems is subject to monitoring for legitimate operational, security, or investigative purposes.

33.4.2. Rights and Responsibilities

33.4.2.1. Resource Allocation and Access Control: Administrators have the right to allocate resources and restrict access in accordance with institutional and legal requirements.

33.4.2.2. Usage Monitoring: Routine IT operations may include backing up data, logging usage patterns, or analyzing traffic to ensure availability and performance.

33.4.2.3. Administrative Access: System or network administrators may access user data to maintain system functionality or investigate suspected violations.

33.4.2.4. Security Practices: Departments must educate users on proper use of systems and ensure adequate security protections are in place.

33.5. Reporting, Investigations, and Sanctions

33.5.1. Reporting Violations

33.5.1.1. All community members are responsible for reporting misuse of computing or network resources. All reports should be submitted to IT personnel along with any supporting documentation.

33.5.2. Investigations

33.5.2.1. Reports will be investigated by the Educational Technology Services

team. Confirmed violations may result in warnings, restrictions, or temporary/permanent suspension of access. Serious or repeated offenses may be referred to the Conduct Committee.

33.5.3. Sanctions and Appeals

33.5.3.1. RIT Kosovo reserves the right to impose disciplinary measures on users who violate any IT policies. These may include suspension of computing privileges, if/where safety, integrity, or property protection is at risk. Sanctions will follow RIT Kosovo's disciplinary procedures, and appeals will be handled through the Conduct Process.

34. For more detailed information, check the complete statements on the RIT website: <https://www.rit.edu/policies/c082>

Artificial Intelligence (AI) Policy

35. Students are allowed to use generative AI platforms (e.g., ChatGPT, Gemini, or similar platforms) to support learning, data analysis, and writing assignments if approved by the respective faculty and within the limits set by the faculty. However, AI is not a substitute for personal understanding and critical thinking.

36. Any use of generative AI must be clearly acknowledged. Acceptable forms of acknowledgement include:

36.1. In-text citations or quotations in written assignments

36.2. Footnotes or reference sections

36.3. Comments in code, data analysis submissions, or technical discussions

37. Students are responsible for verifying the accuracy and relevance of any AI-generated content and ensuring that their final work meets academic standards. In most cases, AI-generated outputs should serve as a starting point only. Significant revision and personal input are expected before submission.

38. Quizzes, exams, and final assessments must be completed without the use of generative AI tools or online resources, unless explicitly stated otherwise.

39. Improper or undisclosed use of AI tools will be considered a violation of the academic integrity policy and will result in disciplinary action. Generative AI must not be used in any form to violate another person's rights, dignity or reputation.

40. For more detailed information or how to cite AI sources, check the complete statements on the RIT website: <https://www.rit.edu/teaching/ai-set-expectations>, <https://infoguides.rit.edu/c.php?g=1207799&p=10293622>

Intellectual Property Policy

41. This Code of Conduct fully recognizes the right to create and own intellectual property. However, if a student or employee is alleged to have violated intellectual property laws, either

within or beyond the RIT Kosovo campus, through the misuse of RIT Kosovo's computing systems or network, the incident will be investigated. If the violation is confirmed, appropriate sanctions will be imposed.

41.1. Users must not distribute copyrighted or proprietary materials without the explicit written consent of the copyright holder. This includes, but is not limited to, software, documentation, and other digital or tangible assets. Users should assume that all software and electronic media are protected by copyright unless explicitly stated otherwise by the author or publisher.

42. For more detailed information, check the complete statements on the RIT website: <https://www.rit.edu/policies/c030>

Privacy Policy

43. RIT Kosovo respects the importance of individual privacy and security. However, these rights must be balanced with the broader values and operational needs of the university community. Within this context, RIT Kosovo is committed to protecting the privacy of personal communications and property, including materials created or transmitted on paper, electronically, or through other media. While efforts will be made to safeguard such privacy, complete confidentiality cannot be guaranteed when disclosure is necessary to comply with statutory requirements, or to protect the rights and interests of other persons.

43.1. RIT Kosovo community members are also expected to cooperate with all authorized searches or seizures in emergency situations or when there is probable cause. Any search or seizure of personal property or communications, particularly involving the use of RIT Kosovo's computers or network, will only be conducted with official authorization. Such cooperation does not imply wrongdoing by the individual; rather, it may be necessary to investigate potential misuse occurring elsewhere in the system or in affiliated networks.

44. For more detailed information, check the complete statements on the RIT website: <https://www.rit.edu/policies/c081>

Additional Policies

45. For any additional information on the Student Code of Conduct or policies not mentioned above, please review the Student Code of Conduct and all other RIT governing policies.

Student Code of Conduct: <https://www.rit.edu/policies/d180>

RIT Governance Policy Library: <https://www.rit.edu/policies/governance>

Disciplinary Actions and Appeal Policies

General Applicability

1. RIT Kosovo's disciplinary actions apply to student conduct that:
 - 1.1. Occurs on the RIT Kosovo premises,
 - 1.2. Occurs during off-campus activities related to RIT Kosovo (e.g., co-op, internships, fieldtrips), and/or
 - 1.3. Negatively affects the RIT Kosovo community or its educational mission.
2. All students, whether full-time or part-time, undergraduate or graduate, are subject to RIT Kosovo's disciplinary policies. This also includes individuals on co-op or those maintaining a continuing relationship with the university, even if they are not currently enrolled.
3. Students are responsible for the behavior of their guests, visitors, and family members while on campus. Misconduct by these individuals may result in disciplinary action against the host student.
4. Recognized student organizations and their officers are also expected to comply with all university policies. Organizations and their leadership may be sanctioned for violations.

Off-Campus Misconduct

5. RIT Kosovo may take disciplinary action for serious off-campus misconduct, even if it does not violate university rules, when it reflects a disregard for the rights of others or harms RIT Kosovo's reputation or community. This may include interim suspension prior to legal proceedings.
6. If a student is charged by public authorities, RIT Kosovo will cooperate with law enforcement. Disciplinary proceedings under the Student Conduct Process may continue independently of legal outcomes.

Disciplinary Warnings

7. The following non-appealable warnings may be issued by academic or administrative staff:
 - 7.1. Admonition: A verbal warning for violating university policies.
 - 7.2. Written Warning: A formal notice that further violations within a specified period (up to one year) may result in stronger disciplinary action.

Disciplinary Sanctions

8. The following sanctions may be imposed for violations of university policy:

- 8.1. Classroom Dismissal: Instructors may remove a student from one class section. Longer removals require adherence to the Student Bill of Rights and flagrant misconduct.
- 8.2. Disciplinary Probation: Temporary exclusion from specific campus activities or facilities. Violations during probation may result in stronger sanctions.
- 8.3. Deferred Suspension: Suspension is delayed pending compliance with specific conditions.
- 8.4. Suspension: Temporary removal from classes and campus privileges (up to two years).
- 8.5. Dismissal: Indefinite removal with specified conditions for readmission.
- 8.6. Expulsion: Permanent removal from RIT Kosovo with no readmission possible.

Disciplinary Conditions

9. Conditions may accompany sanctions or be imposed independently. These may include:
 - 9.1. Discretionary Actions: These actions may include community service, written apologies, educational sessions, research papers, mandated counseling, substance abuse evaluation, etc.
 - 9.2. Losses of Privileges: Temporary or permanent removal of specific privileges.
 - 9.3. Registration Holds: Imposed for unresolved disciplinary matters or unpaid debts, even for former students.
 - 9.4. Withholding Records: Transcripts, diplomas, or other official documents may be withheld until debts are resolved (grade reports will not be withheld).
 - 9.5. Organizational Restrictions: Loss of recognition or other privileges for student groups.

Suspension and Expulsion

10. The following violations are grounds for suspension and/or expulsions:
 - 10.1. Hazing
 - 10.2. Arson or false fire alarms
 - 10.3. Weapons or explosives possession/threats
 - 10.4. Drug possession or distribution
 - 10.5. Physical or sexual violence or threats
 - 10.6. Repeated Code of Conduct violations
 - 10.7. Computer misconduct
 - 10.8. Theft

Interim Suspensions and Restrictions

11. The President of RIT Kosovo, or the Dean of Faculty (in cases related to gender-based or sexual misconduct), may impose interim suspensions or restrictions when necessary to:
 - 11.1. Protect the community, or
 - 11.2. Preserve university property.
12. These may also apply when a student is arrested for behavior that poses a security risk. Interim measures may be enacted at any point before, during, or after a disciplinary hearing or appeal.
13. Students will receive a written notification if any interim action is taken against them.

Academic Dishonesty

14. All confirmed cases of academic dishonesty must be documented and filed in the student's academic record. Sealed records will remain in the student's file until the student graduates, transfers, or withdraws from RIT Kosovo.
15. Process of an Academic Dishonesty Claim
 - 15.1. Instructor Action
 - 15.1.1. The instructor will discuss the violation and the proposed action with the student.
 - 15.1.2. If the student accepts, the instructor records the violation in writing, seals the record, and submits it to Academic Services.
 - 15.2. If contested
 - 15.2.1. If the student disputes the action and the case is resolved by the Conduct Committee:
 - 15.2.1.1. If found responsible: The record is sealed and placed in the file.
 - 15.2.1.2. If exonerated: No record is kept.
16. Each semester, Academic Services will review disciplinary records. Any student with three or more academic dishonesty records will be referred to the Dean of Faculty.
 - 16.1. The Dean of Faculty, in consultation with the President of RIT Kosovo, may:
 - 16.1.1. Expel the student,
 - 16.1.2. Suspend the student for up to one year (file remains flagged, any future violations will lead to an automatic expulsion),
 - 16.1.3. Place the student on probation (file remains flagged, any future violations lead to suspension), or
 - 16.1.4. Refer the case to the Conduct Committee for a hearing.
 - 16.2. Any appeals will follow the procedures outlined in the Appeals section of the student handbook.

Academic Appeals

Grade Appeals

1. Students who have concerns or questions about their final course grades can follow the outlined steps below. This process is not intended for negotiating grades; the assignment of grades is the exclusive responsibility of the course instructor.
 - 1.1. Instructor Consultation
 - 1.1.1. The student must first meet with the course instructor to discuss the assigned grade.
 - 1.2. Written Appeal to the Dean of Faculty
 - 1.2.1. If the student is not satisfied with the explanation given by the instructor and believes there are exceptional circumstances, they may submit a written appeal to the Dean of Faculty. The appeal must justify the need for further review of the grading process or a specific grade.
 - 1.3. Grade Appeal Committee Review
 - 1.3.1. The Dean of Faculty refers the case to the Grade Appeal Committee, consisting of three faculty members, at least two of whom are full-time. The members are selected by the Student Senate Chair and the Dean of Faculty in a lottery process.
 - 1.4. Committee Recommendation
 - 1.4.1. After gathering any necessary information, the committee will provide a written recommendation and rationale to the Dean of Faculty.
 - 1.4.1.1. If the recommendation is not in favor of the student: The Dean of Faculty will notify both the instructor and the student. The grade stands with no further appeal.
 - 1.4.1.2. If the recommendation supports the student: The Dean of Faculty informs the instructor, who considers the recommendation and reports a final decision to the Dean of Faculty. The student and committee are then notified. The instructor's decision is final.

Academic Dishonesty

2. If a faculty member determines a student has committed academic dishonesty, the student may receive a failing grade for the specific assignment or the entire course, depending on the severity of the infraction.
 - 2.1. If a student disputes the action, they may:
 - 2.1.1. Request an informal meeting with the instructor.

- 2.1.2. If unsatisfied, request a meeting with the Dean of Faculty.
- 2.1.3. If still unresolved, request a hearing before the Conduct Committee.
- 2.2. For severe cases, the instructor or the Dean of Faculty may refer students straight to the Conduct Committee.

Academic Suspension

- 3. Students may appeal a suspension in writing. Approval of a suspension waiver requires authorization from the Dean of Faculty (or designee).
 - 3.1. Students may request to be transferred to another academic program, pending approval from the relevant college Dean or academic unit Director.
 - 3.2. Re-admission requires an application through Undergraduate Admissions and approval from the relevant college Dean or academic unit Director.

Charges of Academic Unfairness by Faculty

- 4. Students who feel they have been treated unfairly by a faculty member should follow the same process outlined for academic dishonesty.
 - 4.1. If a hearing occurs:
 - 4.1.1. A decision in favor of the faculty member results in case dismissal.
 - 4.1.2. A decision in favor of the student leads to appropriate recommendations.
 - 4.2. Only the course instructor has the right to change a previously assigned grade. In cases where the grade reflects allegations of academic dishonesty, the grade must be changed to reflect the ruling. Although only the course instructor can change a grade, instructors are expected to consider committee recommendations professionally.

Disciplinary Hearings

- 5. Filing a Complaint
 - 5.1. Any RIT community member and any other person can file a misconduct complaint against a student by submitting it in writing to the Dean of Faculty. The Dean of Faculty will then forward the complaint to the Conduct Committee Chair for review if the complaint has merit.
- 6. Conduct Committee Overview
 - 6.1. Purpose: To fairly adjudicate academic and non-academic conduct cases.
 - 6.2. Composition: Two (2) faculty members who have volunteered or who were chosen

by lottery with an alternate faculty member and one student member from the RIT Kosovo Student Government. The student member will be appointed by a vote of the student government. The Chair of the committee must be a faculty member.

6.2.1. All committee members will serve two semesters (fall and spring).

Faculty committee members may serve additional terms at the discretion of the Dean of Faculty.

6.3. Sessions: Convened when needed by the Chair during academic semesters.

6.4. Recusals: Members who have a conflict of interest must recuse themselves. Additionally, if the student member is involved in the case, a new student member shall be chosen for that case by vote of the RIT Kosovo Student Government.

6.5. Sanctions: All sanctions, including expulsion, may be imposed by the committee. Appeals may be made per the Appeals section.

Conduct Committee Process

7. Initiating the Hearing

7.1. Both academic dishonesty and general misconduct cases and any violations of the policies set forth herein are handled through the Conduct Committee. While most academic dishonesty cases are resolved without a hearing, more serious or unresolved matters proceed to the Committee. Students have the right to appeal decisions as described in the Appeals section.

8. Notification and Preparation

8.1. The accused student will meet with the Committee Chair, be informed of the complaint, and be guided through the hearing process. They will also receive a written or electronic summary of the allegations, the policies allegedly violated, and the names of individuals expected to attend the hearing. Students may request witnesses to be summoned if their input is relevant, with names submitted at least three (3) days prior.

9. Advocacy and Participation

9.1. Students may be accompanied by an advocate from the RIT Kosovo community (faculty, staff, or student), who may actively participate in the hearing. The student may choose to speak or remain silent. The hearings are private, and audio recorded. A copy of the recording may be requested within one week of the hearing.

10. Hearing Format

10.1. The chair will inform all present that the meeting is being recorded and begin recording.

10.2. The student will review and sign the "Student Bill of Rights".

10.3. The charges and supporting evidence are presented.

10.4. The complainant will testify and respond to any questions.

- 10.5. Any witnesses or technical advisors will provide testimony.
 - 10.6. The accused student will then be given the chance to refute evidence, respond to questions, and/or remain silent.
 - 10.7. All parties may put forth witnesses and question the others' witnesses, subject to relevance. No character witnesses are allowed.
 - 10.7.1. The Chair will determine the relevance of witnesses and ensure a fair trial. Legal rules of evidence do not apply to this process.
 - 10.8. If needed, the process can be adjusted to prevent emotional harm (e.g. screens or video testimony).
11. Deliberation and Outcome
- 11.1. Following testimony, the student and advocate leave the room. The Committee will discuss the case and make a decision based on the evidence. The student may be found responsible for additional related violations. The student will then be informed of the decision and any sanctions.
 - 11.2. Written notice of the decision and any sanctions will be sent within seven (7) days. The student will be reminded of their right to appeal within ten (10) days of notification. In cases involving physical harm, threat, or abuse (including sexual misconduct), complainants will be informed of the outcome and sanctions.
 - 11.3. Once a decision is final, either after the appeal period has passed or following an appeal, the President of RIT Kosovo (or a designee) is responsible for ensuring the sanction is implemented. Interim restrictions or suspensions may be imposed during the appeal period if necessary.
 - 11.4. If additional time is needed or more evidence needs to be collected, the hearing may be delayed or rescheduled.

Sexual Misconduct Cases

12. The following process only applies if a fellow student has been accused of sexual misconduct or assault:
 - 12.1. The Dean of Faculty will notify the student via email, summarizing the incident, outlining charges, applicable policy violations, interim suspension, hearing information, and the student's rights.
 - 12.2. If an interim suspension is deemed necessary by the Dean of Faculty, the interim suspension will last no more than 60 days from the day of notification. If the student does not request a hearing within that time, the student may face indefinite suspension or expulsion.
 - 12.3. The case will be referred to the Conduct Committee, and, if requested, a hearing will follow the steps outlined in the previous section. These proceedings will take place independently of other legal proceedings.
13. Students will have all the rights (e.g., pre-hearing, advocate, documentation, etc.) during

the hearing process as they would have otherwise.

14. If the accused is a faculty or staff member, the matter is handled under the RIT Kosovo Discrimination, Harassment, and Gender-Based Misconduct policy.
15. For additional information on the rights and expectations of a complainant, please refer to RIT governance D19.0, Student Gender-Based and Sexual Misconduct Policy, linked in the Discrimination, Harassment, and Gender-Based Misconduct policy of this handbook.

Disciplinary Appeals

Appeals can only be made to the Dean of Faculty.

Timeframe

1. Appeals must be made in writing to the Dean of Faculty within ten (10) days from the date the Findings and Sanctions notice is sent by the Chair of the Conduct Committee, either by mail or email.

Grounds for Appeal

2. The written appeal must clearly state the specific grounds for which it is based and be accompanied by supporting evidence or rationale. Except for when new evidence is introduced, appeals are limited to a review of the official record, including the hearing documentation and supporting materials, and must be based on one or more of the following grounds:
 - 2.1. Whether the hearing or decision-making process was conducted fairly in accordance with the Conduct Process and provided the student an adequate opportunity to respond to the charges and evidence.
 - 2.2. Whether the decision reached was supported by substantial evidence such as relevant information that a reasonable person could accept as sufficient to justify the conclusion.
 - 2.3. Whether the sanction imposed was appropriate for the violation the student was found to have committed.
 - 2.4. Whether new evidence has emerged that was not reasonably available at the time of the original hearing and is significant enough to potentially alter the outcome.
 - 2.5. Whether the hearing body demonstrated bias or was otherwise unable to evaluate the case objectively.

Appeal Decisions

3. A written decision regarding the appeal is final and will be sent to the student within fourteen (14) days of receipt of the appeal letter.

Appeal Procedure

4. The student has the right to be assisted by an advocate from the RIT Kosovo faculty, staff, or student body.
5. The student and their advocate will be notified of the date and time to present the appeal to the Dean of Faculty.
6. The Chair of the Conduct Committee will then respond to the appeal and provide the rationale behind the original decision and sanctions.

Actions Available to the Dean of Faculty

7. In disciplinary cases, the Dean of Faculty, in consultation with the RIT Kosovo President, may:
 - 7.1. Grant or deny the appeal. If the appeal is granted, the Dean of Faculty may reduce or deny sanctions imposed at the original hearing.
 - 7.2. Request the appearance of any individual involved before rendering a decision.
 - 7.3. Remand the case to the Chair of the Conduct Committee for a new hearing.
 - 7.4. Assume jurisdiction and conduct a new hearing if it is determined that the original process was so flawed that justice requires a new proceeding. In such cases, the Dean of Faculty will follow the procedures of the Student Conduct Process.
8. In academic misconduct appeals:
 - 8.1. The Dean of Faculty may grant or deny the appeal.
 - 8.2. The Dean of Faculty may not give a final judgment on the case but refer to the Head of the Department of the enrolled student with recommendations.
 - 8.3. Academic appeals are to be kept private. Only if a student requests, and at discretion of the Dean of Faculty, may appeals be opened to the RIT Kosovo community, though they may not participate in proceedings unless called upon.
 - 8.4. The Dean of Faculty may reduce a sanction but may not impose new sanctions or more severe penalties.

RIT Kosovo Student Disability Policy

1. Introduction

RIT Kosovo is committed to providing equal access to education for all students, including those with disabilities or specific learning differences. We aim to foster an inclusive academic environment that promotes dignity, respect, and academic success for every student. This policy outlines the rights and responsibilities of students and staff with regard to supporting individuals with disabilities and establishes the procedures for requesting reasonable adjustments in line with the Law No. 05/L-021 on Protection from Discrimination and the Law on Higher Education in the Republic of Kosovo.

This policy should be read in conjunction with RIT Kosovo's broader commitment to diversity, equity, and inclusion, and aligns with the standards set by RIT Global and relevant international best practices for inclusive education.

2. Definition of Disabilities

For the purposes of this policy, a Disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities. This includes, but is not limited to, specific learning difficulties (e.g., dyslexia, dyscalculia), autism spectrum conditions, attention-deficit/hyperactivity disorder (ADHD), sensory impairments (e.g., blindness, deafness), mental health conditions (e.g., depression, anxiety), chronic health conditions (e.g., epilepsy, diabetes), and mobility impairments.

RIT Kosovo acknowledges both permanent and temporary conditions under this policy, and accommodations will be considered accordingly.

3. Responsibilities

3.1 Students

Students are responsible for voluntarily disclosing their disability to the Academic Affairs Office and providing appropriate, up-to-date documentation to support their request for accommodation. Students are encouraged to make this disclosure as early as possible, ideally at the point of application or registration, so that timely support can be arranged.

Students are also responsible for:

- Participating actively in the intake and planning process
- Communicating with faculty when they intend to use approved accommodation
- Informing the Academic Affairs Office if their needs change or documentation is updated

3.2 Academic Affairs Office (Lead Office)

The Academic Affairs Office is the lead unit for the coordination of special need accommodations at RIT Kosovo. It is responsible for:

- Receiving and reviewing special need documentation and accommodation requests
- Maintaining a confidential database of students with approved accommodation
- Coordinating and chairing the intake process, in collaboration with the Wellness Office and other relevant units
- Approving reasonable accommodation in line with legal and institutional requirements
- Preparing and issuing Learning Support/Intervention Plans (LS/IPs)
- Informing faculty of approved accommodations in a confidential, need-to-know manner
- Monitoring the implementation and compliance of accommodations and addressing concerns raised by students or faculty • Coordinating the appeals process related to accommodation decisions

3.3 Wellness Office

The Wellness Office provides clinical and psychosocial expertise in the accommodation process. Its responsibilities include:

- Contributing to the intake process and providing professional input on the impact of the special need on learning
- Advising on appropriate accommodation from a mental health and well-being perspective
- Offering or referring students to appropriate psychological, counseling, or psychiatric services, when needed
- Maintaining separate, confidential clinical records in line with professional standards and data-protection legislation

3.4 Admission Office

The Admission Office may receive special need-related information at the application stage, with the student's explicit consent. Its role is to:

- Inform applicants about the availability of accommodation and the relevant policies
- Encourage early disclosure so that support can be arranged in a timely manner

- Securely transmit any special need-related documentation or information to the Academic Affairs Office, with the student’s consent

The Admission Office is not responsible for approving or managing accommodations and does not maintain the primary Special Need accommodation database.

3.5 Faculty and Instructors

Faculty members are responsible for:

- Implementing approved accommodation as outlined in the student’s LS/IP
- Maintaining confidentiality regarding Special Need-related information
- Consulting with the Academic Affairs Office if they have questions or concerns about the feasibility or implementation of a particular accommodation
- Informing the Academic Affairs Office if there are persistent implementation issues or if additional adjustments may be needed

3.6 Other Support Offices

Where relevant, other offices (e.g., IT Office, Facilities) may be involved in implementing specific accommodation (such as assistive technology or physical access adjustments), under the coordination of the Academic Affairs Office.

3A. Data Protection and Confidentiality

RIT Kosovo recognizes that special need and medical documentation constitute “special category personal data” under Kosovo’s Law on Personal Data Protection (Law No. 06/L-082), which is aligned with EU General Data Protection Regulation (GDPR) standards. The processing of such data by RIT Kosovo is carried out only for the purpose of assessing, granting, and managing reasonable accommodations and related support.

3A.1 Legal Basis and Scope of Processing

The legal basis for processing special need-related data includes:

- The student’s explicit consent for the processing of special category data for accommodation purposes
- Compliance with RIT Kosovo’s legal obligations related to non-discrimination and equal access to education

Data processed may include medical certificates, psychological or neuropsychological reports, functional assessments, and records of requested or approved accommodation.

3A.2 Consent and Transparency

Students must provide explicit, informed consent before RIT Kosovo collects or processes

special need-related documentation for accommodation purposes. They will be informed, in clear language, about:

- What data will be collected and for what purposes
- Which offices and staff members may have access (on a strict need-to-know basis)
- How long will the data be retained
- Their rights under data-protection legislation

Consent may be withdrawn at any time; however, withdrawal of consent may limit RIT Kosovo's ability to provide or maintain accommodations.

3A.3 Role-Based Access Controls

Access to Special Need-related information is strictly limited to staff members who require it to perform their duties:

- The Academic Affairs Office maintains the central confidential accommodation database and has access for the purpose of coordination and monitoring.
- The Wellness Office accesses relevant clinical information for assessment, consultation, and student support.
- Faculty and relevant staff receive only the information necessary to implement accommodation (e.g., type of adjustment), and not the specific diagnosis, unless the student explicitly authorizes such disclosure.

All staff with access to special category data must respect confidentiality obligations and receive appropriate training on data protection.

3A.4 Secure Storage and Transmission

Special need-related documentation and records are stored securely, using password-protected digital systems and/or locked physical storage, in line with RIT Kosovo's information-security policies. Transmission of such data (e.g., between offices or to faculty) must be carried out using secure channels and only to identify recipients with a legitimate need to know.

3A.5 Data Retention and Destruction

Special need-related data will be retained only for as long as necessary to provide and document accommodation and to comply with legal and institutional requirements. RIT Kosovo will define and apply a clear retention period (e.g., for the duration of the student's enrollment plus a limited additional period, as specified in internal regulations). After the retention period, records will be securely destroyed or anonymized.

3A.6 Students' Data-Protection Rights

Students have the right to:

- Request access to their special need-related data held by RIT Kosovo
- Request rectification of inaccurate or incomplete information
- Request restriction of processing in specific circumstances, in line with applicable law
- Withdraw consent where processing is based on consent
- Lodge a complaint with the competent data-protection authority if they believe their rights have been violated

Information on how to exercise these rights will be made available to students in the policy and through the Academic Affairs Office.

4. Other Policies and Procedures

This policy operates within the legal frameworks established by the Republic of Kosovo and the institutional standards of RIT Global. It complements other relevant policies at RIT Kosovo, including those related to student conduct, academic honesty, health and wellness, and equity and inclusion.

Where a student's disability intersects with other concerns (e.g., mental health, attendance issues, or misconduct), coordination between the Wellness Office, the Academic Affairs Office, and other support offices may be initiated.

5. Disclosure of Special Need

Disclosure is voluntary but highly recommended so that RIT Kosovo can provide appropriate support and reasonable accommodations.

Students are encouraged to notify the Academic Affairs Office of their Special Need or learning difference as soon as possible, preferably prior to starting their studies or as soon as the need arises. Where Special Need information is shared initially with the Admission Office (for example, during application), the Admission Office will securely transmit that information to the Academic Affairs Office with the student's explicit consent. Moreover, students diagnosed with Autism Spectrum Disorder (ASD) are required to submit results from a previously completed standardized IQ assessment. These results will help identify the student's cognitive strengths and challenges and will allow the university to implement academic accommodations that are better tailored to the student's individual learning needs. All documentation submitted is treated as confidential and stored securely in line with Kosovo's Law on Personal Data Protection (Law No. 06/L-082) and RIT Kosovo's internal data-protection procedures. Special need-related information is shared only:

- With the Academic Affairs Office and the Wellness Office for the purpose of assessing and

managing accommodations

- With faculty and relevant staff, strictly on a need-to-know basis, to implement approved accommodations

The nature of the special need or specific diagnosis will not be disclosed to faculty unless explicitly authorized by the student. Students will be informed about their data-protection rights and may withdraw consent at any time, understanding that this may affect RIT Kosovo's ability to maintain accommodations.

6. Learning Support/Intervention Plans (LS/IPs)

RIT Kosovo is committed to making best efforts to provide reasonable accommodations to students with disabilities, in accordance with applicable non-discrimination legislation. The provision of specific accommodation, assistive technologies, services, or equipment is subject to institutional resources, operational capacity, and financial feasibility.

Accommodation decisions are based on an individualized assessment of the student's needs and a proportionality analysis, taking into account academic requirements, institutional resources, and the obligation to ensure equal access without imposing a disproportionate or undue burden on the institution.

Following this intake, a personalized Learning Support/Intervention Plan (LS/IP) will be drafted, outlining reasonable accommodation such as:

- Extended time for exams or in-class assessments
- Lecture recording permissions (i.e., auditorily)
- Alternative formats for course materials
- Assistive technologies (cf., see section *6A. Adaptive and Assistive Technology*)
- Adjusted deadlines or attendance flexibility

The LS/IP will be shared confidentially with the relevant course instructors. Students must renew or review their LS/IPs at the beginning of each academic year, or earlier if their needs change.

6A. Adaptive and Assistive Technology

RIT Kosovo supports the use of adaptive and assistive technologies to help students with Disability participate fully in academic life. Depending on the nature of the Special Need and the recommendations made during the intake process, students may be granted access to a range of accessibility tools and devices, either provided by the university or integrated into their own equipment.

Common technologies and tools that may be recommended in class include:

- **Built-in accessibility software** (e.g., Apple VoiceOver, Windows Narrator)

- **Speech-to-text software** (e.g., Dragon NaturallySpeaking, Google Dictation)
- **Text-to-speech tools** (e.g., NaturalReader, Kurzweil 3000)
- **Screen readers** (e.g., JAWS, NVDA)
- **Screen magnifiers** or screen enlarging software
- **Braille devices** (e.g., Braille embossers, refreshable Braille displays)
- **CCTV magnifiers** for low-vision support
- **Note-taking support** (e.g., smartpens, notetaking apps, Braille notetakers)
- **Alternate input devices** (e.g., adaptive keyboards, eye-tracking systems)

Specifically, professors at RIT Kosovo can enhance accessibility in their classrooms by making use of several simple but powerful tools. Lectures may be captured and recorded using software such as **Zoom or Microsoft Teams**, allowing students to re-watch content later; the recording option should be activated and shared through the LMS. Additionally, professors can provide alternative formats of learning materials by converting text to audio or audio to text using solutions such as NaturalReader, Balabolka, or built-in read-aloud functions in Word, or browsers, ensuring that all students can engage fully with the content. Finally, for students who are deaf or hard of hearing, professors can enable real-time transcription or captions using Microsoft Teams (live captions) or Zoom (Live Transcription).

Where possible, students and professors may be referred to the IT Office for support or additional training in the use of these technologies. Requests for specific equipment should be discussed during the intake meeting with the **Admission Office**, **Academic Affairs Office** and **Wellness Office**.

Use of any assistive device is governed by the principles of academic integrity, and students are expected to use such tools responsibly and ethically.

7. Additional Support or Adjustments in Examinations

Students with disability may be eligible for exam accommodation to reduce the impact of their condition on their academic performance. These may include, but are not limited to:

- From 25% to 50% extra time
- Use of assistive technology (cf., see section 6A. *Adaptive and Assistive Technology*)
- A separate or quieter exam room
- Rest breaks
- Use of a laptop or a scribe

Requests for examination accommodation(s) must be submitted to the Academic Affairs Office

and the Wellness Office with supporting documentation at least one week before the beginning of the semester. The plan will be reviewed in coordination with the Academic Affairs Office and the Wellness Office. Then, the student's instructors will be notified confidentially of the agreed-upon arrangements, which may be updated throughout the semester to reflect any changes in the students' needs.

8. Recording Lectures

Students whose disability impact notetaking or working memory (e.g., ADHD, dyslexia, physical impairments) may be allowed to record lectures for academic use.

Permission to record lectures will be granted as part of the student's **Learning Support/Intervention Plan**. The use of such recordings is strictly for personal academic purposes and may not be shared, published, or distributed in any form. Faculty are encouraged to support this accommodation while ensuring academic integrity and the protection of intellectual property.

9. Coursework Adjustments

Depending on the students' needs, coursework accommodation may be granted, such as:

- Extended deadlines for assignments
- Alternative formats (e.g., oral instead of written assessments)
- Adjusted participation requirements
- Access to assistive technology or adapted materials

These adjustments are decided on a case-by-case basis during the intake process and must be clearly outlined in the student's **Learning Support/Intervention Plan**. Students are responsible for informing instructors in advance when they intend to utilize an approved adjustment.

10. Attendance and Absences

For students whose condition intermittently affects their ability to attend classes (e.g., chronic illness, fatigue, mental health conditions), flexibility in attendance may be an appropriate adjustment.

This may include:

- Flexibility with absence limits
- Access to asynchronous materials
- Make-up assignments or alternative ways of demonstrating participation

Each request is assessed based on the impact of the student's condition and the academic requirements of the course. This flexibility does not exempt students from completing essential learning outcomes, and arrangements must be agreed upon between the student, instructor, and

the Academic Affairs Office.

11. Needed Students' Allowance

While the Republic of Kosovo currently does not offer a formal “Needed Students' Allowance” (NSA) like those found in other countries, RIT Kosovo is committed to ensuring students with disability are supported through:

- Free access to assistive technology (where available)
- Referral to internal or external diagnostic or therapeutic services
- Peer mentoring programs (i.e., Tutora)
- Academic coaching/support

12. Marking of Written Work

All written work submitted by students is assessed according to the academic standards of the course. However, instructors are expected to consider accommodations granted through the **Learning Support/Intervention Plan**, such as:

- Allowing use of assistive spelling or grammar tools
- Accepting typed rather than handwritten submissions
- Understanding processing delays due to cognitive conditions

Accommodation is designed to create equity in **access**, not to alter academic **standards** or grading criteria.

13. Temporary Special Need

Students experiencing a temporary special need (e.g., broken limb, post-surgery recovery, short-term mental health crisis, or pregnancy-related complications) are encouraged to reach out to the **Academic Affairs Office** and the **Wellness Office** to request time-bound accommodation.

Examples may include:

- Physical access support (e.g., temporary mobility aids, priority lift access...)
- Deadline extensions
- Alternative participation methods
- Temporary use of lecture recordings

These cases are reviewed on an individual basis, and accommodation is granted for the expected duration of the condition.

14. Appeals and Review of Accommodation Decisions

Accommodation-related appeals form part of RIT Kosovo's unified student appeals framework and are not subject to a separate or standalone appeals mechanism. Students may challenge accommodation decisions as a category of student grievance, in accordance with the institution-wide appeals policy. Appeals are reviewed by the central RIT Kosovo Appeals Panel to ensure procedural consistency, impartiality, and institutional coherence.

14.1 Right to Appeal(2)

Students who disagree with an accommodation decision (e.g., denial of accommodation, modification, or perceived inadequate implementation) have the right to request a review and to lodge a formal appeal.

14.2 Informal Resolution (Stage 1)

Where possible, students are encouraged to first seek informal resolution by contacting the Academic Affairs Office within a defined period (e.g., 10 working days) from receiving the decision. The Academic Affairs Office will:

- Review the documentation and rationale for the decision
- Consult with the Wellness Office and relevant faculty as needed
- Clarify the decision and explore possible adjustments

The outcome of this informal review will be communicated to the student in writing.

14.3 Formal Appeal (Stage 2)

If the student remains dissatisfied, they may submit a formal written appeal within a defined period (e.g., 10 working days) from the outcome of Stage 1. The written appeal should:

- State clearly the decision being appealed
- Explain the reasons for disagreement
- Include any additional documentation the student wishes to provide

The formal appeal will be reviewed by an independent Appeal Panel designated by RIT Kosovo (for example, including at least one member from Academic Affairs not previously involved in the case and, where appropriate, another senior staff member). The panel may seek input from the Wellness Office or other relevant units.

14.4 Decision and Timeline

The Appeal Panel will issue a written decision within a reasonable timeframe (e.g., 15 working days) from receipt of the complete appeal, informing the student of:

- Whether the original decision is upheld, modified, or overturned

- The reasons for the decision
- Any consequent changes to the student’s accommodation

The decision of the Appeal Panel will normally be considered final within RIT Kosovo’s internal procedures, without prejudice to any external legal remedies available to the student under applicable law.

14.5 Record-Keeping and Confidentiality

All documents related to appeals will be handled as confidential special category data and stored in line with the data-protection provisions of section 3A of this policy.

(2) Any disagreement with an accommodation decision may be addressed through RIT Kosovo’s standard student appeals procedure, in accordance with institutional policy.

RIT Kosovo Policy on Support and Accommodations for Students with Disability

RIT Kosovo is committed to ensuring that all students, including those with disabilities (1) have full and equitable access to academic programs, campus facilities, and learning opportunities in accordance with the Law No. 05/L-021 on Protection from Discrimination and relevant provisions in the Law on Education in the Republic of Kosovo*. In alignment with the institutional standards set by RIT Global, RIT Kosovo shall ask its Admission Office to receive documentation, coordinating intake procedures, and collaborating with the Wellness Office, the Academic Affairs Office, and administrative staff to implement appropriate support measures.

Students who would like to request academic accommodation(s) due to a special need should submit a completed request form (Annex of this document), as well as provide supporting medical documentation of the Special Need to the Head of Academic Service and to the Mental Health Consultant at the Wellness Office in RIT Kosovo. Depending on the type of Special Need(s), the documentation should be a recent (within the last two years) psycho-educational evaluation, IQ assessment (where relevant, e.g., for ASD) from a public or private healthcare institutions licensed by competent professionals (i.e., licensed psychologists, psychiatrists, or neuropsychologists practicing within recognized professional and ethical frameworks), and/or a formal letter on letterhead stationery from a qualified professional such as a physician specialist or psychologist.

A confidential intake meeting will then be scheduled with the Admission Office, the Academic Affairs Office and the Wellness Office to evaluate individual needs and identify reasonable accommodations, such as:

- Extended time on exams
- Access to assistive technology

- Alternative formats for instructional materials
- Flexible attendance or assignment deadlines
- Use of recording devices
- Physical access arrangements

All approved accommodations will be formally communicated to instructors through a Confidential Accommodation Notification Letter, which outlines only the necessary academic adjustments, without disclosing the nature of the student's Special Need, in order to respect privacy and comply with data protection standards.

Faculty are expected to uphold the principles of equity, implement accommodations without delay, and consult with the Academic Affairs Office and/or the Wellness Office if support or clarification is needed. Students must request accommodations each academic term to ensure their needs are current and adequately addressed. The Academic Affairs Office shall also maintain a secure and confidential database of all Special Need-related information, accessible only to authorized personnel.

Additionally, RIT Kosovo will implement universal design principles across its curriculum and ensure that digital and physical environments meet international accessibility standards (e.g., WCAG 2.2 AA). Any student, faculty, or staff member encountering an accessibility barrier, whether physical, technological, or pedagogical, may submit a report through the official Access Barrier Reporting Form, which will trigger a response protocol involving facilities management or IT services within a reasonable timeframe.

Students who believe their rights have been violated or who disagree with accommodation decisions may pursue a formal grievance through RIT Kosovo's Academic Affairs Office or initiate a confidential appeal in collaboration with the Admission Office, the Wellness Office, and the Academic Affairs Office.

This policy reflects RIT Kosovo's dedication to fostering an inclusive academic environment that empowers all students to succeed, while fulfilling its legal obligations under Kosovo law and RIT's institutional values of diversity, equity, and access.

Types of Disability Eligible for Accommodation at RIT Kosovo

RIT Kosovo provides accommodation for a wide range of disabilities, including but not limited to:

- Autism Spectrum Disorder (ASD)
- Attention-Deficit/Hyperactivity Disorder (ADHD)
- Blindness or Low Vision
- Deafness or Hard of Hearing
- Learning Disability (e.g., Dyslexia, Dyscalculia)
- Physical or Mobility Impairments
- Chronic Medical Conditions (e.g., epilepsy, diabetes)
- Psychological or Psychiatric Conditions (e.g., anxiety, PTSD)
- Temporary Injuries or Conditions (e.g., post-surgery recovery)

- Speech or Communication Disorders
- Neurological Disorders (e.g., multiple sclerosis, brain injury)
- Other health conditions substantially limiting life activities

Accommodations are always individualized, based on proper documentation and an interactive discussion between the student, the Academic Affairs Office, the Admission Office and the Wellness Office.

**The Law on Higher Education (No. 04/L-037, 2011) sets the general regulatory framework for universities, accreditation, and quality standards. While it does not explicitly regulate Special Need accommodations, its provisions operate in conjunction with Law No. 05/L-021, which ensures that the principle of non-discrimination applies within higher education institutions. (i) Include any physical or mental impairment that has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities. This includes, but is not limited to, specific learning difficulties (e.g., dyslexia, dyscalculia), autism spectrum conditions, attention-deficit/hyperactivity disorder (ADHD), sensory impairments (e.g., blindness, deafness), mental health conditions (e.g., depression, anxiety), chronic health conditions (e.g., epilepsy, diabetes), and mobility impairment*

Further Questions and/or Proposed Changes

For any further information/questions on the policies listed in this handbook, please direct yourself to the RIT governance policies or email the Dean of Faculty.

For any proposed changes to the student handbook, please contact the Dean of Faculty and ensure that the proposed changes align with all RIT policies.

Annex

RIT Kosovo

STUDENT DISABILITY SERVICES REQUEST FORM

(Please complete all items in legible print or type)

All information provided to the Admission Office – Academic Advisor Office and Wellness Office is kept confidential and will only be shared with others with your permission.

Today's Date:

Student Name:

Date of Birth:

Address: E-mail:

Phone Number:

Major:

What is/are your special needs and/or medical condition(s)?

Please describe how your disability, special need and/or medical condition impacts your learning.

Please identify the academic accommodation(s) you are requesting

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Student Handbook

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