RIT CROATIA, an American college offering top quality higher education!

RIT Croatia (www.croatia.rit.edu), formerly known as the American College of Management and Technology (ACMT) was established in Croatia in 1997 when the Ministry of Science, Education and Sports of the Republic of Croatia initiated the establishment of private higher education institutions. Due to its reputation in creating and maintaining successful international partnerships, one of the most prominent private American universities, Rochester Institute of Technology (www.rit.edu) was chosen as the best partner in these efforts.

Located in Rochester, N.Y., USA, RIT is one of the world’s leading career-oriented, technological universities, offering over 230 high quality academic programs whose quality is recognized by numerous recognitions by prominent world-known organizations and media. It is the 10th largest private university in the U.S., and its cooperative education program is one the oldest and largest in the world. Currently it holds over 18,000 students.

Today, 17 years after ACMT was established, Croatia is one of RIT’s key locations and RIT Croatia is a strong international organization. RIT Croatia offers education that focuses on career development, i.e. it provides students with knowledge and experience to successfully develop their careers on a global market. We are the only American college in Croatia and our academic programs are equivalent to those offered on the RIT campus in the U.S. All lectures are held in English and students are provided with the same high quality education, earning the same degree as our students studying in Rochester or Dubai. Also, RIT Croatia is the only institution of higher education in Croatia granting two diplomas: an American degree from RIT and a Croatian degree from RIT Croatia.

RIT Croatia has two campuses where over 600 students are enrolled in one of the following undergraduate programs: International Hospitality and Service Management (Dubrovnik), International Business (Zagreb) and Information Technology (Dubrovnik and Zagreb). Also, our Zagreb campus offers a Master of Science program in Service Leadership and Innovation.

Companies such as The Broadmoor, Carnival Cruise Line, Marriott, Nestle Adriatics, Metro Cash & Carry Hrvatska, INA, P&G, Coca-Cola, Hilton, Valamar Hotels &Resorts, Zagrebačka Pivovara, Splitska bank, Drap, Oradian IT, Carnet, Phobs, Degordian, Stowe Mountain Lodge provide excellent work experiences for RIT Croatia students, who come not only from Croatia, but also from Albania, Australia, Austria, Bolivia, Bosnia and Herzegovina, Bulgaria, Canada, China, Croatia, France, Germany, Hungary, India, Japan, Kazakhstan, Macedonia, Mexico, Montenegro, Norway, Peru, Poland, Qatar, Russia, Slovenia, Serbia, South Africa, Sweden, Switzerland, Turkey and the United States to attend the college.
Our History

1995

The Ministry of Science, Education and Sports of the Republic of Croatia initiated the establishment of private higher education institutions and chooses RIT as the best partner in these efforts.

1997

RIT and the Ministry of Science sign a cooperation agreement making ACMT the first and only private college in Croatia.

1997

ACMT offers a four-year undergraduate program in international hospitality and service management. The emphasis was put on tourism, the hotel industry, marketing, finances, management, macro and micro economics, and entrepreneurship. English was chosen as the official language of ACMT and all lectures were held in English.

1998

ACMT establishes the Office of Co-op and Career Services, which gives students professional support in the labor market integration, planning and career development. All programs of study at ACMT have a required cooperative education (co-op) program. The deliverables of the Co-op and Career Services offices are aligned with RIT’s cooperative education programs, one of the oldest and largest co-op programs in the world.

2001

The first alumni generation is granted degrees for the undergraduate program of study in service management. Most of the alumni are employed as event managers, hotel managers, food and beverage managers, marketing and sales managers, product quality managers, and finance and human resources managers.

2009

ACMT introduces a new undergraduate study program in information technology. The program educates students for prospective professions such as system administrators, Web designers, database designers, and application developers. The curriculum and program are entirely in accordance with the Information Technology program at RIT. The program is accredited by The Middle States Association of Colleges and Schools and The Middle States Commission on Higher Education.

The Dubrovnik campus opens an Apple regional training center.

2009/2010
As part of its activities to encourage lifelong learning, ACMT and RIT establish a Master of Science program in Service Leadership and Innovation at ACMT in Zagreb. Upon graduation, students acquire an internationally recognized American diploma issued by RIT.

2011

A new ACMT campus opens in Zagreb, the capital of the Republic of Croatia, offering two undergraduate programs of study, Information Technology and International Business.

The four-year International Business undergraduate program meets high international standards of education and is accredited by prestigious accreditations from organizations such the Middle States Association of Colleges and Schools and the Middle States Commission on Higher Education as well as AACSB International, the Association to Advance Collegiate Schools of Business.

2011

Together with Apcom Croatia, an authorized Apple distributor for the Republic of Croatia, ACMT opens Apple iMac computer labs and an Apple regional training center on its Zagreb campus, the largest in the region.

2013

As a subsidiary of a prominent American university, Rochester Institute of Technology, the American College of Management and Technology changes its name to RIT Croatia (Rochester Institute of Technology Croatia).

RIT CROATIA VISION AND MISSION

Vision

RIT Croatia will be recognized as the leading international career oriented university in Croatia.

Mission

RIT Croatia will realize its vision by:
- providing a dynamic learning environment in which students combine both theoretical knowledge and practical skills.
- building positive relationships with local and regional communities, and with our international business partners.
- fostering close relationships with regional governments and academic institutions in the exchange of ideas and practices.
- maintaining contact with our graduates and creating business relationships with them.
- making our services available to business leaders who seek professional guidance in developing their organizations and training their employees.
- working closely with RIT to encourage mobility through the exchange of students and faculty in order to maximize the benefits from the US programs and resources.

Values
- We strive for excellence in the individual and collaborative efforts of students, faculty and staff.
- We support continuous improvement in all areas, especially for our faculty and staff who augment their experience and knowledge through professional development and scholarship.
- We believe in a community environment of open-mindedness, communication, teamwork, and diversity.
- We value loyalty, dedication, and hard work in order to build long term relationships.
- We encourage students to use the resources of faculty, staff and colleagues long after graduation.
- Above all, we require the highest ethical standards, encouraging social and environmental responsibility, and humanitarian efforts.
RIT CROATIA BOARD OF TRUSTEES

All of the activities of RIT Croatia are overseen by a Board of Trustees. The board is made of experts representing both American and Croatian business, academia and government. The board meets twice a year to review the College’s financial performance, as well as its strategic goals.

The Board of Trustees members are:

- William W. Destler, President, RIT
- Radovan Fuchs, former Minister, Ministry of Science, Education and Sports of the Republic of Croatia
- Jeremy A. Haefner, Provost and Senior Vice President of Academic Affairs, RIT
- Donald W. Hudspeth, President and Dean, RIT Croatia
- Kristina Laco, Managing Partner, Communications Office Colić, Laco & partners
- Ivica Mudrinić, Deutsche Telekom AG, Senior Vice President, Strategic Support, DT Europe and Technology
- Richard Zic, CEO & Founder, Dynomax Inc.
- James H. Watters, Treasurer of the Board of Trustees, Senior Vice President of Finance and Administration, RIT

RIT CROATIA ADVISORY BOARD

In addition to the Board of Trustees, the College also has an Advisory Board. The board is composed of leaders from regional industry. These individuals meet 3-4 times per year to advise RIT Croatia on future business trends, and consequently suggestions for curriculum change or modification. The Advisory Board members also create co-operative work experience opportunities for the students, as well as employment for graduates.

- Sanja Brkić-Fakleš, Managing Director, Alter Modus
- Gordana Fabris, Director of Human Resources, Valamar Hotels & Resorts
- Nataša Rapaić, Executive Director of Corporate Communications, T-Hrvatski Telekom
- Tomislav Thür, Board Member, INA
- Tomislav Varga, Finance Director, Ingra
RIT CROATIA DIRECTORY

Dubrovnik Campus:
OFFICE HOURS: Ground floor: Monday – Friday, 8:00 AM – 4:00 PM
PHONE: (020) 433-000
FAX: (020) 433-001
E-MAIL: ritcroatia@croatia.rit.edu
ADDRESS: Don Frana Bulića 6, 20000 Dubrovnik

From 4:00 to 8:00 PM, there will be a student assistant on duty for any questions and/or information needed.

Zagreb Campus:
OFFICE HOURS: Ground floor: Monday – Friday, 8:00 AM – 4:00 PM
PHONE: (01) 643-9100
FAX: (01) 643-9103
E-MAIL: ritcroatia@croatia.rit.edu
ADDRESS: Ulica Damira Tomljanovića Gavrana 15, 10000 Zagreb

From 4:00 to 8:00 PM, there will be a student assistant on duty for any questions and/or information needed.

PRESIDENT & DEAN

Don Hudspeth, M.S., President and Dean, don.hudspeth@croatia.rit.edu
In Dubrovnik, the DEAN’S OFFICE is located on the fourth floor, Room 45:
In Zagreb, the DEAN’S OFFICE is located in Room 25.

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

Shawn Sturgeon, Ph.D., Associate Dean for Academic Affairs, shawn.sturgeon@croatia.rit.edu
In Dubrovnik, the ASSOCIATE DEAN’S OFFICE is located on the fourth floor, Room 43.
In Zagreb, the ASSOCIATE DEAN’S OFFICE is located in Room 24.

The Associate Dean oversees all curriculum delivered at RIT Croatia and coordinates the work of faculty members. The Associate Dean is also engaged in resolving student concerns when all other means have been exhausted.

STAFF

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

In Dubrovnik:

Student Services Reception Desk

Nikolina Šimunović Student Services Assistant Ground floor nikolina.simunovic@croatia.rit.edu
### Academic/Advising Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draženka Franić</td>
<td>Senior Academic Adviser</td>
<td>41</td>
<td><a href="mailto:drazenka.franic@croatia.rit.edu">drazenka.franic@croatia.rit.edu</a></td>
</tr>
<tr>
<td>Ana Maria Šimundić</td>
<td>Academic Support Manager &amp; College Ombudsperson</td>
<td>41</td>
<td><a href="mailto:anamaria.simundic@croatia.rit.edu">anamaria.simundic@croatia.rit.edu</a></td>
</tr>
</tbody>
</table>

### Career Services, Study Abroad and Alumni Relations

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Petra Vodopija Borković</td>
<td>Career Services &amp; Study Abroad Specialist</td>
<td>42</td>
<td><a href="mailto:petra.vodopija-borkovic@croatia.rit.edu">petra.vodopija-borkovic@croatia.rit.edu</a></td>
</tr>
<tr>
<td>Ana Maria Šimundić</td>
<td>Academic Support Manager &amp; College Ombudsperson</td>
<td>41</td>
<td><a href="mailto:anamaria.simundic@croatia.rit.edu">anamaria.simundic@croatia.rit.edu</a></td>
</tr>
</tbody>
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### Events Management

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Christina Petrović</td>
<td>Events Manager &amp; Assistant to the President</td>
<td>42</td>
<td><a href="mailto:christina.petrovic@croatia.rit.edu">christina.petrovic@croatia.rit.edu</a></td>
</tr>
</tbody>
</table>

### Finance and Human Resources

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Ivona Labaš</td>
<td>Director of Finance, Facilities and ITS</td>
<td>44</td>
<td><a href="mailto:ivona.labas@croatia.rit.edu">ivona.labas@croatia.rit.edu</a></td>
</tr>
<tr>
<td>Dubravka Radiš</td>
<td>Finance &amp; Accounting Specialist</td>
<td>42</td>
<td><a href="mailto:dubravka.radis@croatia.rit.edu">dubravka.radis@croatia.rit.edu</a></td>
</tr>
<tr>
<td>Jelena Zvono</td>
<td>Human Resources Manager &amp; Ministry Liaison</td>
<td>44</td>
<td><a href="mailto:jelena.zvono@croatia.rit.edu">jelena.zvono@croatia.rit.edu</a></td>
</tr>
</tbody>
</table>

### Recruitment and Enrollment

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
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<tbody>
<tr>
<td>Petra Grčić</td>
<td>Undergraduate Admission-Recruitment &amp; Enrollment Specialist</td>
<td>33</td>
<td><a href="mailto:petra.grcic@croatia.rit.edu">petra.grcic@croatia.rit.edu</a></td>
</tr>
<tr>
<td>Irena Ljubišić</td>
<td>Undergraduate Admission-Recruitment &amp; Enrollment Specialist</td>
<td>33</td>
<td><a href="mailto:irena.ljubisic@croatia.rit.edu">irena.ljubisic@croatia.rit.edu</a></td>
</tr>
</tbody>
</table>

### Information and Technology Services (ITS)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Email</th>
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<tbody>
<tr>
<td>Mario Ljubišić</td>
<td>Facility Manager &amp; ITS Specialist</td>
<td>47</td>
<td><a href="mailto:mario.ljubisic@croatia.rit.edu">mario.ljubisic@croatia.rit.edu</a></td>
</tr>
</tbody>
</table>

### RIT Croatia Office at RIT

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>RIT</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maureen Shannon</td>
<td>Program Coordinator</td>
<td></td>
<td><a href="mailto:masisr@rit.edu">masisr@rit.edu</a></td>
</tr>
</tbody>
</table>

Office hours vary and can be found on the reception desk on the ground floor.
In Zagreb:

**Student Services Reception Desk**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tanja Peša</td>
<td>Student Services Assistant</td>
<td>Ground floor</td>
<td><a href="mailto:tanja.pesa@croatia.rit.edu">tanja.pesa@croatia.rit.edu</a></td>
</tr>
</tbody>
</table>

**Academic/Advising and Administrative Services**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danijela Kraljević</td>
<td>Academic Adviser</td>
<td>Room 21</td>
<td><a href="mailto:danijela.kraljevic@croatia.rit.edu">danijela.kraljevic@croatia.rit.edu</a></td>
</tr>
<tr>
<td>Ana Lučić</td>
<td>Administrative Assistant-Academic &amp; Accounting</td>
<td>Room 21</td>
<td><a href="mailto:ana.lucic@croatia.rit.edu">ana.lucic@croatia.rit.edu</a></td>
</tr>
<tr>
<td>Marija Šušak</td>
<td>Academic Affairs Manager &amp; College Ombudsperson</td>
<td>Room 21</td>
<td><a href="mailto:marija.susak@croatia.rit.edu">marija.susak@croatia.rit.edu</a></td>
</tr>
</tbody>
</table>

**Career Services and Alumni Relations**

<table>
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<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Marina Drmač</td>
<td>Career Services &amp; Alumni Manager</td>
<td>Room 23</td>
<td><a href="mailto:marina.andros-drmac@croatia.rit.edu">marina.andros-drmac@croatia.rit.edu</a></td>
</tr>
</tbody>
</table>

**Finance**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Ana Lučić</td>
<td>Administrative Assistant-Academic &amp; Accounting</td>
<td>Room 21</td>
<td><a href="mailto:ana.lucic@croatia.rit.edu">ana.lucic@croatia.rit.edu</a></td>
</tr>
</tbody>
</table>

**Marketing, Recruitment and Enrollment**

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<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Alice Almer</td>
<td>Marketing &amp; Communications Manager</td>
<td>Room 22</td>
<td><a href="mailto:alice.almer@croatia.rit.edu">alice.almer@croatia.rit.edu</a></td>
</tr>
<tr>
<td>Adriana Ljutić Gudelj</td>
<td>Graduate Admission-Recruitment &amp; Enrollment Specialist</td>
<td>Room 26</td>
<td><a href="mailto:adriana.ljutic-gudelj@croatia.rit.edu">adriana.ljutic-gudelj@croatia.rit.edu</a></td>
</tr>
<tr>
<td>Ivan Mikić</td>
<td>Undergraduate Admission-Recruitment &amp; Enrollment Specialist</td>
<td>Room 26</td>
<td><a href="mailto:ivan.mikic@croatia.rit.edu">ivan.mikic@croatia.rit.edu</a></td>
</tr>
<tr>
<td>Ivana Silić</td>
<td>Recruitment &amp; Enrollment Manager</td>
<td>Room 23</td>
<td><a href="mailto:ivana.silic@croatia.rit.edu">ivana.silic@croatia.rit.edu</a></td>
</tr>
<tr>
<td>Katarina Vatavuk Županjac</td>
<td>Undergraduate Admission-Recruitment &amp; Enrollment Specialist</td>
<td>Room 26</td>
<td><a href="mailto:katarina.vatavuk@croatia.rit.edu">katarina.vatavuk@croatia.rit.edu</a></td>
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</table>

**Information and Technology Services (ITS)**

<table>
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<tr>
<th>Name</th>
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<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vlaho Korac</td>
<td>ITS Support</td>
<td>Room 8</td>
<td><a href="mailto:vlaho.korac@croatia.rit.edu">vlaho.korac@croatia.rit.edu</a></td>
</tr>
<tr>
<td>Hrvoje Kuk</td>
<td>ITS &amp; Facility Manager</td>
<td>Room 8</td>
<td><a href="mailto:hrvoje.kuk@croatia.rit.edu">hrvoje.kuk@croatia.rit.edu</a></td>
</tr>
</tbody>
</table>
**FACULTY WITH ADMINISTRATIVE DUTIES**

Besim Agusaj  
IHSM Program Coordinator  
Room 34  
besim.agusaj@croatia.rit.edu

Vanda Bazdan  
Academic Area Head-Dubrovnik Campus  
Room 34  
vanda.bazdan@croatia.rit.edu

Nikolina Bozinović  
Academic Area Head-Dubrovnik Campus  
Room 34  
nikolina.bozinovic@croatia.rit.edu

Irena Guszk Cerovecki  
Academic Area Head-Zagreb Campus  
Room 14  
irena.guszak-cerovecki@croatia.rit.edu

Kristijan Tabak  
Academic Area Head-Zagreb Campus  
Room 14  
kristijan.tabak@croatia.rit.edu

**GENERAL COLLEGE INFORMATION**

- In both Dubrovnik and Zagreb, the college doors open from Monday to Thursday at 7:30 and close at 21:00, Friday from 7:30-20:00, Saturday from 10:00-18:00 and Sunday from 12:00-18:00.
- Classes are held Monday to Friday from 8:00 – 20:00. Most classes meet Monday/Wednesday/Friday for 50 minutes or Tuesday/Thursday for 75 minutes.
- On weekends the college is closed, with the exception of the library and computer labs, which are open for limited hours. Weekend working hours are posted outside the labs and library, and the same information can be obtained through Student Services Reception.
- Classes missed due to holidays are usually rescheduled on Saturdays. Make-up days are listed on the Academic Calendar on the RIT Croatia website. This is conveniently posted so that you and students can plan ahead. It is against RIT Croatia policy for make-up classes to be scheduled at a time other than what is on the calendar.
- Instructor and staff offices are located throughout the building.
- A mail folder is provided for every student, instructor and staff member at RIT Croatia. The mail folders are located on the ground floor. Please check your mail folder frequently.
- You will be provided with a work area, which will contain a computer linked to a common printer in an office shared with other instructor(s).
- You will be provided with office and classroom supplies. Any additional requests should be addressed to the Student Services Assistant at the reception desk.
- You will have an RIT Croatia Internet and email account and RIT based accounts. Your RIT Croatia e-mail can be checked from outside of the college through RIT Croatia’s website (www.croatia.rit.edu).
GENERAL RIT CROATIA INSTITUTIONAL POLICIES

1. Confidentiality

RIT Croatia complies with the Family Rights and Privacy Act of 1974, which governs access and release of information from student educational records. This statute, in part, permits students to inspect their educational records, provides the opportunity for students to challenge such records as inaccurate, and limits disclosure of non-directory information such as grades and class schedules to persons outside the institute without students’ written permission. A copy of the release of information form is attached as Appendix I.

2. RIT Croatia- Equal Access and Disability Accommodation Policy

This policy applies to all RIT Croatia students

RIT Croatia does not discriminate. RIT Croatia promotes and values diversity within its workforce and provides equal opportunity to all qualified individuals regardless of race, color, creed, age marital status, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status or disability. RIT Croatia is a fully inclusive campus, and we believe in our established values of Respect Diversity and Pluralism.

A “person with a disability” is defined as someone who has a physical or mental impairment that substantially limits one or more major life activities. It is every faculty member’s responsibility to become familiar with the law and to provide reasonable accommodations. More importantly, we want to continue to do everything reasonable to assist our many talented and skilled persons with disabilities in reaching their potential. RIT Croatia is committed to providing reasonable accommodations to students with disabilities. If you would like to request accommodations such as special seating or testing modifications due to a disability, please contact the Academic Affairs Office. Each situation will be handled on a case by case basis.

3. Building Rules and Requests

- Smoking is not permitted inside the building or in the area immediately surrounding the building.
- Pets are not allowed in the building.
- Eating and drinking is not allowed in class, the computer labs or the library.
- No advertising materials should be put on the bulletin boards nor distributed in the mail folders without the permission of the RIT Croatia full time receptionist.
- Materials of any kind may not be taped to the walls.
- Please use the elevator only if necessary due to a physical malady which makes the stairs difficult.
- Please make every effort to keep the noise level low as classes are in progress throughout the day.
- Due to traffic in front of the building, please exercise caution when leaving the building.
- When opening windows or shutters, please make sure that they will not slam shut due to a draft.
- If the windows or shutters are open, please close them before you leave the space.
- Please turn off your computer, the lights and the AC when you leave the space you were using.
• Electrical equipment such as coffee makers, microwaves, refrigerators or radios are not allowed in the offices.

NOTE:
If you notice any damage or malfunctions around our building, please notify the Facility Manager.

4. Alcohol and Drugs, Weapons and Dangerous Instruments

The Student Handbook gives details about the alcohol and drug policy and weapons and dangerous instruments policy. Since we have a “Zero Tolerance” policy on alcohol and drugs as well as weapons and dangerous instruments, you are asked to cooperate with these policies in the following ways:

1. By not consuming alcohol if you will be returning to RIT Croatia to teach or hold office hours (students do notice)
2. Reporting to the College Ombudsperson any student(s) who smell of alcohol or act as if they have had drugs or alcohol
3. Not having any weapons or dangerous instruments on RIT Croatia property or at RIT Croatia functions

5. Evacuation Procedures/Fire Safety Policy

Dubrovnik Campus:

In the event of a fire, alarms will be activated in the entire building. You are asked to lead students in the process of evacuation. Please follow the evacuation signs on the walls and evacuate the building immediately.
To exit the building, you will be able to use two staircases: the main staircase at the center of the building and the stairs outside the emergency exits.

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

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

Zagreb Campus:

In the event of a fire, alarms will go off in the entire building. You are asked to lead students in the process of evacuation. Please follow the evacuation signs on the ceilings and walls and evacuate the building immediately.
To exit the building, you will be able to use three exits: northern (hallway behind the auditorium), western and eastern (main gates).

Please note that the elevators in the building complex cannot be used in the event of a fire and the meeting point will be at the corner of Avenija Veceslava Holjevca and Damira Tomljanovića Gavrana (Bundek Park side).
In case of a small fire, instructors and staff should be able to extinguish the fire after they undergo the training process. In any event, the building should be evacuated. Do not re-enter the building until told it is safe to do so.

**EARTHQUAKE PREPAREDNESS**

**EMERGENCY NUMBER: 112**

**During earthquake**
- ✓ Take cover under a heavy desk or table
- ✓ Stay close to inner walls or door frames
- ✓ Stay away from windows and hanging objects
- ✓ Stay away from buildings and power sources
- ✓ If you get buried in ruins, alert of your position by banging on pipes or walls. Avoid yelling.
- ✗ Do not use stairs
- ✗ Do not use elevators
- ✗ Do not jump out the windows

**After earthquake**
- ✓ Stay calm. Don’t panic.
- ✓ Contact your family
- ✓ Try to help injured people
- ✓ Turn off gas, water, and electricity
- ✓ Go outside of the building
- ✓ Follow instructions from State Rescue Center
- ✗ Avoid driving and using phones of cell phones
U SLUČAJU POTRESA
HITNE SLUŽBE: 112

Tijekom potresa

✓ Zakloni se ispod masivnog stola, u kutu sobe ili ispod nosive grede.
✓ Odmakni se od građevina, stupova i dalekovoda.
✓ Odmakni se od prozora i višećih predmeta.
✓ Ako si zatrpan skreni pozornost na sebe lupanjem po cijevi ili zidu. Izbjegavaj vikanje.
✓ Ne koristi stepenice.
✓ Ne koristi dizalo.
✓ Ne skači kroz prozor.

Nakon potresa

✓ Ostani miran. Ne širi paniku.
✓ Kontaktiraj obitelj.
✓ Pokušaj pomoći ozlijeđenima.
✓ Isključi vodu, plin i struju.
✓ Izađi na otvoreno.
✓ Slušaj vijesti i upute žurnih službi.
✓ Izbjegavaj korištenje telefona i mobitela, te izbjegavaj vožnju automobilom.
EMERGENCY PROCEDURE - FIRE ALARM SOUNDING

- Quickly exit the building through designated routes
- If in class, make sure that all students leave classroom
- Take students to meeting point at PARK GRADAC (DBK) or AV. V. HOLJECVA – PARK BUNDEK (ZG)
- Make sure everyone gathers at the meeting point
- Once you are at the meeting point wait for further instructions from Senior Leadership member at site

EARTHQUAKE

- Take cover under heavy desk or table.
- Stay close to inner walls or door frames
- Stay away from windows, hanging objects and large furniture
- Keep calm and wait for the ground to settle down
- When the opportunity presents quickly evacuate the building
- Assuming no damage to the road take students to meeting point at PARK GRADAC (DBK) or AV. V. HOLJECVA – PARK BUNDEK (ZG)
- Make sure everyone gathers at the meeting point
- Once you are at the meeting point wait for further instructions from Senior Leadership member at site

FIRE IN THE BUILDING

- Call Reception or Facility Manager
- Follow Emergency procedures

BOMB THREATS

- Try to write down as much information about the caller and conversation as you can
- Call Reception or Facility Manager
- Follow Emergency procedures

VIOLENT/CRIMINAL BEHAVIOR

- Call Reception or Facility Manager
- Do not exit the room
- Lock the doors, secure them with furniture
- Turn off the lights
- Move away from doors to the corner of the room
- Follow emergency procedures

IMPORTANT NUMBERS:

- Fire Department: 193
- Police Department: 192
- ER department: 194
- State Rescue Center: 112
- Facility Mgr DBK: 099 312 4562
- Facility Mgr ZG: 099 312 4563
- DBK Reception: 020 433 000
- ZG Reception: 01 643 9100

REACTION TEAM ZAGREB CAMPUS:

(Incased of emergency call in this order)
- Don Hudspeth: 098 427 234
- Shawn Sturgeon: 098 427 235
- Ivona Labas: 099 311 2937
- Marina Drmač: 098 474 100
- Alice Almer: 099 731 3650
- Hrvoje Kuk: 099 312 4563

REACTION TEAM DUBROVNIK CAMPUS:

(Incased of emergency call in this order)
- Don Hudspeth: 098 427 234
- Shawn Sturgeon: 098 427 235
- Ivona Labas: 099 311 2937
- Jelena Zvono: 099 731 3648
- Mario Ljubičić: 099 312 4562

5. Procedure for Power Outages

There are two occurrences for power outages: outages that are announced and those that happen unexpectedly.

Planned Power Outages

The Facility Manager will send an all users email about the power outage and how long it is expected to last. If an instructor or staff member should hear about the power outage before the Facility Manager sends an e-mail, please notify him about it.

Unplanned Power Outages

1. In the event of a power outage, the Facility Manager will call the electrical company to find out how long it is expected to last. If the Facility Manager is not here, then the reception desk will make the call. During the weekend and non-business hours the security guard will make the call.
2. People in the building will be notified that they have 15 minutes to wrap up what they are doing on the computers before the UPS goes out. Any information on the power outage (how long or expected time of return) should also be communicated. Depending on what time the power goes out, notification will take place as outlined below:

- During regular business hours, the Facility Manager and ITS Support Staff will go door to door and notify people in the building. Whoever is at the reception desk will notify people on the ground floor.
- During the weekend, the security guard will call the electrical company and notify (by phone) the lab and library staff. The lab and library staff will notify the people in the building by going door to door.
- During non-business hours, the security guard will call the electrical company and notify (either by phone or going door to door) whoever is in the building about the power outage.

6. Dress Code Policy

All instructors and employees of RIT Croatia are expected to dress appropriately for an educational environment in which they serve as role models for the students. Business attire is suggested when teaching (shirts and ties for male instructors). When not teaching, and in the college during regular hours, business attire is preferred, though not mandatory. Casual clothes (including but not limited to: shorts, tights jeans, sneakers, T-shirts, strapless or sleeveless tops and dresses, excessively short skirts and dresses) is defined as inappropriate except for weekends, holidays, field trips or other such events.

THE ACADEMIC YEAR

The academic year is made up of 4 terms:

- Fall Term (September - December)
- Intersession – (3 weeks between semesters)
- Spring Term (January - June)
- Summer Session (June – September)

A semester (or term) lasts for 15 weeks. RIT Croatia usually follows RIT’s academic and administrative calendar with the exception of recognizing Croatian statutory holidays, rather than US holidays. Exact start and end dates for each semester as well as important dates and events throughout the year are listed on the RIT Croatia Academic Calendar, which can be found on the RIT Croatia website under tab Current Students and then, Important Documents & Links.

For a three-credit course, the class will meet for three hours, usually three 50-minute blocks, each week for 15 weeks or two 75 minute blocks, each for 15 weeks. A four credit class will meet for four hours, usually two 2 hour blocks. The 16th week is reserved for final exams. A schedule of final exams is e-mailed to all students in the middle of each term.

It is very important for instructors to follow RIT Croatia’s Academic Calendar when making their vacation plans. Instructors should not make any travel arrangements until they know their schedule for the semester.
Croatian Statutory Holidays

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
<th>Croatian Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year’s Day</td>
<td>Nova godina</td>
</tr>
<tr>
<td>January 6</td>
<td>Epiphany</td>
<td>Sveta tri kralja</td>
</tr>
<tr>
<td>April 5, 2015*</td>
<td>Easter Sunday</td>
<td>Uskrs</td>
</tr>
<tr>
<td>April 6, 2015*</td>
<td>Easter Monday</td>
<td>Uskršnji ponedjeljak</td>
</tr>
<tr>
<td>May 1</td>
<td>Labor Day/May Day</td>
<td>Praznik rada</td>
</tr>
<tr>
<td>June 4, 2015*</td>
<td>Corpus Christi</td>
<td>Tijelovo</td>
</tr>
<tr>
<td>June 22</td>
<td>Day of Antifascist Struggle</td>
<td>Dan antifašističke borbe</td>
</tr>
<tr>
<td>June 25</td>
<td>Statehood Day</td>
<td>Dan državnosti</td>
</tr>
<tr>
<td>August 5</td>
<td>Homeland Thanksgiving Day</td>
<td>Dan domovinske zahvalnosti</td>
</tr>
<tr>
<td>August 15</td>
<td>Assumption</td>
<td>Velika gospa</td>
</tr>
<tr>
<td>October 8</td>
<td>Independence Day</td>
<td>Dan nezavisnosti</td>
</tr>
<tr>
<td>November 1</td>
<td>All Saints Day</td>
<td>Dan svih svetih</td>
</tr>
<tr>
<td>December 25</td>
<td>Christmas Day</td>
<td>Božić</td>
</tr>
<tr>
<td>December 26</td>
<td>Boxing Day</td>
<td>Sveti Stjepan</td>
</tr>
</tbody>
</table>

*Dates listed with the year specified change each year. The rest of the dates are fixed.

Missed classes, due to statutory holidays, will be made up on Saturdays. Make-up days will be scheduled on the academic calendar.

**ACADEMIC AND ADMINISTRATIVE CALENDAR AND MASTER SCHEDULE**

Before the beginning of each term the Academic Advisers will e-mail instructors the Academic and Administrative Calendar and Master Schedule for the term. If you happen to misplace your copy, a downloadable version can be found at [www.croatia.rit.edu](http://www.croatia.rit.edu) under tab Useful Documents and them, Important Documents & Links.

The calendar lists all RIT Croatia events including meetings, receptions, special events, etc. To sustain RIT Croatia as a closely knit community of students, instructors and staff, instructors are expected to attend ALL RIT Croatia events.

**RESPONSIBILITIES OF INSTRUCTORS**

In accordance with your contract, all instructors are expected to fully and actively participate in achieving the mission of RIT Croatia. This includes:

- Attending ALL faculty meetings
- Attending ALL official RIT Croatia events (Dean’s List receptions, holiday parties, graduation ceremony, Career Education Day, assisting in Entrance Exams, etc)
- Checking mail folders on a daily basis
- Checking e-mail on a daily basis
- Being familiar with RIT Croatia policies and procedures (including Faculty and Student Handbooks)
Designing your course and scheduling graded items so that the students have a general idea of what their grade will be by the end of week 12 of the ongoing term.

Including a description of the 16th week content in your syllabus. It is fine to just say "final exam". If there is no final exam in week 16, then provide a paragraph explaining what the students will be doing in week 16 related to the course.

Distributing the course syllabus to students and handing in the course syllabus, Syllabus Checklist and Program Outcomes Checklist to Draženka Franić in Dubrovnik and Danijela Kraljević in Zagreb.

Holding classes on scheduled and make up dates.

Posting office hours on your office door and giving them to the Student Services Assistant at the Reception Desk to post on the bulletin board as well as including them in the course syllabus.

Holding office hours (designated to advise, tutor and mentor students).

Being available to proctor exams (including finals in the 16th week).

Advising and/or mentoring students.

Meeting administrative deadlines (add/drop, withdrawal, checking attendance with SIS, recording final grades on SIS, follow-up on incompletes).

Communicating with Academic Services regarding student performance, attendance, grading, and reporting discrepancies immediately.

Posting your course syllabus, materials, grades and other course related information on myCourses.

Encouraging and motivating students to complete course evaluations.

Mentoring Specialization students.

Recording grades accurately (student helpers are prohibited from accessing student grades and SIS usernames and passwords).

Signing Croatian grade books (to be scheduled in the 16th week by Student Services).

Reading course evaluations and making appropriate changes.

Packing up exams and other materials for storage and labeling the boxes appropriately so that they can be discarded after one (1) calendar year.

Keeping adequate grading records for each student for a minimum of four (4) academic years.

Creating and adhering to the annual Plan of Work as requested by the Associate Dean for Academic Affairs.

I. INSTRUCTOR TEACHING LOAD AND SCHEDULING

Instructor teaching assignments are determined individually although a 5-course per semester teaching assignment (15 semester credit hours) is generally considered full time. Teaching reductions can be granted by the Associate Dean for Academic Affairs for instructors who also carry out additional administrative responsibilities, have extraordinarily high scholarship activities or student advising loads. Teaching, advising, serving on Academic Senate committees, conducting research and engaging in scholarship and/or professional activities, and attending college sponsored events are considered regular instructor duties and responsibilities.

Before the beginning of each term, the Academic Advisers will e-mail instructors a list of instructors and courses they teach. You will also receive a list of rooms, telephone numbers, and extensions. Instructor photos and e-mail addresses are available online at www.croatia.rit.edu under Office of the Dean.
Instructors are required to submit their office hours (a minimum of one weekly hour for every two hours of teaching/class time and up to a maximum of 6 hours per week) to the Student Services Assistant at the reception desk. Instructor office hours are available at the reception desk and on the bulletin boards in the lobby.

II. RIT CROATIA AND RIT E-MAIL ACCOUNTS

You will receive an RIT Croatia e-mail account and an RIT DCE (Distributed Computing Environment) account and e-mail. Please remember your account information (usernames, passwords, UID and PIN) as you will be required to use it for your courses. You may also choose to write them down and keep them in your wallet or record them in your cell phone so that you will always have them on hand. If you forget your RIT password and would like to change your password or set your e-mail forwarding, please go to: start.rit.edu

Please note that there is a 120 day reset rule for your RIT password. You will receive automatic reminders from RIT to reset your password. To reset your password go to: start.rit.edu. Your account will also expire after a year. RIT will send you an e-mail reminder that your account will expire. Forward this e-mail to Maureen Shannon (masisr@rit.edu) and she will arrange for the expiration date to be extended for another year. If you have trouble with either account please contact Hrvoje Kuk (hrvoje.kuk@croatia.rit.edu), Mario Ljubišić (mario.ljubisic@croatia.rit.edu) or Vlaho Korać (vlaho.korac@croatia.rit.edu).

To check your RIT Croatia e-mail go to www.croatia.rit.edu and log in with your RIT Croatia user name and password. To check your RIT e-mail go to: mymail.rit.edu. In order to be more environmentally friendly most of the communication at RIT Croatia is done through e-mail. Therefore, you will need to check your e-mail frequently as not to miss any important information.

As soon as your RIT account is activated, you will start receiving e-mails from RIT’s Message Center. To stop receiving these, go to RIT’s home page: rit.edu (log into my.rit.edu at the bottom left) and under “My Message Board” (top center), select “Manage my Communication Preferences”. There you can set your personal preferences. You can delete them all except for the emergency messages. Click on “Update Preferences”. “Update Successful” should appear confirming the changes.

Besides your e-mail, your RIT DCE account also allows you to access the RIT computer system, including such resources as the online library and databases and computer-based training (CBT). It also gives you access to RIT’s Student Information System (SIS) where you can view your class lists and enter final grades and myCourses where you will post course materials and grades during the term. To log into SIS go to: https://infocenter.rit.edu/facultystaff and to log into myCourses go to: mycourses.rit.edu. Please note that it takes 24-48 hours for your access to myCourses to become active and for your courses to appear. More details on SIS and myCourses are provided later in this handbook.

III. COMMUNICATION WITH STUDENTS

If you wish to contact students, there are several options:
- myCourses (make sure students have set the correct e-mail in myCourses which they learn to do in the first term of their 1st year)
- Student mail folders located on the ground floor
- Individual e-mail addresses
- General allusers@croatia.rit.edu e-mail (goes to all RIT Croatia students). You may send messages directly to this group address.
- Meeting with students during your office hours (minimum of one weekly hour for every two hours of teaching)

IV. COMMUNICATION WITH RIT CROATIA EMPLOYEES

- Employees mail folders
- Individual e-mail addresses
  - General Fs@croatia.rit.edu e-mail (goes to all RIT Croatia instructors and staff). You may send messages directly to this group address.
  - General F@croatia.rit.edu e-mail (goes to all RIT Croatia instructors only). You may send messages directly to this group address.
  - General S@croatia.rit.edu e-mail (goes to all RIT Croatia staff members only). You may send messages directly to this group address.

V. CANCELLING CLASSES AND OFFICE HOURS

If you have a planned absence and need to cancel your classes and/or office hours, please advise the students immediately both in class and through myCourses. In case of illness, please send a notification to your students through myCourses.

You must also notify:
- the Associate Dean for Academic Affairs,
- Academic Adviser for the campus where classes are being cancelled,
- Academic Area Head or IHSM Program Coordinator as appropriate,
- Student Services

Also, please ensure to advise all of the above individuals of the way in which cancelled classes and office hours will be made up. This policy is effective both for planned absences as well as absences and cancelled classes and/or office hours due to illness.

To reserve rooms for make-up sessions or other activities please contact Student Services.

VI. SYLLABI AND MYCOURSES

Course Syllabus

At the beginning of each term you are required to distribute and explain your course syllabus to students registered in your class. Please see Appendix II for guidelines for completing your course syllabus. If you have any questions regarding course syllabus, please contact the Associate Dean for Academic Affairs for assistance.
Each term you are required to submit an electronic copy of your syllabus as well as a syllabus check list and a program outcome checklist to the Academic Advisor. These documents are used for accreditation documentation.

**myCourses**

MyCourses ([https://mycourses.rit.edu](https://mycourses.rit.edu)) is web-based software that allows instructors to post course-related information, interact with students, and conduct classes in a secure online environment. All instructors teaching at RIT Croatia MUST use myCourses to post their course syllabus and record the grades for assignments, exams, etc. You are also expected to post your PowerPoint presentations and you can post handouts or any electronic course materials as well. Students rely on those materials to review for exams.

**VII. GRADING**

RIT CROATIA uses the A – F letter grade system for grading along with term and cumulative GPA (Grade Point Average). Grades are considered confidential and cannot be shared in any form with anyone other than the individual student without prior Written Consent for Release of Information.

Letter grades generally correspond to the following percentages and Grade Points:

<table>
<thead>
<tr>
<th>RGS Grade</th>
<th>Quality points</th>
<th>GRADE PERCENTAGE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
<td>94.00 - 100.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td>90.00 - 93.99</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td>87.00 - 89.99</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
<td>83.00 - 86.99</td>
<td>Above Average</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
<td>80.00 - 82.99</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
<td>77.00 - 79.99</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
<td>73.00 - 76.99</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
<td>70.00 - 72.99</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
<td>60.00 - 69.99</td>
<td>Minimum Passing Grade</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
<td>0.00 - 59.99</td>
<td>Failure</td>
</tr>
</tbody>
</table>

F – Failure – is assigned when a student does not successfully complete the course requirements and as a result fails the course. The same course or equivalent has to be repeated the next time the course is offered. If you fail a course, you need to fill out a Request for repeat form and submit it to Academic Services. The form is available upon request at Student Services. Once a
student passes the course the F grade gets replaced with a passing grade. That way the original F grade does not show on one’s transcript.

I – Incomplete – is a temporary notation (not a grade) given when the professor observes conditions beyond the control of a student such that the student is unable to complete course requirements in the given term. In most cases the circumstance involves a serious illness or accident that either requires hospitalisation or sick leave of over one week. This does not happen automatically, the student must request receiving an “I” or in some cases, the professor may offer to give the grade of “I.” To change the “I” grade, the instructor must complete a Change of Grade Form no later than the end of the second succeeding term following the term in which the course was taken. If the change is not made during that time, the grade turns to an “F”. For example: An “I” given for a Fall term course must be changed by the end of Spring term. It is the student’s responsibility to follow up with her or his professor to make sure the “I” grade has been changed if she or he submitted all of their remaining work. It is the responsibility of the instructor to submit a Change of Grade form to the Academic Adviser to be recorded in SIS. Incompletes should only be assigned under the most necessary circumstances. Incompletes should not be assigned because a student failed to meet his or her academic obligations due to poor time management or need for remedial study skills. A Plan for Completion of an incomplete form must be created for each student to whom an Incomplete is assigned. Retain one copy of the Plan for Completion for your records; give one copy to the student; one copy to the student’s Faculty Advisor; and file one copy in the student’s permanent file (see Student Services for assistance). This form will be included at the end of the handbook and also on the RIT Croatia Community section of myCourses.

S – Satisfactory – is only used for signifying a passing grade for cooperative education and the YearOne course for first-year students.

Clear rules for grading should be contained in the syllabus for each class. Changes to the grading scheme should be avoided after the start of the term with exceptions being changes that might benefit students, such as extra credit assignments.

VIII. COURSE EVALUATIONS (from Student Handbook)

Students evaluate each course and by doing that participate in monitoring the quality and the success of our educational program. Students’ feedback is an important part of their personal efforts for improvement and the college’s effort to improve the quality of instruction. Instructors and administrators take these evaluations very seriously and make modifications based on students’ input. However, it is also important for students to give their feedback to instructors early in the course, so that they can make corrections during the delivery of the course. Evaluations are held online in the 13th, 14th and 15th week of each term and students anonymously evaluate quality of the course, textbooks and other materials as well as the performance of the instructor. The course instructor and the Associate Dean receive the compiled evaluation data after your final grades have been posted on SIS.

IX. STUDENT INFORMATION SYSTEM (SIS) ACCESS

All RIT Croatia instructors and staff have access to Student Information System (SIS) through RIT’s web site (https://infocenter.rit.edu/facultystaff). Through this system you can check a student’s academic status, view your class lists and post your final grades for your course. SIS access is
enabled by the DCE accounts. Please contact the Academic Advisors for instructions on DCE accounts and SIS access.

Use SIS to access your class list. Check and print your class lists at least three times during a term: the first day of class, the day after the Add/Drop period ends and the day after the on-line withdrawal period ends. Report to the Academic Advisers discrepancies between class rosters on SIS and actual attendees in your class.

X. FINAL GRADES

Final grades must be recorded on SIS by the date designated by the Academic Advisers each term. Please be advised that the grading deadline at RIT Croatia sometimes deviates from RIT. Instructors teaching at RIT Croatia are asked to observe the RIT Croatia grading deadline.

Final grades must also be entered into a Croatian grade book for each student (indeks). These are physical books that must be signed individually, not electronic records. Student Services personnel will assist you in setting up a time to sign the grade books.

XI. STUDENTS CONTESTING GRADES

Grading at RIT Croatia is transparent. Students are encouraged to look at the grades on tests and assignments and to question the instructor if they do not understand the grade or think there is a mistake. In the case of an error, you are expected to change the grade. If the student thinks you graded unfairly, one good strategy is to invite a colleague to read the test/assignment. If the other instructor would give a better grade and has a good rationale, you can consider the possibility that you were excessively hard in grading, and alter that grade, especially if the student is on the borderline.

If the student, after receiving your explanation continues to believe the grade is unfair, he or she can contest the grade with the College Ombudsperson who reviews the professor’s syllabus and comments and either explains the rationale to the student or points out a discrepancy to the instructor.

If the student still feels her or he has been dealt with unfairly, he or she may take his or her case to the Associate Dean. The Associate Dean has the final word in all contested cases.

Note: Instructors are expected to keep exams for one year so students can review them. If you are a visiting instructor, Student Services personnel can assist you with appropriate storage of your exam materials prior to your departure.

Instructors are required to keep accessible and transparent records of assigned grades for four years. These records must contain all components of a grade for each student (exams, papers, presentations, projects, participation, extra credit, etc.). The form of those records can vary. Notebooks or excel spreadsheets are examples of acceptable record keeping.

Again, if you are a visiting instructor, you will leave records of your grades with the Associate Dean. In case you are teaching on both campuses, consult the Associate Deans on the most appropriate course of action.
XII. STUDENT RECORDS AND ADVISING

Full-time instructors are assigned a group of students to advise. As a faculty adviser you should inform advisees of your office hours. Office hours should be posted on your office door, included in your syllabus and provided to the reception staff for their reference.

At the beginning of each term instructors should revisit the list of assigned advisees on SIS. The monitoring of student academic progress during an academic term is the main responsibility of the faculty adviser (in particular students who are on probation or have returned from a suspension). Faculty advisers should provide information and advice as to academic status, study habits and other RIT Croatia policies and procedures. A student should be able to confer with the faculty adviser on a regular basis as needed and be required to do so at least once per term.

If an instructor has a concern about any student they should share the information with the student’s faculty adviser, or if appropriate, the College Ombudsperson.

For questions on academic issues and student status please contact the Academic Adviser for your campus or program.

SIS also allows you to see your advisees’ records. A student’s transcript is critical information for faculty advisors because it lists all the student’s grades and computes the GPA.

This information is useful to all instructors in a variety of situations, some of which are:
- helping a student decide if he or she should withdraw from your course
- deciding if a student is strong enough to add your course
- seeing if a student is doing well or poorly in other courses.

XIII. ACADEMIC HONESTY

As a university, RIT, including RIT Croatia, is committed to the pursuit of knowledge and the free exchange of ideas. In such an intellectual climate it is imperative that all members of this academic community behave in the highest ethical fashion in the manner by which they produce, share, and exchange this information. Students must do their own work at all times and when the work assigned by the instructor has been assigned as a group, or team project, students must contribute work equal to their teammates’. Any information submitted individually or by groups and teams, which are submitted for evaluation, must be properly documented. Any violation of these basic standards, constitutes a breach of Academic Honesty and hence becomes Academic Dishonesty.

All instructors must include a statement about the Academic Honesty Policy and consequences of academic dishonesty in their syllabi.

Academic Dishonesty falls into three basic areas: cheating, duplicate submission, plagiarism (inauthentic authorship). The categories described below are not exhaustive.

1. Cheating
Cheating is any form of a fraudulent or deceptive academic act, including falsifying of data, and possessing, providing, or using unapproved materials, sources, or tools for a work submitted for faculty evaluation. Specifically, cheating includes copying other students work during tests,
quizzes, and exams or making your work available to be copied. It is the student’s responsibility to protect his or her work so that others cannot see what he or she has written. Similarly, copying work from another student’s paper or project is considered cheating as is making work available to someone else. If someone asks to look at your paper to get some ideas of what to do, this is very dangerous. If the instructor sees a similarity between two papers, both papers will be considered cheating.

2. Duplicate Submission
Duplicate submission is the submitting of work for credit in more than one course without prior approval of the instructors for those courses. Such behavior is dishonest because the student has not done original work. Some instructors will give students permission to build on a project they did for another course.

3. Plagiarism
Plagiarism is the representation of other’s ideas as one’s own without giving proper credit to the original author or authors. Plagiarism occurs when students copy direct phrases or organizational structure from a text (e.g. books, journals, internet) and do not provide quotation marks, and citations, or when they paraphrase or summarize those ideas without giving credit to the author or authors. In all cases, if such information is not properly and accurately documented with appropriate credit given, then the student is guilty of plagiarism. All the forms of plagiarism will be thoroughly explained in Writing Seminar and the rules must be followed in all courses.

Two additional types of actions fall into this category. One is submitting as your own work that was written for you by someone else (another student, friend, family member, internet source, etc.). The issue of payment or non-payment is irrelevant as the act itself constitutes academic dishonesty since the student’s is not the actual author of submitted work. The other action is writing papers, projects, or exams for other students with the purpose of their submitting that writing as their own. Once again, whether a student received money for this activity or did it pro bono is irrelevant in making it an act of academic dishonesty.

Consequences of Academic Dishonesty

Instructors are asked to document any acts of Academic Dishonesty and to report them to the College Ombudsperson. Furthermore, the Academic Honor Committee may be called upon to hear cases in which a student believes that an instructor has improperly evaluated work or has infringed upon the student’s academic freedom; it may also be called upon to hear cases when any member of the academic community that a particular student has cheated, plagiarized, or performed any other act of academic dishonesty. In addition, students may be called before the Academic Honor Committee to prove authorship of their work and/or mastery a particular subject area. The Academic Honor Committee is composed of the Associate Dean for Academic Affairs, College Ombudsperson and instructor(s). In all cases, it is the responsibility of the committee to render fair and appropriate judgments reaffirming standards of integrity expected in the academic community.

Students engaged in dishonest acts will be placed on the Academic Dishonesty List and issued a warning letter, which will become a permanent part of their student file. The student will also be required to meet with the College Ombudsperson regarding the act of academic dishonesty.
The consequences of Academic Dishonesty should be outlined in the syllabus for every course. All instructors will do the following: after notifying and presenting the student with the evidence of such misconduct, zero points will be given for that particular assignment (paper, project, quiz, exam, etc.) and the offense will be recorded on the Academic Dishonesty List in the office of the College Ombudsperson. The student will also be required to meet with the College Ombudsperson regarding the act of academic dishonesty. The second offense, either in the same or different course, will result in the student failing the course in which academic dishonesty occurred and the offense will be recorded on the Academic Dishonesty List.

If a student commits three acts of academic dishonesty, or fails two courses as a result of academic dishonesty anytime during their study at RIT Croatia, he or she may be expelled from the institution without any future opportunity for return, or refund of tuition.

In addition, students on the Academic Dishonesty List are not eligible to apply for RIT Croatia scholarships.

XIV. SUPPORTING FACULTY SCHOLARSHIP - LIBRARIES

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

The RIT Library collections consist of:

- 55,000+ electronic journal subscriptions
- more than 150,000 electronic books, purchased from a variety of vendors depending on content need (http://library.rit.edu/databases/categories/e-books). All e-book records are fully integrated into the catalog for ease of searching.
- approximately 500,000 print books and journals

The library supports instructors and students by providing a variety of services:

- **Meet Your Librarian Page: RIT CROATIA** - http://infoguides.rit.edu/global_lib - Multitude ways of contacting Susan Mee (the RIT Library Coordinator for RIT CROATIA), links to databases, guides and resources. A Meet Your Librarian page exists for individual subject areas, too.
- **E-Reserves/Course Reserves**: http://infoguides.rit.edu/reserves - Instructors can request the library place materials on reserve for students to access within the course.
- **Interlibrary Loan and IDS Express**: https://ill.rit.edu/ILLiad/Logon.html - If the RIT Library does not have the materials needed, they will obtain it for students. Requests are made online via the above link; there is no charge for this service.

The library supports instructors and students by providing a variety of online tools:

- **Summon**: (http://library.rit.edu/summon) Summon is a search discovery tool allowing library users to search the full content of library materials from a single search box – providing a “Google-like” search experience to locating credible and reliable library content.
• **Assignment Calculator**: A project and time management tool with email reminders, branching to subject specialist librarians, specific resource assistance, help with developing and defining topics, creating a thesis statement, etc.: [http://library.rit.edu/researchguides/calculator/](http://library.rit.edu/researchguides/calculator/)

• **LIV@RIT**: [http://library.rit.edu/liv/](http://library.rit.edu/liv/) A series of eight interactive tutorial modules designed to enhance information veracity and literacy skills.

• **LibGuides**: [http://infoguides.rit.edu/](http://infoguides.rit.edu/) A series of guides, currently 500+, created by RIT Librarians, to provide information and assistance on locating information and resources.

• **Libguides**: There is also a guide created specifically for RIT CROATIA on using the RIT Library: [http://infoguides.rit.edu/ACMThowdoI](http://infoguides.rit.edu/ACMThowdoI)

• **Online Citation Management Tools**: NoodleBib ([http://www.noodletools.com/login.php](http://www.noodletools.com/login.php)) and EndNote Web ([http://library.rit.edu/databases/databases/database/RIT02583](http://library.rit.edu/databases/databases/database/RIT02583)). Both of these products are subscribed to and supported by the library. A guide for using both products as well as citation information (APA, MLA and many other styles as well) is available here in a guide created by RIT staff: [http://infoguides.rit.edu/citationguide](http://infoguides.rit.edu/citationguide)

• **Citation Linker**: [http://library.rit.edu/citationlinker/](http://library.rit.edu/citationlinker/) If you have a citation and are not sure how to locate the actual article, use the Citation Linker.

• **Search Journals@RIT**: [http://library.rit.edu/search/journals](http://library.rit.edu/search/journals) A popular and very useful tool that allows users to quickly determine whether the RIT Library subscribes to a particular publication

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**XV. ACADEMIC SENATE**

All full-time and permanent part-time instructors are voting members of the RIT Croatia Academic Senate. The role of the Academic Senate is to make recommendations with respect to teaching, scholarship, research, and continued development of RIT Croatia. The Dean presides over the senate, schedules meetings and makes the agenda. The Senate elects its own chair. The Associate Dean is a voting member of the academic senate. Student representatives are voting members of the academic senate. A staff representative is a voting member of the senate. All instructors can attend and speak at academic senate meetings except at announced executive session meetings which are closed to individuals who neither hold a permanent contract/are elected to title faculty nor permanent RIT/GDC instructors. Academic Senate shall meet regularly and no fewer than two times per academic year. Standing committees of the Senate are expected to submit reports on their work at least once annually. Standing committees are:

- **Effective Teaching Committee**
  The Effective Teaching Committee shall continually evaluate classroom pedagogy and mechanisms used in the course evaluation process; survey the current inventory in classrooms and make recommendations, where necessary, as to how the classroom environment can be improved with respect to creativity, technology, and innovation. The Effective Teaching Committee shall consist of three full time instructors.
  1. Creativity, technology and innovation

- **Research and Scholarship Committee**
  The Research and Scholarship Committee shall be responsible for policy recommendations concerning the allocation of funds to support faculty professional development and scholarship; shall produce the annual research/scholarship report as required by the national accreditation/reaccreditation processes; and will review all research proposals for compliance
with national and RIT ethical standards for research with human participants (IRB committee). The Research and Scholarship Committee shall consist of three full time instructors.

- Professional development
- IRB committee
- Annual research/scholarship report

Faculty Affairs Committee
The Faculty Affairs Committee shall be responsible for policy recommendations concerning instructors professional conduct and grievance processes; compensation and workloads; shall review all policies and procedures concerning the extended part-time and adjunct instructors of the College; and shall keep abreast of changes to the national tenure and promotion policies as well as the Act on Science and Higher Education. The Faculty Affairs Committee shall consist of three full time or permanent instructors, the head of human resources department, a representative of extended part-time and adjunct instructor and one Associate Dean appointed by the Dean (ex officio, voting).

- Grievances, professional conduct
- Compensation, work loads
- Tenure, adjunct policies

Student Affairs
The Student Affairs Committee will develop a set of recommendations to the Senate in order to provide more clarity as to expectations for student academic conduct, collegiality, and civility. The Student Affairs Committee will also make recommendations for the work of Student Council and activities to improve student life. The Student Affairs Committee shall consist of three full time instructors, a representative of Student Services, and two representatives of Student Council.

- Student Council
- Student life
- Student policies

Quality Assurance
The Quality Assurance Committee shall be the academic policy committee of the Senate and shall formulate and review all matters related to academic and educational policies and procedures. The Committee shall also serve as liaison with appropriate administrative bodies at RIT to ensure that academic policies are aligned where appropriate. The Quality Assurance Committee shall also engage in periodic curricular review to ensure that courses offered at RIT Croatia consistently follow existing master course outlines provided by RIT home departments. The Quality Assurance Committee will monitor internal processes required for maintaining accreditation and will keep abreast of changes in the national accreditation/re-accreditation processes. The QAC will consist of three full time instructors, a representative of Student Services, and one Associate Dean (ex officio, voting) appointed by the Dean.

- Curricular review
- Monitoring changes in accreditation/re-accreditation
- Review of academic policies
XVI. FACULTY ANNUAL REVIEW

RIT Croatia is committed to promoting academic excellence. Teaching, scholarship, and service are our central enterprises, and effective teaching continues to be the hallmark of RIT Croatia. This policy assumes the dignity and academic freedom of individual instructors and its implementation shall be guided by mutual trust.

This policy on Annual Review establishes guidelines for the evaluation of the performance of each full-time and part-time permanent instructor. The results of the review will be used to:

1. Encourage and foster continued professional development;
2. Provide part of required documentation as specified in other policies;
3. Promote the improvement of individual performance; and,
4. Inform annual merit increments.

An underlying principle of this policy is that faculty review and development are closely related and work in concert to help instructors meet individual and institutional goals.

I. Review Process
   A. All full-time instructors and part-time permanent instructors at RIT Croatia will participate in an annual performance review.
   B. The criteria for the review include teaching; scholarship; college service; professional engagement and community service; and other relevant activities category (Appendix III).
   C. The performance categories for evaluating all instructors shall be: Outstanding, Very Good, Satisfactory, Needs Improvement, and Unsatisfactory.
   D. The time frame for the period of review shall be the academic year.
   E. Each instructor has to include plans for fulfilling national tenure requirements in the Plan of Work (Appendix IV) and Annual Review documents.
   F. The review process should include the following elements:
      1. Plan of Work

A 12-month plan of work generated by the instructor that outlines the instructor’s goals for teaching, scholarship, and service for the following academic year including fall, spring, and summer terms.

Instructors may also include how the plan of work goals fit with their longer term performance aspirations.

The plan of work shall be approved by the Associate Dean for Academic Affairs.

1. The instructor's written self-evaluation and evidence of performance against the criteria specified above and the elements of the plan of work that overlap with the review period. Evidence of performance should include at a minimum the following:
   a. Results from the core questions on the university-wide student rating of instruction survey for all sections taught during each semester, accessible through the RIT Student Rating System at a disaggregated level. Student ratings shall not be the sole source of data used to evaluate teaching effectiveness. Response rates should
be taken into consideration when reviewing student ratings. Other possible teaching effectiveness data may include alumni ratings; peer ratings; self-assessment statements; syllabi and other course documents; examples of student work; and teaching portfolios.

b. Evidence of scholarly achievement and quality as defined by the instructor's college and department for the review period.

c. Written confirmation of participation on college and university committees and self-assessment of performance on those committees and professional service activities.

3. An annual written evaluation from the Associate Dean for Academic Affairs based on the calendar year. The evaluation will entail assignment of one of the five performance categories to the instructor's performance in each of the following areas: teaching, scholarship, college service, professional engagement and community service, and other relevant activities category; as appropriate. The evaluation will also assign one of the five performance categories to the overall instructor's performance. Instructors shall be evaluated on the basis of objective criteria as applied to their own performance and norms within their field (including the national tenure rules and requirements; Appendix V.) and not on the basis of their relative performance vis-a-vis the performance of others in their academic unit. This evaluation should include an indication of progress towards promotion and/or tenure when appropriate.

4. A joint meeting between the instructor and the Associate Dean for Academic Affairs (ADAA) to discuss the results of the annual review and the proposed plan of work for the next review period. Based on this meeting, the plan of work may then be modified by the instructor to address concerns raised in the annual review. In addition, the ADAA may choose to amend the annual review. The instructor has the opportunity to include a response to the annual review that becomes part of the official documentation.

5. Instructors who believe that this policy has been unfairly or improperly implemented are referred to the Trustee for the Protection of Employee Welfare and Dignity; the Faculty Affairs Committee of the Academic Senate or the Dean.

**XVII. EXPENSE REIMBURSEMENT**

All expenses on behalf of RIT Croatia (for your course or for professional activities) must be approved in advance by the Associate Dean for Academic Affairs.

Approved expenses can be covered in one of two ways:

For approved expenses, there are two methods of payment:

1. Arrange for the vendor to send RIT Croatia the bill. In this case you have to give the vendor the following information:
This method is preferred.

2. Cover the expense yourself, obtain a receipt and then follow the guidelines below to obtain reimbursement:

- Petty cash reimbursements must be accompanied by the Expense Reimbursement Form (a sample of the form is in Appendix II) previously obtained by Dubravka Radiš or Ana Lučić. Instructions on how to fill the form out are directly on the form. Please fill the form out electronically in Excel, print it out, sign it and submit to Dubravka Radiš in Dubrovnik or Ana Lučić in Zagreb.
- Individual receipts for items must accompany the form.
- Individual receipts must have the expenses itemized and each item must be specified.
- On a separate piece of blank paper, please tape all the receipts and for each one indicate the purpose of the expense, if other people where involved how many and who (e.g. snack for staff meeting, total 11 people, administration) in both English and Croatian.
- Individual receipts must have a stamp and signature unless it is printed from a cash register.
- Instructors and staff are allowed to take an advance from the petty cash if pre-approved.
- If expenses incurred are in currency other than Croatian kuna, then each instructor must convert the cost into euro using the currency report published by the Croatian National Bank daily (www.hnb.hr).
- International instructors are not eligible for reimbursement of expenses under Croatian law. Please consult the Associate Dean for Academic Affairs (ADAA) in advance if you expect to incur costs related to instruction.
- Part-time and adjunct instructors should consult ADAA in advance as well as their costs must be reported as additional income.

If you require any additional information about this procedure, please contact the Finance Office.

STUDENT SERVICES

1. Student Schedules and Course Load

RIT Croatia students (except entering first-year students) choose their classes based on a Master Schedule produced by Academic Services. Only for the first semester will students be provided with a printed version of their schedules. For subsequent semesters, students will be required to register for their classes using the Student Information System (SIS) on RIT’s website.

Students will be taught how to use SIS during YearOne class in the fall semester of their first year of study. Students will be informed through their RIT Croatia e-mail about the electronic registration process and dates. Please note that students need their RIT DCE account information (username, password) in order to access SIS and to take electronic exams.
The actual date of registration is determined by a student’s year level - 4th year goes first, followed by 3rd year, followed by 2nd year and then by 1st.

If a student is taking a three-credit course, the class will meet for three hours, usually three 50-minute blocks, each week for 15 weeks or two 75-minute blocks, each for 15 weeks. A four-credit class will meet for four hours, usually two 2-hour blocks. The 16th week is reserved for final exams. A schedule of final exams is e-mailed to all students in the middle of each term.

2. Class Attendance Policy

**RIT Croatia** policy is that students are required to attend classes, and are penalized if they are absent. All instructors must take attendance at each class meeting and keep written records. Your course syllabus should clearly explain the attendance policy and adjustment of the final grade as a result of missed classes.

The number of permitted absences and should be clearly stated in the syllabus (usually one or two.) Additional absences usually result in a loss of points from the student’s final grade.

3. Writing and Study Skills Lab

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

Instructor (Dubrovnik): Ana Maria Šimundić  
E-mail: anamaria.simundic@croatia.rit.edu  

Instructor (Zagreb): Andrew Gilligan  
E-mail: andy.giligan@croatia.rit.edu

Students can make appointments at their convenience using sign-up sheets. Writing Lab working hours vary during the school year. In Dubrovnik, the Writing and Study Skills Lab is located on the fourth floor, Room 41 and for Zagreb, in Room 16.

4. Computer Labs

The three computer labs in Dubrovnik are located in Rooms 24, 32 and 35. In Zagreb, the location of the three computer labs is Rooms 3, 5 and 17. They are for exclusive use by currently registered RIT Croatia students. Computer labs working hours vary during the year and are posted on the doors of the labs each term.

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

Please be advised that any student who does not adhere to the lab rules will be asked to leave the premises and may receive additional penalties, such as losing the privilege of using the computer labs depending on the severity of the incident.
Quiet Lab – In Dubrovnik/Room 32; In Zagreb/Room 17

In order to make a better learning environment for those students who wish to work independently and without distractions, Lab 2 has been designated as a Quiet lab. Besides the general lab rules, please note that the following are not allowed in that lab:

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

5. Copy Center

RIT Croatia’s Copy Center offers a number of services including: binding, color printing, and course packages.

The Copy Center is available to students Monday-Friday; working hours vary during the term.

6. RIT Croatia Libraries

In Dubrovnik, the Library is located on the second floor, Room 23.
In Zagreb, the Library is located in Room 15.

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

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

The RIT Croatia libraries offer a variety of resources and services, which include printed and electronic sources (books, magazines, and newspapers, senior projects) relevant to RIT Croatia’s academic programs, librarian assistance with research in the library and online, a study area, and scanning services.

**STUDENT CONDUCT PROCESS** (from the Student Handbook)

Students who are accused of violating RIT Croatia non-academic policies and procedures are subject to adjudication by the Associate Dean for Academic Affairs. Student misconduct cases (examples of misconduct could be drinking alcohol in school, aggressive behavior or sexual harassment) are resolved through hearings held by the RIT Croatia designated Student Conduct Officer, appointed by the Associate Dean of RIT Croatia. Any member of the RIT Croatia community may file a complaint against any student for misconduct. The complaint would be reviewed by the Student Ombudsperson and be referred to the Student Conduct Officer for a hearing if deemed appropriate. Please refer to the Student Handbook details on this process.
APPENDIXES

Appendix I. Family Educational Rights and Privacy Act (FERPA)

CONSENT TO RELEASE STUDENT INFORMATION

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

Please provide information from the educational records of ______________________
(Name of Student requesting the release of educational records) to:

_________________________________________ (Name(s) of person to whom the
educational records will be released, and if appropriate the relationship to the student such as
"parents" or "prospective employer" or "attorney")

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

____ transcripts/grades
____ disciplinary records (academic honesty and academic actions reports)
____ recommendations for employment or admission to other schools
____ financial
____ all records
____ other (specify)

_____________________________________________________________________

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

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

_____________________________________________________________________

I understand the information may be released orally or in the form of copies of written records, as
preferred by the requester. I have a right to inspect any written records released pursuant to this
Consent (except for parents' financial records and certain letters of recommendation for which the
student waived inspection rights). I understand I may revoke this Consent upon
providing written notice to Student Services at RIT Croatia. I further understand that until this
revocation is made, this consent shall remain in effect and my educational records will continue to
be provided to (Name of Person listed above to whom the educational records will be released)
for the specific purpose described above.

Name (print) ______________________________ ID Number___________________

Signature ____________________________________ Date_____________________


Appendix II. Developing Your Syllabus

COURSE SYLLABUS
COURSE NUMBER: COURSE TITLE

Class Time and Location: Add the time and location for the f2f class. For online/blended courses, provide meeting link (Adobe meeting room) and time and other relevant information.

Course Mode: On-campus/Online/Blended

Prerequisite(s):

Instructor Information

Instructor: Name/title
Contact Information: Office Location:
Phone:
Email:

Contact Policy and Preferences: Office hours, preferred mode of communication, information on scheduling personal appointments

Online Course Material/Course Webpage: myCourses and/or other online location where your content will reside.

Course Description

Catalog Description
[Add here]

Course Overview
An overview of the course, highlighting the new skills students will acquire and how the course will contribute to students’ professional objectives. You may want to include:

- What the course focuses on
- How it fits into the program structure
- Course objectives/goals
- How the course fits sequentially with other program courses
- Laboratory component
- New skills/abilities students will gain
- How these skills are relevant to the program, degree, and/or discipline

Program Learning Outcomes
These can come from the official course outline or what you have developed.

Teaching Philosophy
Your teaching philosophy or teaching approach, including any special teaching methods or strategies you employ in the course (problem-based learning, case studies, etc.).
Audience
[A sentence or two on who this course is meant for.]

Course Topics
Provide a brief outline of the topics covered in the course.

**Topic 1:**
- Sub-topic 1
- Sub-topic 2

**Topic 2:**
- Sub-topic 1
- Sub-topic 2

**Topic 3:**
- Sub-topic 1

**Topic 4:**
- Sub-topic 1
- Sub-topic 2

Course Materials

<table>
<thead>
<tr>
<th>Required Texts and Resources</th>
<th>Title, author, edition, ISBN; include where/how to purchase, especially if Coursepacks from bookstore.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Resource Title and URL</td>
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</tbody>
</table>

<table>
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<tr>
<th>Suggested Texts and Resources</th>
<th>Title, author, edition, ISBN; include where/how to purchase, especially if Coursepacks from bookstore.</th>
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<tbody>
<tr>
<td>Online Resource Title and URL</td>
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</table>

<table>
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<tr>
<th>Other Recommended Resources</th>
</tr>
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**Media**
Streaming video, DVDs, etc.

**Technology requirements:**
For example, myCourses, RIT Wiki, iClickers, etc., and where students get help. Also, include other technologies that students will need to be successful in your course, such as tools for communication or collaboration (Skype, Adobe Connect, etc.). Provide instructions on how to use the tool as well, or point students to online resources.

**Required software:**
Such as Microsoft Project, Microsoft Visio, and how to get them (purchase, trial version, computer labs on campus, etc.)

[Option: Explain your rationale for choosing particular text focusing on how it addresses the learning objectives. This reflects to students that you have designed your course with efforts and thought.]

Course Schedule
Provide a plan for the weekly activities. This would include information on if you plan to have certain days of the week to be discussions or labs or group work activities. For example, Mondays would be lecture and discussions; Wednesdays would be lab work or field study.

Option: Organize the activities in this table.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic/Activity</th>
<th>Readings/Discussions</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td>1</td>
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<td>Start date</td>
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</table>

Note any breaks, holidays or planned absences (such as for conferences) during the semester.

**Grading/Evaluation**

**Components of Evaluation**

List all the components that the student would be graded on. These may include:

- class participation
- team participation
- assignments
- final project
- online discussions
- lab activity
- presentations
- field trips, guest lectures, and so on.

Example text: Your overall evaluation is based on the following components: class participation/attendance, one individual assignment, one group case analysis (paper and presentation), and one group project (plan and presentation).

Based on the components defined in the above section, you can provide a numerical weight to the course activities.

You can provide this information in this table.

<table>
<thead>
<tr>
<th>Class and Team Participation</th>
<th>%</th>
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<tbody>
<tr>
<td>Online Discussions</td>
<td>%</td>
</tr>
<tr>
<td>Assignments</td>
<td>%</td>
</tr>
</tbody>
</table>
Team Project
Poster Session %
Group Assignments %
Final Presentation %

Total 100%

Grade Scale
Based on the 100% total listed above, letter grades will be assigned as follows:
A: 90 points or above  B: 80 points to 89.9 points  C: 70 points to 79.9 points
D: 65 points to 69.9 points  F: below 65 points  I: incomplete

Does this reflect the plus minus grading??

Late Work
Provide your policy on late work.

Extra Credit
Provide your policy on extra credit.

Attendance and Participation
Provide your policy on the attendance and class participation.

Expectations
From students
Clearly articulate your expectations, such as:
- “You will need to use myCourses to post assignments.”
- Participation/Attendance policy
- Homework policy
- Online components (discussions, team/group work, etc.)
- Exams/quizzes (especially if proctored!)
- Late assignment policy

Time commitment
Example: Since this is a 4-credit hour course, you should plan to spend 4 hours per week online and an additional 8 to 12 hours on readings, research, discussions, assignments, etc. The rule-of-thumb is 2 to 3 hours per week outside the “classroom” for every credit hour per week in the classroom. If you do the math, it adds to 12–16 hours per week, total.
Writing standards

Example: Written work should adhere to Standard American English. Please proof your papers and e-mail messages before submitting them. I will grade for content, completeness, organization, spelling, grammar, and punctuation, as well as demonstration of knowledge gained in the course and your ability to apply it.

What students can expect

Example: I am using the electronic grade book in myCourses, thus you will be able to check your current standing at any time. The participation grade will be updated periodically during the course.

Course Policies

You can lay down the rules or guidelines for student conduct in class for a comfortable learning environment for everyone.

Technology in the classroom

For example, cell phone ringers, use of laptops/tablets to take notes, etc..

Online discussion protocols

Expectations and etiquette for online discussions.

Academic Integrity Statement

Your syllabus must reference the RIT Honor Code and with RIT’s Academic Honesty Policy in an Academic Integrity Statement.

Example: As an institution of higher learning, RIT expects students to behave honestly and ethically at all times, especially when submitting work for evaluation in conjunction with any course or degree requirement. The Department of [NAME] encourages all students to become familiar with the RIT Honor Code and with RIT’s Academic Honesty Policy.

Statement on Reasonable Accommodations

The Statement on Reasonable Accommodations is required in your syllabus according to this memo. The required text is:

RIT is committed to providing reasonable accommodations to students with disabilities. If you would like to request accommodations such as special seating or testing modifications due to a disability, please contact the Disability Services Office. It is located in the Student Alumni Union, Room 1150; the Web site is www.rit.edu/dso. After you receive accommodation approval, it is imperative that you see me during office hours so that we can work out whatever arrangement is necessary. This should be altered to send back to us as Ombudsperson.

College or department-level policies

As required.

Other Elements

Changes to the syllabus

Your college might have a different text to be used for this section, please check with your department for any statements be used here.

Example: I have provided this syllabus as guide to our course and have made every attempt to provide an accurate overview of the course. However, as instructor, I reserve the right to modify this document during
the semester, if necessary, to ensure that we achieve course learning objectives. You will receive advance notice of any changes to the syllabus through myCourses/email.

Resources
Inform students about resources that may help them succeed in the class, such as the Student Writing Center, online tutorials, or open computer labs.

Concluding statement
You may want to end your syllabus with a personal note. Example: Most importantly, please be assured that I want students to learn and to receive the good grades they deserve. So please make an appointment with me should you have undue difficulty with your work in the course.

You can find information about creating your syllabus at http://wallacecenter.rit.edu/tls/building-your-syllabus.

Address any questions, comments, or suggestions about this template to tlsconversion@rit.edu
Appendix III. Annual Evaluation Form

RIT CROATIA’S
ANNUAL REVIEW

Faculty Member Name: ______________________________

Part I. Faculty Member Self-Evaluation

Instructions: Please comment on outcomes in relation to goals set for the 2012/2013 academic year. Use concrete markers that were set in the Faculty Plan of Work for the given academic year to evaluate your relative success rate. If you were unable to complete a goal or there were changes in your goals or responsibilities, please explain those events. Always be as specific as possible. Thank you.

Teaching (e.g., new course development, skill development, etc.)

College Service (e.g. recruiting, committees, alumni, and other related college activities, etc.)

Scholarship activities (e.g., publications, productivity grants, presentations, industry sponsored research, professional organization activities, advanced degrees, etc.)

Contributions to RIT Croatia and Community Service (e.g., association or advisory board membership, community involvement, etc.)

Other (assigned projects, consulting, etc.)

Part II. Associate Dean for Academic Affairs Evaluation

This section includes the overall evaluation of goals set in the 2012/2013 Faculty Plan of Work. Associate Dean for Academic Affairs will return the form to the faculty member prior to the scheduled annual review meeting. The contents of the Associate Dean’s evaluation will be discussed during the meeting.

Overall Evaluation (RIT’s Institute Policies and Procedures manual, Section E: Faculty and Staff Policies; E7.0 Annual Review of Faculty):

B.3. The performance categories for evaluating all faculty members are: Outstanding, Very Good, Satisfactory, Needs Improvement, and Unsatisfactory.

Part III. Faculty Member Comments (following Associate Dean’s evaluation)

Signatures

____________________________      __________
Faculty Member                                    Date

____________________________      ___________
Associate Dean for Academic Affairs         Date

Note: Signature acknowledges that the appraisal was discussed with the faculty member; it does not necessarily signify the faculty member’s agreement with the review.
Appendix IV. Faculty Plan of Work

RITCroatia’s

FACULTY PLAN OF WORK

Faculty Member Name: ______________________________

Current Academic Title (aktualno nastavno zvanje):

Date of Election (datum izbora u zvanje):

Instructions: Use this form to describe your own goals for the following academic year. You may find it useful to plan the academic year following the four terms: Fall, Intersession, Spring and Summer. List as many goals, projects, activities, etc. as you wish and be as specific as possible stating estimated times of completion, levels of engagement or other relevant information. Once completed, submit in electronic form to Associate Dean for Academic Affairs. Thank you.

Teaching (e.g., new course development, redesigning and improving existing courses, instructional skill development, etc.)

Fall Term

Spring Term

Summer Term (note: each full time faculty member is choosing either a teaching or a scholarship portfolio for the Summer Term).

Scholarship activities (e.g., publications, productivity grants, presentations, industry sponsored research, advanced degrees). In completing this section of your Plan of Work form, please map your scholarship activities in a way that fulfills at least the minimum national requirements for re-election to your current rank or election to higher rank. Current requirements are attached in Croatian and English.

Target rank:

Date of expiration of current election:

Planned activities (note: each full time faculty member is choosing either a teaching or a scholarship portfolio for the Summer Term):

College Service (e.g. outreach, recruiting, committees, and other related college activities)

Professional Engagement and Community Service (e.g., membership in professional associations or advisory boards, consulting, community involvement, etc.)

Other (assigned projects, etc.)

Mutual Agreement

_____________________________     _________________
Faculty Member                    Date

Associate Dean for Academic Affairs         Date
Appendix V. National Tenure (Election to Title) Requirements

NOTE: THIS IS NOT AN OFFICIAL TRANSLATION. THIS DOCUMENT IS FOR PURPOSES OF CREATING FACULTY PLANS OF WORK.

DECISION
ON THE REQUIREMENTS FOR EVALUATION OF EDUCATIONAL AND PROFESSIONAL ACTIVITIES IN THE PROCESS OF ELECTION TO TEACHING TITLES

ARTICLE 1
Lecturer

A candidate can be elected to the educational title of Lecturer if he/she meets the requirements from Article 98, Paragraph 3, Law on Scientific Activity and Higher Education (NN – 123/03, 198/03, 105/04, 174/04, 46/07):

-That the candidate has continually been teaching in higher system of education with the norm of minimum 60 hours (cumulative) or has held one or more public lectures in the professional field that he/she is being elected to, in associate position, educational or scientific – educational title, in the period of three years before the process started.

And one of the following requirements:

-To have two (2) published professional or scientific or art papers, published in a magazine or collection of papers with a review, or one professional, scientific or art paper and one performed or awarded professional, scientific or art project, or to be a holder of an acknowledged patent applicable in practice;

-To hold a Master Specialist or Bachelor Specialist degree (study in duration of at least 10 semesters) and to have one professional or scientific paper published in a magazine, or collection of papers with review or one professional or scientific paper and one performed or awarded professional, scientific or art project, or to be a holder of an acknowledged patent applicable in practice;

-To hold M.Sc. Degree or Ph. D. in the field the candidate is being elected to. If the candidate is not from the field that he is being elected to, based on the published and relevant scientific or professional papers of the candidate, Professional Electoral Commission has to evaluate his qualifications for the field of election;

-To have participated in one professional exhibition, evaluated by a jury and to have had at least one public art production, if the election is in the field of art,

-That the candidate’s published professional and scientific papers have Impact Factor (IF) of minimally 50% of the value of the medium IF for the scientific field in which the candidate is being elected, according to Thomson Reuters Journal Citation Reports base for the previous academic year;

-To have a minimum of five confirmed citations of professional or scientific papers relevant for the election to title in a field of science.

In reelection, with the positive evaluation from the Commission of the overall teaching and professional activities in the previous period, the following requirements should be met:
-That in the previous period, the candidate published at least one (1) professional and/or scientific and/or art paper (performed or awarded professional, scientific or art project, study or patent) in a matching profession or art field.

And two (2) of the following requirements:

-To hold a M. Sc or M. Specialist degree (study in duration of at least 10 semesters), or Ph. D. in the field of election. If the candidate is not from the field in which he is being elected, based on the published and relevant scientific or professional papers of the candidate, Professional Electoral Commission has to evaluate his/her qualifications for the field of election;

- To have at least three senior projects made under his mentorship;

-That the candidate has a reviewed and published teaching material for the class he teaches, in printed or electronic form, which has been categorized;

-That the candidate has a published and reviewed translation of a well-known textbook or teaching material for the class he is teaching, in a printed or an electronic form, which has been categorized;

-That the candidate’s published professional and scientific papers have Impact Factor (IF) of minimally 70% of the value of the medium IF for the scientific field in which the candidate is being elected, according to Thomson Reuters Journal Citation Reports base for the previous academic year,

-That the candidate has a minimum of seven confirmed citations of professional or scientific papers relevant for the election to title in a field of science.

ARTICLE 2
Senior Lecturer

A candidate can be elected to the educational title of Senior Lecturer if he/she meets the requirements from Article 98, Paragraph 4, Law on Scientific Activity and Higher Education (NN – 123/03, 198/03, 105/04, 174/04 I 46/07):

-That the candidate was elected to the educational or scientific-educational title maximum five years before starting the process of election and that the person has continually been teaching with the norm of at least 120 hours (cumulative);

-To have at least six (6) published professional and/or scientific and/or performed and/or awarded professional, scientific or art projects in which the person has been the leader of the project or the author.

And one of the three (3) of the following requirements:

-To hold a Master Specialist degree in the field he is being elected to (at least 10 semester study);

-To hold a M. Sc or Ph. D. in the field of election. If the candidate does not have a M. Sc. or Ph. D. in the field he is being elected to, based on the published and relevant scientific or professional papers of the candidate, Professional Electoral Commission has to evaluate candidate’s qualifications for the field of election;

-To have a reviewed and published teaching material for his/her class, in a printed or an electronic form, which has been categorized;
- That at least three senior projects were written under his mentorship;

- To have at least one paper published in co-authorship with a student;

- To have a reviewed and published translation of a well-known textbook or a teaching material for the class he is teaching, in a printed or an electronic form, which has been categorized;

- To have at least seven (7) published professional, scientific and/or art articles, (performed or awarded projects or studies) in the matching field, from which at least two (2) are from the period of minimum two years before starting the process;

- To have published professional and scientific papers that have Impact Factor (IF) minimally equal to the value of the medium IF for the scientific field in which the candidate is being elected, according to Thomson Reuters Journal Citation Reports base for the previous academic year;

- To have a minimum of ten confirmed citations of professional or scientific papers relevant for the election to title a field of science.

In reelection, with the positive evaluation from the Commission on the overall teaching and professional activities in the previous period, the following requirements should be met:

- That in the previous period, the candidate published at least two (2) new reviewed professional and/or scientific and/or art papers or was the author of an approved, performed or awarded professional, scientific or art project or acknowledged and practically applied patent from the matching field.

And two of the following requirements:

- To have a reviewed and published teaching material for his/her class, in a printed or an electronic form, which has been categorized;

- That the candidate attained M. Sc or Ph. D. since the last election to the educational title of Senior Lecturer;

- To have at least three (3) Capstone/Senior Projects written under his mentorship in the previous period and also to have at least one (1) paper published in co-authorship with a student,

- To have a reviewed and published translation of a well-known textbook or teaching material for the class he/she is teaching, in a printed or an electronic form, which has been categorized;

- To have published professional and scientific papers that have Impact Factor (IF) of minimally 1,5 value of the medium IF for the scientific field in which the candidate is being elected, according to Thomson Reuters Journal Citation Reports base for the previous academic year;

- To have a minimum of 15 confirmed citations of professional or scientific papers relevant for the election to title in a field of science.

ARTICLE 3
College Professor

A candidate can be elected to the educational title of Senior Lecturer if he/she meets the requirements from Article 98, Paragraph 5, Law on Scientific Activity and Higher Education (NN – 123/03, 198/03, 105/04, 174/04 I 46/07):
- To hold a Ph. D. in the election field. If the candidate is not from the field that he is being elected to, based on the published and relevant scientific or professional papers of the candidate, Professional Electoral Commission has to evaluate his/her qualifications for the field of election;

- That the candidate was elected to educational title maximum five years before starting the process of election and that the candidate has continually been teaching with the norm of at least 240 hours (cumulative);

- To have at least ten (10) published professional and/or scientific or art papers (performed or awarded professional, scientific or art projects, or studies or acknowledged patents) in the matching fields.

And one of the three of the following requirements:

- To have a reviewed translation of a well-known textbook or teaching material for the class he/she is teaching published, in printed or electronic form, which has been categorized;

- To have at least seven (7) Capstone/Senior Projects made under his mentorship in the previous period and also to have at least three (3) papers published in co-authorship with a student;

- To have presented at least four (4) papers on a scientific or professional congress, from which at least two on an international scientific or professional congress, as the author or co-author;

- To have a reviewed translation of a well-known textbook or teaching material for the class he is teaching published, in printed or electronic form, which has been categorized;

- To have at least twelve (12) published professional and/or scientific and/or art papers (performed or awarded professional, scientific or art projects, or studies or acknowledged patents) from the matching field, from which minimum two (2) are from the period of three years before starting the election process;

- If the candidate, in case of election in the field of art, took part in at least five (5) complex art projects as the creative leader of the teams or in five (5) professional exhibitions evaluated by the jury or public productions;

- If the person got an award for professional, scientific or art work;

- To have published professional and scientific papers that have Impact Factor (IF) whose value is minimally two(2) values of the value of medium IF for scientific field in which the candidate is being elected to, according to Thomson Reuters Journal Citation Reports base for the previous academic year;

- To have a minimum of twenty confirmed citations of professional or scientific papers relevant for election to title in the scientific field.

**ARTICLE 4**

**College Professor in permanent tenure**

In reelection, with the positive evaluation from the Commission on the overall teaching and professional activities in the previous period, the following requirements should be met:

- To have published minimum three (3) new professional, scientific or art papers (performed and/or awarded projects or studies) from the matching professional or art field, in the previous electoral period;

And one of the three of the following requirements:
- To have a reviewed and published teaching material for his/her class, in a printed or an electronic form, which has been categorized;

- To have acted as the reviewer (reporter) of at least one studying program;

- That the candidate has been at a head position in a professional/art association in a matching field or in a college or a polytechnic, such as: dean, associate dean, head of department/section or program coordinator, president or vice president of the Court of Honor, a member of an art council or a member of a committee, for minimum two years;

- To have a published and reviewed translation of a well-known textbook or a teaching material for the class he is teaching, in a printed or an electronic form, which has been categorized;

- That in the previous electoral period, minimum seven (7) Capstone/Senior Projects have been defended under his mentorship and that he/she published at least three (3) papers in co-authorship with students;

- That the candidate presented at least two (2) papers on scientific or professional congresses, as the author or co-author, from which at least one in international scientific or professional congresses;

- If the candidate, in case of election in the field of art, took part in at least two (2) complex art projects as the creative leader of the teams or in two (2) professional exhibitions evaluated by the jury or public productions;

- If the candidate has been awarded a state prize or an award for lifetime achievement;

- To have published professional and scientific papers that have Impact Factor (IF) of minimally three (3) values of the medium IF for the scientific field in which the candidate is being elected, according to Thomson Reuters Journal Citation Reports base for the previous academic year;

- To have a minimum of thirty confirmed citations of professional or scientific papers relevant for the election to title in a field of science.