HANDBOOK FOR PARENTS / GUARDIANS
2018 – 2019

www.croatia.rit.edu
Welcome to RIT CROATIA!

What is unique about an American education at RIT Croatia?

Through a combination of general education and professional education courses, community service work, and cooperative education, RIT Croatia trains students to be professionals – community-minded individuals with a broad understanding of the world and the specialized skills to transform it. At its best, college can help students find purpose and meaning – it can help shape their vision of the world by teaching them how the world can be shaped. At its worst, college can be a factory that produces graduates with diplomas but few practical skills. Our focus at RIT Croatia is on shaping the whole individual. We help our students to take the first steps toward a life-long pursuit of learning and personal growth.

In their professional courses, students acquire practical and in-depth knowledge of their chosen career paths. These courses teach students how to use existing tools and in some cases even create their own tools to problem-solve and become leaders in their professions. Our general education requirements extend their knowledge of the world and serve to broaden their understanding of the world. With both of these courses of studies, students interact closely with their instructors, learning how to ask questions and get the right answers.

Career-related work experience is built into their academic programs. Cooperative education (co-op) is work experience directly related to students course of study and career interests. Co-op education helps our students to deepen their understanding of the professional world. The RIT Croatia “co-op experience” gives graduates practical experience and contacts working for companies. These contacts and work experience means that our students enter the job market with tested skills and an advanced understanding of their disciplines and that their peers from other institutions do not always possess.

Community service is another defining characteristic of our approach to higher education. Through their voluntary participation in community service activities students begin to understand that the best communities require continual care and active attention.

The development of personal values and character is another key to understanding our uniqueness. Our students must meet the highest standards of academic honesty and personal integrity in their dealings with instructors, other students, their course work and the community. Our honor code is more than just words or ideals to which we aspire – it represents student, instructor and administrator standards of conduct, both at RIT Croatia and outside it.

Students at RIT Croatia connect to the world in a many ways. They connect to their instructors, asking questions, interacting with them both inside and outside the classroom to develop problem-solving skills and to expand their understanding of the world. Students connect to potential employers: through co-op education opportunities, through campus visitors and events, and through classroom activities designed to get them into contact with the professional world. Our university demands the highest levels of hard work, perseverance, and integrity. RIT Croatia graduates earn their degrees!
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 37.

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

**Irena Guszak Cerovečki, Ph.D.,** Associate Dean for Academic Affairs, irena.guszak-cerovecki@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 38.

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.

STUDENT SERVICES

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

IN DUBROVNIK:

Student Services Reception Desk

<table>
<thead>
<tr>
<th>Ivana Paden</th>
<th>Student Services Assistant</th>
<th>Ground floor</th>
<th><a href="mailto:ivana.paden@croatia.rit.edu">ivana.paden@croatia.rit.edu</a></th>
</tr>
</thead>
</table>

Academic/Advising Services

<table>
<thead>
<tr>
<th>Draženka Franić</th>
<th>Senior Academic Adviser</th>
<th>Room 41</th>
<th><a href="mailto:drazenka.franic@croatia.rit.edu">drazenka.franic@croatia.rit.edu</a></th>
</tr>
</thead>
</table>

Career Services, Alumni Relations and International Student Office

<table>
<thead>
<tr>
<th>Petra Vodopija Borković</th>
<th>Interim Career Services, Alumni Relations &amp; International Student Office Manager</th>
<th>Room 42</th>
<th><a href="mailto:petra.vodopija-borkovic@croatia.rit.edu">petra.vodopija-borkovic@croatia.rit.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Christina Pejić</td>
<td>Erasmus Manager &amp; International Student Office Specialist</td>
<td>Room 42</td>
<td><a href="mailto:christina.pejic@croatia.rit.edu">christina.pejic@croatia.rit.edu</a></td>
</tr>
</tbody>
</table>
Finance and Human Resources

Tanja Kuštrić  Finance & Accounting Specialist  Room 42  tanja.kustric@croatia.rit.edu
Jelena Zvono  Human Resources Manager & Ministry Liaison  Room 44  jelena.zvono@croatia.rit.edu

Recruitment and Enrollment

Irena Ljubišić  Undergraduate Admission-Reruitment & Enrollment Specialist and Communication  Room 33  irena.ljubisic@croatia.rit.edu
Ivan Smoljan  Undergraduate Admission-Reruitment & Enrollment Specialist  Room 33  ivan.smoljan@croatia.rit.edu

Strategic Development, Information and Technology Services (ITS)

Ivona Labaš  Director of Strategic Development, ITS & Facilities  Room 44  ivona.labas@croatia.rit.edu
Mario Ljubišić  ITS & Facility Manager  Room 47  mario.ljubisic@croatia.rit.edu

RIT Croatia Office at RIT

Maureen Shannon  Programs Coordinator  RIT  masisr@rit.edu

Student Services Reception Desk office hours, contact information and general services are as follows:

Dubrovnik Campus:
OFFICE HOURS:  Ground floor: Monday – Friday: 8:00 AM – 4:00 PM
PHONE: (020) 433 000
FAX: (020) 433 001
E-MAIL: ritcroatia@croatia.rit.edu
ADDRESS: Don Frana Bulića 6, 20 000 Dubrovnik
IN ZAGREB:

**Student Services Reception Desk**

Željko Marković  Student Services Assistant  Room 25  zeljko.markovic@croatia.rit.edu

**Academic/Advising and Administrative Services**

Tereza Buša  Academic Adviser  Room 25  tereza.busa@croatia.rit.edu

Tanja Peša Kerum  Academic Adviser  Room 25  tanja.kerum@croatia.rit.edu

Ana Maria Šimundić  Academic Support Manager  Room 25  anamaria.simundic@croatia.rit.edu

**Career Services, Alumni Relations and International Student Office**

Manuela Mrkajić  Specialist in the Career Services, Alumni Relations & International Student Office  Room 33  manuela.mrkajic@croatia.rit.edu

Petra Očinić  Assistant in the Career Services, Alumni Relations & International Student Office  Room 33  petra.ocinic@croatia.rit.edu

**Finance**

Marina Mijatović  Finance Manager  Room 20  marina.mijatovic@croatia.rit.edu

Jelena Tolić  Finance & Accounting Specialist  Room 20  jelena.tolic@croatia.rit.edu
Marketing, Recruitment and Enrollment

Alice Almer  Marketing & Communications Manager Room 34  alice.almer@croatia.rit.edu

Adriana Ljutić Gudelj  Undergraduate and Graduate Admission- Recruitment & Enrollment Specialist Room 36  adriana.ljutic-gudelj@croatia.rit.edu

Adriana Jelić  Undergraduate Admission-Recruitment & Enrollment Specialist and Social Media Room 36  adriana.jelic@croatia.rit.edu

Toni Perko  Undergraduate Admission-Recruitment & Enrollment Specialist Room 36  toni.perko@croatia.rit.edu

Ivana Silić  Recruitment & Enrollment Manager Room 34  ivana.silic@croatia.rit.edu

Katarina Županjac  Undergraduate Admission-Recruitment & Enrollment Specialist Room 36  katarina.zupanjac@croatia.rit.edu

Information and Technology Services (ITS)

Aleks Basanić  ITS & Facility Manager Room 8  aleks.basanic@croatia.rit.edu

Ivan Pavlek  ITS & Facility Support Room 8  ivan.pavlek@croatia.rit.edu

Zagreb Campus:

OFFICE HOURS:  Ground floor (of main building): Monday – Friday: 8:00 AM – 8:00 PM
PHONE:  (01) 643 9100
FAX:  (01) 643 9103
E-MAIL:  ritcroatia@croatia.rit.edu
ADDRESS:  Ulica Damira Tomljanovića Gavrana 15, 10 000 Zagreb
Please note that RIT Croatia complies with the Family Educational Rights and Privacy Act (FERPA) 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. If a parent or guardian would like to discuss specific facts about the study progress of his or her student, RIT Croatia must first obtain a signed Release of Information form from that student. The release of Information form for students to sign for authorization of such records is on p. 33. We are unable to answer in writing, via e-mail or in person any questions about the academic standing of a student without this authorization.

ACADEMIC YEAR

The academic year is made up of four terms:

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

A semester (or term) lasts for 14 ½ weeks. If a student is taking a three-credit course, the class will usually meet for two 75-minute blocks, each week for 14 ½ weeks. A four-credit class will meet for four hours, usually two 2-hour blocks for 14 weeks. The 15th and 16th weeks are reserved for final exams. A schedule of final exams is e-mailed to all students around the middle of each term.

RIT Croatia generally follows RIT’s academic and administrative calendar with the exception of recognizing Croatian statutory holidays, rather than US holidays. The exact start and end dates for each term as well as important dates and events throughout the year are listed on the RIT Croatia Academic Calendar, which can be found on the RIT Croatia website under the tab Current Students, following, Important Documents & Links, and then, Important Documents.

It is very important for students to follow RIT Croatia’s Academic Calendar when making their travel plans. Students should not make any travel arrangements until they know their schedule for the term. Instructors are asked not to reschedule exams for individual students, except in the case of an emergency.

In rare instances, it is necessary for an instructor to schedule class activities at a time other than scheduled. It is the student’s responsibility to inform the instructor if he or she has a class that is in conflict with any change. Students should not assume that other instructors will release them from class to take a field trip or do a project. It is the student’s responsibility to attend his or her regularly scheduled class.
COLLEGE HOURS & WEEKEND ACCESS

Classes are held Monday to Friday from 8:00 – 21:30. Most classes meet for two 75-minute blocks. In both Dubrovnik and Zagreb, the college doors open from Monday to Friday at 7:30 and close at 22:00.

On weekends the college is closed, with the exception of the library and computer labs, which are open for limited hours on Saturdays and Sundays. Weekend working hours will be posted outside the labs and library but the same information can be obtained through Student Services Reception.

SCHEDULE

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

RIT Croatia considers a full course load between 12 to 17 credits per semester. Each course has a credit-hour value based on the number of hours per week in class or lab, and the amount of outside work expected of each student. RIT Croatia generally offers three and four credit courses (three or four hours of lectures per week).

Add/Drop and Withdrawal from a Course

The Add/Drop period is the first seven calendar days (excluding Sundays and holidays) of each semester, beginning on the first day of classes. During this seven-day period, students can modify their schedules by either adding or dropping courses. When they drop a class during this time, there is no record kept that will show on their official transcript. Not attending a class does not constitute an official drop.

If students wish to remove themselves from a course after the Add/Drop period (the first seven calendar or six workdays excluding Sundays and holidays) has passed and through the Friday of the 11th week of the semester, they must drop the course with a penalty using the on-line course withdrawal function on SIS. If they decide to withdraw from a course, a “W” grade is assigned, which appears on their transcripts and becomes a part of their permanent record. All withdrawn courses must be retaken in a future term.

Dropping a course or withdrawing from one is wise in some situations, but students need to realize that by doing so they may extend the time it takes to complete their course work and graduate from RIT Croatia. We strongly recommend the student meet with his or her Academic Adviser prior to making this decision.
DEGREES

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

American degrees

Upon successful completion of the four-year program, students receive a Bachelor of Science (B.S.) degree from RIT in either International Business, Hospitality and Tourism Management or IT/Web & Mobile Computing.

Croatian degrees

Studies at RIT Croatia are accredited by the Croatian Ministry of Science, Education and Sports according to the Bologna Agreement. As a result, all students completing the four-year program will receive the degree title in Croatian of stručni prvostupnik/prvostupnica (baccalaureus/baccalaurea) ekonomije for the HTM program; stručni prvostupnik/prvostupnica (baccalaureus/baccalaurea) inženjer/inženjerka informacijskih tehnologija for the IT/Web & Mobile program; and stručni prvostupnik/prvostupnica (baccalaureus/baccalaurea) međunarodnog poslovanja for the IB program.

In order to receive Croatian degrees from RIT Croatia, students must have either a high school diploma issued by a Croatian high school or their high school diploma must be recognized by the Ministry of Science, Education and Sports of the Republic of Croatia.

TUITION

Tuition is defined on an annual basis and payable as follows:
1. Fall Term – August 1
2. Spring Term – December 1

Students who do not pay tuition on time may be dropped from all registered courses.

The tuition fee includes all regular and distance classes, faculty advising as well as:
• use of RIT Croatia library and access to the RIT online library
• use of fully equipped computer labs with free internet access
• student study areas with wireless hot spots
• access to RIT web-based instructional support program (myCourses)

The following guidelines are used to determine individual tuition per term:
12-17 Credits: considered full time enrollment 
1/2 of the annual tuition is paid for the term

Below 12 Credits: tuition is paid per credit hour 
(annual tuition ÷ 24 x number of credit hours)

Above 17 Credits: 1/2 of the annual tuition + overload paid per credit hour 
(same calculation as for below 12 credit hours)

If students have any questions, they should contact the Finance Office at finance@croatia.rit.edu. We will be happy to do an individual calculation for students.

Note: Financial Holds
Students with outstanding financial dues will have a financial hold placed on their record. Holds prevent students from registering courses, or receiving transcripts, verification of enrollment and their diploma. The hold will be removed once the student settles his or her dues.

RIT Croatia offers its students a payment plan option in order to assist with a timely payment of tuition dues. This payment plan splits the term tuition dues into five equal installments. The advantage of the payment plan is that students will be able to more easily manage their tuition dues.

If students would like to apply for a payment plan, they can contact the Finance office at finance@croatia.rit.edu

ADVISING SYSTEM

RIT Croatia provides advising services throughout a student’s academic career. Faculty advisers, Co-op advising and Academic Affairs each provide a part of academic advising.

RIT Croatia instructors play important roles in each student’s education and development. Students value relationships with their instructors as one of the most important and memorable parts of student life. All full-time instructors at RIT Croatia serve as faculty advisers. Faculty advisers provide guidance, information and advice regarding GPA, probation, suspension, master's degree continuation, and if appropriate, potential employment and careers.

Academic Affairs provides support regarding academic standing, support tools, registration, and records and scheduling. In Dubrovnik, Ms. Draženka Franić serves as the Senior Academic Adviser and she can be contacted for any academic related issues. In Zagreb, Ms. Tereza Buša and Ms. Tanja Kerum serve as the Academic Advisers, and they can be contacted for any academic related issues, if students have given permission for release of records on FERPA.

How to get help

1. Any time a student has a problem or question about a course, a particular assignment, or his or her grades in a class he or she should first contact the instructor teaching the course. The best way to do this is to visit the instructor during office hours (announced in the syllabus, posted on the instructor’s office door, and available through Student Services on each campus).
2. If, after meeting with his or her instructor and discussing his or her concerns, he or she needs more information, or still has questions, he or she should see his or her Faculty Adviser. To find his or her adviser, he or she has to log into SIS (https://infocenter.rit.edu/), go to Academic Information and under Student Profile his or her faculty adviser should be listed. If he or she does not see the faculty adviser listed, then he or she should contact the Academic Adviser in Dubrovnik or Zagreb. Faculty advisers can provide general guidance about college life and procedures at RIT Croatia, but will not usually interfere in other instructors’ courses, assignments or grading.

3. The Academic Adviser can provide information about scheduling, course loads, and fulfilling requirements for graduation. They also provide information about Dean’s List honors, academic probation, and suspension.

4. If a student feels that his or her rights have been infringed upon, he or she may seek consultation with the College Ombudsperson.

5. If, after speaking with the instructors and College Ombudsperson, a student needs more assistance or information, he or she should schedule an appointment with the Associate Dean for Academic Affairs.

The office of Cooperative Education and Career Services assists students in applying for co-op positions (short term employment) through organized interviews at RIT Croatia and over the phone. This office connects students with industry professionals and provides other different assistance like creating coop opportunities and properly registering and evaluating co-op forms.
ACADEMIC STANDARDS

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

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

<table>
<thead>
<tr>
<th>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>Above Average</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></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>

Most instructors do not recognize an 89.9%, for example, to be an A- or a 79.9% to be a B-, etc... To earn an A-, students must earn a 90% and 80% for a B- etc. Students should check with their instructors to make sure they understand their grading policies.

I = Incomplete
S = Satisfactory – only for cooperative education

GPA (Grade Point Average)

The **Term GPA** is the grade average of all courses taken in a term. It is calculated at the end of each term.

Three components in any GPA calculation are:
1. **Course credit hours (1, 2, 3 or 4 credits)**
2. **Course Grade (A-F)**
3. **Grade points (4-0)**
<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000 Grade Points</td>
</tr>
<tr>
<td>A-</td>
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<tr>
<td>C</td>
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</tr>
<tr>
<td>C-</td>
<td>1.667 Grade Points</td>
</tr>
<tr>
<td>D</td>
<td>1.000 Grade Points</td>
</tr>
<tr>
<td>F</td>
<td>0.0 Grade Points</td>
</tr>
</tbody>
</table>

**An example of a GPA calculation:**

**Fall term**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Food, Hotel, Tourism</td>
<td>3</td>
</tr>
<tr>
<td>Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Business I</td>
<td>3</td>
</tr>
<tr>
<td>YearOne</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of Sociology</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>Principles of Food, Hotel, Tourism</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>Discrete Mathematics</td>
<td>4</td>
<td>B+</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Business I</td>
<td>3</td>
<td>C-</td>
</tr>
<tr>
<td>YearOne</td>
<td>0</td>
<td>S</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>16</strong></td>
<td>-</td>
</tr>
<tr>
<td>Course Name</td>
<td>Credit Hours</td>
<td>Course Grade</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Foundations of Sociology</td>
<td>3</td>
<td>B</td>
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<tr>
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<td>3</td>
<td>C</td>
</tr>
<tr>
<td>Discrete Mathematics</td>
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<td>B+</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Business I</td>
<td>3</td>
<td>C-</td>
</tr>
<tr>
<td>YearOne</td>
<td>0</td>
<td>S</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>16</strong></td>
<td></td>
</tr>
</tbody>
</table>

Term GPA = \( \frac{\text{Total points (credits x grade points)}}{\text{Total credits}} \)

Term GPA = \( \frac{45.33}{16} = 2.83 \)
The **Cumulative GPA** is the grade average for ALL coursework that students take at RIT Croatia.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Term</th>
<th>Credit Hours</th>
<th>Course Grade</th>
<th>Course Grade Points</th>
<th>Total Points (Credits x Course Grade Points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of Sociology</td>
<td>Fall</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Principles of Food, Hotel, Tourism</td>
<td>Fall</td>
<td>3</td>
<td>C+</td>
<td>2.333</td>
<td>6.999</td>
</tr>
<tr>
<td>Discrete Mathematics</td>
<td>Fall</td>
<td>4</td>
<td>B</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>Fall</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Business I</td>
<td>Fall</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Ecology I</td>
<td>Spring</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Basic Writing</td>
<td>Spring</td>
<td>3</td>
<td>A-</td>
<td>4</td>
<td>11.001</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Spring</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Web I</td>
<td>Spring</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>28</strong></td>
<td></td>
<td></td>
<td><strong>78</strong></td>
</tr>
</tbody>
</table>

Cumulative GPA = \( \frac{\text{Total points (credits x grade points)}}{\text{Total credits}} \)

Cumulative GPA = \( \frac{78}{28} = 2.786 \)

**Graduation Requirements**

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

- Successful completion of all required courses, including cooperative employment. All grades must be recorded and any outstanding Incomplete (“I”) grades must be resolved
- A Cumulative Grade Point Average (GPA) of 2.00 or above
- Full payment or satisfactory adjustment of all financial obligations
- Completion of 123-126 credits, depending on the major for the four-year B.S. degree (240 ECTS for the Croatian four-year degree)
- Satisfactory completion and grade for the required co-ops
- A completed Application for Graduation returned to Student Services
- A completed “Statistički list” form returned to Student Services
- No outstanding library dues
- Requirements for the degree must be completed within 7 catalog years
Graduation with Honors

Honors posted to the academic record will be based upon the student’s Cumulative Grade Point Average upon completion of the degree requirements. The numerical criteria for graduation with honors are as follows:

Summa cum laude – 3.80 Cumulative GPA
Magna cum laude – 3.60 Cumulative GPA
Cum laude – 3.40 Cumulative GPA

The RIT Registrar (the person responsible for keeping records of grades) will post honors to the student’s academic record.

ACADEMIC ACTION POLICIES & PROCEDURES

All Academic Actions occur at the end of each term. A student has the right to ask for recalculation of his or her GPA if there has been Change of Grade form processed.

Dean's List

Students attain Dean’s List status by completing at least 12 credit hours in that term and earning a term GPA of 3.40 or better. This status also indicates that students have not been placed on probation due to a low cumulative GPA and that they do not have any grades of I, D, or F in the current term. Below is an example of Dean’s list grades.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Course Grade</th>
<th>Course Grade Points</th>
<th>Total Points (Credits x Course Grade Points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of Sociology</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Principles of Food, Hotel, Tourism</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Discrete Mathematics</td>
<td>4</td>
<td>B-</td>
<td>2.667</td>
<td>10.668</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Business I</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>16</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>55.668</strong></td>
</tr>
</tbody>
</table>

Term GPA = (total points / total credits) = 55.668/16 = 3.48

Academic Status: Dean's List
Academic Warning

Any student whose overall Cumulative Grade Point Average falls below 2.00 will be placed on academic warning. Students must achieve Cumulative GPA of 2.00 in order to graduate.

<table>
<thead>
<tr>
<th>GPA</th>
<th>Credit Hours</th>
<th>Total Points</th>
<th>G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>14</td>
<td>32</td>
<td>2.29</td>
</tr>
<tr>
<td>Cumulative</td>
<td>34</td>
<td>62</td>
<td>1.82</td>
</tr>
</tbody>
</table>

**Academic Status: Academic Warning**

Academic Probation

Any student whose Term Grade Point Average falls below 2.00 will be placed on probation. See the illustration below.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Course Grade</th>
<th>Course Grade Points</th>
<th>Total Points (Credits x Course Grade Points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of Sociology</td>
<td>3</td>
<td>C+</td>
<td>2.333</td>
<td>6.999</td>
</tr>
<tr>
<td>Principles of Food, Hotel, Tourism</td>
<td>3</td>
<td>D</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Discrete Mathematics</td>
<td>4</td>
<td>B</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>3</td>
<td>D</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Business I</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>16</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>30.999</strong></td>
</tr>
</tbody>
</table>

**Term GPA** = (total points / total credits) = 30.999/16 = **1.937**

**Academic Status: Academic Probation**

Academic Suspension

Suspension refers to the academic action taken when a student is not permitted to enroll in courses at the university for a determined period of time.

a. Any degree-seeking undergraduate student whose Term Grade Point Average falls below a 2.00 (C average) and for whom suspension is not applicable will be placed on probation.

b. Any student who is on probation and who is not removed from probation in the two succeeding terms (including the summer semester) in which credit is attempted will be suspended from RIT Croatia for a period of one calendar year.
c. Any student whose Term Grade Point Average falls below 1.00 will be directly suspended from RIT Croatia. Students will be able to return the following academic year, in the same term they were suspended.

d. A suspended student cannot enroll in any credit or non-credit course at the university while on suspension. This also includes co-ops.

e. A suspended student may not be admitted to another program while suspended.

f. In special circumstances, a suspended student may apply in writing to the Associate Dean for Academic Affairs for a suspension waiver. This waiver request will be evaluated by the Associate Dean and the academic advisers before submission of the request to the Dean. This waiver must be approved by the Dean of the College.

Please note: The waiver carries specific responsibilities on the student's part. These may include registering in specific courses, achieving a semester GPA of at least 2.5, not withdrawing from any courses in which we will ask the student to enroll, taking a maximum term load of 12 credits, attending bi-weekly meetings with his or her faculty adviser. These responsibilities are stated in a contract the student will be required to sign. Should the student fail to abide by the conditions of the contract, or should the academic performance warrant suspension again, he or she would then be suspended with no opportunity to appeal.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Course Grade</th>
<th>Course Grade Points</th>
<th>Total Points (Credits x Course Grade Points)</th>
</tr>
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<tbody>
<tr>
<td>Foundations of Sociology</td>
<td>3</td>
<td>D</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Food, Hotel, Tourism</td>
<td>3</td>
<td>D</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Discrete Mathematics</td>
<td>4</td>
<td>F</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>3</td>
<td>D</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Business I</td>
<td>3</td>
<td>D</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>16</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Term GPA = (total points / total credits) = 12/16 = 0.75

**Academic Status: Academic Suspension**

- **FIRST SUSPENSION:** Students who have been suspended for the first time may return to RIT Croatia without any special approval.

- **SECOND SUSPENSION:** Students who have been suspended for the second time must submit a petition to be reinstated to their studies at RIT Croatia. The petition will be considered by a review board, which will decide if the student will be allowed to return to his/her studies.

**Note:** The petition must be submitted at least two months prior to the beginning of the term in which
the student wishes to return. Students can request a Suspension Petition by sending an e-mail to the College Ombudsperson, Ms. Ana Maria Šimundić (anamaria.simundic@croatia.rit.edu).

• **THIRD SUSPENSION:** Students who have been suspended more than twice may petition to return through the College Ombudsperson.

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**MyCourses**

MyCourses is an on-line application developed by RIT used to aid in education. This is where instructors post their course outlines and materials, electronic readings, assignments and grades. MyCourses also enables communication between the instructor and students. At any given time, students are able to log into myCourses to view their grades for each assignment as well as comments from instructors.

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**GRADE REPORTS**

At the end of each term grades are entered into the RIT computer system. After the grades are processed students can check them online ([https://infocenter.rit.edu](https://infocenter.rit.edu)).

It is the student’s responsibility to check his or her SIS and Grade Report for accuracy.

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**ATTENDANCE**

At RIT Croatia, students learn by interacting with instructors and colleagues; therefore, it is the policy of RIT Croatia that students **must** attend classes. In the case of an emergency, the student or a friend or family member must contact instructors and Student Services the day of the absence. Absences may influence the final grade for that course.
As members of an academic community, both students and faculty share the responsibility for maintaining high standards of personal and professional integrity. If a student violates these standards, the Academic Honesty Process affords a fair resolution. The committee outlined herein may be called upon to hear cases where a breach of Academic Honesty is alleged by an instructor. In all cases, it is the responsibility of any university representatives to render fair and appropriate decisions reaffirming standards of integrity expected in the academic community.

The following sections outline the procedures for resolving allegations of a breach of Academic Honesty.

Academic Dishonesty

A breach of Academic Honesty falls into three basic areas: cheating, duplicate submission and plagiarism.

A. Cheating: Cheating is any form of a fraudulent or deceptive academic act, including, but not limited to, falsifying of data, and possessing, providing, or using unapproved materials, sources, or tools for a work submitted for credit. Specifically, cheating includes copying other student's work, solutions or ideas for assignments or during tests, quizzes, and exams or making your work available to be copied. It is the student's responsibility to protect their work so that others cannot see what they have written. Copying work, solutions or ideas from another student is considered cheating as is making it available to someone else. If an instructor notices the similarity between two student deliverables, both will be considered cheating. In addition, in the case of academic dishonesty in a team assignment, all team members will face the consequences of the offense.

B. Duplicate Submission: Duplicate submission is the submitting of work for credit that was already used elsewhere. Such behavior is dishonest because the student has not done original work. In some cases, an instructor might give students permission to build on work they did for another course or for another personal project. This exception does not constitute a breach of Academic Honesty, as long as the instructor provided an explicit permission for reusing the work.

C. Plagiarism: Plagiarism is the representation of other's ideas as one's own without giving proper credit to original authors. Plagiarism occurs when students copy direct phrases or organizational structure from any existing source (e.g. books, journals, internet) and do not provide quotation marks and citations, or when students paraphrase or summarize those ideas without giving credit to the authors through use of in-text references. In all cases, if such information is not properly and accurately documented with appropriate credit given, the student is guilty of plagiarism. Two additional types of action fall into the category of plagiarism. One is submitting a work for credit that was written for you by someone else (another student, friend, family member, internet source, etc.). The issue of payment or non-payment is irrelevant as the act itself constitutes Academic Dishonesty since the student is not the actual author of submitted work. The other action includes writing papers, projects, or exams for other students with the purpose of them submitting that writing as their own. Once again, whether a student received money for this activity or did it pro bono is irrelevant in making it an act of Academic Dishonesty.
Consequences of Academic Dishonesty

The consequences of Academic Dishonesty depend on the number of offenses accumulated by the student, as follows:

A. First offense: Zero points will be given for that particular assignment (paper, project, quiz, exam, etc.) and the offense will be recorded on the Academic Dishonesty List in the office of the Ombudsperson.

B. Second offense: This will result in the student failing the course in which the Academic Dishonesty offense occurred and the offense will be recorded on the Academic Dishonesty List in the office of the Ombudsperson. The student will not be able to continue with the course, unless he or she chooses to contest the allegation, and there will be no refund of tuition for the course.

C. Third offense: This will result in the student being expelled from the institution without opportunity to finish the courses the student was currently enrolled in. The student that has been expelled cannot receive a refund of tuition. The expelled student can appeal for the reenrollment at RIT Croatia, but not sooner than one calendar year after being expelled. If the student commits another offense after being reenrolled, she or he will be permanently expelled from the institution without any future opportunity to return, to finish the courses the student was currently enrolled in, or to receive a refund of tuition.

All consequences of final decisions are effective immediately. Appealing the decision does not defer motioning the resulting actions. If the Academic Honesty Process is not finalized before the end of the semester, the Ombudsperson will notify all the instructors involved that the student should be issued an incomplete grade, pending the final decision. This includes the instructor for the course where an alleged breach of Academic Honesty has been made, and, in case of a third offense, all instructors for the courses in which the student is enrolled for the current semester.

In addition to the above stated outcomes, placement on the Academic Dishonesty List may result in ineligibility to apply for RIT Croatia scholarship and/or Dean's List status, as defined in respective policies.

Procedures for Handling Alleged Breaches of Academic Dishonesty

The course instructor bringing the allegation forward is responsible for assembling evidence and setting the procedure for handling alleged breaches of Academic Honesty to a motion. English is defined as the official language to be used. All meetings can be done face to face or through technology.

Emails are considered an acceptable form of communication for all contact regarding a breach of Academic Honesty. If a student is not responding to email communication within five business days, an additional message will be sent and an effort will be made to reach the student via phone and in person. If the student would not respond within five business days after that additional email message has been sent, the matter will be closed as if the student agreed that the Academic Dishonesty occurred.

The procedure for handling alleged breaches of Academic Honesty has two distinct options:
A. The student is present at the scene when an instructor becomes aware of a potential breach of Academic Honesty (e.g. when a student uses unapproved materials during an exam, or copies exam answers from a colleague).

In this scenario, the instructor should, at the earliest convenience, send an email to the Ombudsperson with an official Dishonesty Report that includes the title of the course and an explanation of the Academic Honesty offense. The Ombudsperson then sends an email to the student with an invitation for a Dishonesty Report Meeting. The meeting should be scheduled the earliest five working days following the date when the invitation was sent.

B. The student is not present at the point when an instructor becomes aware of a potential breach of Academic Honesty (e.g. when an instructor starts to grade an uploaded student paper or student exam and discovers a potential breach).

In this scenario, the instructor should, at the earliest convenience, send an email to the student and the Ombudsperson inviting them both for a meeting. The meeting should be scheduled the earliest five working days following the date when the invitation was sent. In this scenario, a student has the chance to explain their actions to the instructor, and receive appropriate explanations for the rationale behind the possible Dishonesty Report.

During this meeting, if the instructor decides to pursue a report, the meeting at that point becomes an official Dishonesty Report Meeting and an instructor prepares a Dishonesty Report that includes the title of the course and an explanation of the Academic Honesty offense.

If the instructor, after hearing the student, decides that the allegation was false or misinterpreted (for example a student was able to show that they had the approval to use their previous work or a student is able to show a study guide that listed a specific example that students used in their answers at the exam), the meeting is adjourned with no further action.

In both scenarios, the student has an opportunity of discussing the allegations during the Dishonesty Report Meeting. If the student accepts the allegations the matter will be documented and closed, and the resulting actions will be motioned (as described in Part II on Academic Honesty). If the student chooses to contest the allegation, the Ombudsperson will convene the Academic Honesty Committee, following the procedure described below.

Upon the decision of the Academic Honesty Committee, the Ombudsperson will provide the official notification of the Committee’s decision to the student and the instructor (via email), within five business days of the hearing. This letter will include the resulting actions to be motioned (as described in Part II on Academic Honesty), and the process to file an appeal.

Upon conclusion of the Dishonesty Report Meeting, and where applicable upon the conclusion of the Academic Honesty Committee Hearing and Academic Honesty appeal, all documentation regarding the Academic Honesty will be stored at the Ombuds Office and maintained for a period of two years.

Academic Honesty Committee

The Academic Honesty Committee shall hear cases involving an alleged breach of Academic Honesty.
Should any question arise as to the nature of an allegation or the committee to hear the case, the Ombudsperson shall be consulted for guidance.

Roles in the Academic Honesty Committee are:

A. **Ombudsperson**: The Ombudsperson is called upon to facilitate and manage the hearing process and attend hearings as a non-voting member of the Academic Honesty Committee.

B. **Academic Honesty Committee Voting Members**: The Committee shall consist of five members: four instructors and the Associate Dean for Academic Affairs. Instructors should belong to the same field/program as the course in which an offense has been made, unless the nature of the offense is such that it is deemed unnecessary. Faculty members must recuse themselves based on case involvement or bias and alternates will be appointed.

**Academic Honesty Hearings**

The Academic Honesty Hearing is a procedure for Academic Honesty Committee to hear the students’ cases involving an alleged breach of Academic Honesty. The Academic Honesty Hearing is not a court of law and legal rules of evidence and procedure do not apply. At hearings involving more than one student, the Ombudsperson, in their discretion, may permit hearings concerning each student to be conducted separately or simultaneously.

While the Academic Honesty Hearing process is underway the student will be allowed to attend all classes until the final decision is rendered.

The student will be provided written notification of the date, place, and time that their case will be heard by the Academic Honesty Committee at least five business days prior to the hearing. The notification will also include a description of the alleged breach, and the specific college policies, rules or regulations allegedly violated.

All Academic Honesty Hearings will be conducted in private. The Ombudsperson facilitates the hearing process and only the Academic Honesty Voting Members, student, instructor, and witnesses involved in a particular case may be present. Other persons who might be present at the hearing include those providing necessary access services. Specifically, practicing lawyers are not permitted to participate in the Academic Honesty Hearing as a representative of either the student or faculty. Also, parents/guardians are not permitted to participate in or be present during the Academic Honesty Hearing unless the involved student is under the age of 18. In those instances, the parent/guardian can observe the hearing process and give their son or daughter quiet counsel.

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

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

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

**Academic Honesty Appeals**

Either the student or the instructor may file an appeal on the Academic Honesty Committee’s decision. An appeal must be filed within seven business days from the date of the mailing of the Academic Honesty Committee’s decision. Filing an appeal does not defer motioning the resulting actions from the Academic Honesty breach.

The Academic Honesty Appeal is submitted for the consideration to the Dean. The Dean may decide that the original sanctions be dismissed, or upheld. The decision rendered by the Dean is final.

While the Academic Honesty Appeal process is underway the student will be allowed to attend all classes until the final decision is rendered.

The determination of the Dean will be mailed to the student, instructor, Ombudsperson and the Academic Honesty Committee members within fourteen business days of the written appeal, thus effectively closing the Academic Honesty Process.
COOPERATIVE EDUCATION (CO-OP)

The purpose of Co-op (Cooperative Education Program) is to help students better understand how the “real business world” outside the college functions. The main goal is to teach them how to apply theoretical knowledge in that world as well as to help them acquire work experience that will be necessary to build their future careers.

The Cooperative Education Program is mandatory for all RIT Croatia students. RIT Croatia will help facilitate many co-op opportunities, but ultimately the responsibility of finding and completing a co-op, as well as the proper registration of a co-op, lies with the student.

Students cannot be registered for co-op and for classes at the same time. Also students cannot be registered for a co-op while they are on academic suspension. To obtain a four year degree in HTM a minimum of 1200 working hours is required (three co-op blocks). To obtain a four year degree in IB and IT/WMC a minimum of 800 working hours is required (two co-op blocks).

The absolute minimum working requirement for a co-op block is 10 weeks and 400 hours (a minimum of 40 hours per week for a minimum of 10 weeks. Students cannot finish their degree requirements with one term of co-op remaining. All co-op requirements must be completed prior to the student’s last academic term at the college. A student’s last term at RIT Croatia must be an academic term.

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.
DATA PRIVACY NOTICE FOR STUDENTS AND ALUMNI

RIT Croatia is dedicated to ensuring proper privacy policies and procedures in line with EU’s GDPR and US’s FERPA regulations. Below you can find an excerpt from our privacy policies that relates to personal data of our students and alumni.

RIT CROATIA PRIVACY POLICIES RELATING TO PERSONAL DATA OF STUDENTS AND ALUMNI (EXCERPT):

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

Who Is Responsible For Your Personal Data?

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

For Which Purposes Do We Use Your Personal Data?

We will process your personal data as required in connection with your studies at RIT Croatia, in particular for the following purposes:

Students:
- General student administration, including course schedules, course assignment, grade processing and other diploma related activities
- Advising you about Scholarship and Financial Aid opportunities
- Advising you about Study Abroad and Erasmus opportunities
- Contacting you about your outstanding dues or overpayments
- Career planning and development, cooperative education employment opportunities, guidance for employment opportunities, communication with your employers to ensure proper grading
- Academic advising to ensure proper academic guidance during your studies at RIT Croatia
- Advising you and your families about upcoming college events, student life, Study Abroad/Erasmus opportunities (direct communication, email, social media, and via printed newsletter)
- Any potential Academic or Disciplinary Actions hearings and cases
- Security purposes, including ensuring integrity and security of and controlling access to our premises, IT and communication systems, platforms and secured websites and applications websites and other systems or facilities (including monitoring by camera or other means of surveillance), investigating, preventing and detecting security threats, fraud, theft or other criminal or malicious activities
- Legal documentation purposes, to ensure compliance with legal documentation and document retention obligations (such as archive and record keeping obligations)
- Monitoring and assessing compliance with our policies and standards

Alumni:
- General alumni networking database administration, including gathering your contact info, work place data and additional education information
- Advising you about further education opportunities at RIT Croatia
• Advising you about career opportunities, career planning and development
• Advising you about Scholarship and Financial Aid opportunities
• Contacting you about your outstanding dues or overpayments
• Advising you about benefits programs and other activities that are essential for Alumni Association functioning
• Security purposes, including ensuring integrity and security of and controlling access to our premises, IT and communication systems, platforms and secured websites and applications websites and other systems or facilities (including monitoring by camera or other means of surveillance), investigating, preventing and detecting security threats, fraud, theft or other criminal or malicious activities
• Legal documentation purposes, to ensure compliance with legal documentation and document retention obligations (such as archive and record keeping obligations)
• Monitoring and assessing compliance with our policies and standards

The legal bases for processing of your personal data are described in Article 6 of the European Data Protection Regulation. Based on this, the processing is either necessary for obtaining diploma transcripts due to compliance with our legal obligations, or necessary for purposes of our legitimate interest, always provided that such interests are not overridden by your interests or fundamental rights and freedoms. In addition, the processing may be based on your consent where you have expressly given that to us.

Which Personal Data Do We Collect?

Unless otherwise agreed with you, we will collect only personal data which are required in connection with our business relationship for the above purposes. This typically includes the following categories of data:
• Personal details, such as name, address, date of birth, emergency contact details, gender, country of residence, citizenship, national health insurance number, OIB and tax related details if necessary
• Information about your high school studies and previous college records including grades and information regarding any disciplinary processes
• Information about your finances, family employment status and family finances if you apply for our financial aid programs.
• Degree continuation related information processed in connection with your enrollment or voluntarily provided by you, such as alternate email addresses, information about your personal and professional life, etc.
• Identification documentation, such as copies of your passport, driving license, national or work ID card, or other documentation required by law (which may include photographs of your face)
• Professional details where applicable or necessary to aid in your career development, such as your work contact details, position and career data, CV, details of your qualifications, relevant experience and skills
• Data relating to access to and use of our systems, facilities and premises including data generated through monitoring by camera or other means of surveillance
• Data relating to any travel done for RIT Croatia purposes that is considered business travel

How Do We Collect Personal Data?

We will collect your personal data primarily directly from you through direct communication. However, some data may also be collected from your application though state college enrollment portals (postani-student.hr or similar) or later through online portals and social media (Facebook, Instagram, LinkedIn, etc).
How Do We Protect Your Personal Data?

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

With Whom Will We Share Your Personal Data?

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

Where Do We Process Your Personal Data?

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

Your Data Protection Rights

Subject to certain legal conditions, you may request access to, rectification, erasure or restriction of processing of your personal data. You may also object to processing or request data portability. In particular you have the right to request a copy of the personal data that we hold about you. Please refer to Articles 15-22 of the EU General Data Protection Regulation for details on your data protection rights.
For any of the above requests, please send a description of your personal data concerned stating your name, your date of birth and your place of birth as proof of identity to the contact details below. We may require additional proof of identity to protect your personal data against unauthorized access. We will carefully consider your request and may discuss with you how it can best be fulfilled.

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

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

Are You Required To Provide Personal Data?

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

How Long Do We Store Personal Data?

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

Updates of This Data Privacy Information

This Data Privacy Notice was last updated in May 2018. We reserve the right to update and change this Data Protection Notice from time to time in order to reflect and changes to the way in which we use your personal data or changing legal requirements. Any amended information to Data Privacy Notice will apply from the date it is posted on RIT Croatia website or otherwise made available to you.

How to Get In Touch With Us

If you have any questions regarding your rights or if you have any specific requests relating to your personal data please contact us at:
Data Protection Officer: dpo@croatia.rit.edu
LIVING IN DUBROVNIK

First Aid & Medical Treatment

If students require medical treatment while in Dubrovnik, they should register with a doctor in Dubrovnik and the Croatian Institute for Health Insurance in Dubrovnik. Otherwise students will only be able to get emergency medical treatment at the Dubrovnik Hospital. The hospital is located in Medarevo, Dr. Ante Šercera 4 (bus #9, Pile–Medarevo).

For any additional information, you may contact the Croatian Institute for Health Insurance at the contact number listed below.

Residency

If students do not have permanent residence in Dubrovnik they must register their stay with the Police Station. Any additional information about residency can be obtained at the Central Police Station.

Useful Contacts & Phone Numbers

<table>
<thead>
<tr>
<th>Contact</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Center Dubrovnik</td>
<td>Kralja Tomislava 7, Dubrovnik</td>
<td>(020) 437 680</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(020) 437 686</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:scdu@unidu.hr">scdu@unidu.hr</a></td>
</tr>
<tr>
<td>Croatian Institute for Health Insurance</td>
<td>Bana J. Jelačića 2, Dubrovnik</td>
<td>(020) 422 555</td>
</tr>
<tr>
<td>Central Police Station</td>
<td>Dr. Ante Starčevića 13, Dubrovnik</td>
<td>(020) 443 333</td>
</tr>
<tr>
<td>Dubrovnik Hospital</td>
<td>Dr. Ante Šercera 4, Dubrovnik</td>
<td>(020) 431 777</td>
</tr>
<tr>
<td>Dubrovnik Airport</td>
<td>Čilipi bb</td>
<td>(020) 773 333</td>
</tr>
<tr>
<td>Central Bus Station</td>
<td>Obala Pape Ivana Pavla II 44A, Dubrovnik</td>
<td>(060) 305 070</td>
</tr>
<tr>
<td>Libertas Public Transport</td>
<td>Vukovarska 42, Dubrovnik</td>
<td>(020) 357 020</td>
</tr>
<tr>
<td>Jadrolinija Ferry Company</td>
<td>Obala Stjepana Radića 40, Dubrovnik</td>
<td>(020) 418 000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Numbers</th>
<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Emergency Only</td>
<td>112</td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>192</td>
<td></td>
</tr>
<tr>
<td>Fire Department</td>
<td>193</td>
<td></td>
</tr>
<tr>
<td>Emergency Room</td>
<td>194</td>
<td></td>
</tr>
<tr>
<td>Information</td>
<td>11888</td>
<td></td>
</tr>
</tbody>
</table>
LIVING IN ZAGREB

First Aid & Medical Treatment

If students require medical treatment while in Zagreb, they should register with a doctor in Zagreb and the Croatian Institute for Health Insurance (Hrvatski zavod za zdravstveno osiguranje) in Zagreb. Otherwise, they will only be able to get emergency medical treatment at a Zagreb Hospital. There are many hospitals in Zagreb; here you can find several of them:

• Zagreb Hospital Sveti Duh, Sveti Duh 64 (phone (01) 3712 111)
• KBC Sestre Milosrdnice, Vinogradskala cesta 29 (phone (01) 3787 111)
• KBC Rebro, Kišpatičeva 12 (phone (01) 2388 888)
• Dom zdravlja studenata, Laginjina 63 (phone (01) 4603 666)

To see the whole list of hospitals please visit:
For any additional information, you may contact the Croatian Institute for Health Insurance in Zagreb (phone (01) 4806 333).

Residency

If students do not have permanent residence in Zagreb they must register their stay at the Police Station. Any additional information about residency can be obtained at the Central Police Station, street address: Ulica Matice hrvatske 4, phone (01) 4563 381.

Useful Contacts & Phone Numbers

<table>
<thead>
<tr>
<th>Student Center Zagreb</th>
<th>Central Police Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Savska cesta 25, Zagreb</td>
<td>Address: Ulica Matice hrvatske 4, Zagreb</td>
</tr>
<tr>
<td>Phone: (01) 4593 658</td>
<td>Phone: (01) 4563 111</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:sservis@sczg.hr">sservis@sczg.hr</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National and University Library</th>
<th>Zagreb Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Hrvatske bratske zajednice 4,</td>
<td>Phone: (01) 3712 111</td>
</tr>
<tr>
<td>p.p. 550, Zagreb</td>
<td></td>
</tr>
<tr>
<td>Phone: (01) 6164 040</td>
<td></td>
</tr>
</tbody>
</table>

| HZZO (Hrvatski zavod za zdravstveno osiguranje) | Central Bus Station |
| (Croatian Institute for Health Insurance)     | Phone: (01) 6008 600 |
| Address: Margaretska 3, Zagreb                |                                                            |
| Phone: (01) 4806 333                          |                                                            |

<table>
<thead>
<tr>
<th>Emergency Only</th>
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<td>194</td>
<td>11888</td>
</tr>
</tbody>
</table>

Last updated: August, 2018
Family Educational Rights and Privacy Act (FERPA)
CONSENT TO RELEASE STUDENT INFORMATION

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

Please provide information from the educational records of

(Name of Student requesting the release of educational records)

to:

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

☐ parents/guardian Name(s)

☐ prospective employer
☐ attorney
☐ other (specify)

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

☐ transcripts/grades
☐ disciplinary records (academic honesty and academic actions reports)
☐ recommendations for employment or admission to other schools
☐ financial
☐ all records
☐ other (specify)
I understand the information is to be released for the following purpose:

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

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

Name (print) .................................................................

ID Number ........................................................................

Signature ..........................................................................

Date ..............................................................................