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

RIT Croatia brings you passionate instructors who are first-rate, progressive academics, and leaders in their fields. Our approach to higher education includes hands-on cooperative education with international and domestic companies such as The Broadmoor, Carnival Cruise Line, Marriott, Nestle Adriatics, Metro Cash & Carry Hrvatska, INA, P&G, Coca-Cola, Hilton, Valamar Hotels & Resorts, Zagrebacka Pivovara, Splitska bank, Drap, Oradian IT, Carnet, Phobs, Degordian, Stowe Mountain Lodge; and a diverse student body since 1997, with attendees 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.

RIT Croatia operates in two exciting locations. Students may choose between Dubrovnik, a beautiful coastal city located on the Adriatic Sea, which offers undergraduate degrees in Information Technology and International Hospitality and Service Management, or Zagreb, the capital city and center of business in Croatia, which offers undergraduate degrees in Information Technology and International Business, as well as a Master of Science program in Service Leadership and Innovation.

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

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

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

**DUBROVNIK CAMPUS**
Reception Desk
E-mail: ritcroatia@croatia.rit.edu
Tel: 00 385 (0)20 433 000

**ZAGREB CAMPUS**
Reception Desk
E-mail: ritcroatia@croatia.rit.edu
Tel: 00 385 (0) 1 643 9100
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>Name</th>
<th>Position</th>
<th>Floor</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nikolina Šimunović</td>
<td>Student Services Assistant</td>
<td>Ground floor</td>
<td><a href="mailto:nikolina.simunovic@croatia.rit.edu">nikolina.simunovic@croatia.rit.edu</a></td>
</tr>
</tbody>
</table>

#### 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>
</tr>
</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>
</tbody>
</table>

#### Events Management

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Email</th>
</tr>
</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>ivona.labaš@croatia.rit.edu</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>
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</tbody>
</table>

#### Recruitment and Enrollment

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<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)

Mario Ljubišić  Facility Manager & ITS Specialist  Room 47  mario.ljubisic@croatia.rit.edu

RIT Croatia Office at RIT

Maureen Shannon  Program Coordinator  RIT  masisr@rit.edu

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

In Zagreb:
Student Services Reception Desk

Tanja Peša  Student Services Assistant  Ground floor  tanja.pesa@croatia.rit.edu

Academic/Advising and Administrative Services

Danijela Kraljević  Academic Adviser  Room 21  danijela.kraljevic@croatia.rit.edu

Ana Lučić  Administrative Assistant - Academic & Accounting  Room 21  ana.lucic@croatia.rit.edu

Marija Šušak  Academic Affairs Manager & College Ombudsperson  Room 21  marija.susak@croatia.rit.edu

Career Services and Alumni Relations

Marina Drmač  Career Services & Alumni Relations Manager  Room 23  marina.andros-drmac@croatia.rit.edu

Finance

Ana Lučić  Administrative Assistant - Academic & Accounting  Room 21  ana.lucic@croatia.rit.edu

Marketing, Recruitment and Enrollment

Alice Almer  Marketing & Communications Manager  Room 22  alice.almer@croatia.rit.edu

Adriana Ljutić Gudelj  Graduate Admission Recruitment & Enrollment Specialist  Room 26  adriana.ljutic-gudelj@croatia.rit.edu

Ivan Mikić  Undergraduate Admission Recruitment & Enrollment  Room 26  ivan.mikic@croatia.rit.edu
Ivana Silić  
Specialist  
Recruitment & Enrollment Manager  
Room 23  
ivana.silic@croatia.rit.edu

Katarina Vatavuk  
Recruitment & Enrollment Administrative Assistant  
Room 26  
katarina.vatavuk@croatia.rit.edu

**Information and Technology Services (ITS)**

Vlaho Korać  
ITS & Facility Support  
Room 8  
vlaho.korac@croatia.rit.edu

Hrvoje Kuk  
ITS & Facility Manager  
Room 8  
hrvoje.kuk@croatia.rit.edu

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

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

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

**Zagreb Campus:**  
OFFICE HOURS: Ground floor: Monday – Friday, 8:00 AM – 4:00 PM  
PHONE: (01) 643-9100  
FAX: (01) 643-9103  
E-MAIL: rirconatia@croatia.rit.edu  
ADDRESS: Damira Tomljanovića Gavrana 15, 10 000 Zagreb

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

The Student Services Reception Desk offers the following services:
- Basic information to students and visitors
- Verifications of Enrollment
- Grade Transcripts
- Grade books and student card coordination
- Switch board and fax machine operation
- Mail distribution
- Bulletin Board updates
- Instructor and staff office hours
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.

The Dean is available and happy to meet with students and assist them. Due to his many responsibilities and busy schedule, it is wise for students to book an appointment with him. In Dubrovnik, appointments can be scheduled with Nikolina Šimunović, Student Services. In Zagreb, appointments can be scheduled with Tanja Peša, Student Services.

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.

Associate Dean has an open-door policy. In Dubrovnik, appointments can be scheduled with Nikolina Šimunović, Student Services. In Zagreb, appointments can be scheduled with Tanja Peša, Student Services.

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

COLLEGE OMBUDSPEOPLE

Dubrovnik:
Ana Maria Šimundić, M.A. College Ombudsperson, anamaria.simundic@croatia.rit.edu
The OMBUDS OFFICE is located on the fourth floor, Room 41.

Zagreb:
Marija Šušak, College Ombudsperson, marija.susak@croatia.rit.edu
The OMBUDS OFFICE is located in Room 21.

The College Ombudsperson is a resource available to RIT Croatia students who seek confidential assistance with their academic concerns. In addition to faculty advisers, the College Ombudsperson is a neutral person students can contact for various issues, including how to handle a concern with an instructor or even another student. Also, the
College Ombudsperson is the contact person for students requesting to take independent study. Drop-ins are welcome; however, students are encouraged to make an appointment, either in person or via email. The Ombuds Office hours are determined at the beginning of each term.

**INSTRUCTORS**

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

**PROFESSIONAL & ACADEMIC EXPECTATIONS**

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

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

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

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

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

**Community Spirit** – fully participating in the RIT Croatia community as well as your own community by practicing open-mindedness and communication, teamwork, diversity, and professional relationships built on mutual respect for all members, and participating in and cooperating with the local community.

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

**Dress Expectations**

RIT Croatia is an institution of higher education and students are professionals-in-training; therefore, students are expected to dress appropriately for the college environment and staff/instructor expectations. Students are expected to use common sense and good judgment in maintaining appropriate attire. This means that overly revealing (short, low-cut, see-through) clothing is not appropriate as are neither board shorts nor similar beachwear. In addition, at college-sponsored events, i.e. Career Education Day, a specific dress code (professional business attire) is required. Not adhering to this dress code may result in a student's removal from class or from a college-sponsored event and in losing points in class.

*Professional business or Western-style business dress for men* means pants that can be in shades of gray, brown, blue or black for men. Dress shirts can be in any color. Ties and suit jackets are recommended though not always required. Casual business or dress shoes are acceptable, whereas sneakers and sandals are not.

*Professional business or Western-style business dress for women* includes skirts, dresses or pants and optionally a suit jacket. Skirts should be knee-length or longer. All colors are acceptable although muted tones are generally preferred in the financial, service management, and business sectors. Flat shoes or moderate heels are acceptable, whereas high and very high heels are not.

*Religiously mandated dress*, such as head scarves and ankle length skirts, is always considered appropriate.

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

**COLLEGE HOURS & WEEKEND ACCESS**

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. In both Dubrovnik and Zagreb, the college doors open from Monday to Thursday at 7:30 and close at 21:00, and Friday from 7:30 to 20:00.

On weekends the college is closed, with the exception of the library and computer labs, which are open for limited hours. Weekend working hours will be posted outside the labs and library, and the same information can be obtained through Student Services Reception. 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 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. While rare instances of rescheduling occur, if instructors are asked to reschedule class at a different time, the answer will most likely be NO. Students will be advised if there are any changes in the Calendar.

**MAIL FOLDERS & BULLETIN BOARDS**

A mail folder is provided for every student, instructor and staff member at RIT Croatia. The mail folders are located on the ground floor of each campus building. They are a means of communication among members of the RIT Croatia community. Many instructors return papers to student mail folders, and collect papers in their mail folders. Please be advised of the importance of checking mail folders every day. Contents of individual mail folders are considered confidential and it is unethical to look at contents of someone else’s mail folder.

The RIT Croatia Bulletin Boards have been created for students’ convenience. All important information such as co-op opportunities, scholarships, and class changes will be posted regularly. Much of the bulletin board news will also be posted on the RIT Croatia web page (www.croatia.rit.edu) as well as on the main Welcome screen (on the ground floor of each campus building).
All new students will receive an account activation e-mail to the e-mail address they provided when they applied to RIT Croatia. Students should follow the link and instructions provided in the e-mail to activate their RIT DCE (Distributed Computing Environment) accounts. At the end of the activation process, students will have their RIT DCE account user name and password and their RIT e-mail address. If students do not receive the account activation e-mail, are having trouble activating their accounts or have any additional questions, they should send an e-mail to ITS@croatia.rit.edu. A student’s RIT e-mail address is his or her official e-mail for the duration of his or her studies at RIT Croatia. Instructors and staff will communicate with students using that e-mail address only and it is imperative that students check it regularly and that they maintain their accounts as instructed. The ITS staff can assist students with any questions.

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

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

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

After students activate their accounts, they will probably start getting e-mails from RIT’s Message Center. To stop getting them, students can 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 students can set their personal preferences. Students can delete them all except for the emergency messages. Click on “Update Preferences”. “Update Successful” should appear confirming the changes.

Besides e-mail, students’ RIT DCE accounts also allow them to access the RIT computer system, including such resources as the online library and databases and computer-based training (CBT). It also gives students access to RIT’s Student Information System (SIS) where they can view their grades, academic status, schedules, and personal data. Students are responsible for checking the accuracy of the data on SIS and reporting any discrepancies to the following: in Dubrovnik, the Senior Academic Adviser, Room 42; in
Zagreb, the Academic Adviser, Room 21. To log into SIS, students can go to: https://infocenter.rit.edu/.

A student’s RIT username and password is also used for myCourses, which is an on-line application used by RIT to aid in education. This is where instructors post their course outlines and materials, electronic readings, assignments and grades. MyCourses also enables communication between the instructor and students throughout the term. Instructors at RIT Croatia use myCourses and RIT Croatia students are also required to use it. To log into myCourses, students can go to: mycourses.rit.edu. Please note that it takes 24-48 hours for a student’s access to myCourses to become active and for his or her courses to appear.

RIT UID (UNIVERSITY ID NUMBER)

All new students are issued an RIT UID (University Identification Number), which they will need when filling out any official forms. Students can view their UID online, by following these steps:
- Go to RIT’s home page: rit.edu (log into my.rit.edu at the bottom left)
- At the top left, beside your name, it says “Welcome, First Name Last Name” and “Show University ID”
- Click on “Show University ID” and it will show your UID

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.

Upon successful completion of the four-year program, students receive a Bachelor of Science (B.S.) degree from RIT in either International Business, International Hospitality and Service Management or Information Technology. For additional information, students should contact Academic Services.

Studies at RIT Croatia are also accredited by the Croatian Ministry of Science, Education and Sports and meet the requirements of the Bologna Agreement. As a result, all students completing the four-year program will receive the degree title of stručni prvostupnik/prvostupnica (baccalaureus/baccalaurea) ekonomije za Service Management; stručni prvostupnik/prvostupnica (baccalaureus/baccalaurea) inženjer/inženjerka informacijskih tehnologija za Information Technology; and stručni prvostupnik/prvostupnica (baccalaureus/baccalaurea) međunarodnog poslovanja za International Business.

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

International Business

This is a professionally oriented curriculum for students interested in careers in business. Besides core courses in international business, each student also takes courses in liberal arts, math and science, and foreign languages. Some courses are required, while others are elective or depend on the student’s chosen concentration. Most courses include individual and group projects, oral presentations and written projects using multimedia tools. In addition, every student gains work experience through the co-op requirement. The following is a typical course sequence for a BS degree in Business Administration - International Business (IB).

<table>
<thead>
<tr>
<th>First Year</th>
<th>Sem. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BBIN Courses</strong></td>
<td></td>
</tr>
<tr>
<td>MGMT-101 Business I</td>
<td>3</td>
</tr>
<tr>
<td>MGIS-102 Business II</td>
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<tr>
<td>MGIS-101 Computer Based Analysis</td>
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<td><strong>College of Business Courses</strong></td>
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<tr>
<td>ACCT-110 Financial Accounting</td>
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<tr>
<td><strong>General Education Courses</strong></td>
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<tr>
<td>UWRT-100 Critical Reading &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH-101 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH-101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENVS-150 Ecology</td>
<td>4</td>
</tr>
<tr>
<td>ECON-101 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON-102 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH-161 Applied Calculus</td>
<td>4</td>
</tr>
<tr>
<td>ACSC-010 Year One Seminar</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Sem. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BBIN Courses</strong></td>
<td></td>
</tr>
<tr>
<td>MKTG-230 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>FINC-220 Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGMT-215 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>INTB-225 Globalization</td>
<td>3</td>
</tr>
<tr>
<td><strong>College of Business Courses</strong></td>
<td></td>
</tr>
<tr>
<td>ACCT-210 Management Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Gen Ed Courses**

MATH-145 Intro to Statistics I | 3
<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH-146 Intro to Statistics II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL-150 Writing Seminar</td>
<td>3</td>
</tr>
<tr>
<td>PSYC-234 Industrial-Organizational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language: Beginning Level I, II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Third Year**

**BBIN Courses**
- DESC-310 Operations Management                                      | 3             |
- INTB-320 Global Marketing                                            | 3             |
- INTB-300 Cross Cultural Management                                  | 3             |
- MGMT-340 Business Ethics                                            | 3             |
- COMM-253 Communication                                              | 3             |
- INTB-310 Regional Business Studies                                  | 3             |

**General Education Courses**
- Intermediate Languages 1,2                                           | 3             |
- PSYCH-236 Personality Psychology                                     | 3             |
- PSYCH-239 Positive Psychology                                        | 3             |
- ENGL-210 Literary & Cultural Studies                                | 3             |

**Senior Year**

**BBIN Courses**
- INTB-550 Global Entry                                               | 3             |
- MGMT-560 Strategy and Innovation                                     | 3             |

**Concentrations:**
- MKTG 350 Buyer Behavior                                             | 3             |
- MKTG-360 Professional Selling                                       | 3             |
- MKTG-370 Advertising and Promotions                                 | 3             |
- FINC-420 Finance in Global Environment                              | 3             |
- FINC-362 Intermediate Investment                                   | 3             |
- FINC-430 Advance Financial Corporate Planning                       | 3             |

**General Education Courses**
- PSYCH-239 Positive Psychology                                        | 3             |
- PSYCH-221 Abnormal Psychology                                        | 3             |

**International Hospitality and Service Management**

This is a professionally oriented curriculum for students interested in careers in management of service-based businesses. Besides core courses in international hospitality, tourism, and service management, each student also takes courses in liberal arts, math and science, and foreign languages. Some courses are required, while others are elective or depend on the student’s chosen concentration. Most courses include individual and group
projects, oral presentations and written projects using multimedia tools. In addition, every student gains work experience through the co-op requirement. The following is a **typical course sequence** for a BS degree in International Hospitality and Service Management (IHSM).

### First Year

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Sem. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IHSM Courses</strong></td>
<td></td>
</tr>
<tr>
<td>HSPT-181 Principles of Food, Hotel, and Tourism Ops</td>
<td>3</td>
</tr>
<tr>
<td>HSPT-489 ST Communication Techniques in Hospitality &amp; Service Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>HSPT-284 Hospitality Industry Sales and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HSPT-499 Cooperative Education</td>
<td>0</td>
</tr>
<tr>
<td><strong>General Education Courses</strong></td>
<td></td>
</tr>
<tr>
<td>UWRT-100 Critical Reading and Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH-101 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>STAT-145 Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOCI-102 Foundation of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PHIL-301 Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td>ENVIS-150 Ecology of Dalmatian Coast</td>
<td>4</td>
</tr>
<tr>
<td>ENGL-411 American Studies</td>
<td>3</td>
</tr>
<tr>
<td>ACSC-010 YearOne Seminar</td>
<td>0</td>
</tr>
<tr>
<td>English Language Institute</td>
<td>0</td>
</tr>
</tbody>
</table>

### Second Year

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Sem. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IHSM Courses</strong></td>
<td></td>
</tr>
<tr>
<td>HSPT-244 Meeting and Event Management</td>
<td>3</td>
</tr>
<tr>
<td>HSPT-281 Services in a Global Economy</td>
<td>3</td>
</tr>
<tr>
<td>HSPT-489 ST Business Continuity and Crisis Management</td>
<td>3</td>
</tr>
<tr>
<td>HSPT-499 Cooperative Education</td>
<td>0</td>
</tr>
<tr>
<td><strong>College of Business Courses</strong></td>
<td></td>
</tr>
<tr>
<td>ACCT-110 Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td><strong>Gen Ed Courses</strong></td>
<td></td>
</tr>
<tr>
<td>PHIL-103 Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>UWRT-150 Writing Seminar</td>
<td>3</td>
</tr>
<tr>
<td>ECON-101 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>COMM-203 Effective Communication</td>
<td>3</td>
</tr>
<tr>
<td>MLxx-202 Foreign Languages: Beginning Level I &amp; II</td>
<td>4</td>
</tr>
</tbody>
</table>

### Third Year

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Sem. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IHSM Courses</strong></td>
<td></td>
</tr>
<tr>
<td>HSPT-381 Technology in Services Systems</td>
<td>3</td>
</tr>
<tr>
<td>HSPT-383 Assessing Service Quality</td>
<td>3</td>
</tr>
<tr>
<td>HSPT-384 Financial Concept of Hospitality Managers</td>
<td>3</td>
</tr>
<tr>
<td>HRDE-386 Human Resources Development in Hospitality</td>
<td>3</td>
</tr>
</tbody>
</table>
**Concentrations:**

**International Hotel and Resort Management Concentration**
- HSPT-131 Hotel Management and Operations 3
- HSPT-232 Hospitality Real Estate and Facility Management 3

**Entrepreneurship in Hospitality Industry Concentration**
- HSPT-212 Franchising in the Service Industry 3
- HSPT-372 Hospitality Entrepreneurship in the Global Economy 3

**Gen Ed Courses**
- ENGL-210 Literary and Cultural Studies 3
- ENVS-151 Scientific Inquiries in Environmental Science 4

**Liberal Arts Immersions**
- Cultural Anthropology Immersion
  - ANTH-301 Social and Cultural Theory 3
  - ANTH-350 The Global Economy and Grassroots 3
- Foreign Language Immersion
  - MLxx301 Intermediate Level I & II 3

<table>
<thead>
<tr>
<th>Fourth Year</th>
<th>Sem. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IHSM Courses</strong></td>
<td></td>
</tr>
<tr>
<td>HSPT-481 Leadership Innovation in Service Industry</td>
<td>3</td>
</tr>
<tr>
<td>HSPT-490 Senior Project</td>
<td>3</td>
</tr>
<tr>
<td>HSPT Program Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Concentrations:**

**International Hotel and Resort Management Concentration**
- HSPT-234 Negotiation and Conflict 3
- HSPT-235 International Destinations 3
- HSPT-334 International Resort Management 3

**Entrepreneurship in Hospitality Industry Concentration**
- HSPT-374 Hospitality Enterprise Management and Growth 3
- HSPT-475 Entrepreneurial and Responsible Leadership for Hospitality Industry 3
- HSPT-477 Marketing for Entrepreneurs in the Hospitality Industry 3

**Gen Ed Courses**
- ECON-102 Principles of Macroeconomics 3
- Free Elective 3
- Free Elective 3

**Liberal Arts Immersions**
- Cultural Anthropology Immersion:
  - ANTH-210 Cultures in Globalization 3
This is a professionally oriented curriculum for students interested in careers in information technology. Besides core courses information technology, each student also takes courses in liberal arts, math and science, and foreign languages. Some courses are required, while others depend on students’ chosen area of specialization or concentration. Most courses include individual and group projects, oral presentations and written projects using multimedia tools. In addition, every student gains work experience through the co-op requirement. The following is a typical course sequence for a BS degree in Information Technology (IT).

<table>
<thead>
<tr>
<th>First Year</th>
<th>Sem. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Courses</td>
<td></td>
</tr>
<tr>
<td>ISTE-120 Computer Problem Solving - Info Domain I</td>
<td>4</td>
</tr>
<tr>
<td>ISTE-121 Computer Problem Solving - Info Domain II</td>
<td>4</td>
</tr>
<tr>
<td>ISTE-190 Foundation of Modern Info Processing</td>
<td>3</td>
</tr>
<tr>
<td>ISTE-140 Web I</td>
<td>3</td>
</tr>
<tr>
<td>ISTE-110 Ethics in Computing</td>
<td>3</td>
</tr>
<tr>
<td>General Education Courses</td>
<td></td>
</tr>
<tr>
<td>UWRT-100 Critical Reading &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH-131 Discrete Math</td>
<td>4</td>
</tr>
<tr>
<td>MATH-161 Applied Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHIL-301 Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC-102 Foundations of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL-412 American Studies</td>
<td>3</td>
</tr>
<tr>
<td>ENVS-150 Ecology of Dalmatian Coast</td>
<td>4</td>
</tr>
<tr>
<td>ACSC-010 Year One Seminar</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Sem. Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>IT Courses</td>
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</tr>
<tr>
<td>ISTE 230 Database and Data Modeling</td>
<td>3</td>
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<tr>
<td>ISTE 240 Web II</td>
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<tr>
<td>ISTE-260 Designing the User Experience</td>
<td>3</td>
</tr>
<tr>
<td>ISTE-340 Client Programming</td>
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<tr>
<td>SWEN-383 Software Design Principles &amp; Patterns</td>
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</tr>
<tr>
<td>NSSA-290 Network Essentials for Developers</td>
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</tr>
<tr>
<td>ISTE-449 Cooperative Education</td>
<td>0</td>
</tr>
<tr>
<td>Gen Ed Courses</td>
<td></td>
</tr>
<tr>
<td>STAT-145 Introduction to Statistics I</td>
<td>3</td>
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<tr>
<td>STAT-146 Introduction to Statistics II</td>
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</tr>
<tr>
<td>PHIL-102 Critical Thinking</td>
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</table>
Third Year

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Sem. Cr. Hrs.</th>
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<tbody>
<tr>
<td>UWRT- 150 Writing Seminar</td>
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</tr>
<tr>
<td>MLxx-202 Foreign Languages: Beginning Level I &amp; II</td>
<td>4</td>
</tr>
</tbody>
</table>

**IT Courses**
- ISTE-330 Database Connectivity and Access                  | 3            |
- ISTE-341 Server Programming                                 | 3            |
- ISTE-434 Data Warehousing                                   | 3            |
- ISTE-430 Information Requirements Modeling                  | 3            |
- ISTEc-436 Database Management Access                        | 3            |
- ISTE-270 Data Exploration and Knowledge Discovery           | 3            |
- ISTE-449 Cooperative Education                              | 0            |

**Gen Ed Courses**

**Liberal Arts Immersions**
- ANTH-301 Social and Cultural Theory                         | 3            |
- ENGL-210 Literary and Cultural Studies                      | 3            |
- Foreign Language Immersion                                  | 3            |
- MLxx-301 Intermediate Level I & II                          | 3            |
- ENVS-151 Scientific Inquires in Environmental Science       | 4            |

Fourth Year

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Sem. Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISTE-330 Database Connectivity and Access</td>
<td>3</td>
</tr>
<tr>
<td>ISTE-341 Server Programming</td>
<td>3</td>
</tr>
<tr>
<td>ISTE-422 Apps Development Practices</td>
<td>3</td>
</tr>
<tr>
<td>ISTE-432 Database Application Development</td>
<td>3</td>
</tr>
<tr>
<td>ISTE-434 Data Warehousing</td>
<td>3</td>
</tr>
<tr>
<td>ISTE-436 Data Management Access</td>
<td>3</td>
</tr>
<tr>
<td>ISTE-449 Cooperative Education</td>
<td>4</td>
</tr>
</tbody>
</table>

**Gen Ed Courses**

**Cultural Anthropology Immersion**
- ANTH-210 Cultures and Globalization                         | 3            |
- PSYCH-239 Positive Psychology                               | 3            |
- PSYCH-221 Abnormal Psychology                               | 3            |
- PHIL-130 Critical Thinking                                 | 3            |
- PHIL-301 ST: Japanese Culture                               | 3            |

**Note:** Some courses have prerequisites.

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

**THE ACADEMIC YEAR**

The academic year is made up of four terms:

1. Fall Term (September - December)
2. Intersession – (Three weeks between semesters)
3. Spring Term (January - June)
4. Summer Session (June – September)

A semester (or term) lasts for 15 weeks. 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.

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 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 tab Current Students 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 case of emergencies.

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.

**SCHEDULE & 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.

**Determining Your Year Level**

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

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Earned Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0-26</td>
</tr>
<tr>
<td>2</td>
<td>27-55</td>
</tr>
<tr>
<td>3</td>
<td>56-84</td>
</tr>
<tr>
<td>4</td>
<td>85 &amp; above</td>
</tr>
</tbody>
</table>

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). Students can take more than 17 hours if their Cumulative GPA is 2.5 or above and they obtain approval from the Academic Adviser in Dubrovnik or Zagreb. In special cases, the Academic Adviser may waive the GPA requirement at her discretion. Students who wish to take more than 20 credits must have a Cumulative GPA of 3.0 or higher and obtain approval from the College Ombudsperson. A per-credit-hour tuition rate is charged for credit hours above 17.

**Out of Class Work or Homework**

The requirement to have RIT and therefore, RIT Croatia courses accredited is that a course be designed so that an average student spends **two hours on homework for each hour in class**.

**Drop/Add and Withdrawal from a Course**

If students have a conflict on their schedules or wish to switch classes, they may do so in the **Drop/Add period** using the on-line drop/add course function in SIS. The Drop/Add period is the first seven calendar days (excluding Sundays and holidays) of each
semester, beginning on the first day of classes. During this six-day period, students can modify their schedules by either dropping or adding courses without any additional tuition charges as long as they do not exceed 17 credit hours.

Adding a course is at the discretion of the instructor whose class a student wants to join. Very often, instructors will not add students because their classes are already full. Students should first check if they can add the section or course they want before dropping a section or course they are already registered for.

When a student drops a class during the Drop/Add period, there is no record kept that will show up on a student’s official transcript. Not attending a class does not constitute an official drop. Students must drop the class using the on-line drop course function in SIS.

If students are adding or switching a section that is closed (full enrollment), they will not be able to do so online. Students must use a Drop/Add Form. Drop/Add Forms can be downloaded from the link of the Office of the Registrar which can be found on the RIT Croatia website under the tab Important Links. First, students give the completed form to their instructor to sign and then to Academic Services for processing. If students need any additional information, they can contact the Academic Adviser in Dubrovnik or Zagreb.

If students wish to remove themselves from a course after the Drop/Add period (the first seven calendar or six workdays excluding Sundays and holidays) has passed and through the Friday of the 12th week of the semester, they must drop course with penalty on SIS. Once a student drops a course with penalty, a “W” grade will be immediately applied to his or her official transcripts. Students will be sent a confirmation e-mail; in addition, the instructor, faculty adviser and the department contact will be notified by e-mail. Students must officially drop or drop with penalty a course (even if you will not receive a tuition refund) to avoid receiving an “F” grade. A grade “F” received because a student did not withdraw from class on time cannot be changed.

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

Leave of Absence or Institute Withdrawal

If students decide to leave or withdraw from RIT Croatia temporarily or permanently, they must contact the Academic Adviser in Dubrovnik or Zagreb. This person will give students the appropriate forms to fill out and process their requests.
TUITION & REIMBURSEMENT POLICY

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

A tuition update is sent to all students each year in July with the exact tuition amount for that year via e-mail only. If a student’s term tuition payment is not received on or before the payment due date, a **late payment fee of 100.00 EUR (per month for each month in which your dues are not settled)** will be charged. **IN ADDITION, STUDENTS WHO DO NOT PAY TUITION ON TIME MAY BE DROPPED FROM ALL REGISTERED COURSES AND WILL NOT BE ALLOWED TO REGISTER FOR CLASSES UNTIL ALL DUES ARE SETTLED.**

The following guidelines are used to determine individual tuition per term:

- **12-17 Credits:** considered full time enrollment
  - 1/2 of the annual tuition is paid for the term
- **Below 12 Credits:** tuition is paid per credit hour
  - (annual tuition ÷ 24 x number of credit hours)
- **Above 17 Credits:** 1/2 of the annual tuition + overload paid per credit hour (same calculation as for below 12 credit hours)

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

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

**As of 2009/2010, RIT Croatia offers its students a payment plan option in order to assist with timely payment of tuition dues.** This payment plan splits the term tuition dues into five equal installments. The advantage of the payment plan is that students will be able to more easily manage their tuition dues and avoid paying the late fee (100 euro per month for each month in which their dues are not settled).

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

**REIMBURSEMENT POLICY FOR DROPPING COURSES**

1. If the student is registered as a full-time student (12-17 credit hours) and after dropping courses the student remains a full-time student, the tuition rate for the semester remains the same, and there is no refund.
2. If the student is taking an overload (over 17 credit hours) and drops or withdraws from the overload courses, the following refunds will apply for the overload credits:

<table>
<thead>
<tr>
<th>Prior to the start of classes</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dropping classes in the add/drop period (first week of classes)</td>
<td>100%</td>
</tr>
<tr>
<td>During the second week of classes</td>
<td>90%</td>
</tr>
<tr>
<td>During the third week of classes</td>
<td>70%</td>
</tr>
<tr>
<td>During the fourth week of classes</td>
<td>60%</td>
</tr>
<tr>
<td>During the fifth week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>During the sixth week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>During the seventh week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>During the eight week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>During the ninth – last week of classes</td>
<td>No refund</td>
</tr>
</tbody>
</table>

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

4. If the student drops all classes, or withdraws from all classes and ceases to be a student at RIT Croatia for that semester, the following refunds will apply:
   a. Dropping all classes in the add/drop period – 100% refund
   b. All other refunds apply as in table above.

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

6. If the student is registered as a full-time student (12-17 credit hours) and withdraws from courses to become part-time student (3-11 credits hours) after the add/drop period, the refund will be based on the tuition calculation difference and the percentages indicated in the table above.

7. **ATTENTION:**
   All courses that have either been dropped or withdrawn during the academic year will have to be retaken or replaced with the equivalent course in order to fulfill graduation requirements. These courses will be charged based on the following calculation: total annual tuition divided by 24 credits and multiplied by number of credits.

**NOTE:** Non-attendance does not constitute an official withdrawal; official withdrawal (completion and approval of the add/drop form or completion and approval of the
withdrawal form) from courses is required even if the student is not eligible for a tuition refund. For details and withdrawal forms please contact the Academic Services Office.

**ADVISING SYSTEM**

RIT Croatia provides advising services throughout a student’s academic career. Faculty advisers, co-op adviser and academic services 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. A student’s **faculty adviser** can answer questions and discuss concerns about overall grades, academic status, study habits, time management, GPA, probation, suspension, master’s degree continuation, and other issues related to success in college. Some instructors can also help students make decision about potential employment and careers. If students have any questions or concerns, they should contact their faculty adviser right away and schedule an individual appointment during his or her office hours. Office hours are posted on faculty office doors and in the lobby.

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

**Academic Services** provides administrative support regarding registration, records and scheduling. Mrs. Draženka Frančić serves as the Senior Academic Adviser in Dubrovnik, and Ms. Danijela Kraljević as the Academic Adviser in Zagreb, and Ms. Ana Lučić as the Administrative Assistant-Academics in Zagreb.

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 assists students in registering properly for co-op and submitting all necessary forms. Students are responsible for getting their own jobs.

**How to Get Help**

1. Any time students have a problem or question about a course, a particular assignment, or their grades in a class they should **first contact the instructor teaching the course**. The best way to do this is to visit the instructor during office hours (announced in the syllabus and available at student services).

2. If, after meeting with the instructor and discussing concerns, students need more information, or still have questions, they should see their **Faculty Adviser**. Students can find out who their faculty adviser is by accessing SIS (https://infocenter.rit.edu/), under tab Academic Information and the faculty adviser’s name should be listed
under Student Profile. (If students do not see their faculty adviser’s name listed, they need to contact the Academic Adviser in Dubrovnik or Zagreb.) Faculty adviser 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. This person also provides information about the Dean’s List, academic probation and suspension.

4. If, after speaking with the instructor and staff members listed above, students need more assistance or information, they should contact the College Ombudsperson, followed by the Associate Dean for Academic Affairs.

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>RGS</th>
<th>Quality points</th>
<th>GRADE PERCENTAGE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
<td>4.0</td>
<td>94.00 - 100.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td>4.0</td>
<td>90.00 - 93.99</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td>3.0</td>
<td>87.00 - 89.99</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
<td>3.0</td>
<td>83.00 - 86.99</td>
<td>Above Average</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
<td>3.0</td>
<td>80.00 - 82.99</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
<td>2.0</td>
<td>77.00 - 79.99</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
<td>2.0</td>
<td>73.00 - 76.99</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
<td>2.0</td>
<td>70.00 - 72.99</td>
<td></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.

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 students fail a course, they 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 a student’s transcript.

I – Incomplete – is a temporary notation (not a grade) given when the instructor observes conditions beyond the control of a student such that the student is unable to complete course requirements in the given term. The instructor determines and advises the student of the due date, not to exceed 180 calendar days from the date grades are posted, by which the student must complete course requirements. In addition, the student receiving an Incomplete must work out a Plan to Complete form with the instructor for the course. If the registrar has not received a “change of grade” form from the professor after 180 calendar days, then the Incomplete becomes an “F” grade. An extension of time may be granted at the discretion of the instructor. Credit hours are not earned and the GPA is not affected until a permanent grade is assigned.

S – Satisfactory – is only used for signifying a passing grade for cooperative education and the YearOne seminar.

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

GPA (Grade Point Average)

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

Three components in any GPA calculation are:

1. Course credit hours (1, 2, 3 or 4 credits)
2. Course Grade (A-F)
3. Grade points (4-0)

<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>
<td>3.667 Grade Points</td>
</tr>
<tr>
<td>B+</td>
<td>3.333 Grade Points</td>
</tr>
<tr>
<td>B</td>
<td>3.000 Grade Points</td>
</tr>
<tr>
<td>B-</td>
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</tr>
<tr>
<td>C+</td>
<td>2.333 Grade Points</td>
</tr>
<tr>
<td>C</td>
<td>2.000 Grade Points</td>
</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>
</tbody>
</table>

TOTALS 16

<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>
</tbody>
</table>

TOTALS 16

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Course Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of Sociology</td>
<td>3</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Food, Hotel</td>
<td>3</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>Discrete Mathematics</td>
<td>4</td>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>3</td>
<td>A</td>
<td>4</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.

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

Cumulative GPA = $\frac{78}{28} = 2.786$
It is possible for students to pass all their courses with C's and D's and to have a GPA below 2.0.

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

For your convenience, a GPA calculator is available for students at www.croatia.rit.edu under the Current Students tab and then, Important Documents & Links.

Change of Grade

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

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

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

Viewing Grades

1. **myCourses** – Most instructors post grades for tests and projects on RIT’s electronic course management system called myCourses. Students can see their grades as soon as they are posted. Students will learn how to use myCourses in YearOne class in the Fall Semester of their first year. Each instructor will inform students when he or she will post grades for a specific assignment.

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

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

Confidentiality

RIT Croatia complies with the Family 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. On p. 59, there is a waiver form for students to sign for authorization of release of such records.

Grade Books

The grade book (indeks) is an official document that certifies students as a student at a Croatian University or College. The courses students are registered for and the grades they receive for those courses must be entered into their grade books each term. Student Services assists students in this process. Please note that students have to submit proof of payment (EUR 40.00) as well as all the necessary documents in order to be issued their grade books. Students should refer to their Intent Forms for a complete list of the necessary documents.

The courses students are registered for have to be entered into their grade books at the beginning of each term. Please note that every term students have different classes to enter and each term must be recorded on a separate page of the grade book. Student Services assists students in obtaining the Dean’s signature and RIT Croatia stamp to verify that students have enrolled in the term (please note that a student’s grade book is not valid without this).

At the end of each term, Student Services assists students in obtaining instructors’ signatures and grades. Students will be notified as to when they must bring their grade books to Student Services so that instructors can enter their grades and Student Services can certify them. This will occur after grades are posted on SIS. Since the grade book is an official document in Croatia, all grades are entered according to Croatian grading system (1 – 5).

Please be advised that, if students do not submit their grade books on time, they may have to get the necessary grades and signatures on their own. Since the grade book is an official document, some places will accept or even require a student’s grade book as proof of enrollment or as a student’s transcript for various benefits and scholarships. Therefore, it
is important that students make sure they have all the appropriate signatures and stamps entered on time and for each term.

If students lose their grade books, they need to contact Student Services immediately for information on how to get their grade books re-issued. Since the grade book is considered a legal document, the process of getting a new grade book is very formal and could take up to one month to process.

Graduation Requirements

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

- A Cumulative Grade Point Average (GPA) of 2.00
- Full payment or satisfactory adjustment of all financial obligations
- Completion of 124/126 credits 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

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.

Award for Outstanding Undergraduate Scholarship

One of the traditional concerns of colleges and universities is with the definition and recognition of excellence. The award for outstanding undergraduate scholarship has been established to recognize excellence in academic achievement by students. Those selected to receive the award are designated RIT Scholars and the achievement is recognized through an especially designed award emblematic of high academic attainment. The awards are presented at RIT at a special convocation held prior to the end of each academic year. At RIT Croatia, the awards are presented at a Dean’s list reception. This award is especially prestigious because recipients are selected from the entire pool of 15,000 students at RIT, of which RIT Croatia represents about 500.
RIT Croatia Scholarships

Each year RIT Croatia awards outstanding students scholarship awards. The award requirement is that students maintain a term GPA of 3.0 or higher, as well as have no offenses of academic dishonesty or disciplinary probation/suspension. Failure to meet these requirements results in the students foregoing their scholarship award. As of Fall 2011, any of these scholarship recipients who earn an academic dishonesty offense will lose their scholarship award. In addition, if students break their studies for any reason (co-op, etc.), they will forfeit the remaining portion of their scholarships.

ATTENDANCE

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

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

MAKING UP MISSED CLASSES

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

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

Most instructors post reading materials and assignments on myCourses. Some instructors will require students to purchase a textbook or a reading packet. Instructors will advise students of what to buy, the cost and where to buy it.

Many of the textbooks for classes can be purchased through “Algoritam” bookstore or through an on-line book retailer such as Amazon.com. Used books may also be available for sale by other students who took the class previously.

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

COURSE EVALUATIONS

Students evaluate each course and by doing that participate in monitoring the quality and the success of our educational program. Students’ feedback is an important part of their personal efforts for improvement and the college’s effort to improve the quality of instruction. 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.

ACADEMIC ACTION POLICIES & PROCEDURES

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

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

Dean’s List

Full-time degree-seeking undergraduate students will be placed on the Dean's List if their Term GPA is greater than or equal to 3.40; they do not have any grades of "Incomplete".
“D” or "F", (including any other non-credit but required courses); they have registered for, and completed, at least 12 credit hours.

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

<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</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>3</td>
<td>12</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Business 1</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></td>
<td></td>
<td><strong>57</strong></td>
</tr>
</tbody>
</table>

Term GPA = (total points / total credits) = 57/16 = 3.56

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</td>
<td>6</td>
</tr>
<tr>
<td>Principles of Food, Hotel</td>
<td>3</td>
<td>D</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
<td>Grade</td>
<td>Points</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------</td>
<td>-------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>Discrete Mathematics</td>
<td>4</td>
<td>B</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>3</td>
<td>D</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Business 1</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>16</strong></td>
<td>-</td>
<td><strong>30</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

**Academic Status:** 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 summer session) 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 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>
</thead>
<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</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 1</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></td>
<td></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.

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

**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. What that means to you is that at all times, students must do their own work 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 will explain to their students how the Academic Honesty Policy applies to the particular course they teach.
Academic Dishonesty

Academic Dishonesty falls into three basic areas: cheating, duplicate submission, plagiarism and 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 it 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 action 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 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 a faculty member 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 in 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
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 offence 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 offence, either in the same or different course, will result in the
student failing the course in which academic dishonesty occurred and the offence 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.

COOPERATIVE EDUCATION (CO-OP) AND CAREER SERVICES

The purpose of Co-op (Cooperative Education Program) is to help students better
understand how the “real business world” outside of college functions. The main goal is to
teach students how to apply theoretical knowledge in that world as well as to help students
acquire work experience that will be necessary to build their future careers. Work
experience and business relationships gained on co-op will become very valuable when
students graduate and are searching for a future job once their education is finished.

The Cooperative Education Program is mandatory and co-op orientation sessions will be
held during the school year to give students information about resume writing, job search
strategies, registration, and minimum work requirements. RIT Croatia will facilitate many
coop opportunities, but ultimately the responsibility of finding and completing a co-
op, as well as the proper registration for a co-op, rests with you. Students are advised to plan ahead and find their co-ops at least one term prior to the term they intend to be on co-op, or even earlier.

When students plan their co-ops, please note that instructors and the college expect students to be available for the full fifteen weeks of the term, to fulfill all course requirements. Students should not schedule the start of a co-op until after the final exams (please refer to the Academic Calendar for details). Also, before a student signs a co-op contract, they should make sure that it allows them to return to school before the start of the academic term. If students do sign a co-op contract that will cause them to be late in returning to school, they must contact their professors for approval and make arrangements to cover the missed material. Students should expect to be considered absent for missed classes and to have their grades penalized as a result of the absences. Cooperative education is scheduled for the summer term. A student may decide to register and/or extend his or her co-op to fall and/or spring term; however, he or she needs to be aware of the fact that this decision can impact the length and/or cost of his or her studies. The student is solely responsible for the result of this decision. Students also should not be registered for co-op and for classes at the same time, except for rare circumstances with approval from the Academic Adviser. If students do decide to work while scheduled for classes, this job cannot be considered a co-op and the work hours will not count towards a registered co-op.

To obtain a four year degree in IHSM a minimum of 1200 working hours is required (three co-op blocks). To obtain a four year degree in either IB or IT 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). You do have the option to complete more co-op hours than the minimum requirements in a given co-op block, but the work will still be registered as one co-op.

All co-op requirements must be completed prior to a student’s last academic term at the college. A student’s last term at RIT Croatia must be an academic term (not summer term). Students also cannot be registered for a co-op while they are on academic suspension. In order for a student to receive credit for a co-op, he or she must be properly registered. It is entirely the student’s responsibility to register his or her co-op. If students do not register their co-ops, they will not get the necessary credit for graduation. There are three forms associated with co-op; a registration form and two evaluation forms. All three co-op forms must be submitted to the Career Services Office in order for a grade to be posted. Co-op grades also appear on the student’s transcript.

In order to register their co-ops, students need to have their employer sign and stamp the Co-op Registration Form before they submit it to the Career Services Office. Co-op registration forms are due each term by the Monday of the 1st week of the term that students are registering the co-op for (as per the Academic Calendar). Any registration submitted after this date result in the co-op being considered invalid. Please note
that if a student fails to register their co-op by the given deadline they will not be able to register for classes for the upcoming term. If a student already registered for classes they will be dropped from all classes and will have to re-register after their registration for co-op is received. This may ultimately result in a student not being able to choose their sections; instead they will be able to register sections that are available at that time.

In order to receive a grade for a registered co-op, two evaluation forms must be submitted to the Career Services Office: the Employer Evaluation Form and the Student Evaluation Form. These forms should be filled out upon completion of the co-op. Both forms are due in the Career Services Office by the Monday of the 11th week of the co-op semester (according to the Academic Calendar). Once both evaluation forms are received at the Career Services Office, and providing that the minimum co-op requirements have been met, and that the employer’s evaluation is satisfactory, students will receive a grade of “S” (Satisfactory). If the minimum requirements have not been met, or the employer's evaluation is unsatisfactory, students will receive a grade of “F” (Fail). **Please note:** The Career Services Office also conducts random co-op checks during the summer, to make sure that students register the actual place where they are working. If the Career Services Office discovers that students are not working at the place they registered, their co-op will not be counted.

Some international co-op positions require that students sign binding contracts with their employers. When students are working any co-op, they are ambassadors for RIT Croatia. Disciplinary action will be taken in the instance that a student does not fulfill his or her contractual obligations, or if he or she is fired for disciplinary reasons. Disciplinary cases are referred to the College Ombudsperson and the Associate Dean for Academic Affairs for review. In the past, students have received academic suspension from RIT Croatia for not fulfilling the terms of a co-op contract or for being fired for disciplinary reasons such as insubordination.

With regard to co-op positions in Croatia and within the region, especially those provided through RIT Croatia’s Career Services Office, every student who is offered a co-op position must respond to the employer, by formally accepting or refusing the position in a timely manner. Accepting an offer of employment is a serious personal and professional obligation. Failure to honor these obligations reflects poorly on the students and on the entire College. A student who accepts a position and then “changes his or her mind” and refuses the offer risks damaging the College's reputation and relationships with potential employers. Some employers have stopped seeking RIT Croatia students as employees because of such unprofessional behavior on the part of our students. Do not be the one who ruins employment opportunities for those who follow you.

Therefore, any student who formally accepts a co-op position, and does not subsequently report for work, as outlined in the employer’s terms and conditions, will be subject to disciplinary action from RIT Croatia. Terms of such disciplinary measures will be set by the College Ombudsperson and the Associate Dean for Academic Affairs.
Co-op information and updates will be sent regularly by e-mail, posted on the bulletin boards. If students have additional questions, they should contact the Career Services Office. For more details on cooperative education procedures, please refer to the cooperative education handbook.

**WRITING AND STUDY SKILLS LAB**

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

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

Zagreb:
Instructor: 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, in Zagreb Room 19.

**COMPUTER LABS**

In Dubrovnik, there are three computer labs located in Rooms 24, 32 and 35. In Zagreb, the computer labs are located in 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.

Computer Lab Rules are as follows:
1. Only current RIT Croatia students may use the computer labs. If asked, students must provide proof of being an RIT Croatia student by showing your grade book (indeks) or x-card.

2. The following are forbidden:
   a. eating or drinking (bringing food or beverages into the labs is prohibited. If you do bring food or beverages into the lab they must remain unopened and in your bag/back pack.)
   b. chatting
   c. viewing pornographic sites
d. playing computer games

5. Be careful during the operation of each computer.

6. Since computers are expensive to repair or replace, all students must follow the instructions for operating the computers and be careful not to damage them. The following rules apply to the operation of computers:
   a) Report any malfunctions or damaged equipment to the lab monitor immediately.
   b) Do not alter computer settings in any way.
   c) Do not attempt to fix anything yourself, not computers nor the printers.
   d) Do not disconnect the computers, cables or equipment.
   e) Do not connect laptops in the local area network outlets.

7. Please note that the lab computers are set to restart when they have been idle for 20 minutes. Upon restart or shut down anything saved on the Desktop, put in the Recycle Bin or saved on the C Drive will be erased. Therefore, students must save all personal work on USB sticks as any work left on the hard drive may be accessed and deleted from the memory.

8. It is possible for other students to find your work on a lab computer and to copy it and hand it in as their own. If the professor discovers two papers which are alike, you will both receive a 0 for your work. Therefore, students must save their school work on a USB stick and delete it whenever they leave the lab.

9. There is no one to clean up after students in the lab, so students should not leave paper or garbage in the labs. They should use the garbage and recycling bins.

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

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

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

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 create 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
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, binding, color printing, scanning services and course packages.

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

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

**Books**
All remaining library materials will have fixed fines per semester. For each book not returned by Friday of Week 15 (the last week of classes), a fee of 10 EUR will be charged to the student’s account.

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

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

The RIT Library collections consist of:

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

- **Meet Your Librarian Page**: *RIT CROATIA* - [http://infoguides.rit.edu/global_lib](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](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](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 to students for this service.

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

- **Summon**: [http://library.rit.edu/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/RT02583](http://library.rit.edu/databases/databases/database/RT02583)). 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)
STUDY ABROAD IN RIT DUBAI OR ROCHESTER

RIT Croatia offers selected students the opportunity to study abroad at RIT Dubai or the main campus in Rochester in the spring term. There is a 2.5 GPA requirement for the RIT Dubai campus, a 3.0 GPA requirement for the Rochester campus and the program is open to sophomores, juniors and seniors. Once selected, the Academic Adviser helps students select courses that complete their degree requirements among the many interesting course offerings at RIT Dubai or Rochester.

Students who study abroad at RIT Dubai or Rochester pay the RIT Croatia tuition rate. This is a great opportunity for students to experience the Dubai or Rochester campus and receive this tuition benefit. However, additional costs include airfare, in-country visa expenses, and other RIT costs announced through the selection process. All students going to RIT Dubai or Rochester are provided with housing in the RIT Dubai or Rochester Residence Halls (dorms).

To find out more, students are encouraged to attend one of the Study Abroad Information Sessions. RIT Croatia students can choose to go to RIT Dubai or Rochester for other terms as well; however, in that case they undergo the regular transfer procedure and pay the RIT Dubai or Rochester tuition rate.

OTHER POLICIES

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.

**General Building Rules & Requests**

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

- At the Dubrovnik campus, smoking is not permitted inside the building or in the area immediately surrounding the building. Smoking fines include: 1,000 kn for the individual, 5,000 kn for the Dean, and 30,000 kn for the college. **Consequently, students who break this rule will be reported to the College Ombudsperson and will be subject to one hour of college service.**
- No pets are 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 RIT Croatia full-time Student Services Assistant (ground floor reception).
- Materials of any kind may not be taped to the walls or elevators.
- At the Dubrovnik campus, please use the elevator only if necessary due to a physical malady which makes the stairs difficult.
- Please make every effort to keep the noise level low as classes are in progress throughout the day.
- Due to traffic in front of the building, please exercise caution when leaving the building.
- At the Dubrovnik campus, when opening windows or shutters, please make sure that they will not slam shut due to a draft.
- At the Dubrovnik campus, if the windows or shutters are open, please close them before your leave the space.
- Please turn off your computer, the lights and the AC when you leave the space you were using.

**NOTE:**

If students notice any damage or malfunctions around our building, they should notify the Facility Manager and ITS Specialist.
Alcohol & Drug Policy

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

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

RIT Croatia instructors and staff are also subject to national and local laws regarding alcohol and drug use. Serious civil and criminal legal liabilities can result from possession, use, serving, sale or unlawful manufacturing of drugs and/or alcohol. RIT Croatia will not protect individuals or groups from law enforcement by legal authorities with respect to drugs and alcohol use or abuse.

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

Weapons & Dangerous Instruments Policy

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

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

EVACUATION PROCEDURES

Dubrovnik Campus:
In the event of a fire, alarms will go off in the entire building. Please follow the evacuation signs on the walls and evacuate the building immediately. Instructors and staff members will be leaders in the process of evacuation. To exit the building, you will be able to use two staircases: the main staircase at the center of the building and the stairs outside the emergency exits.
Please note that the elevator cannot be used in the event of a fire and the meeting point will be at park Gradac.

In case of a small fire, 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. Please follow the evacuation signs on the ceilings and walls and evacuate the building immediately. Instructors and staff members will be leaders in the process of evacuation.

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 Večeslava 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
STUDENT CONDUCT EXPECTATIONS

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

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

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

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

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

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

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

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

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

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

Fire/Fire Safety: Setting a fire, causing a false fire alarm, or causing an unreasonable situation that creates a fire safety hazard.
Unauthorized Entry/Duplication: Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises;

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

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

Warnings and Sanctions

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

1. Disciplinary Probation: Exclusion from use of facilities or from participation in certain privileged or extracurricular activities and/or requirement to fulfill certain conditions as specified in the probation letter, plus notification that violation of a College policy, rule of regulation during the term of the disciplinary probation status will result in more severe sanctions. Disciplinary probation generally is not imposed for more than a year.

2. Disciplinary Suspension: Exclusion from classes and/or other privileges and activities as set forth in the suspension letter for a definite period of time, generally not to exceed two calendar years.

3. Disciplinary Expulsion- This would mean the termination of student status. Students may be expelled from the institution without any future opportunity for return or refund of tuition.

Student Conduct Hearings

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

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

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

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

3. **Hearing Procedures:**
   a. The designated Student Conduct Officer will read aloud all material evidence that has been submitted regarding the allegation of misconduct.
   b. The student will then have the opportunity to refute or explain the material evidence or add information regarding the allegation. The designated Student Conduct Officer will then ask questions regarding the information shared by the student. The student may choose to remain silent, not answer any questions or not make any statements.
   c. The accused student and the designated Student Conduct Officer each have the privilege of bringing in witnesses and questioning the witnesses regarding the allegations of misconduct. No character witnesses will be permitted.
   d. All procedural questions will be decided in the sole discretion of the designated Student Conduct Officer. The designated Student Conduct Officer may decide to adjourn the hearing for a reasonable period of time.
   e. Following questions, explanations and discussions, the student may be asked to leave the room so the designated Student Conduct Officer can determine the outcome of the hearing. The designated Student Conduct Officer will then inform the student of the decision.
   f. Within seven (7) days of the hearing the accused student will be sent a written notice of the decision and any sanction imposed.
   g. A copy of the decision letter will be placed in the student’s educational file at RIT Croatia.
   h. An appeal of the decision must be filed with the College Ombudsperson of RIT Croatia within seven (7) days of the date of the mailing of the sanction letter.

4. **Appeals:**
   a. Students found responsible for non-academic misconduct have the right to appeal the decision to the College Ombudsperson.
   b. Grounds for appeal are:
      1. To determine whether the decision making process and hearing was conducted fairly in light of the charges and evidence presented and in accordance to the RIT Croatia Student Conduct Process
      2. To determine whether the decision reached was based upon substantial evidence
      3. To determine whether the sanction imposed was appropriate for the violation which the student was found to have committed
      4. To consider new evidence which was not brought out in the original hearing and which is sufficient for a reasonable person to alter the decision
      5. To determine whether the designated Student Conduct Officer was biased or otherwise not able to consider the case objectively
   c. Procedure:
1. An accused student can file a written appeal based upon one or more of the grounds listed above to the College Ombudsperson within seven (7) business days of the mailing of the conduct decision notice.

2. The designated Student Conduct Officer will be informed of the appeal and also file a letter with the College Ombudsperson explaining the rationale for the decision rendered.

3. The College Ombudsperson will review the letter written by the student, the designated Student Conduct Officer, and RIT Croatia rules and regulations and determine whether the appeal will be granted, denied or the original decision will be altered. The College Ombudsperson may choose to meet with the student and designated Student Conduct Officer to hear oral statements regarding the case.

4. The College Ombudsperson will send a letter to the student appealing with the final decision within seven (7) business days of receiving the appeal letter.

5. If the accused student believes the decision of the College Ombudsperson is incorrect or unfair, s/he may appeal to the Associate Dean for Academic Affairs of RIT Croatia following the same procedure outlined above.

6. The decision of the Associate Dean of Academic Affairs of RIT Croatia will be final.

STUDENT GOVERNMENT & CLUBS

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

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

The Executive Committee also works on establishing relationships that are beneficial for RIT Croatia and its students with such organizations as the RIT Student Government, the Croatian Student Organization, Croatian Student Council of Universities and University Colleges of Applied Sciences, global campuses and other organizations.

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

Participation in Student Government, college clubs, and sport teams is encouraged at RIT Croatia; however, it is important to recognize that the primary focus of college is on learning and career development. Being involved in Student Government activities is a great experience and valuable addition to a student’s CV. All information for Executive Committee elections and Student Government activities will be available at the RIT Croatia website.

LIVING IN DUBROVNIK

First Aid & Medical Treatment

If students should require medical treatment while in Dubrovnik, they should register with a doctor in Dubrovnik and the Croatian Institute for Health Insurance (Hrvatski zavod za zdravstveno osiguranje) in Dubrovnik. Otherwise, they will only be able to get emergency medical treatment at the Dubrovnik Hospital. The Hospital is located in Medarevo, Dr. Ante Sercera 4 (bus #9, Pile-Medarevo). For any additional information, students may contact the Croatian Institute for Health Insurance in Dubrovnik.

Residency

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

Useful Contacts & Phone Numbers

Studentski Centar Dubrovnik
Address: Kralja Tomislava 7, Dubrovnik
Phone: (020) 437 680
E-Mail: scdu@unidu.hr

Dubrovnik Libraries
1. Public Library
   Address: Od Puča 6 (Old Town), Dubrovnik
   Phone: (020) 324 637
2. Scientific Library
   Address: Cvijete Zuzorić 4 (Old Town), Dubrovnik
   Phone: (020) 323 911
3. National and University Library
   Address: Hrvatske bratske zajednice 4, p.p. 550, Zagreb
   Phone: (01) 6164 111,
   E-Mail: nsk@nsk.hr
LIVING IN ZAGREB

First Aid & Medical Treatment

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

- Zagreb Hospital Sveti Duh, Sveti Duh 64 (phone: 01/3712-111)
- KBC Sestre Milosrdnice, Vinogradarska 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: http://metro-portal.hr/zagrebacke-bolnice-adresar-telefoni-internet-adrese/24619

For any additional information, you may contact the Croatian Institute for Health Insurance in Zagreb (01/4806-333).

Residency

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

Useful Contacts & Phone Numbers

Studentski Centar u Zagrebu
Zagreb Libraries:

   Address: Trg žrtava fašizma 6, 10290 Zaprešić
   Telephone: 3310-290

   Address: Šubićeva 40/2, 10000 Zagreb
   Telephone: +385 (0)1 2313-066

   Address: Preradovičeva 5, 10000 Zagreb
   Telephone: 4810-704

   Address: Trg Petra Krešimira IV/2, 10000 Zagreb
   Telephone: 4655-025

   Address: Rudolfa Ivankovića 34, 10000 Zagreb
   Telephone: 2922-208

   Address: Avenija Dubrava 51a, 10000 Zagreb
   Telephone: 2851-788

   Address: Dugave, Ulica sv. Mateja 7, 10000 Zagreb
   Telephone: 6623-202

   Address: Meksička ulica 6, 10000 Zagreb
   Telephone: 3454-031

   Address: Vrapčanska 166, 10000 Zagreb
   Telephone: 3487-060

    Address: Starčevićev trg 6, 10000 Zagreb
    Telephone: centrala 4694-300
    informacije 4572-084
HZZO (Hrvatski zavod za zdravstveno osiguranje), Zagreb
(Croatian Institute of Health Insurance):
Address: Margaretska 3, 10 000 Zagreb
Phone: (01) 4806-333

Central Police Station:
Address: Ulica Matice Hrvatske 4
Phone: (01) 4563 111

Zagreb Hospital: (01) 3712-111
Zagreb Airport: (01) 4562-222
Central Bus Station: (01) 6008-600

Information: 11888

Emergency Only:
Police: 112
Fire Department: 192
Emergency Room: 193

Last Update: December 2014
PLEASE FILL OUT THE FOLLOWING SURVEY.
THANK YOU IN ADVANCE FOR YOUR INPUT.

First Name: _____________________
Last Name: _____________________
City & Country: _______________________

How did you hear about RIT CROATIA?
- Presentation at my high school
- Fair
- Media
- Recommendation by my friend/s
- Recommendation by my parents / family member
- other (please specify):

When did you decide to study at RIT CROATIA?
- at the beginning of my third year of high school
- at the end of my third year of high school
- at the beginning of my fourth year of high school
- at the end of my fourth year of high school
- after I was not accepted to college of my first choice
- other (please specify):

Please choose two main characteristics of RIT CROATIA that influenced your final decision to enroll.
- American education
- Studying abroad
- Internationally recognized American diploma
- Career-oriented education
- Scholarships
- Studying in English
- other (please specify):

Was RIT CROATIA the college of your first choice?
- yes
- no (if no, please state what was the college of your first choice)

Please turn over
Were you present at RIT Croatia’s presentation in your school?

- [ ] yes
- [ ] no

How did your environment (parents, friends, school teachers, etc.) react to your decision to enroll at RIT CROATIA?

- [ ] positively (if so, please state some comments)
  
  ________________________________________________________________
  ________________________________________________________________
  ________________________________________________________________

- [ ] negatively (if so, please state some comments)
  
  ________________________________________________________________
  ________________________________________________________________
  ________________________________________________________________

**RELEASE FOR OFFICIAL PICTURES AND VIDEOS**

Pictures and videos are taken at all RIT CROATIA related events. Please sign below if you agree to allow RIT CROATIA to use pictures and videos of you in promotional materials.

_____________________
Signature
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:

___________________________________________ (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_____________________
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. What that means to you is that at all times, students must do their own work 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 will explain to their students how the Academic Honesty Policy applies to the particular course they teach.
Academic Dishonesty

Academic Dishonesty falls into three basic areas: cheating, duplicate submission, plagiarism. 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 is very dangerous. If the professor 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 professors 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 action 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 students 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 a faculty member 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 in 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 professors 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 offence 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 offence, either in the same or different course, will result in the
student failing the course in which academic dishonesty occurred and the offence 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.

HONOR CODE AGREEMENT

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

Student Full Name (printed): Date: Student Signature:

__________________________________  ______________________

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