

In accordance with article 11. of the Bylaw on Studying at RIT Croatia (hereinafter referred to as: the Regulations), the Academic Senate of RIT Croatia (hereinafter: the Academic Senate) at the sitting held on August 30, 2021 adopted the following:

## RIT CROATIA COOPERATIVE EDUCATION BYLAW

### FOR THE ACADEMIC YEAR 20201/2022.

#### Article 1.

- The Bylaw on Cooperative Education regulates the obligations between the students and RIT Croatia in performing cooperative education (hereinafter: co-op) according to plan and program of studying for the corresponding study.

#### Article 2.

- Co-op is a mandatory and integral part of the study program for all RIT Croatia students.
- The goal of co-op is to enable students to gain work experience, develop professional skills and complement theoretical with practical knowledge.
- The Career Services Office of RIT Croatia works as a liaison in establishing contacts and facilitating co-op placements, and informs the students of the co-op opportunities.
- Every RIT Croatia student is responsible for finding his/her co-op placement and successful completion of co-op.

#### Article 3.

- Hospitality and Tourism Management students enrolled in Academic year 2021/2022 must complete the minimum of two (2) co-op blocks as follows: after the sophomore year and junior year, in total duration of minimum 800 working hours. For successful completion of each co-op. block students receive 12 ECTS points.
- Hospitality and Tourism Management students enrolled prior academic year 2021/2022 must complete the minimum of three (3) co-op blocks as follows: after the freshman year, sophomore year and junior year, in total duration of minimum 1200 working hours. Students enrolled prior to academic year 2021/2022 do not receive ECTS points for co-op.
- IT/Web and Mobile Computing students must complete the minimum of two (2) co-op blocks as follows: after the sophomore year and junior year, in total duration of minimum 800 working hours. Students enrolled in academic year 2021/2022 will receive 12 ECTS points for successful completion of each co-op. block. Students enrolled prior to academic year 2021/2022 do not receive ECTS points for co-op.
- International Business students must complete the minimum of two (2) co-op blocks as follows: after the sophomore year and junior year, in total duration of minimum 800 working hours. Students enrolled in academic year 2021/2022 will receive 12 ECTS points for successful completion of each co-op. block. Students enrolled prior to academic year 2021/2022 do not receive ECTS points for co-op.
- One co-op cycle means minimum of ten (10) weeks and four hundred (400) working hours, full time work (minimum 40 hours a week and 8 hours a day).
- Students on academic suspension cannot register for co-op.
- Students cannot register for co-op in their last semester of studying.
- Co-op must be in the field of studying and approved by the Career Services Office.
- Student cannot be registered for co-op and classes at the same time.

#### Article 4.

- After a co-op position has been approved on behalf of the Career Services Office, a student has to register the co-op. For the co-op registration a student needs to submit stamped and signed co-op Registration Form to the Career Services Office in the first week of co-op. The co-op will be considered invalid if a student submits the registration form after the deadline.
- The co-op Registration Form must contain the accurate and complete information.
- In a case of any changes from the initially submitted co-op registration form (change of co-op time frame, location of mentor change) student has to inform the Career Services Office immediately.
- In order to receive a grade for a registered co-op, students submit the co-op report forms (*Employer Evaluation Form and Co-op Report Form*) to the Career Services Office by the deadline set by the Career Services Office. Co-op will not be accepted in case of late submission of evaluation forms.
- Form from Paragraph 1 of this Article can be found on the RIT Croatia web page. Forms from Paragraph 4 of this Article are integrated component of Cooperative education course, and are available to students, enrolled to mentioned course, through platform MyCourses.

#### Article 5.

- The Career Services Office conducts random co-op checks (based on the information provided on the co-op registration form).
- If a student fulfilled all minimum requirements from the Article 4. of this Bylaw and received a satisfactory employer's evaluation, co-op will be graded with the grade "S" (Satisfactory)
- If a student did not fulfill all minimum requirements from the Article 4. of this Bylaw and received a unsatisfactory employer's evaluation, co-op will be graded with the grade "F" (Failure) and student will have to repeat the co-op. If the co-op was graded with grade "F", student will not receive 12 ECTS points (valid only for students enrolled to RIT Croatia in academic year 2021/2022).
- If during the random co-op check it was discovered that student was not working from location or with the employer as indicated on the registration form, co-op will be graded with an "F" (Failure) grade and student will have to repeat the co-op.
- If a student received an "F" (Failure) grade for any co-op block and has not repeated the co-op before the last semester of the study program, the student will not be able to graduate.
- In exceptional circumstances when a student has relevant work experience before starting the undergraduate program, the co-op may be waived. The waiver must be approved by the Career Services Office.

#### Article 6.

- Registration Form and Co-op Report Forms, and other co-op documentation are archived in students' files.

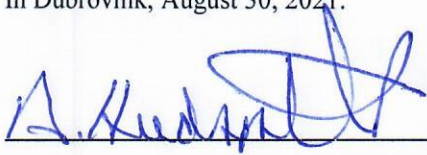
#### Article 7.

- While on co-op, students are representatives of RIT Croatia and are expected to act appropriately in performing their job duties, responsibilities and behavior, and promote values of RIT Croatia- as stated in the Bylaw on Studying at RIT Croatia, Ethical Code, moral norms and acceptable academic behavior at RIT Croatia and other relevant documents.
- In case of a legitimate reason for terminating a co-op placement, a student should report to the Co-op Office immediately.
- Disciplinary action will be taken in the instance that a student does not fulfill his or her contractual obligations or in case of inappropriate behavior. Disciplinary cases are referred to the Ombudsperson and the Associate Dean.

Article 8.

- The Bylaw will become effective from the day of enactment and will be implemented from September 1, 2021.
- The Bylaw will be published on the RIT Croatia notice board and web page.

In Dubrovnik, August 30, 2021.



President and Dean, Don Hudspeth

