

RIT

Croatia

Student handbook 2019 – 2020

www.croatia.rit.edu

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WELCOME

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, Ocean Reef Club, Marriott, Nestle Adriatics, Franck, Metro Cash & Carry Hrvatska, Morgan Stanley, Foreo, P&G, Coca-Cola, Esplanade hotel, Valamar Hotels & Resorts, Le Meridien Lav Spain, Zagrebačka bank, Erste bank, Drap, KPMG, Henkel, In2, PwC, Croz, King ICT, Phobs, Degordian, Imago, Megatrend, Verson/Altima group; and a diverse student body since 1997, with attendees from Albania, Australia, Austria, Bolivia, Bosnia and Herzegovina, Bulgaria, Canada, China, Croatia, France, Germany, Great Britain, Hungary, India, Japan, Kazakhstan, Kosovo, Macedonia, Mexico, Montenegro, New Zealand, Norway, Peru, Poland, Qatar, Romania, Russia, Slovenia, Serbia, South Africa, Sweden, Switzerland, Trinidad & Tobago, Turkey, UAE, Ukraine 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 Hospitality and Tourism Management and Web & Mobile Computing, or Zagreb, the capital city and center of business in Croatia, which offers undergraduate degrees in Business Administration - International Business and Web & Mobile Computing, as well as a Master of Science program in Service Leadership and Innovation, and a Master of Science program in Information Sciences and Technologies.

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 6439 100

STUDENT SERVICES

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

IN DUBROVNIK:

Student Services Reception Desk

Ana Andrijašević	Student Services Assistant	Ground floor	ana.andrijasevic@croatia.rit.edu
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Academic/Advising Services

Draženka Franić	Senior Academic Adviser	Room 41	drazenka.franic@croatia.rit.edu
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Career Services, Alumni Relations and International Student Office

Petra Vodopija Borković	Interim Career Services, Alumni Relations & International Student Office Manager	Room 42	petra.vodopija-borkovic@croatia.rit.edu
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Christina Pejić	Erasmus Manager & International Student Office Specialist	Room 42	christina.pejic@croatia.rit.edu
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Finance and Human Resources

Dubravka Radiš	Finance & Accounting Specialist	Room 42	dubravka.radis@croatia.rit.edu
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Jelena Zvono	Human Resources Manager & Ministry Liaison	Room 44	jelena.zvono@croatia.rit.edu
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Recruitment and Enrollment

Irena Ljubišić	Undergraduate Admission-Recruitment & Enrollment Specialist and Communication	Room 33	irena.ljubisic@croatia.rit.edu
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Ivan Smoljan	Undergraduate Admission-Recruitment & Enrollment Specialist	Room 33	ivan.smoljan@croatia.rit.edu
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Strategic Development, Information and Technology Services (ITS)

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

RIT Croatia Office at RIT

Maureen Shannon	Program Coordinator	RIT	masisr@rit.edu
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Office hours vary and can be found on the reception desk on the ground floor.

IN ZAGREB:

Student Services Reception Desk

Željko Marković	Student Services Assistant	Ground floor of main building	zeljko.markovic@croatia.rit.edu
Ivana Pađen	Student Services Assistant	Ground floor of main building	ivana.paden@croatia.rit.edu

Academic/Advising and Administrative Services

Tereza Buša	Academic Advisor	Room 25	tereza.busa@croatia.rit.edu
Tanja Kerum	Academic Advisor	Room 25	tanja.kerum@croatia.rit.edu
Maja Obadić	Academic Advisor	Room 25	maja.obadic@croatia.rit.edu
Ana Maria Šimundić	Academic Support Coordinator & College Ombudsperson	Room 25	anamaria.simundic@croatia.rit.edu
Marija Šušak Mišetić	Academic Affairs Manager	Room 32	marija.susak@croatia.rit.edu

Career Services, Alumni Relations and International Student Office

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

Finance

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

Alice Almer	Marketing & Communications Manager	Room 34	alice.almer@ croatia.rit.edu
Adriana Ljutić Gudelj	Undergraduate and Graduate Admission- Recruitment & Enrollment Specialist	Room 36	adriana.ljusic-gudelj@ croatia.rit.edu
Adriana Jelić	Undergraduate Admission- Recruitment & Enrollment Specialist and Social Media	Room 36	adriana.jelic@ croatia.rit.edu
Toni Perko	Undergraduate Admission- Recruitment & Enrollment Specialist	Room 36	toni.perko@ croatia.rit.edu
Ivana Silić	Recruitment & Enrollment Manager	Room 34	ivana.silic@ croatia.rit.edu
Marija Šaćiragić	Undergraduate Admission- Recruitment & Enrollment Specialist	Room 36	marija.saciragic@ croatia.rit.edu

Information and Technology Services (ITS)

Aleks Basanić	ITS & Facility Manager	Room 8	aleks.basanic@ croatia.rit.edu
Ivan Pavlek	ITS & Facility Support	Room 8	ivan.pavlek@ croatia.rit.edu

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

Dubrovnik Campus:

OFFICE HOURS: Ground floor: Monday – Friday: 8:00 AM – 4:00 PM

PHONE: (020) 433 000

FAX: (020) 433 001

E-MAIL: ritcroatia@croatia.rit.edu

ADDRESS: Don Frana Bulića 6, 20 000 Dubrovnik

Zagreb Campus:

OFFICE HOURS: Ground floor (of main building): Monday – Friday: 8:00 AM – 8:00 PM

PHONE: (01) 6439 100

FAX: (01) 6439 103

E-MAIL: ritcroatia@croatia.rit.edu

ADDRESS: Ulica Damira Tomljanovića Gavrana 15, 10 000 Zagreb

The Student Services Reception Desk offers the following services:

- Basic information to students and visitors
- Verifications of Enrollment
- Grade Transcripts
- Student card coordination
- 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 37.

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. Appointments can be scheduled by contacting the Dean directly via e-mail.

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

Irena Guszak Cerovečki, Ph.D., Associate Dean for Academic Affairs, irena.guszak-cerovecki@croatia.rit.edu

In Dubrovnik, the **ASSOCIATE DEAN'S OFFICE** is located on the fourth floor, Room 43.

In Zagreb, the **ASSOCIATE DEAN'S OFFICE** is located in Room 38.

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

COLLEGE OMBUDSPERSON

Ana Maria Šimundić, M.A. College Ombudsperson, anamaria.simundic@croatia.rit.edu

In Zagreb, the **OMBUDS OFFICE** is located in Room 25.

The College Ombudsperson is a resource available to RIT Croatia students who seek confidential assistance with their academic concerns. In addition to faculty advisors, 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.

The Ombuds Office is also the point of contact for students who need immediate assistance, to report an incident, or for confidential support when it comes to any kind of misconduct (emotional, physical or sexual).

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. You should make sure to dress appropriately when in lectures, workshops, presentations, offices, various college events.

Examples of what is not allowed:

- Exposing your midriff, chest, upper thigh or show your undergarments and cleavage
- Clothes that are transparent (see-through)
- Clothes bearing any vulgar, offensive or obscene prints or language
- Short skirts or dresses and shorts
- Flip flops and other related beachwear

RIT Croatia recommends that students do not put themselves in a position where a staff or faculty member has to ask them to leave class, the college premises, or a college-sponsored event because of inappropriate dress. Not only is this embarrassing, but you will also lose attendance points or not earn 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 presentations or a college event, they should not hesitate to ask any faculty or staff member.

COLLEGE HOURS & WEEKEND ACCESS

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

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

BULLETIN BOARDS

The RIT Croatia Bulletin Boards have been created for students' convenience. Important information such as 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).

RIT DCE ACCOUNT

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 make changes by way of RIT's home page: **rit.edu**. Students can personalize their user preferences by clicking on the "Manage My Communication Preference" in the "My Message Board" portlet found in the myRIT portal (<http://my.rit.edu/>).

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 Advisor, Room 42; in Zagreb, the Academic Advisor, Room 25. 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.

In order to increase the security of RIT systems containing sensitive data, RIT uses the Multi-Factor Authentication which will, beside the RIT username and password, require additional authentication by using a phone or a mobile app. To find more information and configure the MFA, students can go to: **<https://start.rit.edu/Duo>**

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** (click on **myRIT** at the top right)
- At the top right, beside your name, it says "Show UID"
- Click on "Show UID" and it will show your UID

AAI ELECTRONIC IDENTITY

AAI Electronic Identity is a Croatian academic community authentication method used for accessing various services such as internet access, e-Library, e-Građani, etc. All students who require their AAI electronic identity, can obtain it from the ITS staff by providing them with RIT email address and their personal identification number (OIB).

The AAI electronic identity requires renewal each academic year otherwise it will be automatically disabled at the beginning of the following academic year.

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 **Business Administration – International Business, Hospitality and Tourism Management** or **Web & Mobile Computing**. For additional information, students should contact Academic Affairs.

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 in Croatian of **stručni prvostupnik/prvostupnica (baccalaureus/baccalaurea) ekonomije** for the HTM program; **stručni prvostupnik/prvostupnica (baccalaureus/baccalaurea) inženjer/inženjerka informacijskih tehnologija** for the Web & Mobile Computing program; and **stručni prvostupnik/prvostupnica (baccalaureus/baccalaurea) međunarodnog poslovanja** for the Business Administration – International Business program.

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

Business Administration – 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 minor. 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 **course sequence** for a BS degree in Business Administration - International Business (IB) in 2019-20.

	Sem. Cr. Hrs.
First Year	
Saunders College of Business Courses	
MGMT-101 Business I	3
MGIS-102 Business II	2
MGIS-101 Computer Based Analysis	1
ACCT-110 Financial Accounting	3
ACCT-210 Management Accounting	3
General Education Courses	
UWRT-100 Critical Reading & Writing	3
MATH-101 College Algebra	3
ENVS-150 Ecology of the Dalmatian Coast	4
ECON-101 Principles of Microeconomics	3
ECON-102 Principles of Macroeconomics	3
MATH-161 Applied Calculus	4
YOPS-010 RIT Connections	0
	Sem. Cr. Hrs.
Second Year	
Saunders College of Business Courses	
MKTG-230 Principles of Marketing	3
FINC-220 Financial Management	3
MGMT-215 Organizational Behavior	3
INTB-225 Global Business Environment	3
MGMT-035 Careers in Business	0
MGIS-130 Information Systems and Technology	3
INTB-488 Cooperative Education	0
General Education Courses	
MATH-145 Intro to Statistics I	3
MATH-146 Intro to Statistics II	4
ENGL-150 Writing Seminar	3
Foreign Language: Beginning Level I, II	4

Third Year**Saunders College of Business Courses**

DECS-310 Operations Management	3
INTB-320 Global Marketing	3
INTB-300 Cross Cultural Management	3
MGMT-340 Business Ethics and Corporate Social Responsibility	3
COMM-253 Communication	3
INTB-315 Exporting and Global Sourcing	3
INTB-488 Cooperative Education	0

General Education Courses

ENGL-411 Topics in American Literature	3
PSYC-100 Introduction to Psychology	3
PSYC-225 Social Psychology	3
Foreign Language: Intermediate Level I, II	3

Fourth Year**Saunders College of Business Courses**

INTB-550 Global Entry and Competition Strategies	3
MGMT-560 Strategy and Innovation	3

Marketing Minor:

MKTG-350 Consumer Behavior	3
MKTG-360 Professional Selling	3
MKTG-320 Internet Marketing	3
MKTG-370 Advertising and Promotions Management	3

Finance Minor:

FINC-352 Financial Management II	3
FINC-362 Intermediate Investment	3
FINC-430 Advanced Corporate Financial Planning	3
FINC-420 Finance in Global Environment	3

Management Minor:

MGMT-380 HR Management	3
MGMT-310 Leadership in Organization	3
MGMT-320 Managerial Skills	3
MKTG or FINC minor course	3

General Education Courses

PHIL-103 Critical Thinking	3
PSYC-234 Abnormal Psychology	4
ENVS-151 Scientific Inquiries in Environmental Science	3
PSYC-232 Cognitive Psychology	3
ENGL-210 Literature, Culture and Media	3

Hospitality and Tourism 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 **course sequence** for a BS degree in Hospitality and Tourism Management (HTM) in 2019-20.

	Sem. Cr. Hrs.
First Year	
HTM Courses	
HSPT-125 Hospitality and Tourism Fundamentals	3
HSPT-191 Delivery Etiquette in Hospitality	3
HSPT-155 Food and Travel	3
HSOT-131 Lodging Operations Management	3
HSPT-499 Cooperative Education	0
General Education Courses	
UWRT-100 Critical Reading and Writing	3
MATH-101 College Algebra	3
STAT-145 Introduction to Statistics	3
SOCI-102 Foundation of Sociology	3
COMM-304 Intercultural Communication	3
ENVS-150 Ecology of Dalmatian Coast	4
YOPS-010 RIT Connections	0
	Sem. Cr. Hrs.
Second Year	
HTM Courses	
HSPT-212 Franchising in the Service Sector	3
HSPT-284 HTM Marketing, Sales, PR	3
HSPT-223 Food and Beverage Management	3
HSPT-499 Cooperative Education	0
College of Business Courses	
ACCT-110 Financial Accounting	3
General Education Courses	
PHIL-202 Foundation of Moral Philosophy	3
UWRT-150 Writing Seminar	3
ECON-101 Principles of Microeconomics	3
ENGL-361 Technical Writing	3
Foreign Languages: Beginning Level I, II	4

Third Year**HTM Courses**

MGIS-381 Information Systems and Analytics	3
HSPT-360 Service Management and Quality Assurance	3
HSPT-384 HTM Strategic Financial Analysis	3
MGMT-380 Human Resources Management	3
HSPT-499 Cooperative Education	0

Concentrations:**Designing Luxury Experience Concentration**

HSPT-489 Customer Experience Management	3
HSPT- xxx Luxury Operations Design	3

Entrepreneurship in Hospitality Industry Concentration

HSPT-212 Franchising in the Service Sector	3
HSPT-372 Hospitality Entrepreneurship in the Global Economy	3

General Education Courses

ENGL-210 Literature, Culture and Media	3
ENVS-151 Scientific Inquires in Environmental Science	4

Liberal Arts Immersions

Cultural Anthropology Immersion	
ANTH-210 Culture and Globalization	3
ANTH-380 Nationalism and Identity	3

Foreign Language Immersion

Foreign Languages: Intermediate Level I, II	3
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Fourth Year**HTM Courses**

HSPT-481 Leadership Innovation in the Service Industry	3
HSPT-490 Senior Project	3
HSPT Program Elective	3

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

General Education Courses

ECON-102 Principles of Macroeconomics	3
SOCI-328 Sociology of Work	3

Liberal Arts Immersions

Cultural Anthropology Immersion: ANTH-210 Culture and Globalization	3
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Web & Mobile Computing

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 **course sequence** for a BS degree in Web & Mobile Computing (WMC) in 2019-20.

	Sem. Cr. Hrs.
First Year	
IT Courses	
ISTE-120 Computer Problem Solving – Info Domain I	4
ISTE-121 Computer Problem Solving – Info Domain II	4
ISTE-140 Web and Mobile I	3
ISTE-240 Web and Mobile II	3
ISTE 230 Intro to Database and Data Modeling	3
NMDE-111 New Media Design Digital Survey	3
General Education Courses	
UWRT-100 Critical Reading & Writing	3
MATH-131 Discrete Mathematics	4
MATH-161 Applied Calculus	4
PHIL-101 Intro to Philosophy	3
YOPS-010 RIT Connections	0
	Sem. Cr. Hrs.
Second Year	
IT Courses	
ISTE-260 Designing the User Experience	3
ISTE-340 Client Programming	3
SWEN-383 Software Design Principles & Patterns	3
NSSA-290 Network Essentials for Developers	3
ISTE-252 Foundations of Mobile Design	3
ISTE-330 Database Connectivity and Access	3
ISTE-499 Cooperative Education	0
General Education Courses	
UWRT-150 Writing Seminar	3
Foreign Languages: Beginning Level I, II	4

Third Year**IT Courses**

ISTE-341 Server Programming	3
ISTE-422 Application Development Practices	3
ISTE-444 Web Server Development and Administration	3
ISTE-442 Web Application Development	
ISTE-499 Cooperative Education	0

General Education Courses

ENGL-210 Literature, Culture and Media	3
PSYC-101 Intro to Psychology	3
PSYC-239 Positive Psychology	3
PHIL-202 Foundations of Moral Philosophy	3
ENVS-150 Ecology of the Dalmatian Coast	4
Foreign Languages: Intermediate Level I, II	3

Fourth Year**IT Courses**

ISTE-500 Senior Development Project I	3
ISTE-501 Senior Development Project II	3
ISTE-454 Mobile Application Development I	3
ISTE-456 Mobile Application Development II	3

General Education Courses

PSYCH- 234 Industrial and Organizational Psychology	3
PSYCH-236 Personality	3
PHIL-202 Foundations of Moral Philosophy	3
ENVS-151 Scientific Inquiries in Environmental Science	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 and in SIS.

THE ACADEMIC YEAR

The academic year is made up of four terms:

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

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

RIT Croatia 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 (Current Semester).

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 Affairs. Only for the first semester will students be provided with a printed version of their schedules. For subsequent semesters, students will be required to register for their classes using the Student Information System (SIS) on RIT's website.

Students will be taught how to use SIS during the RIT 365 class in their first term 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.)

Year Level	Earned Credits
1	0-26
2	27-55
3	56-84
4	85 & above

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 credits if they receive approval from their Academic Advisor. The Academic Advisor will take into consideration the student's academic track record including failed and withdrawn courses, as well as GPA which should be a 3.0 or higher. In special cases, the Academic Advisor may waive the GPA requirement at his or her discretion. 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**.

Add/Drop and Withdrawal from a Course

If students have a conflict on their schedules or wish to switch classes, they may do so in the **Add/Drop period** using the **on-line drop/add course function in SIS**. The Add/Drop period is the first seven calendar days (excluding Sundays and holidays) of each semester, beginning on the first day of classes. During this seven-day period, students can modify their schedules by either 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 courses they want before dropping a section or course they are already registered for.

When a student drops a class during the Add/Drop 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 wish to remove themselves from a course after the Add/Drop period (the first seven calendar or six workdays excluding Sundays and holidays) has passed and through the Friday of the 11th week of the semester, they must drop the course with a penalty 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 advisor 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 Academic Advisor as well as his or her faculty advisor (described in the section labeled Advising System) are the best people 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 Advisor in Dubrovnik or Zagreb. This person will give students the appropriate forms to fill out and process their requests.

Students can take a leave of absence for a maximum of three terms (fall, spring and summer). Students who take a leave of absence longer than this period will need to be re-admitted and adhere to new program requirements.

TUITION & REIMBURSEMENT POLICY

Tuition is defined on an annual basis. The amount varies depending on date of payment and is payable as follows:

- 1. Fall Term due dates: Early payment by June 1st, Regular payment by August 1st, and Late Payment after August 1st**
- 2. Spring Term due dates: Early payment by October 1st, Regular payment by December 1st and Late Payment after December 1st**

A tuition update is sent to all students each year in May with the exact tuition amount for that year via e-mail only. Please find all payment options and instructions on our webpage, under tab Current Students and then, Important Documents (Tuition and Payment Documents). **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.

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.

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:

Prior to the start of classes	100%
Dropping classes in the add/drop period (first week of classes)	100%
During the second week of classes	90%
During the third week of classes	70%
During the fourth week of classes	60%
During the fifth week of classes	50%
During the sixth week of classes	50%
During the seventh week of classes	25%
During the eighth week of classes	25%
During the ninth – last week of classes	No refund

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 fulfil 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 Affairs Office.

ADVISING SYSTEM

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

RIT Croatia instructors play important roles in each student's education and development. Students value relationships with their instructors as one of the most important and memorable parts of student life. All full-time instructors at RIT Croatia serve as faculty advisors. A student's **faculty advisor** 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 advisor 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 both their Faculty Advisor and Academic Advisor **at the beginning of the term**. He or she will help students plan how to study and use their time wisely. Faculty advisors can provide students important guidance about how to improve their grades for successful completion of the term.

Academic Affairs provides support regarding academic standing, support tools, registration, and records and scheduling. Ms. Draženka Franić serves as the Senior Academic Advisor in Dubrovnik, and Ms. Tereza Buša, Ms. Tanja Kerum and Ms. Maja Obadić are the Academic Advisors in Zagreb.

The **Career Services Office** mission is to provide effective, high-quality services that empower students to succeed in obtaining employment in accordance with their career objectives and personal goals. This Office assists students in finding co-op placements, connecting students with the business community and making career choices.

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 **Academic Advisor**. The Academic Advisor 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.
3. The **Faculty Advisor** can provide general guidance about college life and procedures at RIT Croatia, but will usually not interfere in another instructor's courses, assignments or grading. Students can find out who their faculty advisor is by accessing SIS (<https://infocenter.rit.edu/>), under the tab Academic Information and the faculty advisor's name should be listed under Student Profile. (If students do not see their faculty advisor's name listed, they need to contact the Academic Advisor in Dubrovnik or Zagreb.)
4. If, after speaking with the individuals 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:

GRADE	QUALITY POINTS	GRADE PERCENTAGE	DESCRIPTION
A	4.000	94.00 - 100.00	Excellent
A-	3.667	90.00 - 93.99	
B+	3.333	87.00 - 89.99	
B	3.000	83.00 - 86.99	Above Average
B-	2.667	80.00 - 82.99	
C+	2.333	77.00 - 79.99	Satisfactory
C	2.000	73.00 - 76.99	
C-	1.667	70.00 - 72.99	
D	1.000	60.00 - 69.99	Minimum Passing Grade
F	0.000	0.00 - 59.99	Failure

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 Affairs. 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 two active semesters, 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 two active semesters, 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 Year One 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)

Grade	Grade Points
A	4.000 Grade Points
A-	3.667 Grade Points
B+	3.333 Grade Points
B	3.000 Grade Points
B-	2.667 Grade Points
C+	2.333 Grade Points
C	2.000 Grade Points
C-	1.667 Grade Points
D	1.000 Grade Points
F	0.0 Grade Points

An example of a GPA calculation:

Fall term

Course Name	Credit Hours
Foundations of Sociology	3
Principles of Food, Hotel, Tourism	3
Discrete Mathematics	4
Introduction to Psychology	3
Business I	3
YearOne	0
TOTALS	16

Course Name	Credit Hours	Course Grade
Foundations of Sociology	3	B
Principles of Food, Hotel, Tourism	3	C
Discrete Mathematics	4	B+
Introduction to Psychology	3	A
Business I	3	C-
YearOne	0	S
TOTALS	16	-

Course Name	Credit Hours	Course Grade	Grade Points
Foundations of Sociology	3	B	3
Principles of Food, Hotel, Tourism	3	C	2
Discrete Mathematics	4	B+	3.333
Introduction to Psychology	3	A	4
Business I	3	C-	1.667
YearOne	0	S	0
TOTALS	16	-	-

Course Name	Credit Hours	Course Grade	Course Grade Points	Total Points (Credits x Course Grade Points)
Foundations of Sociology	3	B	3	9
Principles of Food, Hotel, Tourism	3	C	2	6
Discrete Mathematics	4	B+	3.333	13.332
Introduction to Psychology	3	A	4	12
Business I	3	C-	1.667	5.001
YearOne	0	S	0	0
TOTALS	16	-	-	45.33

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

$$\text{Term GPA} = 45.33/16 = 2.83$$

The **Cumulative GPA** is the grade average for ALL coursework that students take at RIT Croatia.

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

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

$$\text{Cumulative GPA} = 78/28 = 2.786$$

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 a 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 (GPA Calculator).

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 Academic Affairs, 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. 67, there is a waiver form for students to sign for authorization of release of such records.

Graduation Requirements

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

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

Graduation with Honors

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

Summa cum laude – 3.80 Cumulative GPA

Magna cum laude – 3.60 Cumulative GPA

Cum laude – 3.40 Cumulative GPA

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

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 certificates are presented at a Dean's list reception followed by a special Outstanding Undergraduate Scholars dinner where they receive medallions to recognize their achievement. This award is especially prestigious because recipients are selected from a pool of 16,000 students at RIT, of which RIT Croatia represents about 800.

RIT Croatia Annual Scholarship Contest

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 take a break from their studies for any reason (co-op, etc.), they will forfeit the remaining portion of their scholarships.

STUDENT DISABILITY POLICY

RIT Croatia is committed to providing equal access to programs, services and physical facilities to students with disabilities. A "person with a disability" is someone who has a physical or mental impairment that substantially limits one or more major life activities. RIT Croatia serves students requiring academic accommodations. The types of disabilities students may have include:

- Specific learning disabilities in areas such as reading, math, written language, auditory or visual processing, or memory
- Attention-deficit / hyperactivity disorder
- Hearing disabilities
- Vision disabilities
- Asperger's disorder and other Autism spectrum disorders

- Psychological or psychiatric disabilities such as mood, anxiety and depressive disorders, and bipolar disorder
- Chronic health disabilities such as Crohn's disease, hemophilia, narcolepsy, arthritis, fibromyalgia, cancer, epilepsy, diabetes, and migraine headaches.

Students who would like to request academic accommodation(s) due to a disability should submit a request form, as well as appropriate documentation of the disability to the College Ombudsperson. Depending upon the type of disability, the documentation should be a recent psycho-educational evaluation and/or letter on letterhead stationery from a qualified professional such as a physician, psychiatrist, neurologist, or psychologist.

The College Ombudsperson will review the request and supporting documentation and recommend appropriate and reasonable accommodations as needed. RIT Croatia does not provide or coordinate personal services. Students need to make their own arrangements for mobility training, personal care assistants and personal adaptive equipment such as wheelchairs.

If it is decided that the requested accommodation can be offered, students will receive notification of the accommodations offered to him or her. If the student receives notification stating the denial of the request, he or she can appeal the decision if desired.

In addition, a "Disability Services Agreement" letter will be drafted. A "Disability Services Agreement" (DSA) letter is a list of recommended academic accommodations developed by the College Ombudsperson for each student who has been offered academic accommodations. The College Ombudsperson will distribute an electronic copy of each student's DSA to faculty members each term, verifying that the student has worked with the College Ombudsperson and is recognized by RIT as a student with a disability who requires accommodation. The College Ombudsperson does not share specific information about a student's disability with faculty or staff as well as maintaining and securing all files. The DSA lists the recommended academic accommodations, but does not indicate information about the disability.

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, Academic Affairs 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 text book or a reading packet. Instructors will advise students of what to buy, the cost and where to buy it.

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 12th, 13th and 14th 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 Dean receive the compiled evaluation data after 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.

Course Name	Credit Hours	Course Grade	Course Grade Points	Total Points (Credits x Course Grade Points)
Foundations of Sociology	3	B	3	9
Principles of Food, Hotel, Tourism	3	A	4	12
Discrete Mathematics	4	B	3	12
Introduction to Psychology	3	A	4	12
Business I	3	A	4	12
TOTALS	16	-	-	57

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.

GPA	Credit Hours	Total Points	G.P.A.
Term	14	32	2.29
Cumulative	34	62	1.82

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.

Course Name	Credit Hours	Course Grade	Course Grade Points	Total Points (Credits x Course Grade Points)
Foundations of Sociology	3	C	2	6
Principles of Food, Hotel, Tourism	3	D	1	3
Discrete Mathematics	4	B	3	12
Introduction to Psychology	3	D	1	3
Business I	3	C	2	6
TOTALS	16	-	-	30

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

Academic Status: Academic Probation

Academic Suspension

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

- a. Any degree-seeking undergraduate student whose Term Grade Point Average falls below a 2.00 (C average) and for whom suspension is not applicable will be placed on probation.
- b. Any student who is on probation and who is not removed from probation in the two succeeding terms (including the summer semester) in which credit is attempted will be suspended from RIT Croatia for a period of one calendar year.
- c. Any student whose Term Grade Point Average falls below 1.00 will be directly suspended from RIT Croatia. Students will be able to return the following academic year, in the same term they were suspended.
- d. A suspended student cannot enroll in any credit or non-credit course at the university while on suspension. This also includes co-ops.
- e. A suspended student may not be admitted to another program while suspended.
- f. In special circumstances, a suspended student may apply in writing to the Ombudsperson for a suspension waiver. This waiver request will be evaluated by the Ombudsperson and the Academic Advisors before submission of the request to the Associate Dean. This waiver must be approved by the Associate Dean of the College.
- g. A suspension waiver may only be granted once during a student's undergraduate studies.

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 2.0, 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 advisor. 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.

Course Name	Credit Hours	Course Grade	Course Grade Points	Total Points (Credits x Course Grade Points)
Foundations of Sociology	3	D	1	3
Principles of Food, Hotel, Tourism	3	D	1	3
Discrete Mathematics	4	F	0	0
Introduction to Psychology	3	D	1	3
Business I	3	D	1	3
TOTALS	16	-	-	12

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.

STUDENT ACADEMIC HONESTY POLICY AND PROCESS

As members of an academic community, both students and faculty share the responsibility for maintaining high standards of personal and professional integrity. If a student violates these standards, the Academic Honesty Process affords a fair resolution. The committee outlined herein may be called upon to hear cases where a breach of Academic Honesty is alleged by an instructor. In all cases, it is the responsibility of any university representatives to render fair and appropriate decisions reaffirming standards of integrity expected in the academic community.

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

Academic Dishonesty

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

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

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

C. **Plagiarism:** Plagiarism is the representation of other's ideas as one's own without giving proper credit to original authors. Plagiarism occurs when students copy direct phrases or organizational structure from any existing source (e.g. books, journals, internet) and do not provide quotation marks and citations, or when students paraphrase or summarize those ideas without giving credit to the authors through use of in-text references. In all cases, if such information is not properly and accurately documented with appropriate credit given, the student is guilty of plagiarism.

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

Consequences of Academic Dishonesty

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

- A. **First offense:** Zero points will be given for that particular assignment (paper, project, quiz, exam, etc.) and the offense will be recorded on the Academic Dishonesty List in the office of the Ombudsperson.
- B. **Second offense:** This will result in the student failing the course in which the Academic Dishonesty offense occurred and the offense will be recorded on the Academic Dishonesty List in the office of the Ombudsperson. The student will not be able to continue with the course, unless he or she chooses to contest the allegation, and there will be no refund of tuition for the course.
- C. **Third offense:** This will result in the student being expelled from the institution without opportunity to finish the courses the student was currently enrolled in. The student that has been expelled cannot receive a refund of tuition. The expelled student can appeal for the reenrollment at RIT Croatia, but not sooner than one calendar year after being expelled. If the student commits another offense after being reenrolled, she or he will be permanently expelled from the institution without any future opportunity to return, to finish the courses the student was currently enrolled in, or to receive a refund of tuition.

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

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

Procedures for Handling Alleged Breaches of Academic Honesty

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

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

The procedure for handling alleged breaches of Academic Honesty has two distinct options:

A. The student is present at the scene when an instructor becomes aware of a potential breach of Academic Honesty (e.g. when a student uses unapproved materials during an exam, or copies exam answers from a colleague).

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

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

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

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

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

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

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

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

Academic Honesty Committee

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

Roles in the Academic Honesty Committee are:

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

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

Academic Honesty Hearings

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

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

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

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

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

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

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

Academic Honesty Appeals

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

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

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

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

COOPERATIVE EDUCATION (CO-OP) AND CAREER SERVICES

The purpose of Co-op (Cooperative Education) is to help students better understand how the "real business world" outside of college functions. 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.

Cooperative Education is a **mandatory component of degree programs at RIT Croatia**. Co-op orientation sessions and individual meetings will be held during the school year to give students information about important co-op policies and procedures (approval, registration, evaluation, minimum work requirements), resume writing skills and job search strategies. RIT Croatia will **facilitate** many co-op opportunities, but **ultimately the responsibility of finding and completing a co-op, as well as the proper registration for a co-op, rests with each student**. 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 for international co-ops, even earlier.

When students plan their co-ops, please note that instructors and the college expect students to be available for the full 16 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 students sign 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 **cannot be registered for co-op and for classes at the same time**. 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 **HTM a minimum of 1200 working hours** is required (three co-op blocks). To obtain a four year degree in either **IB** or **WMC a minimum of 800 working hours** is required (two co-op blocks). **The absolute minimum working requirement for a co-op block is 10 weeks and 400 hours (a minimum of 40 hours per week for a minimum of 10 weeks)**. 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.

For all undergraduate IB and WMC students, cooperative education **begins after completion of the first two years of coursework in the academic program (when a minimum of 55 credits have been earned)**. For all undergraduate HTM students, cooperative education begins after completion of the first year of coursework in the academic program.

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 (student cannot graduate on a summer, co-op 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 and evaluated.

A co-op can be found through the Career Services Office or it can be a self-placement option. All self-found co-ops have to be reported to the Career Services Office, which will further approve the co-op placement. Once approved, the student can proceed with the registration process. Co-ops found through the Career Services Office do not require the approval process as this step has been agreed upon with company representatives beforehand and students immediately proceed with co-op registration.

Before the beginning of the co-op (course), the Career Services Office will inform students about the procedure and deadline for co-op registration. 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. Since co-op is treated like a course and requires registration, it is imperative that students follow co-op registration deadlines and submit their forms (offer letter if needed and registration form) by the given deadline. Failing to do so will result in a co-op being considered invalid and student will have to repeat the co-op assignment. This may result in a student not being able to graduate on 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 Co-op Report. These forms should be filled out upon completion of the co-op. The Career Services Office will notify students about the evaluation submission deadlines. Once both evaluation forms are received by 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). However, 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 on 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 so it is each student's responsibility to regularly read and check their RIT e-mail accounts during their studies at RIT Croatia. 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: Zrinka Friganović-Sain

E-mail: zrinka.friganovic-sain@croatia.rit.edu

Zagreb:

Instructor: Evelina Miščin

E-mail: evelina.miscin@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 Lab is located in Room 14, and in Zagreb, Room 15.

COMPUTER LABS

In Dubrovnik, there are three computer labs located in Rooms 24, 32 and 35. In Zagreb, the computer lab room numbers are located in Rooms 3, 9 and 11. 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 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
- e. listening to music (except via headphones)
- f. disruptive activities
- g. downloading, torrenting or streaming illegal content

3. Be careful during the operation of each computer.

4. 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.

5. **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.**

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

7. 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.

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

9. 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.

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

11. Students must log out after using the computers.

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.

Internet Service

Wi-Fi access is allowed with a valid RIT username. Please note that all RIT Croatia rules and policies need to be adhered to while using RIT Croatia Wi-Fi on non-RIT owned devices (laptops, tablets and phones). For any issues with internet services, please contact the ITS department.

Quiet Lab – In Dubrovnik/Room 32; In Zagreb/Room 11

In order to create a better learning environment for those students who wish to work independently and without distractions, a separate room in the Student lab 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

RIT CROATIA LIBRARIES

In Dubrovnik, the library is located on the second floor, Room 23.

In Zagreb, the library is located next to the entrance of the main building.

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 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:

- 76,670 electronic journal subscriptions
- 483 print journal titles
- more than 545,025 electronic books, purchased from a variety of vendors depending on content need (<http://library.rit.edu/databases/categories/e-books>). All e-book records are fully integrated into the catalog for ease of searching.
- approximately 429,000 print books and journals

- more than 256 databases (database portal page: <http://library.rit.edu/dbfinder/> , alpha list of all databases: http://library.rit.edu/dbfinder/index.php?query=%3A*)

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

- **Meet Your Librarian Page:** Susan Mee is the librarian for RIT Croatia. Sue's contact information is available via the "Meet Your Librarian" page at: <http://library.rit.edu/staff> . Clicking on the "view bio" link will display a number of ways of contacting her along with a list of library information guides she has created to help students succeed.
- **Library InfoGuides:** RIT Libraries has created a specific category of guides supporting RIT Croatia programs. From the <http://infoguides.rit.edu/> site, click on the "Global Campuses" link to locate RIT Croatia specific guides. Course guides are also automatically embedded within myCourses via the myLibrary link.
- **E-Reserves/Course Reserves:** <http://library.rit.edu/course-reserves> Instructors can request the library place materials on reserve for students to access within their course via the myLibrary link inside myCourses or by the link above.
- **Interlibrary Loan and IDS Express:** <https://ill.rit.edu/ILLiad/Logon.html> If the RIT Library does not have the materials needed, they will obtain it for students. Requests are made online via the above link; there is no charge for this service.

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

- **Summon:** (<http://library.rit.edu/summon>) Summon is a search discovery tool allowing library users to search the full content of library materials from a single search box – providing a "Google-like" search experience for 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/>
- **LIV@RIT:** <http://library.rit.edu/liv/> . A series of eight interactive tutorial modules designed to enhance information veracity and literacy skills. A tool to help you become a more savvy researcher!
- **InfoGuides:** <http://infoguides.rit.edu/> A series of library research guides created by RIT Librarians, to provide information and assistance in locating information and resources. Guides are both subject and course specific. Course level guides are embedded within the "myLibrary" link in myCourses.
- **Libguides:** There is also a guide created specifically for RIT CROATIA on using the RIT Library: <http://infoguides.rit.edu/croatia>
- **Online Citation Management Tools:** NoodleBib (<http://www.noodletools.com/login.php>) and EndNote Web (<http://infoguides.rit.edu/endnote>). 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>
- **Citation Linker:** <http://library.rit.edu/citationlinker/> . If you have a citation and are not sure how to locate the actual article, use the Citation Linker.
- **A-Z Publication List:** <http://library.rit.edu/search/journals> A popular and very useful tool that allows users to quickly determine whether the RIT Library subscribes to a particular publication

STUDY ABROAD IN RIT DUBAI OR ROCHESTER (GLOBAL SCHOLARS PROGRAM)

RIT Croatia offers all students the opportunity to study abroad at RIT Dubai or the main campus in Rochester in the fall and spring term, for a maximum of two semesters and to participate in other RIT Global campuses study abroad programs. Once selected, the Academic Advisor helps students select courses that complete their degree requirements among the many interesting course offerings at RIT Dubai or Rochester. Students applying for the study abroad program should have Sophomore status. The application procedure and deadline are communicated at the Global Scholars Info Sessions and via e-mail. Before, during and after the application procedure, students will work with the International Student Office Specialists on completing needed documentation.

Students who spend a semester or two 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 offered housing in the RIT Dubai or Rochester Residence Halls (dorms).

To find out more, students are encouraged to attend one of the Global Scholars Information Sessions and Fairs or to visit the Career Services, Alumni Relations and International Student Office (Room 33 in Zagreb and Room 42 in Dubrovnik).

ERASMUS

Erasmus+ is a program designed by the European Union that aims to boost skills and employability, as well as modernize Education, Training, and Youth work. The program offers exciting opportunities for RIT Croatia students to study, work and volunteer in one of the countries that is part of the Erasmus+ program. All students interested in being part of the Erasmus+ program need to apply to the Calls for applications that the college announces. One Call is announced during the fall semester and one Call is announced during the spring semester. Students that are interested in applying for a Call for Mobility for study need to be enrolled in their second year of study while students interested in applying for the Call for Mobility for traineeship (co-op) can apply even as a freshman.

To find out more you are encouraged to attend Information sessions that will be organized in both Fall and Spring semester or contact the Erasmus Manager – erasmus@croatia.rit.edu

OTHER POLICIES

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.

• Smoking cigarettes, electronic cigarettes and/or vapor cigarettes is not permitted inside the building or in the area immediately surrounding the building (specifically for the Dubrovnik campus). 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.
- There is a restroom designated as gender-neutral and wheel chair accessible at each campus.
- 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.
- At the Dubrovnik campus, 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 you 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 main building, you will be able to use five exits: northern (hallway behind the auditorium), western and eastern (main gates), northern student lounge exit on the west and gym evacuation exit on the east. In order to exit the smaller building, you have two options: the main door on the west and the evacuation exit (near the restrooms) on the east.

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 Većeslava 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

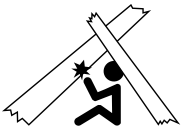
During earthquake



Take cover under a heavy desk or table.



Stay close to inner walls or door frames.
Stay away from window 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



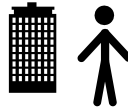
Stay calm. Don't panic.
Contact your family.



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;

Discrimination: The treatment of an individual based on that individual's group, class, or category. Group, class, or category includes, but is not limited to, race, religion, age, citizenship, color, creed, culture, including deaf culture, actual or perceived disabilities, gender, marital status, ethnic or national origin, political affiliation or preference, military or veteran status, sexual orientation, gender identity, gender expression, or genetic predisposition;

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;

Video and Audio Recording: Video or audio recording of class lectures and college activities is not permitted (unless consent is granted as an academic accommodation under the Student Disability Policy). In addition, unauthorized content sharing of instructor-related course content is considered a violation of both intellectual property and GDPR laws.

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 10 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, she or 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.

DATA PRIVACY NOTICE FOR STUDENTS AND ALUMNI

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

Who Is Responsible For Your Personal Data?

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

For Which Purposes Do We Use Your Personal Data?

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

Students:

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

Alumni:

- General alumni networking database administration, including gathering your contact info, work place data and additional education information
- Advising you about further education opportunities at RIT Croatia
- Advising you about career opportunities, career planning and development
- Advising you about Scholarship and Financial Aid opportunities
- Contacting you about your outstanding dues or overpayments
- Advising you about benefits programs and other activities that are essential for Alumni Association functioning
- Security purposes, including ensuring integrity and security of and controlling access to our premises,

IT and communication systems, platforms and secured websites and applications websites and other systems or facilities (including monitoring by camera or other means of surveillance), investigating, preventing and detecting security threats, fraud, theft or other criminal or malicious activities

- Legal documentation purposes, to ensure compliance with legal documentation and document retention obligations (such as archive and record keeping obligations)
- Monitoring and assessing compliance with our policies and standards

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

Which Personal Data Do We Collect?

Unless otherwise agreed with you, we will collect only personal data which are required in connection with our business relationship for the above purposes. This typically includes the following categories of data:

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

How Do We Collect Personal Data?

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

How Do We Protect Your Personal Data?

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

With Whom Will We Share Your Personal Data?

We may share your personal data with:

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

Where Do We Process Your Personal Data?

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

Your Data Protection Rights

Subject to certain legal conditions, you may request access to, rectification, erasure or restriction of processing of your personal data. You may also object to processing or request data portability. In particular you have the right to request a copy of the personal data that we hold about you. Please refer to Articles 15-22 of the EU General Data Protection Regulation for details on your data protection rights.

For any of the above requests, please send a description of your personal data concerned stating your name, your date of birth and your place of birth as proof of identity to the contact details below. We may require additional proof of identity to protect your personal data against unauthorized access. We will carefully consider your request and may discuss with you how it can best be fulfilled.

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

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

Are You Required To Provide Personal Data?

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

How Long Do We Store Personal Data?

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

Updates of This Data Privacy Information

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

How to Get In Touch With Us

If you have any questions regarding your rights or if you have any specific requests relating to your personal data please contact us at:

Data Protection Officer: dpo@croatia.rit.edu

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 Šercera 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

Student Center Dubrovnik

Address: Kralja Tomislava 7, Dubrovnik

Phone: (020) 437 680

E-Mail: [scdu@unidu.hr](mailto:scd@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

HZZO (Hrvatski zavod za zdravstveno osiguranje), Dubrovnik
(Croatian Institute for Health Insurance)

Address: Bana J. Jelačića 2, Dubrovnik

Phone: (020) 422 555

Central Police Station

Address: Dr. Ante Starčevića 13, Dubrovnik

Phone: (020) 443 333

Dubrovnik Hospital
Phone: (020) 431 777

Dubrovnik Airport
Phone: (020) 773 333

Central Bus Station
Phone: (060) 305 070

Libertas Public Transport
Phone: (020) 357 020

Jadrolinija Ferry Company
Phone: (020) 418 000

Emergency Only 112	Police 192	Fire Department 193	Emergency Room 194	Information 11888
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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, Vinogradska 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 (phone (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 Matice hrvatske 4, phone number (01) 4563 111).

Useful Contacts & Phone Numbers

Student Center Zagreb

Address: Savska cesta 25, Zagreb

Phone: (01) 4593 555

E-Mail: sservis@sczg.hr or visit: <http://www.sczg.unizg.hr/imenik/>

HZZO (Hrvatski zavod za zdravstveno osiguranje), Zagreb

(Croatian Institute for 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 Airport

Phone: (060) 320 320

Central Bus Station

Phone: (01) 6008 600

Zagreb Libraries:

1. A. Kovačić

<http://www.kgz.hr/default.aspx?id=62>

Address: Trg žrtava fašizma 6
10290 Zaprešić

Phone: (01) 3310 290

2. A. Cesarec

<http://www.kgz.hr/default.aspx?id=66>

Address: Šubićeva 40/2, 10000 Zagreb

Phone: (01) 2313 066

3. B. Ogrizović

<http://www.kgz.hr/default.aspx?id=72>

Address: Preradovićeva 5, 10000 Zagreb

Phone: (01) 4810 704

4. B. Adžija

<http://www.kgz.hr/default.aspx?id=68>

Address: Trg Petra Krešimira IV/2
10000 Zagreb

Phone: (01) 4655 025

5. Dubec

<http://www.kgz.hr/default.aspx?id=69>

Address: Rudolfa Ivankovića 34
10000 Zagreb

Phone: (01) 2922 208

6. Dubrava

<http://www.kgz.hr/default.aspx?id=70>

Address: Avenija Dubrava 51a
10000 Zagreb

Phone: (01) 2851 788

7. Dugave

<http://www.kgz.hr/default.aspx?id=71>

Address: Dugave, Ulica sv. Mateja 7
10000 Zagreb

Phone: (01) 6623 202

8. Gajnice

<http://www.kgz.hr/default.aspx?id=96>

Address: Meksička ulica 6
10000 Zagreb

Phone: (01) 3454 031

9. Gornje Vrapče

<http://www.kgz.hr/default.aspx?id=63>

Address: Vrapčanska 166
10000 Zagreb

Phone: (01) 3487 060

10. Zagreb City Library

<http://www.kgz.hr/default.aspx?id=61>

Address: Starčevićev trg 6,
10000 Zagreb

Phone: central (01) 4694 300
informations (01) 4572 084

11. National and University Library

<http://www.nsk.hr/>

Address: Hrvatske bratske zajednice 4
10000 Zagreb

Phone: (01) 6164 040

Emergency Only 112	Police 192	Fire Department 193	Emergency Room 194	Information 11888
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CONSENT FORM FOR PHOTOS/VIDEOS

(Please indicate your agreement that RIT Croatia has permission use your personal data below mentioned for the purposes as explained below by stating your name, ticking the boxes below and by signing this document.)

I,,
(first and last name)

hereby give my consent to RIT Croatia to use my image, video footage of my image, materials containing my image (digital, print, video footage) and the basic personal data that may also include my contact data (such as name and job title), in connection with:

- My business relationship with RIT Croatia
- RIT Croatia's marketing campaign and media relations activities
- RIT Croatia's marketing materials – internal newsletters and magazines, brochures, posters, leaflets, etc.
- RIT Croatia's marketing materials – websites and our social media pages such as Facebook, LinkedIn, Instagram, etc.

Consent for business relationship purposes (please tick):

- Marketing campaign and media relations activities
- Marketing materials – internal newsletters and magazines, brochures, posters, leaflets, etc.
- Marketing materials – websites and our social media pages such as Facebook, LinkedIn, Instagram, etc.

I understand that my consent is voluntary and that I have the right, at any time, to partially or completely revoke my consent with effect for the future by contact RIT Croatia at: human.resources@croatia.rit.edu or dpo@croatia.rit.edu

Signature Date

CONSENT FORM AAI Identity

.....
(first and last name)

Every student in Croatia has a right to an email address within a national AAI@edu.hr portal. This email address enables easy access to nationally regulated student privileges and also serves as a research tool for public agencies and ministries. By checking the below consent and signing this document, you agree that your AAI email address can be used as a point of contact for the purposes of research and administering student rights and privileges.

Svaki student u Republici Hrvatskoj može dobiti email adresu za korisnički pristup unutar AAI@edu.hr nacionalnog portala. Ovaj email omogućava administraciju i praćenje nacionalno reguliranih studentskih prava i služi kao izvor informacija za relevantne državne agencije i ministarstva. Potpisom ove privole suglasni ste da se vaša AAI email adresa koristi u svrhe nacionalnih istraživanja i ostvarivanje studentskih prava.

I hereby agree that my email address can be used for student related research as well as for regulation of my student rights in Croatia.

Signature

Date

Family Educational Rights and Privacy Act (FERPA) CONSENT TO RELEASE STUDENT INFORMATION

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

Please provide information from the educational records of

.....
(Name of Student requesting the release of educational records)

to:

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

parents/guardian Name(s)

.....
 prospective employer

attorney

other (specify)

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

transcripts/grades

disciplinary records (academic honesty and academic actions reports)

recommendations for employment or admission to other schools

financial

all records

other (specify)

.....

Please turn over >>>

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 POLICY

As members of an academic community, both students and faculty share the responsibility for maintaining high standards of personal and professional integrity. If a student violates these standards, the Academic Honesty Process affords a fair resolution. The committee outlined herein may be called upon to hear cases where a breach of Academic Honesty is alleged by an instructor. In all cases, it is the responsibility of any university representatives to render fair and appropriate decisions reaffirming standards of integrity expected in the academic community.

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

Academic Dishonesty

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

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

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

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

Consequences of Academic Dishonesty

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

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

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

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

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

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

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)

Signature

Date

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