

**WELCOME  
TO  
RIT CROATIA!**



Erasmus+

Dear Erasmus+ students,

Welcome to RIT Croatia, located in the pearl of the Adriatic – the wonderful city of Dubrovnik!

We hope this handbook will help you in getting around Dubrovnik and assimilating to the surroundings as soon as possible. For your convenience, we have gathered basic information regarding the city itself, the region, RIT Croatia, way of living, Croatians and their culture, etc.

Consider this handbook as a good starting point for exploring, but keep in mind, the real experience of a new culture can be felt not from books but from your own senses. Having this in mind, we encourage you to open up, embrace differences and enjoy in this adventure called Erasmus+ at RIT Croatia, Dubrovnik, Croatia.

All the best from RIT Croatia!

Sve najbolje želi vam RIT Croatia!



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## **Croatians and their customs/behavior**

It's a coffee drinking culture, laid back, socializing culture, not so open at the beginning but once they accept you they are open and friendly, pay a lot of attention to their appearance. Croatians do not tend to chat with you while standing in line and waiting for something, but if you ask for help they will help you out. Most of Croatians know to speak a little bit of English.

Croatians can be loud, especially the Dalmatians - it is their temperament.

Make an effort to learn some Croatian words and phrases as Croatians really appreciate it.

## **Croatian Climate**

Croatian climate is generally mild, with Mediterranean climate in the coastal region and mild continental climate in the northeast parts of the country. Dubrovnik has warm to hot summers (the highest temperature 100° F - 38° C) and mild winters (temperatures rarely drop below freezing). There are, however, several windy weeks during the winter with strong cold winds, called bura, coming from the continent. Winter is also usually the rainy season in Dubrovnik although snow is rare. Temperatures in the northern part of Croatia are generally lower, with warm summers and cold snowy winters. The sea temperature is very pleasant and the swimming season starts in May and ends in October.

## **Electricity**

The electrical supply voltage in Croatia and most of Europe is 220 volts. Home appliance stores are usually open Monday -Friday, and limited hours on Saturdays. Home appliance stores Pevec and Solin Građa are located just outside of Dubrovnik in a place called Župa dubrovačka.

## **Currency in Croatia and the Region**

Croatia's currency is Kuna (HRK); the current exchange rate is approximately 1 Euro = 7,4 kunas. The rates can be checked on line at [www.hnb.hr](http://www.hnb.hr) or [www.oanda.com](http://www.oanda.com). The Kuna is divided into 100 Lipa. Croatia does not use the Euro, but its neighbors, Bosnia and Herzegovina and Montenegro will accept this currency, so it may be handy to have some Euros.

Bosnian official currency is Konvertibilna Marka (KM) and Montenegrin official currency is Euro.

## **Banks, Exchange Offices and ATMs in Dubrovnik**

Credit cards, primarily Visa, MasterCard are accepted at most shops and restaurants. The number of ATMs in Dubrovnik is expanding, and this is probably the most convenient way for you to obtain Kuna. Note that most machines dispense only 100 & 200 Kuna notes. **The maximum ATM withdrawal is 2,000 kuna per day.**

Most of the banks and ATMs are located on the main bus routes or in the Old Town. Banks are usually open from 8 am to 7 pm, 8 am to noon on Saturday, and closed on Sunday.

You can recognize banks by names: OTP, PBZ, Erste, Raiffeisen or Zagrebačka banka, to name just some. Croatian word for bank is 'banka'. You will find most of them either in the Old Town or in the Vukovarska street, on your way to Lapad or Gruž. Banks usually work from 8-7, with limited hours on Saturdays. Banks are closed on Sundays. Bank workers are used to doing business with tourists and they speak English.

## **Measurement units in Croatia**

We use metric units. The two common conversions are.

1 pound = 450 gram (0.45 kilogram)

1 inch = 2.5 centimeters (0.025 meters)

## **The City of Dubrovnik**

Everything is accessible by walking, streets are narrower, and cars are smaller, infrastructure and architecture adjusted to the nature and geography of this area.

Working hours of shops: usually from 8:00 am – 8:00 pm, on weekends it depends, some shops are open until 8:00pm but some close at 1:00pm.

Stradun – the main street in the Old Town, stone pavement is polished from people walking on it for centuries, be careful how you walk as it gets slippery once it is raining.

If you are walking on the city walls, be careful not to fall down. The City Walls walk is a great way to see some of the small hidden streets of Dubrovnik that you maybe wouldn't think about exploring. Please make sure to chose a time in the day when it's not going to be too hot for you to walk the walls as there are no shaded areas once you go up on the walls.

## Transportation in Dubrovnik, Croatia and the region

It is quite easy and fast to travel in other parts of Croatia and the region from Dubrovnik.

You have very frequent bus lines, somewhat limited but always present airlines, boat lines, etc. More details can be found in handouts and on the following links:

- Airline – “Croatia Airlines”  
<http://www.croatiaairlines.com/Default.aspx?alias=www.croatiaairlines.com/en>
- Bus – “Libertas Dubrovnik” - [www.libertasdubrovnik.hr](http://www.libertasdubrovnik.hr)
- Boat – “Jadrolinija” - <http://www.jadrolinija.hr/default.aspx?lang=2>

## Where to obtain bus passes?

We'll help you to obtain and fill out the application form. You need to take your photo and application to the Libertas bus kiosk at Pile. In a few days the bus pass will be ready. It costs 50 kuna per month (it costs an additional 25 kuna to make it) and allows you to ride the city buses as much as you want. It expires on the 5th of the month, so you'll need to “renew” it by the 5th of each month. To do this, take the verification of your enrollment at RIT Croatia and just show it to the bus kiosk lady, and she recharges it straight away for 50 kuna.

- Bus – “Libertas Dubrovnik” - [www.libertasdubrovnik.hr](http://www.libertasdubrovnik.hr)

## Food in Croatia

Places to buy food include: smaller mini-markets, supermarkets, fresh green markets and of course local restaurants. Local cuisine is influenced by Italian (especially around the coast), German and French cuisine (continental Croatia). There are some traces of Turkish or Greek influences, particularly in the fast foods.

The tap water in Croatia is drinkable, and of very high quality. The water contains a high mineral content, important to know when you use a dishwasher or an iron.

You can cook at home, which is the most affordable option. You can also go to restaurants like Mea Culpa (pizza), Taj Mahal (traditional Bosnian dishes), Peskarija (seafood), Toni (pasta). All of these are located in the Old Town, and you can get a meal with drink for a good price. Students here usually eat at the student restaurant (“menza”), where Croatian students have subsidized prices and they same for all Erasmus+ students.

How can I avoid seafood? If seafood is present in a meal, the fact is usually stated with pride on the menu. Fish is called “riba” (reebah) in Croatian, and clams are called “školjke” (shcolke). To make sure, always ask the waiter.

## Restaurants in Dubrovnik

### Old Town

#### **Pizza places:**

**Mea Culpa** - with years, Mea Culpa grew to a couple of restaurants on the same street which serve pastas, pizzas, and salads. The prices are moderate and the pizzas are huge. They will have more menu options as the season begins. Directions: when on Stradun, look for Siroka street on the right hand side. The pizzeria is at the end of that street.

**Tabasco** – a pizzeria which serves excellent pizzas, pastas, and salads. Directions: Next to the Cable Car Station. Tabasco also offers delivery to your home address so if you are hungry and don't feel like going to the pizzeria, you can order and eat at your apartment. There is no extra charge for delivery.

\*Food delivering (020 429 595)

**Oliva** - a pizzeria which serves pizzas, pastas, and salads. They also sell pizza cuts so if you are not interested in the whole pizza you can just get a slice or two. Directions: the pizzeria is on the last small street on Stradun, on the right side as you walk down Stradun from the direction of Pile gates.

**Tutto Bene** - In the sea of the Old Town's time-consuming dining options, find Tutto Bene, the place which will recharge your adventurer's curiosity in no time! Our Old Town venue is a stop-and-go restaurant in the frequented Od Puća Street, which runs parallel to the main street Stradun on the sea (south) side of the town. Among lovely souvenir shops, spot our alluring pizza window, with classic, spicy pepperoni and vegetarian slices always on option. Come inside for equally quick alternatives, from kebabs, burgers, veggie and meat sandwiches to our signature chicken wings and fries, packaged especially for wanderers who enjoy a bite on the go.

#### **Seafood:**

**Lokanda Peskarija** - located in the Old Town port, Lokanda is the most popular place to get fish and other seafood. The terrace has more than 150 seats, but as the season approaches an extra table is always wanted. Directions: walk to the end of Stradun and find the gates that lead to the port. The restaurant will be on the left side and you'll see the terrace as soon as you enter the port.

**Buffet Kamenica** –most popular dishes are premium black rice, fried fish, octopus salad and, of course, oysters. The portions are abundant, the fish can not be fresher, and the prices are very affordable. Directions: the buffet is situated in the Gundulić square where in the morning you can find the green market.

## **Vegetarian:**

**Nishta** - this is a small restaurant which serves selected vegetarian dishes with vegan options. Recommended for both vegetarians and non-vegetarians. Directions: Enter Stradun (the main street) through the Pile gate (west entrance), walk straight for approximately one minute and turn left on the 3rd street on your left side (Palmotićevo). If entering the Old Town through the Ploče gate (east entrance), walk straight down Stradun for approximately three minutes and turn right onto the 12th street on your right side (Palmotićevo). Once on Palmotićevo, walk up the street and continue up the first 12 steps. You will now be on Prijeko street (first street parallel to Stradun). Turn right and our entrance is a precise 4 meters and 78 centimeters to your right.

Most other restaurants in Dubrovnik also offer vegetarian options on their menus.

## **Bosnian food:**

**Taj Mahal** - Taj Mahal serves authentic Bosnian food. From cheap and popular ćevapčići to more complicated meals, vegetarian dishes, and salad. Directions: Taj Mahal is on one of the streets on the right hand side of Stradun. Look for the red banner that has Taj Mahal written on it, and follow the signs.

## **Miscellaneous:**

**The Gaffe Pub** - a nice restaurant that offers cheaper meals. They usually offer a number of meals to choose from, from 10:00 am to 3:00 pm at special lunch prices. Directions: the restaurant is located on a street on the right hand side of Stradun. The address is Miha Pracata 4.

**Barba** – try something different while studying in Dubrovnik – burger bar combined with seafood. Great place to try out at some point. Address: Boškovićevo 5.

**Fast food Yummi** – a wonderful little fast food place with great wraps with crispy chicken. Situated just opposite the Cable car entrance above Pizzeria Tabasco.

## **Lapad area**

**Scala** - Scala has a big menu offering pizzas, pastas, salads, mexican food, fish and seafood, and daily menus. The prices are reasonable. Directions: the address is Mate Vodopića 3. It's on the back side of DOC "shopping mall", right next to Tommy store. Food delivery (020 412 511)

**Mamma Mia** – great pizzas, various pasta dishes and salads to choose from. The address is Šetalište Kralja Zvonimira in Lapad Bay. Food delivery (020 ) 420 404

**Tutto Bene Lapad** - Sea, sun, fresh air... translates to hungry, yes? And a relaxed day deserves some relaxed food! Whether you just grab one slice, or sit down to share a pizza, at Tutto Bene we promise to crown your Uvala Lapad time with some cool atmosphere and savory bites. Spot us in the middle of the main promenade, right between bus / taxi stop and the main beach, just by the tennis courts.

**Shizuku** – very popular restaurant if you like Japanese food – but besides sushi, you can also find great chicken and prawn dishes. Open only for dinner, make sure to book your table in advance as it's a small restaurant and usually very busy. Address: Kneza Domagoja 1f.

### Gruž area

**La Luna** – offering pizzas and grilled meals. Directions: Next to bakery („pekara“ Galeta and Rusica) in Gruž area, close to elementary school

\*Food delivery (020 419 736)

**Gato** - a small restaurant near the bus station that offers affordable daily menus. Directions: follow the main street till the bus station and the restaurant will be on your left.

**Restaurant Porat** - Located in vibrant Gruž Harbour, Porat is “strategically” in the immediate vicinity of the farmer’s market and the fish market. For those who prefer to dine late at night, join the Chef at around 11 p.m. and be the first one to visit the large fishing boats as they dock in front of the restaurant. Very often the fresh catch (fish, crabs, and molluscs) goes directly into the creative kitchen and by midnight it is cooked and served to the guests. Address: Obala Stjepana Radića 30.

**Restaurant Amfora** - Located near the popular Green Market Gruž, in the heart of the Dubrovnik’s less touristy zone where most locals enjoy their morning coffee, this slightly-on-the-posh side restaurant combines great ingredients and modern cooking to create a memorable dining experience. With stunning and elegant interior along with the service that perfectly balances formality and friendliness, delicious food which commends itself, and if you add their excellent wine list, Amfora becomes something of a favourite both for locals and tourists. Address: Obala Stjepana Radića 26.

\*\* Nicer restaurants: if you want to go for a nicer dinner to explore Croatian cuisine, you can try Nautika which is on the Pile gate or Sesame which is close to the RIT Croatia building. In Lapad you can try Restaurant Orsan in the small yacht club.

\*\*\*\*\*How much should I tip? Tipping is not mandatory, but it is nice to leave a tip. You will usually be expected to round up (leave a 20 if bill is 18), or add around 5% for a larger bill. If you are paying with card, leave the tip in cash.

## Shopping in Dubrovnik

The custom is to say hi while entering and bye while exiting the store. Keep in mind that the selection is limited compared to some other European cities.

- Grocery shops – are distributed all over the city, you have smaller stores in each neighborhood, and large supermarkets in all key areas. Each neighborhood has a large supermarket in the vicinity; it would be good to find the one closest to you which can be done online.

The super market chains to go to are:

- Konzum
  - Tommy
  - Pemo
  - Lidl
  - Studenac
  - Muller
- Grocery shops – Some products you have at home will not be in our stores, some are maybe packaged differently, ask for someone to help out if you are looking for something.
  - Pharmacies –If possible, bring prescription medications with you (not shipped) and copies of the prescriptions in the event that you need a refill from a Croatian pharmacy. You cannot buy any drugs/medicine in our supermarkets. Local pharmacies are identified by large green neon crosses, and sell only drugs and pharmaceuticals.
  - Green markets – Open air green markets offer the opportunity to bargain and shopping around for fresh but cheap vegetables and other foods.

There are three green markets: Old Town, Gruž, and Lapad. All are opened half a day (7am – 11am). Opportunity to buy lot of authentic products from Dubrovnik region, fruit, vegetables, fresh fish, olive oil, very colorful and lively environment, old ladies selling dressed in national costumes.

If you are looking for places where you can buy shoes, clothing items, etc., there are no big shopping centres but there are smaller shops that you can buy these items in:

**Robna kuća Minčeta** – close to Gruž harbour – you can find the following shops: Mass (sells shoes), Naf Naf (female clothing), Tommy Hilfiger, Borza group (sells handbags, shoes, wallets, sunglasses), Modiana (male and female clothing), Top Sport (sports clothing and shoes for both female and male)...

**Doc shopping centre** – Benetton (clothing male and female), Sisley (clothing male and female), S Oliver (clothing male and female), Karla (shoes male and female), Shooster (sports shoes male and female), ShoeBeDo (sports shoes male and female and clothing male and female), DM (sells cosmetics, perfumes, toiletries).

**Emezzeta** – shop that sells furniture and other household equipment (sheets, blankets, glasses, plates, cutlery).

**Sub City** – small shopping centre located in Župa dubrovačka. This is a little out of the City so you would have to get the bus number 10 to this area. Bus number 10 runs every one hour so keep in mind bus timetable for return.

## Information about Expenses

If you like to save up on groceries be sure to follow different discounts, this can be done online by looking at each supermarket website and also you may find catalogues in your apartment blocks that show items that are discounted through the week.

## Mobile Phones

Roaming expenses do not exist any longer within the EU but if you will be spending a longer period of time in Croatia you may consider getting a SIM card from one of the providers.

- Mobile Provider “T-Mobile” - <http://www.t-mobile.com> – we would recommend T-Mobile due to its quality and it has the highest coverage rate in Croatia.
- Mobile provider “A1” - <https://www.a1.hr/>
- Mobile provider “Tele 2” - <http://www.tele2.hr/>
- Mobile provider “Tomato” - <http://www.tomato.com.hr/naslovnica>

## Fitness in Dubrovnik

RIT Croatia has its own Gym that is located at Iva Vojnovića 107 in Lapad and it's very close to the student restaurant Teatar. The gym is only open to RIT Croatia students but you as an Erasmus+ exchange student will also be able to use the facilities of the gym. The gym is open every day between 8:00am – 12:00pm and then again between 4:00pm – 8:00pm and on Saturdays between 10:00am – 2:00pm and Sunday's it is closed.

## **Social Life**

Behaving while you are out is really important; do not get into conflicts with locals while under influence of alcohol, do not go wandering around under the influence of alcohol as you might fall off the cliffs or similar.

While you are in Dubrovnik, we want you to have an unforgettable time of your life, but at the same time, keep in mind that you are an exchange student at RIT Croatia, and your behavior should be suitable and appropriate.

## **Apartments in Dubrovnik**

Kitchens in apartments have a cooking stove –gas or electricity – if you are cooking please be careful while using it. Turn off air-conditioning when leaving apartment as electricity is expensive. Shut down the shutters when you are not in the apartment as the wind can start to blow suddenly and it can create damage to the shutters. Make sure that your landlord gives you instructions on how to use the washing machine to wash your laundry.

## **RIT Croatia Environment**

Don't be intimidated by reserved behavior you might encounter at the beginning. Make the first move; once you get to know people they will embrace you. We encourage you to step out of your comfort zone and meet new people even on an individual basis. The Culture class that you will have should also help you adapt to the environment easier.

Wireless – everywhere in the building

## Important Phone Information

Croatia's country code is 385.

Dubrovnik's area code is 020 (when calling from abroad dial only 20) and Zagreb's area code is 01 (1).

Directory assistance within Croatia is available by dialing 11888 or at [www.tportal.hr/imenik/](http://www.tportal.hr/imenik/).

For details about local events, schedules of local buses, ferries, planes and other general information about Dubrovnik, dial 18981. Even though majority of information is in Croatian the staff may be able to assist English speaking customers.

Emergency numbers are as follows:

Emergency Call Center: 112 (central number for all emergencies)

Police 192

Fire Department 193

Hospital Emergency 194

24/7 taxi service in Dubrovnik: 00 385 (0) 800 0970

Plavi taxi (Blue taxi) – 00 385 (0)20 332 222

Uber taxi is also available in Dubrovnik.

**IMPORTANT NOTE: Have all emergency numbers with you at all times!!!**

## **STUDENT SERVICES RIT CROATIA**

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

### **Dubrovnik campus:**

#### **Student Services Reception Desk**

Ana Andrijašević, Student Services Assistant. Ana can be found on the ground floor, email: ana.andrijasevic@croatia.rit.edu

#### **Academic Services**

Draženka Franić, Academic Adviser. Draženka can be found in Room 41 (4th floor), email: drazenka.franic@croatia.rit.edu

Ana Maria Šimundić, College Ombudsperson. Ana Maria is in Zagreb campus but travels to Dubrovnik once every month, email: anamaria.simundic@croatia.rit.edu

The Ombudsperson is a resource available to RIT Croatia students who seek confidential assistance with their academic concerns. In addition to faculty advisors, the Ombudsperson is a neutral person students can contact for various issues, including how to handle a concern with a faculty member or even another student. Also, the Ombudsperson is the contact person for students requesting to take independent study. Drop-ins are welcome; however, students are encouraged to make an appointment.

#### **Career Services, Study Abroad, Alumni Relations and International Student Office**

Petra Vodopija Borković, Career Services, Alumni Relations and International Office Specialist. Petra can be found in Room 42 (4th floor), email: petra.vodopija-borkovic@croatia.rit.edu

Christina Pejić, Erasmus Manager and International Student Office Specialist. Christina can be found in Room 42 (4th floor), email: christina.pejic@croatia.rit.edu

#### **Finance office**

Tanja Kuštrić, Finance & Accounting Specialist. Tanja can be found in Room 42 (4th floor), email: tanja.kustric@croatia.rit.edu

## **Human Resources & Facility**

Ivona Labaš, Director of Strategic Planning, Facilities and ITS. Ivona can be found in Room 44 (4th floor), email: [ivona.labas@croatia.rit.edu](mailto:ivona.labas@croatia.rit.edu)

Jelena Zvono, Human Resources Manager & Ministry Liaison. Jelena can be found in Room 44 (4th floor), email: [jelena.zvono@croatia.rit.edu](mailto:jelena.zvono@croatia.rit.edu)

## **Recruitment, Enrollment and Marketing Office**

Ivan Smoljan, Recruitment & Enrollment Specialist. Ivan can be found in Room 33 (third floor), email: [ivan.smoljan@croatia.rit.edu](mailto:ivan.smoljan@croatia.rit.edu)

Irena Ljubišić, Recruitment, Enrollment & Marketing Specialist. Irena can be found in Room 33 (third floor), email: [irena.ljubisic@croatia.rit.edu](mailto:irena.ljubisic@croatia.rit.edu)

## **Information and Technology Services (ITS)**

Mario Ljubišić, Facility Manager & ITS Specialist. Mario can be found in Room 47 (4th floor), email: [mario.ljubisic@croatia.rit.edu](mailto:mario.ljubisic@croatia.rit.edu)

## **PRESIDENT & DEAN**

The DEAN'S OFFICE is located on the fourth floor, room 45:

Don Hudspeth, President and Dean, email: [don.hudspeth@croatia.rit.edu](mailto:don.hudspeth@croatia.rit.edu)

The Dean is available and happy to meet with you and assist you. Because of his many responsibilities and busy schedule, it is wise for you to book an appointment with him. Please schedule appointments with Student Services.

## COMPUTER LABS

There are three computer labs located in Rooms 24, 32 and 35. They are to be used exclusively by currently registered RIT Croatia students. Computer labs working hours vary during the year and are posted on the doors of the labs each semester.

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, you must provide proof of being an RIT Croatia student by showing your grade book (indeks) or x-card.
2. The following are forbidden: 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.), chatting, viewing pornographic sites, listening to music (except via headphones), disruptive activities.
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: Report any malfunctions or damaged equipment to the lab monitor immediately, Do not alter computer settings in any way, Do not attempt to fix anything yourself, not computers nor the printers, Do not disconnect the computers, cables or equipment, Do not connect laptops in the local area network outlets.
5. Please note that the lab computers are set to restart when they have been idle for 20 minutes. Upon restart or shut down anything saved on the Desktop, put in the Recycle Bin or saved on the C Drive will be erased. Therefore you 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 hand it in as their own. If the professor discovers two papers which are alike, you will both receive a 0 for your work. Therefore, you must save your school work on a USB stick and delete it whenever you leave the lab.

7. There is no one to clean up after you in the lab, so do not leave paper or garbage in the labs. Use the garbage and recycling bins.
8. When the lab is full, limit yourself 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 you 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. You must finish your computer use by closing time.

Please be advised that any student who does not adhere to the lab rules will be asked to leave the premises and may receive additional penalties such as losing the privilege of using the computer labs depending on the severity of the incident.

### **Quiet lab – Room 32**

In order to make a better learning environment for those students who wish to work independently and without distractions, Lab 2 (room 32) 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

### **COPY CENTER**

RIT Croatia's Copy Center is located in the library and offers a number of services including: binding, color printing, and course packages.

Working Hours vary throughout the semester, but they will be listed on the library door.

## **LIBRARY**

RIT Croatia's Library is located on the second floor, Room 23.

RIT Croatia Program Library working hours varies during the year and is posted on the door of the Library each semester.

The Library is 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 Program Library.

The RIT Croatia library offers a variety of resources and services, which include printed and electronic sources (books, magazines, and newspapers, senior projects) relevant to RIT's academic program, librarian assistance with research in the library and online, a study area, scanning services, and when the Copy Center is not working- color printing and binding services. Some services are subject to a minimum charge.

You will be charged for damaged and overdue materials. If you do not return materials to the library in good condition by the end of the semester, you will be charged an overdue fee and if the item is lost, the replacement cost. If you do not pay the library, these costs will be added to your tuition payment the following semester. If you are graduating, your diploma will be withheld pending these payments.

## **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 is not permitted inside the building or in the area immediately surrounding the building. Smoking fines include: 1,000 kuna for the individual, 5,000 kuna for the Dean, and 30,000 kuna for the college. Consequently, students who break this rule will be reported to the Student Ombudsperson and will be subject to one hour of college service.

No pets are allowed in the building.

Eating and drinking is not allowed in class, the computer labs or the library.

No advertising materials should be put on the bulletin boards nor distributed without the permission of RIT Croatia full time receptionist.

Materials of any kind may not be taped to the walls.

Please use the elevator only if necessary due to a physical malady which makes the stairs difficult.

Please make every effort to keep the noise level low as classes are in progress throughout the day.

Due to traffic in front of the building, please exercise caution when leaving the building.

When opening windows or shutters, please make sure that they will not slam shut due to a draft.

If the windows or shutters are open, please close them before you leave the space.

Please turn off your computer, the lights and the AC when you leave the space you were using.

NOTE:

If you notice any damage or malfunctions around our building, please notify the Facility Manager (Room 47).

### **Fire Safety Policy**

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

There are fire escape exits on every floor. These are to be used only in case of an emergency when the alarm goes on. Please note that opening the exits for any other purpose will activate the alarm system.

### **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.

RIT Croatia Faculty 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 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 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 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, our faculty, our staff and our students are always being observed and judged by the community and your potential future employers. If you observe RIT students engaging in inappropriate behavior on or off RIT property, or if you see people who are not members of our community behaving inappropriate in our building or at RIT events, please notify the Facility Manager or another Student Services staff member.

## Croatian language

Croatian is the official language of Croatia, and is written phonetically so once you learn the way each letter is said and sounds, you will be able to read and pronounce words.

There are 30 letters in Croatian language:

Aa- a as in Father

Bb - b as in Butter

Cc - ts as in pots

Ćć - ch as in Chair

Čč - tu as in posture almost like Ch

Dd - d as in dog

Đđ- dj as in fudge

Dž dž-like the G sound in Jury

Ee- e as in pet

Ff- F as in Fit

Gg- G as in Get

Hh- H as in Hot

Ii - ee as in eel or ea as in Eagle

Jj- J as in Yes

Kk- K as in Kite

Ll- l as in Lost

Lj- lj ly as in Brilliant

Mm- M as in Mint

Nn- N as in Never

Nj- nj ny as in Onion

Oo-O as in Open

Pp- P as in Paul

Rr- The R can also be a Vowel and is rolled as in Spanish

Ss - S as in Sam

Šš - Sh as in ship

Tt - T as in Tin

Uu-oo as in zoo

Vv -v as in velvet

Zz - z as in zoo

Žž- zh as in pleasure

## Basic words and phrases:

Most of the people in Dubrovnik and Croatia speak English, but it is always useful to know at least some phrases. As time passes by, you will learn more and more of these.

Da/Yes

Ne/No

Dobro jutro/Good morning

Dobar Dan/Good day

Dobro Večer/Good evening

Laku noć/Good night

Moje ime je../My name is...

Kako ste?/How are you?

Drago mi je/Pleased to meet you

Hvala/Thank you

Dobro/Alright, Fine, Good

Molim/Please

Doviđenja/Goodbye

RIT Croatia wishes you a successful semester of study and great experience in Dubrovnik!

