

# WELCOME TO RIT CROATIA!



Erasmus+

Dear Erasmus+ students,

Welcome to the 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 the RIT Croatia, Dubrovnik, Croatia.

All the best from RIT Croatia!

Sve najbolje želi vam RIT Croatia!

TABLE OF CONTENTS

Croatians and their customs/behavior.....	5
Croatian Climate .....	5
Time .....	5
Electricity .....	5
Currency in Croatia and the region .....	6
Banks, Exchange offices and ATM machines in Dubrovnik .....	6
Measurement units in Croatia.....	6
The city of Dubrovnik .....	7
Transportation in Dubrovnik, Croatia and the region .....	7
Where to obtain bus passes .....	7
Food in Croatia, restaurants in Dubrovnik .....	8
Shopping in Dubrovnik .....	10
Mobile phones/networks .....	11
Fitness in Dubrovnik.....	11
Social life in Dubrovnik .....	12
Apartments in Dubrovnik .....	12
Laundry .....	12
RIT environment .....	12
Important Phone Information .....	13

RIT Croatia Student Services..... 14

RIT Croatia President & Dean ..... 16

RIT croatia Student Ombudsperson ..... 16

Computer Labs..... 16

Copy Center ..... 18

Library ..... 19

Other policies ..... 19

Croatian language ..... 22

Basic phrases ..... 23

Handouts ..... 25

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

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 of windy weeks during 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.

### **Time**

Croatian time is 6 hours ahead of US Eastern Standard Time. Croatians use a 24-hour clock; thus 3 PM is 15:00, and 10 PM is 22:00.

Daylight Savings Time goes into effect one week earlier than the U.S., but ends at the same time in the autumn (check Academic Calendar for more information).

### **Electricity**

The electrical supply voltage in Croatia and most of Europe is 220 volts (U.S. voltage is 110). This means that you will need an adapter or transformer to use your electrical equipment. Adapters/transformers can be purchased in the US or when you arrive for approximately \$20. Home appliance stores are usually open M-F, and limited hours on Saturdays.

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

Croatia's currency is Kuna (HRK); the current exchange rate is approximately \$1.00/5.8 Kuna. 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 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 and American Express 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. Your U.S. bank takes a small service charge. 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. Although traveler's cheques are quite safe, they may not be accepted everywhere. 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, Hypo, Splitska banka, or Zagrebacka 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 Gruz. Banks usually work from 8-7, with limited hours on Saturdays. Banks are closed on Sundays. Bank tellers are used to doing business with tourists and they speak English.

There are also many ATMs all over Dubrovnik. You will find many in Pile area or in the Old Town. On each ATM you can see all type of cards you can use to withdraw money. MasterCard, American Express, Visa, and Diners are widely accepted in Croatia. You can also find money exchange offices in Dubrovnik. The most convenient to use are those in the Old Town, on the main street called Stradun. You can also exchange your money in most banks, if necessary.

Your peer mentor will additionally inform you about this topic.

### **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. We don't have the luxury of space as in USA.

Working hours of shops: usually from 8:00 am – 8:00 pm, on weekends it depends

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.

## **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 application forms. You need to take your photo and application to the bus kiosk in Pile (right across night club Fuego). 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 5th each month. To do this, take the carton from application and take it to college for stamping. You just show the stamped carton 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.

Please note that in case there is excessive rain falling for couple of days in Dubrovnik, the water might change color and then it is not advisable to drink it until it clears out. This happens due to porous soil which contaminates the water when there is extensive rain.

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 less than \$10. Students here usually eat at student restaurants (“menza”), where Croatian students have subsidized prices.

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:

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 Cable Car Station

\*Food delivering (020 429 595)

Oliva - a pizzeria which serves pizzas, pastas, and salads. They also sell pizza cuts for 15kn. Directions: the pizzeria is on the last small street on Stradun, on the right.

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. The prices range from 40 - 90 kn per dish. 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.

Vegetarian:

Nishta - this is a small restaurants 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 (Palmotićeva). 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 (Palmotićeva). Once on Palmotićeva, 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.

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. You can have a meal there for 35 kuna; they usually offer a number of meals to choose from, from 10:00 am to 3:00 pm. Directions: the restaurant is located on a street on the right hand side of Stradun. The address is Miha Pracata 4 and the phone number is 020 324 841.

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 Tomy store.

\*Food delivery (020 412 511)

Falcone – pizza and grill restaurant placed in popular „Burbon street“ (Bana Josipa Jelačića)

\*Food delivery (020 357 000)

#### 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.

\*\* 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.

\*\*\*\*\*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**

There is not a lot of choice, smaller shops, and vendors are not acting like typical American vendors; service is provided with less enthusiasm. The custom is to say hi while entering and bye while exiting the store. Almost all shops work from 8-20 and almost all grocery stores work from 7-21. You can't buy food after 9:00pm except in restaurants. Selection is limited compared to the U.S.

In Croatian restaurants there is no doggy bag concept, portions are smaller as oppose to the U.S.; there is not a lot of fast food options, but there are a lot of bakeries where you can buy snacks, pastry, etc.. There are pizza places and some restaurants deliver at home.

- Grocery shops – not very large, not so many choices like in the U.S. Some products you have in the U.S. will not be in our stores, some are maybe packaged differently, ask for someone to help out.
- 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.

- News and Publications - The International Herald Tribune, The Economist, Business Week and other English language papers are available at selected locations. RIT's library also has some of these publications available.

### **Information about Expenses**

When making purchases of food items, please keep in mind that the price/quantity ratios are much different here than in the States. Most of the food prices are similar, but the package size is a couple of times smaller for most items here therefore you end up paying more for less.

Mobile Phones – SA Specialist and or peer mentor will help you out in terms of finding what the cheapest options are in terms of getting a mobile phone/prepaid card here in Dubrovnik.

If you have a 3Band mobile device, it will function here in Croatia as well.

- 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 "Vip" - <http://www.vip.hr/>
- Mobile provider "Tele 2" - <http://www.tele2.hr/>
- Mobiel provider "Tomato" - <http://www.tomato.com.hr/naslovnica>

### **Fitness in Dubrovnik**

Musculus: fitness center Musculus has a big gym and offers a variety of programs like pilates, yogalates, aerobic, boot camp, body styling, tae bo, etc. RIT Croatia students receive a 15% discount on gym usage. The price for unlimited use is 300kn.

Address: Massarykov put 7, Lapad

### **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 RIT students, and at the same time RIT Croatia students, 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. Using washing machine in the apartments– make sure that your landlord gives you instructions on how to use the washing machine to wash your laundry because Croatian ones function differently than the USA ones.

### **Laundry**

You may have your clothes laundered by the hotel but the prices may be higher than you may expect. If it is charged by bag, then you might combine clothes from multiple rooms. If the prices at the hotel are too steep, there is a laundry mat across the street from Hotel Bellevue. It is called “DEA Praonica” and the street is “Pera Čingrije”. The price for a small load of laundry (approx. 5 kg) is 90 kuna and the price for a large load (approx. 7 kg) is 115 kn. The prices include washing, drying and folding. Ironing is not included and can be arranged separately.

### **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 your SA group and meet new people even on an individual basis. Smoking in front of the building rule, building layout, who is where.

Spring BBQ - all Study Abroad students are invited to the Spring BBQ.

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).  
For example, to call RIT Croatia from the States, dial: 011 385 20 433 000.

To call the US from Croatia dial 001, and then the area code followed by the number.

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

US Embassy is in Zagreb (the capital of Croatia)

2 Thomas Jefferson Street

10000 Zagreb

Phone; 01- 661-2200; fax 01- 661-2300; [www.usembassy.hr](http://www.usembassy.hr)

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

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

## **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

Nikolina Šimunović      Student Services Assistant  
Ground floor      nikolina.simunovic@croatia.rit.edu

#### Academic Services

Draženka Franić	Academic Adviser	Room 41	drazenka.franic@croatia.rit.edu
Ana Maria Šimundić	College Ombudsperson	Room 41	anamaria.simundic@croatia.rit.edu

#### Career Services, Study Abroad and Alumni Relations

Petra Vodopija Borković      Career Services & Study Abroad Specialist  
Room 42      petra.vodopija-borkovic@croatia.rit.edu

#### Events Management

Christina Petrović      Events Manager & Assistant to the President  
Room 42      christina.petrovic@croatia.rit.edu

Finance and Human Resources

Ivona Labaš Director of Finance, Facilities and ITS Room 44 [ivona.labas@croatia.rit.edu](mailto:ivona.labas@croatia.rit.edu)

Dubravka Radiš Finance & Accounting Specialist Room 42 [dubravka.radis@croatia.rit.edu](mailto:dubravka.radis@croatia.rit.edu)

Jelena Zvono Human Resources Manager & Ministry Liaison

Room 44 [jelena.zvono@croatia.rit.edu](mailto:jelena.zvono@croatia.rit.edu)

Recruitment and Enrollment Office

Petra Grčić Undergraduate Admission-

Recruitment & Enrollment Specialist Room 33 [petra.grcic@croatia.rit.edu](mailto:petra.grcic@croatia.rit.edu)

Irena Ljubišić Undergraduate Admission-

Recruitment & Enrollment Specialist Room 33 [irena.ljubisic@croatia.rit.edu](mailto:irena.ljubisic@croatia.rit.edu)

Information and Technology Services (ITS)

Mario Ljubišić Facility Manager & ITS Specialist Room 47 [mario.ljubisic@croatia.rit.edu](mailto:mario.ljubisic@croatia.rit.edu)

RIT Croatia Office at RIT Main Campus Rochester

Maureen Shannon Program Coordinator RIT [masisr@rit.edu](mailto:masisr@rit.edu)

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

## **PRESIDENT & DEAN**

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

Don Hudspeth, President and Dean, [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 Christina Petrović, Assistant to the President, located in room 42.

## **STUDENT OMBUDSPERSON**

The OMBUDS OFFICE is located on the third floor, room 41:

Ana Maria Šimundić, [anamaria.simundic@croatia.rit.edu](mailto: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.

## **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:
  - 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. listening to music (except via headphones)
  - e. disruptive activities
5. Be careful during the operation of each computer.
6. Since computers are expensive to repair or replace, all students must follow the instructions for operating the computers and be careful not to damage them. The following rules apply to the operation of computers
  - a) Report any malfunctions or damaged equipment to the lab monitor immediately.
  - b) Do not alter computer settings in any way.
  - c) Do not attempt to fix anything yourself, not computers nor the printers.
  - d) Do not disconnect the computers, cables or equipment.
  - e) Do not connect laptops in the local area network outlets.
7. Please note that the lab computers are set to restart when they have been idle for 20 minutes. Upon restart or shut down anything saved on the Desktop, put in the Recycle Bin or saved on the C Drive will be erased. Therefore you must save all personal work on floppy disks or USB sticks as any work left on the hard drive may be accessed and deleted from the memory.
8. It is possible for other students to find your work on a lab computer and to copy it and hand it in as their own. If the professor discovers two papers which are alike, you will both receive a 0 for your work. Therefore, you must save your school work on floppy disks or a USB stick and delete it whenever you leave the lab.

9. 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.
10. When the lab is full, limit yourself to academic work so that each student has adequate time to use the computers.
11. Classes and exams have priority for use of the labs, so 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.
12. 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.

## **LIBRARY**

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

Phone: (020) 433-040

E-mail: library@acmt.hr

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 in the mail folders 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.

**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. 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 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.

Yes

Da

Good Evening

Dobar večer

No

Ne

Good night

Laku noć

How are you?

Kako ste?

Pleased to meet you

Drago mi je

Fine Thank you, and you?

Dobro hvala, a vi?

Thank you

Hvala

Good Morning

Dobro jutro

Your welcome

My name is...

Molim

Moje ime je...

Good, alright, fine

I am ... old

Dobro

Imam ... godina

Good Afternoon

Dobar dan

Can you help me?

Možete li mi pomoći?

I'm lost.

Izgubljen (m.) / izgubljena (f.) sam.

I'm hungry.

Gladan (m.) / gladna (f.) sam.

I'm thirsty.

Žedan (m.) / žedna (f.) sam.

Don't mention it

Nema na čemu

Please

Molim

Good Bye

Doviđenja

## HANDOUTS

- City Map of Dubrovnik
- Dubrovnik guide
- Bus schedule
- Master schedule, Academic calendar
- Phone numbers and emergency procedure
- Emergency number card, laminated, pocket size