

# ACADEMIC CODEX

## Part I: Introductory Provisions

### A. Fundamental Principles

Anglo-American University honors the following principles and values in all its activities and operations aiming towards the fulfillment of its mission and vision. This Academic Codex is built on these principles and values and is designed to ensure that these principles, values, and academic freedom guide AAU and the diverse members of the AAU community through both ongoing development and daily activities.

#### 1. Mission

Graduates of Anglo-American University are prepared to make a positive difference addressing local, national and international challenges through the analysis and application of current and developing knowledge in the context of a globalized world.

#### 2. Vision

AAU aspires to be a leading university in Czech Republic recognized for innovation and quality in teaching and learning in English with a commitment to societal excellence in a globalized world.

#### 3. Values

- i. **Academic excellence:** Conduct quality programs based on innovative practical learning and maintenance of a qualified and diverse faculty.
- ii. **Personalized education model:** Utilize seminar and project based education styles with strong focus on individual needs to develop knowledge based and creative problem solving skills. Prepare students for life and career success.
- iii. **Student-focused:** Exhibit behavior, and/or make decisions that demonstrate the importance of all students (degree-seeking and study abroad) as key stakeholders of the university. Seek to actively contribute to their personal success.
- iv. **Diversity, Inclusivity and Multiculturalism:** Engender a multicultural campus environment. Encourage diversity of the student body, faculty and staff. Treat each person with dignity.
- v. **Innovation and flexibility:** Promote open discussion and support academic freedoms. Actively seek original thought from students, faculty and staff to encourage innovative solutions in the classroom, to improve efficiency of operations and to strengthen academic programs. Adapt well to change.
- vi. **Not-for-profit University:** Operate excellent affordable education by maintaining qualified faculty, professional administration staff, and cooperating with external partners that communicate and collaborate with integrity as team players. Any eventual profit shall be reinvested into enhancing the quality and scope of provided educational services and to supporting the needs of AAU students.

#### 4. Statement on Academic Freedom

Anglo-American University's educational, research, advisory and other academic duties are rooted in a deep respect for **academic freedom**, the observation and promotion of which we consider to be one of our major values. Freedom of speech, learning, teaching, thought and research along with the right to express or challenge one's opinion represent the fundamental components of AAU academic freedom for faculty, staff and students. The academic, ethical and moral responsibility of AAU educators and researchers toward the students, AAU's academic community, and AAU as an institution represent an integral part of the concept and conduct of academic freedom at Anglo-American University.

#### 5. Statement on Diversity

Anglo-American University values and encourages diversity of its student body, faculty and staff. Its leading principles are democracy and the treatment of each person, no matter their background and point of view, with dignity and respect. AAU is proud to be a university with an international, multicultural and

multi-ethnic academic community. Its policies, principles and codes, educational and teaching philosophy, and performance as well as all other operations and work correspond to the university's definition of values, among which diversity is one of the most important.

## **B. Effectiveness**

This Academic Codex must be approved by the Board of Trustees. The Codex comes into effect upon registration with the Ministry of Education, Youth and Sports (hereinafter referred to as 'Ministry'). The Secretary of the Board of Trustees will ensure this document is registered with the Ministry within 10 days of confirmation by the Board of Trustees as well as distributed to all parties addressed within the Codex and posted in the appropriate section on the AAU website.

## **C. Amendments**

This Academic Codex shall be updated on an annual basis, as required by the University Statute and according to the procedures set forth herein.

- i. No later than 1 February of each year, the Provost shall appoint an Academic Codex Revision Committee. This Committee shall seek input from AAU stakeholders on possible amendments to this Codex and shall present an initial draft of the revisions to the Provost's Collegium for preliminary review and approval no later than 60 days prior to the Spring semester session of the Academic Council. If the Codex is not approved in form at the initial meeting, another meeting will be called for the following week, and, if necessary, the subsequent week in order that the Codex may receive approval from the Provost's Collegium prior to the distribution schedule as detailed below. Should the Provost's Collegium fail to approve the Codex during these meetings, the draft Codex, along with commentary, will be circulated.
- ii. No later than 45 days prior to the Spring Term session of the Academic Council, the Provost shall circulate the initial draft of the revisions for comments to:
  - (a) The President;
  - (b) The Faculty Senate;
  - (c) The Alumni Council;
  - (d) The Academic Affairs Committee of the Board of Trustees;
  - (e) The Governance and Evaluation Committee of the Board of Trustees, and
  - (f) The Student Council,
- iii. Each of whom shall have no less than 30 days to submit written comments to the draft Codex. Such comments are to be submitted to the Provost who shall ensure that all comments are considered by the Academic Codex Revision Committee and the Provost's Collegium.
- iv. At its Spring Semester session, the Academic Council shall consider the revised Academic Codex submitted to it by the Provost, and shall approve the Academic Codex for the following Academic Year and recommend it to the Board of Trustees for final ratification at its June session. In the event that the Academic Council fails to approve the Academic Codex at its Spring Semester session, the Chair of the Academic Council shall take such measures as shall be necessary to ensure that the Academic Codex is approved by the Academic Council in time to be ratified by the Board of Trustees at its June session.
- v. The Board of Trustees will amend the proposed draft of the Academic Codex approved by the Academic Council only for cause shown and shall, prior to registration with the Ministry, inform the Provost's Collegium and the Academic Council of any such change in writing, with the reasons for the change described with particularity.

## **2. Exceptions**

Some of the provisions of this Academic Codex may not apply in relation to certain matters specific to academic programs where AAU is not the degree-granting institution. In the case of a conflict between

this Academic Codex and the provisions governing such programs, the provisions governing such programs shall take precedence over the provisions contained herein.

### 3. Autonomous Academic Institutions

The provisions of this Academic Codex are intertwined with the activities of AAU’s four autonomous academic institutions, namely the Academic Council, the Faculty Senate, the Student Council and the Alumni Council. The governing documents of these institutions are attached as follows:

Annex A: Academic Council By-Laws

Annex B: Faculty Senate By-Laws

Annex C: Student Council Constitution

Annex D: Alumni Council By-Laws

## Part II: Faculty Code

### A. Faculty

#### 1. General Provisions

- i. The faculty of AAU is comprised of those persons who are engaged at AAU in pedagogical, research, development and other academic activities.
- ii. Faculty is engaged at AAU generally as permanent faculty on the basis of an employment contract, as adjunct faculty on the basis of agreement on work performed outside an employment relationship, or as external faculty and is assured of all benefits detailed by the Labor Code and the Higher Education Act (hereinafter referred to as ‘Act’), as well as of all benefits offered to general AAU employees in accordance with their position.
- iii. Faculty ranks are awarded in teaching and research tracks and are listed in the following table. The ranks can be further divided into degrees within respective ranks. Detailed guidelines are set out in the Hiring and Promotion Policy.

<b>Permanent Faculty – teaching and research track</b>
Lecturer
Senior Lecturer
Distinguished Senior Lecturer
<b>Adjunct Faculty – teaching and research track</b>
Adjunct Lecturer
Adjunct Senior Lecturer
Adjunct Distinguished Senior Lecturer
<b>External Faculty</b>
Research Fellow

#### 2. Hiring

- i. Permanent Faculty members are appointed by the Provost on the nomination of Hiring and Promotion Committee according to the Hiring plan.
- ii. The Hiring plan sets out the number of positions in respective ranks to be opened at individual schools in the next three academic years and is revised annually by the Board of Trustees at its spring meeting.

- iii. The Hiring and Promotion Committee has no less than 4 members and is appointed ad hoc by the Dean where the faculty member will predominantly teach. The Committee must consist of the respective Department Chair, an expert from outside AAU and AAU permanent faculty members.
- iv. Adjunct and external faculty members are appointed by the Provost on the nomination of the respective Dean in consultation with the respective Department Chair.
- v. Newly hired permanent faculty members in both the research and teaching track shall obtain a fixed-term contract for up to 3 years. For good cause the Provost may decide to offer an open-ended contract.
- vi. The fixed-term contract can be renewed twice following a review of the Hiring and Promotion Committee before a final decision is made on hiring the faculty member on an open-ended contract or terminating the employment relationship.
- vii. Should the faculty member be hired to a higher rank than an entry level position the consent by Academic Council is required. In such case, the faculty member will be assigned the minimum number of service points reflective of the respective rank as set out in the Hiring and promotion policy.

### **3. Performance review and promotion**

- i. Faculty members are promoted by the Provost on the recommendation of the respective Dean, with the approval of Academic Council and within limits set out in the Hiring plan.
- ii. The Hiring plan sets the limit for overall increase in faculty compensation in each academic year.
- iii. Performance of faculty members is reviewed every year by the respective Dean in cooperation with the respective Department Chair.
- iv. Adjunct faculty members are reviewed in the areas of teaching and service. Based on the review the Dean may decide to renew the contract.
- v. Permanent faculty members are reviewed in the areas of teaching, service, and public outreach. Permanent faculty members in the research track are also reviewed in the area of research. Based on the review the Dean may propose to the Provost a salary raise for exemplary performance or a cut in the variable part of salary up to the amount of last salary raise if expectations are not met.
- vi. Every three years or more often if the Dean finds it appropriate permanent faculty members should be reviewed according to the Hiring and promotion policy by the Hiring and Promotion Committee. Based on the review, the committee may recommend to the Dean a promotion of the faculty member.
- vii. The requirements for respective ranks and degrees are based on service points gained at AAU and a peer assessment by the Hiring and Promotion Committee. Details are set out in the Hiring and promotion policy.
- viii. The Hiring and Promotion Committee may consider previous academic career at an accredited institutions as equivalent to AAU service points.
- ix. The assessment should be conducted holistically. Failure in one or more partial criteria should not disqualify a candidate from being promoted if he/she excels in other areas.

### **B. Faculty Responsibilities**

- i. Specific faculty obligations are elaborated in the contract and in the Faculty handbook of their respective school(s).
- ii. General faculty obligations require faculty members to engage in ethical conduct and respectful communication; co-operate with Department Chairs, Deans, AAU committee members and other members of the AAU community; uphold AAU's mission statement and values; encourage diversity and uphold academic freedom within the classroom; participate in peer reviews and student evaluations; and, to the best of their abilities, as dictated by the school's resources,

respect, maintain confidentiality, and provide necessary accommodations for students with special needs.

## **1. Class Cancellation**

- i. Class cancellation is not encouraged and should be limited to two per semester; faculty members should propose appropriate substitutes to the respective Department Chair if possible. If extenuating circumstances, such as serious illness, should arise that require more than two cancellations, arrangements must be made with the respective Dean(s). Class cancellations should be limited to situations that are unexpected and urgent and should not be used for holidays or unnecessary events.
- ii. The Dean and Department Chair must be informed in advance or as soon as feasibly possible if an emergency makes advance notice impossible. Proper notification consists of an e-mail addressed to the respective Dean(s) with the course code, name, date and time of the class listed; the receptionist should be included in the copy.
- iii. All cancelled classes must be made up.
- iv. Faculty members are responsible for arranging the make-up session. Make-up dates may not be determined without consulting the affected students, the respective Department Chair, and the Dean. No required in-class assignments, quizzes, tests, etc. may be scheduled for a make-up session.

## **2. Communication**

- i. All faculty members are required to check their AAU e-mail regularly and respond promptly.
- ii. Faculty members are required to use the aauni.edu e-mail address when communicating with their students; they should address the students at their respective aauni.edu accounts.
- iii. Faculty members are required to inform the Dean of any specific student requests, and/or problems with student performance. Specifically the lecturer must inform the Dean by the end of the sixth week and again by the end of the tenth week of any student who is on track to fail.
- iv. Faculty members are required to immediately communicate any activities that violate the Standards of Conduct and Discipline Code or school standards to the Dean.

## **3. Course Development and Maintenance**

- i. All faculty members are required to use the AAU syllabus template as specified in The Provost's directive.
- ii. All course syllabi must be presented to the Department Chair for review and modification guidance and then to the respective Dean for approval by the date established by the School, and in any case no less than one month before the start of the semester. See Section 4 for further details.
- iii. Consultation hours for each faculty member must be listed in the syllabus and available to students at the instructor's School.
- iv. Faculty members must submit their course grades, final assessments, attendance sheets, tests, and other documents specified by their School by the deadline(s) established by the School.
- v. Faculty members cannot excuse a student's absence. Students must be directed to their Dean.

## **4. Assessment**

- i. Assessment techniques and structure (weights of individual elements) have to be linked to course learning outcomes and clearly specified in the course syllabus. They also have to be presented and explained in the introductory session.
- ii. Students are to be informed in advance what aspects of their performance will be assessed in individual assignments and what will be the weight of individual elements. It is recommended to provide students with the rubric that will be used for assessment.

- iii. Assessment of coursework at AAU must be early, continuous and diverse:
  - (a) Students should receive feedback on their performance early in the semester, by the fifth week at the latest;
  - (b) Students should receive substantive and appropriate written feedback on all assignments;
  - (c) All courses should be assessed minimally by three substantive pieces of student work distributed over the semester;
  - (d) No single assessment piece should represent more than 50% of the final course grade.
- iv. To maximize the learning experience, it is important to inform students about their up-to-date performance in class throughout the semester. Reports due to the Deans in the sixth and tenth weeks regarding underperforming students should also be shared directly with the affected students.
- v. Faculty members must regularly correct assignments submitted throughout the semester. Comments and feedback must be supplied to the students within two weeks.

## **Part III: Study and Examination Code**

### **A. Basic Provisions**

#### **1. Academic Year**

- i. The duration of the academic year is 12 months.
- ii. The academic year is divided into 4 semesters, of which two are obligatory (Fall and Spring) and two are voluntary (Summer and Winter).
- iii. The Academic Calendar for each academic year shall be published on the AAU website no later than the first day of the preceding Spring Semester.
- iv. The Provost's Collegium shall establish the policies and procedures for course registration which shall be available in the Student Handbook and on the AAU website.

#### **2. Study Programs**

- i. Both bachelor's and master's programs are taught at AAU.
- ii. Each program of study ("Study Program") is defined by the following elements:
  - (a) the name, the nature of the diploma or degree granted upon successful completion of the program;
  - (b) the accreditation of the program and the terms thereof, divisions (if any) and characteristics of any specializations within the program structure, and a timetable for completion on a full-time or professional weekend studies format;
  - (c) academic objectives and outcomes of the program and a corresponding profile of the graduate;
  - (d) detailed information of the courses offered;
  - (e) faculty members and their academic profiles;
  - (f) requirements for admissions into the program;
  - (g) requirements for program completion including the State Exam and thesis requirements;
  - (h) the method of assessment of study results and outcomes.
- iii. Modifications of Study Programs that do not require approval by respective accreditation authorities are conducted by respective School Curriculum Committees. Substantive modifications that require additional approval, as well as proposals of new programs, must be processed according to the Provost's directive.
- iv. All courses taught at AAU are approved by respective School Curriculum Committees or other universities guaranteeing respective Study Programs.

### **3. Catalog and Student Handbook**

- i. Each academic year, AAU shall publish a Catalog including information about each Study Program offered by the University and all applicable policies. The Catalog shall be made available on the AAU website or in print.
- ii. AAU shall annually publish a Student Handbook including information about policies and procedures relevant for students studying at AAU.

## **B. Study**

### **1. General Provisions**

- i. An applicant matriculates as a student on the first day of the first semester in which he/she is enrolled in courses as part of a Study Program taught at AAU.
- ii. Students (both undergraduate and graduate) are classified according to the number of credits they have completed:
  - (a) 1st year students – completed fewer than 30 US credits.
  - (b) 2nd year students – completed a minimum of 30 but fewer than 60 US credits.
  - (c) 3rd year students – completed a minimum of 60 but fewer than 90 US credits.
  - (d) 4th year students – completed a minimum of 90 US credits.

### **2. Students' Rights and Duties**

- i. Students have the right to study one or more programs.
- ii. Students may choose courses and create an individualized study plan according to the parameters of the accredited Study Program.
- iii. Students may choose the section of the course they enroll in if there is more than one section available.
- iv. Students are entitled to take their examinations in alignment with the Study and Examination Code.
- v. Students are entitled to progress to and register for the next level of their Study Program upon completing the established requirements.
- vi. Students may propose their thesis topic.
- vii. Students may use IT technologies and equipment according to AAU's internal regulations.
- viii. Students are entitled to receive a scholarship provided by AAU if they meet the conditions set forth in the Scholarship Code.
- ix. Students are entitled to special accommodations as requested by their medical provider, upon submission of the documents to their Dean, and within the capacity of AAU.
- x. Students are responsible for regularly checking their AAU e-mail and responding promptly.
- xi. Students must undertake advising and register for courses for each obligatory semester.
- xii. Students are governed by and must conform to the parameters established in their Study Program, the Study and Examination Code, and all other internal regulations.
- xiii. Students further must:
  - (a) pay tuition and fees;
  - (b) inform the university of any changes to their address or phone number within 7 days of the change;
  - (c) attend meetings when established by the Dean, the Provost, the President, or any other institutional member entitled to address the student's academic performance and student status.

### **3. Decisions on Students' Rights and Duties**

- i. Administrative decisions listed below must be issued in writing and delivered in person and to the students' university e-mails.

- (a) Interruption of studies;
  - (b) Granting of a scholarship;
  - (c) Termination of studies due to the failure to fulfill the academic requirements of the Study Program;
  - (d) Disciplinary misdemeanors;
  - (e) Expulsion of students.
- ii. If the written notification is returned the student will be notified by e-mail; notification will be deemed effective immediately.
  - iii. The students may appeal all administrative decisions. The appeal must be submitted to the body that issued the decision no later than 30 days after delivery.
  - iv. The body may only grant the appeal by altering the decision or annulling it. Should a denial of the appeal or other action be desired, the appeal will be passed to the Provost. The Provost can alter the decision only if it is in violation of the law or internal regulations.

#### **4. Study Extension**

- i. Students who have fulfilled all requirements of their Study Programs except for Graduation Examination may obtain a study extension by submitting a completed Study Extension form to the Student Services Center.
- ii. The study extension will be issued to students with no arrears in tuition or other payments to AAU.

#### **5. Non-Degree-Seeking and Auditing Students**

- i. Individuals who are not seeking a degree but who wish to take courses for professional or personal development or for transfer to another institution may do so without going through the complete admissions process. Students may take courses for credits at standard tuition rates, or not for credits as auditors at reduced rates.
- ii. Auditing students receive neither credits nor a grade for the course. Grading and evaluation of work may be done by the faculty on a voluntary basis.

#### **6. Individually Directed Courses**

- i. Students may apply to register individually directed courses by petitioning their Dean.
- ii. Individually directed courses may be requested by students only when they are in their final obligatory semester, neither the course nor an appropriate substitute course is available, and
  - (a) they have previously failed it, or
  - (b) the course was not available in the previous obligatory semester.
- iii. Individually directed courses cannot be audited.

#### **7. Advising and Registration for Courses**

- i. It is the student's obligation to initiate contact with their respective Dean to begin the Advising and Registration process.
- ii. Only students with no arrears in tuition or other payments to AAU may register for any courses. The President may waive this requirement on the recommendation of the Dean of the Study Program.
- iii. A student may register for courses for each subsequent semester only when on track to have fulfilled all prerequisite requirements. The Dean of the Study Program may conditionally waive this requirement for good cause.
- iv. During obligatory semesters, students can take up to five courses. During the Summer Semester, students may take one course in the first session, and up to two courses in the second session. In the Winter Semester students may take one course. Students with a grade point average (GPA) of 3.5 or higher may petition their Dean to take up to six courses in an obligatory semester.

- v. Bachelor's students who have completed at least two years of study (60 credits) and have a GPA at or above 3.5 can take a course at the master's level as an elective with the approval of the Dean. Credits received by a bachelor's student for master's courses satisfy bachelor's program requirements but cannot be applied towards the student's study at master's level. Bachelor's students pay the master's tuition fees for master's courses.

## **8. Add/Drop, Withdrawal**

- i. Students may add or drop courses before the end of the add/drop period stated in the Academic Calendar. Students may drop courses for which they have registered with or without replacement. Courses dropped during the add/drop period will not appear on the student's transcript.
- ii. The Dean may administratively drop a student from a course(s) if the student does not meet the prerequisites for the course or if he/she is restricted in the number of courses he/she can take due to academic probation.
- iii. Students who choose to stop attending a course after the end of the add/drop period may officially withdraw from the course by the withdrawal deadline listed on the Academic Calendar.
- iv. Students who withdraw from a course receive a "Withdrawal" (W) on their transcript. Failure to attend a course does not constitute a withdrawal. Students who stop attending courses without officially withdrawing will receive a "Failure to Withdraw" (FW), which is calculated as an F grade.

## **9. Attendance**

- i. Attendance at AAU courses is mandatory. Absences may only be excused by the Dean. Students are allowed at most 2 unexcused absences per semester. Absences above this limit may result in a decreased or failing grade from the course as specified in the syllabus
- ii. Should the student be absent from a class or Graduation Examination for relevant reasons (illness, serious family matters), he/she needs to submit an Absence Excuse Form supplemented with documents proving the reasons for absence to the Dean. Should a student be absent during the add/drop period due to a change in registration this will be an excused absence if they submit an Absence Excuse Form along with the finalized add/drop form. The form and documents must be submitted within one week of absence. The student is responsible for making arrangements with the instructor about make-up options as necessary.
- iii. The university recommends, as a minimal policy, that students who are absent 35 percent of the course should be failed or administratively withdrawn from the course if the absences are excused.
- iv. AAU respects that students may be of various religious orientations and AAU therefore accepts religious holidays as a justification of absence. The student must inform the instructor and his/her School of study about this fact during the add/drop period and is responsible for making arrangements with instructor about make-up options as necessary.

## **10. Grade Forgiveness**

- i. A student may choose to apply for grade forgiveness and retake any course previously taken at AAU. If this option is chosen and a course is retaken, only the last grade will be entered in the student's record and used to calculate his/her GPA (it is always the last grade, i.e. even if the student had a better grade before, he/she cannot choose to keep the earlier better grade and get 'Retake' for the worse later one). The initial course will remain on the student's transcript and be marked with a "Retake" (R). If the student retakes a course two or more times, grade forgiveness applies to all previous attempts, i.e. all previously taken courses will remain listed on the student's transcript and be marked with a "Retake".
- ii. Each student may apply for Grade Forgiveness three times. In the case the course that a student wishes to retake is no longer offered, the Dean will identify a suitable alternative.

## **11. Credit Recognition and Transfer**

- i. AAU recognizes credits from previous studies at institutions of higher education throughout the world, provided such institutions are fully accredited and their professional orientation and academic level correspond to the program offered at AAU.
- ii. Credit is recognized, based on sufficiently corresponding learning outcomes, in the form of a credit transfer and/or exemptions from specific courses of an AAU Study Program. AAU may only transfer credits obtained during previous studies that have not led to the obtaining of an official qualification.
- iii. In order to obtain credit recognition, the student has to provide the School of Study with an official transcript and course descriptions in English, or in a certified English translation, along with acceptable evidence of course content. Requests for credit recognition must be made during the first semester at AAU. To be accepted for a transfer, courses must have been completed with grades of C and better (or the equivalent).
- iv. Credit recognition is authorized by the Deans who may consult the respective Department Chair.
- v. A maximum of 45 credits may be transferred towards a bachelor's degree program at AAU. A maximum of 30 credits may be transferred towards a master's degree program at AAU.
- vi. AAU only transfers credits; grades earned during prior studies do not affect a student's GPA at AAU.

## **12. Course Waiver Exam**

- i. Students may petition for a Course Waiver if they have covered the relevant material before, but their work from previous studies does not carry any or sufficient credit value. The petition shall be submitted to the Dean of the respective School who makes the final decision whether the student will be allowed to take the Course Waiver Exam.
- ii. The Course Waiver Exam is an exam testing if the student meets the learning outcomes as defined for the course. The Exam is graded as Pass or Fail; 'Pass' being awarded if the student meets at minimum 70% of the requirements. If completed successfully, the student is waived the requirement to complete the course in question. The student does not receive any credits for the course and is required to take an alternative course for credits. The Dean determines which alternative courses can be taken instead.

## **13. Requested Interruption of Study Program**

- i. Interruption of studies is appropriate for students who are in good financial status with AAU and find they are not able to attend an obligatory semester.
- ii. An interruption of studies, and therefore of student status, begins on the date a finalized request has been submitted to the Student Services Center and ends on the last day before the start of the semester identified in the request. An interrupted student who wishes to return at the start of an earlier semester may submit a request to their Dean in writing; such requests will not be unreasonably denied.
- iii. An interruption shall not exceed 2 academic years during the course of study of one Study Program at AAU. Interruption due to maternity leave is not counted against the two years of allowed study interruption.
- iv. A student who has interrupted studies who neither (a) recommences the Study Program nor (b) obtains an extension of the interruption prior to the start of the next obligatory semester will be terminated according to C. 1. i. c.
- v. A student who has interrupted studies is not a student at AAU pursuant to the Act.

## **14. Academic Probation and Suspension**

- i. Students must maintain a minimum cumulative GPA of 2.0, or in alternate grading schemes the equivalent thereof, during their studies at AAU. If their GPA falls below this level, or if a student

- fails more than two courses during a semester, regardless of GPA, the student will be placed on academic probation.
- ii. The terms of academic probation require that the student, in each semester of probation:
    - (a) be limited to 3 or 4 courses per semester at the Dean's discretion;
    - (b) consult with the Dean's Office for guidance and assistance regarding methods of improving their academic status;
    - (c) earn a semester GPA of at least 2.0; and
    - (d) demonstrate the ability to achieve an overall GPA above 2.0 before graduation.
  - iii. If the student on probation fails to raise his or her cumulative GPA above 2.0 in two consecutive obligatory semesters, or if the students' obligatory semester GPA is below 2.0, he or she will be suspended from the university for a minimum of two obligatory semesters. The student may request to be reinstated after one semester of suspension by petitioning the Dean.
  - iv. During the suspension period, the student's studies are interrupted and the interrupted student is not a student of AAU pursuant to the Act. The period counts towards the limit in 13.iii.
  - v. A suspended student who neither (a) recommences the Study Program nor (b) upon his/her request obtains an extension of the interruption prior to the start of the next obligatory semester will be terminated pursuant to C.1.i(c).
  - vi. Should a student become eligible for suspension after having previously been suspended he or she has thereby failed to fulfill the academic requirements of the Study Program. In such case his or her studies will be terminated pursuant to C.1.i(c).

## **C. Conclusion of Study**

### **1. Termination of Studies**

- i. A student's Study Program is terminated and such a student ceases to have the status of a student at AAU upon the occurrence of any of the following:
  - (a) the student resigns from their studies by written notice to the applicable Dean in which case his or her termination is effective upon the delivery of such a notice to AAU;
  - (b) the student fails to fulfill the academic requirements of his or her Study Program, other than registration for courses, on the last day before the start of the next obligatory semester, in which case his or her termination is effective the following day;
  - (c) the student fails to fulfill the academic requirements of his or her Study Program by failing to register courses for the obligatory semester by the end of the Add/Drop period without being granted a study extension, in which case his or her termination is effective the following day.
  - (d) the student is expelled from his or her Study Program, in which case his or her studies are terminated as of the day when the decision of expulsion is final.
- ii. A former student who has terminated a Study Program and desires to be reinstated must reapply according to the standard admissions process. If admitted, such a student may petition the applicable Dean for the recognition or transfer of credits previously earned. The Dean shall decide about such a petition in accordance with the requirements of the relevant accreditation(s).

### **2. Completion of Studies**

- i. A student completes a Study Program by successfully fulfilling all of the requirements of the Study Program as specified in the accreditation of the Study Program.
- ii. Evidence of successful completion of a Study Program is a Diploma and a Diploma Supplement/transcript engrossed with the degree earned.

### 3. Graduation with Honors

- i. A student with superior academic achievement throughout his or her university career may be graduated with university honors. To be eligible for honors, the student must have a cumulative grade point average as well as his or her GPA from the Graduation Examination at or above the specific honors criterion. A minimum of 60 credits must be from AAU coursework and taken for letter grades. Categories of honors are cum laude (3.500 GPA), magna cum laude (3.700 GPA) and summa cum laude (3.900 GPA).

### 4. Theses and Publication

- i. Should a student's Study Program require a Thesis, in compliance with the Act, the Thesis will be made public on the AAU website and/or kept on file in the Library and as part of the academic archives. A thesis will be available in the office of the respective AAU School no less than five days prior to the relevant Thesis Defense.

## D. Grading Policy

### 1. Grading Systems

- i. Study Programs accredited by the Ministry use the U.S. grading and evaluation system complemented by the European Credit Transfer System ("ECTS") as specified below.
- ii. Students enrolled in the University of London International Programme of LLB studies shall be graded in accordance with the British grading method utilized by the University of London.
- iii. Students enrolled in the MBA Study Program shall be graded in accordance with the requirements promulgated by Chapman University, the degree granting institution. All courses must be taken for a letter grade.

### 2. Grades and Grade Points

- i. All final course grades as well as grades from State Exams and Thesis Defense are reported in the form of a letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, F) or a grade "Pass" (P) if the student has received credit for a course but no letter grade.
- ii. While student performance is differentiated within each letter grade, all students falling within any one such grade match the following qualitative criteria:

Letter Grade	Percentage Scale*	Grade points	Description
A	95 – 100	4.00	<b>Excellent performance.</b> The student has shown originality and displayed an exceptional grasp of the material and a deep analytical understanding of the subject.
A-	90 – 94	3.67	
B+	87 – 89	3.33	<b>Good performance.</b> The student has mastered the material, understands the subject well and has shown some originality of thought.
B	83 – 86	3.00	
B-	80 – 82	2.67	
C+	77 – 79	2.33	<b>Fair performance.</b> The student has acquired an acceptable understanding of the material and essential subject matter, but has not succeeded in translating this understanding into consistently creative or original work.
C	73 – 76	2.00	
C-	70 – 72	1.67	
D+	65 – 69	1.33	<b>Poor.</b> The student has shown some understanding of the material and subject matter.
D	60 – 64	1.00	
F	0 - 59	0.00	<b>Fail.</b> The student has not succeeded in mastering the subject matter covered in the course.

\*Decimals should be rounded to the nearest whole number

- iii. Students may also receive one of the following notations for a course on their transcript:

- (a) **W: Withdrawal**  
Students may withdraw from the course before a specified deadline. Students who withdraw receive “W” on their transcript and do not receive credit for the course.
  - (b) **FW: Failure to Withdraw**  
A student who stops attending a course without officially withdrawing receives “FW”. Such a student does not receive credit for the course.
  - (c) **R: Retake**  
If a student chooses to apply for Grade Forgiveness, the grade is replaced by “Retake”. Courses denoted “Retake” lose their credit value. Retake has no impact on a student’s GPA.
  - (d) **I: Incomplete**  
An “I” grade may be given to any student who has been unable to complete the required coursework by the last day of the semester but has made arrangements, satisfactory to the Dean of the student’s School, to fulfill all remaining course requirements within the agreed deadline. The deadline cannot be later than at the end of the following obligatory semester. A grade of “Incomplete” may also be assigned by an instructor if academic integrity is in question at the time grades are due and the instructor requires more time to resolve the issue.
  - (e) **AU: Audit**
- iv. Each student’s overall performance in a course of study is calculated in the form of a grade point average (GPA). GPA is the numerical average of all grades received (weighted by their credit value), including failed courses. Courses completed with “Pass” have no impact on a student’s GPA.
  - v. Grades from State Exams and a Thesis Defense conducted under applicable Czech law are the same letter grades as for individual courses.

### 3. Pass/Fail Policy

- i. Students in good academic standing may take up to one course per obligatory semester on a Pass/Fail basis, excluding courses offered only on a Pass/Fail basis. The total number of courses on a Pass/Fail basis cannot exceed 3 in BA programs and 2 in MA programs.
- ii. Some courses require letter grades only. Such restrictions are noted in the course descriptions.
- iii. The Pass/Fail option must be exercised officially with the Student Services Center no later than the end of the Add/Drop period and under no circumstances may it be changed later to a letter grade. Pass grades will not be calculated into a student’s GPA, although they will count as credits toward graduation. Fail grades will be calculated as any other F (i.e. 0.0).

### 4. Grade Appeal

- i. Professors, as experts in their fields, have the final authority in assigning grades to their students except for in cases involving clear evidence of capricious grading or failure to follow professional standards of the discipline.
- ii. A student may appeal personally to the instructor for an explanation of the grade and for possible reconsideration.
- iii. If, after consulting with the instructor, the grade dispute is not resolved or if the student has made a good faith effort to contact the instructor and has received no response, the student may appeal to the Dean of the School under which the course was offered. All grade appeals must be filed in writing within 30 days from the date that the grade was assigned. The Dean may deny the student’s petition, confer directly with the instructor of record in the course to resolve the dispute, or form a faculty committee to review the grade.
- iv. After the Dean's office notifies the student of its decision, the student has two weeks to request a review by the Provost. The student is no longer entitled to appeal academic judgment, but only an error in calculation or instructor misconduct. The Provost will render a final decision.
- v. Faculty members may change final grades after submission to the Dean only for clerical error. Additional work may not be assigned to enable the student to receive a higher grade.

## **E. State Exams and Thesis Defense**

### **1. Graduation Examinations**

- i. Graduation Examinations, conducted under applicable Czech law, are composed of a Thesis Defense and oral State Exams in the subject of study specific to the Study Program.
- ii. The particulars of State Exams and Thesis Defense shall be contained in the applicable section in the Catalog and Student Handbook.
- iii. State Exams take place three times a year, typically in January, June, and September.
- iv. The State Exams Committee shall be appointed by the Dean responsible for the applicable Study Program from a pool of examiners approved by the Academic Council for each Study Program. The committee has at least 3 members.
- v. Every student has the right to one regular attempt and two corrective attempts of passing the State Exams or Thesis Defense.
- vi. A corrective attempt cannot be made in the same term. If a student earns a passing grade from his or her State Exams or Thesis Defense, he/she cannot repeat it to improve the grade.
- vii. The examinations must be finished within 2 years of the fulfillment of all other requirements/conditions of study.
- viii. Students are eligible for undertaking the Graduation Examinations if they have fulfilled all other requirements/conditions of the Study Program and have a cumulative GPA above 2.00.
- ix. Students may not participate in the examination or defense without prior registration.
- x. AAU may cancel a student's registration for the Graduation Examinations if disciplinary proceedings have been started with the student.

### **2. State Exams**

- i. State Exam questions shall be made available to students no later than 6 months before the exam.
- ii. All State Exam questions are approved by the respective School's Curriculum Committees or other universities guaranteeing respective study programs taught at AAU.
- iii. State Exam results are written down in the form of a State Exam Protocol which contains the questions drawn by the students, the letter grades, and the date of the exam and is signed by all members of the State Exam Committee.

### **3. Thesis Defense**

- i. Students register for their Thesis Defense by submitting the thesis both in the form of a hard copy and electronically to their School of study.
- ii. Students must have access to their opponent's and advisor's reviews no less than 3 working days prior to the defense.
- iii. The results of the Thesis Defense are written down in the form of a Thesis Defense Protocol which contains a brief description of the defense, the letter grades, and the date of the defense, and is signed by all members of the Thesis Defense Committee.
- iv. If the student fails the defense, the protocol must state the reasons for failure and recommendations on whether it is possible to resubmit an amended version of the thesis or whether the student must submit a new thesis on a new topic.

## **Part IV: Standards of Conduct and Discipline Code**

### **A. Fundamental Standards**

- i. All members of the AAU community, all faculty, staff, students, governing entities, and affiliates are expected to respect and uphold the rights and dignity of others regardless of race, color, national or ethnic origin, gender, gender orientation, gender identification, age, religion,

disability, political affiliation, or socio-economic status. AAU values integrity, honesty, open and free communication and academic freedom, and strives to integrate these values into teaching practices, business dealings, and daily activities.

- ii. All members of the AAU community are expected to respect and uphold the integrity of the university and its values in their personal conduct as well as in their interactions with others.
- iii. All members of the AAU community are expected to abide by all applicable laws and university policies and uphold the standards of academic integrity and intellectual honesty expected of an educational community.
- iv. Adherence to these values makes each member of the community responsible for bringing suspected violations of applicable standards or regulations to the attention of the appropriate department. Raising suspected violations is a service to the community at large as it helps to maintain high academic standards and ensure the personal integrity expected of an AAU graduate.

## **B. Students**

### **1. Improper Student Conduct**

- i. Any faculty member or staff may, if a student engages in disruptive or other conduct unsuitable for a classroom environment of an institution of learning, require the student to withdraw from the room for the duration of the activity or for the day. Should such a demand be made, the circumstances shall be relayed by the instructor/administrator to both the Dean of the School of the instructor/administrator and of the student's School in writing within 24 hours of the incident.
- ii. Students may be subject to disciplinary hearings for acts of non-academic misconduct including:
  - (a) Violations of a university policy or specific university directive;
  - (b) Violations of an applicable law;
  - (c) Physical or verbal assault or threats;
  - (d) Sexual misconduct, sexual assault, sexual harassment, stalking;
  - (e) Theft of property or services, intentional or reckless property damage;
  - (f) Hate crimes and aggression motivated by race, sexuality, and religion;
  - (g) Drug or alcohol related intoxication while on campus;
  - (h) Document falsification – the discovery of a falsified admissions document prior to the start of studies will result in an automatic denial of admission, while discovery after the start of studies may result in expulsion and denial of re-admission;
  - (i) Impersonation of another;
  - (j) Computer Policy violations;
  - (k) Knowing or reckless exposure of another to significant danger;
  - (l) Any behavior that is substantially incompatible with common standards of respect and adult responsibility;
- iii. Students may be subject to disciplinary hearings for acts of violation of academic standards and study duties including:
  - (a) Plagiarism;
  - (b) Submission of bought papers or of work undertaken or previously submitted in another course;
  - (c) Cheating, attempts to cheat, introduction of or possession of tools that may help effectuate cheating in the examination room including but not limited to books, notes, phones, computers, microphones, or electronic or other devices capable of storing information, etc.
  - (d) Unpermitted collaboration;
  - (e) Giving or receiving unpermitted assistance on a take-home assignment or examination;
  - (f) Copying from, or allowing one to copy from, an examination or other piece of work;

- (g) Giving or receiving aid on any assignment where one should reasonably have been aware that such aid was not permitted;
  - (h) Undertaking activities that impact the academic environment or the sense of safety and security of a classroom;
  - (i) Undertaking activities that interfere with the study of other students;
  - (j) Acting in any other way that is substantially incompatible with common standards of academic integrity.
- iv. Any person may raise an allegation of improper conduct against a student. Such allegations should be brought to the attention of the Dean of the School under which the student is studying.

## 2. Disciplinary Procedures

- i. Upon receipt of an allegation of improper conduct the Dean shall:
  - (a) Inform the student of the allegations in writing;
  - (b) Provide the student with a two week period to acknowledge the validity of the claim or to refute the claim;
  - (c) Inform the student about the follow-up disciplinary procedure.
- ii. Unless the student denies the truth of the claim, the Dean may decide on the merits of the case regarding first offenses that are minor issues. Alternatively, the Dean may call an ad hoc committee to further address the matter and develop a resolution. The decision shall be communicated to the student within two weeks of the student's acknowledgement of the charges. If the student does not acknowledge the charges the Dean may make a decision with the available information one month after informing the student of the charges.
- iii. If the student denies the claims and/or the offense is not a minor first offense, the Dean must:
  - (a) Convene a Disciplinary Commission and notify the student of the time and location of the Disciplinary Hearing;
  - (b) Inform the student of their right to submit a written statement in support of their denial and/or to appear in person at the Disciplinary Hearing;
  - (c) Request of the student that a list of witnesses or documents to support their stance be immediately provided for invitation and/or consideration by the Disciplinary Commission.
- iv. Allegations of bought papers, intentional or consistent plagiarism, interpersonal threats or violence, whether it be verbal, physical or sexual, property damage, and other matters of a serious nature shall not be considered as minor issues.
- v. A Disciplinary Commission shall consist of the Provost or his/her designated individual, the Dean governing the student in question (unless otherwise involved), at least one other Dean, and a delegate from the Faculty Senate.

## 3. Disciplinary Penalties

- i. In the case of a first instance of misconduct of minor importance, a student may only be punished by a formal letter with a warning.
- ii. In the case of serious and/or repeated misconduct, a student may be punished by non-academic probation or expulsion.
- iii. The terms of non-academic probation may require that the student, within the test period determined by the Disciplinary Commission,
  - (a) Refrain from improper conduct; and/or
  - (b) Issue a Letter of apology; and/or
  - (c) Attend Counseling.
- iv. Students who violate the terms of non-academic probation will be expelled.

## C. Faculty

### 1. Allegations of Improper Conduct

- i. Anyone may submit a signed written complaint alleging a violation of Standards of Conduct to the attention of the Dean of the relevant School, who in turn will notify the Provost. Before submitting a formal complaint to the Dean, everyone is encouraged to consider informal means of resolving the behavior such as informal discussions with the faculty member, Department Chair, or the Dean.
- ii. Initial allegations of misconduct that are found to be false and maliciously motivated may themselves become the basis of a disciplinary action. No allegations made in good faith, however incorrect, will be the basis for discipline against a complainant, and efforts will be made to assure that no retaliatory actions occur over the good faith reporting of alleged misconduct.
- iii. Faculty may be subject to disciplinary hearings for any failure to meet the responsibilities of instruction and research including:
  - (a) Arbitrary denial of access to instruction;
  - (b) Significant intrusion of material unrelated to the course;
  - (c) Significant failure to adhere, without legitimate reason, to the rules of the faculty as set out in this Codex and the Faculty Handbook in the conduct of courses, to hold class, to keep consultation hours, or to hold examinations as scheduled;
  - (d) Evaluation of student work by criteria not directly reflective of course performance;
  - (e) An undue and unexcused delay in evaluating student work;
  - (f) Research related misconduct and/or intentional misappropriation of the writings, research, and findings of others.
- iv. Discrimination, including harassment against a student on political grounds or for reasons of race, color, religion, sex, sexual orientation, gender identity, ethnic origin, national origin, ancestry, marital status, pregnancy, physical or mental disability, or because of age or citizenship or for other arbitrary or personal reasons.
- v. Violation of the university policy.
- vi. Use of the position or powers of a faculty member to coerce the judgment or conscience of a student or to cause harm to a student for arbitrary or personal reasons.
- vii. Participating in or deliberately abetting disruption, interference, or intimidation in the classroom.
- viii. Entering into a romantic or sexual relationship with any student for whom a faculty member has, or should reasonably expect to have, academic responsibility (instructional, evaluative, or supervisory) in the future.
- ix. Exercising academic responsibility (instructional, evaluative, or supervisory) towards any student with whom a faculty member has a romantic or sexual relationship.

### 2. Disciplinary Procedures

- i. Upon receiving a report of misconduct, the Dean will
  - (a) Inform the faculty member of the allegations, including references to the time, place, others present, etc., when the alleged acts occurred;
  - (b) Invite the faculty member to make a response in writing regarding the allegations of misconduct within 10 days.
  - (c) Notify the Provost, should the accused be a Permanent Faculty member.
- ii. The Dean may conduct an initial inquiry to determine whether the allegations have merit and whether a formal investigation is warranted.
- iii. Based on the allegations, the initial inquiry (if any), and the response (if any) of the accused, the Dean shall make a decision falling into one of two categories within 21 days from receiving the complaint:
  - (a) That insufficient grounds have been presented to warrant further pursuit of the allegation and, therefore, that the accused will be subject to no discipline or only minor discipline.

- (b) That there is presumptive evidence for major discipline and that a formal investigation is warranted. If so, the Dean will notify the accused in writing summarizing the evidence received and the conclusions of the initial inquiry, if any.
- iv. If, in the previous step, the Dean determines that minor discipline is warranted, the final disciplinary action will, at that point, be taken by the Dean with the matter being subject to appeal to the Provost.
- v. If, in the previous step, the Dean concludes that grounds for major discipline may exist, the Dean will so notify the faculty member and will refer the matter to the Provost for investigation.
- vi. The Provost shall appoint a special Investigation Committee from individuals with knowledge and background appropriate to carry out the investigation.
- vii. In its investigation, the committee will be expected to talk with witnesses and review documentary evidence, secure necessary and appropriate expertise to carry out a thorough and authoritative evaluation of the relevant evidence, advise the accused of the evidence against him or her, and offer the accused a reasonable opportunity to respond and present evidence.
- viii. The committee will work towards reaching findings of fact in regard to the Dean's charge. If the committee finds facts that appear to constitute a breach of relevant AAU or general scholarly standards of performance or conduct, the committee's report shall state the nature of the breach and assess the seriousness of the breach.
- ix. After receiving the report with findings of fact from the committee, the Provost will reach a decision and determine the disciplinary action and the appropriate sanctions to be taken against the accused. The severity of the discipline will not exceed a level that is reasonably commensurate with the seriousness of the cause.
- x. The decision of the Provost may be appealed to the Faculty Senate. The Faculty Senate shall investigate the matter and submit a report including findings of fact, conclusions, and recommendations to the President for a final decision.

### **3. Disciplinary Penalties**

- i. The disciplinary actions or sanctions may include, but are not limited to, any of the following:
  - (a) Submitting a letter of apology;
  - (b) Reprimand;
  - (c) Reduction in variable part of salary;
  - (d) Reduction in rank;
  - (e) Termination of employment.

## **Part V: Scholarship Code**

### **A. Introductory Provisions**

- i. AAU disburses scholarships from financial resources stemming mainly from tuition, contributions, grants and sponsorships.
- ii. Scholarships are distributed at the discretion of the President. The President is authorized but not required, unless mandated by law, to release or distribute any funds for the scholarships set forth herein.
- iii. Unless stated otherwise in this Academic Codex, the Student Services Center issues and accepts the application forms for AAU scholarships. The deadlines and application procedures for each scholarship are detailed below.
- iv. Scholarships disbursed by AAU do not apply to MBA students, with the exception of MBA Alumni Scholarship, and auditing students, with the exception of Alumni Scholarship.

## **B. Types of Scholarships**

### **1. Merit Based Scholarship**

- i. A Merit Based Scholarship is awarded to a student for excellent study results, fulfilling conditions set forth by the President and published in the Scholarship Policy.
- ii. Merit Based Scholarships are awarded to students who have already completed at least 48 ECTS credits or 24 US credits at AAU.
- iii. A student's GPA is calculated cumulatively from the beginning of the studies of a program at AAU.
- iv. The Merit Based Scholarship can be only awarded to students who have taken at least 4 courses during the previous obligatory semester at AAU and have no "Incomplete." LLB students must take at least 3 courses and the scholarship only applies to AAU tuition. It does not apply to AAU fees and University of London tuition and fees.
- v. The value of the scholarship is calculated within 10 days after the end of the add/drop period of the semester to which the Merit Based Scholarship applies.
- vi. Students who register for the next semester prior to the end of the current semester are assigned tuition that does not yet reflect the Merit-based Scholarship. Eligible students that have already paid the tuition may select to receive either a refund or tuition credit for future studies.

### **2. MA Fellowship**

- i. MA fellowships are offered to the top three BA graduates, one each for the School of Business Administration, School of Humanities and Social Sciences, and School of International Relations. Each fellowship is awarded for tuition for 60 attempted credits and for up to 3 years of study. The fellowship does not cover fees related to the program. The fellowship is available for graduates up to one year after graduation.
- ii. Students on fellowship are required to provide up to ten hours of assistance to the School of Study weekly.
- iii. To apply for a fellowship, graduates must submit their CV, Transcript from their BA studies, an essay specifying their objectives in the MA studies and assistantship. Applications for fellowship are to be submitted to the Dean of the School providing the MA program they are applying to. Deadline for applications is July 1 of each year.

### **3. Alumni Scholarships**

- i. Anglo-American University offers scholarships to graduates of any programs of Anglo-American University, Anglo-American College, The New Anglo-American College in Prague, and Anglo-American Institute of Liberal Studies.
- ii. Alumni scholarship applies to any further programs of study as well as to any individual courses. Specific conditions are specified in the Scholarship Policy.
- iii. Alumni Scholarships apply to the first year of study only.

### **4. The Alan Levy Journalism Scholarships**

- i. Anglo-American University rewards the most committed students of the BA in the Journalism and Communications program for their contributions to the AAU student newspaper, *At the Lennon Wall*.
- ii. For each academic year, the scholarship in the amount of 100% of tuition is awarded for the program's four core courses, including but not limited to: Media in a Democracy, Digital Tools for New Media. The scholarship may be divided among more than one student.
- iii. Candidates for The Alan Levy Journalism Scholarship must be currently enrolled in or have successfully completed the degree program's required courses of Reporting I and Reporting II.

- iv. Candidates are identified most importantly by their quality of writing and time commitment to the student newspaper and especially to ALW's website: [www.lennonwall.net](http://www.lennonwall.net).
- v. The scholarship must be applied for in writing and submitted to the Dean of the School of Journalism and Communication by July 1<sup>st</sup> of the relevant academic year.

## **5. MBA Alumni Scholarship**

- i. Anglo-American University offers annually 4 MBA Alumni Scholarships in the amount of CZK 100 000 to its alumni. Selection is based on the GPA from their studies at AAU solely.
- ii. The scholarship must be applied for in writing to the Dean of the School of Business Administration during the admissions process.
- iii. MBA students are not eligible for any other scholarships offered for AAU students.

## **6. Special Scholarships**

- i. A Special Scholarship is a one-time scholarship which may be awarded to a student or applicant upon: (a) fulfillment of conditions announced by the President; or (b) fulfillment of conditions announced by the President on behalf of another provider.
- ii. The amount and conditions for the award of a Special Scholarship are announced by the President (in cooperation with another scholarship provider, if applicable) and are published in the Scholarship Policy.

## **7. Scholarships Granted by the Ministry**

- i. The Ministry grants an Accommodation Scholarship and a Social Scholarship.
- ii. Scholarships granted by the Ministry may be awarded to students who fulfil all the conditions announced by the Ministry and by the President.
- iii. The conditions for the award are published in the Scholarship Policy.
- iv. Applications for the Accommodation Scholarship or for the Social Scholarship for an academic year shall be submitted in writing to the Student Services Center by the end of the Add/Drop period of the Fall Semester (or by the end of the Add/Drop period of the Spring Semester if students start their studies in the Spring Semester).
- v. The Scholarships are funded by a contribution from the Ministry and awarded in the form of a money transfer, paid in arrears. They are not awarded in August.

## **C. Common Provisions**

- i. The President shall determine which scholarships shall be awarded, the criteria for awarding these scholarships, and the amounts of such scholarships no later than July 1<sup>st</sup> for the next academic year. The President's decisions shall be publicized in the Scholarship Policy on the AAU website.
- ii. Scholarships are not awarded retroactively. A student who would have been eligible for a scholarship but failed to apply in a timely manner has thusly waived any eligibility for the scholarship.
- iii. Scholarships are not awarded to students who have already completed 90 US credits in undergraduate study programs and 60 US credits in graduate programs.
- iv. Unless explicitly provided for otherwise, all scholarships are awarded in the form of tuition credits, i.e. crediting the amount of the scholarship to the student's tuition payments.
- v. Should a student be awarded more than one scholarship simultaneously, and/or the same scholarship repeatedly, all such scholarships may be awarded, unless the terms of the scholarship specifically state otherwise.
- vi. The number and amount of scholarships awarded is determined according to the number of students who meet the conditions for awarding a particular scholarship for a given period and with regard to finances available in AAU's scholarship fund.

- vii. A student who provides inaccurate or deceptive information on an application for a scholarship or in connection therewith shall be subject to a disciplinary proceeding under the Disciplinary Code.
- viii. Each student is obliged to inform the Student Services Center without undue delay of any and all matters which could influence the award or disbursement of a scholarship.

## Part VI: Financial Code

### A. General Provisions

- i. Registration for courses is open to students with no arrears in tuition or other payment.
- ii. Detailed procedures for registration and payment are elaborated in the Financial Policy.

### B. Tuition

- i. Students must pay tuition.
- ii. Students can apply for payment of tuition in installments. The conditions are specified in the Financial Policy. Payment in installment is not possible for auditing and new visa seeking students
- iii. Students who register and pay in full during the registration period set forth in the Academic Calendar are entitled to an early payment discount as specified in the Financial Policy. Early payment discount does not apply to MBA program and auditing students.
- iv. Students who recruit a new student that begins studying at AAU are entitled to a Recruitment discount of 10% on his/her tuition for the first semester in which the new student registers. This is only applicable if the recruiting student is listed in the new student's Application form as the Recruiter. Special provisions apply to the MBA program.

<b>Bachelor's Level</b>		
Tuition per credit	1 ECTS credit	CZK 2.000
	1 US / 2 ECTS credits	CZK 4.000
Bachelor's Program Total	90 US /180 ECTS credits	CZK 360.000
<b>Part-time (blended) study form</b>		
Tuition per credit	1 ECTS credit	CZK 1.333
	1 US / 2 ECTS credits	CZK 2.666
Bachelor's Program Total	90 US /180 ECTS credits	CZK 240.000
<b>BA (Hons) in Comparative Business Law with University of Wales</b>		
Tuition per credit	2 UK /1 ECTS credits	CZK 2.200
Bachelor's Program Total	360 UK / 180 ECTS credits	CZK 396.000
<b>LLB</b>		
Tuition per core LLB course		CZK 25.000
Tuition per AAU support course		CZK 12.000
LLB Program Total	12 core courses/3 support	CZK 336.000

<b>Master's Level</b>		
Tuition per credit	1 ECTS credit	CZK 2.300
	1 US / 2 ECTS credits	CZK 4.600
Master's Program Total	60 US /120 ECTS credits	CZK 276.000
<b>Part-time (blended) study form</b>		
Tuition per credit	1 ECTS credit	CZK 1.533
	1 US / 2 ECTS credits	CZK 3.066
Master's Program Total	60 US /120 ECTS credits	CZK 184.000
<b>LLM – Study Support Package</b>		
LLM – Study Support Package per semester		CZK 5.000

<b>MBA</b>		
Tuition per credit	1 US credit	CZK 8.600
Program Total	50 US credits	CZK 430.000

<b>Auditing students</b>	
Tuition	50 % of the base tuition
<b>University English</b>	
Tuition per semester	CZK 50.000
Program Total	CZK 100.000
<b>Intensive Academic English Program</b>	
Tuition per semester	CZK 36.000

### **C. Fees**

- i. Students must pay fees set out in the Financial Code as well as administrative fees set out in the Financial Policy.

<b>AAU and University of Wales / LLB Degrees</b>		
Admissions Fee	CZK 500	<b>First part CZK 500</b> Admissions fee is required in order to process the application.
	CZK 1.500	<b>Additional payment CZK 1.500</b> Admissions processing fee, payable at registration after acceptance.

Administrative Fee	CZK 4.500 (per obligatory semester) CZK 2.500 (per voluntary semester)	The fee is paid by students without permanent residence in the European Union/ European Economic Area.
Art Fee	CZK 600 / course	The fee is charged for Art courses. It covers tickets to performances, exhibitions, etc.
Study Extension Fee	CZK 4.000	This per semester fee is charged to students who do not register for classes but remain AAU students due to postponing their State Exams/Thesis Defense.
Graduation Fee	CZK 2.500	The fee is related to completion of studies. (State exam, Graduation Ceremony, Alumni club and other)

<b>Chapman University (MBA) Degree</b>	
Admissions Fee	CZK 4.500 (payable at the time of registration)
Degree conferral Fee	CZK 800 (payable no later than 1 month prior to graduation)
Textbooks and Instructional Material Fee	CZK 20.000 (payable together with tuition)