

# AAU Admission Policy

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## 1 Scope of the Policy

This policy regulates admission to 9 undergraduate and 3 graduate degree programs which are listed below. Special admission policies apply to programs offered in cooperation with other universities, specifically the common law and LLB programs, where the degree-granting institution is the University of London, and the MBA program, where the degree-granting institution is Chapman University.

### AAU's undergraduate programs:

- Business Administration
- Business Administration: Marketing and Communications Emphasis
- Business Administration: Strategic Marketing Analysis and Planning Emphasis
- Humanities, Society and Culture
- Politics and Society
- Jewish Studies: History and Culture
- Visual Art Studies
- International Relations
- Journalism and Communications

### AAU's graduate programs:

- Business and Law in International Markets
- Humanities
- International Relations and Diplomacy

Issued by: Petr Jan Pajas, President  
Issued on: October 1<sup>st</sup>, 2017  
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## 2 Types of Students and Programs

It is possible to study at AAU as a degree seeking student, as a short-term visiting student, or as an auditing student taking a specific course not for academic credit.

Degree seeking students can enter AAU as **freshmen** if they obtained no academic credits at a college/university level prior to their application to AAU or if they did obtain such credits yet do not want to or cannot have them transferred to AAU. Students with transferable credits enter AAU as **transferring students**.

Short-term visiting students coming from AAU's partner universities are called either **Erasmus exchange students** if they applied from a university with which AAU has an Erasmus+ agreement or **university exchange students** if their home university cooperates with AAU on a different type of bilateral agreement. Exchange students are the only group exempt from AAU's tuition and the application fee.

Short-term visiting students who come from non-partner colleges/universities are called **study abroad students**.

**Auditing students** are those who take specific courses for their self-enrichment without the benefit of a grade and academic credits.

## 3 Deadlines

The application process begins upon the submission of an electronic application form on AAU's website ([www.aauuni.edu](http://www.aauuni.edu)) followed by the payment of the application fee and the submission of all of the required documents which are listed below. Erasmus and university exchange students are exempt from the application fee.

AAU has a rolling admissions policy, which means that applications may be accepted at any time of the year. The admission process takes time though, and therefore AAU stops accepting applications for an upcoming term 1 week before its start for students who do not need a visa. Students with visa requirements are requested to apply no later than 10 weeks before the start of the term. The official visa processing time by Czech authorities is 60 days from an interview at the Czech embassy or consulate. Applicants who submit the application after this date will be considered for admission to the next term.

**In 2018 the respective deadlines will be:**

<b>Beginning of studies</b>	<b>Non-visa students</b>	<b>Visa students</b>
Spring term 2018	January 29, 2018	December 11, 2017
Fall term 2018	August 22, 2018	July 4, 2018
Fall term late intake 2018	September 21, 2018	August 3, 2018

Admitted applicants can commence their studies either at the beginning of regular fall intake (September), late fall intake (October), or spring intake (February). Study abroad and auditing applicants can also enroll in short terms in the winter (January) and summer (late May or June). Special deadlines apply to Erasmus and university exchange students who must submit their applications for the fall term by May 31 and for the spring term by November 15.

## 4 Application Procedure

The application procedure starts upon the submission of a completed application form on AAU's website. The receipt of your application is confirmed by an email in which you will be prompted to pay the application fee. If you have already processed the payment using a credit card or PayPal at the checkout, or apply as Erasmus or university exchange student, no action is needed.<sup>1</sup>

After AAU receives the payment, you will be contacted by an AAU's admissions specialist by email with a request for the provision of the electronic versions of the documents required for the type of study you are applying to. If necessary, the admissions specialist may also request additional information. Should any of the documents not be available to you at this point, please inform the admissions specialist about the date on which you will be able to send them.

Once all of the documents are submitted, we receive the recommendation letters from the references you provided in the application (if applicable) the application is considered complete and ready for academic assessment. If an interview is necessary in the process, a date will be proposed to you no less than five days in advance unless special circumstances require shortening the notice period. AAU will do its best to accommodate your time constraints.

### 4.1 Acceptance

The decision on the admission of degree seeking students is made by the dean of the school of study running the program which you are applying to. In all other cases it is made by the Vice-President for Student Affairs. This will be communicated to you by email within one week of the interview or completion of the application, should an interview not be necessary.

- If you meet all of the requirements set forth by AAU for a respective program of study and the type of student for which you are applying, you will be **admitted** to the program of study.

Should you lack sufficient English proficiency, your admission will be probationary. Probationary admission means that you may enroll in the program of study of your choice, yet will be limited in the number and type of classes you may register in the first semester. You will be informed by the admissions office about necessary steps you should take in order to improve your language skills as well as options AAU provides to help you achieve the required standards. Please note that a failure to demonstrate sufficient English proficiency by the start of your second semester at AAU will result in suspension from your studies.

- If you apply as a degree seeking student and meet all of the requirements set forth by AAU for a respective program of study for which you are applying except for having completed secondary education if you are applying for an undergraduate program or having completed a bachelor's degree if you are applying for a graduate program, you will be **provisionally admitted** to the program of study.

Should you lack sufficient English proficiency, your admission will be probationary (Please see above for details). The status of being provisionally admitted will turn into admitted after you submit a notarized copy of your diploma or an equivalent. Only admitted students can commence their studies at AAU.

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<sup>1</sup> Erasmus and university exchange students are exempt from the application fee.

- If your application receives a negative evaluation you will be **rejected**. You can appeal the decision to the President within 30 days of the receipt of the decision.
- AAU may also **postpone** the decision and request additional documents or an interview should any doubts about the authenticity or accuracy of the provided information arise.

## 4.2 Registration

What happens after admission depends on the type of student you are. If you are a **degree seeking, study abroad, or auditing** student and do not need a visa you will be asked to contact the assistant dean of the school of study running the program you applied to in order to start registering for courses. The assistant dean will advise you on the available options and will guide you through the process of registration. In order to complete registration, you will have to pay at least 50% of your tuition for the upcoming term and all applicable fees. The deadline for registration coincides with the end of the add/drop period of the term you are applying to. However, if you want to secure a spot in the class of your choice and optimize the timetable to fit your needs, you should register as soon as possible.

The process is slightly different for students who need a **visa** for their studies.<sup>2</sup> AAU can issue the documents necessary to start the visa application procedure only after it receives **full payment of tuition for the upcoming term and all applicable fees**. Since the visa procedure may take quite a long time, make sure you process the payment in full as soon as possible. You will be informed about the exact amount and other details in the acceptance letter. Should the visa be denied to you or it is otherwise impossible for reasons beyond your control to obtain the visa on time AAU will fully refund you upon the presentation of a written statement from the respective embassy. If you are an **exchange** student, you can register for courses directly with an admissions specialist according to your Learning Agreement or list of courses approved by your home university. The admissions specialists will also issue a visa letter if necessary.

## 4.3 Matriculation

Please note that you must bring a notarized copy of the high school, bachelor's, or master's diploma with a nostrification clause if it is required for admission once you come to AAU. A failure to do so will lead to termination of your studies.

Degree seeking, exchange and study abroad students will matriculate as students on the first day of the semester in which they enroll in courses. Auditing students do not have a student status.

# 5 Requirements

## 5.1 English Proficiency

All applicants must prove proficiency in the English language at level B2 of the Common European Framework of Reference for Languages (CEFR) for enrollment in undergraduate courses and at the C1 level for enrollment in graduate courses.

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<sup>2</sup> Please bear in mind that auditing students cannot apply for a student visa.

### **5.1.1 Degree Seeking Applicants**

Degree seeking applicants must prove their proficiency by submitting a sufficient score from one of the following English language proficiency tests:

#### ***Undergraduate Level Tests and Minimum Required Scores***

- TOEFL (iBT min. 71, PBT min. 525)
- IELTS (min. 6 – minimum of 5.5 in each subtest)
- FCE (min. B)
- CAE (min. 160)
- BULATS (min. 60)
- City & Guilds - IESOL (Communicator)
- Pearson PTE (min. 59)
- IGCSE First Language English (C or better)
- IGCSE English as a Second Language (B or better)
- IB (English C or better at HL/SL)

#### ***Graduate Level Tests and Minimum Required Scores***

- TOEFL (iBT min. 87, PBT min. 567)
- IELTS (min. 7)
- CAE (min. C)
- CPE (min. C1)
- BULATS (min. 75)
- City & Guilds - IESOL (expert)
- Pearson PTE (min. 76)

Applicants who have completed their high school education, gained no less than 30 university credits in a country where English is the language of instruction, or at an institution accredited by an officially recognized authority in one of the countries listed below, or are nationals of one of the countries listed below, may apply for a test waiver in their application. They will have to prove their English proficiency in the interview.

- Antigua and Barbuda
- Australia
- Bahamas
- Barbados
- Belize
- Canada
- Dominica
- Grenada
- Guyana
- Ireland
- Jamaica
- New Zealand
- St. Kitts and Nevis
- St. Lucia
- St. Vincent and the Grenadines
- Trinidad and Tobago
- USA
- UK

Students who fall short of the required score for the respective language tests or who fail to demonstrate sufficient English proficiency later during the interview may be exceptionally admitted on probation provided that they meet all other requirements. Such students will not be able to progress in their studies beyond several introductory courses until they present a sufficient score in one of the recognized English language proficiency tests. AAU provides an Intensive Academic English Program and other non-credit remedial courses to help such students improve their English and achieve the required standards.

### **5.1.2 Study Abroad Applicants**

Study abroad applicants must meet the same requirements as degree seeking students. Should they fall short of the required English proficiency test score and not qualify for a test waiver then they may be allowed to demonstrate sufficient English proficiency in an interview with a designated AAU official.

### **5.1.3 Erasmus and University Exchange Applicants**

Exchange students are selected and nominated by their home university based on its internal requirements. AAU admits all nominated students within the limits set forth in respective bilateral agreements.

### **5.1.4 Auditing Applicants**

Auditing applicants must prove sufficient English proficiency in an interview with a designated person at AAU.

## **5.2 Previous Qualification**

### **5.2.1 Degree Seeking Applicants**

#### ***Undergraduate***

Undergraduate level applicants must present evidence of having completed their **secondary education** in the form of a High School Diploma or its equivalent. AAU may recognize as an equivalent any certificate which qualifies the applicant for enrolling in a bachelor's program in the country under whose jurisdiction the certificate was issued. Especially, AAU recognizes IB diplomas, A levels certificates, and GED certificates. While a scan of the document is sufficient for the application, the original or a notarized copy must be presented before the start of the applicant's studies.

Students who have yet to graduate can apply to AAU if the expected date of graduation precedes the start of the term for which they wish to apply. Should they meet all of the other requirements for admission, they may be provisionally admitted and commence their studies once the completion of their secondary education is proven to AAU.

#### ***Graduate***

Beyond the completion of their secondary education, graduate level applicants must prove the completion of their undergraduate studies by presenting a bachelor's diploma. While a scan of the document is sufficient for the application, the original or a notarized copy must be presented before the start of the applicant's studies.

Students who have yet to graduate can apply to AAU if the expected date of graduation precedes the start of the term for which they wish to apply. Should they meet all of the other requirements for admission, they may be provisionally admitted and commence their studies once the completion of their undergraduate education is proven to AAU.

### **5.2.2 Study Abroad Applicants**

No evidence on prior education is required.

### **5.2.3 Erasmus and University Exchange Applicants**

No evidence on prior education is required.

### **5.2.4 Auditing Applicants**

There are no requirements regarding prior education.

## **5.3 Academic Preparedness**

### **5.3.1 Degree Seeking Applicants**

Academic preparedness must be proven in an interview and the personal statement. AAU looks for students who show initiative, motivation, leadership, persistence, and service to others.

In the **personal statement**, the applicants should reveal information on their academic, personal and extracurricular achievements in light of the opportunities opened to them. The personal statement has a prescribed form of short answers to 3 selected questions from the following list:

1. Describe an example of your leadership experience in which you have positively influenced others, helped resolve disputes, or contributed to group efforts over time.
2. What would you say is your greatest talent? How have you developed and demonstrated that talent over time?
3. Describe the most significant challenge you have faced and the steps you have taken to overcome this challenge. What have you learned from the experience?
4. Describe your favorite academic subject and explain how it has influenced you.
5. What movie, poem, musical composition, or novel has most influenced your life and the way that you view the world?
6. Why have you chosen to spend the next years of your life in college?
7. Every person has a creative side and it can be expressed in many ways: problem solving, original and innovative thinking, and artistically, to name a few. Describe how you express your creative side.
8. If you were to have the chance to have a 30-minute conversation with any person in human history (either living or deceased), who would be the person of your choice? Why? What topics would you discuss with this person?
9. What is the one thing that you think sets you apart from other candidates applying to AAU?
10. There are thousands of universities around the world, why is AAU on your list?

The expected length of the personal statement is 200 words per question (600 in total) for students applying to an undergraduate program and 300 words per question (900 in total) for students applying to a graduate program. It must be written in the students' own words and using their own style. Plagiarism of any part of the personal statement is considered as a serious violation of academic integrity and of AAU's internal rules and will lead to the rejection of the application.

The **interview** is conducted by the dean or assistant dean of the relevant program of study in person or over Skype with video transmission and lasts approximately 20 minutes. Only the applicant can be present at the interview. It elaborates on the information provided in the personal statement and assesses the readiness of the applicant to succeed in the study program by discussing the applicant's relevant experience, basic interest in the field to which he or she is applying, future goals, motivation to succeed, and language skills.

In order to pass the admission interview, students must provide accurate information which can be verified with the provided references as well demonstrate sufficient preparedness to succeed in the program of study.

### **5.3.2 Erasmus and University Exchange Students**

Exchange students are selected and nominated by their home university based on its internal requirements. AAU admits all nominated students within the limits set forth in respective bilateral agreements.

### **5.3.3 Study Abroad Students**

Academic preparedness must be proven by a transcript with no less than 15 semester credits (30 ECTS) and an overall GPA of 2.5 or higher from a home university. Students with lower GPA may apply for a GPA waiver by submitting a personal statement and two letters of recommendation.

### **5.3.4 Auditing Students**

There are no requirements.

## **6 Documents**

### **6.1.1 Degree Seeking Students**

#### ***Undergraduate Level Application Document Requirements***

- CV/resumé
- Completed application form
- Personal statement
- Language exam results unless you qualify for an English exam waiver
- Copy of passport/ID
- Passport size photo
- Transcript (**transferring students** must ensure that an official transcript is sent directly by the previous school)
- High school diploma

#### ***Graduate Level Application Document Requirements***

- CV/resumé
- Completed application form
- Personal statement
- Language exam results unless you qualify for an English exam waiver
- Copy of passport/ID
- Passport size photo
- Transcript (**transferring students** must ensure and official transcript sent directly by the school)
- High school diploma
- Bachelor's diploma
- 2 references (please describe their relationship to you)

### **6.1.2 Erasmus and University Exchange Students**

- Completed application form
- Completed Learning Agreement (Erasmus exchange) or a list of courses approved by the home university (university exchange)

- Copy of passport/ID
- Passport-size photo

### **6.1.3 Study Abroad Students**

- Completed application form
- Official transcript
- Language exam results (if available)
- Copy of passport/ID
- Passport size photo

### **6.1.4 Auditing Students**

- List of requested courses
- Copy of passport/ID
- Passport size photo