

AAU Admission Policy

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

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 **first year students** if they obtained no academic credits at the level of study they apply for or if they did obtain such credits yet do not want to or cannot have them transferred to AAU. Students with credits transferable to AAU enter as **transferring students**.

There are two categories of visiting students from [AAU's exchange partner universities](#): **Erasmus exchange students** and **University exchange students**. Erasmus exchange students come from a university with which AAU has an Erasmus+ agreement. **University exchange students** come from universities with which AAU cooperates on a different type of bilateral agreement. Exchange students are the only group exempt from AAU's tuition and the application fee. Visiting students who come from other 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](#) followed by the payment of the application fee and the submission of all of the required documents listed below. AAU has a rolling admissions policy, which means that applications may be accepted at any time of the year. AAU stops accepting applications from non-visa seeking applicants for the upcoming semester 1 week before its start. Students with visa requirements who are not eligible for visa waiver 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, however delays are not uncommon. Applicants who submit the application after this date will be considered for admission to the next term.

In 2018/9 AY the respective deadlines will be:

Beginning of studies	Non-visa seeking students	Visa-seeking students with no visa waiver
Fall term 2018	August 24, 2018	June 22, 2018
Fall term late intake 2018	September 24, 2018	July 23, 2018
Spring term 2019	January 25, 2019	October 23, 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 the short winter (January) and summer (late May or June) terms. 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 automated email in which you will be prompted to pay the application fee, CZK 2000 (non-refundable). If you have already completed the payment using a credit card or PayPal upon completion of the form you do not need to complete the payment again. Exceptions apply to nominated exchange and Erasmus students.

After AAU receives the payment, you will be contacted by email by the Admissions office to submit the required documents for the type of study you are applying to. If necessary, the admissions specialist may also request additional information. 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 application of degree seeking students is made by the dean of the school of study running the program which you apply to. In all other cases it is made by the Vice-President for Student Affairs. This will be

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communicated to you by email within one week of the interview or completion of the application, should an interview not be necessary. The offer of acceptance is valid for degree seeking and study abroad students for two upcoming semesters, and one semester for exchange students. If an applicant is not able to start their studies within these deadlines, they must reapply.

- If you fulfill all the relevant requirements set forth by AAU you will be **admitted**. 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 an undergraduate degree seeking student and fulfill all of the relevant requirements set forth by AAU except for a completed secondary education, you will be **provisionally admitted**. If you apply as a graduate degree seeking student and fulfill all the relevant requirements except a completed bachelor's degree, you will also be provisionally admitted. Should you lack sufficient English proficiency, your admission will be probationary (Please see above for details). Upon submission of a notarized copy of your diploma or an equivalent, the status will be adjusted to admitted. Only admitted students can commence their studies at AAU.
- 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 Payment Information

- In order to complete registration, non-visa seeking students must pay at least 50% of the tuition for the upcoming semester, and all applicable fees. The admissions office will inform the student upon receiving the tuition.
- In order to complete registration, visa-seeking students must pay the total tuition and all applicable fees for the upcoming semester. The admissions office will inform the student upon receiving the tuition and will issue the confirmation of acceptance for visa purposes. Should your visa be denied or, for reasons beyond your control, it is impossible to obtain your visa on time, AAU will provide you with a full refund upon the presentation of a written statement from the respective embassy. In the case of other reasons preventing you from beginning your studies, AAU requires a written personal statement detailing those reasons. Full refund policy can be found in Financial Policy.

4.3 Registration

Degree seeking, study abroad, or auditing students must contact the assistant dean of the relevant school of study. The assistant dean will advise and guide the student on the available options and the registration process. The

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deadline for registration coincides with the end of the add/drop period of the term you are applying to. The process is slightly different for students who need a **visa** for their studies.¹ 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. 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.

4.4 Matriculation

All admitted degree seeking students are required to bring a notarized copy of the high school or/and bachelor's diploma with a nostrification clause. 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 first semester of their studies at AAU. Auditing students do not have 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.

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. C)
- CAE (min. 160)
- BULATS (min. 60)
- City & Guilds - IESOL (Communicator, B2, First class pass)
- 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)

¹ Please bear in mind that auditing students cannot apply for a student visa.

- CPE (min. C1)
- BULATS (min. 75)
- City & Guilds - IESOL (expert, C1)
- Pearson PTE (min. 76)

Applicants who are eligible to apply for an English proficiency waiver must meet one of the following criteria: complete high school education in an institution accredited by an officially recognized authority in one of the countries listed below; gain no less than 30 university credits 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. 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

Exceptionally, AAU may admit students on probation who fall marginally short of the required score for the respective language tests, or who fail to demonstrate sufficient English proficiency later during the interview, but show exceptional determination and overall academic quality. 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 applicants must present evidence of 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. AAU also 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 of the officially recognized Diploma 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

Graduate applicants must prove the completion of their undergraduate studies by presenting a bachelor's diploma and a diploma of secondary education. While a scan of the document is sufficient for the application, the original or a notarized copy of the officially recognized Diploma 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 of prior education is required.

5.2.3 Erasmus and University Exchange Applicants

No evidence of prior education is required.

5.2.4 Auditing Applicants

No evidence of prior education is required.

5.3 Academic Preparedness

5.3.1 Degree Seeking Applicants

Academic preparedness must be proven in the 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 elaborate about their academic, personal and extracurricular achievements. Applicants choose three of the ten questions listed below and answer each with 200 words minimum (undergraduate) or 300 words minimum (graduate):

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 personal statement must be written in the students' own words and reflect their own opinions. 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 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