ACADEMIC CODEX

Principles and Procedures

A. Fundamental Principles
Anglo-American University honors the principles and values outlined below 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
As a global and inclusive community, AAU prepares learners for success by cultivating critical thinking, effective communication and responsible action through personalized and transformative learning.

2. Vision
AAU vision is to be a leading learning hub connecting study programs, research and real-world experience.

3. Values
   i. **Academic Excellence**: Conduct quality programs based on innovative strategies and practical skills of a qualified and diverse faculty.
   ii. **Personal attention to learners**: Instruct in small, dynamic groups using real-world experience with seminar- and project-based education strategies to identify and satisfy individual learner needs, support their constant growth and development, as well as, seek to contribute to their personal success.
   iii. **Diversity, Inclusivity and Multiculturalism**: Cultivate a multicultural campus environment; encourage diversity of the student body, faculty, and staff; and treat each person with dignity and respect.
   iv. **Flexibility and Critical Thinking**: Promote open-minded discussion and original thought from students, faculty, businesses and institutions to empower innovative approaches and increase flexibility to address new challenges.
   v. **Social Consciousness**: Foster an ethos of social responsibility and excellent affordable education through mirroring the core values of our not-for-profit organization and continually reinvest in the betterment of our community and educational models.

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. Parts of the Codex
The Academic Codex has the following parts:
   (a) Faculty Code
   (b) Study and Examination Code
C. Policies implied by the Codex

The Academic Codex is based, among others, upon the following policies:

(a) Admission Policy issued by the President on the recommendation of the Vice President for Student Affairs after a review and comments by the President’s Collegium in Academic Format, the Faculty Senate and the Student Council

(b) Transfer Policy issued by the President on the recommendation of the Vice President for Student Affairs after a review and comments by the President’s Collegium in Academic Format, the Faculty Senate and the Student Council

(c) Scholarship Policy issued by the President on the recommendation of the Vice President for Student Affairs and after a review and comments by the President’s Collegium in Executive Format, the Faculty Senate and the Student Council

(d) Financial Policy issued by the President on the recommendation of the Vice President for Administration and Operations, and after a review and comments by the President's Collegium in Executive Format, the Faculty Senate and the Student Council

(e) Faculty Hiring and Promotion Policy issued by the President on the shared recommendation of the Vice President for Faculty and Study Affairs and the Vice President for Research after a review and comments by the President's Collegium in Academic Format and the Faculty Senate

(f) Academic Program Proposal, Modification, and Review Policy issued by the President on the recommendation of the Vice President for Academic Quality after a review and comments by the President’s Collegium in Academic Format and the Faculty Senate

(g) Research Policy issued by the President on the recommendation of the Vice President for Research after a review and comments by the President’s Collegium in Academic Format and the Faculty Senate

(h) Faculty Salary Policy issued by the President on the shared recommendation of the Vice President for Administration and Operations and the Vice President for Faculty and Study Affairs after a review and comments by the President’s Collegium in Academic Format and the Faculty Senate

(i) Policy on Relationships, Sexual Misconduct, Discrimination, Harassment and Other Forms of Misconduct issued by the President on recommendation of the Vice President for Faculty and Study Affairs and the Vice President for Student Affairs after a review and comments by the President’s Collegium in Academic Format and the Faculty Senate, and after drafting by and collaboration of the Task Force for Harassment Prevention, Response and Solutions

(j) Administrative Policies issued by the President on the recommendation of the Vice President for Administration and Operations, and after a review and comments by the President’s Collegium in Academic Format and the Faculty Senate

D. Effectiveness

i. This Academic Codex must be approved by the Board of Trustees. The Codex comes into effect forthwith except for the Study and Examination Code, Standards of Conduct and Discipline Code, and Scholarship Code which come into effect on the date of registration by the Ministry of Education, Youth and Sports (hereinafter referred to as ‘Ministry’).

ii. The Secretary of the Board of Trustees will ensure that the parts which require registration are submitted to the Ministry within 10 days of confirmation by the Board of Trustees, and that the complete Codex is posted in the appropriate section on the AAU website.

E. 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 President shall appoint an Academic Codex Revision Committee. The Vice President for Faculty and Academic Affairs, Vice President for Research and Vice President for Student Affairs are ex officio members of the Committee. This Committee presided by the Vice President for Student Affairs shall seek input from AAU stakeholders on possible amendments to this Codex and shall present an initial draft of the revisions to the President.
ii. No later than 30 working days prior to the Summer Term session of the Board of Trustees, the President shall circulate the initial draft of the revisions for comments to:
  (a) The President’s Collegium in Academic Format;
  (b) The Faculty Senate;
  (c) The Alumni Council;
  (d) The Academic Affairs Committee of the Board of Trustees;
  (e) The Finance, Budgeting and Planning Committee of the Board of Trustees
  (f) The Governance and Evaluation Committee of the Board of Trustees, and
  (g) The Students Council.

iii. Each of those listed under point ii. above shall have no less than 15 working days to submit written comments to the Academic Codex Revision Committee. The Committee shall review the comments and submit the modified draft Codex together with a document describing settlement of all comments to the President for a final review.

iv. The President submits the draft Codex together with a document describing settlement of all comments to the Board of Trustees for final ratification no later than 10 working days prior to its regular summer session. The Board of Trustees takes final decision as regards ratification of the text of Academic Codex for the next Academic Year or decides about measures to ensure its resubmission for corrections to the President, who shall take such measures as shall be necessary to ensure that the Academic Codex is approved by the Board of Trustees not later than 15 days before beginning of the Academic Year for which the amendments introduced should become effective.

v. The President shall ensure dissemination of the final text along with the written statement of the BoT to all bodies listed in par. ii. The President’s Office shall also ensure the registration of the relevant parts of the Codex with the Ministry.

F. 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.
Faculty Code

A. Education Principles
In accordance with its mission AAU deeply cares for education which should be modern, applied, effective, and carried out with personal attention to students. We strive to guide students towards adventures of learning. Therefore, all our faculty shall be led by the following four principles:

(a) **Professionalism**: AAU instructors come to class prepared and on time. They follow the syllabus and the course schedule, and they do not cancel classes unless it is inevitable. They hold consultation hours and encourage students to use them as a natural part of the learning process. They provide timely feedback to students, including grading, and respond to their emails in a timely manner. They treat grading, assignments and other information about students and their performance in a confidential manner.

(b) **Interactivity**: AAU instructors do not just lecture; they use diverse teaching methods. They uphold participative, engaged learning in which they act as guides. They provide students with continuous and timely formative assessment which allows for and induces improvement of students’ learning. They are attentive to student performance and can modify their teaching activities accordingly.

(c) **Complexity**: AAU instructors assess students early, continuously and using diverse methods so that the assessment of student performance is accurate and complex. They invite guest lecturers, use real-life examples and show practical implications and applications to ensure that their teaching is always relevant and up to date. They show connections to other subjects and show a wider context of their teaching. They teach students how to address and solve theoretical and practical problems in changing contexts, how to effectively communicate the problems and their solutions, and how to take effective and responsible action.

(d) **Dedication**: AAU instructors are enthusiastic and dedicated to their profession. They care about their subject; they care about education; and they care about students.

B. Faculty

1. **General Provisions**

   i. The faculty of AAU comprises of those persons who are engaged at AAU in pedagogical, research, development and other academic activities.

   ii. Faculty is engaged at AAU generally

      (1) as employed faculty on the basis of an employment contract,

      (2) as adjunct faculty on the basis of agreement on work performed outside an employment relationship, or

      (3) as external faculty,

      and is assured of all benefits detailed by the Labor Code and the Higher Education Act, as well as of all benefits offered to general AAU employees in accordance with their position and type of contract.

   iv. Employed faculty, except for researchers, is specifically entitled to an annual leave of eight weeks and a six-month sabbatical once every seven years under conditions set forth in the Faculty Hiring and Promotion Policy and applicable law.

   v. Faculty can perform work outside of the regular workplace, i.e. the campus, pursuant to section 317 of the Labor Code, with the exception of teaching, consultation hours, examination, and service or administrative duties, which it is mandatory to perform on campus or another workplace as agreed upon with the AAU.

   vi. Compensation for faculty is determined by a policy issued by the President. Adjunct faculty members with a teaching appointment are compensated on a per course basis according to their academic rank. For employed faculty the policy sets forth salary ranges for respective academic ranks and degrees. Salary of employed faculty can be no lower than the minimum of a salary range corresponding to their academic rank. The position within the salary range is determined pursuant to this Code and with consideration of market factors, meritorious performance, and each faculty member’s qualifications, number of years of service, evaluation data, and professional development.

2. **Ranks and Duties**

   i. Faculty ranks are listed in Table 1. The ranks are further divided into degrees within the respective ranks as specified below. For employed faculty the ranks are awarded within the teaching and research tracks.

   ii. Adjunct lecturers have duties in two areas: teaching and service.
iii. Employed faculty members on the teaching track have duties in the areas of teaching, service, creative activity, scholarship of application, and public outreach. The full-time teaching load equals 8 courses per academic year which is usually equally divided into two semesters.

iv. Employed faculty members on the research track also have a duty to conduct research. Their teaching load is therefore reduced to 6 courses per academic year. Research Policy sets rules for the required research output with AAU affiliation.

v. The track of the employed faculty members is determined by the relevant Hiring and Promotion Committee at the moment of hiring and may be changed in the future according to the rules set in the Faculty Hiring and Promotion Policy.

### Table 1. Faculty Ranks

<table>
<thead>
<tr>
<th>Employed Faculty – Teaching track</th>
<th>Employed Faculty – Research track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>Lecturer</td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Distinguished Senior Lecturer</td>
<td>Distinguished Senior Lecturer</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
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<tr>
<td>Adjunct Lecturer</td>
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<tr>
<td>Adjunct Senior Lecturer</td>
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<tr>
<td>Adjunct Distinguished Senior Lecturer</td>
<td></td>
</tr>
<tr>
<td>External Faculty</td>
<td></td>
</tr>
<tr>
<td>Lecturing Fellow</td>
<td>Research Fellow</td>
</tr>
</tbody>
</table>

### 3. Professional Rights of Faculty

In support of the AAU’s central functions as an institution of higher learning, a major responsibility of the administration is to protect and encourage the faculty in its teaching, service, research, and public outreach and to preserve conditions hospitable to these pursuits. Such conditions, as they relate to the faculty, include, for example:

(a) free inquiry, and exchange of ideas;
(b) the right to present controversial material relevant to a course of instruction;
(c) freedom to address any matter of institutional policy or action when acting as a member of the faculty whether or not as a member of an agency of institutional governance;
(d) participation in the governance of the AAU, as provided in the University Statute and other governance documents;
(e) the right to be reviewed by one’s peers, in accordance with fair procedures and due process, in matters of promotion and discipline, solely on the basis of the faculty members’ professional qualifications and professional conduct.

### C. Faculty Responsibilities

1. **General Provisions**

   i. 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; respect and maintain confidentiality; and, to the best of their abilities, as dictated by the school’s resources, provide necessary accommodations for students with special needs.

   ii. Specific faculty obligations are elaborated in the contract and in the Faculty Handbook.

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 Vice President for Faculty and Study Affairs’ guidelines.
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. Course syllabus is not an author’s work pursuant the Copyright Act. All instructional materials created and used by AAU instructors are considered an employee work pursuant the Copyright Act.
iv. Consultation hours for each faculty member must be listed in the syllabus and available to students at the instructor’s School.
v. 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.
vi. 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 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.

5. 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 rescheduled.
iv. Faculty members are responsible for arranging the make-up session in the regular make-up slot as set forth in the Academic Calendar. For a good cause the Dean after consultation with the respective Department Chair may allow the lecturer to organize the make-up session outside of the regular slot.
v. 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.
D. Faculty Hiring and Promotion

1. Hiring

i. Adjunct faculty and external lecturers are appointed and hired by the Vice President for Faculty and Study Affairs on the nomination of the respective Dean in consultation with the respective Department Chair. External researchers are appointed by the Vice President for Research on the nomination of the respective Dean in consultation with the respective Department Chair and Vice-President for Development and Communications.

ii. The appointment is open ended but lapses after three semesters with no teaching duties or when the Dean explicitly terminates the cooperation.

iii. Only adjunct faculty with valid appointment can be hired assigned teaching by the Dean.

iv. Employed Faculty members are hired by the Vice President for Faculty and Study Affairs on the nomination of Hiring and Promotion Committee of the respective school in accordance with the AAU Faculty Hiring plan. Prior consultation with the Vice President for Research is required for faculty on the research track. Special provisions apply to faculty hired to administrative positions of Dean or Vice President.

v. The AAU Faculty Hiring plan, prepared by the Vice President for Faculty and Study Affairs in consensus with the Vice President for Research, sets out the number of employment positions in respective ranks to be opened at individual schools in the next two academic years and is submitted annually to the President for final approval after being consulted with the all Vice-Presidents and Deans of Schools.

vi. The Hiring and Promotion Committee has no less than 5 members and is appointed ad hoc by the Dean of the school which has the job opening. The Committee may be presided over by the Dean and must consist of the respective Department Chair, an expert from outside AAU, and AAU employed faculty members at a rank not lower than the candidate. Should a candidate for promotion serve as Dean or have a joint appointment for more than one School the AAU Hiring and Promotion Committee will be appointed and may be presided over by the Vice President for Faculty and Study Affairs.

vii. Newly hired employed faculty members in both the research and teaching track shall obtain a fixed-term contract for up to 3 years. For a good cause the Vice President for Faculty and Study Affairs may decide to offer an open-ended contract.

viii. The fixed-term contract can be renewed twice following a review of the Hiring and Promotion Committee before a final decision is made on offering the faculty member an open-ended contract or terminating the employment relationship. The review shall be made at least six months prior to expiration of the contract.

ix. Should a faculty member be appointed or hired to a non-entry rank, advance approval by the President’s Collegium in Academic Format is required unless he/she holds an external title equivalent to the respective AAU rank from an accredited institution. Ranks awarded to AAU adjunct faculty shall be considered equivalent to the ranks in the teaching track. Upon final approval, the faculty member will be assigned the minimum required number of promotion points reflective of the respective rank as set out in the Faculty Hiring and Promotion policy.

x. Adjunct faculty can be appointed to a non-entry rank without the advance approval of the President’s Collegium in Academic Format, however, any such temporary appointment shall expire no later than the immediate next meeting of the President’s Collegium in Academic Format.

xi. The Hiring and Promotion Committee shall consider previous academic career at an accredited institution as equivalent to AAU promotion points. Should a previously appointed adjunct faculty member be hired to an employment position, the previous academic career considered in the hiring process comprises all relevant activities up to the point of the adjunct appointment.

2. Performance Review and Promotion

i. Faculty members are promoted by the Vice President for Faculty and Study Affairs on the recommendation of the respective Dean or the Hiring and Promotion Committee. The Vice President for Faculty and Study Affairs cannot deviate from the recommendation without a good cause. Advance approval by the President's Collegium in Academic Format is required unless the faculty member holds an external title equivalent to the respective AAU rank from an accredited institution.

ii. The AAU Faculty Hiring Plan sets the targets for hiring new faculty each year, and the limit for overall increase in faculty compensation in each academic year.

iii. If established, the Council for Academic Quality Supervision shall set the rules for monitoring overall academic quality as concerns activities of both teaching and research faculty, department chairs and deans. The Vice President for Academic Quality shall provide feedback on monitoring results to AAU management, as well as
assessed individuals. Until Council for Academic Quality Supervision is established this right belongs to Academic Council.

iv. Performance of faculty members is reviewed every year by the respective Dean in cooperation with the respective Department Chair and Vice President for Research in case of faculty on the research track. The rules set by the Council for Academic Quality Supervision may provide for additional quality of teaching and creative activities procedures.

v. Vice President for Academic Quality is entitled to appoint a peer reviewer for any course or faculty member in accordance with the rules set by the Council of Academic Quality Supervision.

vi. Adjunct faculty members are reviewed in the areas of teaching and service according to the requirements set forth the Hiring and Promotion Policy. Based on the review, the Dean may recommend a promotion to the Vice President for Faculty and Study Affairs.

vii. Employed faculty members are reviewed in the areas of teaching, service, public outreach, and research or creative activities according to the requirements set forth in the Hiring and Promotion Policy. Based on the review, the Dean may propose to the Vice President for Faculty and Study Affairs 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. The Vice President for Faculty and Study Affairs decides on the salary change after a consultation with the Vice President for Research and the Vice President for Academic Quality. Salaries of employed faculty are adjusted annually effective September 1 within the limits set forth by the Hiring Plan as approved by the AAU President for the given Academic Year.

viii. Employed faculty members except for those in the highest rank may request a review according to the AAU Faculty Hiring and Promotion Policy by the Hiring and Promotion Committee. Based on the review, the committee may recommend to the Vice President for Faculty and Study Affairs a promotion of the faculty member.

ix. The Dean is obliged to initiate the review process upon the faculty member’s request, if the candidate for promotion meets the minimal requirements in terms of AAU promotion points.

x. Review by the Hiring and Promotion Committee shall be waived if the candidate for promotion holds an external title equivalent to the AAU’s rank.

xi. Faculty members appointed to a position of a Dean are reviewed by the Vice President for Faculty and Study Affairs. All provisions including those related to supervision of the academic quality shall apply accordingly.

xii. The assessment should be conducted holistically. Failure to achieve minimal compliance in one assessment area should not disqualify a candidate from being hired or promoted if he/she excels in other areas. In the research track, however, failure to obtain at least minimal compliance in research rules promotion out.

D. Grievance Procedure

i. For all grievances, attempts shall be made to settle the dispute by informal discussions between the concerned parties.

ii. If a faculty member’s grievance is not settled informally between the concerned parties, an official grievance may be filed to the head of the concerned unit (Director, Dean or Vice President).

iii. Before a final resolution is reached, no adverse decision regarding future assignment of teaching to adjunct faculty should be taken.

iv. Within 2 weeks of receipt, the head of the unit shall decide the case and in writing notify the concerned parties of the decision, together with reasons thereof as well as information on the procedure for appeal.

v. If the grievance alleges a violation of the fundamental standards and/or professional rights as per this Faculty Code, the faculty member may request in the official grievance a hearing before the Faculty Senate.

vi. Should such a hearing be requested, the decision must be postponed until the Faculty Senate provides its recommendation. The Faculty Senate shall convene within 45 days of receipt of the request and shall issue its recommendation no later than 10 days after the hearing.

vii. Within 2 weeks of receiving the recommendation the head of the concerned unit shall decide the case and in writing notify the concerned parties and the Faculty Senate of the decision, together with reasons thereof as well as information on the procedure for appeal.

viii. The head of the unit cannot override a favorable recommendation from the Faculty Senate. Should he/she believe that overriding the decision is desirable, the matter shall be passed to the Vice President for Faculty and Study Affairs or President as appropriate for second review and final decision.

ix. Grievances alleging a violation of the professional rights filed with the Director or Dean shall be passed for second review to the Vice President for Faculty and Study Affairs. Should the grievance be filed outside of academic administration, the Vice President for Faculty and Study Affairs shall decide the case in consultation with appropriate Vice President.
x. Grievances alleging a violation of the professional rights filed directly with the Vice President shall be passed for second review to the President.

xi. The Vice President for Faculty and Study Affairs or President shall review the case alleging a violation of the professional rights and in writing shall notify the concerned parties and the Faculty Senate of his/her decision, together with reasons therefor within 15 days of the receipt of the case.

xii. First instance decisions on the grievance may be appealed to an immediate supervisor of the head of the unit which issued the decision within 2 weeks of receiving the notification on the decision.

xiii. The immediate supervisor shall decide on the appeal and in writing shall notify the concerned parties within 10 days of receipt of the case. The second review of the grievance alleging a violation of the professional rights cannot be appealed.

E. Effectiveness

This Code was approved by the Board of Trustees on June 10th, 2019 and comes into effect forthwith.
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 2 semesters. In the first semester instruction is typically carried out in a Fall and a Winter term. In the second semester it is carried out in a Spring and a Summer term. The terms may be divided into multiple sessions. Registration to the Fall and Spring terms is obligatory.
   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 Term.
   iv. The Vice President for Student Affairs after consulting the President’s Collegium in Academic Format shall establish the policies and procedures for course registration which shall be available in the Student Handbook and on the AAU website.

2. Degree Programs
   i. Both bachelor's and master's programs are taught at AAU.
   ii. Each Degree Program is defined by the following elements:
      (a) the name and the degree granted upon successful completion of the program;
      (b) the accreditation of the program and the terms thereof, division (if any) and characteristics of concentrations within the program, and a study plan of completion on a full-time or professional weekend studies format;
      (c) program learning outcomes and a corresponding profile of the graduate;
      (d) detailed information on the courses offered;
      (e) faculty members and their academic profiles;
      (f) requirements for admission into the program;
      (g) requirements for program completion including the Graduation Examination requirements;
      (h) methods of assessment of study results and outcomes.
   iii. Modifications of Degree 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 Academic Program Proposal, Modification, and Review Policy.
   iv. All courses taught at AAU must be approved by respective School Curriculum Committees or other universities guaranteeing respective Degree Programs. Courses in the General Education Module must be approved by a university committee as set by the President. The approval is valid two years.
   v. Degree Programs guaranteed by external institutions are governed by the respective institutions in any area of conflict with this Codex.

3. Catalog, Policies, and Student Handbook
   i. Each academic year, AAU shall publish a Catalog including information about each Degree Program offered 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 procedures and regulations relevant for students studying at AAU.
   iii. AAU policies are updated annually and published on the AAU’s intranet.

4. Admission
   i. Degree seeking applicants are admitted to a Degree Program by the Dean. All other students are admitted by the Vice President for Student Affairs.
   ii. Non-degree seeking applicants need not go through the complete admission process.
   iii. Details of the admission process are elaborated in the Admission Policy.
B. Study


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 Degree Program taught at AAU.

ii. AAU may require admitted students to take preparatory courses should they have insufficient skills in critical areas as determined by their Schools.

iii. 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 must abide by the rules set forth in the Codex as elaborated in the respective policies.

ii. Students have the right to study one or more programs.

iii. Students may choose courses and create an individualized study plan according to the parameters of the accredited Degree Program.

iv. Students may choose the section of the course they enroll in if there is more than one section available.

v. Students are entitled to take their examinations in alignment with the Study and Examination Code.

vi. Students are entitled to progress to and register for the next level of their Degree Program upon completing the established requirements.

vii. Students may propose their thesis topic.

viii. Students may use IT technologies and equipment according to AAU’s internal regulations.

ix. Students are entitled to receive a scholarship provided by AAU if they meet the conditions set forth in the Scholarship Code.

x. 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.

xi. Students are responsible for regularly checking their AAU e-mail and responding promptly.

xii. Students must undertake advising and register for courses for each semester.

xiii. Students are governed by and must conform to the parameters established in their Degree Program, the Study and Examination Code, and all other internal regulations.

xiv. 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 Vice Presidents, the President, or any other institutional member entitled to address the student’s academic performance and student status. Failing to attend without a valid excuse may be considered disciplinary misconduct.

3. Decisions on Students’ Rights and Duties

i. Administrative decisions listed below are considered decisions on students’ rights and duties pursuant to article 68(1) of the Higher Education Act:
   (a) Interruption of studies;
   (b) Credit recognition;
   (c) Granting of a scholarship;
   (d) Termination of studies due to the failure to fulfill the academic requirements of the Degree Program;
   (e) Disciplinary misdemeanors;
   (f) Expulsion of students.

ii. It is the duty of AAU to invite the student to comment on the documents supporting the decision pursuant to provisions of section i. (d), (e), and (f) supra.

iii. All decisions pursuant to provisions of section i. (a), (d), (e), and (f) supra, and negative decision pursuant to section i. (b) supra must be issued in writing and delivered into the hands of the addressee and to the student’s university e-mails. Should the delivery fail, the student will be notified by e-mail and by public announcement on
the AAU official notice board and webpage; notification will be deemed effective on the 15th day after the announcement.

iv. Affirmative decisions pursuant to section i. (b) supra and decisions pursuant to section i. (c) supra may be delivered via the AAU’s student information system. Notification is deemed effective on the first day after the decision is made accessible in the information system. Electronic delivery is also allowed in the case of affirmative decision on admission, should the applicant express his/her agreement with such an option in the application.

v. 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 notification.

vi. 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 President. The President can alter the decision only if it is in violation of the law or internal regulations, or if the evidence could not support the verdict. In any such case the president shall justify his decision in writing.

4. Study Extension

i. Students who may have a grade of Incomplete but have otherwise fulfilled all course requirements of their Degree Program can obtain a study extension for one semester by submitting a completed Registration Form to the Student Services Center and payment of the Administrative Fee.

ii. Should the students attempt and fail the Graduation Examination, they may petition their Dean for another study extension for the next semester. The study extension will be issued to students with no arrears in tuition or other payments to AAU.

5. 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 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 their previous active semester, or

(c) they were on an exchange program in their previous active semester.

iii. Individually directed courses cannot be audited.

6. 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.

iii. A student may register for courses for each subsequent semester only when on track to have fulfilled all prerequisite requirements. The Dean may conditionally waive this requirement for good cause.

iv. During each obligatory term, students may take up to five courses. During the Summer Term, students may take one course in the first session and up to two courses in the second session. In the Winter Term 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 term.

v. Bachelor’s students who have completed at least two years of study (60 US 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.

7. 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.

v. Should the student withdraw from all registered courses, his/her/her studies will be interrupted. The interruption of studies, and therefore of student status, begins on the date a finalized request to withdraw from all courses has been submitted to the Student Services Center and ends on the last day of the current semester.

8. Attendance
i. Attendance at AAU courses is mandatory. Absences may only be excused by the Dean. Assignments missed due to unexcused absences cannot be made up which 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 (e.g. 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 or another proof of a change in registration. The form and documents must be submitted within one week of absence. The student is responsible for contacting their instructor within one week from the date the absence was excused, and for making arrangements about make-up options as necessary. The instructor is obligated to provide reasonable options to make up the missed exams.

iii. Failure to attend classes is not graded as such (only through missed assignments). However, students who are absent 35 percent of the course will be failed or administratively withdrawn if most of the absences are excused. The Dean may grant an individual exception for a good cause.

iv. Should the student be absent from AAU for especially serious reasons (e.g. illness, serious family matters) for an extended period of time, he/she may request an excuse for the whole term by submitting an Absence Excuse Form supplemented with documents proving the reasons for absence to the Dean. The form and documents must be submitted within one week of absence or as soon as is practically possible. If the request is granted, the students’ circumstances will dictate whether they are issued an Incomplete or are administratively withdrawn from each course. The tuition paid for the withdrawn courses may be refunded or counted as tuition credit for future studies. Such students retain their student status.

v. 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.

9. 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. 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. It is recommended that the course be repeated as soon as practical but never after an attempted graduation examination or any of its parts. In the case the course that a student wishes to retake is no longer offered, the Dean will identify a suitable alternative.

10. Credit Recognition and Transfer
i. AAU recognizes credits from previous studies at institutions of higher education throughout the world, provided such institutions are 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 Degree 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. Under conditions set forth in the Transfer Policy AAU may transfer general education courses from regionally accredited US institutions in fulfillment of general education requirements.

v. Credit recognition is authorized by the Deans who may consult the respective Department Chair.

vi. AAU does not limit the maximum number of credits, which can be transferred. However, the students must complete at least 36 US credits at AAU in order to obtain a bachelors’ degree or 24 US credits at AAU in order to obtain a masters’ degree from AAU.

vii. AAU only transfers credits; grades earned during prior studies do not affect a student’s GPA at AAU.

viii. AAU may also recognize credits taken by AAU students at accredited institutions around the world as part of exchange or study abroad programs. Participation at such programs is open only for students with GPA 2.5 or higher and requires advance approval by the Dean. Only credits approved in advance will be recognized and transferred.

11. Course Waiver Exam

i. Students may petition for a Course Waiver if they have covered the relevant material before, but their work 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 a course will be waived.

ii. The Dean shall prescribe a Course Waiver Exam to assess the student’s learning outcomes or use an alternative method of assessment should the exam not be appropriate.

iii. The Course Waiver Exam is graded as Pass or Fail; ‘Pass’ being awarded if the student meets at minimum 70% of the requirements.

iv. If the student meets the desired learning outcomes, he/she 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 may determine which alternative courses should be taken instead.

12. Change of a Degree Program (Major)

i. Students may request a change of their Degree Program by submitting a Program Change form to their Dean by the end of the registration period for the semester in which they want to change the program.

ii. Only courses that count toward the new Degree Program, both passed and failed including the grades, remain on the student’s transcript.

iii. Students planning to change a Degree Program within the same school must obtain approval by the Dean of their school.

iv. Students planning to change a Degree Program outside of their school must obtain approval both by their Dean and the Dean of the receiving school.

13. Requested Interruption of Degree 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 term.

ii. An interruption of studies, and therefore of student status, begins on the date a finalized Leave of Absence Form 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 4 semesters during the course of study of one Degree 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 Degree Program nor (b) obtains an extension of the interruption prior to the start of the next semester will be terminated according to D.1.i(c).

v. A student who has interrupted studies is not a student at AAU pursuant to the Higher Education 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 obligatory term or cumulative GPA falls below this level, 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;
iii. Any student who remains on academic probation after 2 consecutive semesters or receives a no-pass grade from a preparatory course required by the Degree Program pursuant to C.1.ii of this code or fails to demonstrate sufficient English proficiency after 1 semester of matriculation will be suspended from the university for a minimum of two semesters. The student may request to be reinstated after one semester of suspension by petitioning the Dean.

iv. Students may appeal the suspension to the Vice President for Student Affairs. In the appeal the student must demonstrate both extraordinary circumstances explaining the unsatisfactory academic performance and a likelihood of success. Should the appeal be granted, the student remains on probation for another semester.

v. During the suspension period, the student’s studies are interrupted, and the interrupted student is not a student of AAU pursuant to the Higher Education Act. The period counts towards the limit in 13.iii.

vi. A suspended student seeking to return from suspension must submit a petition to the Dean. All reinstated students will be placed on a probation status.

vii. A suspended student who neither (a) recommences the Degree Program nor (b) upon his/her request obtains an extension of the interruption prior to the start of the next semester will be terminated pursuant to D.1.i(c).

viii. Should a reinstated student remain on academic probation after 2 consecutive semesters he/she will be terminated pursuant to D.1.i(b).

ix. Reinstated students may appeal the termination to the Vice President for Student Affairs. In the appeal the student must demonstrate both extraordinary circumstances explaining the unsatisfactory academic performance and a likelihood of success. Should the appeal be granted, the student remains on probation for another semester.

15. Readmission

i. Students whose studies have been terminated or resigned from their studies may apply to readmission.

ii. Students whose studies have been terminated pursuant to D.1.i(b) or resigned from their studies while not in good academic standing cannot be considered for readmission until at least two semesters have elapsed.

iii. Students who have been expelled from AAU cannot be considered for readmission until at least two semesters have elapsed. The Disciplinary Commission may prolong the period.

16. Recognition of previous studies at AAU

i. Students who apply for readmission to AAU pursuant to article 15 of this Code may apply for recognition of their previous studies during the admission process.

ii. The Dean shall decide on the recognition together with the decision on the readmission.

iii. Should previous studies at AAU be recognized, the student will restart at the point of termination of his/her previous studies. All the courses passed or failed will be transferred with grades. Students will have to fulfill the requirements of the currently valid Degree Program.

C. Conclusion of Study

1. Termination of Studies

i. A student’s studies are terminated and such a student ceases to have the status of a student at AAU if the student resigns from his/her studies, fails to fulfill the academic requirements of his/her Degree Program, or is expelled according to the Disciplinary Code.

ii. The student resigns from his/her studies by submitting a completed Resignation Form to the applicable Dean; his/her termination is effective upon the delivery of such a notice to AAU.

iii. If the student fails to fulfill the academic requirements of his/her Degree Program, other than registration for courses, on the last day before the start of the next semester, his/her termination is effective the following day.

iv. If the student fails to fulfill the academic requirements of his/her Degree Program by failing to register courses for the semester by the end of the Add/Drop period without being granted a study extension, his/her termination is effective the following day.

v. In case of failing to fulfill the academic requirements, the degree seeking students are terminated by the Dean. All other students are terminated by the Vice President for Student Affairs.

vi. If the student is expelled, his/her studies are terminated as of the day when the decision of expulsion is final.
2. Completion of Studies
   i. A student completes a Degree Program by successfully fulfilling all the requirements of the program completion.
   ii. Evidence of successful completion of a Degree Program is a Diploma and a Diploma Supplement/transcript
genressed with the degree earned.

3. Graduation with Honors
   i. A student with superior academic achievement throughout his/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/her GPA from the Graduation Examination at or above the specific honors criterion. A minimum of 36 US
      credits for BA graduates and 24 US credits for MA graduates 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 Degree Program require a Thesis, in compliance with the Higher Education 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.
   ii. Assignment of thesis topics, advisors, and opponents is specified in the syllabi available in the Learning
      Management System and/or the AAU’s intranet.

D. Grading Policy

1. Grading Systems
   i. Degree 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 Degree 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 as given in Table 2.
   iii. While as a rule D is a passing grade, the Degree Program may require that the students pass some core courses
      with a grade C− or better.
   iv. No semester-long course can remain open after the beginning of the next semester.
   v. 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” which is calculated as
          an F grade.
      (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.
      (d) I: Incomplete
          An “I” notation may be given to any student who has fulfilled most coursework but has been unable to
          complete all through circumstances beyond his/her control by the last day of the semester and has made
          arrangements, satisfactory to the course instructor and 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 semester. Should the student fail to meet the missing requirements by the agreed upon deadline the Incomplete will turn into an F. A notation 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

An AU notation is given to students who do not take the course for credit. Grading and evaluation of work may be done by the faculty on a voluntary basis.

vi. 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.

Table 2. Grades and Grade Points

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

*Decimals should be rounded to the nearest whole number

3. Pass/Fail Policy

i. Students in good academic standing may take up to one course per 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. Grades in Response to Violation of Academic Integrity

i. Any instance of academic dishonesty must be reported to the Dean and processed according to the Standards of Conduct and Discipline Code.

ii. Besides the sanctions imposed by the Dean or the Disciplinary Commission the instructor may independently give a reduced or failing grade on the assignment/exam.

iii. The sanctions imposed by the instructor may be revoked by the Dean or the Disciplinary Commission should they dismiss the case against the student.
iv. Should the Disciplinary Commission impose a sanction for academic dishonesty that, although related to a specific course, has not been discovered by its instructor before a final grade has been given, the Commission may decide to retrospectively change the course grade.

5. 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 Vice President for Student Affairs. The student is no longer entitled to appeal academic judgment, but only an error in calculation or instructor misconduct. The Vice President for Student Affairs 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.

6. Graduation Examination

i. Graduation Examination, conducted under applicable Czech law, is composed of a Thesis Defense and oral State Exams in the subject of study specific to the Degree Program.

ii. Only students with no arrears in tuition or other payments to AAU may register for Graduation Examination.

iii. The particulars of State Exams and Thesis Defense shall be contained in their syllabi available in the Learning Management System and/or the AAU’s intranet.

iv. State Exams take place three times a year, typically in January, June, and September.

v. The State Exams Committee shall be appointed by the Dean responsible for the applicable Degree Program from a pool of examiners approved by the Academic Council for each Degree Program. The committee has at least 3 members.

vi. Every student has the right to one regular attempt and two corrective attempts of passing the State Exams or the Thesis Defense.

vii. A corrective attempt cannot be made in the same term. If a student earns a passing grade from his/her State Exams or Thesis Defense, he/she cannot repeat it to improve the grade.

viii. Students are eligible for undertaking the Graduation Examination if they have fulfilled all other requirements/conditions of the Degree Program and have a cumulative GPA at or above 2.00.

ix. Students may not participate in the State Exams or Thesis Defense without prior registration. Students may unregister from Graduation Examination until they submit the Thesis or until a week before the examination, whichever comes first.

x. AAU may cancel a student’s registration for the Graduation Examination if disciplinary proceedings have been started with the student.

xi. Procedure regarding nullity of Graduation Examination pursuant to the Higher Education Act may be initiated by the President. The President will also issue a decision on the nullity should the legal requirements set forth in the Higher Education Act be fulfilled.

7. 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 Degree 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.
8. 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.

F. Effectiveness

This Code was approved by the Board of Trustees on June 10th, 2019 and comes into effect upon registration by the Ministry.
Standards of Conduct and Discipline Code

A. Fundamental Standards
   i. All members of the AAU community, i.e. 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 standards 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. Core Values of Conduct
   i. **Integrity**: all members of AAU community exemplify honesty, honor and a respect for the truth in all of their dealings.
   ii. **Community**: all members of AAU community build and enhance their community.
   iii. **Respect**: all members of AAU community show positive regard for each other, for property and for the community.
   iv. **Responsibility**: all members of AAU community are given and accept a high level of responsibility to self, to others and to the community.

C. Interpersonal Conduct in a Multicultural Environment
   i. Given the multicultural environment at AAU, a risk of cultural misunderstanding is omnipresent. For the sake of harmonious coexistence, members of AAU community are expected to exercise prudence, self-restraint, tolerance, and responsiveness in interpersonal conduct. Among others, it means that:
      (a) Initiators of an interpersonal conduct are expected to keep in mind that others might hold to different standards of good manners (prudence), and adjust their conduct accordingly (self-restraint); repetitive or persistent interpersonal conduct that has been explicitly indicated as unwelcome, can form the basis of a violation of the Discipline Code.
      (b) Addressees of interpersonal conduct are expected to keep in mind that others might hold to different standards of good manners (tolerance), and thus are expected to be explicit if the conduct is not welcome (responsiveness). If they do not feel comfortable expressing their discomfort directly to the initiator, they are encouraged to do so through a third person.
   ii. Some cases of non-instigated interpersonal conduct are strictly forbidden (e.g. physical threat) while others are protected even if causing discomfort (e.g. free speech within a legitimate pedagogical context). In many other cases, it is the combined perception and the response of the one to whom the conduct is addressed that determines whether the conduct shall be interpreted as appropriate. (For example, the same compliment might be interpreted as charming, or offensive, depending on the addressee.)
   iii. Given the importance of the highest standards of interpersonal conduct for the AAU community, any kind of sexual and interpersonal misconduct is governed by a special Policy on Relationships, Sexual Misconduct, Discrimination, and Harassment which goes into greater depth and breadths than the provisions of this Code.

D. Free Speech
   i. AAU supports every individual's right to freedom of expression. AAU also recognizes the importance of fostering a culture of tolerance and civility that is a cornerstone for the accomplishment of its educational goals. Within the classroom, visual and/or aural demonstrations, depictions or conduct that may be offensive to an individual will not be restricted when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter.
ii. Campus discourse on topics of political, artistic or social issues that are conducted consistent with the nature of the forum and reasonable institutional limitations (registration to use space, time, place and manner regulations, etc.) that are clear and unambiguous will be supported.

iii. Expression that is severe, persistent, and objectively offensive, that is directed toward an individual and has the effect of limiting or deny educational or employment access, benefits or opportunities is not a protected form of speech or expression, and can form the basis of a violation of the campus harassment, bullying or discrimination policies.

iv. Other limitations on free speech include: endangering someone or threatening them; inciting violence; using “fighting words” directed at an individual or group that directly provoke violence; defamation; obscenity; and expression that has a discriminatory effect such that it limits or denies someone’s educational or employment access, benefits and/or opportunities.

E. Sexual Misconduct

(a) AAU maintains a policy of zero tolerance for sexual misconduct regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. Zero tolerance means that AAU will remedy all unwelcome conduct of a sexual nature and will impose serious sanctions on anyone who violates this policy.

(b) Please refer to AAU’s Policy on Relationships, Sexual Misconduct, Harassment, and Discrimination for information and details on AAU’s policy with regard to what amounts to sexual misconduct, harassment and discrimination; which relationship may or may not be acceptable within the AAU community; how all concerns, complaints and allegations can be addressed and remedied; and how to access and receive help and support.

F. Reporting Options and Confidentiality

i. AAU offers multiple ways of reporting options:

(a) Confidential Reporting: Members of AAU community, who would like the details of an incident to be kept confidential, may speak with the Psychological Counselor. AAU Psychological Counseling Center is available to help free of charge.

(b) Private Reporting: Members of AAU community may seek advice from certain resources who are not required to tell anyone else the private, personally identifiable information unless there is cause for fear for the reporting person’s safety, or the safety of others. These resources include employees without supervisory responsibility or remedial authority to address misconduct, such as faculty members, Student Council advisor, Student Services Center staff, Career Center staff, Admissions staff, HR office, and many others. Some of these resources are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about the report unless given permission, except in the rare event that the incident reveals a need to protect the victim or other members of the community. If any personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect the privacy to the greatest extent.

(c) Formal Reporting: Members of AAU community are encouraged to speak to the supervisor of the person suspected from misconduct (for students: the relevant Dean). If there is no known initiator of misconduct, they should speak to their supervisor (for students: their Dean) or to the Investigation Officer. All members of the AAU community have the right, and can expect, to have incidents of misconduct taken seriously by AAU when formally reported, and to have those incidents investigated and properly resolved through administrative procedures described in this Code. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve the rights and privacy.

(d) Anonymous Reporting: If a person is uncomfortable reporting misconduct personally, he/she may do so anonymously by completing a web form on AAU website. In this case, the person cannot be informed about the result.

ii. All disciplinary proceedings are confidential and conducted in accordance with the General Data Protection Regulation. The outcome may be shared only with persons that have been directly involved (including the complainant) or that need the information for the purposes of performing their work (or other) duties.

iii. AAU Community members employed by the university (including student employees such as receptionists, print center receptionists, teaching assistants, resident assistants, and orientation leaders) have a duty to report any Interpersonal Misconduct to the appropriate Designated Official, when they become aware of such misconduct.
AAU Community members who have a duty to report Interpersonal Misconduct may be subject to discipline or corrective action for failing to fulfill this obligation.

G. Allegation of Improper Conduct
i. Reporting suspected violation of AAU Standards of Conduct may result in an official allegation of improper conduct and following disciplinary proceeding.
ii. Anyone may submit a signed written complaint alleging a violation of Standards of Conduct to the attention of the supervisor of the person suspected from misconduct (for students: the relevant Dean). Before submitting a formal complaint, everyone is encouraged to consider informal means of resolving the behavior such as informal discussions with the help of the relevant supervisor.
iii. Should the supervisor have a conflict of interest, the complaint may be submitted directly to the Investigation Officer.
iv. 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.
v. Upon receipt of an allegation of improper conduct the supervisor within one week either begins the disciplinary process or defers the allegation if (even after possible clarification by the complainant) it is ambiguous or unsupported by any evidence. If the complainant expresses his/her disagreement with the deferral, the disciplinary process must be started in any case.
vi. At the beginning of the disciplinary process, the supervisor shall within 2 weeks of the receipt of the allegation:
   (a) Inform the accused person of the allegations in writing, including references to the time, place, others present, etc., when the alleged acts occurred;
   (b) Provide the person with documents supporting the allegation;
   (c) Provide the person with a two-week period to make a response in writing regarding the allegations of misconduct;
   (d) Inform the person about the follow-up disciplinary procedure;
   (e) Notify the Vice President for Faculty and Study Affairs, should the accused be a Employed Faculty member.

vii. The supervisor may conduct an initial inquiry to determine whether the allegations have merit and whether a formal investigation is warranted.

H. 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. Should the suspected violation of the Code involve any kind of sexual and interpersonal misconduct the procedure and the punishment will be governed by the Policy on Relationships, Sexual Misconduct, Discrimination, and Harassment.
iii. Students may be subject to disciplinary hearings for acts of non-academic misconduct including:
   (a) Violations of a university code or policy;
   (b) Violations of an applicable law;
   (c) Theft of property or services, intentional or reckless property damage;
   (d) 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;
   (e) Impersonation of another;
   (f) Election Tampering;
   (g) Drug or alcohol related intoxication while on campus;
   (h) Physical or verbal assault or threats;
   (i) Knowing or reckless exposure of another to significant danger;
   (j) Sexual misconduct;
(k) Harassment
(l) Stalking;
(m) Hate crimes and aggression motivated by race, sexuality, and religion;
(n) Bullying and Cyberbullying;
(o) Any behavior that is substantially incompatible with common standards of respect and adult responsibility;

iv. 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.

v. Students may not be subject to disciplinary proceeding for a conduct outside the school or AAU official housing facilities that has no direct relation to AAU and its community.

vi. Any person may raise an allegation of improper conduct against a student. Such allegation should be reported to the Dean of the School under which the student is studying together with all necessary supportive evidence.

2. Disciplinary Procedures for failure to meet the standards set out in this Code

i. If the accused student acknowledges the truth of the claim or fails to communicate with the Dean, and the offense is a minor first offense, the Dean may decide on the merits of the case. The decision shall be communicated to the student within two weeks of the student’s acknowledgement of the charges or one month after informing the student of the charges in the event that the student failed to communicate.

ii. If the student denies the claims and/or the offense is not a minor first offense, the Dean must pass the allegation to the Disciplinary Commission without undue delay.

iii. The Disciplinary Commission shall:
(a) Notify the student of the time and location of the Disciplinary Hearing. The hearing can take place no less than one week and no more than three weeks of the receipt of the allegation;
(b) Inform the student of their right to submit a written statement in their support 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. The Disciplinary Commission meeting shall decide on the merits of the case and inform the student and the respective Dean about the decision in writing within a week of the hearing.

v. 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.

vi. The Disciplinary Commission is composed of the Investigation Officer who is the Chair of the Disciplinary Commission, and two members nominated by the Faculty Senate and two members nominated by the Student Council. Any member of the Commission will recuse herself/himself from decision-making should there exist a conflict of interest.

3. Disciplinary Penalties for all Misconduct and Violations of this Code

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 or tutoring; and/or
   (d) Complete an assignment as determined by the Disciplinary Commission.
iv. False statements made during the course of the process may result in additional sanction(s).
v. Students who violate the terms of non-academic probation will be expelled.

I. Faculty

1. Improper Faculty Conduct

   i. Should the suspected violation of the Code involve any kind of sexual and interpersonal misconduct the procedure and the punishment will be governed by the Policy on Relationships, Sexual Misconduct, Discrimination, and Harassment.
   ii. Faculty may be subject to disciplinary hearings for any failure to meet the standards set out in this Code, including:
      (a) Arbitrary denial of access to instruction;
      (b) Evaluation of student work by criteria not directly reflective of course performance;
      (c) An undue and unexcused delay in evaluating student work;
      (d) Research related misconduct and/or intentional misappropriation of the writings, research, and findings of others.
      (e) Violation of university codes or policies.
      (f) 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.
      (g) Participating in or deliberately abetting disruption, interference, or intimidation in the classroom.
      (h) Significant intrusion of material unrelated to the course;
      (i) 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.
      (j) Violation of university codes or policies.
      (k) 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.
      (l) Participating in or deliberately abetting disruption, interference, or intimidation in the classroom.
      (m) Sexual harassment and misconduct.
      (n) Entering into a personal 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.
      (o) Exercising academic responsibility (instructional, evaluative, or supervisory) towards any student with whom a faculty member has a personal relationship
      (p) Failing to attend meetings when established by the Dean, the Vice Presidents or the President without a valid excuse.
      (q) Breach of confidentiality.
   iii. Faculty may not be subject to disciplinary proceeding for a conduct outside the school that has no direct relation to AAU and its community.

2. Disciplinary Procedures for failure to meet the standards set out in this Code

   i. 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.
   ii. 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 Investigation Officer.
iii. 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 Investigation Officer for investigation.

iv. The Investigation Officer shall appoint a special Investigation Committee from at least two individuals with knowledge and background appropriate to carry out the investigation.

v. 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.

vi. 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.

vii. After receiving the report with findings of fact from the committee, the Vice President for Faculty and Study Affairs 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.

viii. The decision of the Vice President for Faculty and Study Affairs 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 for all Misconduct and Violations of this Code

The disciplinary actions or sanctions may include, but are not limited to, any of the following: 

- Submitting a letter of apology;
- Reprimand;
- Attend counseling or tutoring;
- Reduction in variable part of salary;
- Reduction in rank;
- Termination of employment.

J. Staff

Section I. above applies to AAU staff similarly. The final decision is reached by the relevant Vice President. The decision may be appealed to the President.

K. Effectiveness

This Code was approved by the Board of Trustees on June 10th, 2019 and comes into effect upon registration by the Ministry.
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 30 ECTS credits or 15 US
       credits at AAU.
   iii. A students’ 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 5 courses for credit during
       their previous active semester at AAU and have no “Incomplete.” LLB and Certificate students must take at least
       4 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 of the end of the add/drop period of the term 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. Every year, MA fellowships are offered to the top three BA graduates.
   ii. Each fellowship is awarded for up to 60 attempted US credits, provided that the students keep their overall GPA
       at 3.0 or above and that they provide the required research and other academic assistance according to the
       guidelines and to the satisfaction of the Dean and Vice President for Research. The fellowship only covers the
       tuition and does not cover any fees related to the program. The fellowship is available for graduates up to one
       year after graduation.
   iii. Students on fellowship are required to provide up to ten hours of assistance to AAU weekly and to report to the
       Dean or the responsible person on a weekly basis.
   iv. To apply for a fellowship, graduates must submit their CV, Transcript from their BA studies, an essay specifying
       their research objectives in the MA studies and assistantship. Applications for fellowship are to be submitted to
       the Vice President for Research. Deadline for applications is August 1 of each year.

3. Alumni Scholarship
   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.
   iv. The value of the scholarship is calculated within 10 days of the end of the add/drop period of the first semester
       of studies.
4. **The Alan Levy Journalism Scholarship**
   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.
   v. The scholarship must be applied for in writing and submitted to the Dean of the School of Journalism and Communication by July 1st 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.
   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 1st 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 Degree Programs and 60 US credits in graduate Degree 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.

D. Effectiveness
This Code was approved by the Board of Trustees on June 10th, 2019 and comes into effect upon registration by the Ministry.
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, as specified in Table 3.
   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.

C. Fees
   Students must pay fees set out in the Financial Code as well as administrative fees set out in the Financial Policy, as specified in Table 4.
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D. Effectiveness
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