

# 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) Standards of Conduct and Discipline Code
- (d) Scholarship Code
- (e) Financial Code

### C. Policies implied by the Codex

The Academic Codex is based 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 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. 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 permanent 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,
- iv. 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.
- v. Permanent 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 Codex and applicable law.
- vi. 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, and service or administrative duties, which it is mandatory to perform on campus or another workplace as agreed upon with the AAU.
- vii. Compensation for faculty is determined by a directive annually issued by the President. Adjunct faculty members with a teaching appointment are compensated on a per course basis according to their academic rank. For permanent faculty the directive sets forth salary ranges for respective academic ranks and degrees. Salary of permanent 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 the following table. The ranks are further divided into degrees within the respective ranks as specified below. For permanent faculty the ranks are awarded within the teaching and research tracks.

<b>Permanent Faculty – Teaching track</b>	<b>Permanent Faculty – Research track</b>
Lecturer	Lecturer
Senior Lecturer	Senior Lecturer
Distinguished Senior Lecturer	Distinguished Senior Lecturer
<b>Adjunct Faculty</b>	
Adjunct Lecturer	
Adjunct Senior Lecturer	
Adjunct Distinguished Senior Lecturer	
<b>External Faculty</b>	
Lecturing Fellow	Research Fellow

- ii. Adjunct lecturers have duties in two areas: teaching and service.
- iii. Permanent faculty members on the teaching track have duties in three areas: teaching, service, and public outreach. The full time teaching load equals 8 courses per academic year (AY) which is usually equally divided into two semesters.
- iv. Permanent faculty members on the research track also have a duty to conduct research in addition to teaching, service, and public outreach duties. The teaching load for faculty on the research track is therefore reduced to 6 courses per AY.

### **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.

### **4. Sabbatical Leave**

- i. Sabbatical leaves are intended to encourage scholarly pursuits that reflect benefits to both the individual faculty member and AAU. Such pursuits include research, production of scholarly and creative works (such as papers, books, works of art) and improvement of teaching effectiveness.
- ii. Permanent faculty member in the rank of senior lecturer or higher who has been a full-time employee for six years becomes eligible to apply for a sabbatical leave of one semester in the seventh year of his/her/her appointment or in the seventh year from his/her/her last sabbatical leave.
- iii. Eligible permanent faculty may apply for a sabbatical leave by submitting a written proposal to the Vice President for Faculty and Study Affairs that includes a statement of the purposes of the leave and the recommendation of the Dean. The proposal must include a commentary on the benefits that the sabbatical leave will bring to AAU as well as the costs, staffing concerns, and impact to the unit while the faculty member is on leave.
- iv. The proposal of the Dean shall be submitted to the Vice President for Study and Faculty Affairs, who after consulting the Vice President for Research and having a prior positive position from the Vice President for Administration and Operations makes decision on approval or rejection of the proposal. In case of disapproval, the Vice President for Study and Faculty Affairs should provide reasons in a written form. The applicant may appeal to the President, who is entitled to make final decision after consulting the President's Collegium in Academic Format.
- v. No more than one faculty member may receive a sabbatical leave in any given semester.
- vi. The sabbatical leave recipient is relieved of all academic duties during the period of his/her/her leave.
- vii. The sabbatical salary is the full contractual salary in effect during the period in which the leave is taken provided that the faculty member agrees not to accept any outside employment for the period of the leave. Should he/she accept or keep outside employment, the salary may be reduced to 50 % by the decision of the President upon recommendation of the Vice President for Faculty and Study Affairs.

## **B. 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; and, to the best of their abilities, as dictated by the school's resources, respect, maintain confidentiality, and provide necessary accommodations for students with special needs.
- 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 auni.edu e-mail address when communicating with their students; they should address the students at their respective auni.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' directive.
- ii. All course syllabi must be presented to the Department Chair for review and modification guidance and then to the respective Dean for approval by the date established by the School, and in any case no less than one month before the start of the semester. See Section 4 for further details.
- iii. Consultation hours for each faculty member must be listed in the syllabus and available to students at the instructor's School.
- iv. Faculty members must submit their course grades, final assessments, attendance sheets, tests, and other documents specified by their School by the deadline(s) established by the School.
- v. Faculty members cannot excuse a student's absence. Students must be directed to their Dean.

### **4. Assessment**

- i. Assessment techniques and structure (weights of individual elements) have to be linked to course learning outcomes and clearly specified in the course syllabus. They also have to be presented and explained in the introductory session.
- ii. Students are to be informed in advance what aspects of their performance will be assessed in individual assignments and what will be the weight of individual elements. It is recommended to provide students with the rubric that will be used for assessment.
- iii. Assessment of coursework at AAU must be early, continuous and diverse:
  - (a) Students should receive feedback on their performance early in the semester, by the fifth week at the latest;
  - (b) Students should receive 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 Faculty Handbook. 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.

## C. 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.
- iii. Only adjunct faculty with valid appointment can be hired assigned teaching by the Dean.
- iv. Permanent 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 permanent 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 is presided over by the Dean and must consist of the respective Department Chair, an expert from outside AAU, and AAU permanent 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 presided over by the Vice President for Faculty and Study Affairs.
- vii. Newly hired permanent 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.
- 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 service points reflective of the respective rank as set out in this Faculty Hiring and Promotion policy.
- x. The Hiring and Promotion Committee shall consider previous academic career at an accredited institution as equivalent to AAU service points. Should a previously appointed adjunct faculty member be hired to a permanent position, the previous academic career considered in the hiring process comprises all relevant activities both at AAU and elsewhere up to the point of hiring.

### 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 of 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. Permanent faculty members in the teaching track are reviewed in the areas of teaching, service, and public outreach according to the requirements set forth in the Hiring and Promotion Policy. Permanent faculty members in the research track are reviewed in the area of teaching, service, public outreach, and research 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 permanent 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. Permanent 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 service 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.

### 3. Service Performance Measures

In order to assess the performance as regards services provided, the service points are awarded to every candidate for promotion as given in Table 3.

**Table 3. Service Points**

No. of Points	Service
2	Every full semester course taught or every course release obtained for administrative appointment. (Should a course be taught by more than 1 instructor, the points will be divided proportionally)
1	Every course co-taught with another faculty member.
0.5	Every thesis advised and successfully defended.
0.25	Every thesis opponent's review.
0.5	Every independent study advised.
0.5-4	Publication according to its quality (to be determined by the Vice President for Research)
0.5-1	Public outreach activity
0.5	Membership and service pro bono in committees advisory to AAU President, Vice President or Dean (every commenced semester of service).

1	Membership and service pro bono in the Faculty Senate, Strategic Planning Committee, or any other similar committee established by the President or the Board of Trustees (every commenced semester of service).
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## 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 or 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 May 28<sup>th</sup>, 2018 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. Study Programs

- i. Both bachelor's and master's programs are taught at AAU.
- ii. Each program of study ("Study Program") is defined by the following elements:
  - (a) the name, the nature of the diploma or degree granted upon successful completion of the program;
  - (b) the accreditation of the program and the terms thereof, divisions (if any) and characteristics of any specializations within the program structure, and a timetable for completion on a full-time or professional weekend studies format;
  - (c) academic objectives and outcomes of the program and a corresponding profile of the graduate;
  - (d) detailed information 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 State Exam and thesis requirements;
  - (h) methods of assessment of study results and outcomes.
- iii. Modifications of Study Programs that do not require approval by respective accreditation authorities are conducted by respective School Curriculum Committees. Substantive modifications that require additional approval, as well as proposals of new programs, must be processed according to the President directive based upon proposal of the Vice President for Faculty and Study Affairs' and consulted with the President's Collegium in Academic Format.
- iv. All courses taught at AAU must be approved by respective School Curriculum Committees or other universities guaranteeing respective Study Programs
- v. Study 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 Study Program offered by the University and all applicable policies. The Catalog shall be made available on the AAU website or in print.
- ii. AAU shall annually publish a Student Handbook including procedures and regulations relevant for students studying at AAU.
- iii. AAU policies are updated annually and published on the AAU's intranet.

## B. Admission

### 1. General Provisions

- i. Degree seeking applicants are admitted to a program of study 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.

## C. Study

### 1. General Provisions

- i. An applicant matriculates as a student on the first day of the first semester in which he/she is enrolled in courses as part of a Study Program taught at AAU.
- ii. 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. 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 Study 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 Study 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 Study 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.

### 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 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 Study 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 15<sup>th</sup> 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 has to provide written argumentation in support of the alternation.

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

- i. Students who may have a grade of Incomplete but have otherwise fulfilled all course requirements of their study 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 of the Study Program.
- iii. A student may register for courses for each subsequent semester only when on track to have fulfilled all prerequisite requirements. The Dean of the Study Program may conditionally waive this requirement for good cause.
- iv. During 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/hers 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. 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 or 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 or 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 Study Program. AAU may only transfer credits obtained during previous studies that have not led to the obtaining of an official qualification.
- iii. In order to obtain credit recognition, the student has to provide the School of Study with an official transcript and course descriptions in English, or in a certified English translation, along with acceptable evidence of course content. Requests for credit recognition must be made during the first semester at AAU. To be accepted for a transfer, courses must have been completed with grades of C and better (or the equivalent).

- iv. 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 Study Program (Major)

- i. Students may request a change of their program of study 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. Change of a program of study does not affect the student's academic standing. All courses passed and failed with the grades remain on the student's transcript.
- iii. Students planning to change a program of study within the same school must obtain approval by the Dean of their school.
- iv. Students planning to change a program of study outside of their school must obtain approval both by their Dean and the Dean of the receiving school.

## 13. Requested Interruption of Study Program

- i. Interruption of studies is appropriate for students who are in good financial status with AAU and find they are not able to attend an obligatory 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 Study Program at AAU. Interruption due to maternity leave is not counted against the two years of allowed study interruption.
- iv. A student who has interrupted studies who neither (a) recommences the Study Program nor (b) obtains an extension of the interruption prior to the start of the next 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 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 program of study 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 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 Study Program nor (b) upon his or 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(c).
- 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(c) 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 or 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 program of study.

## D. Conclusion of Study

### 1. Termination of Studies

- i. A student's Study Program is terminated and such a student ceases to have the status of a student at AAU upon the occurrence of any of the following:
  - (a) the student resigns from their studies by submitting a completed Resignation Form to the applicable Dean in which case his or her termination is effective upon the delivery of such a notice to AAU;
  - (b) the student fails to fulfill the academic requirements of his or her Study Program, other than registration for courses, on the last day before the start of the next semester, in which case his or her termination is effective the following day;
  - (c) the student fails to fulfill the academic requirements of his or her Study Program by failing to register courses for the semester by the end of the Add/Drop period without being granted a study extension, in which case his or her termination is effective the following day.
 Degree seeking students are terminated by the Dean. All other students are terminated by the Vice President for Student Affairs.
- ii. The student is expelled from his or her Study Program, in which case his or her studies are terminated as of the day when the decision of expulsion is final.

## 2. Completion of Studies

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

## 3. Graduation with Honors

- i. A student with superior academic achievement throughout his or her university career may be graduated with university honors. To be eligible for honors, the student must have a cumulative grade point average as well as his or her GPA from the Graduation Examination at or above the specific honors criterion. A minimum of 60 US credits for BA graduates and 30 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 Study Program require a Thesis, in compliance with the Act, the Thesis will be made public on the AAU website and/or kept on file in the Library and as part of the academic archives. A thesis will be available in the office of the respective AAU School no less than five days prior to the relevant Thesis Defense.
- ii. Assignment of thesis topics, supervisors, and opponents is specified in the syllabi available in NEO and/or the AAU's intranet.

## E. Grading Policy

### 1. Grading Systems

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

### 2. Grades and Grade Points

- i. All final course grades as well as grades from State Exams and Thesis Defense are reported in the form of a letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, F) or a grade "Pass" (P) if the student has received credit for a course but no letter grade.
- ii. While student performance is differentiated within each letter grade, all students falling within any one such grade match the following qualitative criteria as given in Table 4.
- iii. While as a rule D is a passing grade, the program of study 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 or 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.

### 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).

a.

### 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 Code 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.

**Table 4. Grades and Grade Points**

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

D+	65 – 69	1.33	<b>Poor.</b> The student has shown some understanding of the material and subject matter.
D	60 – 64	1.00	
F	0 - 59	0.00	<b>Fail.</b> The student has not succeeded in mastering the subject matter covered in the course.
*Decimals should be rounded to the nearest whole number			

## 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 Examinations

- i. Graduation Examinations, conducted under applicable Czech law, are composed of a Thesis Defense and oral State Exams in the subject of study specific to the Study Program.
- ii. Only students with no arrears in tuition or other payments to AAU may register for Graduation Examinations.
- iii. The particulars of State Exams and Thesis Defense shall be contained in their syllabi available in NEO 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 Study Program from a pool of examiners approved by the Academic Council for each Study 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 Thesis Defense.
- vii. A corrective attempt cannot be made in the same term. If a student earns a passing grade from his or her State Exams or Thesis Defense, he/she cannot repeat it to improve the grade.
- viii. Students are eligible for undertaking the Graduation Examinations if they have fulfilled all other requirements/conditions of the Study Program and have a cumulative GPA at or above 2.00.
- ix. Students may not participate in the examination or defense without prior registration. Students may unregister from graduation examinations 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 Examinations if disciplinary proceedings have been started with the student.
- xi. Procedure regarding nullity of graduation examination pursuant to the 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 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 study programs taught at AAU.

- iii. State Exam results are written down in the form of a State Exam Protocol which contains the questions drawn by the students, the letter grades, and the date of the exam and is signed by all members of the State Exam Committee.

## **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 May 28<sup>th</sup>, 2018 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, 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: AAU students and faculty exemplify honesty, honor and a respect for the truth in all of their dealings.
- ii. Community: AAU students build and enhance their community.
- iii. Respect: AAU students show positive regard for each other, for property and for the community.
- iv. Responsibility: AAU students are given and accept a high level of responsibility to self, to others and to the community.

## C. Free Speech and Sexual Misconduct

- i. Free speech
  - (a) 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.
  - (b) 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.
  - (c) 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.
  - (d) 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.
- ii. 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) AAU policy can be summarized in the following paragraph: Consent is clear sexual permission and can only be given by one of legal age. Consent can be given by word or action, but nonverbal consent is more ambiguous than explicitly stating one's wants and limitations. Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity. Individuals who consent to sex must be able to fully understand what they are doing. Under this policy, "No" always means "No" and "Yes" may not always mean "Yes." For example, when alcohol or other drugs are used, a person will be considered unable to give valid consent if the person cannot appreciate the who, what, where, when, why, or how of a sexual interaction. In addition, silence— without clear actions demonstrating permission—cannot be assumed to

indicate consent. Finally, there is a difference between seduction and coercion; coercion is understood as unreasonably pressuring another person for sex. Coercing someone into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

- (c) AAU recognizes especially the following four form of sexual misconduct:
- a. Nonconsensual Sexual Intercourse (or attempts to commit the same) understood as any sexual intercourse, however slight, with any object, by a person upon another person, without consent and/or by physical force.
  - b. Nonconsensual Sexual Contact (or attempts to commit the same) understood as any intentional sexual touching, however slight, with any object, by person upon another person, without consent and/or by physical force.
  - c. Sexual Exploitation understood as taking nonconsensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:
    - i. Prostituting another person;
    - ii. Non-consensual video or audio recording of sexual activity;
    - iii. Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one's consensual sexual activity;
    - iv. Engaging in voyeurism; and/or
    - v. Knowingly transmitting a sexually transmitted disease/infection or HIV to another person.
  - d. Sexual Harassment defined as unwelcome conduct of a sexual nature. To impose discipline on a harasser, sexual harassment must meet the definition of hostile environment, quid pro quo or retaliation defined below:
    - i. Hostile Environment includes situations where harassment is sufficiently severe, pervasive or persistent and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from AAU's educational or employment program or activities.
    - ii. Quid Pro Quo sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in adverse educational or employment action. Quid pro quo harassment may also exist when a threat of adverse action or a promise of a benefit is explicitly conditioned on submission to, or rejection of, such requests.
    - iii. Retaliation exists when an individual harasses, intimidates or takes other adverse action(s) against a person because of the person's participation in an investigation of discrimination or sexual misconduct or their support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism.
- (d) Given the sensitive nature of sexual misconduct AAU offers multiple ways of reporting options:
- a. Confidential Reporting: Students and faculty, 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: Students and faculty 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 victims' safety, or the safety of others. These resources include employees without supervisory responsibility or remedial authority to address sexual 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 Options: Students and Faculty are encouraged to speak to their Dean or any of the academic Vice Presidents. All members of the AAU community have the right, and can

expect, to have incidents of sexual 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. Students

### 1. Improper Student Conduct

- i. Any faculty member or staff may, if a student engages in disruptive or other conduct unsuitable for a classroom environment of an institution of learning, require the student to withdraw from the room for the duration of the activity or for the day. Should such a demand be made, the circumstances shall be relayed by the instructor/administrator to both the Dean of the School of the instructor/administrator and of the student's School in writing within 24 hours of the incident.
- ii. Students may be subject to disciplinary hearings for acts of non-academic misconduct including:
  - (a) Violations of a university policy or specific university directive;
  - (b) Violations of an applicable law;
  - (c) Physical or verbal assault or threats;
  - (d) Sexual misconduct
  - (e) Harassment based on but not limited to actual or perceived status including sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, pregnancy status, religion, sexual orientation. Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the AAU educational or employment program or activities.
  - (f) Stalking;
  - (g) Theft of property or services, intentional or reckless property damage;
  - (h) Hate crimes and aggression motivated by race, sexuality, and religion;
  - (i) Drug or alcohol related intoxication while on campus;
  - (j) 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;
  - (k) Impersonation of another;
  - (l) Knowing or reckless exposure of another to significant danger;
  - (m) Election Tampering
  - (n) Bullying and Cyberbullying
  - (o) Any behavior that is substantially incompatible with common standards of respect and adult responsibility;
- iii. Students may be subject to disciplinary hearings for acts of violation of academic standards and study duties including:
  - (a) Plagiarism;
  - (b) Submission of bought papers or of work undertaken or previously submitted in another course;
  - (c) Cheating, attempts to cheat, introduction of or possession of tools that may help effectuate cheating in the examination room including but not limited to books, notes, phones, computers, microphones, or electronic or other devices capable of storing information, etc.
  - (d) Unpermitted collaboration;
  - (e) Giving or receiving unpermitted assistance on a take-home assignment or examination;
  - (f) Copying from, or allowing one to copy from, an examination or other piece of work;
  - (g) Giving or receiving aid on any assignment where one should reasonably have been aware that such aid was not permitted;
  - (h) Undertaking activities that impact the academic environment or the sense of safety and security of a classroom;
  - (i) Undertaking activities that interfere with the study of other students;
  - (j) Acting in any other way that is substantially incompatible with common standards of academic integrity.

- iv. Any person may raise an allegation of improper conduct against a student. Such 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

- i. Upon receipt of an allegation of improper conduct the Dean shall:
  - (a) Inform the student of the allegations in writing within 1 week of the receipt of the allegation;
  - (b) Provide the student with documents supporting the allegation;
  - (c) Provide the student with a two-week period to acknowledge the validity of the claim or to refute the claim;
  - (d) Inform the student about the follow-up disciplinary procedure.
- ii. If the 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.
- iii. 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.
- iv. 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.
- v. 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 of week of the hearing.
- vi. 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.
- vii. The Disciplinary Commission is composed of the Vice President for Student Affairs, or 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 from decision-making should there exist a conflict of interest.

## 3. Disciplinary Penalties

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

## E. Faculty

### 1. Allegations of Improper Conduct

- i. Anyone may submit a signed written complaint alleging a violation of Standards of Conduct to the attention of the Dean of the relevant School, who in turn will notify the Vice President for Faculty and Study Affairs. Before submitting a formal complaint to the Dean, everyone is encouraged to consider informal means of resolving the behavior such as informal discussions with the faculty member, Department Chair, or the Dean.

- ii. Should the Dean have a conflict of interest, the complaint may be submitted directly to the Vice President for Faculty and Study Affairs.
- iii. 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.
- iv. 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) Significant intrusion of material unrelated to the course;
  - (c) Significant failure to adhere, without legitimate reason, to the rules of the faculty as set out in this Codex and the Faculty Handbook in the conduct of courses, to hold class, to keep consultation hours, or to hold examinations as scheduled;
  - (d) Evaluation of student work by criteria not directly reflective of course performance;
  - (e) An undue and unexcused delay in evaluating student work;
  - (f) Research related misconduct and/or intentional misappropriation of the writings, research, and findings of others.
  - (g) 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.
  - (h) Violation of university policies.
  - (i) 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.
  - (j) Participating in or deliberately abetting disruption, interference, or intimidation in the classroom.
  - (k) Sexual harassment.
  - (l) Entering into a romantic or sexual relationship with any student for whom a faculty member has, or should reasonably expect to have, academic responsibility (instructional, evaluative, or supervisory) in the future.
  - (m) Exercising academic responsibility (instructional, evaluative, or supervisory) towards any student with whom a faculty member has a romantic or sexual relationship.

## 2. Disciplinary Procedures

- i. Upon receiving a report of misconduct, the Dean will
  - (a) Inform the faculty member of the allegations, including references to the time, place, others present, etc., when the alleged acts occurred;
  - (b) Invite the faculty member to make a response in writing regarding the allegations of misconduct within 10 days.
  - (c) Notify the Vice President for Faculty and Study Affairs, should the accused be a Permanent Faculty member.
- ii. The Dean may conduct an initial inquiry to determine whether the allegations have merit and whether a formal investigation is warranted.
- iii. Based on the allegations, the initial inquiry (if any), and the response (if any) of the accused, the Dean shall make a decision falling into one of two categories within 21 days from receiving the complaint:
  - (a) That insufficient grounds have been presented to warrant further pursuit of the allegation and, therefore, that the accused will be subject to no discipline or only minor discipline.
  - (b) That there is presumptive evidence for major discipline and that a formal investigation is warranted. If so, the Dean will notify the accused in writing summarizing the evidence received and the conclusions of the initial inquiry, if any.
- iv. If, in the previous step, the Dean determines that minor discipline is warranted, the final disciplinary action will, at that point, be taken by the Dean with the matter being subject to appeal to the Vice President for Faculty and Study Affairs.
- v. If, in the previous step, the Dean concludes that grounds for major discipline may exist, the Dean will so notify the faculty member and will refer the matter to the Vice President for Faculty and Study Affairs for investigation.
- vi. The Vice President for Faculty and Study Affairs shall appoint a special Investigation Committee from individuals with knowledge and background appropriate to carry out the investigation.
- vii. In its investigation, the committee will be expected to talk with witnesses and review documentary evidence, secure necessary and appropriate expertise to carry out a thorough and authoritative evaluation of the relevant

evidence, advise the accused of the evidence against him or her, and offer the accused a reasonable opportunity to respond and present evidence.

- viii. The committee will work towards reaching findings of fact in regard to the Dean's charge. If the committee finds facts that appear to constitute a breach of relevant AAU or general scholarly standards of performance or conduct, the committee's report shall state the nature of the breach and assess the seriousness of the breach.
- ix. After receiving the report with findings of fact from the committee, the 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.
- x. 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**

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

- (a) Submitting a letter of apology;
- (b) Reprimand;
- (c) Reduction in variable part of salary;
- (d) Reduction in rank;
- (e) Termination of employment.

### **F. Effectiveness**

This Code was approved by the Board of Trustees on May 28<sup>th</sup>, 2018 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 student's GPA is calculated cumulatively from the beginning of the studies of a program at AAU.
- iv. The Merit Based Scholarship can be only awarded to students who have taken at least 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 semester to which the Merit Based Scholarship applies.

- vi. Students who register for the next semester prior to the end of the current semester are assigned tuition that does not yet reflect the Merit-based Scholarship. Eligible students that have already paid the tuition may select to receive either a refund or tuition credit for future studies.

## 2. MA Fellowship

- i. Every year, MA fellowships are offered to the top three BA graduates.
- ii. Each fellowship is awarded for 4 consecutive semesters and 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 written agreement 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.
- 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](http://www.lennonwall.net).
- v. The scholarship must be applied for in writing and submitted to the Dean of the School of Journalism and Communication by July 1<sup>st</sup> of the relevant academic year.

## 5. MBA Alumni Scholarship

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

## 6. Special Scholarships

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

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

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

## **C. Common Provisions**

- i. The President shall determine which scholarships shall be awarded, the criteria for awarding these scholarships, and the amounts of such scholarships no later than July 1<sup>st</sup> for the next academic year. The President's decisions shall be publicized in the Scholarship Policy on the AAU website.
- ii. Scholarships are not awarded retroactively. A student who would have been eligible for a scholarship but failed to apply in a timely manner has thusly waived any eligibility for the scholarship.
- iii. Scholarships are not awarded to students who have already completed 90 US credits in undergraduate study programs and 60 US credits in graduate programs.
- iv. Unless explicitly provided for otherwise, all scholarships are awarded in the form of tuition credits, i.e. crediting the amount of the scholarship to the student's tuition payments.
- v. Should a student be awarded more than one scholarship simultaneously, and/or the same scholarship repeatedly, all such scholarships may be awarded, unless the terms of the scholarship specifically state otherwise.
- vi. The number and amount of scholarships awarded is determined according to the number of students who meet the conditions for awarding a particular scholarship for a given period and with regard to finances available in AAU's scholarship fund.
- vii. A student who provides inaccurate or deceptive information on an application for a scholarship or in connection therewith shall be subject to a disciplinary proceeding under the Disciplinary Code.
- viii. Each student is obliged to inform the Student Services Center without undue delay of any and all matters which could influence the award or disbursement of a scholarship.

## **D. Effectiveness**

This Code was approved by the Board of Trustees on May 28<sup>th</sup>, 2018 and comes into effect upon registration by the Ministry with the exception of article B. 1 which comes into effect on February 1, 2019.

# 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 5.
- 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 or 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 6.

**Table 5. Tuition**

<b>Bachelor's Level</b>	
Tuition per US credit	CZK 5,000
Tuition per Bachelor's Program Total (90 US credits)	CZK 450,000
<b>Certificate of Higher Education in Common Law</b>	
Local tuition per core course	CZK 30,000
Local tuition per AAU support course	CZK 20,000
Local tuition for a two week intensive course	CZK 5,000
Tuition per Local Certificate of Higher Education Total (4 core courses / 6 support courses / the intensive course)	CZK 245,000
<b>LL.B.</b>	
Local tuition per core Level Four LL.B. course	CZK 30,000
Local tuition per core Level Five and Level Six LL.B. course	CZK 33,000
Local tuition per AAU support course	CZK 20,000
Local tuition per LL.B. Total (4 core courses in the 1 <sup>st</sup> year / 8 core courses in the 2 <sup>nd</sup> year / 3 support courses)	CZK 444,000
<b>Cost for Certificate of Higher Education in Common Law students who progress to LL.B.</b>	
Tuition per Local Certificate of Higher Education Total – 2 years (4 core courses / 6 support courses / the intensive course)	CZK 245,000
Local tuition per LL.B. Total – the latter 2 years (8 core courses / 2 support courses)	CZK 304,000
Local Total Study Fees	CZK 549,000
<b>Master's Level</b>	
Tuition per US credit	CZK 5,500
Tuition per Master's Program Total (60 US credits)	CZK 330,000
<b>LLM – Study Support Package</b>	
LLM – Study Support Package (per semester)	CZK 10,000
<b>MBA program with Chapman University</b>	
Tuition per US credit	CZK 9,783
Program Total including textbooks and instructional material fees (46 US credits)	CZK 450,000
<b>Intensive Academic English Program and other non-credit classes</b>	
Tuition IAEP per semester	CZK 45,000
Tuition per 14 contact hours per semester (corresponding to 1 US credit)	CZK 2,500
<b>Auditing students</b>	
Tuition (per any chosen course)	50% of the base tuition

**Table 6. Fees**

<b>AAU and LL.B. Degrees</b>		
Application Fee	CZK 2,000	An admissions fee is required in order to process an application.
Alumni Transcript Fee	CZK 250 / EUR 10 / USD 15	The fee is paid by alumni and former students for each additional transcript issued (apart from two originals that are issued together with diploma).
Art Fee	CZK 800 / 1.000 / 2.000 per course	The fee is charged for Art courses. It covers tickets to performances, exhibitions, etc. Payable at registration to the course.
Credit Transfer Fee	CZK 100 per 1 UK credit CZK 200 per 1 ECTS credit CZK 400 per 1 US credit	The fee is paid by students who are transferring classes to AAU from other universities unless the fee is waived based on an interuniversity agreement. Please ask the Student Services Center for the complete list of such agreements. Fee is payable no later than 2 weeks after notification from the Student Services Center about successful transfer.
Drop Fee	10% of the tuition of the courses dropped 20% of the tuition if all courses dropped	The fee is paid for dropping courses during the Add/Drop period without replacing them with other courses. For more information on add/drop policy see the section 'Add/Drop policy'.
State Examination Fee	CZK 1.000	The fee is charged for attempting the state examinations. Should the student fail and repeat a part or the whole examinations the fee should be paid again.
Thesis Defense Fee	CZK 2.500	The fee is charged for attempting the Thesis Defense.
Installment Fee	2.5% from the amount due	For more information on paying in installments see the section 'Installment Payment Plan'.
Internal TOEFL Test Fee	CZK 2,000	English language test.
ISIC Fee	CZK 100 / issuance CZK 290 / reissuance CZK 180 / revalidation stamp	The fee is paid in order to cover the cost of issuance of an ISIC card.
Late Registration Fee	CZK 300 / course	The fee is charged for registration after the Advising / Registration Period as specified in the Academic Calendar.
Library Late Fee	CZK 10 / item / day	The fee is in the amount of CZK 10 is paid for each library item for each day it is overdue. The Late Fee is payable at the Library.
Library Replacement Fees	book buying costs plus the processing fee	Library fee. For more information on Replacement fee see the section 'Library Policy'.
Administrative Fee	CZK 4,500 (per obligatory term) 2,500 (per voluntary term)	The fee is charged for administrative and enrollment services in every semester the student is enrolled in a study program at AAU. Students who enrolled prior to August 31, 2016 and have permanent residence in the European Union / European Economic Area are exempt from the fee for semesters in which they enroll in credit courses.
Waiver Exam Fee	CZK 1,000	The fee is required to cover the cost of waiver exam preparation and supervision, and evaluation of the test. The fee is not refundable, regardless of exam attendance or result. Payable no later than 1 day before the exam.
<b>Chapman University (MBA) Degree</b>		
Application Fee	CZK 4,500	Payable at the time of registration.
Degree conferral fee	CZK 800	Payable no later than 1 month prior to graduation.
Installment fee	2% or 4%	See section 1.5.2.

## **D. Effectiveness**

This Code was approved by the Board of Trustees on May 28<sup>th</sup>, 2018 and comes into effect forthwith.