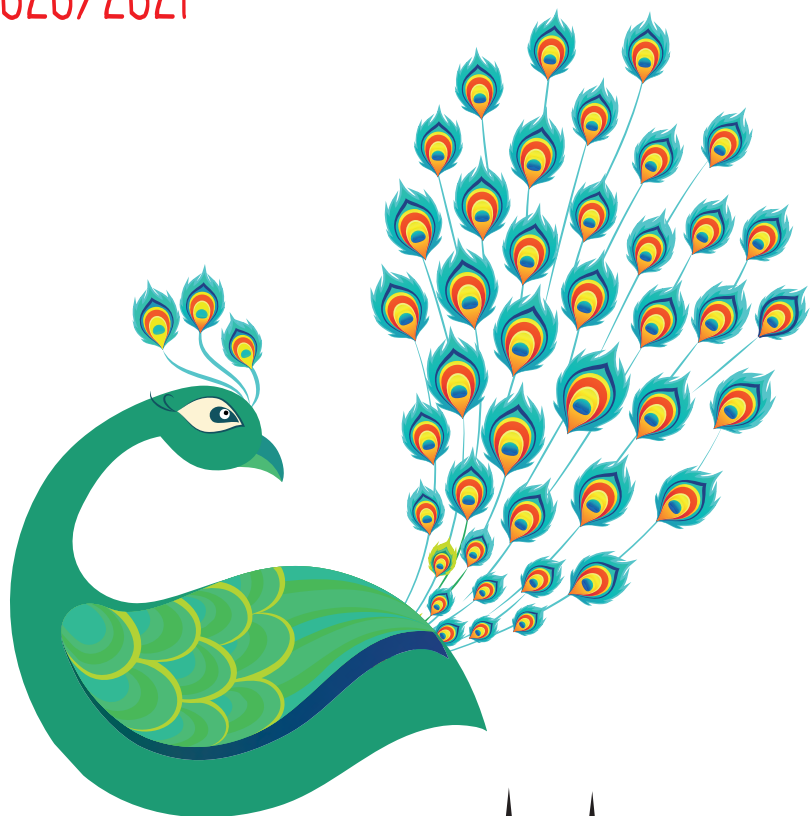


STUDENT HANDBOOK

2020/2021



AU ANGLO
AMERICAN
UNIVERSITY
www.aau.ac.eg

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Introduction

The Student Handbook answers questions students often ask when they start at AAU, such as where resources are located and the people who are ready and willing to help you be successful at AAU.

It has information about the campus, Wi-Fi, Academic Calendar, an overview of services at AAU, and a list of answers to questions you will most likely ask during your studies. The second part consists of campus guidelines and safety instructions. We attached a contact list, too.

Please keep in mind that the Student Handbook does not contain the complete list of rules and regulations; the full set of AAU rules – the Academic Codex, Policies, and Regulations, is available electronically on the website and the AAU intranet (AAUnet). You can access all from the 'For Current Students' section of the www.aau.edu website.

Special provisions may apply to LLB, Certificate of Higher Education in Common Law, and MBA students. You can stay up to date with any changes by following AAU's official communications channels.

Welcome Letter from the President

It is my true pleasure to welcome you to Anglo-American University, the oldest private university in the Czech Republic to use English as a language of instruction. Our institution is distinguished by providing exceptional bachelor's and master's education in the areas of business, humanities, journalism, visual arts, international relations and diplomacy, and law.

The AAU community enjoys an environment underlined by the unparalleled location of perhaps the most beautiful university campus in Central Europe. The campus, consisting of the magnificent and breathtakingly restored Thurn-Taxis Palace and splendid adjacent historical building, has quickly become an international hub where academia intermingles with business, diplomatic circles, the media, and the local community.

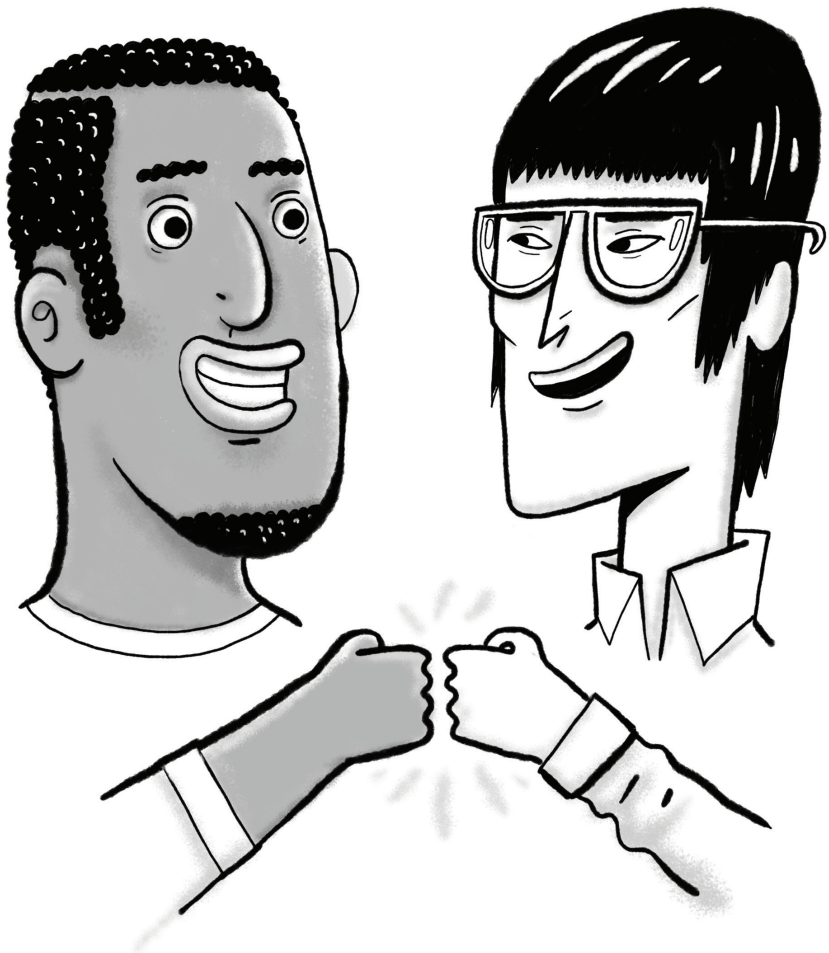
We have striven to create and continuously improve an educational environment that fosters intellectual curiosity, leadership, cooperation, and respect for cultural and national diversity. Our students are encouraged to take an active role in university life, we support the scholarly work of our faculty, and we are grateful to our alumni for their continued friendship, involvement, and support.

Sincerely,
Štěpán Müller
AAU President



New student checklist (degree-seeking)

- ☐ Sign the student contract at SSC if you haven't already signed it electronically
- ☐ Pay for and collect an International Student Identity Card (ISIC) card at SSC
- ☐ Pick up your login details at Reception if you haven't already received them via email
- ☐ Upload your picture to NEO Learning Management System if it is not already there
- ☐ Submit original copy of your diploma(s) and transcript(s) to the SSC
Pickup your login details at Reception



1 KEY INFORMATION

1.1 About AAU

Anglo-American University was founded in 1990 and is the oldest private institution of higher education in the Czech Republic. AAU prides itself on providing a distinctive, personalized, university education in English, stemming from the best American and British academic traditions. AAU aspires to be a leading university in the Czech Republic recognized for innovation and quality in teaching and learning, with a commitment to societal excellence in a globalized world.

AAU is divided into five Schools of Study offering a variety of undergraduate and graduate degree programs:

- School of Business Administration
- School of International Relations and Diplomacy
- School of Humanities and Social Sciences
- School of Journalism, Media and Visual Arts
- John H. Carey II. School of Law

Located in a beautiful baroque palace in Prague's historic Malá Strana district, AAU is a center of academic excellence, where students from all over the world pursue their studies in an environment that encourages intellectual curiosity, leadership, cooperation, and respect for cultural and national diversity.

1.2 AAU ID Card

The official AAU ID card is the AAU ISIC. It is used for access to the main AAU building, serves as a copy card for printing and making copies, and can be used to verify your student status. The ISIC is provided at a discounted price of CZK 100 at the beginning of your studies

The AAU ISIC card has many benefits beyond AAU. It is recognized in 130 countries as a student ID and guarantees more than 125,000 discounts on various services, activities, and goods – learn more at <https://www.isic.cz/en/discounts/czech/>.

1.3 The Campus

AAU is located in two buildings on Letenská Street. The main building with most classrooms and student lounges along with the Computer Lab, Print Center, administration offices and cafe is located at Letenská 5. The AAU Library, the Psychological Counselor, Academic Tutoring Center, and additional classrooms can be found at Letenská 1.

There are three entrances into Letenská 5. All of them are equipped with an electromechanical lock which opens with an International Student Identity Card (ISIC), which you will receive after registration, or another chip card (for example, a Lítačka) that has been registered at AAU's reception desk. To open the door, place the card onto the scanner next to any of the entrances. When you hear a beep, this means the lock has been released. Rattling a door handle without the scanners having detected a card will not open the door and may destroy the lock.

Please bear in mind that access to the building is possible only with a registered card. Should you accidentally not have yours with you, please see the Receptionist, who will open the door for you after verifying your identity

Opening Hours

The **main building** at Letenská 5 is typically open from 7:30 AM from Monday till Friday. It closes at 10:00 PM (on Fridays at 7:30 PM). This may change during the semester.

The **Computer Lab**, located at Letenská 5, is usually open during weekdays from the morning to early evening. Please see AAU's website or the posted schedule for up-to-date information; at times the lab may be occupied by a class.

The **Print Center**, located near Reception in Letenská 5, is typically open during weekdays from morning to early evening with shorter hours on Fridays.

The **AAU Library**, located at Letenská 1, is open from 9:00 AM till 8:30 PM on Mondays–Wednesdays, from 9:00 AM till 7:00 PM on Thursdays, and from 9:00 AM till 1:00 PM on Fridays. The library is also open on weekends before midterms and final exams. See the website for up-to-date information.

The **student lounge** in room 1.17 next to Café de Taxis is available for AAU students on weekdays from early morning into the evening for hanging out (a microwave is available, and students are welcome to bring their own food).

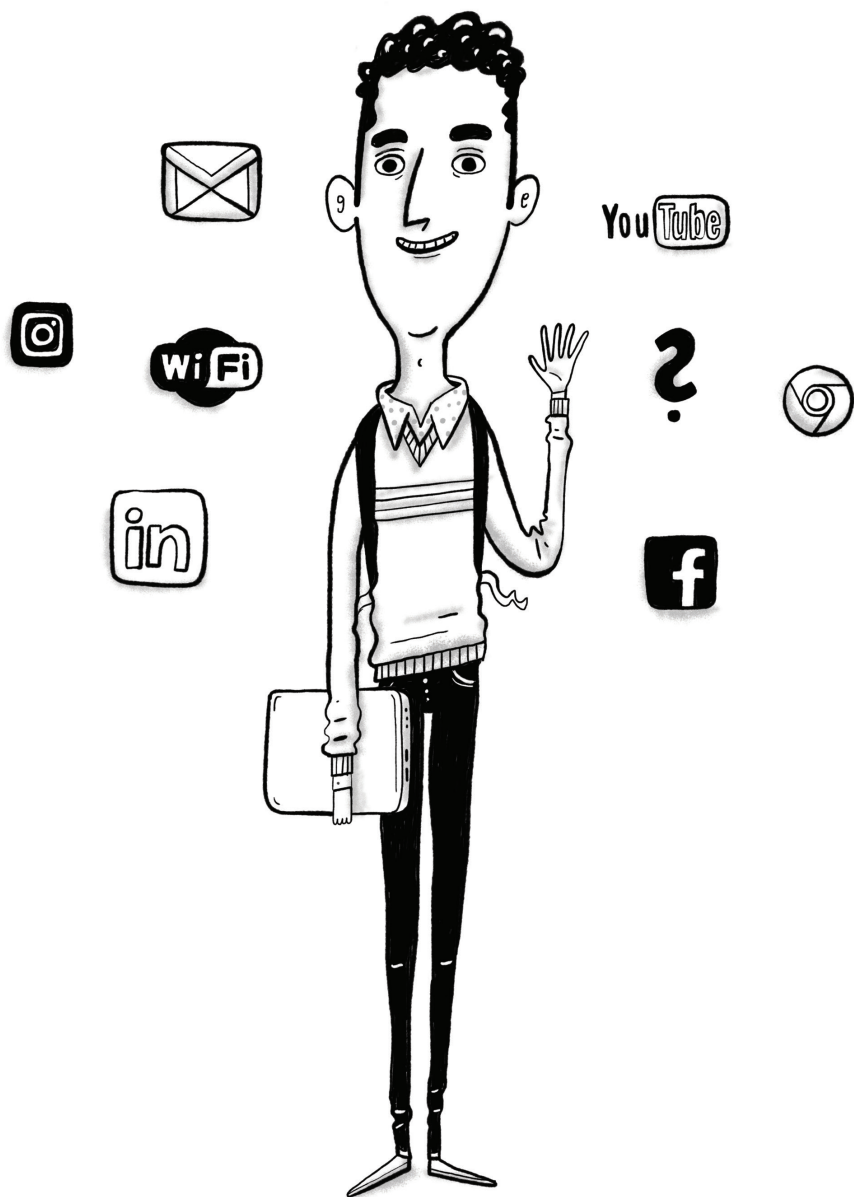
Please note that entering the building outside of opening hours is strictly prohibited.

1.4 Wi-Fi

Registered AAU students may use AAU's Wi-Fi network covering all classrooms, corridors, lounges, and the courtyard. Students can connect up to three personal devices (laptops, smartphones, and tablets). Access to the Wi-Fi is activated automatically after registration. The login and password are given to new students during orientation and are available later at the reception desk upon the presentation of a valid photo ID.

There are two available Wi-Fi networks with different methods of authentication. We recommend using AAU-WIFI-802. Once you sign up, this network does not require further authentication. After connecting to the network, use your default settings, enter your username in the format: name.surname. If requested, accept a certificate. If you have any trouble, consult the detailed instructions available in the brochure holders at Reception or the Print Center. The instructions can also be found on AAUNET under the "IT and Google Apps Support for Students" section.

Wi-Fi passwords can be changed by altering your Windows login password on any desktop computer in AAU's network, be it in the Computer Lab, Print Center, or the AAU Library. When changed, the password is no longer available at Reception in case you forget it and it must be reset by the IT department.



1.5 How We Communicate With You

University Email

This is the most frequent channel for communication. All AAU students have a Google Suite account set up upon admission to AAU and registration for courses. All email addresses, including those of faculty and staff, have a uniform structure:
name.surname@aauni.edu.

Your email password is originally the same as the Wi-Fi and Windows profile password which is given to new students during orientation. If you need to reset your password, please contact IT or Reception for assistance. Please bear in mind that the Wi-Fi/Windows profile password is not affected by changing the Google Suite password and vice versa. The email can be accessed via the AAU website under the “For Students” section where you will find a “Student/Faculty Login” option. Alternatively, you can link directly to webmail.aauni.edu.

Email and Mail Address

Students are responsible for regularly checking their emails. In some cases, communication by regular mail is required by the law and the Academic Codex. Therefore, it is very important that students keep their addresses updated. Any changes to your address should be reported to the Student Services Center promptly.

AAU Weekly Bulletin

Every week, you will get information about the upcoming week's events and happenings at AAU directly in your email inbox.

Website

Important information is also communicated to students via AAU's website: www.aauni.edu. The “For Current Students” section contains links to the NEO LMS e-learning portal, academic timetables, the Academic Calendar, and AAUNET together with many shortcuts to sections of the web that students may need. It can be accessed by clicking on “For Current Students” on the upper left menu on the home page of the website.

AAUNET

AAUNET contains information intended only for AAU's students, staff, and faculty. It requires logging into your AAU Google Suite account. The most relevant sections for students are those of the respective Schools of Study

and the section entitled “For Students,” which contains information about the Career Center, international exchanges/Erasmus, the Student Services Center, and IT and Google Suite support. It can be accessed via the AAU website under the “For Students” section where you will find the “AAUNET” option. Alternatively the following direct link, sites.google.com/a/aauni.edu/aaunet, can be used.

NEO LMS

NEO is a learning management system AAU uses to support all its teaching. In NEO, students can find study materials for their individual courses, feedback from teachers, information on grading, and much more. Accessing NEO requires logging into your Google Suite account which is possible through the AAU website under the section “For Students” followed by “E-learning,” or directly at aau.edu20.org. You must choose the “login with Google” option. It is also possible to find NEO in the App Launcher in GoogleApps. The NEO icon will be displayed once you click on “more.” You can also access NEO using your smartphone. The NEO LMS app is available both on iOS and Android.

Microsoft Teams

AAU uses MS Teams for online class meetings. Teams is a virtual meeting platform that enables faculty and students to meet together as a class, collaborate, and hold individual meetings for office hours. When students are registered for an online course, they will be given login credentials and should download Microsoft Teams at <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>. Once login is complete, they will automatically be enrolled in their online courses which will appear on their menu of courses. For class meetings, the instructor will begin the meeting in the “general” area within the course and students will simply click on “Join meeting” to attend the class. Each AAU course uses both MS Team and NEO, with Teams used for meetings and NEO for course management; which includes assignments, lessons with readings, and grading/feedback.

Student Information System (ISIS)

ISIS is AAU’s official student database, displaying detailed personal information, specifics about studied programs, and unofficial transcripts. Access to ISIS is possible through the website under the section “For Students” followed by “Student Information System,” or directly at isis.aavs.cz. The login and the password are emailed to new students after the registration drop period.

Notice Boards

There are multiple notice boards at AAU. Pay special attention to the notice board by the main staircase and the ones next to your Dean's office.

Social Media

AAU shares a lot of important information on social media ranging from major developments at AAU to tips about Prague and events happening around campus. AAU's main channels are as follows:

Facebook (official page):	AAUPrague
Facebook (official group):	AAUPrague
LinkedIn:	Anglo-American University
Twitter:	AAUPrague
Instagram:	AAUPrague
YouTube:	Anglo-American University
Tik-Tok:	AAUPrague

AAU's various departments and bodies – individual Schools, the AAU Library, Career Center, Student Council, etc. – also use their own social media channels, mainly Facebook groups and pages, to communicate with students.

Learn more about AAU's various social channels or request to add your own club or school's social media page to our official social media map at www.aau.edu/social.

Sound Bricks Radio

Sound Bricks is AAU's student radio station. It broadcasts 24 hours a day on the Internet at soundbricks.net, and its programming is produced by students, volunteers, and faculty. While Sound Bricks is an official project of AAU, the content of each program is the responsibility of the individual show creators. You, too, can get involved in the campus radio by requesting songs or even hosting your own show!

Lennon Wall

Lennon Wall is AAU's student magazine, first published in October 2000. It reports on current university and world developments that matter. The values of the magazine – free speech and democracy – are the same as those of Prague's famous Lennon Wall.

The magazine is a nonpartisan platform for aspiring reporters and future writers and photographers. It is independent from the influence of the university's governing body, thus providing balanced coverage with high journalistic standards. LW's website brings stories to light weekly at lennonwall.aauni.edu. Watch for print issues around campus.

1.6 AAU's Internal Rules

It is important for all AAU Community members to be familiar with AAU's rules, regulations, and standards. The Academic Codex and its codes are the most important overarching source of regulation, while policies and regulations work to complement it on more refined issues.

Codes regulating students' conduct:

- **The Study and Examination Code:** regulates everything regarding the rights and duties of students.
- **The Standards of Conduct and Discipline Code:** defines the standards of behavior at AAU and its fundamental values, and outlines disciplinary procedures and penalties including those for harassment and misconduct.
- **The Scholarship Code:** sets rules for student scholarships.
- **Financial Code** defines fees and tuition.

Policies concerning students: Admission Policy, Scholarship Policy, and Financial Policy.

Regulations concerning students: Library, IT, and Campus.

The Academic Codex is available on the AAU website in the "For Students" section under the "Academic Codex" icon. All the policies and regulations can be found in the same place under the "Policies" icon.

1.7 Values and Standards

The AAU Community is built on the following core values:

- **Integrity:** AAU students exemplify honesty, honor, and respect for the truth in all of their dealings.
- **Community:** AAU students build and enhance their community.
- **Respect:** AAU students show positive regard for each other, for each other's property, and for their community.
- **Responsibility:** AAU students are given and accept a high level of responsibility to the self, to others, and to the community.

To uphold these core values, it is an utmost priority that AAU provides a safe learning environment. AAU maintains a policy of zero tolerance for any type of discrimination or harassment.

While AAU provides this foundation of policies and systems to ensure an objectively safe learning environment, part of a learning environment is being intellectually challenged and confronting ideas which one may not agree with, as the purpose of universities is not to create homogenous ideas but to facilitate academic debate. AAU supports every individual's right to freedom of expression, and that bad ideas get refuted, not punished. However, expression that is severe, persistent, and objectively offensive, that is directed toward an individual and has the effect of limiting or denying 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.

1.8 Academic Calendar

The academic year at AAU is divided into two semesters. In the first semester, instruction is typically carried out in Fall and Winter terms. In the second semester, it is carried out in Spring and Summer terms. The terms may be divided into multiple sessions. The Fall and Spring terms begin on the first day of the first and second semesters, respectively, and students must register therein to maintain student status. If you register for the Fall term and do not terminate or interrupt your studies in the course of the term, you remain a student until the start of the second semester. If you register for the Spring term and do not terminate or interrupt your studies in the course of the term, your student status lasts until the beginning of the first semester of the next academic year. Winter and Summer terms are voluntary; whether or not you take courses then depends on your preferences and advice from your Dean. Students of all programs of study except for law can commence their studies at AAU either in Fall or Spring.

FIRST SEMESTER

No classes are scheduled to take place during a Czech public holiday. The start and end dates are adjusted to allow for this. Therefore, classes may begin and end on dates other than Mondays and Fridays.

FALL TERM

New Student Orientation	September 18 (Fri)
Tuition Payment Deadline	September 18 (Fri)
First Meeting of Classes	September 21 (Mon)
Add/Drop Period begins	September 21 (Mon)
Add/Drop Period ends	October 01 (Thu)
Class make-up day for Monday classes	September 25 (Fri)
Holiday – St. Wenceslas Day	September 28 (Mon)
Class make-up day for Tuesday classes	October 02 (Fri)
Class make-up day for Wednesday classes	October 09 (Fri)
Class make-up day (unspecified)	October 16 (Fri)
Class make-up day for Thursday classes	October 23 (Fri)
Holiday – Foundation of the independent Czechoslovak State	October 28 (Wed)
Class make-up day for Monday classes	October 30 (Fri)
Class make-up day for Tuesday classes	November 06 (Fri)
Winter/Spring Advising & Registration Period starts (Schools of Study set a specific schedule)	November 02 (Mon)
Class make-up day (unspecified)	November 13 (Fri)
Withdrawal deadline	November 16 (Mon)

Winter/Spring Advising & Registration Period starts (Schools of Study set a specific schedule)	November 02 (Mon)
Class make-up day (unspecified)	November 13 (Fri)
Withdrawal deadline	November 16 (Mon)
Holiday – Struggle for Freedom and Democracy Day	November 17 (Tue)
Class make-up day for Wednesday classes	November 20 (Fri)
Winter/Spring Advising & Registration Period ends	December 04 (Fri)
Class make-up day for Thursday classes	November 27 (Fri)
Class make-up day (unspecified)	December 04 (Fri)
Class make-up day (unspecified)	December 11 (Fri)
Last Meeting of Classes (including the final exam)	December 16 (Wed)
University closes for Christmas Break	December 18 (Fri) 12:00
WINTER TERM	
University re-opens	January 04 (Mon)
Tuition Payment Deadline	January 04 (Mon)
First Meeting of Classes	January 05 (Tue)
Add/Drop Period begins	January 05 (Tue)
Add/Drop Period ends	January 06 (Wed)
Withdrawal deadline	January 19 (Tue)
Last Meeting of Classes (including the final exam)	January 25 (Mon)

SECOND SEMESTER

No classes are scheduled to take place during a Czech public holiday. The start and end dates are adjusted to allow for this. Therefore, classes may begin and end on dates other than Mondays and Fridays.

SPRING TERM

New Student Orientation	February 01 (Mon) – February 02 (Tue)
Spring Semester Tuition Payment Deadline	February 04 (Thu)
First Meeting of Classes	February 05 (Fri)
Add/Drop Period begins	February 05 (Fri)
Add/Drop Period ends	February 18 (Thu)
Class make-up day	February 26 (Fri)
Class make-up day	March 26 (Fri)
Summer/Fall Advising & Registration Period starts (Schools of Study set a specific schedule)	March 29 (Mon)
Holiday – Easter Good Friday	April 02 (Fri)
Holiday – Easter Monday	April 05 (Mon)
Mid-term break begins	April 05 (Mon)
Mid-term break ends	April 09 (Fri)
Withdrawal deadline	April 26 (Mon)
Class make-up day	April 30 (Fri)
Summer/Fall Advising & Registration Period ends	May 07 (Fri)
Class make-up day	May 14 (Fri)
Last Meeting of Classes (including the final exam)	May 21 (Fri)

SUMMER TERM – 1st Session	
Summer Tuition Payment Deadline	May 28 (Fri)
First Meeting of Classes	May 31 (Mon)
Add/Drop Period begins	May 31 (Mon)
Add/Drop Period ends	June 01 (Tue)
Withdrawal deadline	June 14 (Mon)
Last Meeting of Classes (including the final exam)	June 18 (Fri)
SUMMER TERM – 2nd Session	
Summer Tuition Payment Deadline	June 18 (Fri)
First Meeting of Classes	June 21 (Mon)
Add/Drop Period begins	June 21 (Mon)
Add/Drop Period ends	June 25 (Fri)
Graduation	TBA
Holiday / Constantine and Methodius Day	July 05 (Mon)
Holiday – Jan Hus Day	July 06 (Tue)
Withdrawal deadline	July 21 (Wed)
Last Meeting of Classes (including the final exam)	August 03 (Tue)

1.9 Where to Go When You Need...

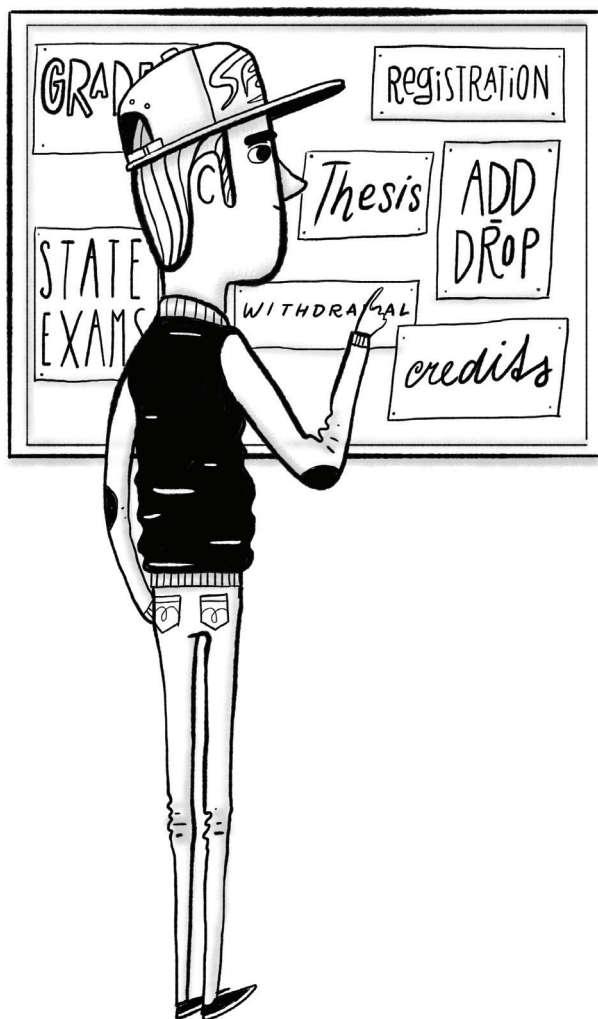
Even though AAU offers an intimate environment, it may not be easy at the beginning of your studies to find the right person to talk to. In the table below you will find a list of where to go when you need specific services or information. Should you encounter a situation not mentioned in the list, please speak with your School's Dean or contact the Student Services Center (SSC). The most recent list of administrative personnel and their positions can be found on AAU's website.

Absence excuse	Dean of Students, Student Services Center (SSC)
Academic probation, advice about	School of Study
Accommodation/Housing	Housing Specialist (SSC)
Add/drop courses	School of Study, SSC
Academic Advising	School of Study
Basic information about the institution	SSC
Books and textbooks (except languages and law)	AAU Library
Language textbooks	Bursar
Textbooks, law students	JHCSL Program Office
Career advising	Career Center (SSC)
Change of major	School of Study, SSC
Change of name/address/phone number/residency status, information about	SSC
Complaint, any	School of Study or Dean of Students
Computer login and password, obtaining	Reception
Computer login and password, troubleshooting	IT@aauni.edu
Defects and breakdowns, reporting	fixit@aauni.edu
Diploma, picking up, loss of	SSC
Events and student activities, information about	www.aauni.edu
Financial aid, apply for	Bursar
Grade forgiveness policy	School of Study, SSC

¹ NOTE: For brevity, in this Handbook we use the term "School Dean" to denote any School Dean, associate Dean, and/or assistant Dean. Specific issues and processes will be handled by the appropriate person, according to the division of responsibilities.

Graduate study, advice and opportunities	School of Study
Graduation, apply for	School of Study, SSC
Graduation, questions about the ceremony	SSC
Harassment or any type of faculty or staff misconduct, formal report	School of Study, Dean of Students
Harassment or any type of faculty or staff misconduct, private report	Any employees without supervisory responsibility or remedial authority to address sexual misconduct (Dean of Academic VPs), such as faculty members, Dean of Students, Student Services Center staff, Career Center staff, Admissions staff, HR office, etc.
Internship, help with finding	Career Center
Leave of absence, apply for	School of Study, SSC
Personal problems, stress, homesickness	Psychological Counseling Center, Dean of Students
Petition, filing of	School of Study
Printing	Print Center
Registration for courses	School of Study/Bursar/SSC
Residence permit, advice on obtaining	SSC
Room rental at AAU, for an outside organization	Facility Manager/ Operations Manager
Room reservation, for student events	Facility Manager/ Operations Manager
Scholarship application form	SSC
Social and health insurance, information	SSC
Student ID card, obtaining	SSC
Student contract, signing	SSC
Student Information System login, obtaining	SSC
Study abroad	Director of International Cooperation
Study extension	School of Study/Bursar/SSC

Transcripts, request copies	SSC/ISIS
Transfer credits	School of Study, SSC
Tuition, payment of	Bursar
Withdrawal	School of Study, SSC
Wi-Fi login, obtaining	Reception
Wi-Fi login, difficulties	IT@aauni.edu
Writing and Math help	Academic Tutoring Center



1.10 FAQ

1.10.1 At the Beginning of Studies

If I am a foreigner, do I need to register with the Czech immigration authorities?

Yes. If you are an EU or EFTA national (i.e. citizen of the 27 EU member states, plus Norway, Iceland, Liechtenstein, Switzerland), you must register with the Czech Immigration authorities within 30 days of your arrival (Address: Olšanská 2, Prague). Do not forget to bring a valid passport (or national ID card).

If you are from outside the EU or EFTA (so-called “third-country nationals”), you need a visa or a residence permit to study in the Czech Republic and are required to report to the Czech authorities within three working days of your arrival. Who you report to varies depending on your documents, as follows:

- Students with a student visa report to the local branch of the Foreign Police (address: Olšanská 2, Prague). Based on Czech law, housing providers are obliged to report all of their tenants, but AAU strongly recommends that you check this with your housing provider directly.
- Students with a residence permit report to the Students Workplace of the Ministry of the Interior (MOI), where they pick up their biometric ID (address: Hládkov 682/9, Prague). This must be done within the first 1–2 months after their arrival.
- In connection with biometric data, you are required to:
 - o present yourself at the MOI's office in person to provide your biometric data as well as a signature intended for digital processing
 - o present yourself at the MOI to collect your residence card within the specified time limit but at latest within 60 days of having had your biometric data collected for the reasons of verifying your identity and/or the correctness of the personal details appearing in the card, the functioning of the data chip with your biometric data, and the correctness of the processed biometric data contained.

If, after receiving the decision on your permanent residence permit or on the extension of the validity of your permanent residence card, you fail to collect the completed card, you will be fined up to CZK 10,000. If you

fail to collect your long-term residence card during the issuing procedure or a procedure extending its validity, your application procedure will be terminated.

In the event of changes in details appearing in the residence card (e.g. surname or passport no.), you are required to report the change to the MOI within three working days from the date when the change occurred. An address change needs to be reported within 30 days.

Further details can be found on the MOI's website:

www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx

Should you need assistance, please ask the Student Services Center.

Do I need recognition of my high school or bachelor's diploma?

Yes, you do. Part of the experience of attending university abroad is getting your previous diploma recognized by the country you choose to study in. Whether you are going to begin a bachelor's or master's degree at AAU (or somewhere else) you need to get your previous diploma (high school and/or bachelor's diploma) recognized. The process has three steps:

1. First, you need to get your diploma legalized in the country where it was issued. Most probably it will be your home country.
2. Second, you need to get your legalized diploma officially translated into Czech.
3. Lastly, you need to get your legalized and translated diploma recognized by the local Czech authorities (the City of Prague).

Our SSC specialists will be happy to guide you through the process.

How do I get all of my login credentials?

Your account with Google Suite, AAU's Wi-Fi network, Student Information System (ISIS), and NEO LMS are created automatically. The login and password to all systems except for ISIS is uniform at the beginning and is given to new students at orientation. Later on, and only provided that you did not change them, the passwords are available at Reception upon the presentation of your ID card. The credentials for ISIS will be sent to you by email.

How do I get my ISIC card?

Once you register for the first semester, your ISIC card will be ordered. It usually takes up to two weeks for the card to be made and delivered to AAU. If you are a degree-seeking student, the card will be handed over to

you only after you sign your student contract. The AAU ISIC card, provided at a discount, is used for access to the main AAU building and also serves as a copy card for printing and making copies. The same procedure applies if you lose the card. However, in such a case, you will have to pay the full price charged by the ISIC card provider.

How do I transfer courses from my previous university?

Credit recognition is authorized by your Dean. In order to obtain credit recognition, you must fill out a “transfer credit form” (available at SSC), provide your School of Study with an official transcript and your course descriptions in English (if originally in another language, the documents must be a certified English translation) along with acceptable evidence of course content. You may also be required to complete a competency test. The Dean will review the documents and decide on the recognition. The process is completed by your signature on the finalized form.

Request for credit recognition from previous studies must be made during your first semester at AAU. Please see the Study and Examination Code for the full details. Bear in mind that in most cases there is a transfer fee per credit transferred to AAU. See the Financial Policy for details.

Do I have to take a placement test?

Yes, you do. Even if you meet all the general requirements for admission to AAU, you may not have sufficient skills in some areas critical to succeed in your studies. Such critical skills are tested either during the admissions process or, at the latest, by the end of the first week of your first semester. There are two subject areas that are tested using placement tests: mathematics (business majors only) and English writing skills (all majors). The placement test is mandatory. Students who do not pass the placement test(s) will be administratively enrolled in a preparatory course offered by AAU and unenrolled from their original course(s). Students are not allowed to withdraw from preparatory classes.

Please be aware that upon receiving a no-pass grade from a preparatory course, students will be suspended from their studies pursuant to the Academic Codex for a minimum of two semesters.

What if I already have the knowledge, skills, and competencies taught in a required course?

In such situations, AAU offers a Course Waiver Policy. If you believe you have already achieved the learning outcomes of a required course, you may petition the Dean of your School, who will decide whether the

claimed learning outcomes will be assessed by a course waiver exam or an alternative method of assessment. If you are found to meet the required learning outcomes, you will be waived the requirement to complete the course in question. You will not receive any credits for the course and will have to take an alternative course for credit. The Dean determines which alternative courses can be taken instead.

What is GPA and why is it important?

GPA stands for grade point average and is calculated from the letter grades you get for all your credit courses at AAU – each grade is weighted by the number of credits (typically 3). Only students with a GPA of 2.0 or higher can graduate from AAU. In other words, you cannot successfully complete AAU's programs of study unless you keep your grades above a C average. GPA is also important towards for the Merit-Based Scholarship and matters even beyond AAU. It is important for admission to graduate programs and also on the job market. In some sectors, GPA tends to be a key metric in initial evaluations of job candidates.

Letter Grade	Percentage Scale	Grade Points	Description
A	95 - 100	4.00	Excellent performance. 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	Good performance. 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	Fair performance. The student has acquired an acceptable understanding of the material and essential subject matter, but has not succeeded in translating this understanding into consistently creative or original work.
C	73 - 76	2.00	
C-	70 - 72	1.67	
D+	65 - 69	1.33	Poor. The student has shown some understanding of the material and subject matter.
D	60 - 64	1.00	
F	0 - 59	0.00	Fail. The student has not succeeded in mastering the subject matter covered in the course.

*Decimals should be rounded to the nearest whole number

What are academic probation and suspension?

If your GPA falls below 2.0, you will be placed on academic probation. While on probation you will be allowed to take only three or exceptionally four courses and your Dean will closely monitor your academic performance. Should you fail to raise your GPA in two semesters, you will be suspended from your studies for one year and you will lose your student status. You may, however, request to be reinstated after one semester of suspension by petitioning your Dean. Please bear in mind that reinstated students who are put on academic probation again and remain there after two consecutive semesters will be terminated.

What is the credit value of AAU's courses?

AAU primarily uses a US credit system complemented by the European Credit Transfer System (ECTS). One US credit corresponds to two ECTS credits and therefore to the workload of 14 in-class hours and 36 hours of home preparation per term. Typically, classes at AAU have three US credits.

1.10.2 Before and at the Start of a Semester

Do I need to register for classes every semester?

You need to register for obligatory terms – Fall and Spring – in order to keep your student status. If you wish to take time off from your studies but plan to resume them at AAU at some future date, you may request an interruption of your studies by submitting a “leave of absence form” signed by your Dean, the AAU Library, and the finance department to the SCC.

Students with a grade of Incomplete but have otherwise fulfilled all course requirements of their Degree Program can obtain a study extension for one semester by submitting a completed Registration Form to the Student Services Center and paying the Administrative Fee. Should the student attempt and fail the Graduation Examination, they may petition their Dean for another study extension for the next semester. This study extension will be issued to students who do not owe tuition or other payments to AAU.

Please note that if you fail to register or obtain a study extension by the end of the add/drop period of an obligatory term, you will be considered to have failed academic requirements and your study program will be terminated.

When should I register for courses?

Times for course registration are indicated in the Academic Calendar available in this Handbook and on the AAU website under the “Academic Calendar” found under “For Students.” The Academic Calendar sets forth the registration week for your year of study. Please see below in case you have doubts about which year of study you are in.

If you miss the designated registration week, you may still register later, yet the chance of classes being full is higher, and you will pay a late registration fee. See the Financial Policy for details.

How do I register for classes?

1. Your School of Study staff will contact you several weeks in advance to tell you about advising and registration procedures for the upcoming semester. Please be sure to check your AAU email regularly so you don't miss any important messages.
2. Review the program guidelines available in your Dean's office and on AAUNET and identify the courses you need; check the timetable on the website under “Timetables” found under the “For Students” section for the current offering of courses and read through the course descriptions.
3. Schedule an appointment for advising with your School's Dean during the appropriate registration week for your year of study to register. Please note that some Schools require advising appointments during registration time - check with your School's Assistant Dean for details. The Dean will provide you with guidance and advice to select courses best suited to your personal abilities, educational interest, and career objectives. At the end of the advising meeting, the Dean will confirm your choice of courses.
4. Your Assistant Dean will tell you about the next steps regarding registration, payment and add/drop procedures.

What should I do if the class I want to take is full?

All AAU courses have a limited number of places available and therefore we always advise students not to postpone registration so as to secure a place in their chosen classes during the standard registration period. Most classes are limited to 25 students, though some are exceptionally allowed to go up to 30 and others are kept below 20. Once the limit has been reached, the course is closed.

and others are kept below 20. Once the limit has been reached, the course is closed.

If you wish to enroll in a closed course, you may place your name on a waiting list in the Student Services Center. If a student already enrolled in a closed course decides to drop it, the first student on the waiting list will be offered the available place. He/she will receive the information by email and will be asked to come to the Student Services Center to add the course to their registration form within a certain date and time. If this student does not come to the Student Services Center within the given deadline, the course is offered to the next student on the waiting list. The waiting list works on a first-come, first-served basis. Priority, however, is given to students who need the course in order to graduate on time.

Please be aware that lecturers do not have the authority to place students in closed classes. For closed courses, the course capacity may only be increased in exceptional cases upon the decision of the Dean.

What should I do if a class I need in order to graduate is not offered?

If you are in your final obligatory term and the course you need or an appropriate substitute course is not available and you previously failed it or it was not available in the previous obligatory term, you may apply to register an individually directed course by petitioning your Dean. Such courses do not meet every week in a pre-set schedule but instead have a form of independent student work and consultation with an instructor.

What is the Internship course?

Students must take the Internship Course to graduate once they have obtained at least 45 US credits (undergraduate students) or 30 credits (graduate students) to help transition them into their careers. It is a regular credited course with its own syllabus and NEO course site. Once registered, the Career Development Specialist will contact enrolled students with the guidelines and requirements for the course (including one compulsory workshop), and can assist you in finding an internship. If you think you already possess the knowledge that the Internship Course teaches (ex. you already have professional experience related to your studies), you may apply to waive the course before the start of semester. Upon successful application, your Dean will assign another course for you to take. For more information about the course, visit:

- AAU website: www.aauni.edu/career-center/
- AAUNET: sites.google.com/a/aauni.edu/career-center/documents
- Or contact AAU's career development specialist in room 1.05 (Student Services Center)

What do course codes tell me?

AAU course codes have six characters: three letters that designate the academic field of study and three numbers that identify the difficulty level of the course (see the table below).

Courses with multiple sections (different time slots and possibly lecturers) are denoted with the number of the section, which is a number behind a slash after the course code, e.g. ECO110/1 is the first section of the Introduction to Macroeconomics (ECO110) course.

LEVEL	COURSE NUMBER	TYPE OF COURSE
Bachelor's Programs	100–299	Lower-level courses. Open to all university students who have successfully completed prerequisite courses (if any).
	300–499	Upper-level courses. Open to all university students who have completed at least one year of university studies (30 semester credits) and prerequisite courses (if any).
Master's Programs	500–799	Master-level courses. Open to students admitted to a master's program. Exceptionally open to bachelor's students meeting specific requirements.

In general, students in their first year take mostly 100-level courses and those in their final year take mostly 300-level and 400-level courses.

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 their Dean. Credits received by a bachelor's student for master's courses satisfy the bachelor's program requirements but cannot be applied towards the student's study at the master's level. Bachelor's students pay master's tuition fees for master's courses.

What is a syllabus?

A syllabus is your guide to a course and what will be expected of you in the course. The syllabus will include course policies, rules and regulations, required texts, and a schedule of assignments. A syllabus can tell you nearly everything you need to know about how a course will be run and what will be expected of you. It is important that you read each course syllabus (plural: syllabi) thoroughly and ask your lecturer if you have questions. Syllabi are usually found on NEO.

What are pre-requisites?

A pre-requisite is a specific course you must complete before you can take another course in the same or similar subject. For example, you cannot register for Composition II before you successfully complete Composition I. Pre-requisites are listed in course descriptions and syllabi.

How do I know which year of study I am in?

Students at AAU are classified according to the number of credits they have completed. Each 30 completed credits will advance you to the next year of study. You may monitor your credits using the Student Information System (ISIS).

What are cross-listed courses?

Cross-listed courses are those offered by AAU to both bachelor's and master's students. They are taught in the same classroom and time slot, yet the requirements for respective levels vary. Cross-listed courses should not be confused with master's courses open to bachelor's students. These are open only to bachelor's students who have completed at least 60 credits, have a GPA of 3.5 or higher, and upon approval by the Dean.

What is the add/drop period?

You may add or drop courses before the end of the add/drop period stated in the Academic Calendar (typically the first two weeks of the Fall or Spring terms and the first two sessions of the Summer and Winter terms). You may add only courses that are still open. You may drop courses for which you have registered with or without replacement. If you drop a course without replacement, you will be charged a drop fee of 10% of the applicable tuition. Courses dropped during the add/drop period will not appear on your transcript. Changes are made on a first-come, first-served basis upon the presentation of an "add/drop form" to the Student Services Center. Special provisions apply to students with online registration (CEA).

If you miss the first session or two of a class due to a change in registration during the add/drop period, it may be excused. The procedure is the same as with any other excuse. The document necessary to support the request is a signed "add/drop form." However, late registration is not a cause for excuse.

How do I add/drop classes?

1. Consult with your Assistant Dean for your School of Study about the proposed change. The Assistant will approve your choice by signing the "add/drop form."
2. Your Assistant Dean will instruct you on next steps.

What happens if I fail a pre-requisite course after I have registered for the next term?

You should approach your Dean with a request to drop the course requiring the failed pre-requisite and retake the failed course at your earliest convenience. If you do not do so by the end of the add/drop period, the course will be administratively dropped for you by the Dean without a replacement, and you will be charged a drop fee. An administrative drop can also be used in the situation when you are placed on academic probation and have previously registered for more than three classes.

1.10.3 During and After a Semester

What should I do if I cannot attend a class or the graduation examination?

If you cannot attend a class or the graduation examination for serious reasons (e.g. illness, serious family matters), you need to submit an “absence excuse form” supplemented with documents proving the reasons for your absence to the Dean of Students (office 4.13). The form and documents must be submitted within one week of absence. If the absence is excused, the Dean of Students will inform your instructor. You are responsible for making arrangements with the instructor about make-up options as necessary.

If you are absent during the add/drop period due to a change in registration, this will be an excused absence if you submit an “absence excuse form” along with the finalized “add/drop form” to your Dean.

IMPORTANT: if you miss 35 percent of the course you will be failed or administratively withdrawn even if most of the absences are excused.

What is a make-up class and is it mandatory?

Yet, it is. All cancelled classes must be made-up. Attendance is compulsory at AAU and a make-up class is a regular class. In order to minimize scheduling conflicts, make-up classes are organized every last Friday of a month, either in the 9:00 AM–11:45 AM, 12:30 PM–3:15 PM, or 3:45 PM–6:30 PM time slot. The instructors should consult the make-up dates with you. No required in-class assignments, quizzes, tests, etc. may be scheduled for a make-up session.

What should I do if I fall sick and cannot go to school at all for an extended period of time?

Should you be absent from AAU for especially serious reasons (e.g. illness, serious family matters) for an extended period of time, you may request an excuse for the whole term by submitting an “absence excuse form”

supplemented with documents proving the reasons for your absence to the Dean of Students. The form and documents must be submitted within one week of absence or as soon as is practically possible. If the request is granted, your circumstances will dictate whether you are issued an Incomplete (I) or are administratively withdrawn from each course. The tuition paid for the withdrawn courses in the given semester may be refunded or counted as tuition credit towards future studies. Such students retain their student status. What are teachers' office hours for?

What are teachers' office hours for?

All faculty at AAU, both adjunct and permanent, must be available to students for consultations, on campus, outside of class time. The consultation hours are posted at the office of your School of Study and on the course sites in NEO. The recommended length is one hour per week during the term in which they teach.

What should I do if I cannot successfully complete a registered class?

1. If you find out that you cannot attend a class after the end of the add/drop period, you may withdraw from a course. A withdrawal can be done until the withdrawal deadline listed in the Academic Calendar. You withdraw from a course by submitting a "withdrawal form" signed by your Dean to the SSC. Please bear in mind that 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 counts as an F grade. Please note that there are no tuition refunds for courses a student withdraws from. If you withdraw from all courses, your studies will be automatically interrupted, and you will lose your student status.
2. If you have fulfilled most of your coursework in a particular course but are unable to complete all of it for serious reasons (e.g. illness, serious family or other personal matters) by the last day of the term, you may apply for an Incomplete by submitting a filled-out "incomplete form" signed by your instructor to the Dean. The form must be submitted before the date of the final exam. In order to receive an Incomplete, you must agree with your instructor on a deadline by which you will complete the coursework. The deadline cannot be later than the end of the next obligatory term. [Not all students are eligible for an incomplete grade - please check with your Assistant Dean for clarification.]

How do I get information on my performance in classes?

Information about your performance in individual classes is provided by the lecturers. We encourage you to actively seek feedback from them. On top of that, all relevant feedback and grading information is available in AAU's learning management system, NEO. It can be accessed through Google Suite or the AAU website, section "For Students" followed by "E-learning."

Can I appeal my grade?

Yes you can, but only if you have clear evidence of capricious grading. If you are unhappy with your grade, you should discuss it informally with your instructor first. If, after consulting with the instructor, the grade dispute is not resolved, you may appeal the grade to the Dean of the School under which the course was offered. The appeal must be filed in writing within 30 days of the date the grade was assigned.

Where can I see my final grades?

The final grades are available in AAU's learning management system, NEO. It can be accessed through Google Suite or the website, section "For Students" followed by "E-learning." You will be able to see your grades on your transcript in the Student Information System (ISIS) typically three weeks after the end of the term. Please note that only students in good financial standing can see their transcript in ISIS.

Can anyone else see my grades?

No. Grades are only accessible to you through NEO and the Student Information System (ISIS). They are not shared with anyone else besides your instructor and Dean unless you explicitly authorize us to do so.

1.10.4 Any Time – Academic Issues

Can I transfer credits gained from other universities taken while studying at AAU?

Yes, you can, provided that the credit granting institution is accredited, the credits have not led to obtaining an official qualification, and you agreed on the transfer with your Dean in writing, in advance. No courses can be transferred without prior written agreement specifying the course content and number of credits with the Dean. An official transcript and a completed "transfer credit form" are necessary to finalize the transfer. A credit transfer fee may apply - see the Financial Policy for details.

How do I change my study program?

If you think that another program at AAU may better fit your needs, you may request to change your study program by completing a “program change form” and submitting it to your Dean. It is always better to discuss it informally, first. If you switch to a program provided by the same School, no other approval is necessary. If, however, you want to change to a program at another School at AAU, you need to get the approval of the new Dean as well. Talk to your Dean about how changing programs will affect your plans to graduation and which courses will transfer to the new program.

If a student of a different major wants to transfer to AAU’s School of Business Administration, the Dean will request a personal statement (one of the three questions should cover the reasons for the transfer) from the student requesting the transfer. Depending on the GPA of the student, an interview may also be requested.

What should I do if I want to study abroad while at AAU?

AAU allows students to participate in exchange programs with a number of universities in and outside the European Union. The full list is available on the AAU website and from the Director of International Cooperation. While participating in an exchange program, you remain an AAU student. You need not pay any tuition at the host university, just the local tuition at AAU. For exchanges within the Erasmus+ program, you may receive funding from the European Union to support your stay.

In addition, AAU is able to offer a limited number of funded international internships each year through the Erasmus+ Work Placements program. Subject to approval by the Dean, these work placements may be counted in place of an AAU internship towards your degree.

Please note: studying abroad may extend the duration of your studies at AAU. It is important that you plan your academic study plan carefully, in advance, with your Dean.

What should I do if I disagree with a decision made by my teacher or dean?

Any decision on your student rights can be appealed to the body which made the decision. Details on the process of appeal are described in the Study and Examination Code.

If you have another cause for complaint, you may address your Dean using a “general petition form” or the Vice President for Faculty and Study Affairs if your Dean has a conflict of interest. The petition must be submitted within 30 days of the date of the events that make up the grounds for filing a

petition. The Dean or Vice President will respond to you in writing within 30 days.

A student may choose to appeal a decision on a complaint. In the case of an appeal, the original petition, the decision, and a new petition explaining the reasons for the appeal must be submitted to the Vice President for Academic Affairs within 30 days of receiving the original decision if you are appealing a decision by a Dean, or to the president if you are appealing the decision of the Vice President for Academic Affairs. Decisions on appeals are final.

What is a minimum passing grade?

All required courses must be completed with a min grade of C-. A min grade of D is required for elective courses and the graduation examination. To be a student in good academic standing a C average is required in all courses.

Please see your program checklist for specific requirements.

Can I take some classes not for a letter grade?

Yes, you can. 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 taken on a Pass/Fail basis cannot exceed three in BA programs and two in MA programs. Some courses require letter grades only. Such restrictions are noted in the course syllabi and program of study regulations.

The Pass/Fail option must be exercised officially with the Student Services Center no later than at the end of the add/drop period and under no circumstances may your classification be changed later to a letter grade. Pass grades will not be calculated into your GPA, although they will count as credits toward graduation.

Can I do something about low grades?

Yes, you can by submitting a "grade forgiveness form" to the SSC. This option can be utilized a maximum of three times during your studies. If a course is retaken, only the last grade will be entered on your transcript and used to calculate your GPA; it is always the last grade even if you had a better grade before. The initial course will remain on your transcript and be marked with Retake (R). If you retake a course two or more times, grade forgiveness applies to all previous attempts. All previously taken courses will remain listed on the transcript and be marked with Retake.

1.10.5 Any Time – General Questions

How can I get involved in student activities?

The student government body at AAU is called the Student Council. If you want to take part in its activities, visit their website at sc.aauni.edu, Facebook page or follow them on social media.

Where do I get a transcript?

If you need an official transcript, you must complete a request form and submit it to the Student Services Center. Unofficial transcripts can be printed directly from the Student Information System (ISIS).

Where do I get official forms?

All forms are available at the SSC and also on AAUNET under the “For Students” section followed by “Student Services Center.”

How do I re-validate my ISIC card?

You may purchase an extension stamp each year in the Student Services Center.

How do I recharge my ISIC with printing credit?

The card is recharged at the Student Services Center. At the beginning of your studies, you receive credit of CZK 100 per each registered course. The recharge is not automatic; you need to go to the Student Services Center in order to recharge your card for the next term. Additional credit can be purchased at the Student Services Center.

1.10.6 Any Time – Legal Issues

When do I have student status and how can it be confirmed?

You get student status on the first day of the first semester in which you enroll in a program of study at AAU. Provided that you do not interrupt your studies and remain in good academic and financial standing, the status lasts without interruption until the day you complete or resign from your studies. However, if you fail to fulfill academic requirements, fail to register for an obligatory term, interrupt your studies, withdraw from all classes, or are suspended or expelled from AAU, you lose student status. Not having student status may have important legal consequences and must be reported to health insurance companies, tax authorities, and other official bodies.

If you have student status, a “confirmation of studies form” can be issued to

you by the Student Services Center. It is always given only for the duration of the current semester in which you request it.

For how long can I interrupt my studies?

An interruption must not exceed four semesters (two years) during the course of study of one study program at AAU. The only exception is if you are on maternity leave as it is not counted against the two years of allowed study interruption.

Am I entitled to social benefits and tax allowances?

Yes, if you study a program accredited by the Czech Ministry of Education, Youth and Sports (not the MBA, LLB, Certificate of Higher Education in Common Law, and not as an auditing student) and have permanent residency in the Czech Republic, you are automatically eligible for social benefits if you meet all other specific requirements. If you are studying the MBA, LLB, or Certificate of Higher Education in Common Law you have to obtain a confirmation from the Ministry of Education, Youth and Sports to receive benefits. Please contact the SSC for more details.

How do I extend a residence permit or visa?

A student visa cannot be extended. It needs to be changed to a residence permit. The documents necessary for the change of a student visa or the extension of a residence permit are identical to those necessary for the original application. Further details can be found on the website of the MOI.

www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx

Below, for your convenience, is a summary of the required documents. The information has been compiled from the best sources available at the time of writing, and is accurate to the best of our abilities. However, please remember that immigration rules can change and that individual Czech consulates may have local arrangements such as an appointment system to help them deal with local issues. For this reason, the summary is no substitute for the official information provided by Czech authorities.

Along with a confirmation of studies issued by AAU, you need to submit your passport, two photos, a completed application form (different for visa and residence permit requests), a financial statement (a bank statement and payment card details), proof of accommodation during your stay in the Czech Republic (this will be issued by your housing provider), an extract from your criminal record (police certificate), a medical report, travel health insurance (covering expenses of at least 60,000 euros on the territory of the Czech Republic), and an administrative fee.

I need to make an appointment with the foreign police, who can assist me?

Ask the specialists in the Student Services Center. They can call the Students Workplace of the Ministry of the Interior in Prague and make an appointment for you. You can also make it online at <https://frs.gov.cz/en>.

How do I find out if I am eligible for a scholarship?

There are multiple scholarships provided by AAU. The full list is available in the Scholarship Code in the Academic Codex. Financial amounts of merit-based and alumni scholarships are based on your GPA, which you can check at any time in the Student Information System (ISIS). The financial amounts of accommodation and social scholarships are set forth by the Ministry of Education, Youth and Sports.

What happens if I violate AAU's Standards of Conduct and Discipline Code?

AAU cares about the conduct of its staff, faculty, and students. The Standards of Conduct and Discipline Code (part of the Academic Codex) lists fundamental standards of proper conduct as well as examples of inappropriate conduct. Please make sure you know the rules.

In case of their violation, you will face a disciplinary procedure, which can be initiated by any staff or faculty member. All disciplinary issues are primarily decided by your Dean. Minor or repeated offenses may be passed on to AAU's Disciplinary Commission. Please bear in mind that 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 never be considered as minor issues.

Should you be found responsible of violating the Standards of Conduct and Discipline Code, you may be expelled from AAU.

What happens if someone else (staff, faculty) violates the Standards of Conduct and Discipline Code?

Raising suspected violations of the rules is a service to the community at large as it helps to maintain high academic standards and ensure the personal integrity expected of a member of the AAU Community. You should therefore bring any suspected violations to the attention of your Dean, or any vice president. Students are encouraged to review the Standards of Conduct and Discipline Code available on the AAU website.

What happens if I experience any type of harassment?

Given the sensitive and serious nature of harassment, AAU offers multiple ways of reporting on the matter:

- **Psychological Counseling Center:** If you want to keep the details of an incident confidential, you may speak with AAU's psychological counselor free of charge. For more info visit: www.aauni.edu/psychological-counseling/.
- **Talk with someone you trust:** Seek advice or consult staff, faculty members, or Student Council members confidentially (unless there is cause for fear for the victim's safety or for the safety of 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 privacy to the greatest extent.
- **Formal reporting:** Students are highly encouraged to speak or write to their Dean or any of the academic Vice Presidents should there be any violations of the misconduct and harassment policy to themselves or fellow AAU Community members. Formal reporting (preferably by email) 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 according to AAU's procedures stated in the Standards of Conduct and Discipline Code. The circle of people with this knowledge will be kept as tight as possible to preserve the rights and privacy while case is being assessed and punished.

1.10.7 At the End of Studies

How long can I take to write my thesis?

Writing a thesis is a regular course, so all standard rules apply. Should you fail to submit the thesis at the end of the term for which you registered, you can apply for an Incomplete.

Can disciplinary issues prevent me from graduating?

Yes, they can. AAU may cancel your registration for the graduation examination or its part if disciplinary proceedings have been started with you.

What is the graduation examination?

The graduation examination is composed of a thesis defense and an oral state exam in the subject of study specific to your study program. You are eligible to undertake the graduation examination if you have fulfilled all other requirements/conditions of your study program and have a cumulative GPA of 2.0 or above.

The graduation examination takes place three times a year, usually in January/February, June, and September. State exam questions together with detailed guidelines specific for your School of Study will be made available to you on AAUNET no later than six months before the exam.

How and when do I apply for the graduation examination?

After you register for the last term of your program of study, you should submit a “graduation application form” to your Dean and pay the state examination and thesis defense fees to the Bursar.

The deadlines for the submission of the graduation application are as follows:

- October 31st if you plan to complete all courses prescribed by your curriculum and take the graduation examination in January/February.
- February 28th if you plan to complete all courses prescribed by your curriculum and take the graduation examination in June.
- July 31st if you plan to complete all courses prescribed by your curriculum and take the graduation examination in September.

The graduation application must be submitted regardless of whether you plan to participate in the scheduled graduation ceremony. You will be notified about the dates of the examinations by your School no later than 30 days in advance.

What happens if I fail (a part of) the graduation examination?

You have one regular attempt and two corrective attempts at passing the state exams or thesis defense. A corrective attempt cannot be made in the same term. If you earn a passing grade from the state exams or thesis defense, you cannot repeat either one to improve the grade. Only the failed part of a graduation examination can be repeated. If you fail the examination, you need to register for the next available term and pay the fee.

Where do I go if I want to postpone the graduation examination?

You can unregister from either part of the graduation examination by notifying your Dean in writing up until one week before the examination or until the deadline for the submission of your thesis. Your state examination and/or thesis defense fee will be used as a credit for the next registration. Should you fail to attend the examination for which you registered or fail to submit your thesis without providing reasons for an excuse the attempt will be considered as failed. For registering again you will have to pay the fee. Standard deadlines apply.

For how long I can postpone the graduation examination?

The graduation examination must be finished within two years of the fulfillment of all other requirements and conditions of study.

Do I keep my student status even after I complete all of my classes?

Students with a grade of Incomplete but have otherwise fulfilled all course requirements of their Degree Program can obtain a study extension for one semester by submitting a completed Registration Form to the Student Services Center and paying the Administrative Fee. Should the student attempt and fail the Graduation Examination, they may petition their Dean for another study extension for the next semester. This study extension will be issued to students who do not owe tuition or other payments to AAU.

Can I keep my AAU email address and access to the AAU Library?

Yes, you can. Please let us know by sending an email to the Student Services Center. (ssc@aauni.edu).



2 SERVICES FOR STUDENTS

2.1 Student Services Center

The Student Services Center is responsible for administering student records and serves as a resource for students. We also help students integrate to AAU community, encourage their service to the community, and organize events. The Student Services Center on the ground floor of the main building is your contact place for matter related to processing requests, registration and obtaining various confirmations.

Keeping All Information up to Date

The Student Services Center is charged with maintaining the student database. Therefore, any changes in your name, address, and/or telephone number must be reported without delay to the SSC. If a foreign student is assigned a Czech birth number by the Czech authorities, or receives permanent residence in the Czech Republic, he/she must report this to SSC.

Registration for Courses and Class Schedule Adjustments

Registering for courses as well as any adjustment in one's class schedule, including withdrawing from classes or taking a leave of absence, is always finalized at the Student Services Center. See the FAQ section for details about specific procedures.

Confirmations, Transcripts and Other Official Documents

Students with a valid student status can obtain a "confirmation of studies" slip from the Student Services Center. It is always given only for the duration of the currently ongoing semester.

Official transcripts, confirmed by the Student Services Center, are available upon request (the request form is available at the Student Services Center and on AAUNET under the "For Students" section followed by "Student Services Center"). Students who need an official transcript as part of the admissions process for post-graduate studies or for transferring to another educational institution should provide the Student Services Center with the address to which it should be sent. Official transcripts will be issued to students in good financial standing. Alumni will be given two official transcripts with their diploma for free. Additional copies for alumni and any copies for former students are available at a fee.

Unofficial transcripts may be printed from the Student Information System (ISIS).

The Student Services Center is also the place where you can sign your student contract and pick up your diploma, or a copy, after graduation.

Advice Concerning Visa Issues and Residence Permits

The SSC can provide information and basic assistance. However, they cannot replace a specialized professional organization dealing with visa and residence permit issues. We recommend considering one of the following providers should you feel uncertain about the process:

- **CZ Immigration** is a paid service with a wide range of activities including visa and residence permit applications, extensions, verification of documents, assistance at immigration offices, etc. You can find more information at www.czimmigration.com/en, contact: pavla.kubik@czimmigration.com.
- **Inbáze** provides social services and legal counseling, psychotherapy, and assistance for intercultural workers at the immigration offices of the Ministry of the Interior (in Vietnamese, Mongolian, Arabic, Russian, French, and English), free of charge. You can find more information at www.inbaze.cz/jazyky/english, contact: eng@inbaze.cz.
- **Integrační Centrum Praha** offers an information center, legal counseling, Czech language courses, educational seminars, and intercultural worker and integration events, free of charge. You can find more information at www.icpraha.com/en, contact: info@icpraha.com.

Assistance with Accommodation

Finding comfortable and affordable housing can be difficult. Take the stress out of the process by checking out AAU's housing options at www.aauni.edu/student-life/student-housing/.

If AAU housing is full, our Housing Specialist can recommend some real estate agents and housing providers with which Anglo-American University has close partnerships. For more information email housing@aauni.edu

2.1.1 Student Life at AAU

AAU offers a wide range of extracurricular student activities and events, beginning with orientation for new students and integration workshops up to big events like AAU's annual Spirit Week, AAU Annual Ball, and annual Awards Ceremony.

Take advantage of the AAU **New Student Mentor Program**, where a group of experienced AAU students volunteer as mentors to assist new students in adapting to both Prague and university life to help make their transition to AAU and Prague smoother and more enjoyable. They are our way of saying “Welcome to Prague, and welcome to AAU!” If you are interested in learning more please contact the Dean of Students.

AAU's **Student Council** is an autonomous body within the university which represents students' interests in developing strategy, policies, and programs of the university; secures student representation in university governance; and organizes various student activities. Student Council works to create a positive educational environment, even beyond the classroom, by addressing various student needs. If you're interested in joining the Student Council, please visit [sc.aauni.edu](https://sites.google.com/a/aauni.edu/sc).

2.1.2 Career Center

If you are looking internships, full or part time work, help creating your CV or cover letter, or basic information about working in Prague, AAU's Career Center can help you with the resources listed below. Note that in certain instances, priority may have to be given to students enrolled in the Internship Course.

- **Career Center Office** (Student Services Center): Talk with AAU's Career Development Specialist in person about internship and work opportunities, application assistance or the Internship Course. Please note that it is open Tuesday through Friday from 10:00 AM - 12:00 PM and 1:30 PM - 5:00 PM. It is always better to make an appointment by email.
- **Career Center on AAUNET:** (<https://sites.google.com/a/aauni.edu/career-center/home>) Get more detailed information about what the Career Center can offer the Internship Course and important documents
- **Database of Internship Providers:** (<https://sites.google.com/a/aauni.edu/career-center/home/internship-provider-database>) See a list of AAU's regular internship providers and tell the Career Development Specialist which ones you would like to apply to.
- **Career Center Facebook page:** (www.facebook.com/AAUCareerCenter) Follow this page to get see exclusive internship, work and professional development opportunities shared with AAU. Note that these opportunities often have an application deadline, so follow it closely.
- **Career Board:** (3rd floor student lounge): See a collection of jobs, internships and other openings on this board.
- **AAU Mentorship Hub:** (<https://sites.google.com/a/aauni.edu/career-center/home/mentorship-hub>) Students have the opportunity to

get advice from professionally seasoned alumni about transitioning into their careers and industry specific advice. Currently, there are over ten alumni mentors from an array of professions who are willing to meet with students to answer their questions and share their experiences.

2.1.3 Alumni Office

AAU wants to ensure that graduates leave with not just a degree, but also with a social and professional network. With just over 2,000 alumni all over the world working in a multitude of industries, the Alumni Office facilitates this community through a variety of alumni programs and partnership opportunities, maintaining a database, a quarterly newsletter and events.

- Alumni webpage (<https://www.aauni.edu/for-alumni/>): See all alumni programs and opportunities available and what they're about, such as Alumni Council, Alumni Cards, Alumni Ambassadors, the Alma Mater newsletter, ways of partnering with AAU, and more.
- Alumni Facebook page (www.facebook.com/AAUalumnicommunity/): Follow to see alumni news and opportunities,
- LinkedIn Profile (www.linkedin.com/in/AAUalumniacareer): Connect with this profile to see alumni news and opportunities, and let us see your activity.

2.2 Psychological Counseling

Counseling is available for free to all AAU students throughout year with the exception of August. It is provided in English by a trained clinical psychologist. Counseling can help identify your strengths and weaknesses, learning style, values, and motivation. It can also help address concerns about concentration, productivity, time management, and social interactions, thus providing support in planning your personal development and professional career. Additionally, the service offers counseling for mental health concerns; such as transitional and adjustment issues; issues interfering with study/work or relationships; crisis management; stress; anxiety; depression or grief; at risk behaviors with food, alcohol, and/or other substances; sexual concerns; and so on.

Full personal data protection and confidentiality are guaranteed. The counselor will not share any information about you with your parents, faculty, or Dean without your consent.

Office: Letenská 1 (near the Library)
Contact: counseling@aauni.edu

It is strongly recommended to arrange appointments by email. Alternatively, you can make appointments in person or drop in during Open Hours on Tuesdays - check the website for updated information.

2.3 Academic Tutoring Center

The Academic Tutoring Center specializes in improving your academic writing abilities as well as in helping you get more from your academic assignments. From basics like sentence and paragraph structure all the way up to researching and writing a thesis, the ATC is an excellent resource. Sessions with our tutors are provided by AAU and are therefore free to all students. The ATC is part of AAU's Department of English and Academic Writing. Sessions at the ATC can be booked at atc.simplybook.me.

2.4 Library

The AAU Library houses the largest English-language book collection of any private university in Prague. It also subscribes to a variety of periodicals and newspapers. The library predominantly specializes in areas studied at AAU: Business Administration, Humanities and Social Sciences, International Relations and Diplomacy, and Law. It is open to all members of the AAU community free of charge.

The circulating and reference collections offer a well-rounded selection of fiction and nonfiction books. The catalog is available at <https://kohaa.auni.edu>.

The AAU Library also organizes poetry and fiction readings as well as discussions, music concerts, performances and the AAU Film Club. Contributors are usually local and visiting artists and authors, as well as AAU faculty. The library also offers its space to festivals and symposiums. Information about past library events is available on the AAU website.

The Student Services Center is also the place where you can sign your student contract and pick up your diploma, or a copy, after graduation.

2.5 Reception Services

AAU's receptionists are here to help you should you require it. Besides providing general reception and information services, our trained receptionists are also ready to:

- hold your incoming letters; you will be notified by email should you receive any mail,
- provide login credentials,
- keep any lost and found items for you.

You can contact the reception desk at info@aauni.edu, tel. number +420 257 530 202, or in person.



Please note that the reception desk does not provide storage services; it is forbidden to leave any personal items there.

Always be kind to the receptionists – they are working hard on your behalf!

2.6 Printing and Copying

You have access to the multi-functional devices located in the Print Center in front of the Student Services Center, in the Computer Lab, Reception at Letenská 5, the Student Lounge on the 3rd floor, and the AAU Library. All the devices are able to print, photocopy, and scan. You can print from any computer in the Computer Lab, Print Center, or AAU Library as well as by using any mobile device connected to the Internet by sending your document as an attachment to print@aauni.edu or by uploading it to print.aauni.edu/m. You should use the same login and password as for the Wi-Fi. In order to carry out the printing job, you must go to any of the multi-functional devices, place your ISIC card over the card reader, choose “YSOFT SAFEQ/SAFEQ PRINT/Waiting/the name of document you want to print,” and push the start button. After you complete all of your print jobs, do not forget to log off (exit). Detailed instructions including your remaining credit can be found by emailing print.center@aauni.edu.

2.7 Computer Lab

The AAU Computer Lab is located at Letenská 5 on the third floor (room no. 3.32). It is equipped with 20 desktop computers and all necessary software students can use to study, do homework, work in teams, prepare presentations, or just browse social media. The Computer Lab has trained staff and is usually open during weekdays from morning to early evening but sometimes there may be classes scheduled in the Lab. Please check out the schedule on the AAU website.

2.8 Disability Accommodations

AAU admits students without regard to disability and is committed to providing equal access through reasonable accommodations to students with documented disabilities. This includes physical disabilities, learning disabilities, medical disabilities, and emotional disabilities.

It is a student's responsibility to self-identify and satisfactorily document his or her disability with the Dean of Students prior to the start of their studies or immediately upon being aware of the disability so that reasonable accommodations may be provided.

Reasonable accommodations for students with documented disabilities

are provided on a case-by-case basis. These may include extra time for tests and exams.

The Dean of Students will contact the instructors of courses in which students with disabilities are registered to inform them of the accommodations approved for each student. Accommodations cannot alter the academic content, level, or standards of an academic course or degree program, nor pose an undue burden on AAU.

Questions about AAU's policies and procedures regarding students with disabilities should be directed to the Dean of Students.

2.9 Student Exchanges

AAU students can participate in a study exchange through two main channels: Erasmus exchanges and university exchanges. Possible destinations for these exchanges are listed on the AAU website and on the Intranet.

A study exchange is open to all full-time students at AAU under the condition that they have completed a minimum of 30 US (60 ECTS) credits, i.e. one year of studies, and have a cumulative GPA of above 2.5. There are no restrictions on the nationality or citizenship of participating students, though citizenship may affect visa requirements at our partner universities.

Candidates for the exchange are generally selected twice per year. Full announcements (including details of deadlines, places currently available, and selection criteria) are released at the start of the Fall and Spring terms. Students should note that AAU makes two separate announcements each term, one relating to study abroad opportunities (Erasmus and university exchanges), and one for Erasmus+ Work Placements (internships), so it is important that students pay attention to the right announcement for their particular type of exchange.

Erasmus Exchange

AAU holds the Erasmus+ University Charter, allowing our students to participate in Erasmus exchange programs. Within the program, students may spend one term of their studies at a partner university with which AAU has a bilateral agreement. Details of the exchange will vary between individual partner universities depending on the specific agreement signed. Some exchanges are open only to bachelor's students; some are also available to master's students. Some agreements may also specify particular programs of study. Full information is available from the Director of International Cooperation.

Within this program, students must remain registered at AAU during the exchange and continue to pay AAU's tuition. Students may receive funding from the European Union to support their stay; the amount varies in accordance with the length of the exchange and the country it takes place in.

University Exchanges

AAU is also able to offer exchanges with a number of partner universities outside the EU on the basis of direct university agreements. As in the case of the Erasmus program, students remain registered at AAU during the exchange, and they continue to pay AAU's tuition. However, they do not have to pay any additional tuition to their host university.

Erasmus Work Placements (International Internships)

Additionally, AAU offers a limited number of funded international internships each year through the Erasmus+ Work Placements program. In principle, work placements may be realized at companies or NGOs in any of the 28 EU member states plus Iceland, Liechtenstein, Norway, Turkey, and FYROM (Macedonia). In the past two years, AAU students have successfully completed placements in 11 different countries. A list of cooperating companies and NGOs, twice per year, together with the call for applications.

Subject to approval by the Dean, work placements may be counted in place of the AAU internship course towards a student's degree.

3 Campus Guidelines

All areas in the buildings and the courtyard should be kept tidy. Students are requested to use the recycling bins (for paper, plastic, and mixed waste) situated on each floor at Letenská 5.

Bicycle parking is allowed only in specifically marked places in the courtyard. Cars are forbidden on campus. The courtyard of Letenská 5 must remain quiet and peaceful.

Notices, posters, etc. may only be put up on designated notice boards.

Eating and Drinking

Food and drinks except for water are not generally allowed in Letenská 1 and Letenská 5 with the exception of the ground floor of Letenská 1 and the cafeteria as well as the student lounge adjacent to the main staircase in Letenská 5.



Smoking

Cigarettes and electronic cigarettes are banned inside all campus buildings, in the courtyard of Letenská 5, in front of the building, and in the halls. Smoking is allowed only in Vojanovy sady park until 7 PM, at which time the door to Vojanovy sady is locked. Smoking after 7 PM is allowed only in the courtyard of the AAU Library in Letenská 1. Students must refrain from polluting the park by disposing of cigarette butts in the provided bins. Violation of this rule may result in a city fine of up to CZK 5,000.

Personal Property

All students and staff are warned to take care of their personal belongings. The institution is not responsible for any personal belongings stolen or damaged on its premises. Personal items (luggage, bags, etc.) may not be stored at Reception and/or other rooms on campus.

Reporting Defects and Breakdowns

Any defects and breakdowns should be reported to Reception or fixit@aauni.edu with a precise description of the issue. The phone number of the reception desk is +420 257 530 202 from an outside line or 142 from an on-campus line.

4 Safety Instructions

Basic Safety Rules

Each entry to the AAU building must be registered with entry by an activated ISIC, ITIC, or Litačka. If you don't have any of the aforementioned IDs, you must consult the AAU reception desk. They will help you get one and also allow one-time access to the building after you register into a guest book.

Please observe the published safety and fire instructions on the walls of each floor of the building. All safety signs must be observed and respected.

Smoking and the usage of electronic cigarettes is only permitted in designated locations outside the AAU building.

Prohibited Activities in AAU Areas

The following activities are prohibited at AAU:

- entering restricted areas;
- entering while under the influence of alcohol or narcotics;
- consuming alcohol or narcotics;
- smoking and/or use of open fire;
- touching, repairing, and turning on and/or off electrical equipment, including switchgears and fuse boxes.

Fire and Accidents

If you find that there is a fire, a leak of operating fluids, or other emergency at AAU, inform an AAU staff member immediately. In the event of fire, leave the area without delay and follow the instructions given by responsible AAU staff members. If the escape route is clear, follow the escape route safety markings. If the escape route is blocked, proceed no further, try to find a place with ventilation, and call 150 or 112. If there is smoke in the air, get low on the ground and protect your mouth and nose with a wet handkerchief. Keep your hand to the wall to avoid losing visibility and walk carefully to the nearest exit. Make sure there is no fire on the other side of the door and open it carefully.

First Aid Provision

In the case of an accident or if you feel unwell, contact the AAU reception desk where you will be provided with basic first aid kit services or a doctor will be called for you.

Emergency Numbers

112 – European Emergency Number (Police, Fire Services, Emergency Medical Services)

158 – Police

150 – Fire and Rescue Services

155 – Emergency Medical Services

5 CONTACTS

For the most up-to-date contact information, please visit the AAU Directory at <https://www.aauni.edu/directory/>

Reception:			
Email:	info@aauni.edu		
Phone:	+420 257 530 202		
Address:	Letenská 5/120, Prague 1 – 118 00		
School of Business Administration:			
Interim Dean	Jan Vašenda	Jan.Vasenda@aauni.edu	
Assistant Dean	Sviatlana Skachykhina	Sviatlana.Skachykhina@aauni.edu	
Coordinator	Zuzana Veselá	Zuzana.Vesela@aauni.edu	
Schools of Humanities and Social Sciences:			
Dean	Karen Grunow-Hårsta	Karen.Grunow@aauni.edu	
Assistant Dean	Kateřina Vanová	Katerina.Vanova@aauni.edu	
School of Journalism, Media and Visual Arts:			
Associate Dean	Tony Ozuna	Anthony.Ozuna@aauni.edu	
Assistant Dean	Alzbeta Klatova	Alzbeta.Klatova@aauni.edu	
School of International Relations and Diplomacy:			
Interim Dean	Alexei Anisin	Alexei.Anisin@aauni.edu	
Assistant Dean	to be announced		
John H. Carey II. School of Law:			
Program Chair	Carollann Braum	Carollann.Braum@aauni.edu	
Coordinator	Zuzana Veselá	Zuzana.Veselá@aauni.edu	
President's Office:			
President	Štěpán Müller	Štěpán.Müller@aauni.edu	
Executive Assistant to the President	Veronika Johanovská	Veronika.Johanovská@aauni.edu	
Vice Presidents:			
VP for Academic Quality/Accreditation Liaison Officer	Richard Olehla	Richard.Olehla@aauni.edu	
Chief Financial Officer	Zdeněk Johanovský	Zdeněk.Johanovský@aauni.edu	
VP for Institutional Advancement	Eva Rivera	Eva.Rivera@aauni.edu	

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VP for Academic Affairs	Miroslav Svoboda	Miroslav.Svoboda@aauni.edu
Student Services Center:		
Dean of Students	Ana Hernandez Blackstad	Ana.Blackstad@aauni.edu
Student Services Manager	Iveta Morávková	Iveta.Moravkova@aauni.edu
SSC Registration Specialist	Jozef Bartík	Jozef.Bartik@aauni.edu
SSC Registration Specialist	Jana Krásenská	Jana.Krasenska@aauni.edu
Housing Specialist	Katerina Hudáková	Katerina.Hudakova@aauni.edu
Career Development Specialist	Elizabeth Novacek	Elizabeth.Novacek@aauni.edu
Recruitment Office:		
Recruitment and Admissions Director	Jeta Sahatqija	Jeta.Sahatqija@aauni.edu
Admissions Counselor	Becca Newhouse	Rebecca.Newhouse@aauni.edu
Admissions Counselor	Natalie Kvackova-Sipula	Natalie.Kvackova@aauni.edu
Admissions Counselor	Clea Boban	Clea.Boban@aauni.edu
International Office:		
Director for International Cooperation	Cyril Simsa	Cyril.Simsa@aauni.edu
Finance and Operations Department:		
Financial Controller	Pavla Šenkyříková	Pavla.Šenkyříková@aauni.edu
Bursar	Petra Čížková	Petra.Cizkova@aauni.edu
Payroll Specialist	Lucie Kacovská	Lucie.Kacovská@aauni.edu

Facilities and Operations Manager	Marharyta Tykhonovych	Marharyta.Tykhonovych@aauni.edu
Operations Specialist	Rostislav Balla	Rostislav.Balla@aauni.edu
IT Department:		
IT Director	Milan Fučík	Milan.Fucik@aauni.edu
IT Specialist	Peter Weis	Peter.Weis@aauni.edu
Marketing and Communications Department:		
Marketing Manager	Jedrzej Raczynski	Jedrzej.Raczynski@aauni.edu
Content Specialist	Lilliana Chalfant	Lilliana.Chalfant@aauni.edu
Programs Manager	Marie Burda	Marie.Burda@aauni.edu
AAU Library:		
Email:	library@aauni.edu	
Phone:	+420 257 286 657 or +420 257 286 637	
Address:	Letenská 1, Prague 1 – 118 00	
Library Director	Zuzana Volmuthová	Zuzana.Volmuthova@aauni.edu
Library Specialist	Olgica Mitošević	Olgica.Mitosevic@aauni.edu
Library Specialist	Janel Umarbaeva	Janel.Umarbaeva@aauni.edu

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