Faculty Handbook

Version 2020/10/6

About the Handbook

The Faculty Handbook provides information to the instructors at Anglo-American University regarding academic policies, teaching, organization, and resources at AAU. General information about the university and academic information including details on study programs, academic calendar, and all course descriptions is available on the website www.aauni.edu and in the Catalog.

This Faculty Handbook is based on the Anglo-American University Academic Codex, which is the fundamental set of the university codes, including: Faculty Code, Study and Examination Code, Standards of Conduct and Discipline Code, Financial Code, and Scholarship Code. The complete Academic Codex is available on www.aauni.edu.

Special provisions may apply to the faculty members teaching in the programs offered by the John H. Carey II School of Law. Please, see the respective Dean to learn about possible differences.

Please bear in mind that the Faculty Handbook does not contain the complete list of rules and regulations; the full set of AAU rules – the Academic Codex, Directives, and Regulations – is available electronically on the AAU intranet AAUNET.

If you find any outdated or incorrect information in this document, please report it to the Assistant to the Vice President for Academic Affairs, Joanna Srholec-Skórzewska.

Content

1   Overview of specifics of Fall 2020

Due to the pandemics, academic year 2020/2021 will be specific in many ways. Since we hope the major changes will be only temporary, they are listed in this section. The rest of the document has not been adjusted. Thank you for understanding.

Compressed term + no late intake

Fall term starts on Monday, September 21, and ends on Wednesday, December 16. All courses have 14 sessions – 12 sessions take place at the regular time, 2 take place at a different time (on Friday). Schedule of all sessions can be found at AAU website. No courses are scheduled on Fridays (so that Fridays can be used for the two shifted sessions).

There are no "late intake" courses.

Two types of course sections

The default mode of delivery for class sessions is **on-site**. However, in order to offer flexible learning options with regards to the ongoing pandemic, AAU has also developed a virtual learning methodology allowing to deliver face-to-face (synchronous) instruction to both on-site and remote students. As a result, some class sessions may be delivered virtually via MS Teams meeting.

AAU does not provide fully asynchronous distance learning. All courses include face-to-face synchronous instruction.

Courses will be delivered in two ways:

- **Traditional classes**: face-to-face course sections delivered as usual (or virtually in case of a lockdown). If not all students are present, the class sessions will be recorded and made accessible to remote students.
- **Online-friendly divided classes**: face-to-face course sections designed in such a way that both online and on-site students may participate. With regard to class sessions, students are divided into two groups.

Both types of course sections have a scheduled time slot for class sessions. In online-friendly divided classes, this time slot is divided into two 75-minute sessions; one of them may be delivered at a different time than originally planned.

Social Distance and Hygienic Measures

The classroom capacity has been reduced so that students are 1,5-2 meters apart.

Face masks will be required in classrooms and all premises.

Measures taken during the lockdown

The Prague Public Health Office announced a ban on on-site university instruction in Prague from September 21 – October 31, 2020.

In this period (which may be prolonged), **all class sessions will be delivered virtually**, keeping the original schedule. By class session we mean the face-to-face class time, i.e. the session delivered in real time (synchronously).

Exceptions: Some **artistic, laboratory and practical classes** may run on-site, provided that is approved by the respective School Dean and that there are not more than 15 persons in the art studio or the lab. Internships can also continue.

Virtual class sessions will be held at the normally scheduled day and time, only via MS Teams instead of in the classroom. Instructors can choose between delivering class sessions from a classroom or from anywhere else (provided that they have a camera and a microphone and that a stable and robust internet connection is secured).

Sources of more information

You can find more details about the necessary adjustments in the education delivery at AAU related to the coronavirus outbreak in 2020 in Academic Guidelines for the Fall Term 2020.

You can find more details about the adjusted campus rules and hygienic measures in the AAU COVID Plan.

2 Checklist for New Faculty

Are you new to AAU? Apart from reading this handbook, please do not forget the following:

❏ Submit a Personal Data Sheet to AAU Payroll Specialist

❏ Ask receptionists to assist you with activation of cards or registration of fingerprint (needed for access to Letenská 5 building)

❏ Pickup your login credentials to the AAU email account and NEO system at the reception

❏ Attend the orientation session for new faculty

❏ Create a course site in NEO

❏ Submit the course syllabus to your Department Chair for review and modification guidance

❏ Publish the approved syllabus in NEO

3   Key Information

3.1   Education Principles

In accordance with its mission (see Section 6.1.1) AAU is committed to education which is modern, research-based, applied, effective, and carried out with personal attention to students. Therefore, all our faculty shall be led by the following four principles:

Professionalism

AAU instructors come to class prepared and on time. They follow the syllabus and the course schedule, and they do not cancel classes unless it is unavoidable. They hold consultation hours and encourage students to use them as a natural part of the learning process.

They provide timely feedback to students, including grading, and respond to student emails in a timely manner. They treat grading, assignments and other information about students and their performance in a confidential manner.

Interactivity

AAU instructors do not just lecture; they use diverse teaching methods. They act as guides as they engage students in participative learning. They provide students with continuous and timely formative assessment which allows for and induces improvement of students' learning. They are attentive to student performance and can modify their teaching activities accordingly.

Complexity

AAU instructors assess students early, continuously and use diverse methods so that the assessment of student performance is accurate and complex.

They invite guest lecturers, use real-life examples and show practical implications and applications to ensure that their teaching is always relevant and up to date.

They show connections to other subjects and the wider context of their teaching. They teach students how to address and solve theoretical and practical problems in changing contexts, how to effectively communicate problems and their solutions, and how to take effective and responsible action.

Dedication

AAU instructors are enthusiastic and dedicated to their profession. They care about their subject; they care about education; and they care about students.

3.1.1 Place of the education principles

The education principles stated above build on and complement the AAU's mission, vision and values which you can find in Section 6.1.

At a general level, they are reflected in the standards of conduct in Section 6.2 and important rules and regulations as stated in Section 6.3.

With regards to teaching and its organization, they are elaborated in the following Chapter 4.

3.2 About AAU

Anglo-American University was founded in 1990 and is the oldest private institution of higher education in the Czech Republic. It prides itself on providing a distinctive, personalized, university education in English, stemming from the best American and British academic traditions. It 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 one of few universities globally – and the first institution in Europe – to have received the prestigious institutional accreditation from the WASC Senior College and University Commission (WSCUC), an American accrediting agency recognized by the U.S. Department of Education.

All undergraduate and graduate degree programs at AAU are accredited by the Ministry of Education, Youth and Sports of the Czech Republic, except for the Master of Business Administration degree which is awarded by Chapman University in California, United States, and Certificate of Higher Education and Bachelor of Laws degrees which are awarded by the University of London.

AAU is divided into five Schools of Study offering a wide 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 & 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.

3.3 Campus Guidelines

AAU is in two buildings on Letenská Street. The main building with the most classrooms and student lounges along with the Computer Lab, Print Center, administration offices, and cafeteria is located at Letenská 5. The AAU Library, Academic Tutoring Center, Psychological Counseling Center, three additional classrooms, and a hang-out room for students can be found at Letenská 1.

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

Notices, posters, etc. may only be put up on designated notice boards. If you would you like to inform others of an upcoming event or opportunity, please consult with your Dean to ascertain which of our designated areas is best for your news, and possibly the marketing department about other of communicating your message.

3.3.1 Access to Letenská 5 building

There are three entrances into Letenská 5. All of them are equipped with an electromechanical lock which opens with your International Teacher Identity Card (ITIC), or another chip card (for example, a Lítačka), or a fingerprint that has been registered at AAU's reception desk. To open the door, place the card onto the scanner or touch the fingerprint reader 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.

The terminal for activation of cards or registration of fingerprints is located at the Reception. All lecturers new to the campus need to stop by the Reception and ask the receptionist to assist them with the activation procedure.

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

3.3.2 Opening hours

The main building at Letenská 5 is open from 7:30 AM from Monday till Friday. It closes at 10:00 PM (on Fridays at 6:30 PM).

The Print Center, located downstairs at the entrance to Letenská 5, is open on weekdays from 8:00 AM till 6:30 PM (on Fridays from 8:30 AM till 12:30 PM). Please see AAU's website for up-to-date information.

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.

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

3.3.3   Reception, mailbox, storage of personal belongings

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:

- ▪ keep your incoming letters and put them in your mailbox,
- ▪ 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.

Each faculty member has a mailbox with their name at the reception. You will find there the list of your students (see Section 4.3.1) and student-evaluation forms (see Section 5.1.1).

If you are carrying some belongings with you, you may leave them in your mailbox if they are small enough. You can take other items with you to the classroom or use the faculty-room lockers. If you do not have a locker, please contact the reception.

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

AAU disclaims responsibility for any personal belongings stolen or damaged on its premises. We recommend all staff to be careful of their personal belongings and not to leave them unattended. We recommend using the lockers in the faculty room to store your personal belongings while teaching a course at AAU.

3.3.4   Ground floor toilets

There are toilets on each floor of the building. On the ground floor, the toilet is located in the cafeteria. When the cafeteria is closed, faculty is asked to use the toilet on the first floor.

Since for a physically challenged person, this might present an additional difficulty, physically challenged faculty and staff may ask a receptionist to open a back-up toilet at the reception which cannot be open freely. Please do not to ask

receptionists to open the toilet in other than extraordinary cases; it would distract them from the work they are required to focus on primarily.

3.3.5 Faculty rooms

AAU lecturers have access to the faculty consultation room (no. 4.17) and the faculty computer room (no. 4.18) on the fourth floor of the main building in Letenská 5. In the faculty computer room, there are approx. 30-40 lockers for the lecturers. The keys are available from the Facility and Operations Manager, Marharyta Tykhonovych. In the faculty consultation room, there is a kitchen and a dining area.

Computers are accessible using your official AAU username and password. You can get your username and password from the receptionist on the ground floor.

Lecturers may connect to the internet using the school-wide Wi-Fi network. For a detailed how-to for setting up a Wi-Fi connection, see section 3.4.2 or the AAU Intranet, AAUNET.

3.3.6 Copying, printing, ITIC

You have access to the multi-functional devices located in the Print Center near the Reception at Letenská 5, in the Faculty Computer Room, Computer Lab, Student Lounge on the 3rd floor, and the AAU Library. All the devices can print, photocopy, and scan. You can print from any computer in the AAU network or via a web interface at https://print.aauni.edu/account. You should use the same login and password as for the Wi-Fi. Detailed instructions including your remaining credit can be found on the print.aauni.edu microsite and in print in the holders at the reception or near the printing/copying devices.

To carry out the printing job, you must go to any of the multi-functional devices, place your ITIC card over the card reader, choose "YSOFT SAFEQ/SAFEQ PRINT/Waiting/the name of document you want to print," and push the start button. (If you happen not to have a card with you, you may generate a PIN code for printing. Please find instructions at https://print.aauni.edu/site/general-safeq-description/.) After you complete all your print jobs, do not forget to log off (exit).

Every instructor has a credit of CZK 1,000 at her/his SafeQ account at the start of the semester. It can be used to print 833 b/w pages or 222 color pages. You can freely recharge the card at the Student Services Center up to the limit corresponding to the number of courses you teach times CZK 1,000. Should you need to print more, ask your Dean for authorization. Credit is charged when using print & copy services; scanning is free of charge.

Lecturers may apply for an ITIC card via AAU with the Director for Finance and Budgeting, Zdeněk Johanovský. The card is valid for 1.5 years (September-December of the following year), the first card costs CZK 290, a stamp extending its validity is for CZK 180.

It is the lecturer's responsibility to make their own copies. Please plan ahead especially when copying larger quantities of materials as there is often a wait for the machines just before the start of classes. Please note that librarians and receptionists are there NOT for assisting lecturers with preparation of materials.

In individual cases, it is possible to send documents to be printed to the Print Center. You can either come personally and give them the USB or you can send it by email to print.center@aauni.edu one to two days in advance. They can refuse the printing request if it is sent less than 24 hours in advance. Please note that sending confidential documents (tests etc.) to them is strictly forbidden.

Scanning or printing of whole books is not allowed. By AAU regulations on copyrights, it is possible to scan or print only 30 % of the book. Also, please note that it is forbidden to use the University printers for printing or copying school-unrelated materials.

3.3.7   Parking of bicycles and cars

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.

At present there is no available campus parking. Consequently, police are likely to clamp and ticket cars parked on the sidewalk/pavement. The nearest parking lots are at "Kosárkovo nábřeží" embankment (paid, limited time) next to the closest bridge "Mánesův most" or you may use the underground parking house "Rudolfinum" across the bridge.

3.3.8   Access to classrooms, furniture adjustments

By default, classrooms are not open and free to use. To access the classroom you teach in, you need to collect the key at the reception. You can also borrow additional equipment (camera) there (see also Section 3.3.10).

You are obliged to sign in the Key Journal when taking the key/equipment and make sure to sign off when returning it.

Please make sure to lock the classroom after your session and to close all windows. Do not let in the students who have next session there. They can enter once their instructor comes with a key.

You are welcome to adjust classroom layout according to the specific needs of your course (where possible), but please return the furniture to the original situation after the session.

No-Drink-No-Food policy has to be strictly followed in classrooms. It concerns all drinks except for water.

3.3.9 Classroom equipment

All AAU classrooms have projectors, computers, and AV equipment installed in the room. Please check with your school's office if you have questions regarding the equipment available in the room assigned to you.

If you need to use specific equipment for the whole semester, please make a reservation at your school's office before the start of the semester. If you need it only for one session, please notify the receptionist.

The lecturer is responsible for the equipment borrowed from the AAU and is responsible for covering the costs should the equipment be lost or damaged.

If the markers and sponges in the classrooms are not working or you need more exam papers, please call 142 from the classroom phone. You will reach the reception and they will bring you new ones.

If you need special supplies (post-it notes, different markers, colorful paper, etc.) for your class, please contact the reception one week in advance so that they have time to get it approved by your Dean and to order it.

All the equipment, cables and furniture in all classrooms should remain in the original state after class and the whiteboard board should be whipped clean after your session.

If you need any help with classroom preparation please contact the reception in advance.

3.3.10 Classroom and computer lab reservation

During any given semester, majority of classrooms are occupied during all sessions each day. Consequently, classroom location preferences cannot always be accommodated.

If your course requires use of the computer lab, please make an arrangement with your school's office at the beginning of the semester. Late request for computer lab reservations might not be accommodated.

Should you need a classroom for a make-up class, event or meeting check out the available rooms at https://classroombookings.aauni.edu. If a preferred room is available in the desired slot, contact the operations department with a booking

request (via e-mail sent to booking@aauni.edu). The request should be specific about the time, date and purpose of the booking.

Since the number of bookings of classrooms keeps growing every semester, it is recommended to book a classroom well in advance, if possible.

Please note that the reception cannot provide a key without an approved booking in the system.

3.3.11 Basic safety rules and first aid

Each entry to the AAU building in Letenská 5 must be registered with entry by an activated ITIC, Lítačka card or fingerprint (see also Section 3.3.1).

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. Please do not enter restricted areas and do not touch, repair, and turn on and/or off electrical equipment, including switchgears and fuse boxes.

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

List of AAU employees who can provide the first aid in case of need (as of September 2018):

- 1st floor: Lindsay Salvati, Clea Boban, Elizabeth Nováček
- 3rd floor: Kateřina Vanová, Sviatlana Skachykhina
- 4th floor: Carrollann Braum
- Library: Zuzana Volmuthová

Emergency numbers:

- 112 – European Emergency Number (Police, Fire Services, Emergency Medical Services)
- 158 – Police
- 150 – Fire and Rescue Services
- 155 – Emergency Medical Services
- 156 – City Police

3.3.12 Fire alarm regulations

Whenever a fire is discovered, everybody is obliged to report it immediately or make sure it is reported. Please, call emergency line or the fire fighters (number 150) or press the push-button of an electric fire alarm. When reporting the fire, state: your name, the place of fire, what is on fire and if the fire endangers the safety of the people.

In connection with fighting a fire, everybody is obliged:

- to take necessary measures to rescue persons in danger,
- to extinguish the fire if possible or to take measures to stop its spreading,
- to report the fire immediately or make sure it is reported,
- to provide personal and relevant help to the fire brigade upon a request from the chief commander of the fire-fighting unit.

The fire alarm is sounded through an "Evacuation Intercom". After the fire alarm is sounded, that means an instruction to evacuate the premises is given, every person is obliged to leave the premises quickly and, through marked emergency exits, to go to the meeting point, which is situated outside – (Letenská street and Vojanovy sady – in front of the premises).

3.3.13 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 faculty lounge.

3.3.14 Smoking, consumption of alcohol and narcotics

Under the terms of AAU's insurance policies, smoking (including electronic cigarettes) or using of open fire is banned inside all campus buildings, in the courtyards and in the halls of Letenská 5. Smoking is allowed only in Vojanovy sady till 7 PM (5 PM in winter season), 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. Please 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.

Being drunk or otherwise intoxicated while on AAU premises is unacceptable. Repeat offenders will be subject to disciplinary proceedings. AAU will, where possible, help staff and students to contact specialized assistance. The police will immediately be called to deal with any drug distribution at the institution.

3.3.15 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.

3.4 Communication at AAU

3.4.1 Google account and AAU email

Google Accounts for new lecturers are created by AAU administration upon request from their Dean. The password to this account is available at the reception (it cannot be sent by email). The email account is deleted upon request from the Dean, once the lecturer does not continue the cooperation with AAU.

All faculty members at AAU have a uniform e-mail: name.surname@aauni.edu, accessible via the AAU main web page, 'For Faculty & Staff'.

Alternatively, a direct link http://webmail.aauni.edu can be used.

The password is originally the same as the initial Wi-Fi and Windows profile password. It can be changed directly in G Suite. Please bear in mind that the Wi-Fi/ Windows profile password is not affected by changing the G Suite password and vice versa.

All faculty members are required to check their AAU e-mail regularly and respond promptly and address the students at their respective aauni.edu accounts. Faculty members are required to use their AAU email account for all school related matters. For the detailed list of your rights and duties with this regards, please read the Email policy which is part of the Administrative Policies.

3.4.2 Wi-Fi

All instructors at AAU have internet access via the university Wi-Fi network (network name AAU-WIFI or AAU-WIFI-802). Wi-Fi signal covers all classrooms, corridors, lounges, and the yard of the AAU campus. You can connect up to three devices using your credentials. The login and password are the same as the one used to log in into the computer lab and are available at the Reception.

Wi-Fi passwords can be changed by altering your Windows login password on any desktop computer in AAU's network, be it in the Faculty Computer Room, 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.

Please read the Wi-Fi policy and instructions how to connect at the AAUNET in Section Wifi. In case of problems or other questions concerning the AAU Wi-Fi, send an email to the IT Specialist at IT@aauni.edu.

3.4.3 NEO

AAU uses NEO learning management system as its e-learning portal. Students can find all their courses and electronic course materials there. You are obliged to use

NEO especially for attendance records, assignments, feedback and grading. Also, you must upload the approved syllabus of your course to the respective site in NEO.

NEO can be found at this address: https://aau.edu20.org/. To access NEO alternatively, faculty should log into the G Suite and click on the App Launcher, More, and select 'NEO' from the apps menu. NEO can also be accessed by clicking on 'For Faculty & Staff' on the AAU web page in the upper left corner and then clicking on 'E-learning'. Please read the instructions how to connect to NEO at the AAUNET in Section NEO e-learning. You can also access NEO using your smartphone. The NEO LMS app is available both on both iOS and Android.

You may find a teacher's guide to NEO here: https://www.neolms.com/docs/neo/Teachers-Guide.pdf. You may also use the Help Center in NEO, section Support forum, to see answers to users' questions or to place your own question. The NEO support team usually comes with an answer within one hour.

In case of problems or other questions concerning the NEO learning management system, please contact the IT Specialist, Peter Weis, or send an email to IT@aauni.edu.

3.4.4   AAUNET

AAUNET contains information intended only for AAU's students, staff, and faculty. It requires logging into your AAU G Suite account. It can be accessed via the AAU website under the 'For Faculty' section where you will find the 'AAUNET' option. Alternatively, the following direct link, http://sites.google.com/a/aauni.edu/aaunet, can be used. Information on the AAUNET is considered internal and cannot be shared with third parties.

3.4.5   Events at AAU

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

AAU comes out with a newsletter for the AAU Community. It brings you features on significant recent happenings at AAU; the latest news from AAU's Schools of Study; news and stories from the community including noteworthy achievements by and spotlights on students, faculty, staff, and alumni; important information for you; and upcoming annual events.

3.4.6   Social Media

AAU is always sharing information on its social media channels. News ranges from major developments at AAU to tips on great coffee shops in the city and outings

in and around Prague. Let's get connected! AAU's main social media channels are as follows:

- Facebook official page: AAUPrague
- LinkedIn: Anglo-American University
- Twitter: AAUPrague
- Instagram: AAUPrague
- YouTube: Anglo-American University
- AAU Schools' facebook groups

3.4.7 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! To find out more, please contact AAU's student life specialist.

3.4.8 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 of high journalism standards. LW's website brings stories to light weekly at lennonwall.aauni.edu. Keep an eye out for print issues around campus.

3.4.9 Trust box

A trust box is installed in the C staircase on the 4th floor in Letenská 5 where everybody can submit their complaints, ideas and suggestions about the AAU environment.

4 Teaching and Course Administration

4.1 Timeframe

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 last 15 weeks. One of the 15 weeks is a mid-term break, so there are 14 weeks of instruction and examination. The Fall term begins at the end of August or the beginning September and ends before Christmas. The Spring term begins at the beginning of February and ends in the second half of May. For details check the Academic Calendar at aauni.edu/academic-calendar (In the Fall term, some instructors teach the so called "late intake" courses; these begin at the beginning of October, ends in mid-January, and do not have a mid-term break.)

Usually, there is one 3-hour course session per week which means 150 (3 x 50) minutes of instruction, divided by one or two breaks, so that it fills a 165-minute time slot in a schedule. Alternatively, you may decide to hold 2 sessions per week, in which case each of them lasts 75 minutes without a break.

The Winter and Summer terms are intensive. The classes meet several times a week and the sessions are longer. The Winter term lasts 3 weeks and takes place in January. The Summer term is divided into two sessions. The first one lasts 3 weeks from the end of May until the second half of June; the second one lasts 6 weeks from the end of June until the end of July/beginning of August.

The schedule at AAU is prepared twice a year: the schedule for the summer and fall terms is prepared at the latest in February/March of that year; the schedule for the winter and spring terms is prepared at the latest in October of the preceding year. The offices for each school (Dean / Associate / Assistant Dean) contact faculty during this period to agree on specific course(s) and schedule. (For brevity, in this Handbook we use the term "Dean" to denote school Deans, Associate Deans and/or Assistant Deans. Specific issues and processes will be handled by the appropriate person, according to the division of responsibilities.)

Deadlines and timeframe for course delivery are outlined in Table 1 and Table 2:

Table 1: Before the semester

Deadline Winter and Spring term	Deadline Summer and Fall term	Task	Description
October	February /March	Course descriptions	Schools need to have their course descriptions available when publishing the schedule. Students choose to enroll in the courses based on the course descriptions. This requirement is mainly for new courses. Update of existing course descriptions is possible at this stage.
November/ December	May/ June	Reading materials	Reading materials must be finalized for the courses. This is especially important if you need assistance from the Library with scanning or copying of materials. Shall you request new books or textbooks, please contact the Dean & Library even sooner. More on Library; see Section 4.8.
November	May/ June	Syllabus	Syllabus guidelines are provided below, Section 4.4. Syllabi must be checked by Department Chairs and approved by the Dean.
December/ January	July/ August	NEO – Course site update	Together with submission of the syllabus you must specify which course site(s) in NEO should be duplicated from previous semesters and which courses should be created anew. Update the course site. For details about NEO see Section 3.4.3.

Table 2: During the semester

Deadline	Task	Description
1st week (session)	Syllabus for students	All students have to be familiar with the course syllabus; you should discuss it at the first session. Syllabus must be published in NEO.
3rd week of the semester	Final lists of students	The Add/Drop period is over. Final lists of students enrolled in each class will be distributed in lecturer's mailboxes. After this point, only students that are listed on the final list are permitted to attend the course.
2-3rd week	Faculty meetings	The University organizes a faculty meeting once per semester, typically in the second or third week. The management of the University presents current developments, plans for the future, and changes and updates for the starting semester. On top of that, each school organizes its own meeting focused on the school-related matters. All lecturers are required to attend the meetings.
4-5th week	Feedback to students	All students shall receive feedback on their progress in class. Deans will require information about students on track to fail.
6-7th week	Student mid-term evaluations	New courses or lecturers, or as decided by the Dean, are evaluated by students in the middle of the semester. You will find the evaluations in your mailbox on the first floor with instructions on how to administer the evaluations (see Section 5.1.1). The evaluations are followed up by a meeting with the Dean and Department Chair.
6-7th week	Feedback to students and reports to the Dean	All students must receive feedback through NEO on their progress in class by week 6-7 at latest. Deans will require information about students having problems in courses around mid-semester to call them for advising and assistance.
10th week	Feedback to students and reports to the Dean	All students must receive feedback through NEO on their progress in class by week 10 at latest. Deans will require information about students on track to fail.
14-15th week	Student evaluations	Students evaluate each course and instructor at the end of the semester. You will find the evaluations in your mailbox on the first floor with instructions (see Section 5.1.1).
2 weeks after the semester	Final grades + Attendance sheets submission	The Dean will inform you about the specific deadline for submission of grades, final exams, and attendance sheets by email. In general, the deadline is two weeks after the end of each semester.

4.2   Lecturers' Responsibilities

4.2.1   Language of communication

English language is to be used in all matters related to course instruction.

4.2.2   Starting time

Courses must begin and end on time. Each course block (for courses taking place once a week) is designed to include a 15-minute break. The break can be scheduled in one block or in two shorter breaks. Courses taking place twice a week (75-minute blocks) do not have breaks.

A lecture is considered cancelled if the lecturer is more than 15 minutes late and has not informed the institution of the time when he/she will arrive. In such cases the class will need to be rescheduled.

4.2.3   Class cancellation

Class cancellation (including substitution) is discouraged. If extenuating circumstances, such as serious illness, should arise that require more than two cancellations, arrangements must be made with the respective Dean(s)[1]. Class cancellations should be limited to situations that are unexpected and urgent and should not be used for holidays or unnecessary events.

4.2.4   Class Substitution

Teaching Substitution

If you know about your class cancellation long enough in advance, contact the relevant Department Chair (or the Dean if a Chair is not appointed) and propose an appropriate substitute teacher, or ask for appointing a substitute teacher for you. The substitute teacher must be confirmed by the Department Chair.

If you and the substitute teacher don't agree on a different compensation, then CZK 1000 (gross) is transferred from your pay to the substitute teacher's pay for every class hour (50 min.) substituted. Please inform the Department Chair if a different compensation was agreed on.

The Department Chair is obliged to inform the School Dean about the substitution and the Director for Budgeting about the compensation setting.

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[1] REMINDER: For brevity, in this Handbook we use the term "Dean" to denote School Dean, Associate Deans and/or Assistant Deans Specific issues and processes will be handled by the appropriate person, according to the division of responsibilities.

Exam Proctoring

If you know about your exam cancellation long enough in advance, contact the relevant Assistant Dean (or the Dean if an Assistant Dean is not appointed) and propose an appropriate proctor, or ask for appointing a proctor for you. The proctor must be confirmed by the Assistant Dean.

If you and the proctor don't agree on a different compensation, then CZK 500 (gross) is transferred from your pay to the proctor's pay for every class hour proctored. Please inform the Assistant Dean if a different compensation was agreed on.

The Assistant Dean is obliged to inform the School Dean about the substitution and the Director for Budgeting about the compensation setting.

4.2.5   Class Cancellation Without Substitution

If you need to cancel a class and a substitute teacher cannot be arranged, you are obliged to inform:

- Assistant Dean (or the Dean if an Assistant Dean is not appointed)
- Department Chair (or the Dean if a Chair is not appointed)
- Reception (reception@aauni.edu)
- Student Services Center (SSC@aauni.edu)

in advance or as soon as feasibly possible if an emergency makes an advance notice impossible.

Proper notification consists of an e-mail with the course code, name, date and time of the class listed. SSC will inform the students in your class and the Reception will post information about the cancellation. You should also announce the class cancellation on the course NEO site.

4.2.6   Class make-up and rescheduling

All cancelled classes must be made-up. In order to minimize schedule collisions, the make-up classes must be organized every last Friday in a month, either in the 9:00-11:45; 12:30 - 3:15 or 3:45 - 6:30 time slot. Make-up dates may not be determined without consulting the affected students, the respective Department Chair, and the Dean. No required in-class assignments, quizzes, tests, etc. may be scheduled during a make-up session, AAU break or on a public holiday.

To arrange a make-up session please check out the available rooms at https://classroombookings.aauni.edu first. If a preferred classroom is available in the desired slot, contact the operations department with a booking request (via e-mail sent to booking@aauni.edu). The request should be specific about the time, date and purpose of the booking. Since the number of bookings of

classrooms keeps growing every semester, it is recommended to book a classroom well in advance, if possible. Please note that the reception cannot provide a key without an approved booking in the system.

Inform your students in class and post the info on your NEO course site. Inform also the Assistant Dean, your Department Chair and the Reception which will post the signs on the make-up day.

A cancelled class that has not been made up by the end of the semester will not be paid. Deans are responsible for checking the status of class cancellations at the end of the semester, and informing the Director for Budgeting about classes that have not been made up.

4.2.7   Reading materials

Lecturers are responsible for informing the library and the office of their school about what course materials they plan to use for the course in time (see Table 1 above).

Lecturers must communicate with their school's office and the library at least 2 months before the beginning of the semester if books will need to be ordered for any given course.

AAU and its library cannot guarantee availability of course reading materials if not informed in advance.

For detailed library policy see the Section 4.8.

4.2.8   Course site

Each course at AAU has a corresponding course space created using NEO (see more info in Section 3.4.3). Lecturers are responsible for administering and updating their course site content.

4.2.9   Submission of grades and attendance

To successfully complete a course, lecturers must submit their classes' grades, final exams and tests, and completed attendance sheets. It is convenient to export both the attendance sheet and the grade roster from NEO.

Failure to submit the results as described within the specified deadline (see the Table 2) may result in a deduction in the salary.

4.2.10 Communication with the administration of the school

AAU welcomes regular feedback from faculty. Faculty members are required to communicate with the administration of their school about the course during the term: In particular to inform the Dean of their School about substantial problems

with student performance. <u>At minimum, the lecturer must inform the Dean about any student who is on track to fail by the end of the first and second third of a term (typically by the end of the fifth and tenth week in case of an obligatory term).</u> It provides the critical information needed by the School to provide outreach and support to students who are struggling in their classes or in danger of failing.

Lecturers are encouraged to use the following classification when reporting their student' progress to the Dean:

- Satisfactory Progress
- Cause for Concern, Attendance
- Cause for Concern, Inadequate Performance
- Danger of Failing, Attendance
- Danger of Failing, Inadequate Performance
- Never attended

4.3 Administration of the Class

This section provides more details on the deadlines specified in Section 4.1 and lists some of the policies relevant to the successful administration of a course.

4.3.1 List of students (Class/Attendance Sheet)

Students Services Center (SSC) provides the list of students registered for your class. The list will be available in your mailbox at the reception before the beginning of the first class.

SSC provides the final list of students to your mailbox after the end of the Add/Drop period. (If you happen to lose the attendance sheet, please contact the SSC directly; receptionists cannot help you as they don't have access to the study information system.)

After the Add/Drop period, only students listed in the final list of students can participate in the class.

Please note that students must register for courses through their school of study and SSC. Lecturers do not have the right to allow students into their courses unless they are officially registered.

4.3.2 Add/Drop period

The Add/Drop period is the first two weeks of the regular terms (Fall/Spring) and typically the first two sessions of the intensive terms (Winter/Summer). During this period, students may change the courses for which they have registered.

Students may also attend any class during this period to see if the course is relevant for their study or if they would be interested in attending the course.

Students may therefore register for some courses only after the first two sessions have already passed (but still within the Add/Drop period). Likewise, some students may participate only in the first two sessions of the course and then drop the course. Lecturers are therefore required to register the names of all the students who participated in the first two sessions and are not on the list of students, and also students who are not present while listed.

It is the student's responsibility to make up any work missed during the Add/Drop period. It is however recommended to limit the number of assignments that would be part of the final grade during this period to minimum.

All Add/Drop changes in course registrations are done through the school of study and the SSC. Lecturers cannot add students to their courses.

4.3.3   Class attendance

Tracking attendance

Lecturers are responsible for keeping track of student attendance and submit the attendance sheet to the Dean at the end of the semester together with the final grades. Attendance must be tracked in the NEO so that each student can check the number of absences continuously.

Failure due to too many absences

Attendance is required. Students will be marked absent if they miss a significant part of a class (by arriving late or leaving early).

Students who are absent 35 percent of classes will be failed; if most absences are excused they will be administratively withdrawn from the course. (For 14-week courses with one course block per week, this means that students are allowed 4 absences at maximum. If they reach 5 absences and at least 3 of them are excused, they will be withdrawn from the course; if most absences are unexcused, they will fail the course.)

Lecturers are encouraged to inform students if they are close to the limit of absences. If a student exceeds the limit, the lecturer is obliged to inform her/him that s/he cannot pass the course and if s/he is eligible for an administrative withdrawal, s/he should contact the Dean of Students; otherwise, s/he will be given an F at the end of the term. Students are eligible for an administrative withdrawal, if most of their absences are excused.

The Dean of Students may grant an individual exception for a good cause.

Absence excuse and make-up options

Should the student be absent from a class or Graduation Examination for relevant reasons (illness, serious family matters), s/he needs to submit an Absence Excuse Form supplemented with documents proving the reasons for absence to the Dean of Students. Should a student be absent during the add/drop period due to a change in registration this will be an excused absence if they submit an Absence Excuse Form along with the finalized add/drop form. The form and documents must be submitted within one week of absence. If possible, it is recommended to inform the instructor about the absence in advance. However, instructors are not allowed to excuse students' absences.

Students whose absence has been excused by the Dean of Students are entitled to make up exams they missed provided that the nature of the exam allows for a make-up. The students are responsible for contacting their instructor within one week from the date the absence was excused, and for making arrangements with the instructor about make-up options as necessary. The instructor is obligated to provide reasonable options to make up the missed exams.

Assignments missed due to unexcused absences cannot be made up.

AAU respects that students may be of various religious orientations and AAU therefore accepts religious holidays as a justification of absence. The student must inform the instructor(s) and his/her School of study about this fact during the add/drop period and is responsible for making arrangements with the instructor(s) about make-up options as necessary.

Attendance versus participation

Attendance is mandatory because students are registered in a full-time study program (as opposed to a distant study) and because it teaches them working habits. However, attendance should not be confused with participation in class.

Attendance as such is not a part of course learning outcomes and is not graded. Students do not collect points for attendance and do not lose points for being absent. On the other hand, active participation is in some courses crucial part of the learning process, and in that case should be required and graded. Therefore, rules for course participation differ from the attendance rules, and instructors specify them in a syllabus. For more details about course participation, see Section 4.5.3.

4.3.4   Course withdrawal

Students who choose to drop a course after the end of the add/drop period may officially withdraw from the course until the withdrawal deadline listed on the Academic Calendar (the end of the tenth week of the semester for the Fall and Spring semesters, typically up to two thirds of the intensive semesters).

Before the withdrawal deadline, lecturers are obliged to provide students a feedback on their standing in the course. Especially, they should inform the students who are about to fail the course, about the withdrawal deadline, and notify the Dean (see Table 2).

A student withdraws from a course by completing the Withdrawal Form and submitting it to his/her School of Study. Students who withdraw from a class receive a "Withdrawal" on their transcript. Failure to attend a course does not constitute a withdrawal. Students who stop attending courses without officially withdrawing will receive a "Failure to Withdraw" (FW), which is calculated as an F grade.

4.3.5 End of semester: submission of course grades & final exams

Grades for courses must be handed in within the deadlines established by each school. The deadline is typically two weeks after the end of the semester. It might be slightly shorter for the intensive semesters.

Lecturers are required to submit:

1. Signed sheet with final grades for all students registered in the class. The final grades should be submitted for the final list of students provided by SSC after the Add/Drop period.

It is required to keep detailed track of students' performance in class and provide it to the school as well. This simplifies the communication with students as they may seek a grade appeal.

It is required to use the NEO to keep track of the grades. Students can monitor their progress throughout the semester and adjust their performance accordingly or seek help if necessary.

2. Attendance for all students registered in the class (see Section 4.3.3 above).
3. It is required to use the Attendance tool in the NEO to monitor students' attendance.
4. Graded final exams or rather long written assignments (these will be filed at the school of study for the students to check).
5. Questions/blank version of the final exam with correct answers and an indication of points to be awarded for them. (If this is not applicable, then describe the method and rubrics of assessment, including the structure of points to be awarded, which would allow possible review of a particular student's exam in future.)

It is vital that the grades for all graduating students are available in time for the State Exams and the graduation ceremony, therefore lecturers in some courses may be asked to submit the grades before the regular deadline.

4.4   Course Syllabus

The course syllabus is a form of contract with students. It informs them about what to expect from the course. All course syllabi must be presented to the Department Chair for review and modification guidance and then to the respective Dean for approval before the start of the semester (see Table 1).

AAU uses a uniform syllabus format which is emailed to all lecturers well in advance before the start each semester or can be downloaded from AAUNET. All lecturers are required to use this format for their syllabi. The approved syllabus must be published in NEO.

The course syllabus is not an author's work pursuant the Copyright Act. All copyrightable instructional materials created for AAU courses and used by AAU instructors are considered an employee work pursuant the Copyright Act.

There are slight modifications in the form from time to time, but in general the syllabus includes the following:

2. Course Code and Course Name: For Example: ACC233 – Financial Accounting
3. Semester, Day, Time: For example: Fall 2015, Monday, 11:30 – 14:15
4. Instructor: Enter your name including academic degree(s) and relevant professional designations.
5. Contact: You must list your aauni.edu email address in this section.
6. If you would like to use a personal email address, you may list this as well, but be sure that your aauni.edu address is also listed. Mobile phone numbers are not required but you may add it if you want.
7. Consultation Hours: As required by the Czech Ministry of Education, consultation hours for each faculty member must be available to students and posted at the office of the school of study. Lecturers are required to specify their hours in the syllabus as well as post them on the course site in NEO; school office then compiles a list of all office hours and makes it public. A common practice is to set aside time either just before or after class, and the recommended length is 1 hour per week per course; the minimum is 30 minutes. Please note that students do not have to make appointments; you are obliged to be present during your consultation hours every week of instruction!
8. Course Prerequisites: If the course has another course (courses) as a prerequisite, fill in its code (codes). If the course does not have a

prerequisite, it has at least a language prerequisite. Most BA courses have a language prerequisite of 71 pts in TOEFL iBT or equivalent. Most MA classes have a language prerequisite of 80 pts in TOEFL iBT or equivalent. So fill in either "TOEFL iBT 71" or "TOEFL iBT 80". Some courses do not have even a language prerequisite, and thus are accessible to provisionally accepted students. Your Dean should inform you if this is the case of your course. Contact your Dean if you are unsure of the prerequisites for your class.

9. <u>Credits:</u> Majority of courses at AAU are for 3 US credits (6 ECTS credits). If you are not sure if your course is an exception, please contact your Dean.

10. <u>Contact hours:</u> Majority of courses have 42 contact hours. If you are not sure if your course is an exception, please contact your Dean.

11. <u>Course Description:</u> Quote the Catalog's description first (available also on www.aauni.edu). You are not allowed to change the description.

12. <u>Student Learning Outcomes:</u> This field specifies competencies, skills and knowledge that will successful students have gained upon completion of this course. Clear articulation of learning outcomes is essential to a course outline (syllabus). Consult your Dean or Department Chair, if uncertain about the formulation. Guidelines on working with LO are also available on AAUNET, section Learning Outcomes and Assessment Committee.

13. <u>Reading Material:</u> List all primary readings used in your course. Provide full bibliographic reference to the text to simplify identification in the library. You may include references to your NEO site. Please specify the availability of the reading (i.e. in the library, on reserve, in NEO, via databases etc.), if this is not done, students expect the library to guarantee them access to all these materials, which is not possible. You can also mention recommended, supplementary materials, e.g. cases, inventories, testing instruments, articles, videos, and handouts.

14. <u>Teaching Methodology:</u> Identify methods, techniques, and the tools, which will be used in your course. AAU encourages active participation of students in the learning process. Teaching methods that engage students and develop their analytical skills are required. The relationship between lecturers and students should be an interactive partnership. The teaching methodology thus shall be a combination of but not limited to: lectures, mini-lectures, group work, discussion, case study analyses, and student presentations. Depending on the course, video presentations, field trips and independent research are also possible. However, these should not take up a disproportionate amount of class time.

15. <u>Course Schedule:</u> This should take the form of a week-by-week breakdown of material to be covered in addition to reading assignments and homework. Include midterm break and final exam dates as well. All dates are available in the Academic Calendar.

16. <u>Course Requirements and Assessment:</u> Identify the combination of evaluation criteria and assessment methods that will be used. Be especially clear. Communicate the manner in which you will award grades and what areas of student performance will be included in the grades. Link the assessment to the learning outcomes of your class.
17. Dean will inform you about a need for special accommodations for students with disabilities. Please make the necessary arrangements in these cases.
18. Please note that the final grade must be composed from at least 3 different assignments. More is preferred. None of the assignments can weight more than 50%.
19. Workload for an Average Student (weekly): You are to tabulate the weekly amount of time an average student would spend on the subject. Feel free to delete categories that are not applicable for your course and add those that are not listed but used in your course. Please note that the total amount of time spent on course work is defined by the credit value: 1 ECTS corresponds to 25 hours of work, i.e. 6 ECTS (3 US credit) courses require 150 hours of work per semester: 42 take place in the classroom; the rest must be outside of classroom hours. In general, it roughly corresponds to 6 hours weekly for a 3-credit course, outside of classroom.
20. <u>General Requirements and School Policies:</u> The general AAU policies on attendance, school email accounts (students must use their university email address for communication with the university and lecturers), students with disabilities, and cheating and plagiarism are already included in the syllabus form.
21. We strongly encourage you to specify your rules regarding use of Mobile phones/Computers/iPads in the classroom. Please see the syllabus form with guidelines for further information.
22. There is room for specifying some of the policies and defining individual policies and rules of conduct, including your expectations on class participation and penalties for absences, late work and missed exams.
23. <u>Grading Scale:</u> AAU uses a uniform grading system, which is already included in the syllabus form as a permanent section. You do not have to fill out anything. Please make yourself familiar with the grading scale. Failing grades must still include a percentage as well a grade breakdown.

4.5 Assessment Techniques & Exam Protocol

Assessment techniques and structure (weights of individual elements) must be linked to course learning outcomes and clearly specified in the course syllabus, and must be presented and explained to students in the introductory session.

Students are to be informed at the beginning of a course of assignments. Assignments must specify the aspects of the student's performance to be assessed as well as the weight of individual graded components. It is strongly recommended to provide students with the rubric that will be used for assessment. Faculty may not alter the structure of assignments or their weights without prior approval from the Dean of the respective school.

The assessment of course work at AAU must be **early**, **continuous** and **diverse**:

- Students should receive the first substantive feedback on their performance by the fifth week;
- All courses should be assessed by at minimum three substantive pieces of student work distributed over the semester;
- No single assessment piece should represent more than 35% of the final course grade.

To maximize the learning experience, it is important to provide students with performance up-dates throughout the semester. Lecturers are required to use the NEO, which allow them to inform individual students quickly and efficiently. It is also recommended to talk to students in addition to sharing the grades online, in particular if they are underperforming. It is recommended to inform the Dean about the underperforming students.

Lecturers must correct the assignments submitted throughout the semester and return them to students with comments and feedback within two weeks. Students should receive substantive and appropriate written feedback on all assignments.

AAU recommends using a combination of the assessment techniques listed below. In some cases, Dean may require that a specific assessment technique is used in any given course as some courses are designated to develop specific skills (e.g. writing, speaking, discussions, etc.).

4.5.1   Written assignments

- Essay Questions or Case Study analyses:
  Typically, 2 to 4 pages, one to four times per semester, depending on their combination with mid-term and other exams, final exams or final extended essays;
- Group Projects and/or Group Presentations:
  Weekly/monthly assignments or semester-long exercises; group assignments must be combined with other forms of assessments designed to test individual student abilities;
- Weekly short homework assignments or problem sets;
- Individual semester-long projects/extended essays:

- 10-15 pages, combined with mid-term and other exams, final exams, or 1 to 4 shorter written assignments.
- All major written assignments must be assigned to students as a special originality-check assignment in NEO. This will ensure that all such assignments will go through an automatic originality check.

4.5.2   Presentation and oral exams

AAU recommends using written assignments over oral exams. The final exams at AAU are written. However, in some cases oral exams can be used. Lecturers must discuss use of oral exams with their Dean before implementing this assessment technique into their course.

If you elect to use oral exams or student presentations (individual or group), it is important to keep detailed notes for the presentations and promptly provide written feedback to students. It is strongly recommended to use an appropriate AAU rubric specifying levels of performance, which can be filled out by the lecturer during the presentation and given to student afterwards. The rubrics are available in the NEO and on the AAUNET, section Learning Outcomes and Assessment Committee.

Students are to be informed in advance of what aspects of their presentation will be assessed and what will be the weight of individual elements (such as content, presentation, English, contact with the audience, etc.).

4.5.3   Class participation

Class participation may be used as one assessment measure, if it is deemed to be a part of the course learning outcomes. However, it shall not represent more than 20 % of the final grade.

Because assessment of class participation tends to be subjective, it is important to keep detailed notes and inform students about their standing during the semester. One of the methods is to regularly update the participation grade in the NEO.

AAU has developed a rubric for assessment of active engagement in classroom discussions. All lecturers are welcome to use it for assessment in their courses. It is available on AAUNET, Learning Outcomes and Assessment Committee, section Assessment.

Please note that class participation is not equivalent to class attendance. Attendance at AAU is mandatory; nevertheless, attendance as such should not be graded. We don't reward students for being present; we reward them for being active. We don't punish them for being absent; they punish themselves by not

collecting points for the missed assignments. (For consequences of too many absences, see Section 4.3.3.)

4.5.4 Exams

It is recommended to have two or more extensive exams in addition to the final exam rather than one midterm exam. Having the first exam early in the semester, around week 4-5 ensures that students get important feedback on their performance at an early stage of the semester and thus have an opportunity to adjust their performance accordingly.

- Final exam should be at least one hour and no more than three hours in duration.
- Mid-term or other extensive exams may last for a half-session or the entire class period. In case a mid-term is scheduled for a half-session, the lecturer must conduct a normal lesson for the remaining half.

The final exams shall follow these guidelines:

- Written answers in the form of essays, case studies, short question and answer exercises or list and definition tests, should account from 40% - 100% of the marks available.
- The remainder of the marks may be divided between the following: multiple choice; true or false and matching tests, with no one of these accounting for more than 25% of the marks available.

Once the final exam has been taken, the lecturer must provide the Dean with a copy of the exam assignment or written assignments that form a substantial portion of the final grade to the school of study within the set deadline (typically two weeks after the end of the semester) together with correct answers. The final exams are filed by the individual schools for 3 years; students may review them in the school's office.

Final assignments submitted electronically may be corrected and graded in an electronic format. The lecturer shares the files in the format as agreed with the respective School.

4.5.5 Alternative methods of assessment

Lecturers are welcome to recommend and use alternative methods of assessment or variations on the policies outlined above. These must be approved by the Dean before implementation.

4.5.6 Examination protocol

In order to reduce the possibility of cheating during examinations, lecturers should ensure that the following guidelines are followed:

- Students should ideally be placed one desk apart. If this is impossible due to space constraints and the classroom set up, lecturer has to seat the students to maximize the distance between them.
- All bags and coats must be placed at the front or back of the room.
- Mobile phones must be turned off. Students must place all of their notes and books in their bags.
- Students may only retain their own pens. All other materials will be provided by the lecturer or examination monitor.
- Students should be warned by the lecturer or monitor at the beginning of the examination that they will be expelled from the examination if they are caught cheating or indulging in behavior (such as whispering or passing notes) that might reasonably be interpreted as signifying cheating (see the Cheating and Plagiarism Policy, Section 4.7).
- Students may be allowed to bring their own dictionaries into examinations. This is at the discretion of the lecturer. However, as this is a favorite way of smuggling notes into examinations, examination monitors and lecturers must physically check dictionaries for notes.
- No student is allowed to leave the room for any reason during an examination. This must be made clear before the examination begins. Exceptions can be made for matters of personal hygiene. No more than one student at a time may leave the classroom.
- All exam answers should be written into specially prepared AAU answer booklets, which are available from the receptionist. No other answer paper will be accepted (unless you are using printed booklets that the students fill out). Unused answer booklets must be collected at the end of the exam and returned to the receptionist.
- Students who finish their work and submit it to the lecturer may quietly leave the classroom.

4.5.7   Make-up exams

Students whose absence has been excused by the Dean are entitled make up exams they missed provided that the nature of the exam allows for a make-up. The students are responsible for making arrangements with the instructor about make-up options as necessary.

Students who miss exams for any other reasons will not be allowed a make-up exam. It is the responsibility of the student to complete all exams in the scheduled time. Failure to do so may result in a failing grade for the whole course.

4.6 Grading Policies

4.6.1 Grading system

Study Programs at AAU use the U.S. grading and evaluation system complemented by the European Credit Transfer System ("ECTS") as specified below. All final course grades as well as grades from State Exams and Thesis Defense are reported in the form of a letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, F) or a grade "Pass" (P) if the student has received credit for a course but no letter grade.

While student performance is differentiated within each letter grade, all students falling within any one such grade match the following qualitative criteria:

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			

While as a rule D is a passing grade, the program of study may require that the students pass some core courses with a grade C- or better.

No semester-long course can remain open after the beginning of the next obligatory semester.

Students may also receive one of the following notations for a course on their transcript:

W: Withdrawal
Students may withdraw from the course before a specified deadline. Students who withdraw receive a "W" on their transcript and do not receive credit for the course.

FW: Failure to Withdraw
A student who stops attending a course without officially withdrawing receives an "FW". Such a student does not receive credit for the course.

R: Retake
If a student chooses to apply for Grade Forgiveness, the grade is replaced by a "Retake". Courses denoted by a "Retake" lose their credit value. A Retake has no impact on a student's GPA.

I: Incomplete
An "I" grade may be given to any student who has fulfilled most coursework but has been unable to complete all by the last day of the semester and has made arrangements, satisfactory to the Dean of the student's School, to fulfill all remaining course requirements within the agreed deadline. The deadline cannot be later than at the end of the following obligatory semester. Should the student fail to meet the missing requirements by the agreed upon deadline the Incomplete will turn into an F. A grade of "Incomplete" may also be assigned by an instructor if academic integrity is in question at the time grades are due and the instructor requires more time to resolve the issue.

AU: Audit
The student may choose to audit a course. The course appears on the transcript but does not carry any credit value. Audit courses have no impact on the student's GPA.

4.6.2   Pass/fail policy

Most courses use letter grades. However, in some cases, students may take a course on a Pass/Fail basis if approved by their Dean. Student Services Center will notify lecturers of any students who take the course as a pass/fail course.

Some courses require letter grades only. Such restrictions are noted in the course descriptions.

4.6.3   Grade inflation

Inflation of grades is a trend currently observed across the world. AAU aims to resist this trend and encourages lecturers to maintain high standards for their grades.

AAU uses absolute grading, i.e. student performance is evaluated on the predefined criteria specified in the course syllabus and not scaled relative to the performance of other students in class. Thus, the final grades in class do not necessarily have to follow normal distribution.

Nevertheless, the distribution of students on average does naturally follow the normal distribution with the average grade for the class between B- and B.

We encourage lecturers to discuss class performance with the Dean in the event that the average grade for a course differs significantly from this standard. Please contact the school administration before assigning final grades, preferably during the semester in order to effectively consult the discrepancy. Should the final grades for the course differ significantly the lecturer will be required to defend these results.

4.6.4   Incomplete

An Incomplete is approved only exceptionally, for serious reasons beyond the student's control, such as illness. These reasons have to be documented. Instructors are under no obligation to give an 'Incomplete'. The instructor may specify additional requirements to be completed during the incomplete period and may use standard penalization for tardiness.

It is the responsibility of the student to contact the lecturer and request the Incomplete, fill out the Incomplete Form before a final test and meet the deadlines agreed and specified in the Incomplete Form.

4.6.5   Grade point average (GPA)

Each student's overall performance in a course of study is calculated in the form of a grade point average (GPA). A GPA is the numerical average of all grades received (weighted by their credit value), including failed courses. Courses completed with a "Pass" have no impact on a student's GPA. AAU uses a standard U.S. 4-point scale, with grades carrying the following weights:

	B+ = 3.33	C+ = 2.33	D+ = 1.33	
A = 4.0	B = 3.0	C = 2.0	D = 1.0	F, FW = 0
A− = 3.67	B− = 2.67	C− = 1.67		

4.6.6   Grade distribution to students

For privacy reasons, grades are only accessible to students through the study information system (ISIS) shortly after they are submitted by instructors and sent to the students' AAU e-mails once the grade submission process has been completed. This is at minimum 3-4 weeks after the end of the semester. Grades are not distributed via phone or any other means of communication and they are not given to any other persons than the students themselves.

Lecturers must inform students about their final as well as partial grades through the NEO.

4.6.7   Grade appeal and change of grades

Professors, as experts in their fields, have the final authority in assigning grades to their students except for in cases involving clear evidence of capricious grading or failure to follow professional standards.

A student may appeal personally to the instructor for an explanation of the grade and for possible reconsideration.

If, after consulting with the instructor, the grade dispute is not resolved or if the student has made an effort in good faith to contact the instructor and has received no response, the student may appeal to the Dean of the School under which the course was offered.

All grade appeals must be filed in writing within 30 days from the date that the grade was assigned and made accessible to the student in the study information system (ISIS). The Dean may deny the student's petition, confer directly with the instructor of record in the course to resolve the dispute, or form a faculty committee to review the grade.

After the Dean's office notifies the student of its decision, the student has two weeks to request a review by the Vice President for Student Affairs. The student is no longer entitled to appeal to academic judgment – only an error in calculation or instructor misconduct. The Vice President for Student Affairs will render a final decision.

Faculty members may change final grades after submission to the Dean only in case of a clerical error. <u>Additional work may not be assigned to enable the student to receive a higher grade.</u>

4.7 Cheating and Plagiarism Policy

All lecturers at AAU are required to abide by the general Disciplinary rules as set out in the Standards of Conduct and Discipline Code and inform the Dean of their school about any cheating and/or plagiarism cases they encounter during their courses. In order to minimize the cost of plagiarism detection for lecturers, AAU built in an originality check into its learning management system NEO.

Student's cheating and plagiarism is monitored at the level of their school of study and Student Services Center, to ensure successful implementation of the policy.

Students caught indulging in behavior which is suggestive of cheating (e.g. whispering or passing notes) must, at a minimum, be warned, and in the case of continued misbehavior must be expelled from the exam and given a failing grade from the exam concerned.

To prevent any misunderstanding, plagiarism is defined as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." (Random House Unabridged Dictionary, 2nd Edition, Random House, New York, 1993)

Turnitin's White Paper 'The Plagiarism Spectrum' (available at http://go.turnitin.com/paper/plagiarism-spectrum) identifies 10 types of plagiarism ordered from most to least severe:

1. CLONE: An act of submitting another's work, word-for-word, as one's own.
2. CTRL-C: A written piece that contains significant portions of text from a single source without alterations.
3. FIND–REPLACE: The act of changing key words and phrases but retaining the essential content of the source in a paper.
4. REMIX: An act of paraphrasing from other sources and making the content fit together seamlessly.
5. RECYCLE: The act of borrowing generously from one's own previous work without citation; To self-plagiarize.
6. HYBRID: The act of combining perfectly cited sources with copied passages—without citation—in one paper.
7. MASHUP: A paper that represents a mix of copied material from several different sources without proper citation.
8. 404 ERROR: A written piece that includes citations to non-existent or inaccurate information about sources

9. AGGREGATOR: The "Aggregator" includes proper citation, but the paper contains almost no original work.
10. RE-TWEET: This paper includes proper citation, but relies too closely on the text's original wording and/or structure.

As the minimum policy the types of plagiarism from 1 through 8 must be reported to the Dean. Besides the sanctions imposed by the Dean or the Disciplinary Commission the instructor may independently give a reduced or failing grade on the assignment/exam.

AAU lecturers are expected to direct the students, who have issues with plagiarism or academic writing in general, to Academic Tutoring Center https://www.aauni.edu/academic-tutoring-center/.

4.8   Reading Materials & 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 non-fiction books. The catalogue is available at https://koha.aauni.edu.

The AAU Library has also been hosting a program of cultural events for several years and continues to organize 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.

All instructors must present a photo ID card (občanský průkaz, passport, driving license or other official document, etc.) and must be teaching in the upcoming semester to be granted borrowing privileges.

Please get familiar with the Library Rules and Regulations available at AAUNET.

4.8.1   Loan periods

Unless otherwise arranged, textbooks are due at the end of each semester; books from the circulation collection are loaned for a period of one month.
Unless a reservation has been made for the item in question, a loan may be renewed on or before the due date.

If a lecturer's employment at AAU is terminated, all borrowed materials must be returned immediately, regardless of the due date. If materials are not returned within three weeks, an invoice for the total value of missing materials will be sent to the lecturers by email or post.

Overdue Books

Reminders for overdue books are sent automatically by email. Lecturers are responsible for keeping the library informed of email address changes.

Faculty members are not charged fines for overdue materials but they are expected to return books recalled and/or reserved by other users.

Lost Books

If a lecturer loses a book, he/she will be required to replace it. Contact the Library by email for help.

4.8.2 Access to online databases

AAU has cooperative agreements with the following libraries:

1. The Academy of Science Library. This agreement entitles you to full access to online databases such as JSTOR, ProQuest, EBSCO host, and more. (http://www.lib.cas.cz/en/online-databaze).
2. Institute for Contemporary History Academy of Sciences of the CR (http://www.usd.cas.cz/)

Under the above agreements, all AAU lecturers and students are eligible to apply for borrowing privileges free of charge. For details about registration to these libraries, please visit AAU Library.

4.8.3 Textbooks and other course materials

AAU is gradually increasing its number of textbooks and books. Lecturers are encouraged to recommend books to be purchased to the appropriate Deans.

Textbooks

If the course you teach already has a corresponding textbook, you will be asked to use it. If the course you teach does not have a corresponding textbook, you are encouraged to recommend one to your Dean. The purchase of the textbook must be approved by the Dean of your school.

Old textbooks, those acquired by the library more than 3-4 years ago, will be gradually deselected from the library collection and replaced by a new edition or textbook.

Priority in acquiring a new textbook is given to the required courses. Elective courses shall preferably rely on electronic resources (G Suite) and handouts.

Books on Reserve and Short-Term Loan

If the library has only a limited number of copies, lecturers can also request to place books on reserve or Short-Term Loan.

Books on reserve cannot be borrowed by students, but must be read/copied/scanned in the library.

Books are kept on reserve only for the duration of the semester. If lecturers would like to keep them on reserve for another semester, they must inform the library.

Short Term Loan: High demand books can be put on reduced 7-day loan period without a possibility of renewal.

Scanning and Fair Use

Please note that AAU Policy limits the amount of scanned material from one source to 30%.

The library is able to provide assistance with scanning. Please contact the library a minimum of two weeks before the beginning of each semester to ensure timely delivery. If you notify us any later we cannot ensure your scanned course materials will be ready by the launch of the semester.

Supplementary electronic reading – NEO

It is recommended to provide materials electronically via NEO (see Section 3.4.3).

5 Lecturer´s evaluation & Academic Development

5.1 Lecturers Assessment Procedures

In order to maintain high teaching standards at AAU, AAU conducts regular evaluations of lecturers' teaching style and performance results. The evaluations provide valuable feedback to faculty regarding their teaching methodology as well as contents and organization of the class.

AAU appreciates high quality teaching and often awards bonuses at the end of semester to faculty with the best teaching evaluations.

Two evaluation methods are combined to increase objectivity of evaluations: student evaluations and peer reviews.

5.1.1 Student evaluations

Lecturers are anonymously assessed by their students at the end of each semester. New lecturers or lecturers teaching new courses (or as determined by the Dean) are also assessed in the middle of the semester. The evaluations are mandatory. Evaluation results are confidential, available only to the administration offices of AAU and, when necessary, shared with other academic institutions (such as the accreditation agencies, Cultural Experiences Abroad, etc.)

The evaluation procedure is as follows:

1. Two weeks before the end of the semester lecturers find copies of the Student Evaluation Forms in an envelope in their mailbox. Midterm evaluations for new lecturers are distributed approximately two weeks before the midterm break. The office of your school will inform you about the procedure by e-mail in advance.
2. Lecturers should distribute the Evaluation Forms at the start of their class; nominate one of their students to collect the filled forms and leave the room. After completion the forms should be delivered by the nominated student directly to the reception. Detailed instructions are provided on the evaluations envelope.
3. The results of the evaluations are tabulated. Written comments are transcribed and conveyed to the lecturer. The results are discussed with the Dean and/or Department Chair when necessary.

Student evaluations consist of 4 parts:

- Lecturer Assessment: punctuality, organization, ability to explain concepts, ability to engage students in class.
- Course Assessment: syllabus and clarity of course administration, relevance of the course and exams;
- Estimate of the workload in terms of time spent in preparation for class and number of pages read for the course;
- Space for written comments: Students are asked to comment on the strengths & weaknesses of the course and the lecturer.

5.1.2 Peer Review

AAU regularly conducts peer reviews in its courses. On average school representatives (typically the Department Chairs) visit 15-20 % of courses taught within their school every semester. New courses and courses with new lecturers are observed with higher priority. Every lecturer should be observed at least once in two years.

The objective of the peer review is to improve quality of teaching at the university by providing feedback and possibly advice to the lecturer. Class observation is followed by a meeting to discuss the observation results. The follow up meeting summarizes the outcomes of the observation but includes also a review of the course syllabus and the links between the syllabus and the observed session, a review of the final exam and the way it corresponds to the course learning outcomes. The observer is typically the Department Chair or Dean of school, alternatively it can be a lecturer assigned by the Dean.

The lecturer may introduce the observer to the class. The observer should not participate in class discussions or other class activities and should not be called upon by the lecturer to participate. The review may last for the whole session or for half of the session.

Lecturers are observed and reviewed in terms of:

- Course administration: organization and structure of the class;
- Command of the subject;
- Ability to present and explain the subject and complicated concepts;
- Ability to engage students in the class, and moderate class discussions.

The observer will inform the lecturer about the observation at least one week in advance.

The observer will summarize the observations on a Peer Observation Form.

The completed form will be available to the lecturer, and the observation will be discussed with the lecturer no later than two weeks after the observation.

The Peer Observation Form can be supplemented with additional comments should the observer and/or lecturer like to include any additional information pertinent to the review during the post-observation meeting. The form will be filed in the lecturer's personal file in the appropriate school's office.

Peer evaluation results are confidential information available only to the observed lecturer and the appropriate school administration. The evaluations may be presented to the accreditation committees, or other partner institutions (such as Cultural Experiences Abroad).

5.2 Lecturer Academic Status

Faculty, typically, are engaged at AAU

- ▪ as employed faculty on the basis of an employment contract, or
- ▪ as adjunct faculty on the basis of agreement on work performed outside an employment relationship.

Faculty may also be engaged as external faculty, i.e. without any work agreement or employment contract, but with AAU affiliation.

5.2.1 Ranks and duties

At AAU, every faculty member (be it employed or adjunct, or teacher or researcher) is assigned a track and a rank. The ranks are further divided into degrees as specified below. For employed faculty the ranks are awarded within the teaching and research tracks.

Based on the periodical review of their performance, instructors may climb up the career ladder regularly. AAU's internal faculty ranks are listed in the following table.

Employed Faculty – Teaching track or Adjunct Faculty	Employed Faculty – Research track
Lecturer I	Lecturer I
Lecturer II	Lecturer II
Senior Lecturer I	Senior Lecturer I
Senior Lecturer II	Senior Lecturer II
Distinguished Senior Lecturer	Distinguished Senior Lecturer
External Faculty	
Lecturing Fellow	Research Fellow

Adjunct lecturers have duties in two areas: teaching and service. (For their description, see Section 5.2.7.)

Employed faculty members on the teaching track have duties in the areas of teaching, service, creative, research or other professional activities, scholarship of application, and public outreach. (For their description, see Section 5.2.7.) The full-time teaching load equals eight courses per academic year which is usually equally divided into obligatory semesters.

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

Requirements for respective tracks and ranks can be found in the Hiring and Promotion Policy, published at the AAUNET in the Promotion section.

5.2.2   Hiring

Adjunct Faculty

Adjunct faculty and external lecturers are appointed by the Vice President for Academic Affairs on the nomination of the respective Dean in consultation with the respective Department Chair.

By default, the appointment is open-ended but lapses after three semesters with no teaching duties or when it is explicitly terminated by either party.

Only adjunct faculty with a valid appointment can be assigned teaching by the Dean of School and subsequently hired by the Vice President for Academic Affairs.

Employed Faculty

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

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

The Hiring and Promotion Committee has no less than 5 members and is appointed ad hoc by the Dean of the school which is hiring. The Committee is

presided over by the Dean and must consist of the respective Department Chair, an expert from outside AAU, and AAU employed faculty members at a rank preferably not lower than the candidate. Should a candidate for promotion serve as Dean or have a joint appointment for more than one School the AAU Hiring and Promotion Committee will be appointed and presided over by the Vice President for Academic Affairs.

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

The fixed-term contract can be renewed twice following a review of the Hiring and Promotion Committee before a final decision is made to offer the faculty member an open-ended contract or the employment relationship is terminated. The review shall be made at least six months prior to expiration of the contract. For this purpose, the Hiring and Promotion Committee need not include an expert from outside AAU.

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

Faculty can be appointed to a non-entry rank without the advance approval of the Academic Council; however, any such temporary appointment shall expire no later than the immediate next meeting of the Academic Council.

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

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

5.2.3   Performance review

The performance of faculty members is reviewed and a feedback is given continuously by the Dean, the Department Chair, and the Vice President for Research in case of faculty on the research track. They are obliged to address the performance especially in case of underperformance (e. g. student evaluation

summary grade equal or higher than 2); they are expected to appreciate and encourage extraordinary achievements.

Faculty members are reviewed in the following areas according to the requirements set forth the Hiring and Promotion Policy:

- Adjunct faculty members with a teaching appointment are reviewed in the areas of teaching and service.
- Adjunct faculty members without a teaching appointment are reviewed in the areas of research and service.
- Employed faculty members are reviewed in the areas of teaching, service, public outreach, as well as creative, research or other professional activities according to the requirements set forth in the Hiring and Promotion Policy.

For each area, indicators of quality are defined. See the description below in Section 5.2.5.

As an input to the review of faculty, the Dean uses all relevant evidence including:

- Table with promotion points (for details, see Section 5.2.5 below)
- Students' course evaluation (students' course evaluation must be conducted at every course every term)
- Peer review teaching reports (teaching peer review must be conducted with every faculty member at least once in two years)
- Information about theses advised and opposed
- Instructor's self-evaluation
- Feedback from the Department Chair, School Office
- Feedback from the Director of Research (the research track faculty collects the so-called "research points"; for details, see Section 5.2.5 below)

Employed faculty is also subject to an annual personal review. There is a review protocol that both parties sign after the review is completed. Based on the review, the Dean may propose to the Vice President for Academic Affairs a salary raise for exemplary performance or a cut in the variable part of salary up to the amount of last salary raise if expectations are not met. Salaries of employed faculty are adjusted annually effective September 1 within the limits set forth by the Hiring Plan.

5.2.4   Promotion

Adjunct faculty

Based on the performance review, the Dean may recommend a promotion to the Vice President for Academic Affairs.

Employed faculty

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

The Dean is obliged to initiate the review process upon the faculty member's request, if the candidate for promotion meets the minimal requirements in terms of AAU promotion points as set out in the Faculty Hiring and Promotion policy.

Review by the Hiring and Promotion Committee shall be waived if the candidate for promotion holds an external title equivalent to the AAU's rank (for details, see the Faculty Code which is part of the Academic Codex).

Faculty members appointed to a position of a Dean are reviewed by the Vice President for Academic Affairs. All provisions shall apply accordingly.

Assessment principle

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

Promotion procedure

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

5.2.5   Promotion points

A necessary condition for promotion is collecting the required amount of the so-called "promotion points". AAU maintains a record of the points in a form of a table that is shared with instructors. After every semester, instructors are asked to check the updated table to confirm its accuracy or to suggest additional updates.

At AAU instructors collect promotion points for the following activities:

- Teaching: two points for every full semester course taught (should a course be taught by more than one instructor, the points will be divided proportionally)
- Teaching: 0.5 points for every student advised in an individually directed course

- Administrative appointment: two points for every course release obtained for administrative appointment
- Thesis advising: 0.5 points for every thesis advised and submitted
- Thesis reviewing: 0.5 for every thesis opponent's review
- Research: number of points is defined by the Research Policy according to the quality of publication
- Public outreach: 0.5-1 points per semester as determined by the Marketing Committee
- Pro bono service: one point for membership and service pro bono in the Faculty Senate or a Curriculum Committee, and 0.5 points for membership and service pro bono the Academic Council or in the committees advisory to AAU President, Board of Trustees, Vice President or Dean, unless it is an ex officio membership (every commenced semester of service)

Faculty members may earn promotion points only for activities with exclusive affiliation to AAU.

AAU maintains a record of instructors' promotion points in a form of a table that is shared with them.

After every semester, by August 31 (January 31), instructors shall submit the information about their academically relevant activity to the Office of the Vice President for Academic Affairs. (Faculty Hiring and Promotion Policy includes details on what counts as academically relevant activity.)

5.2.6 Research points

Every two years, employed faculty members on the research track agree on an Individual Research Plan with the Director of Research. The plan sets, *inter alia*, a required amount of the so-called "research points". At AAU instructors collect research points for the following outputs:

Type of publication	AAU Research points
Peer-reviewed scientific article with impact factor (Web of Science SSCI, AIS indexed)	8
Article in peer reviewed journal (Scopus or ERIH, SJR indexed)	4-5
Book/Monograph	8-16*
Chapter in Monograph (according to quality of Monograph)	2-8
International conference with reviewed proceedings	2

* Amount of points allocated based on following criteria: 8 points + (1) international publisher extra 4 points; (2) every 100 pages beyond 150 count extra 1 point with total maximum 4 points. The amount will be assigned by President Collegium in Academic Format based on a suggestion of Director of Research.

Due to the duty to conduct research, the teaching load of the Research Track faculty is reduced compared to the Teaching Track faculty. The following table contains the minimum requested AAU Research points for each rank over the period of two years, corresponding to 2 course releases per year (4 course releases in total for period of two-year Individual Research Plan).

Research Track Rank	Research points requested in 2 years
Lecturer I	8 points
Lecturer II	10 points
Senior Lecturer I	12 points
Senior Lecturer II	14 points
Distinguished Senior Lecturer	16 points

More details can be found in the Research Policy.

5.2.7 Indicators of quality

The indicators may include, but are not limited to:

Teaching
- Dean's annual reviews of teaching
- Student evaluation data (numerical summaries and students' commentaries)
- Peer review teaching reports*
- Number of theses advised and opposed
- Quality of supervised student research (theses) in the context of the student's GPA, mentoring and student advising as documented by the opponents' reviews and thesis defense protocols
- Consideration of syllabi, and course materials
- Teaching awards
- Communication from alumni
- Scholarly activities related to teaching – developing innovative teaching methods; leading seminars and workshops on teaching; publications related to teaching and learning

Service
- Service on AAU committees confirmed by the Dean, Vice President, President, or BoT Chair as applicable

- Service on AAU governing bodies (Faculty Senate, Academic Council) confirmed by the Dean, Vice President, or President as applicable
- Extracurricular activities confirmed by the Dean, Vice President or President
- Advising student clubs and associations confirmed by the Student Council

Creative Activity / Public Outreach / Scholarship of Application Activity

- Exhibits, art performances
- TV and radio appearances
- Op-eds, critical reviews
- Podcasts, blogs, other online material
- Popularizing articles
- Presentations at workshops, seminars, public lectures aimed at wider non-specialist audience
- Organization of policy roundtables for broader non-specialist audiences
- Representation of AAU at (major) social, business, or political events
- Service on dissertation committees, editorial boards of academic journals, scientific boards, professional chambers, or associations etc. confirmed by relevant authorities.

- Advising government agencies, industry, or professional groups
- Publication of case studies and policy analyses
- Engagement in not-for-profit organizations, volunteering

Research

- Monographs – contextual information regarding the presses or series in which books are published if the press is not universally recognized as a leader in the field (e.g., other authors who have published in the same venue, the impact on the discipline of other books from the same venue)
- Publications in peer reviewed journals (journals not covered by Scopus, ERIH, Social Science Citation Index, or Arts & Humanities Citation Index should generally not be considered relevant publications) as documented by a list of articles verified and ranked by the Research Committee
- Publications in peer reviewed conference proceedings
- H-index, i-10 index in those disciplines where appropriate as documented by exports from the Google Scholar or Web of Science WoS.
- Citation numbers – Google Scholar, WoS as documented by exports from the Google Scholar or WoS.
- Readership of one's publications by wider non-specialist audiences

- Citations that especially appraise the value of the work and its distinctive contributions
- Published reviews of books or creative works
- Funded research grant proposals with consideration of synergies for AAU
- Competitive external fellowships received
- Awards for scholarship or scholarly achievements
- Keynote addresses or other invited presentations in prestigious venues
- Appearances of the candidate's work on graduate syllabi for courses in highly regarded programs at other institutions
- Organization of research conferences, workshops, and colloquia

5.3 Research and Public Outreach Support

5.3.1 Scholar´s travel fund

Scholar´s Travel Fund is targeted to the research track faculty.

The Fund provides employed and full-time-equivalent faculty[2] with supplemental travel funds to support the presentation of their research, scholarship, or creative activity. Successful applications may be awarded up to CZK 10,000 per trip and require a match of minimum of 10 % costs. Faculty may receive only one grant per semester.

The Fund is administered by the Director of Research. The support may be used for expenses such as airfare, transportation, registration fees, and lodging. Faculty members are also entitled to per diems pursuant to applicable law.

For more details, see the Directive on Support of Active Conference Participation.

5.3.2 Support of grant applications

AAU provides a support for research or creative activity grant applications submitted by all faculty members.

For the approved applications (by Director of Research), AAU commits to pay out a bonus in the amount from 1 000 CZK up to 10 000 CZK to any AAU faculty who will fully process and submit a research grant application to any grant provider.

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[2] A full time equivalent adjunct faculty is understood as any instructor teaching at least 3 courses in the semester for which he/she is seeking support and has been appointed lecturer at AAU for at least three semesters preceding the term for which he/she is seeking support. For definition of semesters and terms, please see Academic Codex.

AAU may provide the grant applicants with an administrative support or with the services of a study assistant to help with the preparation of administrative aspects of the grant application up to maximum 16 hours for one grant application. Exceptions are major grants with value higher than 1 mil. CZK – in such cases special team can be created.

For more details, see the Directive on Support of Research or Creative Activity Grant Applications.

5.3.3 Publication bonus

AAU supports academic research and publications institutionally by establishing a research track for employed faculty and by offering publication bonus to adjunct faculty and employed faculty on teaching track.

To be eligible for the bonus, the lecturer must use only the AAU affiliation. The guidelines for calculating the bonus are specified in the table below:

Type of publication	min.	max.
Peer-reviewed scientific article with impact factor (Web of Science)	CZK 6 000	CZK 10 000
Article in peer reviewed journal (Scopus or ERIH	CZK 3 000	CZK 6 000
Article in other peer reviewed journals and proceedings	CZK 1 000	CZK 3 000
Monograph	CZK 3 000	CZK 10 000
Chapter in a monograph	CZK 1 500	CZK 5 000

For more details, see the Directive on Support of Publications and Creative Activities.

5.3.4 Bonus for public outreach

AAU supports public outreach of its faculty by offering bonuses for specific activities. While adjunct faculty is eligible for the bonus for any public outreach activity employed faculty is eligible only for activities beyond the minimal requirement set out in their job descriptions. Only activities with AAU as the sole academic affiliation can be supported.

The guidelines for calculating the bonus are outlined in the table below:

Type of public outreach activity	min.	max.
Article/interview in a mainstream newspaper or magazine	CZK 1 000	CZK 2 000
Article/interview in local or specialized magazines, blog posts with significant readership	CZK 500	CZK 1 000

Position paper, policy analysis available in print or online	CZK 0	CZK 2 000
Invited speech, presentation at workshops, seminars, roundtables, conference	CZK 0	CZK 1 000
Organization of a conference, workshop, exhibit with outreach beyond AAU community	CZK 1 000	CZK 2 000
Serving on advisory boards of governmental agencies, professional groups, academic institutions	CZK 0	CZK 1 000
TV and radio extensive commentary or interview	CZK 1 000	CZK 2 500

In order to receive the bonus, faculty members have to inform the Dean of his/her school and present a link to the publication or a hard copy if it was published in print. The bonus in the amount determined by the Vice President for Student Affairs in cooperation with the advisory body specified in the Hiring and Promotion Policy will be paid with the next salary.

5.4   Faculty Development

AAU's faculty members are expected to be effective educators both in and out of the classroom, to be active contributors to the service needs of the university, to have public outreach in the Czech Republic and abroad and to be successful researchers publishing in high quality academic journals. AAU seeks to enhance the performance of its faculty and help them fulfill the values of AAU based on commitment to high quality innovative approach to teaching and learning, a personalized educational model, promotion of open discussion and seeking original thoughts from students. The policy on faculty development provides general guidelines for assisting the faculty achieve this objective:

General Policy

- Each semester, AAU organizes at minimum three trainings and workshops for its faculty for free. The workshops will be organized by the Academic Vice Presidents' Office or by the Faculty Senate.
- Participation at workshops is as a rule voluntary, yet highly recommended. Faculty members receive 0.25 service points for
- participating at a workshop or a training organized by AAU.
- Faculty teaching core courses focusing on institutional learning outcomes (as specified in respective curriculum maps) are required to participate at trainings denoted as "core" by the Academic Vice Presidents' Office.

- Faculty with administrative appointments (Chairs, Deans) are required to participate in additional trainings as specified in the Staff Development Plan and as appropriate for their position.
- Faculty members receive 1 promotion points for leading a workshop or a training, in addition to financial remuneration.
- The maximum number of promotion points to be gained by leading or participating at workshops and trainings is 3 per academic year.
- Faculty is encouraged to participate at other trainings outside of AAU aimed at developing their skills and competencies. They are entitled to pay for the trainings of their choice (with the approval of their Dean) by a credit corresponding to the amount of AAU promotion points gained after September 2015. Each promotion point generates credit worth CZK 100.
- The specific offer of workshops is determined at the start of each semester according to faculty needs (communicated via the Faculty Satisfaction Survey and by the Faculty Senate) and availability of instructors. The offer is communicated to the AAU's faculty by email and is posted on AAUNET.

Orientation for new faculty

AAU is well aware of the difference in its approach to teaching and learning from other universities in the Czech Republic and therefore puts a great emphasis on working with new faculty. In order to assist them in meeting AAU's expectations it organizes orientation sessions and online workshops every obligatory semester.

- Orientation session is organized by the Academic Vice Presidents' Office a week before the start of a semester.
- Orientation covers: Overview of policies; information on IT HW and SW; NEO; session on interactive teaching; intercultural communication (available to continuing faculty, too).
- Participation at orientation is mandatory for all new faculty.
- Faculty who will miss the orientation must take an online training and test.

Once in 3 years or more often if the respective Dean finds it necessary the existing faculty must participate in online training and pass the test.

5.5   Remuneration of faculty

Compensation for faculty is determined by a policy issued by the President and available at AAUNET.

Adjunct faculty

Adjunct faculty members with a teaching appointment are compensated on a per course basis according to their academic rank (see the remuneration details in the Faculty Salary Policy).

Employed faculty

For employed faculty the Faculty Salary Policy sets forth salary ranges for respective academic ranks and degrees. Salary of employed faculty can be no lower than the minimum of a salary range corresponding to their academic rank. The position within the salary range is determined pursuant to the Faculty Code (part of the Academic Codex) and with consideration of market factors, meritorious performance, and each faculty member's qualifications, number of years of service, evaluation data, and professional development.

5.6 Health Insurance

For employed faculty, the public health insurance is taken care of by AAU. For adjunct faculty, the health insurance is usually not be included in some months. Please contact the Payroll Assistant for details regarding your case.

5.7 Faculty benefits

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

Employed faculty, except for researchers on project-based contracts, are specifically entitled to annual leave of eight weeks and a six-month sabbatical once every seven years under conditions set forth in the Academic Codex and applicable law.

Employed faculty members working at least 50 % of full-time employment are also entitled to meal tickets, fitness opportunities, free study at AAU, and subsidized trainings. For more details, see the Administrative Directive No. 1 AAU Employees' Benefits.

5.8 Psychological Counselling

Psychological counseling is available for free to all AAU students, faculty and staff throughout the year with the exception of August. It is provided in English by Dr. Désirée Gonzalo, a clinical psychologist.

Full personal data protection and confidentiality are guaranteed.

- *Service availability*: All year except August
- *Office*: Anglo-American University, Letenská 1 – room 312 (two doors down from 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 between 9:00 AM–12:00 PM or 1:00 PM–5:00 PM.

6 General Rules, Code of Conduct

6.1 Leading Principles at AAU

Anglo-American University honors the principles and values outlined below in all its activities and operations aiming towards the fulfillment of its mission and vision.

6.1.1 Mission

As a global and inclusive community, AAU prepares learners for leading a meaningful and prosperous life by cultivating critical thinking, effective communication and responsible action through personalized and transformative learning.

6.1.2 Vision

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

6.1.3 Core values

- **Academic Excellence**: Deliver quality programs based on innovative strategies and practical skills of a qualified and diverse faculty.
- **Personal attention to learners**: Instruct in small, dynamic groups using real-world experience, seminar and project-based methodologies that identify and meet individual learner needs and support their continuous development.
- **Diversity, Inclusivity and Multiculturalism**: Encourage diversity of the student body, faculty, and staff; cultivate a multicultural campus in which every individual is treated with dignity and respect.
- **Flexibility and Critical Thinking**: Promote open-minded discussion and original thought among students, and faculty, as well as business, individuals, and institutional partners to empower innovative approaches and increase the ability to address new challenges.
- **Social Consciousness**: Foster an ethos of social responsibility; provide excellent affordable education on a not-for-profit basis and continue to reinvest in the betterment of our community and educational models.
- **Shared Governance**: Provide relevant stakeholders at all levels with a voice in matters of curriculum, research and operations.

6.1.4 Statement on academic freedom

Anglo-American University's educational, research, advisory and other academic activities are rooted in a deep respect for academic freedom, the observation and

promotion of which we consider to be one of our major values. Freedom of speech, learning, teaching, thought and research, and the right to express or challenge an opinion represent the fundamental components of AAU academic freedom for faculty, staff and students. The academic, ethical and moral responsibility of AAU educators and researchers toward the students, AAU's academic community, and AAU as an institution represent an integral part of the concept and conduct of academic freedom at Anglo-American University.

6.1.5   Statement on diversity and non-discrimination

Anglo-American University values and encourages diversity of its student body, faculty and staff. Its leading principles are democracy and the treatment of each person, no matter their background and point of view, with dignity and respect. AAU is proud to be a university with an international, multicultural and multi-ethnic academic community. Its policies, principles and codes, educational and teaching philosophy and performance, as well as all other operations and work correspond to the university's definition of values, among which diversity is one of the most important.

AAU is committed to the principle of equal opportunity in education and employment. AAU does not discriminate against individuals on the basis of race, color, national or ethnic origin, sex, sexual orientation, marital status, disability, religion, age, or genetic information in the administration of its educational programs and activities, admissions, employment, scholarships awards, and other activities. Inquiries or complaints may be addressed to the Dean or Vice President for Administration and Operations.

6.1.6   Statement on free speech

AAU supports every individual's right to freedom of expression. AAU also recognizes the importance of fostering a culture of tolerance and civility that is a cornerstone for the accomplishment of its educational goals. Within the classroom, visual and/or aural demonstrations, depictions or conduct that may be offensive to an individual will not be restricted when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter.

Campus discourse on topics of political, artistic or social issues that are conducted consistent with the nature of the forum and reasonable institutional limitations (registration to use space, time, place and manner regulations, etc.) that are clear and unambiguous will be supported.

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 Policy on Relationships, Sexual Misconduct, Discrimination, Harassment and Other Forms of Misconduct.

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

6.2 Standards of Conduct

For all policies please see the Academic Codex, part IV. Standards of Conduct and Discipline Code.

6.2.1 Fundamental standards

All members of the AAU community, i.e. all faculty, staff, students, governing entities, and affiliates are expected to respect and uphold the rights and dignity of others regardless of race, color, national or ethnic origin, gender, gender orientation, gender identification, age, religion, disability, political affiliation, or socio-economic status. AAU values integrity, honesty, open and free communication and academic freedom, and strives to integrate these values into teaching practices, business dealings, and daily activities.

All members of the AAU community are expected to respect and uphold the integrity of the university and its values in their personal conduct as well as in their interactions with others.

All members of the AAU community are expected to abide by all applicable laws and university policies and uphold the standards of academic integrity and intellectual honesty expected of an educational community.

Adherence to these standards makes each member of the community responsible for bringing suspected violations of applicable standards or regulations to the attention of the appropriate department. Raising suspected violations is a service to the community at large as it helps to maintain high academic standards and ensure the personal integrity expected of an AAU graduate.

6.2.2 Core Values of Conduct

- **Integrity**: all members of AAU community exemplify honesty, honor and a respect for the truth in all of their dealings.
- **Community**: all members of AAU community build and enhance their community.

- **Respect**: all members of AAU community show positive regard for each other, for property and for the community.
- **Responsibility**: all members of AAU community are given and accept a high level of responsibility to self, to others and to the community.

6.2.3 Faculty and staff values of conduct

- **Mutual Respect**: We act with honesty, integrity, openness, and consideration, appreciating diversity and treating each other with respect.
- **Accountability**: We recognize the impact and importance of decisions and accept responsibility for all actions.
- **Team Spirit**: We work together to reach our goals, supporting and encouraging each other to achieve success.
- **Drive to Exceptional**: We go forward with self-confidence and openness as we cultivate creative thought, initiative, and flexibility to provide the best learning experience.
- **We love what we do!**

6.2.4 Interpersonal Conduct in a Multicultural Environment

Given the multicultural environment at AAU, a risk of cultural misunderstanding is omnipresent. For the sake of harmonious coexistence, members of AAU community are expected to exercise prudence, self-restraint, tolerance, and responsiveness in interpersonal conduct. Among others, it means that:

- Initiators of an interpersonal conduct are expected to keep in mind that others might hold to different standards of good manners (**prudence**), and adjust their conduct accordingly (**self-restraint**); repetitive or persistent interpersonal conduct that has been explicitly indicated as unwelcome, can form the basis of a violation of the Discipline Code.
- Addressees of interpersonal conduct are expected to keep in mind that others might hold to different standards of good manners (**tolerance**), and thus are expected to be explicit if the conduct is not welcome (**responsiveness**). If they do not feel comfortable expressing their discomfort directly to the initiator, they are encouraged to do so through a third person.

Some cases of non-instigated interpersonal conduct are strictly forbidden (e. g. physical threat) while others are protected even if causing discomfort (e. g. free speech within a legitimate pedagogical context). In many other cases, it is the combined perception and the response of the one to whom the conduct is addressed that determines whether the conduct shall be interpreted as appropriate. (For example, the same compliment might be interpreted as charming, or offensive, depending on the addressee.)

Given the importance of the highest standards of interpersonal conduct for the AAU community, any kind of sexual and interpersonal misconduct is governed by a special Policy on Relationships, Sexual Misconduct, Discrimination, and Harassment which goes into greater depth and breadths than the provisions of Academic Codex.

6.2.5 Professional rights of faculty

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

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

6.2.6 General responsibilities of faculty

General faculty obligations require faculty members to engage in ethical conduct and respectful communication; cooperate with Department Chairs, Deans, AAU committee members and other members of the AAU community; uphold AAU's mission statement and values; encourage diversity and uphold academic freedom within the classroom; participate in peer reviews and student evaluations; and, to the best of their abilities, as dictated by the school's resources, respect, maintain confidentiality, and provide necessary accommodations for students with special needs.

6.2.7 Teacher/staff/student relationships

All faculty and staff are potentially in a position of power regarding students; therefore, sexual relationships between employees and students are inappropriate. A sexual relationship between them, however, is altogether unacceptable when a faculty or staff member actually does have teaching,

evaluation, advising or supervisory responsibilities for a student, even if the parties involved view the relationship as consensual.

To protect the integrity of the educational process, AAU requires a faculty or staff member to refrain from taking on any teaching, evaluative, counseling or supervisory roles involving a student with whom he/she has had a romantic/sexual relationship in the past or with whom he/she is currently having a romantic/sexual relationship, even if it is considered to be consensual.

6.2.8   Sexual and other harassment

Sexual, racial, religious or other harassment in any form has no place at AAU and such instances will be firmly dealt with. Sexual harassment may be broadly understood as including unwelcome sexual advances, requests for sexual favors, or any other unwelcome behavior of a sexual nature, where such conduct creates an intimidating, hostile or offensive study, work, or social environment.

Racial/religious harassment is offensive action and behavior directed at someone because of skin color and/or a particular cultural/religious background. It is unacceptable conduct and will not be tolerated.

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

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

All faculty members are required to attend/complete a mandatory sexual harassment training once in three years.

6.3   Other Rules and Regulations

6.3.1   Presence at campus

Faculty can perform work outside of the regular workplace, i.e. the campus, pursuant to Section 317 of the Labor Code, with the exception of teaching, consultation hours, and service or administrative duties, which are mandatorily performed on campus or another workplace as agreed upon with AAU.

6.3.2 Conflict of Interest

Lecturers and AAU employees should avoid involving themselves in situations or activities which conflict with, or might appear to conflict with, their work at AAU. Time at the institution, facilities or materials should not be used for work not related to AAU. If a lecturer or member of staff believes that there might be or appear to be such a conflict of interest they should inform the Vice- President for Faculty and Study Affairs.

6.3.3 Confidentiality

All inside information about the functioning of the institution gained during a lecturer's activities should be treated with confidentiality. This covers, but is not limited to, such areas as correspondence, internal documents, records, unpublished financial information, procedures and staff, sponsor and student lists.

AAU and its faculty follow European General Regulation on the Protection of Personal Data (GDPR). The faculty undertakes to use the personal data of third parties, especially other employees, students, AAU's business partners, etc., strictly in accordance with the GDPR, i.e. the faculty is required to maintain confidentiality of the personal data and to prevent their disclosure or leaks.

For more information, see the Directive on Protection of Personal Data, available at AAUNET.

6.3.4 Use of AAU name and logo

Lecturers may use the AAU name and/or logo only for purposes officially approved by senior management. Business cards are only issued to employed faculty. Adjunct lecturers may receive business cards in justified cases and if requested by the Dean. Lecturers working on employment contracts are required to name AAU as their institution in academic publications. Lecturers working on DPP or DPČ contracts are encouraged to do the same.

6.3.5 Media contacts and public statements

Official requests for comments from media regarding the university should be directed to the Vice President for Student Affairs. Only members of AAU administration may present the official position of AAU in public. AAU academic staff are welcome to present their own opinions in the media under AAU affiliation.

6.3.6 Provision of student documents

Official documents confirming students' personal or academic status (Transcripts, Confirmations of Studies, etc.) may only be issued through the Student Services

Center. Other members of staff should not sign any seemingly official or even unofficial form or note recognizing a student's status, as these often relate to very complex and larger questions concerning issues such as entitlement to state benefits.

Excluded from the above are personally requested letters of recommendation for students or staff members. Such references should, however, make it clear what status the referee holds at the institution.

6.3.7   Purchasing

No lecturer may place orders and financial requests in the name of AAU without getting prior approval from the university administration. AAU will not reimburse the lecturer for any purchases without proper approval.

Requests and recommendations for purchases shall be discussed with the Dean of the school.

This regulation also applies to purchasing books and textbooks. Shall a lecturer require a specific book or textbook for their course, he/she needs to contact their Dean and negotiate the purchase.

6.3.8   Events and other use of space

The rental of AAU facilities for non-AAU related events is possible. Requests must be directed to the Operations Manager at least two weeks before any proposed event. Discounted rates might be available for faculty.

6.3.9   Grievance

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

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

For details regarding the grievance procedure, see the Academic Codex.

6.4   Discipline

6.4.1   Student discipline

Any faculty member or staff may, if a student engages in disruptive or other conduct unsuitable for a classroom environment of an institution of learning, require the student to withdraw from the room for the duration of the activity or for the day. Should such a demand be made, the circumstances shall be relayed

by the instructor/administrator to both the Dean of the School of the instructor/administrator and of the student's School in writing within 24 hours of the incident.

Students may be subject to disciplinary hearings for acts of non-academic misconduct including:

- Violations of a university code or policy;
- Violations of an applicable law;
- Theft of property or services, intentional or reckless property damage;
- Document falsification – the discovery of a falsified admissions document prior to the start of studies will result in an automatic denial of admission, while discovery after the start of studies may result in expulsion and denial of re-admission;
- Impersonation of another;
- Election Tampering
- Drug or alcohol related intoxication while on campus;
- Physical or verbal assault or threats;
- Knowing or reckless exposure of another to significant danger;
- Sexual misconduct
- Harassment;
- Stalking;
- Hate crimes and aggression motivated by race, sexuality, and religion;
- Bullying and Cyberbullying
- Any behavior that is substantially incompatible with common standards of respect and adult responsibility;

Students may be subject to disciplinary hearings for acts of violation of academic standards and study duties including:

- Plagiarism;
- Submission of bought papers or of work undertaken or previously submitted in another course;
- Cheating, attempts to cheat, introduction of, or possession of, tools that may effectuate cheating including but not limited to unpermitted books, notes, phones, computers, microphones, or electronic or other devices capable of storing information, etc.
- Unpermitted collaboration;
- Giving or receiving unpermitted assistance on a take-home assignment or examination;
- Copying from, or allowing another student to copy from, an examination or other piece of work;

- Giving or receiving aid on any assignment where one should reasonably have been aware that such aid was not permitted;
- Undertaking activities that impact the academic environment or the sense of safety and security of a classroom;
- Undertaking activities that interfere with the study of other students;
- Acting in any other way that is substantially incompatible with common standards of academic integrity.

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

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

For details of the disciplinary procedure and disciplinary penalties, see the Academic Codex.

6.4.2 Faculty discipline

Faculty may be subject to disciplinary hearings for any failure to meet the responsibilities of instruction and research including:

- Arbitrary denial of access to instruction;
- Evaluation of student work by criteria not directly reflective of course performance;
- An undue and unexcused delay in evaluating student work;
- Research related misconduct and/or intentional misappropriation of the writings, research, and findings of others;
- Violation of university policies;
- Use of the position or powers of a faculty member to coerce the judgment or conscience of a student or to cause harm to a student for arbitrary or personal reasons;
- Participating in or deliberately abetting disruption, interference, or intimidation in the classroom;
- Significant intrusion of material unrelated to the course;
- Discrimination, including harassment against a student on political grounds or for reasons of race, color, religion, sex, sexual orientation, gender identity, ethnic origin, national origin, ancestry, marital status, pregnancy, physical or mental disability, or because of age or citizenship or for other arbitrary or personal reasons;
- Sexual Harassment;
- Entering into a romantic or sexual relationship with any student for whom a faculty member has, or should reasonably expect to have,

academic responsibility (instructional, evaluative, or supervisory) in the future;
- ▪ Exercising academic responsibility (instructional, evaluative, or supervisory) towards any student with whom a faculty member has a romantic or sexual relationship;
- ▪ Failing to attend meetings when established by the Dean, the Vice Presidents or the President without a valid excuse;
- ▪ Breach of confidentiality;
- ▪ Significant failure to adhere, without legitimate reason, to the rules of the faculty as set out in the Codex and the Faculty Handbook in the conduct of courses, to hold class, to keep consultation hours, or to hold examinations as scheduled.

Faculty may not be subject to disciplinary proceeding for a conduct outside the school that has no direct relation to AAU and its community. For details of the disciplinary procedure and disciplinary penalties, see the Academic Codex.

7   Contacts

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