

# Anglo-American University

## Study and Examination Code

### A. Basic Provisions

#### 1. Academic Year

- i. The duration of the academic year is 12 months.
- ii. The academic year is divided into two semesters. In the first semester instruction is typically carried out in a Fall and a Winter term. In the second semester it is carried out in a Spring and a Summer term. The terms may be divided into multiple sessions. Registration to the Fall and Spring terms is obligatory.
- iii. The Academic Calendar is issued by the President on the shared recommendation of the Vice President for Academic Affairs and the Dean of Students after a review and comments by the Academic Administrative Collegium. It is published annually on the AAU website no later than in June one year in advance.
- iv. The Dean of Students after consulting the President's Collegium in Academic Format shall establish the policies and procedures for course registration which shall be available in the Student Handbook and on the AAU website.

#### 2. Degree Programs

- i. Bachelor's and master's programs are taught at AAU.
- ii. Each Degree Program is defined by the following elements:
  - (a) the name and the degree granted upon successful completion of the program;
  - (b) the accreditation of the program and the terms thereof, division (if any) and characteristics of concentrations within the program, and a study plan of completion on a full-time or professional weekend studies format;
  - (c) program learning outcomes and a corresponding profile of the graduate;
  - (d) detailed information on the courses offered;
  - (e) faculty members and their academic profiles;
  - (f) requirements for admission into the program;
  - (g) requirements for program completion including the Graduation Examination requirements;
  - (h) methods of assessment of study results and outcomes.
- iii. Modifications of Degree Programs that do not require approval by respective accreditation authorities are conducted by respective School Curriculum Committees. Substantive modifications that require additional approval, as well as proposals of new programs, must be processed according to the Academic Program Proposal, Modification, and Review Policy.
- iv. All courses taught at AAU must be approved by respective School Curriculum Committees or other universities guaranteeing respective Degree Programs. Courses in the General Education Module must be approved by a university committee as set by the President. The approval is valid two years.
- v. Degree Programs guaranteed by external institutions are governed by the respective institutions in any area of conflict with this Codex.

#### 3. Catalog, Policies, and Student Handbook

- i. Each academic year, AAU shall publish a Catalog including information about each Degree Program offered and all applicable policies. The Catalog shall be made available on the AAU website or in print.
- ii. AAU shall annually publish a Student Handbook including procedures and regulations relevant for students studying at AAU. The Student Handbook shall be made available on the AAU website and in print.
- iii. AAU policies are updated annually and published on the AAU's intranet.

#### 4. Admission

- i. Degree-seeking applicants are admitted to a Degree Program by the Dean of School. All other students are admitted by the Dean of Students.
- ii. Non-degree seeking applicants may go through a modified admission process.
- iii. Details of the admission process are elaborated in the Admission Policy.

## **B. Study**

### **1. General Provisions**

- i. An applicant matriculates as a student on the first day of the first semester in which he/she is enrolled in courses as part of a Degree Program taught at AAU.
- ii. AAU may require admitted students to take preparatory courses should they have insufficient skills in critical areas as determined by their Schools.
- iii. Students (both undergraduate and graduate) are classified according to the number of credits they have completed:
  - (a) 1st year students – completed fewer than 30 US credits.
  - (b) 2nd year students – completed a minimum of 30 but fewer than 60 US credits.
  - (c) 3rd year students – completed a minimum of 60 but fewer than 90 US credits.
  - (d) 4th year students – completed a minimum of 90 US credits.
- iv. Throughout their studies, students retain their student status. Students lose their student status temporarily in cases of study interruption or suspension. Students lose their student status permanently after having completed their studies or after termination of their studies.

### **2. Students' Rights and Duties**

- i. Students must abide by the rules set forth in the Codex as elaborated in the respective policies.
- ii. Students have the right to study one or more programs.
- iii. Students may choose courses and create an individualized study plan according to the parameters of the accredited Degree Program.
- iv. Students may choose the section of the course they enroll in if there is more than one section available.
- v. Students are entitled to take their examinations in alignment with the Study and Examination Code.
- vi. Students are entitled to progress to and register for the next level of their Degree Program upon completing the established requirements.
- vii. Students may propose their thesis topic.
- viii. Students may use IT technologies and equipment according to AAU's internal regulations.
- ix. Students are entitled to receive a scholarship provided by AAU if they meet the conditions set forth in the Scholarship Code.
- x. Students are entitled to academic accommodations, upon submission of documentation to the Dean of Students, and within the capacity of AAU.
- xi. Students are responsible for regularly checking their AAU e-mail and responding promptly.
- xii. Students must undertake advising and register for courses for each semester.
- xiii. Students are governed by and must conform to the parameters established in their Degree Program, the Study and Examination Code, and all other internal regulations.
- xiv. Students further must:
  - (a) pay tuition and fees;
  - (b) inform the university of any changes to their address or phone number within 10 days of the change;
  - (c) attend meetings when established by the Dean of School, the Dean of Students, the Vice Presidents, the President, or any other institutional member entitled to address the student's academic performance and student status. Failing to attend without a valid excuse may be considered disciplinary misconduct.

### **3. Decisions on Students' Rights and Duties**

- i. Administrative decisions listed below are considered decisions on students' rights and duties pursuant to article 68(1) of the Higher Education Act:
  - (a) Interruption of studies;
  - (b) Credit recognition;
  - (c) Granting of a scholarship;
  - (d) Termination of studies due to the failure to fulfill the academic requirements of the Degree Program;
  - (e) Disciplinary misdemeanors;
  - (f) Expulsion of students.
- ii. It is the duty of AAU to invite the student to comment on the documents supporting the decision pursuant to provisions of Section i. (d), (e), and (f) supra.

- iii. All decisions pursuant to provisions of Section i. (a), (d), (e), and (f) supra, and negative decision pursuant to Section i. (b) supra must be issued in writing and delivered into the hands of the addressee and to the student's university e-mails. Should the delivery fail, the student will be notified by e-mail and by public announcement on the AAU official notice board and webpage; notification will be deemed effective on the 15<sup>th</sup> day after the announcement.
- iv. Affirmative decisions pursuant to Section i. (b) supra and decisions pursuant to Section i. (c) supra may be delivered via the AAU's student information system. Notification is deemed effective on the first day after the decision is made accessible in the information system. Electronic delivery is also allowed in the case of affirmative decision on admission, should the applicant express his/her agreement with such an option in the application.
- v. Students may appeal all administrative decisions defined in paragraph i. The appeal must be submitted to the body that issued the decision no later than 30 days after notification.
- vi. The body may only grant the appeal by altering the decision or annulling it. Otherwise, the body will forward the appeal to the President. The President can alter the decision only if it is in violation of the law or internal regulations, or if the evidence could not support the verdict. In any such case the President shall justify his decision in writing.

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

- i. Students who may have a grade of Incomplete but have otherwise fulfilled all course requirements of their Degree Program can obtain a study extension for one semester by submitting a completed Registration Form to the Student Services Center and payment of the Administrative Fee.
- ii. Should the students attempt and fail the Graduation Examination, they may petition their Dean of School for another study extension for the next semester. The study extension will be issued to students with no arrears in tuition or other payments to AAU.
- iii. Law students who have completed their required program courses, but are waiting to take University of London examinations, held twice yearly in May and October, and receive results from University of London, released in August and December, respectively (including examination retakes) will be granted a study extension until their University of London examination results are completed.

#### **5. Individually Directed Courses**

- i. Students may apply to register for individually directed courses by petitioning their Dean of School.
- ii. Individually directed courses may be requested only by students in their final semester if neither the course nor an appropriate substitute course is available, and
  - (a) they have previously failed it, or
  - (b) the course was not available in their previous active semester, or
  - (c) they were on an exchange program in their previous active semester.
- iii. Individually directed courses cannot be audited.

#### **6. Advising and Registration for Courses**

- i. It is the student's responsibility to initiate contact with their respective School of study to begin the Advising and Registration process.
- ii. Only students with no arrears in tuition or other payments to AAU may register for courses. The President may waive this requirement on the recommendation of the Dean of School.
- iii. A student may register for courses for each subsequent semester only when on track to have fulfilled all prerequisite requirements. The Dean of School may conditionally waive this requirement for good cause.
- iv. During each obligatory term, students may take up to five courses. During the Summer Term, students may take one course in the first session and up to two courses in the second session. In the Winter Term, students may take one course. Students with a grade point average (GPA) of 3.5 or higher may petition their Dean of School to take up to six courses in an obligatory term.
- v. Bachelor's students who have completed at least two years of study (60 US credits) and have a GPA at or above 3.5 may take a course at the master's level as an elective with the approval of the Dean of School. Credits received by a bachelor's student for master's courses satisfy bachelor's program requirements but cannot be applied towards the student's study at master's level. Bachelor's students pay the master's tuition fees for master's courses.

## 7. Add/Drop, Withdrawal

- i. Students may add or drop courses before the end of the add/drop period stated in the Academic Calendar. Students may drop courses for which they have registered with or without replacement. Courses dropped during the add/drop period will not appear on the student's transcript.
- ii. The Dean of School may administratively drop a student from a course(s) if the student does not meet the prerequisites for the course or if the student is restricted in the number of courses the student can take due to academic probation.
- iii. Students who choose to stop attending a course after the end of the add/drop period may officially withdraw from the course by the withdrawal deadline listed on the Academic Calendar.
- iv. Students who withdraw from a course receive a "Withdrawal" (W) on their transcript. Failure to attend a course does not constitute a withdrawal. Students who stop attending courses without officially withdrawing will receive a "Failure to Withdraw" (FW), which is calculated as an F grade.
- v. Should the student withdraw from all registered courses, their studies will be interrupted. The interruption of studies, and therefore of student status, begins on the date a finalized request to withdraw from all courses has been submitted to the Student Services Center and ends on the last day of the current semester.
- vi. LLB students who have applied to take Dissertation with the University of London may drop Dissertation and add another LLB course in the event that their Dissertation proposal is rejected or not satisfactorily accepted by the University of London after the add/drop period is over.

## 8. Attendance

- i. Attendance at AAU courses is mandatory. Absences may only be excused by the Dean of Students. Assignments missed due to unexcused absences cannot be made up which may result in a decreased or failing grade from the course as specified in the syllabus.
- ii. Should the student be absent from a class or Graduation Examination for relevant reasons (e.g. illness, serious family matters), the student must 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 or another proof of a change in registration. The form and documents must be submitted within one week of absence. The student is responsible for contacting their instructor within one week from the date the absence was excused and for making arrangements about make-up options as necessary. The instructor is obliged to provide reasonable options to make up the missed exams.
- iii. Course attendance is not graded as such (only through missed assignments). However, students who are absent 35 percent of the course will be failed or administratively withdrawn if most of the absences are excused. The Dean of School may grant an individual exception for a good cause.
  - (a) Students in the Certificate of Higher Education in the Common Law program must attend a minimum of 80% of their University of London courses. Students' attendance must be reported to the University of London by the Chair of the Laws Program. Students who do not attend 80% of these classes may be prevented from sitting examinations by the University of London.
  - (b) LLB students who do not meet AAU's attendance requirements may be removed from University of London's list of students who are affiliated with AAU. The student's record of attending this class at AAU, as well as their examination results will be removed from their record at AAU. Therefore, if they have not attended the required number of classes at AAU, AAU will not represent this to any bar examiners, employers or other professional bodies.
- iv. Should the student be absent from AAU for especially serious reasons (e.g. illness, serious family matters) for an extended period of time, he/she may request an excuse for the entire term by submitting an Absence Excuse Form supplemented with documents proving the reasons for absence to the Dean of Students. The form and documents must be submitted within one week of absence or as soon as is practically possible. If the request is granted, the students' circumstances will dictate whether they are issued an Incomplete or are administratively withdrawn from each course. The tuition paid for the withdrawn courses may be refunded or counted as tuition credit for future studies. Such students retain their student status.
- v. AAU respects that students may be of various religious orientations, and therefore accepts religious holidays as a justification of absence. The student must submit an Absence Excuse Request Form to the Dean of Students prior to the end of the add/drop period and is responsible for making arrangements with instructor for make-up options as necessary.

## 9. Grade Forgiveness

- i. A student may choose to apply for grade forgiveness and retake any course previously taken at AAU. If this option is chosen and a course is retaken, only the last grade will be entered in the student's record and used to calculate his/her GPA. The initial course will remain on the student's transcript and be marked with a "Retake" (R). If a student retakes a course two or more times, grade forgiveness applies to all previous attempts; i.e., all previously taken courses will remain listed on the student's transcript and be marked with a "Retake".
- ii. Law students who fail a University of London examination are permitted two more attempts. After three failures, the University of London will prohibit the student from continuing their studies in that program. If a student retakes a University of London examination, their previous failed grade will be replaced by the higher grade, which is consistent with University of London's policy. This will apply to both the A and B sections of their course.
- iii. Each student may apply for grade forgiveness three times during their studies. It is recommended that the course be repeated as soon as practical but never after an attempted graduation examination or any of its parts. If the course that a student wishes to retake is no longer offered, the Dean of School will identify a suitable alternative.

## 10. Credit Recognition and Transfer

- i. AAU recognizes credits from previous studies at institutions of higher education throughout the world, provided such institutions are accredited and their professional orientation and academic level correspond to the program offered at AAU.
- ii. Credit is recognized, based on sufficiently corresponding learning outcomes, in the form of a credit transfer and/or exemptions from specific courses of an AAU Degree Program. AAU may only transfer credits obtained during previous studies that have not led to the obtaining of an official qualification (with the exception of Associate degrees).
- iii. In order to obtain credit recognition, the student must provide the School of Study with an official transcript and course descriptions in English, or in a certified English translation, along with acceptable evidence of course content. Requests for credit recognition must be made during the first semester at AAU. To be accepted for a transfer, courses must have been completed with grades of C and better (or the equivalent). AAU may also require successful completion of a placement test.
- iv. A non-refundable credit transfer fee will be assessed per credit and is defined in the Financial Code, section C "Fees".
- v. Under conditions set forth in the Transfer Policy, AAU may transfer general education courses from regionally accredited US institutions in fulfillment of general education requirements.
- vi. Credit recognition is authorized by the Dean of School who may consult the respective Department Chair.
- vii. AAU does not limit the maximum number of credits which can be transferred. However, students must complete at least 36 US credits at AAU in order to obtain a bachelors' degree or 24 US credits at AAU in order to obtain a masters' degree from AAU.
- viii. AAU only transfers credits; grades earned during prior studies do not affect a student's GPA at AAU.
- ix. AAU may also recognize credits taken by AAU students at accredited institutions around the world as part of exchange or study abroad programs. Participation at such programs is open only for students with a cumulative GPA of 2.5 or higher and requires advance approval by the Dean of School. Only credits approved in advance will be recognized and transferred.
- x. Law students may only transfer credits from another University of London LLB, CertHE or LLM program, corresponding to the program to which they are applying at AAU.

## 11. Course Waiver Exam

- i. Students may petition for a Course Waiver if they have previously covered the relevant material, but their course work does not carry any or sufficient credit value. The petition shall be submitted to the Dean of the School providing the course; he/she will make the final decision regarding the course waiver.
- ii. The Dean of School shall prescribe a Course Waiver Exam to assess the student's learning outcomes or use an alternative method of assessment should the exam not be appropriate.
- iii. The Course Waiver Exam is graded as Pass or Fail; 'Pass' being awarded if the student meets at minimum 70% of the requirements.
- iv. If the student meets the desired learning outcomes, the course is waived, and he/she is not required to complete the course in question. The student does not receive any credits for the course and is required to take an alternative course for credits. The Dean of the student's School may determine which alternative courses should be taken.

## 12. Change of a Degree Program or a Study Plan

- i. Students may request a change of Degree Program (Major) or Study Plan (Concentration, Extended Major, Minor) by submitting a Program Change form to their Dean of School by the end of the registration period for the semester in which they want to change the Degree Program or Study Plan.
- ii. Only courses that count toward the new Degree Program, both passed and failed including the grades, remain on the student's transcript.
- iii. Students planning to change a Study Plan or a Degree Program within the same School must obtain approval by their Dean of School.
- iv. Students planning to change a Degree Program outside of their School must obtain approval both by their Dean of School and the Dean of the receiving School.
- v. Students who are planning to change from a Law program to another degree program must obtain their transcripts directly from the University of London and submit them to the Dean of the receiving School. The grades will be translated from the University of London scale to the AAU scale by the Chair of the Laws Programs.
- vi. Students wishing to transfer into the Law School from another degree program are required to meet all University of London course requirements. Therefore, any credits earned at AAU in another degree program will not be credited to the LLB, CertHE or LLM issued by University of London. However, some credits transferred from another School at AAU may satisfy AAU's CertHE course requirement, as decided by the Chair of the Laws Programs.

## 13. Requested Interruption of Degree Program

- i. Interruption of studies is appropriate for students who are in good financial status with AAU and find they are not able to attend an obligatory term.
- ii. An interruption of studies, and therefore of student status, begins on the date a finalized Leave of Absence Form is submitted to the Student Services Center and ends on the last day before the start of the semester identified in the request. An interrupted student who wishes to return at the start of an earlier semester may submit a request to their Dean of School in writing.
- iii. An interruption shall not exceed four semesters during the course of study of one Degree Program at AAU. Interruption due to maternity leave is not counted against the two years of allowed study interruption.
- iv. A student who has interrupted studies and who neither (a) recommences the Degree Program nor (b) obtains an extension of the interruption prior to the start of the next semester will be terminated according to A.1.iv of this Code.
- v. A student who has interrupted studies is not a student at AAU pursuant to the Higher Education Act.

## 14. Academic Probation and Suspension

- i. Students must maintain a minimum cumulative GPA of 2.0 or, in alternate grading schemes the equivalent thereof, during their studies at AAU. If their obligatory term or cumulative GPA falls below this level, the student will be placed on academic probation.
- ii. The terms of academic probation require that the student, in each semester of probation:
  - (a) be limited to three or four courses per semester at the Dean of School's discretion;
  - (b) consult with the School Office for guidance and assistance regarding methods of improving their academic status;
- iii. Any student who remains on academic probation after two consecutive semesters or receives a no-pass grade from a preparatory course required by the Degree Program pursuant to B.1.ii of this Code or fails to demonstrate sufficient English proficiency after one semester of matriculation will be suspended from the university for a minimum of two semesters. The student may request to be reinstated after one semester of suspension by petitioning the Dean of School.
- iv. Students may appeal the suspension to the Dean of Students. In the appeal the student must demonstrate both extraordinary circumstances explaining the unsatisfactory academic performance and a likelihood of success. Should the appeal be granted, the student remains on probation for another semester.
- v. During the suspension period, the student's studies are interrupted, and the interrupted student is not a student of AAU pursuant to the Higher Education Act. The period counts towards the limit in B.13.iii.
- vi. A suspended student seeking to return from suspension must submit a petition to the Dean of School. All reinstated students will be placed on probation.

- vii. A suspended student who neither (a) recommences the Degree Program nor (b) upon his/her request obtains an extension of the interruption prior to the start of the next semester will be terminated pursuant to A.1.iv of this Code.
- viii. Should a reinstated student remain on academic probation after two consecutive semesters he/she will be terminated pursuant to A.1.iii of this Code.
- ix. Reinstated students may appeal the termination to the Dean of Students. In the appeal, the student must demonstrate both extraordinary circumstances explaining the unsatisfactory academic performance and a likelihood of success. Should the appeal be granted, the student remains on probation for another semester.

## **15. Readmission**

- i. Students whose studies have been terminated or have resigned from their studies may apply to readmission.
- ii. Students whose studies have been terminated pursuant to A.1.iii of this Code or have resigned from their studies while not in good academic standing cannot be considered for readmission until at least two semesters have elapsed.
- iii. Students who have been expelled from AAU cannot be considered for readmission until at least two semesters have elapsed. The Disciplinary Commission may prolong the period.

## **16. Recognition of previous studies at AAU**

- i. Students who apply for readmission to AAU pursuant to article 15 of this Code may apply for recognition of their previous studies during the admission process.
- ii. The Dean of School shall decide on the recognition together with the decision on the readmission.
- iii. Should previous studies at AAU be recognized, the student will restart at the point of termination of his/her previous studies. All the courses passed or failed will be transferred with grades. Students must fulfill the requirements of the currently valid Degree Program.

## **17. Recognition of previous studies at AAU legal predecessors**

Graduates of unaccredited programs offered by Anglo-American College, The New Anglo-American College in Prague or Anglo-American Institute of Liberal Studies have the possibility to earn the accredited degree under the following conditions:

- (a) The graduate must complete all admissions requirements of the School that oversees the relevant degree program.
- (b) The respective School Dean reviews the graduate's academic transcript and decides which courses must be retaken to comply with current accreditation requirements.
- (c) Courses that do not have to be retaken will be transferred with grades.
- (d) The student must complete the thesis defense and the state exams.

## **C. Conclusion of Study**

### **1. Termination of Studies**

- i. A student's studies are terminated and such a student ceases to have the status of a student at AAU if that student resigns from his/her studies, fails to fulfill the academic requirements of his/her Degree Program, or is expelled according to the Disciplinary Code.
- ii. The student resigns from his/her studies by submitting a completed Resignation Form to his/her Dean of School; his/her termination is effective upon the delivery of such a notice to AAU.
- iii. If the student fails to fulfill the academic requirements of his/her Degree Program, other than registration for courses, on the last day before the start of the next semester, his/her termination is effective the following day.
- iv. If the student fails to fulfill the academic requirements of his/her Degree Program by failing to register courses for the semester by the end of the Add/Drop period without being granted a study extension, his/her termination is effective the following day.
- v. In case of failing to fulfill the academic requirements, the degree seeking students are terminated by the Dean of School. All other students are terminated by the Dean of Students.
- vi. If the student is expelled, his/her studies are terminated as of the day the decision of expulsion is final.
- vii. Law Students whose studies are terminated by the University of London will be terminated by AAU. Law Students whose studies at AAU are terminated will be reported to the University of London.

## 2. Completion of Studies

- i. A student completes a Degree Program by successfully fulfilling all the requirements of the program completion.
- ii. Evidence of successful completion of a Degree Program is a Diploma and a Diploma Supplement. Students with no tuition or other payments arrears are also issued a transcript of coursework completed at AAU.
- iii. Law students receive their Degrees and therefore Diploma directly from the University of London. AAU will issue a transcript of the classes completed at AAU, which may include University of London and AAU classes. However, the transcript will include a note that the degree was awarded by the University of London alone.

## 3. Graduation with Honors

A student with superior academic achievement throughout his/her university career may be graduated with university honors. To be eligible for honors, the student must have a cumulative grade point average at or above the specific honors criterion. A minimum of 36 US credits for BA graduates and 24 US credits for MA graduates must be from AAU coursework and taken for letter grades. Categories of honors are cum laude (3.500 GPA), magna cum laude (3.700 GPA) and summa cum laude (3.900 GPA).

## 4. Theses and Publication

- i. Should a student's Degree Program require a Thesis, in compliance with the Higher Education Act, the Thesis will be made public on the AAU website and/or kept on file in the Library and as part of the academic archives. A thesis will be available in the office of the respective AAU School no less than five days prior to the relevant Thesis Defense.
- ii. Assignment of thesis topics, advisors, and opponents is specified in the syllabi available in the Learning Management System and/or the AAU's intranet.
- iii. Law Students are not required to write a thesis. They may optionally select to write a Dissertation as one of their 12 University of London required courses.

## D. Grading Policy

### 1. Grading Systems

- i. Degree Programs accredited by the Ministry use the U.S. grading and evaluation system complemented by the European Credit Transfer System ("ECTS") as specified below.
- ii. Students enrolled in the University of London LLB studies shall be graded in accordance with the British grading method utilized by the University of London. The grade translation is provided below in Table 2.
- iii. Students enrolled in the MBA Degree Program shall be graded in accordance with the requirements promulgated by Chapman University, the degree granting institution. All courses must be taken for a letter grade. The grade table is provided below in Table 3.

### 2. Grades and Grade Points

- i. All final course grades as well as grades from State Exams and Thesis Defense are reported in the form of a letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, F) or a grade "Pass" (P) if the student has received credit for a course but no letter grade.
- ii. While student performance is differentiated within each letter grade, all students falling within any one such grade match the following qualitative criteria as given in Table 1.
- iii. While as a rule D is a passing grade, required courses (except for those that serve only as general education courses) must be passed with a grade C- or better. The Degree Program may set stricter requirements for some core courses.
- iv. No semester-long course can remain open after the beginning of the next semester.
- v. Students may also receive one of the following notations for a course on their transcript:
  - (a) **W: Withdrawal**  
Students may withdraw from the course before a specified deadline. Students who withdraw receive "W" on their transcript and do not receive credit for the course.
  - (b) **FW: Failure to Withdraw**  
A student who stops attending a course without officially withdrawing receives "FW" which is calculated as an F grade.

(c) **R: Retake**

If a student chooses to apply for Grade Forgiveness, the grade is replaced by “Retake”. Courses denoted “Retake” lose their credit value.

(d) **I: Incomplete**

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

(e) **AU: Audit**

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

- vi. Each student’s overall performance in a course of study is calculated in the form of a grade point average (GPA). GPA is the numerical average of all grades received (weighted by their credit value), including failed courses. Courses completed with “Pass” have no impact on a student’s GPA.

**Table 1. Grades and Grade Points**

| Letter Grade | Percentage Scale* | Grade points | Description                                                                                                                                                                                                                      |
|--------------|-------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A            | 95 – 100          | 4.00         | <b>Excellent performance.</b> The student has shown originality and displayed an exceptional grasp of the material and a deep analytical understanding of the subject.                                                           |
| A–           | 90 – 94           | 3.67         |                                                                                                                                                                                                                                  |
| B+           | 87 – 89           | 3.33         | <b>Good performance.</b> The student has mastered the material, understands the subject well and has shown some originality of thought.                                                                                          |
| B            | 83 – 86           | 3.00         |                                                                                                                                                                                                                                  |
| B–           | 80 – 82           | 2.67         |                                                                                                                                                                                                                                  |
| C+           | 77 – 79           | 2.33         | <b>Fair performance.</b> The student has acquired an acceptable understanding of the material and essential subject matter, but has not succeeded in translating this understanding into consistently creative or original work. |
| C            | 73 – 76           | 2.00         |                                                                                                                                                                                                                                  |
| C–           | 70 – 72           | 1.67         |                                                                                                                                                                                                                                  |
| D+           | 65 – 69           | 1.33         | <b>Poor.</b> The student has shown some understanding of the material and subject matter.                                                                                                                                        |
| D            | 60 – 64           | 1.00         |                                                                                                                                                                                                                                  |
| F            | 0 – 59            | 0.00         | <b>Fail.</b> The student has not succeeded in mastering the subject matter covered in the course.                                                                                                                                |

\* Decimals should be rounded to the nearest whole number.

**Table 2. Grade Translation for University of London Programs**

| AAU Percentage Scale* | AAU Letter Grade | University of London Numerical Grade* | University of London Class of Honours |
|-----------------------|------------------|---------------------------------------|---------------------------------------|
| 95 – 100              | A                | 70 – 100                              | First                                 |
| 90 – 94               | A–               | 67 – 69                               | Upper Second                          |
| 87 – 89               | B+               | 65 – 66                               | Upper Second                          |
| 83 – 86               | B                | 60 -64                                | Upper Second                          |
| 80 – 82               | B–               | 55 – 59                               | Lower Second                          |

|                                                           |    |         |               |
|-----------------------------------------------------------|----|---------|---------------|
| 77 – 79                                                   | C+ | 50 – 54 | Lower Second  |
| 73 – 76                                                   | C  | 47 – 49 | Third         |
| 70 – 72                                                   | C– | 45 – 46 | Third         |
| 65 – 69                                                   | D+ | 40 – 44 | Third         |
| 60 – 64                                                   | D  | 35 – 39 | Marginal Fail |
| 0 – 59                                                    | F  | 0 – 34  | Fail          |
| * Decimals should be rounded to the nearest whole number. |    |         |               |

**Table 3. Grades and Grade Points for Chapman University Program**

| AAU Percentage Scale*                                     | AAU Letter Grade | Chapman University Letter Grade | Chapman University Grade Points |
|-----------------------------------------------------------|------------------|---------------------------------|---------------------------------|
| 95 – 100                                                  | A                | A                               | 4.0                             |
| 90 – 94                                                   | A–               | A–                              | 3.7                             |
| 87 – 89                                                   | B+               | B+                              | 3.3                             |
| 83 – 86                                                   | B                | B                               | 3.0                             |
| 80 – 82                                                   | B–               | B–                              | 2.7                             |
| 77 – 79                                                   | C+               | C+                              | 2.3                             |
| 73 – 76                                                   | C                | C                               | 2.0                             |
| 70 – 72                                                   | C–               | C–                              | 1.7                             |
| 65 – 69                                                   | D+               | D+                              | 1.3                             |
| 60 – 64                                                   | D                | D                               | 1.0                             |
| 55 – 59                                                   | F                | D–                              | 0.7                             |
| 0 – 59                                                    | F                | F                               | 0.00                            |
| * Decimals should be rounded to the nearest whole number. |                  |                                 |                                 |

### 3. Pass/Fail Policy

- i. Students in good academic standing may take up to one course per semester on a Pass/Fail basis, excluding courses offered only on a Pass/Fail basis. The total number of courses requested on a Pass/Fail basis cannot exceed three in BA programs and two in MA programs.
- ii. Some courses require letter grades only. Such restrictions are noted in the course descriptions.
- iii. The Pass/Fail option must be exercised officially with the Student Services Center no later than the day of the course withdrawal deadline and under no circumstances may it be changed later to a letter grade. Pass grades will not be calculated into a student's GPA, although they will count as credits toward graduation. Fail grades will be calculated as any other F (i.e. 0.0).

### 4. Grades in Response to Violation of Academic Integrity

- i. Any instance of academic dishonesty must be reported to the Dean of School and processed according to the Standards of Conduct and Discipline Code.
- ii. Besides the sanctions imposed by the Dean of School or the Disciplinary Commission the instructor may independently give a reduced or failing grade on the assignment/exam.
- iii. The sanctions imposed by the instructor may be revoked by the Dean of School or the Disciplinary Commission should they dismiss the case against the student.

- iv. Should the Disciplinary Commission impose a sanction for academic dishonesty that, although related to a specific course, has not been discovered by its instructor before a final grade has been given, the Commission may decide to retrospectively change the course grade.

## 5. Grade Appeal

- i. Professors, as experts in their fields, have the final authority in assigning grades to their students except for in cases involving clear evidence of capricious grading or failure to follow professional standards of the discipline.
- ii. A student may appeal personally to the instructor for an explanation of the grade and for possible reconsideration.
- iii. If, after consulting with the instructor, the grade dispute is not resolved or if the student has made a good faith effort to contact the instructor and has received no response, the student may appeal to the Dean of the School under which the course was offered. All grade appeals must be filed in writing within 30 days from the date that the grade was assigned. The Dean of School may deny the student's petition, confer directly with the instructor of record in the course to resolve the dispute, or form a faculty committee to review the grade.
- iv. After the Dean of School notifies the student of the decision, the student has two weeks to request a review by the Dean of Students. The student is no longer entitled to appeal academic judgment, but only an error in calculation or instructor misconduct. The Dean of Students will render a final decision.
- v. Faculty members may change final grades after submission to the Dean of School only for clerical error. Additional work may not be assigned to enable the student to receive a higher grade.

## 6. Graduation Examination

- i. This Section does not apply to the University of London and Chapman University programs.
- ii. Graduation Examination, conducted under applicable Czech law, is composed of a Thesis Defense and oral State Exams in the subject of study specific to the Degree Program.
- iii. Only students with no arrears in tuition or other payments to AAU may register for Graduation Examination.
- iv. The particulars of State Exams and Thesis Defense shall be contained in their syllabi available in the Learning Management System and/or the AAU's intranet.
- v. State Exams take place three times a year, typically in January, June, and September.
- vi. The State Exams Committee shall be appointed by the Dean of School responsible for the applicable Degree Program from a pool of examiners approved by the Academic Council for each Degree Program. The committee has at least three members.
- vii. Every student has the right to one regular attempt and two corrective attempts of passing the State Exams or the Thesis Defense.
- viii. A corrective attempt cannot be made in the same term. If a student earns a passing grade from his/her State Exams or Thesis Defense, he/she cannot repeat it to improve the grade.
- ix. Students are eligible for undertaking the Graduation Examination if they have fulfilled all other requirements/conditions of the Degree Program and have a cumulative GPA at or above 2.0.
- x. Students may not participate in the State Exams or Thesis Defense without prior registration. Students may unregister from Graduation Examination until they submit the Thesis or until a week before the examination, whichever comes first.
- xi. AAU may cancel a student's registration for the Graduation Examination if disciplinary proceedings have been started with the student.
- xii. Procedure regarding nullity of Graduation Examination pursuant to the Higher Education Act may be initiated by the President. The President will also issue a decision on the nullity should the legal requirements set forth in the Higher Education Act be fulfilled.

## 7. State Exams

- i. This Section does not apply to the University of London and Chapman University programs.
- ii. State Exam questions shall be made available to students no later than six months before the exam.
- iii. All State Exam questions are approved by the respective School's Curriculum Committees or other universities guaranteeing respective Degree Programs taught at AAU.
- iv. State Exam results are written down in the form of a State Exam Protocol which contains the questions drawn by the students, the letter grades, and the date of the exam and is signed by all members of the State Exam Committee.

## **8. Thesis Defense**

- i. This Section does not apply to the University of London and Chapman University programs.
- ii. Students register for their Thesis Defense by submitting the thesis both in the form of a hard copy and electronically to their School of study.
- iii. Students must have access to their opponent's and advisor's reviews no less than three working days prior to the defense.
- iv. The results of the Thesis Defense are written down in the form of a Thesis Defense Protocol which contains a brief description of the defense, the letter grades, and the date of the defense, and is signed by all members of the Thesis Defense Committee.
- v. If the student fails the defense, the protocol must state the reasons for failure and recommendations on whether it is possible to resubmit an amended version of the Thesis or whether the student must submit a new Thesis on a new topic.

## **E. Effectiveness**

This Code was approved by the Board of Trustees on June 8<sup>th</sup>, 2020 and comes into effect upon registration by the Ministry.