

ANGLO-AMERICAN UNIVERSITY

ACADEMIC CODEX

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Principles and Procedures

A. Fundamental Principles

Anglo-American University honors the principles and values outlined below in all its activities and operations aiming towards the fulfillment of its mission and vision. This Academic Codex is built on these principles and values and is designed to ensure that these principles, values, and academic freedom guide AAU and the diverse members of the AAU community through both ongoing development and daily activities.

1. Mission

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

2. Vision

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

3. Values

- i. **Academic Excellence:** Deliver quality programs based on innovative strategies and practical skills of a qualified and diverse faculty.
- ii. **Personal attention to learners:** Instruct in small, dynamic groups using real-world experience, seminar and project-based methodologies that identify and meet individual learner needs and support their continuous development.
- iii. **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.
- iv. **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.
- v. **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.
- vi. **Shared Governance:** Provide relevant stakeholders at all levels with a voice in matters of curriculum, research and operations.

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.

5. Statement on Diversity

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

B. Parts of the Codex

The Academic Codex has the following parts:

- (a) Code on Academic Representative Bodies
- (b) Faculty Code
- (c) Study and Examination Code
- (d) Standards of Conduct and Discipline Code
- (e) Scholarship Code

- (f) Financial Code

C. Policies implied by the Codex

- i. The Academic Codex is based, among others, upon the following policies:
 - (a) **Admission Policy** and **Scholarship Policy** issued by the President on the recommendation of the Vice President of Student Affairs after a review and comments by the President's Collegium in Academic Format, the Faculty Senate and the Student Council
 - (b) **Financial Policy** issued by the President on the recommendation of the Chief Financial Officer, and after a review and comments by the President's Collegium in Executive Format, the Faculty Senate and the Student Council
 - (c) **Faculty Hiring and Promotion Policy** issued by the President on the shared recommendation of the Vice President for Academic Affairs and the Director of Research after a review and comments by the President's Collegium in Academic Format and the Faculty Senate
 - (d) **Academic Program Proposal, Modification, and Review Policy; Policy on Advisory Committees** issued by the President on the recommendation of the Vice President for Academic Quality after a review and comments by the President's Collegium in Academic Format and the Faculty Senate
 - (e) **Research Policy** issued by the President on the recommendation of the Director of Research after a review and comments by the President's Collegium in Academic Format and the Faculty Senate
 - (f) **Faculty Salary Policy** issued by the President on the shared recommendation of the Chief Financial Officer and the Vice President for Academic Affairs after a review and comments by the President's Collegium in Academic Format and the Faculty Senate
 - (g) **Policy on Relationships, Sexual Misconduct, Discrimination, Harassment and Other Forms of Misconduct** issued by the President on the shared recommendation of the Vice President for Academic Affairs and the Vice President of Student Affairs after a review and comments by the President's Collegium in Academic Format, the Faculty Senate, the Student Council and the Alumni Council, and after drafting by and collaboration of the Task Force for Harassment Prevention, Response and Solutions
 - (h) **Staff Policy; Policy on Business Trips; Policy on Contracts, Orders and Reimbursement; Communication Policy; Campus Policy; Budgeting Policy; GDPR Policy** and other administrative policies issued by the President on the recommendation of the Chief Financial Officer, and after a review and comments by the President's Collegium in Academic Format and the Faculty Senate
 - (i) **Student Council Policy** issued by the President on the recommendation of the Dean of Students, and after a review and comments by the President's Collegium in Academic Format, the Student Council and the Faculty Senate
 - (j) **Event Management Policy** issued by the President on the recommendation of the Vice President for Institutional Advancement after a review and comments by the President's Collegium in Academic Format and the Faculty Senate
 - (k) **Life-long Learning Policy** issued by the President on the shared recommendation of the Vice President for Institutional Advancement and the Vice President for Academic Affairs after a review and comments by the President's Collegium in Academic Format and the Faculty Senate
 - (l) **Degree Program Guarantors Policy; Thesis Advising and Reviewing Policy** issued by the President on the recommendation of the Vice President for Academic Affairs after a review and comments by the President's Collegium in Academic Format and the Faculty Senate
- ii. All policies are reviewed and inputs are requested from relevant stakeholders at least once a year. Commenting bodies shall have no less than 15 working days to submit their written comments.
- iii. Vice Presidents, Deans and Directors may issue guidelines as a third-level regulation within the limits set by the Academic Codex and policies.

D. Effectiveness

- i. This Academic Codex must be approved by the Board of Trustees. The Codex comes into effect forthwith except for the Study and Examination Code, Standards of Conduct and Discipline Code, and Scholarship Code which come into effect on the date of registration by the Ministry of Education, Youth and Sports (hereinafter referred to as 'Ministry').
- ii. The Secretary of the Board of Trustees will ensure that the parts which require registration are submitted to the Ministry within 10 days of confirmation by the Board of Trustees, and that the complete Codex is posted in the appropriate section on the AAU website.

E. Amendments

This Academic Codex shall be updated on an annual basis, as required by the University Statute and according to the procedures set forth herein.

- i. No later than 1 February of each year, the President shall appoint an Academic Codex Revision Committee. The Vice President for Academic Affairs, Director of Research and Vice President for Student Affairs or their designees are ex officio members of the Committee. This Committee presided by the Vice President for Academic Affairs shall seek input from AAU stakeholders on possible amendments to this Codex and shall present an initial draft of the revisions to the President.
- ii. No later than 30 working days prior to the Summer Term session of the Board of Trustees, the President shall circulate the initial draft of the revisions for comments to:
 - (a) The President's Collegium in Academic Format;
 - (b) The Faculty Senate;
 - (c) The Alumni Council;
 - (d) The Academic Affairs Committee of the Board of Trustees;
 - (e) The Finance, Planning and Budgeting Committee of the Board of Trustees;
 - (f) The Governance and Assessment Committee of the Board of Trustees, and
 - (g) The Student Council.
- iii. Each of those listed under point ii. above shall have no less than 15 working days to submit written comments to the Academic Codex Revision Committee. The Committee shall review the comments and submit the modified draft Codex together with a document describing settlement of all comments to the President for a final review.
- iv. The President submits the draft Codex together with a document describing settlement of all comments to the Board of Trustees for final ratification no later than 10 working days prior to its regular summer session. The Board of Trustees takes final decision as regards ratification of the text of Academic Codex for the next Academic Year or decides on measures to ensure its resubmission for corrections to the President, who shall take measures deemed necessary to ensure that the Academic Codex is approved by the Board of Trustees not later than 15 days before beginning of the Academic Year for which the amendments introduced should become effective.
- v. The President shall ensure dissemination of the final text along with the written statement of the Board of Trustees to all bodies listed in point ii above. The President's Office shall also ensure the registration of the relevant parts of the Codex with the Ministry.

F. Exceptions

Some of the provisions of this Academic Codex may not apply to matters specific to academic programs where AAU is not the degree-granting institution. In the case of a conflict between this Academic Codex and the provisions governing such programs, the provisions governing such programs shall take precedence over the provisions contained herein.

G. Effectiveness

The Principles and Procedures were approved by the Board of Trustees on June 14th, 2021 and come into effect forthwith.

Anglo-American University

Code on Academic Representative Bodies

The academic representative bodies of AAU are:

- (a) Faculty Senate
- (b) Student Council
- (c) Alumni Council

A. Faculty Senate

1. General Provisions

- i. The Faculty Senate is comprised of faculty members democratically elected according to procedures set forth in this Code.
- ii. The Faculty Senate sets its own By-Laws, subject only to applicable law, the Founders' Deed, the University Statute, and the Academic Codex.
- iii. The President, or his/her designees, shall regularly consult with the Faculty Senate regarding significant matters related to the faculty.
- iv. The Faculty Senate serves as a liaison between the faculty and the administration. This includes assisting in developing and implementing the strategic plan of the university; informing, including, and representing faculty in discussions about university policies, procedures, and changes proposed by the administration; making recommendations to the President of the university regarding faculty issues and interests; and making recommendations to faculty and administration on policies to improve the university environment.
- v. The following matters must be submitted in advance to the Faculty Senate for review and comment:
 - (a) Implementation, substantial modification or termination of a degree program;
 - (b) Application for accreditation and reaccreditation;
 - (c) Establishment or elimination of a School or of a Department within a School;
 - (d) Amendments to the Academic Codex;
 - (e) Policies as listed in Principles and Procedures of the Academic Codex, section C. "Policies implied by the Codex";
 - (f) Issuance of the Faculty Handbook, Student Handbook and Academic Calendar;
 - (g) Issuance of Honorary Degrees.
- vi. The Faculty Senate shall elect, in accordance with the provisions of article 92 (1) a) of the Higher education act, AAU representatives in the Assembly and in the Presidium of the Council of Higher Education Institutions of the Czech Republic.
- vii. The President of the Faculty Senate serves as a representative to the Forum of Presidents of Academic Senates within the Council of Higher Education Institutions of the Czech Republic.
- viii. Meetings of the Faculty Senate are public and meeting minutes are shared on AAU intranet unless a majority of the members present vote to hold part of the meeting 'in camera' and not to publish minutes for 'in camera' discussions. A Member may be present via electronic means, provided that such member can clearly hear the proceedings and can be clearly heard by all other Members.

2. Term and Eligibility

- i. The Faculty Senate has 12 members, of which 10 shall be elected on an individual School basis, two members per School, and the remaining members shall be elected at large.
- ii. Eligible members of the AAU faculty who may be elected to the Faculty Senate are all faculty members except for those in an administrative position that represents 51% or more of full-time appointment.
- iii. The members of the Faculty Senate shall be elected for two academic years, with their term of office starting in October and ending on the day of elections in October after two years. Elections shall be held during the first full week of October. The outgoing Faculty Senate shall hold a joint meeting with the newly elected Faculty Senate after the elections, in order to ensure continuity of the work of the Faculty Senate.
- iv. The term of each member of the Faculty Senate terminates prematurely if the member resigns from the Faculty Senate, if the member becomes ineligible or ceases to be a faculty member, or if the member is expelled.
- v. A member of the Faculty Senate who fails to attend two or more regular consecutive meetings without reasonable justification, or consistently (and not occasionally) fails to participate in Faculty Senate business conducted

electronically without reasonable justification, or in general neglects the duties and behavior of a Senator, can be given a warning by the President of the Faculty Senate. In case the member in question does not rectify his/her behavior within a reasonable time and/or is absent from a third consecutive regular meeting, the Faculty Senate, on the basis of a 2/3 majority, may expel the member. The member must be given the opportunity to submit oral and written remarks to defend him/herself.

- vi. If the term of a member of the Faculty Senate terminates prematurely, the Faculty Senate invites the respective alternate with the highest number of votes received in the last elections to accept membership in the Faculty Senate. The term of the new member begins on a day when the invitation was accepted. If the alternate rejects the invitation, another alternate in the order is invited etc. If there is no alternate willing to accept nomination, a by-election will be held within 30 days. The term of office of the alternate or the newly elected member of the Faculty Senate ends on the date on which the term of office of the replaced member should have ended.

3. Elections

- i. The elections shall be administered by the Faculty Senate with assistance and oversight from the Office of the Vice President for Academic Affairs, in cooperation with the Schools.
- ii. The Dean of each School shall prepare a list of current AAU faculty in that School, including their eligibility. AAU Faculty members with joint appointments between two or more Schools shall only be eligible in their primary School. All disputes regarding eligibility shall be determined by the Vice President for Academic Affairs who certifies the lists.
- iii. The Faculty Senate shall send a call for nominations with a deadline for submission not shorter than two weeks. All eligible faculty may voluntarily become candidates by being nominated by another member of the AAU faculty by a nomination submitted to the Faculty Senate.
- iv. The elections shall be anonymous and shall be conducted by paper ballot or electronically, and must last at least two days. Each AAU faculty member shall have one vote in elections in their primary school and one vote at-large. For each candidate, the votes from the primary school and the votes at-large add up.
- v. At each School, the two candidates with the most votes (understood as a candidate having received at least one vote) shall fill the seats allocated to the respective School. From the remaining candidates, the two candidates with the most votes (understood as a candidate having received at least one vote) shall fill the seats allocated to the faculty at-large. Other candidates (having received at least one vote) shall become alternates.
- vi. The Vice President for Academic Affairs shall certify and the Faculty Senate shall announce the results of the elections.
- vii. If not all seats of the Faculty Senate are filled after an election, a by-election will be held within 30 days.

B. Student Council

1. General Provisions

- i. The Student Council is comprised of AAU students in good standing elected from among and by AAU students according to procedures set forth in this Code.
- ii. The Student Council adopts its own by-laws, subject only to applicable law, the Founders' Deed, the University Statute, and the Academic Codex.
- iii. The Student Council shall elect, in accordance with the provisions of Section 92 (1) a) of the Higher Education Act a student representative in the Student Chamber of the Council of Higher Education Institutions of the Czech Republic and/or his/her substitute from the students in good academic standing.
- iv. The President, or his/her designees, shall regularly consult with the Student Council regarding significant matters related to the student body.
- v. Meetings of the Student Council are public and meeting minutes are shared on AAU intranet. A Member may be present via electronic means, provided that such member can clearly hear the proceedings and can be clearly heard by all other Members.

2. Term and Eligibility

- i. The Student Council has 10 members, of which five shall be elected on an individual School basis, one member per School, and the remaining members shall be elected at large. The term of membership on the Student Council is one year with no legal limitation to the number of terms for which a member may be reappointed.

- ii. Eligible students who may be elected to the Student Council are all students in good standing, i.e., students that have a student status, that are not on disciplinary or academic probation and are in good financial standing with the University.
- iii. Any Student Council member may resign, at any time, upon notice to the President. The resignation shall take effect immediately upon receipt of such notice in writing or by electronic means.
- iv. The term of each member of the Student Council terminates prematurely if the member becomes ineligible. At any meeting of the Student Council, by vote of absolute majority, any Student Council member may be removed for misconduct, incapacity, neglect of duty, or other proper cause; provided that the member shall have been given notice of the proposed removal, the reasons, and an opportunity to be heard thereon, and further, that no such removal shall be voted on without proof established by a preponderance of evidence, as determined by the Student Council. All such matters of removal shall first be referred to the Student Council President.
- v. If the term of a member of the Student Council terminates prematurely, the Student Council invites the respective alternate with the highest number of votes received in the last elections to accept membership in the Student Council. The term of the new member begins on a day the invitation is accepted. If the alternate rejects the invitation, another alternate in the order is invited. If there is no alternate willing to accept the nomination, a by-election will be held within 30 days. The term of office of the alternate ends on the date on which the term of office of the replaced member should have ended.

3. Elections

- i. Student Council general elections take place once a year, within six weeks of the end of the Spring semester, for all 10 positions and hold internal elections for positions thereafter. Representatives serve for one academic year.
- ii. The elections shall be administered by the Student Council with assistance and oversight from the Dean of Students or designee.
- iii. The Student Council sends a call for nominations with a deadline for submission not shorter than two weeks. All eligible students may voluntarily become candidates for the Student Council by a nomination submitted to the Dean of Students or designee, who determines candidate eligibility according to criteria listed above.
- iv. The elections shall be anonymous and shall be conducted by paper ballot or electronically, and must last at least two days. Each student shall have one vote in elections in their School and one vote at-large. For each candidate, the votes from the School and the votes at-large add up.
- v. At each School, the candidate with the most votes (understood as a candidate having received at least one vote) shall fill the seat allocated to the respective School. From the remaining candidates, the five candidates with the most votes (understood as a candidate having received at least one vote) shall fill the seats allocated to students at-large. Other candidates (having received at least one vote) become alternates.
- vi. The Dean of Students shall certify and the Student Council announce the results of the elections.
- vii. If not all seats of the Student Council are filled after an election, a by-election will be held within 30 days.

4. Faculty and Staff Advisor

The Faculty Senate will appoint a faculty member whose role shall be to assist the Student Council in matters of mutual concern. The Dean of Students appoints a member of staff to inform, counsel and guide the Student Council.

C. Alumni Council

1. General Provisions

- i. The Alumni Council is comprised of individuals elected from among and by the AAU Alumni Community (i.e., individuals in good financial, academic and disciplinary standing upon departure from the University, who have been awarded academic credit at AAU) according to procedures set forth in this Code.
- ii. The Alumni Council adopts its own By-Laws, subject only to applicable law, the Founders' Deed, the University Statute, and the Academic Codex.
- iii. The President, or his/her designee, shall regularly consult with the Alumni Council regarding significant matters related to the alumni. A representative of Alumni Council shall sit on various committees as requested. Alumni Council shall consult with the President as needed to discuss matters unrelated to committees which they sit on.
- iv. Meetings of the Alumni Council are public and meeting minutes are shared on AAU intranet. A Member may be present via electronic means, provided that such member can clearly hear the proceedings and can be clearly heard by all other Members.

2. Term and Eligibility

- i. The Alumni Council has five members. At least one member of the Alumni Council must be a recent member (i.e., have graduated at most two years prior the nomination) of the AAU Alumni Community.
- ii. Eligible members of the AAU Alumni Community who may be elected to the Alumni Council are all members of the AAU Alumni Community, who are either based in Prague or can participate remotely via digital means.
- iii. A member of the Alumni Council cannot be simultaneously a member of, nor have family or personal relations to any member of the Board of Trustees or Inspector of AAU, and cannot be a current student or a permanent employee of AAU.
- iv. The term of office of an Alumni Council member shall be two years with no legal limitation to the number of terms for which a member may be reappointed.
- v. Any Alumni Council member may resign, at any time, upon notice to the Chairperson. The resignation shall take effect immediately upon receipt of such notice to the Alumni Council Secretary in writing or by electronic means.
- vi. The term of each member of the Alumni Council terminates prematurely if the member becomes ineligible. At any meeting of the Alumni Council, by vote of absolute majority, any Alumni Council member may be removed for misconduct, incapacity, neglect of duty, or other proper cause; provided, however, that the member shall have been given notice of any such proposed removal, the reasons, and an opportunity to be heard thereon and, further, that no such removal shall be voted except upon proof established by a preponderance of the evidence, as determined by the Alumni Council. All such matters of removal shall first be referred to the Alumni Council Chairperson and the Alumni Council Secretary.
- vii. If the term of a member of the Alumni Council terminates prematurely, the Alumni Council invites the respective alternate with the highest number of votes received in the last elections to accept membership in the Alumni Council. The term of the new member begins on a day when the invitation was accepted. If the alternate rejects the invitation, another alternate in the order is invited etc. If there is no alternate willing to accept nomination, a by-election will be held within 30 days via means of electronic communication.

3. Elections

- i. The Elections to the Alumni Council shall be held every two years.
- ii. The Elections procedure shall begin in December prior to the January Elections. The Alumni Council Secretary shall send an email to the AAU Alumni Community members, announcing the elections and stating the requirements for the Alumni Council membership. Members of the AAU Alumni Community will be able to nominate themselves or one another. The nomination period will be no less than 14 days and no longer than 30 days.
- iii. The Alumni Council Secretary will collect nominations and contact proposed individuals to determine whether they fit the requirements and would like to run.
- iv. If those interested in running are five, then after a confirmation by the current Alumni Council, those five are named as the new Alumni Council. That will be the last act of the current Alumni Council.
- v. If those interested in running are more than five, the Alumni Council Secretary shall email out an electronic ballot to the Alumni Community. The anonymous ballot will only be functional to those with a registered email address provided on the Alumni Community mailing list. Results will be tallied and announced by the Alumni Council Secretary in seven days after the Elections at the latest. After the confirmation from the current Alumni Council, the five candidates with the most votes will be named as the new Alumni Council. Other candidates (having received at least one vote) become alternates. That will be the last act of the current Alumni Council.
- vi. The elections will be valid only if at least 30 members of the AAU Alumni Community will cast a valid ballot.
- vii. In the event that candidates will receive an equal number of votes, the result will be decided by a lot organized by the Alumni Council Secretary under the supervision of the current Alumni Council members.
- viii. In the event that the Elections will not take place at the reunion or will take place, but will not be valid, the second Elections may be alternatively organized by the Alumni Council Secretary via means of electronic communication. This procedure has to be repeated until a new Alumni Council will be named.
- ix. The term of the current Alumni Council will end the day before the term of the new Alumni Council begins. Elections shall start in January and the new Alumni Council shall begin its term no later than one month after the confirmation of the results of the Elections by the current Alumni Council.

4. Alumni Council Secretary

- i. The Alumni Council Secretary shall be a designee appointed by the management of the AAU. The Alumni Council Secretary shall be a permanent guest of the Alumni Council meetings.
- ii. The Alumni Council Secretary shall be responsible for:

- (a) Communication between the Alumni Council and the AAU, and within the Alumni Council, and for supporting the work of the Alumni Council;
- (b) Keeping accurate minutes of the Alumni Council;
- (c) Publishing the Alumni Council minutes on the AAU intranet;
- (d) Sending out the minutes of the Alumni Council meetings to the Alumni Council members as soon as possible after the meeting and no later than 10 days after the meeting.

D. Effectiveness

This Code was approved by the Board of Trustees on June 14th, 2021 and comes into effect forthwith.

Anglo-American University

Faculty Code

A. Education Principles

In accordance with its mission 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:

- (a) **Professionalism:** AAU instructors come to class prepared and on time. They follow the syllabus and the course schedule, and they do not cancel classes unless it is 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.
- (b) **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.
- (c) **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.
- (d) **Dedication:** AAU instructors are enthusiastic and dedicated to their profession. They care about their subject; they care about education; and they care about students.

B. Faculty

1. General Provisions

- i. The faculty of AAU comprises persons appointed to AAU in pedagogy, research, development and other academic activities. Persons without an appointment may contribute as guest lecturers, thesis advisors or reviewers, etc. but are not considered AAU faculty.
- ii. Faculty, typically are engaged at AAU
 - (a) as employed faculty on the basis of an employment contract, or
 - (b) as adjunct faculty on the basis of agreement on work performed outside an employment relationship, and are 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.
- iii. Faculty may also be engaged as external faculty, i.e., without any work agreement or employment contract, but with AAU affiliation.
- iv. 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 Faculty Hiring and Promotion Policy and applicable law.
- v. Faculty can perform work outside of the regular workplace, i.e., the campus, pursuant to Section 317 of the Labor Code, with the exception of teaching, consultation hours, examination, and service or administrative duties, which are mandatorily performed on campus or another workplace as agreed upon with AAU. Exceptions may apply per the decision of the President or designee.
- vi. Compensation for faculty is determined by a policy issued by the President. Adjunct faculty members with a teaching appointment are compensated on a per course basis according to their academic rank. For employed faculty the policy sets forth salary ranges for respective academic ranks and degrees. Salary of employed faculty can be no lower than the minimum of a salary range corresponding to their academic rank. The position within the salary range is determined pursuant to this Code and with consideration of market factors, meritorious performance, and each faculty member's qualifications, number of years of service, evaluation data, and professional development.

2. Ranks and Duties

- i. AAU’s internal faculty ranks are listed in Table 1. The ranks are further divided into degrees within the respective ranks as specified below. For employed faculty the ranks are awarded within the teaching and research tracks.
- ii. Adjunct lecturers have duties in two areas: teaching and service.
- iii. Employed faculty members on the teaching track have duties in the areas of teaching, service, creative, research or other professional activities, scholarship of application, and public outreach. The full-time teaching load equals eight courses per academic year which is usually equally divided into two semesters.
- iv. 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.
- v. The track of the employed faculty members is determined by the relevant Hiring and Promotion Committee at the moment of hiring and may be changed in the future according to the rules set in the Faculty Hiring and Promotion Policy.

Table 1. Faculty Ranks

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

3. Professional Rights of Faculty

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

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

C. Faculty Responsibilities

1. General Provisions

- i. General faculty obligations require faculty members to engage in ethical conduct and respectful communication; co-operate with Department Chairs, Deans, AAU committee members and other members of the AAU community; uphold AAU’s mission statement and values; encourage diversity and uphold academic freedom within the classroom; participate in peer reviews and student evaluations; respect and maintain confidentiality; and, to the best of their abilities, as dictated by the school’s resources, provide necessary accommodations for students with documented disabilities.
- ii. Specific faculty obligations are elaborated in the contract and in the Faculty Handbook.

2. Communication

- i. All faculty members are required to check their AAU e-mail regularly and respond promptly.
- ii. All faculty members are required to use the University approved learning management system and online-course platform and maintain accurate and timely information for students.
- iii. Faculty members are required to use their aauni.edu e-mail address when communicating with students by email; they should address the students at their respective aauni.edu accounts.
- iv. Faculty members are required to inform the Dean of their School about substantial problems with student performance. At minimum, the instructor 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).
- v. Faculty members are required to immediately communicate any activities that violate the Standards of Conduct and Discipline Code or school standards to the Dean of their School.

3. Course Development and Maintenance

- i. All faculty members are required to use the AAU syllabus template as specified in the guidelines of the Vice President for Academic Affairs.
- ii. All course syllabi must be presented to the Department Chair for review and modification guidance and then to the respective Dean of School for approval by the date established by the School, and in any case no less than one month before the start of the semester.
- iii. All copyrightable instructional materials created for AAU courses and used by AAU instructors, including course syllabi, are considered an employee work pursuant the Copyright Act.
- iv. Consultation hours for each faculty member must be listed in the syllabus and available to students at the instructor's School.
- v. Faculty members must submit their course grades, final assessments, attendance sheets, tests, and other documents specified by their School by the deadline(s) established by the School.
- vi. Faculty members cannot excuse a student's absence. Students must complete the Absence Excuse Request Form and supporting documentation and submit both to the Dean of Students for review.

4. Assessment

- i. 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.
- ii. Students are to be informed about assignments at the beginning of a course. Assignments must be stated in the syllabus and 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 number of assignments or their structure or weights without prior approval from the Dean of the respective school.
- iii. Assessment of coursework at AAU must be early, continuous and diverse:
 - (a) Students should receive the first substantive feedback on their performance by the fifth week;
 - (b) Students should receive appropriate written feedback on all assignments;
 - (c) All courses should be assessed minimally by three substantive pieces of work distributed over the semester;
 - (d) No single assessment piece should represent more than 35% of the final course grade.
- iv. To maximize the learning experience, it is important to provide students with performance up-dates throughout the semester. Reports due to the Deans of Schools as defined above in Section C.2.iv of this Code regarding underperforming students should also be shared directly with the affected students.
- v. Faculty members must regularly correct assignments submitted throughout the semester. Comments and feedback must be supplied to the students within two weeks.

5. Class Cancellation

- i. Class cancellation is discouraged; faculty members should propose appropriate substitutes to the respective Department Chair if possible. If extenuating circumstances, such as serious illness, should arise that require more than two cancellations, arrangements must be made with the respective Dean of School. Class cancellations should be limited to situations that are unexpected and urgent and should not be used for holidays or unnecessary events.

- ii. The Dean of School and Department Chair must be informed in advance or as soon as feasibly possible if an emergency makes advance notice impossible. Proper notification consists of an e-mail addressed to the respective Dean of School with the course code, name, date and time of the class listed; the receptionist should be included in the copy.
- iii. All cancelled classes must be rescheduled.
- iv. Faculty members are responsible for arranging a make-up session in the regular make-up slot as set forth in the Academic Calendar. For good cause the Dean of School, after consultation with the respective Department Chair, may allow the instructor to organize the make-up session outside of these regular slots.
- v. Make-up dates may not be determined without consulting the affected students, the respective Department Chair, and the Dean of School. No required in-class assignments, quizzes, tests, etc. may be scheduled during a make-up session, AAU break or on a public holiday.

D. Faculty Hiring and Promotion

1. Hiring

- i. Adjunct faculty and external lecturers are appointed by the Vice President for Academic Affairs on the nomination of the respective Dean of School in consultation with the respective Department Chair. Research fellows are appointed by the Director of Research on the nomination of the respective Dean of School in consultation with the respective Department Chair and Vice President for Academic Affairs.
- ii. 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.
- iii. 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.
- iv. 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 approval by the Director of Research is required for faculty on the research track. Special provisions apply to faculty hired to administrative positions of Dean of School or Vice President.
- v. 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 employment positions in respective ranks to be opened at individual Schools in the next two academic years and is submitted annually to the President for final approval after consultation with all Vice Presidents and Deans of Schools.
- vi. The Hiring and Promotion Committee has no less than 5 members and is appointed ad hoc by the Dean of the School which is hiring. The Committee may be presided over by the Dean of School 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. The Dean of School is encouraged to involve students in participating at teaching demonstration or the Hiring and Promotion Committee, whenever possible. Should a candidate for hiring or promotion serve as Dean of School or have a joint appointment for more than one School, the AAU Hiring and Promotion Committee will be appointed and may be presided over by the Vice President for Academic Affairs. In case of promotion within the Teaching Track, an expert from outside AAU may be substituted by a faculty member from another AAU School.
- vii. 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.
- viii. 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.
- ix. 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.
- x. 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.
- xi. 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.

2. Performance Review and Promotion

- i. Faculty members are promoted by the Vice President for Academic Affairs on the recommendation of the respective Dean of School 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 is required unless the faculty member holds an external title equivalent to the respective AAU rank from an accredited institution.
- ii. The AAU Faculty Hiring Plan is reviewed every year. It sets the targets for hiring new faculty, and for possible overall increase in faculty compensation.
- iii. If established, the Council for Academic Quality Supervision shall set the rules for monitoring overall academic quality as concerns activities of both teaching and research faculty, Department Chairs and Deans of Schools. The Vice President for Academic Quality shall provide feedback on monitoring results to AAU management, as well as assessed individuals. Until Council for Academic Quality Supervision is established this right belongs to Academic Council.
- iv. The performance of faculty members is reviewed every year by the respective Dean of School in cooperation with the respective Department Chair and Director of Research in case of faculty on the research track. The rules set by the Council for Academic Quality Supervision may provide for additional quality of teaching and creative activities procedures.
- v. The Vice President for Academic Quality is entitled to appoint a peer reviewer for any course or faculty member in accordance with the rules set by the Council of Academic Quality Supervision.
- vi. Adjunct faculty members are reviewed in the areas of teaching and service according to the requirements set forth the Hiring and Promotion Policy. Based on the review, the Dean of School may recommend a promotion to the Vice President for Academic Affairs.
- vii. 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. Based on the review, the Dean of School 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. The Vice President for Academic Affairs determines the salary change after a consultation with the Director of Research and the Vice President for Academic Quality. Salaries of employed faculty are adjusted annually effective September 1 within the limits set forth by the Hiring Plan as approved by the AAU President for the given Academic Year.
- viii. Employed faculty members except for those in the highest rank may request a review according to the AAU Faculty Hiring and Promotion Policy by the Hiring and Promotion Committee. Based on the review, the committee may recommend to the Vice President for Academic Affairs a promotion of the faculty member.
- ix. The Dean of School 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.
- x. Review by the Hiring and Promotion Committee shall be waived if the candidate for promotion holds an external title equivalent to the AAU's rank.
- xi. Faculty members appointed to a position of a Dean of School are reviewed by the Vice President for Academic Affairs. All provisions including those related to supervision of the academic quality shall apply accordingly.
- xii. The assessment should be conducted holistically. Failure to achieve minimal compliance in one assessment area should not disqualify a candidate from being hired or promoted if he/she excels in other areas. In the research track, however, failure to obtain at least minimal compliance in research rules promotion out.

E. Grievance Procedure

- i. For all grievances, attempts shall be made to settle the dispute by informal discussions between the concerned parties.
- ii. If a faculty member's grievance is not settled informally between the concerned parties, an official grievance may be filed to the head of the concerned unit (Director, Dean of School or Vice President).
- iii. Before a final resolution is reached, no adverse decision regarding future assignment of teaching to adjunct faculty should be taken.
- iv. Within two weeks of receipt, the head of the unit shall decide the case and in writing notify the concerned parties of the decision, together with reasons thereof as well as information on the procedure for appeal.

- v. If the grievance alleges a violation of the fundamental standards and/or professional rights as per this Faculty Code, the faculty member may request in the official grievance a hearing before the Faculty Senate.
- vi. Should such a hearing be requested, the decision must be postponed until the Faculty Senate provides its recommendation. The Faculty Senate shall convene within 45 days of receipt of the request and shall issue its recommendation no later than 10 days after the hearing.
- vii. Within two weeks of receiving the recommendation the head of the concerned unit shall decide the case and in writing notify the concerned parties and the Faculty Senate of the decision, together with reasons thereof as well as information on the procedure for appeal.
- viii. The head of the unit cannot override a favorable recommendation from the Faculty Senate. Should he/she believe that overriding the decision is desirable, the matter shall be passed to the Vice President for Academic Affairs or President as appropriate for second review and final decision.
- ix. Grievances alleging a violation of the professional rights filed with the Director or Dean of School shall be passed for second review to the Vice President for Academic Affairs. Should the grievance be filed outside of academic administration, the Vice President for Academic Affairs shall decide the case in consultation with appropriate Vice President.
- x. Grievances alleging a violation of the professional rights filed directly with the Vice President shall be passed for second review to the President.
- xi. The Vice President for Academic Affairs or President shall review the case alleging a violation of the professional rights and in writing shall notify the concerned parties and the Faculty Senate of his/her decision, together with reasons therefor within 15 days of the receipt of the case.
- xii. First instance decisions on the grievance may be appealed to an immediate supervisor of the head of the unit which issued the decision within two weeks of receiving the notification on the decision.
- xiii. The immediate supervisor shall decide on the appeal and in writing shall notify the concerned parties within 10 days of receipt of the case. The second review of the grievance alleging a violation of the professional rights cannot be appealed.

F. Effectiveness

This Code was approved by the Board of Trustees on June 14th, 2021 and comes into effect forthwith.

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 for full-time students.
- 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 offered 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, including course name, course description, course learning outcomes and credit value, must be approved by respective School Curriculum Committees or by a university committee as set by the President in case of courses in the General Education Module, or other universities guaranteeing respective Degree Programs. The approval must be sought every two years or when a change is proposed.
- v. Degree Programs guaranteed by external institutions are governed by the respective institutions in any area of conflict with this Codex.

3. Credit Hours and Credits

- i. AAU uses the American semester credit hour system and the European Credit Transfer and Accumulation System (ECTS). Credit hours and credits are a commonly accepted means of measuring student engagement for multiple purposes, including the transfer of students from one institution to another. The definition of the credit hour complies with the requirements of the Credit Hour Policy set out by the Western Senior College and University Commission (WSCUC). The definition of the credits complies with the ECTS.
- ii. A credit hour shall represent one hour (50 minutes) of classroom or another form of synchronous faculty instruction combined with approximately three hours of out-of-class student work per week throughout one semester of 14 weeks. In total, one credit hour equals 14 contact hours and 36 out-of-class hours per term. Thus, the three-unit course should generally have 42 contact hours and 108 out-of-class hours over the course of the term.
- iii. Courses are structured so that one credit hour is the functional equivalent of two ECTS credits. Thus, one ECTS credit corresponds to 25 hours of student workload at AAU.

- iv. Courses shall meet for the required number of contact hours and shall offer an opportunity to prepare, to study, and to actively engage with course materials. A course offered in a term of less than 14 weeks shall contain the same contact hours, out-of-class time, content, and requirements as the same course offered over a 14-week term.
- v. Should a course include fewer contact hours than described above, or should the synchronous instruction be delivered online instead of in-person, an approval by the Vice President for Academic Affairs must be sought.
- vi. An equivalent amount of work as required for the course described above shall be defined for other academic activities as established by AAU, such as internships, practica, studio work, and other academic work leading to the award of credit hours.
- vii. In general, courses should not carry more than three credit hours. Exceptions should be limited to cases where intensive study is appropriate and practicable.
- viii. The application of the credit hour policy across the institution shall be reviewed periodically to assure that credit hour assignments are accurate, reliable, and consistently applied. Institutional metrics, such as statistical analyses of student course evaluations, shall be taken into account in the review process.
- ix. After every semester, the Institutional Research Office shall review student feedback regarding course workload. Courses whose results deviate considerably from the values described above, must be reviewed by the respective Dean of the School in cooperation with the instructor of the course, and the workload expectations or the credit hour value of the course shall be adjusted.

4. 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.
- 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 or in print.
- iii. AAU policies are updated annually and published on AAU's intranet.

5. 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 instruction of the first semester in which he/she is enrolled in courses as part of a Degree Program taught at AAU, or on the date of admission (whichever comes later).
- ii. AAU may require admitted students to take preparatory courses should they have insufficient skills in critical areas as determined by their Schools.
- iii. If he or she has not done so before, the admitted student must submit authenticated hard copies of relevant admission documents by the deadline specified in the admission decision, in the Admission Policy or within the deadline specified by the President.
- iv. 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.
- v. 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 15th day after the announcement.
- iv. Affirmative decisions pursuant to Section i. (b) supra and decisions pursuant to Section i. (c) supra may be delivered via the AAU's student information system. Notification is deemed effective on the first day after the decision is made accessible in the information system. Electronic delivery is also allowed in the case of affirmative decision on admission, should the applicant express his/her agreement with such an option in the application.
- v. 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 the 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 may request 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 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 all religious orientations, and therefore accepts religious holidays as a justification of a students' 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 a maximum of 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 transfer/placement test.
- iv. A non-refundable credit transfer fee will be assessed per credit and is defined in the Financial Code, section B "Tuition and 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. All grades are transferred in this case.
- 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 from another

School at AAU may satisfy AAU's CertHE course requirement (AAU classes that are taken in addition to University of London courses); such credits may be transferred 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 G.3.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 C.1.iii of this Code.
- viii. Should a reinstated student remain on academic probation after two consecutive semesters he/she will be terminated pursuant to C.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 C.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 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 their studies, fails to fulfill the academic requirements of the Degree Program, or is expelled according to the Disciplinary Code.
- ii. The student resigns from their studies by submitting a completed Resignation Form to their Dean of School or the Student Services Center; their termination is effective upon the delivery of such a notice to AAU.
- iii. If the student fails to fulfill the academic requirements of their Degree Program, other than registration for courses, on the last day before the start of the next semester, the termination is effective the following day.
- iv. If the student fails to fulfill the academic requirements of their Degree Program by failing to register courses for the semester by the end of the Add/Drop period without being granted a study extension, the 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 at AAU are terminated will be reported by the Chair of the Laws Programs to the University of London.
- viii. Law Students whose studies are terminated by the University of London will also be terminated by AAU for not fulfilling the academic requirements. The Chair of the Laws Programs will inform Student Services of such termination.

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 which may be issued to every graduating student. 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. The list of possible advisors and other relevant information is published on the respective School's intranet page.
- 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 completed 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 take the course for no 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	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.			

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
93–100	A, A–	A	4.0
90–92	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
0–69	D+, D, 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. Students submit the request for a Pass/Fail grade to the Dean of their School no later than the day of the course withdrawal deadline. Pass/Fail grades may not 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 retroactively change the course grade.

5. Grade Appeal

- i. Instructors, 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 to correct clerical error(s). 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 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 14th, 2021 and comes into effect upon registration by the Ministry.

Anglo-American University

Standards of Conduct and Discipline Code

A. General Provisions

1. Fundamental Standards

- i. All members of the AAU community, i.e., all faculty, staff, students, governing entities, and affiliates are expected to respect and uphold the rights and dignity of others regardless of race, color, national or ethnic origin, gender, gender orientation, gender identification, age, religion, disability, political affiliation, or socio-economic status. AAU values integrity, honesty, open and free communication and academic freedom, and strives to integrate these values into teaching practices, business dealings, and daily activities.
- ii. All members of the AAU community are expected to respect and uphold the integrity of the university and its values in their personal conduct as well as in their interactions with others.
- iii. All members of the AAU community are expected to abide by all applicable laws and university policies and uphold the standards of academic integrity and intellectual honesty expected of an educational community.
- iv. Adherence to these standards makes each member of the community responsible for bringing suspected violations of applicable standards or regulations to the attention of the appropriate department. Raising suspected violations is a service to the community at large as it helps to maintain high academic standards and ensure the personal integrity expected of an AAU graduate.

2. Core Values of Conduct

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

3. Interpersonal Conduct in a Multicultural Environment

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

4. Free Speech

- i. AAU supports every individual's right to freedom of expression. AAU also recognizes the importance of fostering a culture of tolerance and civility that is a cornerstone for the accomplishment of its educational goals. Within the

classroom, visual and/or aural demonstrations, depictions or conduct that may be offensive to an individual will not be restricted when there is a legitimate pedagogical context, such as material having an appropriate connection to course subject matter.

- ii. Expression that is severe, persistent, and objectively offensive, that is directed toward an individual and has the effect of limiting or deny educational or employment access, benefits or opportunities is not a protected form of speech or expression, and can form the basis of a violation of the Policy on Relationships, Sexual Misconduct, Discrimination, Harassment and Other Forms of Misconduct.
- iii. 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.

5. Improper Conduct

- i. Students and faculty may not be subject to disciplinary proceeding for conduct outside the school or AAU official housing facilities that has no direct relation to AAU and its community.
- ii. All members of the AAU community may be subject to disciplinary hearings for acts of non-academic misconduct including:
 - (a) Violations of a university code or policy;
 - (b) Violations of an applicable law;
 - (c) Theft of property or services, intentional or reckless property damage;
 - (d) Document falsification – the discovery of a falsified admissions document prior to the start of studies will result in an automatic denial of admission, while discovery after the start of studies may result in expulsion and denial of re-admission;
 - (e) Impersonation of another;
 - (f) Research related misconduct and/or intentional misappropriation of the writings, research, and findings of others;
 - (g) Election tampering;
 - (h) Drug or alcohol related intoxication while on campus;
 - (i) Physical or verbal assault or threats;
 - (j) Knowing or reckless exposure of another to significant danger;
 - (k) Sexual misconduct;
 - (l) Harassment;
 - (m) Stalking;
 - (n) Hate crimes and aggression motivated by race, sexuality, gender orientation, and religion;
 - (o) Bullying and cyberbullying;
 - (p) Breach of confidentiality;
 - (q) Discrimination, including harassment, on political grounds or for reasons of race, color, religion, sex, sexual orientation, gender identity, ethnic origin, national origin, ancestry, marital status, pregnancy, parenthood, physical or mental disability, or because of age or citizenship or for other arbitrary or personal reasons;
 - (r) Any behavior that is substantially incompatible with common standards of respect, adult responsibility, and academic integrity.
- iii. Sexual Misconduct
 - (a) AAU maintains a policy of zero tolerance for sexual misconduct regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. Zero tolerance means that AAU will remedy all unwelcome conduct of a sexual nature and will impose serious sanctions on anyone who violates this policy.
 - (b) Please refer to AAU’s Policy on Relationships, Sexual Misconduct, Harassment, and Discrimination for information and details on AAU’s policy with regard to what amounts to sexual misconduct, harassment and discrimination; which relationship may or may not be acceptable within the AAU community; how all concerns, complaints and allegations can be addressed and remedied; and how to access and receive help and support.

6. Reporting Options and Confidentiality

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

- (b) **Private Reporting:** Members of AAU community may seek advice from individuals who are not required to reveal private, personally identifiable information unless there is cause for fear for the reporting person's safety, or that of others. These individuals include employees without supervisory responsibility or remedial authority to address misconduct, such as faculty members, Student Council advisor, Student Services Center staff, Career Center staff, Admissions staff, HR office, among others. Some are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about the report unless given permission, except in the rare event that the incident reveals a need to protect the victim or other members of the community. If any personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect the privacy.
- (c) **Formal Reporting:** Members of AAU community are encouraged to speak to the supervisor of the person suspected of misconduct (for students: the relevant Dean). If there is no known initiator of misconduct, they should speak to their supervisor (for students: their Dean of School) or to the Investigation Officer. All members of the AAU community have the right, and can expect, to have incidents of misconduct taken seriously by AAU when formally reported, and to have those incidents investigated and properly resolved through administrative procedures described in this Code. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as small as possible to preserve the rights and privacy.
- (d) **Anonymous Reporting:** If a person is uncomfortable reporting misconduct personally, he/she may do so anonymously by completing a web form on AAU website. In this case, the person cannot be informed of the result and the reporting needs not initiate a formal investigation.
- ii. All disciplinary proceedings are confidential and conducted in accordance with the General Data Protection Regulation. The outcome may be shared only with persons who have been directly involved (including the complainant) or who need the information for the purposes of performing their work (or other) duties.
- iii. AAU Community members are encouraged to report any interpersonal misconduct to the designated official, when they become aware of such misconduct.

7. Allegation of Improper Conduct

- i. Reporting a suspected violation of AAU Standards of Conduct may result in an official allegation of improper conduct and subsequent disciplinary proceeding.
- ii. Anyone may submit a signed written complaint alleging a violation of Standards of Conduct to the attention of the supervisor of the person suspected of misconduct (for students: the relevant Dean). Before submitting a formal complaint, everyone is encouraged to first consider informal means of resolving the behavior such as informal discussions with the help of the relevant supervisor.
- iii. Should the supervisor have a conflict of interest, the complaint may be submitted directly to the Investigation Officer.
- iv. Initial allegations of misconduct that are found to be false and maliciously motivated may themselves become the basis of a disciplinary action. No allegations made in good faith, however incorrect, will be the basis for discipline against a complainant, and efforts will be made to assure that no retaliatory actions occur over the good faith reporting of alleged misconduct.
- v. Upon receipt of an allegation of improper conduct the supervisor within one week either begins the disciplinary process or defers the allegation if (even after possible clarification by the complainant) it is ambiguous or unsupported by any evidence. If the complainant expresses his/her disagreement with the deferral, the disciplinary process must be started in any case.
- vi. At the beginning of the disciplinary process, the supervisor shall within two weeks of the receipt of the allegation:
 - (a) Inform the accused person of the allegations in writing, including references to the time, place, others present, when the alleged acts occurred, etc.;
 - (b) Provide the accused person with documents supporting the allegation;
 - (c) Provide the accused person a two-week period within which to respond in writing to the allegations of misconduct;
 - (d) Inform the accused person of the follow-up disciplinary procedure;
 - (e) Notify the Vice President for Academic Affairs, should the accused be an Employed Faculty member.
- vii. The supervisor may conduct an initial inquiry to determine whether the allegations have merit and whether a formal investigation is warranted.

B. Students

1. Improper Student Conduct

- i. Any faculty member or staff may, if a student engages in disruptive or other conduct unsuitable for a classroom environment of an institution of learning, require the student to withdraw from the class for the duration of the activity or for the day. Should such a demand be made, the circumstances shall be relayed by the instructor/administrator to both the Dean of the School of the instructor/administrator and of the student's School in writing within 24 hours of the incident.
- ii. Should the suspected violation of the Code involve any kind of sexual and interpersonal misconduct the procedure and the punishment will be governed by the Policy on Relationships, Sexual Misconduct, Discrimination, and Harassment.
- iii. Students may be subject to disciplinary hearings for any failure to meet the standards set out in this Code including:
 - (a) Plagiarism;
 - (b) Submission of bought papers or of work undertaken or previously submitted in another course;
 - (c) Cheating, attempts to cheat, introduction of, or possession of, tools that may effectuate cheating including but not limited to unpermitted books, notes, phones, computers, microphones, or electronic or other devices capable of storing information, etc.
 - (d) Unpermitted collaboration;
 - (e) Giving or receiving unpermitted assistance on a take-home assignment or examination;
 - (f) Copying from, or allowing another student to copy from, an examination or other piece of work;
 - (g) Giving or receiving aid on any assignment where one should reasonably have been aware that such aid was not permitted;
 - (h) Undertaking activities that impact the academic environment or the sense of safety and security of a classroom;
 - (i) Undertaking activities that interfere with the study of other students.
- iv. Any person may raise an allegation of improper conduct against a student. Such allegation should be reported to the Dean of the School under which the student is studying together with all necessary supportive evidence.

2. Disciplinary Procedures for violation of standards set out in this Code

- i. If the accused student acknowledges the truth of the claim or fails to communicate with the Dean of School, and the offense is a minor first offense, the Dean of School may decide on the merits of the case. The decision shall be communicated to the student within two weeks of the student's acknowledgement of the charges or one month after informing the student of the charges in the event that the student failed to communicate.
- ii. If the student denies the claims and/or the offense is not a minor first offense, the Dean of School must pass the allegation to the Disciplinary Commission without delay.
- iii. The Disciplinary Commission shall:
 - (a) Notify the student of the time and location of the Disciplinary Hearing. The hearing can take place no less than one week and no more than three weeks of the receipt of the allegation;
 - (b) Inform the student of their right to submit a written statement in their support and/or to appear in person at the Disciplinary Hearing;
 - (c) Request of the student that a list of witnesses or documents to support their stance be immediately provided for invitation and/or consideration by the Disciplinary Commission.
- iv. The Disciplinary Commission meeting shall decide on the merits of the case and inform the student and the respective Dean of School about the decision in writing within a week of the hearing.
- v. Allegations of bought papers, intentional or consistent plagiarism, interpersonal threats or violence, whether it be verbal, physical or sexual, property damage, and other matters of a serious nature shall not be considered as minor issues.
- vi. The Disciplinary Commission is composed of the Investigation Officer who is the Chair of the Disciplinary Commission, and two members nominated by the Faculty Senate and two members nominated by the Student Council. Any member of the Commission shall recuse herself/himself from decision-making should there exist a conflict of interest. The members of the Disciplinary Commission must sign a confidentiality clause in order to be appointed.

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

- i. In the case of a first instance of misconduct of minor importance, a student may only be punished by a formal letter with a warning.
- ii. In the case of serious and/or repeated misconduct, a student may be punished by non-academic probation or expulsion.
- iii. The terms of non-academic probation may require that the student, within the test period determined by the Disciplinary Commission,
 - (a) Refrain from improper conduct; and/or
 - (b) Issue a letter of apology; and/or
 - (c) Attend counseling or tutoring; and/or
 - (d) Complete an assignment as determined by the Disciplinary Commission.
- iv. False statements made during the course of the process may result in additional sanction(s).
- v. Students who violate the terms of non-academic probation will be expelled.

C. Faculty

1. Improper Faculty Conduct

- i. Should the suspected violation of the Code involve any kind of sexual and interpersonal misconduct the procedure and the punishment will be governed by the Policy on Relationships, Sexual Misconduct, Discrimination, and Harassment.
- ii. Faculty may be subject to disciplinary hearings for any failure to meet the standards set out in this Code, including:
 - (a) Arbitrary denial of access to instruction;
 - (b) Evaluation of student work by criteria not directly reflective of course performance;
 - (c) An undue and unexcused delay in evaluating student work (generally, more than two weeks);
 - (d) 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;
 - (e) Participating in or deliberately abetting disruption, interference, or intimidation in the classroom.
 - (f) Significant intrusion of material unrelated to the course;
 - (g) Unfair preferential treatment to one student or group of students at the expense of another.
 - (h) Failing to attend meetings called by the Dean of School, the Dean of Students, the Vice Presidents or the President without a valid excuse;
 - (i) 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.

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

- i. Based on the allegations, the initial inquiry (if any), and the response (if any) of the accused, the Dean of School shall make a decision falling into one of two categories within 21 days from receiving the complaint:
 - (a) That insufficient grounds have been presented to warrant further pursuit of the allegation and, therefore, that the accused will be subject to no discipline or only minor discipline.
 - (b) That there is presumptive evidence for major discipline and that a formal investigation is warranted. If so, the Dean of School will notify the accused in writing summarizing the evidence received and the conclusions of the initial inquiry, if any.
- ii. If, in the previous step, the Dean of School determines that minor discipline is warranted, the final disciplinary action will, at that point, be taken by the Dean of School with the matter being subject to appeal to the Investigation Officer.
- iii. If, in the previous step, the Dean of School concludes that grounds for major discipline may exist, the Dean of School will so notify the faculty member and will refer the matter to the Investigation Officer for investigation.
- iv. The Investigation Officer shall appoint a special Investigation Committee from at least two individuals with knowledge and background appropriate to carry out the investigation. The members of the Investigation Committee must sign a confidentiality clause in order to be appointed.
- v. In its investigation, the committee will be expected to talk with witnesses and review documentary evidence, secure necessary and appropriate expertise to carry out a thorough and authoritative evaluation of the relevant

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

- vi. The committee will work towards reaching findings of fact in regard to the Dean of School's charge. If the committee finds facts that appear to constitute a breach of relevant AAU or general scholarly standards of performance or conduct, the committee's report shall state the nature of the breach and assess the seriousness of the breach.
- vii. After receiving the report with findings of fact from the committee, the Vice President for Academic Affairs will reach a decision and determine the disciplinary action and the appropriate sanctions to be taken against the accused. The severity of the discipline will not exceed a level that is reasonably commensurate with the seriousness of the cause.
- viii. The decision of the Vice President for Academic Affairs may be appealed to the Faculty Senate. The Faculty Senate shall investigate the matter and submit a report including findings of fact, conclusions, and recommendations to the President for a final decision.

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

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

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

D. Staff

Section "C. Faculty" above applies to AAU staff equally. The final decision is made by the Chief Financial Officer. The decision may be appealed to the President.

E. Effectiveness

This Code was approved by the Board of Trustees on June 14th, 2021 and comes into effect upon registration by the Ministry.

Anglo-American University

Scholarship Code

A. Introductory Provisions

- i. AAU disburses scholarships from financial resources stemming mainly from tuition, contributions, grants and sponsorships.
- ii. Scholarships are distributed at the discretion of the President. The President is authorized but not required, unless mandated by law, to release or distribute any funds for the scholarships set forth herein.
- iii. Unless stated otherwise in this Academic Codex, the Student Services Center issues and accepts the application forms for AAU scholarships that require an application. The deadlines and application procedures for each scholarship are detailed below.
- iv. Scholarships disbursed by AAU do not apply to MBA students, with the exception of MBA Alumni Scholarship, or to auditing students, with the exception of Alumni Scholarship.

B. Types of Scholarships

AAU scholarships include but are not limited to the following. For further details, see the Scholarship Policy.

1. Merit Based Scholarship

A Merit Based Scholarship is awarded to a student for excellent study results.

2. MA Fellowship

MA fellowships are offered to the best AAU bachelor graduates (including LLB) for continued studies at AAU. Students on fellowship are required to provide assistance to AAU.

3. Alumni Scholarship

Anglo-American University offers scholarships to graduates of any programs of Anglo-American University, Anglo-American College, The New Anglo-American College in Prague, and Anglo-American Institute of Liberal Studies.

4. The Journalism Scholarship

Anglo-American University rewards the most committed students of the BA in the Journalism and Communications program for their contributions to the AAU student publication, *Lennon Wall*.

5. MBA Alumni Scholarship

Anglo-American University offers MBA Alumni Scholarships to its alumni.

6. Special Scholarships

A Special Scholarship is a one-time scholarship which may be awarded to a student or applicant upon: (a) fulfillment of conditions announced by the President; or (b) fulfillment of conditions announced by the President on behalf of another provider.

7. Scholarships Granted by the Ministry of Education, Youth and Sports

Scholarships granted by the Ministry may be awarded to students who fulfil all the conditions announced by the Ministry.

C. Common Provisions

- i. The President shall determine which scholarships shall be awarded, the criteria for awarding these scholarships, and the amounts of such scholarships no later than July 1st for the next academic year. The President's decisions shall be published in the Scholarship Policy on the AAU website.
- ii. Scholarships are not awarded retroactively. A student who might have been eligible for a scholarship but failed to apply in a timely manner has waived any eligibility for the scholarship.
- iii. Scholarships are not awarded to students who have already completed 90 US credits in undergraduate Degree Programs and 60 US credits in graduate Degree Programs.

- iv. Unless explicitly provided for otherwise, all scholarships are awarded in the form of tuition credits, i.e., crediting the amount of the scholarship to the student's tuition payments.
- v. Should a student be awarded more than one scholarship simultaneously, and/or the same scholarship repeatedly, all such scholarships may be awarded, unless the terms of the scholarship specifically state otherwise.
- vi. The number of scholarships awarded is determined by the number of students who meet the conditions for a particular scholarship for a given period and with regard to finances available in AAU's scholarship fund.
- vii. A student who provides inaccurate or deceptive information on an application for a scholarship or in connection therewith shall be subject to a disciplinary proceeding under the Disciplinary Code.
- viii. Each student is obliged to inform the Student Services Center without undue delay of any and all matters which could influence the award or disbursement of a scholarship.

D. Effectiveness

This Code was approved by the Board of Trustees on June 14th, 2021 and comes into effect upon registration by the Ministry.

Anglo-American University

Financial Code

A. General Provisions

- i. Registration for courses is open to students with no arrears in tuition or other payment.
- ii. Detailed procedures for registration and payment are elaborated in the Financial Policy.

B. Tuition and Fees

- i. Students must pay tuition and other fees, as specified and further elaborated in the Financial Policy.
- ii. The level and structure of tuition and the administrative fee are set by the Board of Trustees. Other fees are set by the President.
- iii. Students may apply for payment of tuition in installments. The conditions are specified in the Financial Policy. Payment in installments is not possible for auditing and new visa seeking students.
- iv. Students who register and pay in full during the registration period set forth in the Academic Calendar are entitled to an early payment discount as specified in the Financial Policy. Early payment discount does not apply to MBA program and auditing students.
- v. Students who recruit a new student to AAU are entitled to a Recruitment discount on his/her tuition for the first semester in which the new student registers. This is only applicable if the recruiting student is listed in the new student's Application form as the Recruiter. Special provisions apply to the MBA program.

C. Tuition and Fee Reassessment

- i. Unless requested otherwise, any tuition or fee refund is exercised in the form of tuition credit.
- ii. Students may request a tuition or fee reassessment for the following reasons:
 - (a) An illness, accident, injury or situation, which could not be influenced, planned for or prevented by the student and which subsequently caused a change in the class schedule, thus changing the assessment.
 - (b) Substantial circumstances involving deadlines where a student has in good faith relied on information provided by a named AAU official, or the official's interpretation of the text of an AAU document or publication, and was consequently misled or mistaken about its terms.
- iii. The request shall be directed to the Chief Financial Officer who decides in consultation with the respective School Dean or the Dean of Students, as appropriate.
- iv. The decision shall be taken within two weeks and may be appealed to the President.

D. Effectiveness

This Code was approved by the Board of Trustees on June 14th, 2021 and comes into effect forthwith.