

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 Fall semester, instruction is typically carried out in a Fall and a Winter term. In the Spring, 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 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, credit value, and their inclusion as required or required optional courses, 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 five 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 in an on-site accredited program 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.

6. Communication

- i. The language of communication at AAU is English.
- ii. Students are required to use their AAU e-mail address when communicating with AAU faculty or staff, who should be addressed at their respective AAU accounts. Only communication from and to an AAU e-mail address is considered official. Students are responsible for regularly checking their AAU e-mail and responding promptly.
- iii. All documents, including admission documents, applications, petitions, forms, and supplementary documents, must be submitted in, or translated into English.

B.Study

1. General Provisions

- i. An applicant matriculates as a student on the first day of instruction of the first semester in which they are 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 participate in the entry-level assessment to identify their skill level in areas considered critical by AAU or the Degree Program. AAU may require admitted students to take preparatory courses should they have insufficient skills in the critical areas. Such requirements are set out in the relevant official document (Admission Policy).
- iii. If they have 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 (leave of absence or suspension). Students lose their student status permanently after having completed their studies or after termination of their studies.
- vi. The total period of interruption of studies shall not exceed 1095 days in total during the course of study of one Degree Program at AAU. Interruption due to parental leave is not counted.
- vii. An interrupted student recommences their studies upon paying the Administrative Fee for the respective semester, and re-matriculates as a student on the first day after the interruption period, or on the date AAU received payment of the Administrative Fee (whichever comes later).
- viii. An interrupted student who neither (a) recommences their studies nor (b) upon their request obtains an extension of the interruption prior to the end of interruption will be terminated pursuant to C.1.iv of this Code.

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 must undertake advising and register for courses for each semester.
- xii. 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.
- xiii. 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 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 if they apply to degree-seeking students under Czech accreditation:
 - (a) Interruption of studies (leave of absence or suspension);
 - (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, if they apply to degree-seeking students under Czech accreditation, must be issued in writing and delivered into the hands of the addressee and to the student's university e-mails. The decision is considered delivered on the day listed on the confirmation of delivery issued by the mail service provider, or on the day the student confirms delivery (confirmation from AAU email address is sufficient). Should the delivery fail, i.e., if the decision letter returns as undelivered, or if no confirmation by the mail service provider is issued within 30 days, 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, if they apply to degree-seeking students under Czech accreditation, and all decisions pursuant to provisions of Section i., if they apply to other students, may be delivered via the AAU's student information system which includes e-mail notification. They are considered delivered 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 their 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. If the 30-day appeal period expires without appeal, or if the student waives the right to appeal (confirmation from AAU email address is sufficient), the decision will become final.
- vi. The body that issued the decision 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. This decision cannot be appealed and becomes final on the day of the delivery.

4. Study Extension

- i. Students are obliged to register for courses in each obligatory term, unless they are granted a study extension.
- i. Students may request a study extension for one semester if they received a grade of Incomplete but have otherwise fulfilled all course requirements of their Degree Program, or if they did not successfully complete the Graduation Examination.
 - ii. The study extension will be issued to students with no arrears in tuition or other payments to AAU, and upon paying the Administrative Fee. Students keep student status while on study extension.
 - iii. If students take and pass the Graduation Examination in September, they do not have to apply for study extension or pay the Administrative Fee.
 - iv. 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, they will be suspended from studies. The interruption of studies, and therefore of student status, begins on the date the decision of suspension becomes final 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 a student be absent from a class or Graduation Examination for relevant reasons (e.g., illness, serious family matters), and the student wishes to request that the absence be excused, the student should submit an Absence Excuse Request Form supplemented with documents providing reasons for the 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 Request 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 for 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, the course syllabus may state that students must attend at least two thirds of classes to complete the course. If they do not meet this condition and most of their absences are excused, they will be administratively withdrawn from the course. If they do not meet this condition and most of their absences are not excused, they will receive a grade of "FW" (Failure to Withdraw). The Dean of School may grant the student an individual exception for a good cause.
- iv. Specific rules apply to LLB students:
 - (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.
- v. Should the student be absent from AAU for especially serious reasons (e.g., illness, serious family matters) for an extended period, they may request an excuse for the entire term by submitting an Absence Excuse Request Form supplemented with documents providing reasons for the 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.

- vi. 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.
- vii. Students of on-site Degree Programs are obliged to attend classes in person unless the classes are held online. Upon request, students may be granted temporary remote status and attend classes online if they are unable to attend more than one third of classes due to serious external reasons (documented visa or travel restrictions, lockdown, etc.). To receive remote status approval, students must submit a remote status form accompanied by appropriate documentation to the Dean of Students.

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 their 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. Advanced-placement courses from a high school are not eligible for transfer but may be grounds for a course waiver.
- 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. AAU may transfer general education courses from regionally accredited US institutions in fulfillment of general education requirements.
- vi. Credit recognition is authorized by the Dean of School who may consult the respective Department Chair.
- vii. AAU does not limit the maximum number of credits which can be transferred. However, students must complete at least 36 US credits at AAU in order to obtain a bachelors' degree or 24 US credits at AAU in order to obtain a masters' degree from AAU.
- viii. AAU only transfers credits; grades earned during prior studies do not affect a student's GPA at AAU.
- ix. AAU may also recognize credits taken by AAU students at accredited institutions around the world as part of exchange or study abroad programs. Participation at such programs is open only for students with a cumulative GPA of 2.5 or higher and requires advance approval by the Dean of School. Only credits approved in advance will be recognized and transferred.
- x. Law students may only transfer credits from another University of London LLB, CertHE or LLM program, corresponding to the program to which they are applying at AAU.

11. Course Waiver Exam

- i. Students may petition for a Course Waiver if they have previously covered the relevant material, but their course work does not carry any or sufficient credit value. The petition shall be submitted to the Dean of the School providing the course; they 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 they are 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) within their school 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. 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.
- iii. Under Czech accreditation, the change of a Degree Program is processed as resignation from the original Degree Program and admission to the new Degree Program. All courses, both passed and failed including the grades, are transferred.
- iv. 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.
- v. 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. Leave of absence

- i. Leave of absence 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 the decision on leave of absence becomes final or at a later date stated in the decision (if the later date has been requested by the student) and ends on the last day before the start of the semester identified in the request for resumption of studies. An interrupted student who wishes to return earlier may submit a request to their Dean of School in writing.
- iii. A student on a leave of absence 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 is 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 for 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 to extend the period pursuant provision iii. 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 period pursuant provision iii. supra is extended by one 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.
- vi. Upon resumption of studies, the student is on academic probation for the first semester. Should they remain on probation for two consecutive semesters, or should they receive a no-pass grade from a preparatory course required by the Degree Program pursuant to B.1.ii of this Code or fail to demonstrate sufficient English proficiency after one semester, they will be terminated pursuant to C.1. iv of this Code.
- vii. Reinstated students may appeal to extend the period pursuant provision vi. 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, period pursuant provision vi. supra is extended by one 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.iv 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 their 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 fails to prove authenticity of admission documents, resigns from their studies, fails to fulfill the academic requirements of the Degree Program, or is expelled according to the Disciplinary Code.
- ii. If the student fails to prove authenticity of admission documents by the deadline stated in the Admission Policy or in the decision on admission, their admission and matriculation are revoked. The termination is effective as of the day the decision to revoke the admission is delivered to the student.
- iii. If 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 (or at a later date stated on the form).
- iv. If the student fails to fulfill the academic requirements of their Degree Program or if the student is expelled, their studies are terminated as of the day the decision of termination becomes final.
- v. In case of failing to fulfill the academic requirements, degree seeking students are terminated by the Dean of School. All other students are terminated by the Dean of Students.
- vi. Law Students whose studies at AAU are terminated will be reported by the Chair of the Laws Programs to the University of London.

- vii. 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 are to 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 their 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 or through 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. 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 their 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.

v. Instructors must assign grades or one of the alternative notations outlined above by the deadline specified by AAU.

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 Scale*	Percentage	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 Scale*	Percentage	AAU Grade	Letter	Chapman University Letter	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. The Degree Program may require some core courses not to be taken on a Pass/Fail basis.
- 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 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 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 the grade was assigned. The Dean of School may deny the student's petition, confer directly with the instructor of 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, and 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. The Graduation Examination, conducted under applicable Czech law, is composed of a Thesis Defense and State Examination(s) 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 Examination and Thesis Defense shall be contained in their syllabi, available in the Learning Management System and/or the AAU's intranet.
- v. Graduation Examinations take place three times a year, typically in January/February, May/June, and September.
- vi. For each State Examination session, a State Examination Committee shall be appointed by the Dean of School responsible for the Degree Program from a pool of examiners approved by the Academic Council for each Degree Program. The committee must have at least three members.
- vii. Every student has the right to one initial attempt and two corrective attempts to pass the State Examination and/or the Thesis Defense.
- viii. A corrective attempt cannot be made in the same term. If a student earns a passing grade from their State Examination or Thesis Defense, they cannot repeat either to improve their grade.
- ix. Students are eligible to undertake the Graduation Examination if they have fulfilled all other requirements/conditions of their Degree Program and have a cumulative GPA at or above 2.0.
- x. Students may not participate in the State Examination or Thesis Defense without prior registration. Students may unregister from Graduation Examination until they have submitted the Thesis or until one 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 against 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 Examination

- i. This Section does not apply to the University of London and Chapman University programs.
- ii. State Examination questions shall be made available to students no later than six months before the exam.
- iii. All State Examination questions must be approved by the respective School's Curriculum Committees or other universities guaranteeing respective Degree Programs taught at AAU.
- iv. State Examination results are recorded on a State Examination Protocol which indicates the questions drawn by the students, the letter grades awarded, and the date of the exam. The Protocol must be signed by all members of the State Examination 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 duly submitting the thesis 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 their defense.

- iv. The results of the Thesis Defense are recorded on a Thesis Defense Protocol which contains a brief description of the defense, the letter grades awarded, and the date of the defense. The Protocol must be signed by all members of the Thesis Defense Committee.
- v. If the student fails the Thesis Defense, the protocol must state the reasons for failure and recommend 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 13, 2022 and comes into effect upon registration by the Ministry.