

# Anglo-American University

## Academic Codex

### 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 they 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.

#### A. 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) Code of Conduct
- (e) Code of Discipline for Students
- (f) Scholarship Code
- (g) Financial Code

## B. 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, Disputes, and Sexual Harassment** 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.

## C. 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.

## **D. 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 over 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.

## **E. 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.

## **F. Effectiveness**

The Principles and Procedures were approved by the Board of Trustees on June 12, 2023 and come into effect forthwith. On the effective date, the Principles and Procedures approved on June 13, 2022 shall be repealed.