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 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.

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 permanent and adjunct faculty members democratically elected according to procedures set forth in this Code and governed according to its By-Laws.
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, Vice Presidents, Deans, and Directors of the University (henceforth the university administration), shall regularly consider, communicate, and consult with the Faculty Senate regarding all matters of concern related to the faculty, and take into account the views expressed by the Faculty Senate.
iv. The Faculty Senate serves as a liaison between the faculty and the administration. This includes:
   (a) assisting in developing and implementing the strategic plan of the university;
   (b) informing, including, and representing faculty in discussions about university policies, procedures, compensation schemes, a system of benefits, and changes proposed by the university administration;
   (c) making recommendations to the university administration regarding faculty issues and interests;
   (d) and making recommendations to faculty and the university administration on policies to improve the university stature, reputation, and 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 B. "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, or a duly appointed Czech-speaking proxy member 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. A majority of the members present may vote to hold part of the meeting 'in camera' which means that the respective section of the minutes will not be published and stay confidential. 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.

1. Term and Eligibility

i. The Faculty Senate has 12 members. The term of membership on the Faculty Senate is two years with no legal limitation to the number of terms for which a member may be reappointed.
ii. Eligible members of the AAU faculty who may be elected to the Faculty Senate are all permanent and adjunct faculty members except for those in an administrative position that represents 51% or more of full-time appointment.
iii. Any Faculty Senate member may resign, at any time, upon notice to the Faculty Senate 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 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 their 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 of all members, may expel the member. The member must be given the opportunity to submit oral and written remarks to defend themselves.
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. In doing so, alternates from schools that have fewer (or no) representatives on the Faculty Senate have priority over alternates from schools that have more representatives. The term of the new member begins on a day when the invitation is accepted. If the alternate rejects the invitation, another alternate in the order is invited etc. If there is no alternate willing to accept the invitation, a by-election will be held within 45 days. The call for nominations applies only to faculty members from schools that have no representative on the Faculty Senate. If all schools have a representative, the call only applies to faculty members from schools with fewer than two representatives. If no eligible faculty member stands for election by the deadline, or if all schools have two representatives, the call shall be extended to faculty members from all schools. 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.

2. Elections

i. Faculty Senate general elections take place once in two years, during the first full week of October, for all 12 positions and hold internal elections for positions thereafter. The newly elected Faculty Senate begins its term one day after the certification of the results of the elections. The term of the outgoing Faculty Senate ends the day before the term of the new Faculty Senate begins. 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.
ii. The elections shall be administered by the Election Committee of the Faculty Senate with assistance from the Office of the Vice President for Academic Affairs, in cooperation with the Deans of Schools. The Election Committee shall have at least three members elected by the Faculty Senate from among the senators or other faculty members. If the elections (or a by-election) are not held within the timeframe defined by this Code, the elections are announced and administered by the Vice President for Academic Affairs.
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. Vice President for Academic Affairs or the Vice President's designee shall check eligibility of each candidate. 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. The Vice President will also have a voter list prepared and certifies it prior to the election.
v. The elections shall be anonymous and shall be conducted by paper ballot or electronically, and must last at least two days. Each AAU permanent and adjunct faculty member may cast as many votes as there are free seats and is able to cast no more than one vote per candidate. Only the candidates that receive at least one vote may be elected or become alternates.
vi. For each School, the candidate with the most votes is elected, provided that there is such a candidate. The candidates with the highest number of votes are elected to remaining seats. Other candidates become alternates. In the event of a tie, the order shall be decided by drawing lots. The alternation is valid both for a seat for the respective school and for a seat at large.
vii. The Election Committee of the Faculty Senate shall certify and announce the results of the elections in accordance with the Faculty Senate By-Laws after consultation with the Vice President for Academic Affairs.
viii. If not all seats of the Faculty Senate are filled after an election, a by-election will be held within 30 days.
ix. If the elections do not take place or are not valid, new elections will be held without undue delay. This procedure must be repeated until a new Faculty Senate is named.

B. Student Council

1. General Provisions

i. The Student Council is comprised of AAU degree seeking 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 their substitute from the students in good academic standing.
iv. The President, or their designees, shall regularly consult with the Student Council regarding significant matters related to students.
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. 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 degree seeking 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 Student Council 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 resigns from the Student Council, if the member becomes ineligible or ceases to be a degree seeking student, or if the member is expelled .
v. At any meeting of the Student Council, by vote of two thirds of all members, any Student Council member may be expelled for misconduct, incapacity, neglect of duty, or other proper cause; provided that the member shall have been given notice of the proposed expulsion, the reasons, and an opportunity to be heard thereon, and further, that no such expulsion shall be voted on without proof established by a preponderance of evidence, as determined by the Student Council. All such matters of expulsion shall first be referred to the Student Council President.
vi. If the term of a member of the Student Council terminates prematurely, the Student Council invites the alternate with the highest number of votes received in the last elections to accept membership in the Student Council. In doing so, alternates from schools that have fewer (or no) representatives on the Student Council have priority over alternates from schools that have more representatives. 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 etc. If there is no alternate willing to accept the invitation, a by-election will be held within 45 days. The call for nominations applies only to students from schools that have no representative on the Student Council. If no eligible student stands for election by the deadline, or if all schools have a representative, the call shall be extended to students from all schools. The term of office of the alternate or the newly elected member of the Student Council 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, at the end of the Spring term (typically in May), for all 10 positions and hold internal elections for positions thereafter. The newly elected Student Council begins its term one day after the certification of the results of the elections. The term of the outgoing Student Council ends the day before the term of the new Student Council begins. The outgoing Student Council shall hold a joint meeting with the newly elected Student Council after the elections, in order to ensure continuity of the work of the Student Council.
ii. The elections shall be administered by the Student Council with assistance and oversight from the Dean of Students or designee. If the elections (or a by-election) are not held within the timeframe defined by this Code, the elections are announced and administered by the Dean of Students.
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. Dean of Students or the Dean's designee shall check eligibility of each candidate. Students who study at more than one school are eligible at the School at which they enrolled earlier. All disputes regarding eligibility shall be determined by the Dean of Students. The Dean of Students will also have a voter list prepared and certifies it prior to the election.
v. The elections shall be anonymous and shall be conducted by paper ballot or electronically, and must last at least two days. Each voter may cast as many votes as there are free seats and is able to cast no more than one vote per candidate. Only the candidates that receive at least one vote may be elected or become alternates.
vi. For each School, the candidate with the most votes is elected, provided that there is such a candidate. The candidates with the highest number of votes are elected to remaining seats. Other candidates become alternates. In the event of a tie, the order shall be decided by drawing lots. The alternation is valid both for a seat for the respective school and for a seat at large.
vii. The Dean of Students shall certify and the Student Council announce the results of the elections.
viii. If not all seats of the Student Council are filled after an election, a by-election will be held within 30 days.
ix. If the elections do not take place or are not valid, new elections will be held without undue delay. This procedure must be repeated until a new Student Council is named.

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 their 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 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 three 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 alternate with the highest number of votes received in the last elections to accept membership in the Alumni Council. If the

departing member was the last representative of recent members of the AAU Alumni community on the Alumni Council, only recent members of the AAU Alumni community are eligible. 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. The term of office of the alternate or the newly elected member of the Alumni Council ends on the date on which the term of office of the replaced member should have ended.

3. Elections

i. Alumni Council general elections take place once in three years, in January, for all five positions and hold internal elections for positions thereafter. The newly elected Alumni Council begins its term one day after the certification of the results of the elections. The term of the outgoing Alumni Council ends the day before the term of the new Alumni Council begins. The outgoing Alumni Council shall hold a joint meeting with the newly elected Alumni Council after the elections, in order to ensure continuity of the work of the Alumni Council.
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 can 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. 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.
v. Each voter may cast as many votes as there are free seats and is able to cast no more than one vote per candidate. Only the candidates that receive at least one vote may be elected or become alternates. The elections will be valid only if at least 30 members of the AAU Alumni Community will cast a valid ballot.
vi. The five candidates with the most votes will be named as the new Alumni Council. If the five candidates with the highest number of votes do not include a recent member of the AAU Alumni community, then only four seats are filled by the candidates with the highest number of votes and one seat is filled by the recent member of the AAU Alumni community with the highest number of votes. In the event of a tie, the order shall be decided by a lot organized by the Alumni Council Secretary under the supervision of the current Alumni Council members.
vii. The Alumni Council shall certify and announce the results of the elections in accordance with the By-Laws after consultation with the Vice President for Institutional Advancement.
viii. If not all seats of the Alumni Council are filled after an election, a by-election will be held within 30 days.
ix. If the Elections do not take place or are not valid, new Elections will be held without undue delay. This procedure must be repeated until a new Alumni Council is named.

3. 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 12, 2023 and comes into effect forthwith. On the effective date, the Code approved on June 13, 2022 shall be repealed.

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.

(a) **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 modify their teaching activities accordingly.

(b) **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.

(c) **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 as
   (a) permanent faculty on the basis of an employment contract,
   (b) adjunct faculty on the basis of agreement on work performed outside an employment relationship, or
   (c) external faculty, i.e., research fellows cooperating on ad hoc basis (AAU research projects) or lecturing fellows cooperating without any work agreement or employment contract, but with AAU affiliation.

iii. Faculty 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

iv. Permanent 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 may 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 permanent faculty the policy sets forth salary ranges for respective academic ranks and degrees. Salary of permanent 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 permanent faculty the ranks are awarded within the teaching and research tracks.

ii. Adjunct lecturers have duties in two areas: teaching and service.
iii. Permanent 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 as set in the Faculty Hiring and Promotion Policy or the employment contract.
iv. Permanent faculty members on the research track have a duty to conduct research. Their full-time teaching load may therefore be reduced. Research Policy sets rules for the minimum required research output with AAU affiliation.
v. The track of the permanent faculty members is determined by the relevant Hiring 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

Permanent Faculty – Teaching track	Permanent 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 for both permanent and adjunct faculty 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 AAU e-mail address when communicating with students by email; they should address the students at their respective AAU accounts.
iv. Faculty members are required to inform the Dean of their School or the Dean of Students 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).

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 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 faculty members must be listed in their syllabi; hours should also be 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 their 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.
vii. In on-site accredited Degree Programs, instructors teach in person and on-site. However, due to serious external circumstances, on-site university instruction may be limited and some students may have to participate remotely and/or some class sessions may be delivered entirely online. Therefore, all courses are designed to accommodate remote students enabling them to achieve learning outcomes, and course syllabi reflect this. In justified cases, the School Dean may decide that a particular course is unsuitable for online instruction. In such a case, the school will notify the Admissions Office and the Student Services Center in a timely manner prior to the start of the registration period so that no students who are known to have remote status will be registered for that course.

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) Early assessment:
      – Faculty members regularly correct assignments submitted throughout the semester.
      – Comments and feedback are supplied to the students within two weeks.
   (b) Continuous assessment:
      – Students earn 20–40% of the final grade by the end of the first third of the course, and receive the first substantive written feedback on their performance by the fifth week;
      – Students earn 60–80% of the final grade by the end of the second third of the course, and receive comprehensive written feedback on their performance shortly before the withdrawal deadline (in the ninth or tenth week).
      – Students receive appropriate and sufficient feedback on all assignments.
   (c) Diverse assessment:
      – In order to cater to various learning styles and abilities a minimum of three distinct assessment formats (e.g., written exams, essays, presentations, group projects, or practical demonstrations) are employed over the course duration.
      – If possible, both individual and group work is implemented to promote collaboration and peer learning while also allowing students to showcase their individual strengths. The group assignments, however, do not weigh more than 50% cumulatively.

- Class participation does not represent more than 20 % of the final grade.
- No single assessment piece represents more than 35% of the final course grade.

iv. An exception to the above-mentioned requirements may be granted at the discretion of the School Dean, considering the unique circumstances or pedagogical approach of a particular course (e.g., an internship or a thesis course).

v. 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.2.2.iv regarding underperforming students should also be shared directly with the affected students by their instructors.

5. Class Cancellation

i. Class cancellation is discouraged, but if unavoidable, 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; AAU reception 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. Permanent faculty members are hired by the Vice President for Academic Affairs on the nomination of Hiring 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. If the Dean of School proposes to permanently hire an instructor who has been an AAU adjunct for at least three years, the nomination may be made by the Promotion Committee, and an open call need not be launched. 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 Committee has at least five 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 permanent 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 Committee, whenever possible. Should a candidate for hiring serve as Dean of School or have a joint appointment for more than one School, the AAU Hiring Committee will be appointed and may be presided over by the Vice President for Academic Affairs.

vii. Newly hired permanent 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 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 before the contract expires.
ix. Should a faculty member be appointed or hired to a non-entry rank, advance approval by the Academic Council is required unless they hold 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 Committee may recognize previous academic career at an accredited institution in the form of 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 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 Promotion Committee has no less than three members and is appointed ad hoc by the Dean of the respective School. The Committee is presided over by the Dean of School and must consist of the respective Department Chair and AAU permanent faculty members at a rank preferably not lower than the candidate. Should a candidate for promotion serve as Dean of School or have a joint appointment for more than one School, the Promotion Committee will be appointed and may be presided over by the Vice President for Academic Affairs.
iii. 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.
iv. The Academic Quality Assurance Board 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.
v. The performance of permanent and adjunct 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.
vi. 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 Academic Quality Assurance Board.
vii. 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.
viii. Permanent 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 permanent 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.
ix. Permanent faculty members except for those in the highest rank may request a review according to the AAU Faculty Hiring and Promotion Policy by the Promotion Committee. Based on the review, the committee may recommend to the Vice President for Academic Affairs a promotion of the faculty member.
x. 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.

xi. Review by the Promotion Committee shall be waived if the candidate for promotion holds an external title equivalent to the AAU's rank.
xii. 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.
xiii. 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 they excel in other areas. In the research track, however, failure to obtain at least minimal compliance in research rules promotion out.

E. Effectiveness

This Code was approved by the Board of Trustees on June 12, 2023 and comes into effect forthwith. On the effective date, the Code approved on June 13, 2022 shall be repealed.

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.
iv. Students who fail to submit authenticated hard copies of their diploma and transcript as required by the Admissions policy will not be able to receive an official AAU transcript.

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 information 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.

ii. 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.

iii. 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.

iv. If students take and pass the Graduation Examination in September, they do not have to apply for study extension or pay the Administrative Fee.

v. 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. By the end of the add-drop period, the Dean of School may administratively drop a student from a course(s) if the student does not meet the prerequisites for the course, if the student is restricted in the number of courses the student can take due to academic probation or if the student is in arrears.
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 generally be made up which may result in a decreased or failing grade from the course as specified in the syllabus. However, instructors may, at their discretion, provide opportunities for make-up work in exceptional circumstances.
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. Each student is granted the privilege to excuse up to two sick days per term without any supporting documentation; however, an Absence Excuse Request Form must still be submitted for these instances. 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. Use of Artificial Intelligence

i. The AI-assisted writing is writing that uses artificial intelligence tools to search sources, to process, analyze and summarize data, and to provide suggestions or feedback in order to improve content, structure or style.

ii. AAU acknowledges prudent and honest use of AI-assisted writing, that is, the use of AI for orientation, consultation, and practice is allowed. For some courses and assignments, however, the use of AI is counterproductive to learning outcomes; therefore, the course syllabus may prohibit AI assistance.

iii. The AI-generated work is a work (text, image, video, sound, code, etc.) generated by artificial intelligence based on a mass of existing data.

iv. Unless explicitly permitted by the instructor, submission of AI-generated work is prohibited.

10. Grade Forgiveness

i. Students may choose to apply for grade forgiveness of any retaken course before they pass the graduation examination. If this option is chosen, 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. The Dean of School may grant an exception for a good cause (but not more than once). It is recommended that the course be repeated as soon as practical but never after an attempted graduation examination or any of its parts.

11. 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 or studies completed in accordance with Articles 18 and 19 below).

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 (with the exception of the recognition provided for in Articles 17 to 19 below).
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.

12. 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 the 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.

13. 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.

14. 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.

15. 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. Students are also on academic probation if they do not pass 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 of matriculation.

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 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 Dean of School to extend the probation 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.

16. 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.

17. 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.

18. Recognition of previous studies at AAU under the US accreditation

Graduates of AAU degree programs who completed them only under the US accreditation have the possibility to earn the Czech 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.

19. 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 Code of Discipline for Students.
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 and except for the Thesis course) 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 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. 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 or its part until one week before the examination. If students wish to unregister from the Thesis Defense after they have submitted their Thesis, they will receive an F in the thesis course.
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 12, 2023 and comes into effect upon registration by the Ministry. On the effective date, the Code approved on June 13, 2022 shall be repealed.

Anglo-American University
Code of Conduct

A. General Provisions

1. Fundamental Standards

i. All members of the AAU community, i.e., all students, faculty, other staff, members of the AAU's governing bodies, and others involved in any legal form with the AAU (hereinafter referred to as the "AAU community"), are expected to act in accordance with ethical rules and to create an environment conducive to compliance with the rules in their own activities.

ii. The Code of Conduct is binding on all members of the AAU community
   (a) for all conduct on AAU premises, including official AAU accommodation,
   (b) in all conduct outside the premises of the AAU, including the Internet and social networking, which
      – is affiliated with the AAU or
      – is related to employment with the AAU or study at the AAU; or
      – takes place at an event organized, co-organized or sponsored by the AAU.

iii. For the purposes of the Code of Conduct, students are defined as students enrolled in an accredited study program and studying at AAU for the purpose of obtaining a university degree, students enrolled for study at another university temporarily studying at AAU, as well as participants in lifelong learning.

2. Freedom of Expression and Academic Freedom

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 used in a legitimate pedagogical context, such as material having an appropriate connection to course subject matter.

ii. The AAU does not tolerate endangering or threatening an individual or group, defaming, inciting violence, using "fighting words," obscenity, and/or expressions that discriminate or deny another's education or employment benefits and opportunities.

iii. Furthermore, it is not permitted to establish and organize registered political parties and political movements at AAU.

iv. The AAU supports freedom of teaching, in particular its openness to different scientific views, scientific and research methods, and artistic trends, as well as the freedom of science, research and artistic creation and the publication of their results. This freedom must, however, be exercised in full compliance with the development conception and the focus of the educational, research and development activities of the AAU, in accordance with the internal regulations of the AAU and this Code, and respecting the constraints imposed by the specific conditions of the multicultural environment of the AAU.

B. Standards of Conduct

1. AAU Core Values of Conduct

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

2. 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 interaction are expected to keep in mind that others might hold different standards of good manners (prudence), and should adjust their conduct accordingly (self-restraint); repetitive and/or persistent

interaction that has been explicitly indicated as unwelcome, can form the basis of a violation of the Code of Conduct.

(b) Addressees of an interaction are expected to keep in mind that others might hold 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, 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 though they may cause discomfort (e. g. free speech within a legitimate pedagogical context). In 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, Disputes, and Sexual Harassment which goes into greater depth and breadths than the provisions of this Code.

3. General Standards of Conduct of AAU Community Members

i. **Integrity**: all members of AAU community exemplify honesty, honor and a respect for truth in all of their dealings. This means, among other things, that all members of the AAU community:

(a) behave in accordance with the laws of the Czech Republic and the internal regulations of the AAU and comply with relevant ethical rules codified at the institutional, disciplinary, national or (in the case of international cooperation) supranational level, and in their activities they themselves create an environment conducive to their observance;

(b) respect and help maintain the integrity of the AAU and its values through their actions; are aware that they represent the AAU externally and that their conduct affects its reputation;

(c) they recognize the personality of others, their right to express an independent professional opinion and their right to criticism; they respect the principle that no one should be penalized for fair criticism and that erroneous criticism should be refuted with arguments; they make their criticisms factually based and transparent (they do not slander);

(d) recognize the right to freely choose their own approach to academic activities (within the constraints of regulations, the Code of Conduct, and standards customary in the field);

(e) they provide truthful and complete information about their activities and do not seek to gain undue advantage (they do not conceal relevant facts, falsify data and documents, impersonate another person, cheat, etc.);

(f) avoid situations which could undermine confidence in their impartiality, independence and fairness and in which they would be exposed to a possible conflict between their personal interests and their interest in the proper performance of their work or studies, personal interest being defined as any possible advantage for themselves, for persons close to them and for natural or legal persons with whom they have personal, business, professional or political relations. If, in their work or studies, they find themselves in a situation where they are or may be exposed to a possible conflict of interest, they shall report this fact to their supervisor without undue delay.

ii. **Community**: all members of AAU community build and enhance the community. This means, among other things, that all members of the AAU community:

(a) as members of the educational community, they strive for continuous self-education and the development of their own skills;

(b) as members of the educational community, they strive to ensure and strengthen the quality of all academic and other activities of the AAU, including the development of international cooperation;

(c) seek to take corrective action when members of the AAU community engage in conduct that is contrary to the Code of Conduct, and consistently work to prevent such conduct;

(d) recognize and support institutional autonomy of the AAU as an independent educational institution;

(e) recognize and support academic freedom and reject their violation or abuse;

(f) support the ethical governance of the AAU, including the participation of all relevant members of the AAU community in the governance by expressing their views on upcoming measures;

(g) do not misuse AAU property for private interests or for personal or third-party benefit, and refuse to let others behave that way;

(h) do not use their position, whether academic or at any level of the organizational structure, to benefit themselves or third parties, to coerce opinions or decisions, or to engage in any type of discrimination or unequal treatment, and refuse to let others behave that way;

(i) do not interfere with elections or other events organized by the AAU or its organs beyond the scope of freedom of expression;

iii. **Respect**: all members of AAU community show positive regard for each other, for property and for the community. This means, among other things, that all members of the AAU community:
   (a) they come across as cultivated, kind and polite, and observe the principles of prudence, self-discipline, tolerance, and responsiveness; they observe the principles of mutual respect and adult responsibility;
   (b) do not expose themselves or others to danger, whether knowingly or recklessly; do not enter the premises of the AAU with weapons or other objects that are capable of endangering life or health or order;
   (c) act impartially, do not assault, threaten, bully, stalk or harass anyone;
   (d) respect and uphold the rights and dignity of other people regardless of their race, color, ethnicity, national origin, sex, sexual orientation, gender identity, age, medical condition or disability, religion, creed or worldview, pregnancy, parenthood, marital origin, familial status, nationality, political affiliation or political beliefs, or socioeconomic status, and do not discriminate on these or other arbitrary or personal grounds;
   (e) respect the equal rights of all to access to information, education, and employment;
   (f) within the limits of their capabilities and within the framework of the applicable regulations, take care to remove barriers to equal opportunities for persons with sensory and physical disabilities by respecting their specific communication requirements and creating the necessary technical and organizational conditions, and promote an unbiased attitude towards persons with disabilities in order to facilitate their independent and full participation in academic life;
   (g) respect the position of teachers and students as rightful and equal members of the academic community;
   (h) respect mutual trust and information in teamwork, both in the activities themselves and in the publication of their results,
   (i) respect the creative contribution of themselves and others, particularly in publishing the joint results of the team; recognize the equal status of authors or co-authors in the application and publication of the results of research and development, including students;
   (j) respect the intellectual property rights of the AAU (e.g. do not tamper with study materials);

iv. **Responsibility**: all members of AAU community are given and accept a high level of responsibility to self, to others and to the community. This means, among other things, that all members of the AAU community:
   (a) always act transparently, meaning that their decision-making and behavior is clear, predictable, and understandable;
   (b) their positions support education, research and development as a natural part of life in an open democratic society;
   (c) carry out their work or studies to the best of their knowledge and abilities; they provide or assist the AAU to provide education of the highest possible quality within the limits of their abilities;
   (d) carry out their study, professional and personal activities in a manner appropriate to meet their work and study commitments at AAU;
   (e) when accepting an academic position, membership of an academic body or a leadership position, exercise their position in a proper, decent, and responsible manner, knowing that accepting a higher responsibility entails an obligation to adhere particularly closely to the Code of Conduct and to lead others to respect it;
   (f) maintain confidentiality of the facts which they have learned in connection with the performance of their duties and which could harm or endanger the activities of the AAU (this obligation does not apply to facts which give rise to suspicion of an illegal act or violation of the Code of Conduct);
   (g) maintain confidentiality of personal data or classified information to the extent provided for by law;
   (h) are not under the influence of alcoholic beverages or other narcotic or psychotropic substances on the premises or in the official accommodation of the AAU;
   (i) take care of personal hygiene and have a clean and tidy appearance that does not cause public nuisance;
   (j) are respectful of AAU property and information technology and not allow intentional or irresponsible damage to it;
   (k) attend meetings called by their supervisor, the Dean of School, the Dean of Students, the Vice President, or the President, or are absent only for serious reasons and with proper excuse;
   (l) arrive on time for meetings, classes and any events organized by AAU; do not disturb in case of late arrival;
   (m) if a behavior policy is violated, accept the sanction imposed and comply with the time limit and conditions for proving themselves, if applicable.

4. Standards of Conduct in Educational Activities

AAU teachers:

i. recognize and fulfill the AAU educational principles and other policies as articulated in the Faculty Code and the Faculty Handbook;

ii. are responsible for the quality of their own teaching; to this end, they maintain the high quality of the teaching aids they provide, including their adaptation to the current state of scientific knowledge;
iii. recognize the need for self-development in order to achieve the highest possible quality of teaching and research;
iv. they selflessly pass on general knowledge and their own knowledge to students and young researchers, setting a personal example of the moral principles of education, research and development; they do not arbitrarily deny access to teaching;
v. their teaching and communication methods enable and support the establishment of a teacher-student relationship based on mutual respect and trust;
vi. their teaching and communication methods foster a relationship with academic freedom and support the development of students' independent and critical thinking, as well as their professional development;
vii. communicate openly, timely and fairly with students, without regard to personal sympathies and with a conscious effort to be impartial; they do not underestimate, humiliate, or belittle students;
viii. in their teaching and assessment, they act in a factual, fair, and unbiased manner, based on clear and predetermined criteria that reflect only performance in a given study obligation and not the student's personality, relationship with the student or other irrelevant factors; they do not favor or disadvantage one student or group of students over another;
ix. conduct instruction in an effective and efficient manner so that students achieve the prescribed learning outcomes; do not significantly interfere with instruction with material that is not related to the subject matter, nor allow disruption of instruction;
x. evaluate student performance without unreasonable and unexcused delays;
xi. through their dealings with students, they promote the desired level of collegial relations at AAU.

5. Standards of Conduct in Creative Activities

Members of the AAU community (including students) who are involved in scientific, research, development and innovation, artistic or other creative activities:

i. aim their creative activities at expanding knowledge and do not consciously and unreasonably duplicate existing research;
ii. ensure the use of up-to-date scientific knowledge, accuracy, impartiality, and adequate procedures;
iii. ensure that their creative activities are relevant to society and that their results benefit society;
iv. respect the plurality of scientific approaches and are open to other scientific views;
v. approach their own and others' work rationally and with critical distance;
vi. are open to teamwork;
vii. when publishing the results of their creative activity, they take care to ensure their completeness, objective interpretation, and verifiability; they do not conceal any mistakes, take responsibility for them, and try to correct them;
viii. are governed by the professional ethics of the relevant discipline;
ix. take care of the effective and efficient use of resources spent on creative activities, take adequate care of researched materials and data, their protection and archiving according to standard procedures;
x. comply with the principles of intellectual property protection, ensure that the results of their creative activity are accurately stated and do not provide the results to third parties for their personal benefit;
xi. do not appropriate the results of others' work of others and do not commit any form of plagiarism, including self-plagiarism;
xii. do not falsify or fabricate data;
xiii. take care to publish the results of their creative work ethically, do not use dubious publishing platforms and do not divide publications on purpose in an attempt to increase their number;
xiv. present the results of their creative activities not only to the professional but also to the general public;
xv. when carrying out assessment, review, or other evaluation activities, they ensure impartiality and independence, protect the intellectual property of the authors under review and shall not provide the evaluated materials to third parties or use them for any purpose other than the preparation of the respective evaluation.

6. Standards of Conduct in Studies

AAU students:

i. recognize and fulfill the AAU educational principles and other policies as articulated in the Student Handbook;
ii. respect the authority of the teachers and their instructions during teaching, do not interfere with teaching;
iii. behave in the study areas in such a way as not to disturb the study of others;

iv. observe the degree of autonomy expected of them and others in the performance of their study duties (they do not request, accept, offer, or give assistance or cooperation in any study duty for which it is stated or may reasonably be assumed that assistance or cooperation is not permitted),
v. use only authorized materials, aids, or methods in the preparation of study assignments and in testing; do not distribute or possess items that may facilitate cheating (such items include, but are not limited to, unauthorized books, notes, telephones, computers, microphones, electronic and other devices capable of storing information, etc.),
vi. Do not appropriate the results of others' work and commit any form of plagiarism, including self-plagiarism.

7. Plagiarism

i. Plagiarism obscures the authorship of a work or the degree of its originality. Members of the AAU community are expected to create and submit works of which they are the author. Plagiarism can apply to all works of authorship – verbal, audiovisual, visual, computer programs, etc. Examples of plagiarism can be:
   (a) Verbatim plagiarism: verbatim use of another's work or part of it without proper acknowledgement of the source and designation as a verbatim quotation,
   (b) Paraphrasing plagiarism: paraphrasing someone else's work or part of it without proper acknowledgement of the source,
   (c) Data plagiarism: use of other people's data without proper acknowledgement of the source,
   (d) False quotation: publishing a text that is not a verbatim quotation as a verbatim quotation,
   (e) Fictious citation: quoting, paraphrasing, or referring to an incorrect or a non-existent work,
   (f) Inaccurate citation: citing sources in such a way that they cannot be found and verified,
   (g) Ghostwriting: commissioning work from others and passing it off as one's own,
   (h) Patchwriting: using someone else's work or works (albeit with proper acknowledgement of sources and proper attribution) to such an extent that the output contains almost no original contribution,
   (i) Self-plagiarism: unacknowledged reuse of one's own work (or part of it) that has been produced or submitted as part of another course of study or that has been published in the past,
   (j) Collaborative plagiarism: delivering the result of collective collaboration as one's own individual output.
ii. The use of artificial intelligence tools to search sources, to process, analyze and summarize data, and to provide suggestions or feedback in order to improve content, structure, or style, defined here as AI-assisted writing, is not in itself plagiarism. However, it is plagiarism if, as a result, it obscures the authorship of the work produced or the degree of its originality (see the examples above).
iii. A work (text, image, video, sound, code, etc.) generated by artificial intelligence based on a mass of existing data, defined here as AI-generated work, is not considered a work of authorship. Therefore, if an AI-generated work (e.g. text) is part of the author's work, it must be marked as AI-generated. Otherwise, it obscures the authorship and/or the degree of originality, and thus constitutes plagiarism.

8. Reporting Suspected Violations of the Code of Conduct

i. If a member of the AAU community has credible knowledge of an illegal act or violation of the Code of Conduct, they are asked to report it, even anonymously, to the suspect's supervisor or to their own supervisor (the students' supervisor is the Dean of their School; if the student is not enrolled at any AAU school, it is the Dean of Students). Thus, the informer may not only be the recipient of the inappropriate conduct, but also a witness to the incident in question or another party who has knowledge of the incident in question, even if not directly involved.
ii. Members of the AAU community may choose either a formal report, which always leads to the handling of a suspected violation of the Code of Conduct, or a private/confidential/anonymous report, which will be investigated in either case but does not automatically lead to the handling of a suspected violation of the Code of Conduct.
iii. Before formally reporting, it is recommended that everyone first consider informal means of resolution, such as informal discussions with the help of an appropriate supervisor or mediator.
iv. **Formal reporting**: in the case of student misconduct, the report is submitted to the student's School Dean (if the student is not enrolled at any AAU school, to the Dean of Students); in the case of employee misconduct, the report is submitted to the Ethics Committee. The report must be submitted in writing, together with supporting evidence. The report must include:
   (a) a description of the act, including the time and place where the act was to be committed (if known),
   (b) identification of the person who should have committed the act (if known),
   (c) a justification as to why the act is considered a violation of the AAU Code of Conduct, or identification of the specific standard of the Code of Conduct that should have been violated,
   (d) the evidence on which the complaint is based (e.g. witness statements, etc.),

(e) the complainant's contact details (at least the school email address).

Submissions that do not meet these conditions are not considered.

v. All members of the AAU community have the right to, and can expect that formally correct submissions will be properly investigated and resolved in accordance with the Code of Conduct. Formal reporting provides the reporting person with privacy and only a small group of administrative staff will be aware of the case and must be informed. Information will be shared with investigators, witnesses, and the appropriate party as appropriate. The circle of informed people will be kept as small as possible to preserve rights and privacy.

vi. **Informal (private) reporting**: members of the AAU community may seek advice from persons who are not required to disclose private, personal information (unless there is a concern for the safety of the reporting person or others). These individuals include staff members who are not responsible for addressing and correcting actions against the Code of Conduct or internal regulations, such as faculty members, Student Council advisor, Student Services Center staff, Career Center staff, Admissions staff, HR Department, and others. Some individuals are authorized to share incident reports with their supervisors, but do not share any personally identifiable information about the report unless given permission; an exception would be the unlikely event that the incident reveals a need to protect the victim or other members of the AAU community. If any personal information is shared, it will be shared with as few people as possible and every effort will be made to protect privacy.

vii. **Confidential Reporting**: members of the AAU community who would like to keep the details of an incident confidential, may speak with the Psychological Counselor. AAU Psychological Counseling Center is available free of charge.

viii. **Anonymous reporting**: if a member of the AAU community does not wish to report misconduct in person, they may do so by submitting an anonymous report. In the case of an anonymous report without contact information, the person cannot be informed of the outcome.

9. Addressing Violations of the Code of Conduct by Students

The procedure for dealing with violations of the Code of Conduct and other regulations by students is regulated in the Code of Discipline for Students.

C. Addressing Violations of the Code of Conduct by Employees

1. Violation of the Code of Conduct

i. The Code of Conduct is violated intentionally if the offender intended to violate or compromise the AAU standards of conduct by their conduct, or knew that their conduct could violate or compromise those standards and acknowledged that it might do so. The Code of Conduct is violated by negligence if the offender knew that their conduct might violate or compromise the AAU standards of conduct, but without reasonable grounds relied on the fact that it would not do so, or did not know that their conduct might violate or compromise the AAU standards of conduct, even though they should and could have known this under the circumstances and in light of their personal circumstances. Negligence is sufficient for liability for a violation of the Code of Conduct.

ii. An attempted violation of the Code of Conduct is an act that is immediately directed toward the completion of an act in violation of the Code of Conduct and that is committed by a person with the intent to violate the Code of Conduct if the act is not completed. Such conduct is punishable in the same way as a completed act.

iii. A violation of the Code of Conduct cannot be dealt with if a period of one year has elapsed since its commission or since the entry into force of a criminal conviction by which a person was found guilty of conduct that gives rise to liability for a violation of the Code of Conduct.

2. Ethics Committee

i. The AAU Ethics Committee is established to review cases of violation of the Code of Conduct by an employee.

ii. The Ethics Committee shall have at least three members.

iii. The President appoints and removes the chairperson and members of the Ethics Committee after consultation with the Faculty Senate. In selecting the proposed persons, the President shall consider their integrity and, in the case of AAU employees, their moral authority and several years of experience in the field of higher education. To handle a particular case, the Ethics Committee may appoint additional ad hoc members in an advisory capacity, depending on the nature of the case under consideration and the specifics of the discipline.

iv. The term of office of the members of the Ethics Committee is two years. When appointing the Ethics Committee, the President shall ensure continuity of its activities and adequate representation of both sexes.

v. The term of office of a member of the Ethics Committee shall commence on the date on which the member is appointed. The term of office of a member of the Ethics Committee shall expire:
   (a) on expiry of the period for which the member was appointed,
   (b) by ceasing to be eligible for membership,
   (c) by resignation, on the date on which the decision on the resignation of the member is delivered to the President,
   (d) by removal by the President, on the date of delivery of the President's decision, unless a later date is specified in such decision.

vi. The appointment of a member of the Ethics Committee, as well as the appointment of an ad hoc member of the Ethics Committee, and their participation in the work of the Committee shall be conditional upon the written consent of the appointee, coupled with an undertaking of confidentiality regarding all confidential or otherwise sensitive aspects of the complaints under consideration. If a member of the Ethics Committee is excluded from consideration of a matter, the President shall appoint a substitute member of the Ethics Committee for the purpose of considering the matter.

vii. The Ethics Committee cooperates with other AAU bodies, the President's permanent advisory bodies and the bodies of individual Schools in the exercise of its competence. It shall be entitled to request from these bodies further documentation on the complaint under consideration, including their opinions, and the views of members of the AAU community.

viii. Meetings of the Ethics Committee shall be chaired by its chairperson or a member designated by the chairperson.

ix. The Ethics Committee shall have a quorum if a majority of its members, including the chairperson (or the designee), are present at the meeting. A resolution shall be adopted if a majority of the members of the Committee present vote in favor of it. In case of equal votes, the chairperson may cast a decisive vote.

x. Meetings of the Committee are closed to the public. Other persons, e.g. witnesses, may attend at the invitation of the Committee or its chairperson. Upon request, the Committee shall allow the accused's supervisor and the President or the Vice President designated by the President to attend the meeting. The accused may be represented by an attorney or other representative at a meeting of the Committee, subject to the granting of a power of attorney.

xi. If the chairperson is temporarily unable to exercise their functions under these rules, a member delegated by the chairperson shall exercise them during the absence.

3. Addressing Suspected Violations of the Code of Conduct

i. The Ethics Committee is responsible for receiving and handling complaints. The Ethics Committee may also initiate the handling of suspected violations of the Code of Conduct on its own initiative.

ii. Anyone who receives a formal report of a suspected violation of the Code of Conduct and is not responsible for dealing with the complaint shall forward the complaint to the Ethics Committee without undue delay and within one week at the latest.

iii. The Ethics Committee is obliged to take the necessary evidence and to handle the case so that it can be established beyond reasonable doubt whether the act occurred and whether the accused committed the offense. The handling must be initiated, conducted, and concluded without undue delay.

iv. At any time after the complaint is received, the Ethics Committee may decide, depending on the nature of the case, on a provisional organizational measure against the accused person, and the latter shall be obliged to comply with such organizational measure. Such measures include, for example, a change in the work schedule (including teaching), restrictions on participation in classes or activities of the AAU, restrictions on access to the AAU premises or accommodation, an obligation to refrain from certain conduct or communication, whether in relation to specific persons or in general, etc.

v. The chairperson of the Ethics Committee, or the designee, shall take one of the following steps within one week of receipt of a formally reported complaint:
   (a) if it is deemed appropriate, initiate an informal handling of the complaint;
   (b) begin a formal handling of the complaint;
   (c) if the complaint is formally incomplete, ambiguous, unsupported by any evidence or factually unrelated to the Code of Conduct, ask the complainant to complete it within a specified period of at least one week. If the completion does not remedy the defects, the chairperson shall reject the complaint; at their discretion, the chairperson may refer the complaint to a superior for resolution as a complaint of violation of work duties.

vi. The informal handling is a process that can be used in situations where the substance of the complaint is the harm caused to the complainant or a third party. The informal handling means that the chairperson of the Ethics Committee will attempt to resolve the issue informally and amicably with both parties. This must be completed within three weeks. If the complainant accepts the outcome of the informal efforts as an adequate resolution, the complaint will be dropped with a notation that an informal resolution has been reached. Otherwise, a formal handling shall be initiated within one week of the conclusion of the informal handling.

vii. The formal handling of the complaint is initiated by the chairperson of the Ethics Committee who:
   (a) informs the suspect in writing of the allegation of a violation of the Code of Conduct, including a description of the act, the time and place where the act was supposed to have been committed (if known), the reasons why the act is considered a violation of the AAU standards of conduct, or the specific standard of the Code of Conduct that was supposed to have been violated, and the evidence on which the complaint is based,
   (b) gives the person two weeks to make a written statement, to provide a list of witnesses or relevant documents; a face-to-face meeting may be held within the same period if appropriate,
   (c) informs the accused person's supervisor.

viii. False or misleading statements during the handling may lead to additional sanctions.

ix. The Ethics Committee takes its decision at its meeting. It shall invite the accused person to attend, giving at least one week's notice. The invitation shall include notification of the opportunity to comment on the decision's grounds. The accused person may attend the entire meeting, except the deliberations and voting of the Ethics Committee. An oral hearing may be held in the absence of the accused person only if they fail to attend without due excuse or without sufficient reasons, although duly invited, or if they expressly state that they do not wish to attend.

4. Participation in the Handling and Exclusion from the Handling

i. Anyone involved in a handling regarding a suspected violation of the Code of Conduct shall be bound to maintain the confidentiality of facts that come to their knowledge in connection with the handling and which, in order to ensure the proper handling or in the interests of others, require to be kept secret. They shall be released from that obligation only on the grounds laid down by a special law or if the person concerned consents.

ii. Each member of the AAU community is required to appear at a subpoenaed hearing and testify about facts relevant to the hearing if their testimony is offered into evidence. However, testimony may be withheld from any person who would place themselves or a person close to them in danger of prosecution for a criminal or administrative offense. The Ethics Committee shall ensure that any oral hearings with the complainant and the accused are held in such a way that they do not meet.

iii. Anyone who may reasonably be presumed, in view of their relationship to the case, to the involved parties or to their representatives, to have such an interest in the outcome of the handling that their impartiality may be doubted shall be excluded from all acts in the handing in the performance of which they could influence the outcome of the handling.

iv. A party to the handling may object to the partiality of a person involved in the hearing of a complaint as soon as the party becomes aware of it, but no later than 15 days after becoming aware of it. The objection shall be disregarded if the party to the handling has demonstrable knowledge of the ground for exclusion but fails to raise the objection without undue delay. The chairperson of the Ethics Committee, or the President if the bias of the chairperson of the Committee is alleged, shall decide on the objection by resolution without delay.

v. Anyone who becomes aware of circumstances indicating that he or she has been excluded shall immediately inform the chairperson of the Ethics Committee, who shall immediately decide whether the person concerned is excluded. If the chairperson of the Ethics Committee becomes aware of circumstances indicating that he or she is excluded, the chairperson shall immediately inform the President, who shall immediately decide whether the chairperson of the Committee is excluded. Pending the decision on partiality, only such acts may be taken in the handling as cannot be delayed.

vi. If the supervisor of the person suspected of violating the Code of Conduct is excluded from the handling, the next person up the line of the AAU organizational structure shall replace them.

5. Result of the Handling

i. The handling results in a record of the handling and a resolution as to whether the conduct in question was a violation of the Code of Conduct and, if so, a determination of responsibility for the conduct and the seriousness of the offense. The resolution shall include a statement of reasons.

ii. The Ethics Committee shall, by resolution, discontinues the handling if
   (a) it fails to prove that the act in question occurred, was a violation of the Code of Conduct, or was committed by the accused,
   (b) the accused ceased to be a member of the AAU community,
   (c) the conditions for the accused to be held liable for an act under the general legal provisions are not met,
   (d) a period of one year has elapsed since the commission of the offense or since the entry into force of a criminal conviction by which the accused was found guilty of conduct that gives rise to liability for the violation of the Code of Conduct.

iii. The resolution of discontinuation may include a determination of whether the conduct in question was a violation of the Code of Conduct and, if so, a determination of responsibility for the conduct and the seriousness of the offense. The resolution shall include a statement of reasons.
iv. Unless compelling external circumstances prevent it, the resolution must be issued without undue delay, normally within 45 days of the formal handling of the complaint. The resolution, including the statement of reasons and an indication of the possibility to file an appeal, shall be sent without delay by e-mail to the accused person, to the complainant and to the persons concerned, including the accused person's supervisor. The resolution is deemed to have been communicated the day after the email was sent.
v. The complainant or the accused may request a review of the case by the President within 30 days of receipt of the resolution. The appeal must be submitted to the Ethics Committee. The Ethics Committee may only grant the appeal by altering the decision or annulling it, otherwise it will forward the appeal to the President for decision. The President shall amend or annul a decision which has been made in contravention of the law or an internal regulation, or where the decision has not been sufficiently substantiated. In all such cases, the President shall explain their decision in writing. This decision may not be appealed and shall become final on the date of delivery.

6. Confidentiality

i. All proceedings are confidential and conducted in accordance with the General Data Protection Regulation (GDPR). The outcome can only be shared with those directly involved (including the complainant) or who need the information to carry out their work (or other) duties.
ii. The identity of the complainant and other persons involved is reasonably known only to those responsible for handling the complaint.
iii. Confidentiality includes, but is not limited to, the name of the person(s), as well as identifying features, descriptions, pseudonyms or other elements or factors that may enable third parties to identify the person(s), and details of the conduct in question, provided that they are specific enough to identify the circumstances or parties involved.
iv. Examples of situations where confidentiality cannot be maintained include circumstances where disclosure of information is required by law or where the requirement for disclosure outweighs the protection of the right to confidentiality (e.g., allowing the accused to prepare a defense).
v. If the identities of the parties must be disclosed, confidentiality will be expected and required of those who have a right to and necessarily must know the identities of the parties.
vi. A breach of confidentiality may be a violation of Czech law and legal action may be taken against the party who violated it. Violations of confidentiality may also result in disciplinary action by the AAU.

7. False Accusations and Protection from Retaliation

i. Initial allegations of a violation of the Code of Conduct that are found to be false and malicious may themselves become the basis for a charge of a violation of the Code of Conduct, as may the intentional misrepresentation of information in the handling of a suspected violation of the Code of Conduct.
ii. However, any allegations made in good faith, even if false, will not be subject to a charge of a violation of the Code of Conduct against the complainant, and efforts will be made to ensure that retaliation does not occur in connection with the good faith reporting of the alleged violation of the Code of Conduct.
iii. Retaliation and/or reprisals against an individual who in good faith reports or provides information about conduct that may violate the Code of Conduct are against the law and will not be tolerated.

8. Relationship to Violation of Work Duties

i. Violation of the rules of the Code of Conduct by an employee may, depending on its nature and other circumstances of the case, be assessed as a violation of the legal obligations related to the person's work, or as a failure to comply with the requirements for the proper performance of work (hereinafter referred to as "violation of work duties"). However, not every violation of the Code of Conduct is a violation of work duties and not every violation of work duties is a violation of the Code of Conduct. Therefore, the resolution of one and the other, including the decision on possible sanctions, may be independent of each other: suspected violations of the Code of Conduct are handled by the Ethics Committee; suspected violations of work duties are handled and the sanction is determined by the supervisor or by a person higher up in the AAU organizational structure.
ii. The Ethics Committee does not have the authority to impose a sanction for violation of the Code of Conduct. Any sanction shall be decided by the supervisor of the accused employee or by a person higher up in the organizational structure of AAU. In imposing sanctions, the nature of the conduct, the circumstances under which it occurred, the consequences caused, the degree of culpability, as well as the accused's past conduct and the efforts shown to

remedy its consequences shall be taken into account. The imposition of a sanction may be waived if the hearing of the violation of the Code of Conduct itself leads to a remedy.

D. Final Provisions

i. Each new member of the AAU community must be duly acquainted with this Code and the related regulations by the date of commencement of their activity at the AAU.
ii. All members of the AAU community are required to receive training on the meaning and application of the Code of Conduct and related regulations at least once every three years.
iii. This Code was approved by the Board of Trustees on June 5, 2023 and comes into effect forthwith. On the effective date, the Code approved on June 13, 2022 shall be repealed.

Anglo-American University
Code of Discipline for Students

1. Disciplinary Offense

i. A disciplinary offense is a culpable violation of the obligations laid down by law or the internal regulations of the AAU.

ii. An offense is committed intentionally if the offender intended to violate or compromise the AAU standards of conduct by their conduct, or knew that their conduct could violate or compromise those standards and acknowledged that it might do so. An offense is committed by negligence if the offender knew that their conduct might violate or compromise the AAU standards of conduct, but without reasonable grounds relied on the fact that it would not do so, or did not know that their conduct might violate or compromise the AAU standards of conduct, even though they should and could have known this under the circumstances and in light of their personal circumstances. Negligence is sufficient for liability for a disciplinary offense.

iii. An attempt to commit a disciplinary offense is an act that is immediately directed towards the completion of a disciplinary offense and that is committed by a student with the intention of committing a disciplinary offense if the disciplinary offense is not completed. Such conduct is punishable in the same way as a completed act.

iv. A disciplinary offense may not be dealt with if a period of one year has elapsed since its commission or since the entry into force of a criminal conviction by which the student was found guilty of conduct that gives rise to disciplinary liability for the disciplinary offense.

2. Addressing Suspected Disciplinary Offenses

i. The person responsible for receiving and handling the complaint is the supervisor of the student suspected of disciplinary offense, meaning the Dean of their school; if the student is not enrolled at any AAU school or if no initiator of the offense is known, the Dean of Students is to receive and handle the complaint. The student's supervisor may initiate the handling of a suspected disciplinary offense on their own initiative.

ii. Anyone who receives a formal report of a suspected disciplinary offense and is not responsible for dealing with the complaint shall forward the complaint to the appropriate person referred to in paragraph (i) of this Article without undue delay and within one week at the latest.

iii. In the case of a first-and-minor offense, the student's supervisor may decide the matter on their own. Before making a decision, the supervisor shall inform the student of the opportunity to comment on the decision's grounds. If it is not a first-and-minor offense, the student's supervisor shall immediately refer the case to the Disciplinary Committee. The supervisor may also refer the case to the Disciplinary Committee at their discretion, at any stage of the handling. A resolution, including the determination of the sanction, shall then be issued by the Disciplinary Committee. The student's supervisor shall inform the complainant or the accused, if the supervisor has already communicated with them about the case, of the referral.

iv. Intentional or repeated plagiarism, sexual harassment, bullying, stalking, threatening, violent behavior, or abuse are not considered minor offenses.

v. In the case of plagiarism:
   (a) A mitigating circumstance may be the case of novice students, and the benefit of the doubt may be given if it is reasonable to assume that the small-scale plagiarism was the result of ignorance rather than intent.
   (b) An aggravating circumstance in plagiarism is an act intended to make the plagiarism more difficult to detect. Such conduct includes, for example, the additional modification of individual words or phrases, the creation of typos, the use of machine translation tools or the creation of synonymous text, etc.

vi. Whoever handles a suspected disciplinary offense is obliged to take the necessary evidence and to handle the matter in such a way that it can be established beyond reasonable doubt whether the act occurred and whether the accused committed the disciplinary offense. The handling must be initiated, conducted, and concluded without undue delay.

vii. At any time after the complaint is received, the decision-making body (Dean of School, Dean of Students, Disciplinary Committee) may decide, depending on the nature of the case, on a provisional organizational measure against the accused person, and the accused person shall be obliged to comply with such organizational measure. Such measures include, for example, a change in the work schedule (including teaching), restrictions on participation in classes or activities of the AAU, restrictions on access to the AAU campus or accommodation, an obligation to refrain from certain conduct or communication, whether in relation to specific persons or in general, etc.

viii. The student's supervisor or the Disciplinary Committee chairperson shall take one of the following steps within one week of receipt of a formally reported complaint:
   (a) if it is deemed appropriate, initiate informal handling of the complaint;

(b) begin formal handling of the complaint (disciplinary procedure);
(c) if the complaint is formally incomplete, ambiguous, unsupported by any evidence, or factually unrelated to the Code of Discipline for Students, ask the complainant to complete it within a specified period of at least one week. If the completion does not remedy the defects, they shall reject the complaint.

ix. The informal handling is a process that can be used in situations where the substance of the complaint is the harm caused to the complainant or a third party. The informal handling means that the student's supervisor or the Disciplinary Committee chairperson will try to resolve the issue informally and amicably with both parties. This must be completed within three weeks. If the complainant accepts the outcome of the informal efforts as an adequate resolution, the complaint will be dropped with a notation that an informal resolution has been reached. Otherwise, a formal handling shall be initiated within one week of the conclusion of the informal handling.

x. The formal handling of the complaint (disciplinary procedure) is initiated by the student's supervisor or the Disciplinary Committee chairperson who:
(a) informs the suspect in writing of the charge of a disciplinary offense, including a description of the act, the time and place where the act was supposed to have been committed (if known), the reasons why the act is considered to be a violation of the AAU standards of conduct, or the specific standard of the Code of Conduct that was supposed to have been violated, and the evidence on which the complaint is based,
(b) gives the student two weeks to make a written statement, to provide a list of witnesses or relevant documents; a face-to-face meeting may be held within the same period if appropriate,
(c) informs the accused person's supervisor.

xi. False or misleading statements during the disciplinary procedure may lead to additional sanctions.

xii. If the formal handling is conducted by the Disciplinary Committee, it takes its decision at its meeting. It shall invite the accused student to attend, giving at least one week's notice. The invitation shall include notification of the opportunity to comment on the decision's grounds. The accused student may attend the entire meeting, except the deliberations and voting of the Disciplinary Committee. An oral hearing may be held in the absence of the accused person only if they fail to attend without due excuse or without sufficient reasons, although duly invited, or if they expressly state that they do not wish to attend.

3. Participation in the Handling and Exclusion from the Handling

i. Anyone involved in handling a complaint shall be bound to maintain the confidentiality of facts that come to their knowledge in connection with the handling and which, in order to ensure the proper handling or in the interests of others, require to be kept secret. They shall be released from that obligation only on the grounds laid down by a special law or if the person concerned consents.

ii. Each member of the AAU community is required to appear at a subpoenaed hearing and testify about facts relevant to the hearing if their testimony is offered into evidence. However, testimony may be withheld from any person who would place themselves or a person close to them in danger of prosecution for a criminal or administrative offense. The handling authority shall ensure that any oral hearings with the complainant and the accused are held in such a way that they do not meet.

iii. Anyone who may reasonably be presumed, in view of their relationship to the case, to the involved parties or to their representatives, to have such an interest in the outcome of the handling that their impartiality may be doubted, shall be excluded from all acts in the handling in the performance of which they could influence the outcome of the handling.

iv. A party to the handling may object to the partiality of a person involved in the handling as soon as the party becomes aware of it, but no later than 15 days after becoming aware of it. The objection shall be disregarded if the party to the handling has demonstrable knowledge of the ground for exclusion but fails to raise the objection without undue delay. The chairperson of the Disciplinary Committee, or the President if the bias of the chairperson of the Disciplinary Committee is alleged, shall decide on the objection by resolution without delay.

v. Anyone who becomes aware of circumstances indicating that he or she has been excluded shall immediately inform the chairperson of the Disciplinary Committee, who shall immediately decide whether the person concerned is excluded. If the chairperson becomes aware of circumstances indicating that he or she has been excluded, the chairperson shall immediately inform the President, who shall immediately decide whether the chairperson of the Disciplinary Committee is excluded. Pending the decision on partiality, only such acts may be taken in the handling as cannot be delayed.

vi. If the supervisor of the person suspected of a disciplinary offense is excluded from the handling, the next person up the line of the AAU organizational structure shall replace them.

vii. If a member of the Disciplinary Committee is excluded from handling a case, the President shall appoint a substitute member of the Disciplinary Committee to handle the case, taking into account whether the excluded member was a staff member or a student.

4. Result of the Handling

i. The handling results in a record of the handling and a resolution as to whether the conduct in question was a disciplinary offense and, if so, a determination of the responsibility for the conduct, the seriousness of the offense, and the sanction, if any. The resolution shall include a statement of reasons.
ii. Before issuing a decision, the decision-making body shall invite the accused student to acquaint themselves with the decision's grounds and give them an opportunity to comment.
iii. The decision-making body may suspend the disciplinary proceedings if the student's studies are interrupted until re-enrolment or until termination of studies. The decision-making body shall, by resolution, discontinue the disciplinary proceedings if:
    (a) it fails to prove that the act in question occurred, was a disciplinary offense or was committed by the accused,
    (b) the accused has resigned from studies or termination of their studies becomes effective,
    (c) the conditions for the accused to be held liable for the act under the general legal provisions are not met,
    (d) a period of one year has elapsed since the commission of the offense or since the entry into force of a criminal conviction by which the accused was found guilty of conduct that gives rise to disciplinary liability for the disciplinary offense.
iv. The resolution of discontinuation may include a determination of whether the conduct in question was a violation of the Code of Conduct or another regulation and, if so, a determination of the responsibility for the conduct and the seriousness of the offense. The resolution shall include a statement of reasons.
v. Unless compelling external circumstances prevent it, the resolution must be issued within 45 days of the formal handling of the complaint. The resolution, including the statement of reasons and an indication of the possibility to file an appeal, shall be sent without delay to the accused person, to the complainant and to the persons concerned, including the accused person's superior.
vi. For delivery of the resolution:
    (a) If the accused studies under a Czech accreditation, the resolution must be delivered into the hands of the addressee and to the student's university e-mail. It 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.
    (b) If the accused does not study under Czech accreditation, the resolution may be delivered via the AAU's student information system which includes e-mail notification. It is considered delivered on the first day after the resolution is made accessible in the information system.
    (c) The complainant and other persons concerned are notified of the outcome of the handling by e-mail.
vii. The complainant or the accused may request a review of the case by the President within 30 days of receipt of the resolution. The appeal must be submitted to the body that issued the decision. If the 30-day appeal period expires without appeal or if the student waives the right to appeal (confirmation from the AAU email address is sufficient), the decision will become final.
viii. The authority that issued the decision may itself only grant the appeal by altering the decision or annulling it, otherwise it will forward the appeal to the President for decision. The President shall amend or annul a decision which has been made in contravention of the law or an internal regulation, or where the decision has not been sufficiently substantiated. In all such cases, the President shall explain their decision in writing. This decision may not be appealed and shall become final on the date of delivery.

5. Confidentiality

i. All disciplinary proceedings are confidential and conducted in accordance with the General Data Protection Regulation (GDPR). The outcome can only be shared with those directly involved (including the complainant) or who need the information to carry out their work (or other) duties.
ii. The identity of the complainant and other persons involved is reasonably known only to those responsible for handling the complaint.
iii. Confidentiality includes, but is not limited to, the name of the person(s), as well as identifying features, descriptions, pseudonyms or other elements or factors that may enable third parties to identify the person(s), and details of the conduct in question, provided that they are specific enough to identify the circumstances or parties involved.
iv. Examples of situations where confidentiality cannot be maintained include circumstances where disclosure of information is required by law or where the requirement for disclosure outweighs the protection of the right to confidentiality (e.g., allowing the accused to prepare a defense).

v. If the identities of the parties must be disclosed, confidentiality will be expected and required of those who have a right to and necessarily must know the identities of the parties.
vi. A breach of confidentiality may be a violation of Czech law and legal action may be taken against the party who violated it. Violations of confidentiality may also result in disciplinary action by the AAU.

6. False Accusations and Protection from Retaliation

i. Initial allegations of a disciplinary offense which are found to be false and malicious may themselves become the basis of disciplinary proceedings, as may the intentional misrepresentation of information in the handling of a suspected disciplinary offense.
ii. However, any allegations made in good faith, even if false, will not be subject to disciplinary action against the complainant, and efforts will be made to ensure that retaliation does not occur in connection with the good faith reporting of the alleged offense.
iii. Retaliation and/or reprisals against an individual who in good faith reports or provides information about conduct that may violate the Code of Conduct are against the law and will not be tolerated.

7. Sanctions

i. In imposing sanctions, an account is taken of the nature of the conduct, the circumstances in which it occurred, the consequences caused, the degree of culpability, as well as the accused's previous conduct and the efforts made to remedy its consequences. The imposition of a sanction may be waived if the hearing of the disciplinary offense itself leads to a remedy.
ii. Any of the following sanctions may be imposed for a disciplinary offense:
    (a) reprimand,
    (b) non-academic probation with a time limit and conditions for proving oneself,
    (c) expulsion from studies.
iii. For a first-and-minor offense, no more severe sanction than a reprimand can be imposed.
iv. In the case of a non-academic probation, a time limit and conditions for proving oneself must be set. The conditions for proving oneself may include:
    (a) refraining from improper conduct,
    (b) issuing a letter of apology,
    (c) attend counseling or tutoring,
    (d) attend consultation at the Academic Tutoring Center,
    (e) completing an assignment as determined by the Disciplinary Committee.
v. After the expiration of the time limit set in the decision on non-academic probation, the student's supervisor will decide whether the student has fulfilled the conditions set in the decision and whether they have proved themselves. If the supervisor does not decide within 30 days, the student shall be deemed to have fulfilled the conditions and to have proved themselves. If the student's supervisor issues a decision that the student has not proved themselves, such a decision shall have the effect of a sanction of expulsion.
vi. Exclusion from studies is only possible in the case of intentional commission of a disciplinary offense. A student who has been admitted to study as a result of their fraudulent behavior will also be expelled from studies.
vii. The decision to impose a sanction for a disciplinary offense is recorded in the student's academic file kept by the AAU.

8. Disciplinary Committee

i. In the case of students, a Disciplinary Committee is established to consider disciplinary offenses that are repeated or serious.
ii. The Disciplinary Committee shall have at least five regular members, of which at least two-fifths, and no more than half, shall be students of the AAU, and the remainder shall be employees of the AAU. For this purpose, an AAU student is defined as a student enrolled in an AAU accredited degree program.
iii. The President appoints and removes the chairperson and members of the Disciplinary Committee after consultation with the Faculty Senate and the Student Council. In selecting the proposed persons, the President shall consider their integrity and, in the case of AAU employees, their moral authority and several years of experience in the field of higher education. To handle a particular case, the Disciplinary Committee may appoint additional *ad hoc* members in an advisory capacity, depending on the nature of the case under consideration and the specifics of the discipline.
iv. The term of office of the members of the Disciplinary Committee is two years. When appointing the Disciplinary Committee, the President shall ensure continuity of its activities and adequate representation of both sexes.

v. The term of office of a member of the Disciplinary Committee shall commence on the date on the member is appointed. The term of office of a member of the Disciplinary Committee shall expire:
   (a) on expiry of the period for which the member was appointed,
   (b) by ceasing to be eligible for membership,
   (c) by resignation, on the date on which the decision on the resignation of the member is delivered to the President,
   (d) by appeal by the President, on the date of delivery of the President's decision, unless a later date is specified in such decision.

vi. The appointment of a member of the Disciplinary Committee, as well as the appointment of an *ad hoc* member of the Disciplinary Committee, and their participation in the work of the Committee shall be conditional upon the written consent of the appointee, coupled with an undertaking of confidentiality regarding all confidential or otherwise sensitive aspects of the complaints under consideration. In the event of a conflict of interest, the member shall abstain from making decisions in the case. If a member of the Disciplinary Committee is excluded from the consideration of a matter, the President shall appoint a substitute member for the purpose of considering the matter, ensuring that a student representative shall be substituted by a student.

vii. The Disciplinary Committee cooperates with other AAU bodies, the President's permanent advisory bodies and the bodies of individual Schools in the exercise of its competence. It shall have the right to request from these bodies further documentation on the complaint under consideration, including their opinions, and the views of members of the AAU community.

viii. Meetings of the Disciplinary Committee shall be chaired by its chairperson or a member designated by the chairperson.

ix. The Disciplinary Committee shall have a quorum if a majority of its members, including the chairperson (or the designee), is present at the meeting, including at least one teacher and one student. A resolution shall be adopted if a majority of the members of the Disciplinary Committee present vote in favor of it. In case of equal votes, the chairperson may cast a decisive vote.

x. Meetings of the Committee are closed to the public. Other persons, e.g. witnesses, may attend at the invitation of the Committee or its chairperson. Upon request, the Committee shall allow the accused's supervisor and the President or the Vice President designated by the President to attend the meeting. The accused may be represented by an attorney or other representative at a meeting of the Committee, subject to the granting of a power of attorney.

xi. If the Chairperson is temporarily unable to exercise their functions under these rules, a member delegated by the chairperson shall exercise them during the absence.

9. Final Provisions

i. This Code was approved by the Board of Trustees on June 5, 2023 and comes into effect upon registration by the Ministry. On the effective date, the Disciplinary Code approved on June 13, 2022 shall be repealed.

ii. Proceedings initiated before the entry into force of this Code of Discipline shall be completed in accordance with this Code. A Disciplinary Committee established before the entry into force of this Code shall be deemed to be a Disciplinary Committee established under this Code.

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. 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.

6. 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 Code of Discipline for Students.
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 12, 2023 and comes into effect upon registration by the Ministry. On the effective date, the Code approved on June 13, 2022 shall be repealed.

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 their 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 officials interpretation of the text of an AAU document or publication, and was consequently mislead 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 13, 2022 and comes into effect forthwith.