

Study and Examination Code

Anglo-American University (AAU)

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: fall and spring. 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 recommendation the office of the Registrar after a review and comments by relevant departments and the President's Collegium. It is published annually on the AAU website no later than in June, one year in advance.

2. Degree Programs

- i. Bachelor's and master's programs are offered at AAU and its schools.
- ii. Each Degree Program is defined by the following elements:
 - (a) the name and level of the program, form of instruction and standard length of study, 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 degree 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.

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 university 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 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 public 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 public 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 Vice President for Student Affairs or Vice President for Academic Quality and Internationalization.
- 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. Applicants matriculate as students 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 students 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 (60 ECTS) credits.
 - (b) 2nd year students – completed a minimum of 30 US (60 ECTS) but fewer than 60 US (120 ECTS) credits.

- (c) 3rd year students – completed a minimum of 60 US (120 ECTS) but fewer than 90 US (180 ECTS) credits.
- (d) 4th year students – completed a minimum of 90 US (180 ECTS) 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 the studies upon paying the stipulated fee for the respective semester or term, and re-matriculates as a student on the first day after the interruption period, or on the date AAU received payment of the fee (whichever comes later).
- viii. An interrupted student who neither (a) recommences the studies nor (b) upon request obtains an extension of the interruption prior to the end of interruption will be terminated pursuant to C.1.i of this Code.

2. Students' Rights and Duties

- i. Students must abide by the rules set forth in the Academic 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 supporting documentation 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 must pay tuition and fees.
- xiv. Students must inform the university of any changes to their address or phone number within 10 days of the change.
- xv. Students must attend meetings established by the Dean of School, 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. The decision is issued by the Dean of School. If the student is not enrolled at any AAU school (e.g., study abroad students), the Vice President for Student Affairs or Vice President for Academic Quality and Internationalization issues the decision.
- iii. 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.
- iv. 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.

- v. 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 agree to such an option in the application.
- vi. 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.
- vii. The body that issued the decision may 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. Failure to do so grounds for termination of studies pursuant to C.1.i of this Code.
- 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 stipulated 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 stipulated fee.

5. Individually Directed Courses

- i. Students may apply to register for individually directed courses by submitting a stipulated form.
- 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 students' 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 School of study 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 3.50 or higher may petition to take up to six courses in an obligatory term by submitting a stipulated form.
- v. Bachelor's students who have completed at least two years of study (60 US (120 ECTS) credits) and have a GPA at or above 3.50 may petition to take a course at the master's level by submitting a stipulated form. 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, AAU 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 by submitting a stipulated form.
- 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 students 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.

8. Attendance

- i. Attendance, i.e., presence in class in real-time, at AAU courses is default mandatory; however, it is not graded as such. (Grades may be impacted by missed assignments or lack of participation.) Students must attend at least two thirds of classes to complete the course unless the course syllabus states otherwise. If they do not meet this condition, they will receive a grade of "FW" (Failure to Withdraw). For a good cause, the School of study may grant the student an individual exception to complete the course or be administratively withdrawn from the course.
- ii. 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 two weeks of classes or if they are unable to attend classes at the beginning of the term due to serious external reasons (documented visa or travel restrictions, lockdown, etc.). To receive remote status approval, students must submit a stipulated form accompanied by appropriate documentation.
- iii. Missed assignments and exams may be made up if the nature of the assignment or exam allows, and if the student was absent from class for a relevant reason (e.g., illness, serious family matter). In order to take advantage of this opportunity, the student should contact the instructor in a timely manner (within one week of the absence or in advance if possible). The instructors may use their discretion in determining what constitutes an excused absence.
- iv. Alternatively, the student may submit a stipulated form supplemented with documents providing reasons for the absence. In this case, the matter will be decided by the University administration. Each student is granted the privilege to excuse up to two sick days per term without any supporting documentation; however, a stipulated 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 the student submits the form along with an explicit note. The form and documents must be submitted within one week of absence. The student is responsible for contacting the instructor within one week from the date the absence was excused and arranging for make-up options as necessary. The instructor is obliged to provide reasonable options to make up the missed exams.
- v. AAU respects all religious orientations, and therefore accepts religious holidays as a justification of a students' absence. The student must submit a stipulated form prior to the end of the add/drop period and is responsible for arranging with their instructor for make-up options as necessary.
- vi. Should students 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 a stipulated form supplemented with documents providing reasons for the absence. 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.

9. Use of Artificial Intelligence (AI)

- i. 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. 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 apply for grade forgiveness of any retaken course before they pass the graduation examination by submitting a stipulated form. 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. Students may apply for grade forgiveness a maximum of three times during their studies. The School of study 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

- 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 16 and 17 below). AAU may exempt a student from the relevant course requirement if the student has previously achieved the appropriate learning outcomes, but credit transfer is not possible. (The student has either passed an equivalent course from a previous completed degree program or has achieved the equivalent learning outcomes without having passed a course and received credit at an accredited institution of higher education).
- iii. In order to obtain credit recognition, the student must submit a stipulated form and provide AAU 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.
- 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 (72 ECTS) credits at AAU in order to obtain a bachelors' degree or 24 US (48 ECTS) 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. An exception is the procedure under Articles 17 to 19.
- ix. AAU also transfers 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 2.50 or higher and requires advance approval by the School of study. Only credits approved in advance will be recognized and transferred. The credit transfer is mandatory and includes both completed and failed courses. As it is not subject to individual administrative discretion, it does not constitute a decision on students' rights and duties pursuant to article 68(1) of the Higher Education Act.
- x. For course waiver purposes, AAU may prescribe an exam to assess the student's learning outcomes or use an alternative method of assessment should the exam not be appropriate. The course waiver exam is considered passed if the student achieves a minimum of 70%. If the course is waived, the student is not required to complete the course in question. The student does not receive any credits for the course and is required to take an alternative course for credits. The School of study may determine which alternative courses should be taken.

12. Change of a Degree Program or a Study Plan

- i. Students may request a change of Degree Program (Major) or Study Plan (Concentration, Major, Minor) within their school by submitting a stipulated form to their School of study 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 withdrawal from the original Degree Program and admission to the new Degree Program. All courses, both passed and failed including the grades, are transferred.

13. Leave of absence

- i. Leave of absence is appropriate for students who are in good financial status with AAU and find they are not able to attend an obligatory term.
- ii. An interruption of studies, and therefore of student status, begins on the date the decision on leave of absence becomes final or at a later date stated in the decision (if the later date has been requested by the student) and ends on the last day before the start of the semester identified in the request for resumption of studies. An interrupted student may request to return earlier by submitting a stipulated form.
- iii. A student on a leave of absence is not a student at AAU pursuant to the Higher Education Act.

14. Academic Probation and Suspension

- i. Students must maintain a minimum cumulative GPA of 2.00 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 within one semester of matriculation.
- ii. The terms of academic probation require that the students, in each semester of probation:
 - (a) be limited to three or four courses per semester at the discretion of the School of study;
 - (b) consult and/or attend academic probation workshops with designated individuals 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 submitting a stipulated form.
- iv. Students may appeal to extend the probation period pursuant provision iii. supra by submitting a stipulated form. 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 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, students are on academic probation for the first semester. Should they remain on probation for two consecutive semesters, or should they fail to pass a preparatory course required by the Degree Program pursuant to B.1.ii of this Code or fail to demonstrate sufficient English proficiency within one semester, they will be terminated pursuant to C.1.A.1.iv of this Code.
- vii. Reinstated students may appeal to extend the period pursuant provision vi. supra. 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 is extended by one semester.

15. Readmission

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

16. Recognition of previous studies at AAU

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

17. Recognition of previous studies at AAU 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 Dean of School 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.

18. 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 Dean of School 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, withdraws from the university, fails to fulfill the academic requirements of the Degree Program, or is expelled according to the Code of Discipline for Students.
- ii. If students fail 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 students withdraw from the university, their termination is effective upon the submission of a stipulated form (or at a later date stated on the form).
- iv. If students fail to fulfill the academic requirements of their Degree Program or if they are 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 Vice President for Student Affairs or Vice President for Academic Quality and Internationalization.

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.

3. Graduation with Honors

Students with superior academic achievement throughout their university career may graduate 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 (72 ECTS) credits for BA graduates and 24 US (48 ECTS) credits for MA graduates must be from AAU coursework and taken for letter grades. Categories of honors are cum laude (3.50 GPA), magna cum laude (3.70 GPA) and summa cum laude (3.90 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.

D. Grading Policy

1. 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. The "W" notation does not affect a student's GPA.

(b) **FW: Failure to Withdraw**

A student who stops attending a course without officially withdrawing receives no credit for the course and a notation "FW" which is calculated as an F grade towards GPA.

(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 and as such do not affect a student's GPA.

(d) **I: Incomplete**

An "I" notation may be given to students who have fulfilled most coursework but have been unable to complete all through circumstances beyond their control by the last day of the semester and have 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 voluntarily. The "AU" notation does not affect a student's GPA.

(f) **T: Transferred**

A "T" notation is given to students whose credit is recognized in the form of a credit transfer and/or exemptions from specific courses. Transfer credits are not included in a student's GPA unless they were transferred with grades (in which case the appropriate grade is shown in parentheses).

(g) **CW: Course waived**

A "CW" notation is given to students whose credit is recognized in the form of exemption from a specific course. The course waiver may have been conditioned by passing a waiver exam. The "CW" notation does not affect a student's GPA.

- 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 (represented by grade points) weighted by their credit value, including failed courses. Courses completed with "Pass" have no impact on a student's GPA.

Table 1. Grades, Percentage Scale 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 and/or considerable effort. |
| 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 | |
| P | 60–100 | – | Pass. The student has received credit for the course but no letter grade. |
| 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. | | | |

2. Pass/Fail Policy

- Some courses are graded Pass/Fail, but most courses are graded with a letter grade. Students in good academic standing may take up to one letter-graded course per semester on a Pass/Fail basis.
- Students may request a Pass/Fail grade by submitting a stipulated form no later than the day of the course withdrawal deadline. The student will not be eligible for a merit scholarship in that term.
- The total number of courses requested on a Pass/Fail basis cannot exceed three in BA programs and two in MA programs. The Degree Program may require some core courses not to be taken on a Pass/Fail basis.

3. Grades in Response to Violation of Academic Integrity

- Any instance of academic dishonesty must be reported to the Dean of School and processed according to the Code of Conduct and Code of Discipline for Students.
- 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.
- 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.
- 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.

4. Grade Appeal

- 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.
- 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. Faculty members may change final grades after submission only to correct clerical error(s). Additional work may not be assigned to enable the student to receive a higher grade.

5. Graduation Examination

- i. 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.
- ii. Only students with no arrears in tuition or other payments to AAU may register for Graduation Examination.
- iii. 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.
- iv. Graduation Examinations take place three times a year, typically in January/February, May/June, and September.
- v. 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 for each Degree Program. The committee must have at least three members.
- vi. Every student has the right to one initial attempt and two corrective attempts to pass the State Examination and/or the Thesis Defense.
- vii. A corrective attempt cannot be made in the same term. If students earn a passing grade from their State Examination or Thesis Defense, they cannot repeat either to improve their grade.
- viii. Students are eligible to undertake the Graduation Examination if they have fulfilled all other requirements/conditions of their Degree Program except for the thesis course and have a cumulative GPA at or above 2.00. To be eligible for a Thesis Defense, students must also have submitted their thesis in a thesis course.
- ix. Students may not participate in the State Examination or Thesis Defense without prior registration. Students may unregister from the Graduation Examination or its part until one week before the examination.
- x. AAU may cancel a student's registration for the Graduation Examination if disciplinary proceedings have been started against the student.
- xi. Should students be absent from a State Examination or a Thesis Defense for relevant reasons (e.g., illness, serious family matters), and they wish to request that the absence be excused, they should submit a stipulated form supplemented with documents providing reasons for the absence within one week of absence.
- xii. The grade for a thesis course is based on the results of the Thesis Defense. If students fail the Thesis Defense and are recommended to revise and resubmit the current thesis, they receive an Incomplete grade for the thesis course. If they wish to unregister from the Thesis Defense after they have submitted their Thesis or if they fail the Thesis Defense and are asked to submit a new thesis, they receive an F grade for the thesis course, and must retake it and pay all related tuition and fees; in this case, the grade is not counted towards the cumulative-GPA condition of eligibility for the Graduation Examination.

6. State Examination

- i. State Examination questions shall be made available to students no later than six months before the examination.
- ii. All State Examination questions must be approved by the respective School's Curriculum Committees or other universities guaranteeing respective Degree Programs taught at AAU.
- iii. 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 examination. The Protocol must be signed by all members of the State Examination Committee.

7. Thesis Defense

- i. Students register for their Thesis Defense by duly submitting the thesis to their School of study.
- ii. Students must have access to their opponent's and advisor's reviews no less than three working days prior to their defense.
- iii. 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.

- iv. 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.

8. Procedure for the Declaration of Invalidity of the Graduation Examination

- i. Proceedings concerning the declaration of invalidity of the graduation examination or parts thereof shall be conducted in accordance with Sections 47c to 47e of the Higher Education Act. The proceedings may be initiated by the President, who shall also issue a decision on the invalidity if the legal requirements set out in the Higher Education Act are met.
- ii. The review panel shall consist of seven members, six of whom shall be appointed by the President from among professors, associate professors or other experts; the seventh member of the panel shall be appointed by the President from among students upon the proposal of the Student Council.
- iii. In the case of proceedings concerning the declaration of invalidity of a State Examination, no one who was a member of the examination board for the state examination in question may be a member of the panel. In the case of proceedings concerning the declaration of invalidity of a Thesis Defense, the Thesis advisor and opponent may not be members of the panel.

E. Final Provisions

This Code was approved by the Supervisory Board on August 31, 2024 and shall come into force pursuant to Section 39(3) of the Higher Education Act on the date of registration by the Ministry.

Document Review and Approval History

| Date | Body/Individual | Action | Comments/Notes | Version |
|------------|--------------------------------|----------|-------------------------|---------|
| 08/22/2024 | Faculty Senate | Reviewed | Minor comment submitted | v1.0 |
| 08/22/2024 | Student Council | Reviewed | No objections raised | v1.0 |
| 08/22/2024 | Alumni Council | Reviewed | No objections raised | v1.0 |
| 08/27/2024 | Academic President's Collegium | Reviewed | No objections raised | v1.0 |
| 08/31/2024 | Supervisory Board | Approved | | v1.0 |