

Student Handbook

2022-23



Welcome Letter from the President

Dear Students,

Let me welcome you on board at Anglo – American University in Prague!

The Velvet Revolution in 1989, which freed this country from Communist and Soviet oppression, created a climate of freedom, spontaneity, creativity, and new opportunities. Prague has changed from a grey, dilapidated, and closed city to the now open and thriving international metropolis. Jansen Raichl, a Czech emigrant from the UK, decided after his graduation in London to come back to his birthplace with a vision to bring the same quality of education that he acquired, to Prague. Together with his mother, he founded the Anglo – American College, (which is the predecessor of the now Anglo – American University) (hereinafter AAU). His educational background partly explains the name of our university. It was founded not only for local Czech students, but also for students from abroad as a tribute to his Alma Mater. He was the real pioneer against the surviving communist bureaucracy. He succeeded in accomplishing his goal which is why AAU is the oldest private institution of higher education in the Czech Republic.

The new academic year 2022/23 is the 32nd in the history of AAU in which nearly 15,000 students successfully graduated. Our alumni, together with our students, faculty, and administrative staff create a unique international community. Mutual respect, tolerance, along with productive and joyful cooperation are the characteristics of a community consisting of students from over 80 different countries. The University campus, located in the baroque Thurn-Taxis Palace in the historical centre of Prague, creates an original intellectual home for research, study, open debates and discussions, colloquia and conferences. We are very proud of our international faculty, which brings experience from different universities and many countries.

The WSCUC accreditation is the American accreditation which AAU possesses in addition to the Czech accreditation and it explains the second part of our name. The accreditation provided by the Czech accreditation office enables the recognition of the education provided by AAU within the European Union. The dual Accreditation provides a comparative advantage to our

graduates on the US as well as the European labour market. This year, AAU's WSCUC accreditation was prolonged until 2030, which is a great achievement and a huge success.

Our freshmen deserve a special welcome! Thanks to them, our community remains „forever young” despite our 30 plus years of continuous improvement of educational environment fostering intellectual curiosity, cooperation and respect for cultural and national diversity. We invite them to take an active role in university life, student clubs, Student Council, etc. We are looking forward to their enrichment of our great AAU family. We support the scholastics of our faculty and are grateful to our alumni for their continued loyalty, friendship, involvement and support. We believe that together we will further enhance AAU's reputation on the international educational market, from which all of us, but especially our alumni, will benefit.

Welcome to AAU's continuously growing community. The AAU faculty is looking forward to sharing with you the miracle of learning, understanding the real as well as the virtual world, and observing your professional and personal growth.

Jiří Schwarz
President
Anglo-American University



Contents

Introduction	6
New student checklist	7
1. Key Information	8
1.1. About AAU	8
1.2. AAU ID card	8
1.3. The Campus	9
1.4. Wi-Fi	10
1.5. How We Communicate With You	10
1.6. AAU's Internal Rules	14
1.7. Values and standards	15
1.8. Academic Calendar	16
1.9. Where to Go When You Need...	17
1.10. FAQ	20
1.10.1. At the Beginning of Studies	20
1.10.2. Before and at the Start of a Semester	27
1.10.3. During and After a Semester	34
1.10.4. Any Time – Academic Issues	37
1.10.5. Any Time – General Questions	40
1.10.6. Any Time – Legal Issues	41
1.10.7. At the End of Studies	47
2. Services for Students	50
2.1. Student Services Center (SSC)	50
2.1.1. Student Life at AAU	52
2.1.2. Career Development Center	53
2.1.3. Alumni Office	54
2.2. Psychological Counseling	54
2.3. Academic Tutoring Center	55
2.4. Library	56
2.5. Reception Services	56
2.6. Printing and Copying	57
2.7. Computer Lab	57
2.8. Disability Accommodations	57
2.9. Student Exchanges	58
4. Safety Instructions	61
5. Contacts	63

Introduction

The Student Handbook answers questions students often ask when they start at AAU, such as where resources are located and how to contact the people who are ready and willing to help you be successful at AAU.

This handbook has information about the campus, Wi-Fi, Academic Calendar, an overview of services at AAU, and a list of answers to questions you will most likely ask during your studies. The second part consists of campus guidelines and safety instructions. We attached a contact list, too.

Please keep in mind that the Student Handbook does not contain the complete list of rules and regulations; the full set of AAU rules – the Academic Codex, Policies, and Regulations, is available electronically on the website and the AAU intranet (AAUnet). You can access all from the ‘Current Students’ section of the www.aauni.edu website.

Special provisions may apply to LLB, Certificate of Higher Education in Common Law, and MBA students. You can stay up to date with any changes by following AAU’s official communications channels.

New student checklist

- Pay tuition for your first semester
- Apply for visa
- Contact Nostrification Specialist for assistance
- Reserve your space in AAU Housing (or make your local housing arrangements)
- Activate and access your AAU accounts (email, NEO, MS Teams)
- Complete the Entry Level Assessments in NEO
- Meet with your academic advisor and register for classes
- Electronically sign the University-Student Agreement (it will be sent to you via email).
- Submit an authenticated copy of your diploma(s) and transcript(s) to the Student Services Center by the last day of your first semester at AAU the latest (e. g. for F22 students, by February 1, 2023)
- Participate in New Student Orientation
- Get to know Prague
- Start classes!

1. Key Information

1.1. About AAU

Anglo-American University was founded in 1990 and is the oldest private institution of higher education in the Czech Republic. AAU prides itself on providing a distinctive, personalized, university education in English, stemming from the best American and British academic traditions. AAU aspires to be a leading university in the Czech Republic recognized for innovation and quality in teaching and learning, with a commitment to societal excellence in a globalized world.

AAU is divided into five Schools of Study offering a variety of undergraduate and graduate degree programs:

- John H. Carey II. School of Law
- School of Business Administration
- School of Humanities and Social Sciences
- School of International Relations and Diplomacy
- School of Journalism, Media and Visual Arts

Located in a beautiful baroque palace in Prague's historic Malá Strana district, AAU is a center of academic excellence, where students from all over the world pursue their studies in an environment that encourages intellectual curiosity, leadership, cooperation, and respect for cultural and national diversity.

1.2. AAU ID card

The official AAU ID card is the AAU ISIC. It is used for access to the main AAU building, serves as a copy card for printing and making copies and can be used as the verification of your current status as a student. The AAU ISIC card is provided to students for a price of 350 CZK. The price for replacement cards is 350 CZK. To extend the validity of ISIC, you have to buy the extension stamp in the Student Services Center for a price of 250 CZK. The AAU ISIC card has many benefits beyond AAU. It is recognized in 130 countries as a student ID and guarantees more than 125,000 discounts – learn more at <https://www.isic.cz/en/discounts/czech/>.

1.3. The Campus

AAU is located in two buildings on Letenská Street. The main building with most classrooms and student lounges along with the Computer Lab, Print Center, administration offices and cafe is located at Letenská 5. The AAU Library can be found at Letenská 1.

There are three entrances into Letenská 5. All of them are equipped with an electromechanical lock which opens with an International Student Identity Card (ISIC) or another chip card (for example, a Lítačka) that has been registered at AAU's reception desk. To open the door, place the card onto the scanner next to any of the entrances. When you hear a beep, this means the lock has been released. Rattling a door handle without the scanners having detected a card will not open the door and may destroy the lock.

Please bear in mind that access to the building is possible only with a registered card. Should you accidentally not have yours with you, please see the Receptionist, who will open the door for you after verifying your identity.

Opening Hours - please see the AAU website for most accurate information

The **main building** at Letenská 5 is typically open from 7:30 AM from Monday till Friday. It closes at 10:00 PM (on Fridays at 7:30 PM). This may change during the semester.

The **Computer Lab**, located at Letenská 5, is usually open during weekdays from the morning to evening, except when classes are meeting there. Please see AAU's website or the posted schedule for up-to-date information.

The **Print Center**, located near Reception in Letenská 5, is typically open during weekdays from morning to evening with shorter hours on Fridays.

The **AAU Library**, located at Letenská 1, is open weekdays - hours vary, please see the website for hours. The library is also open on weekends before mid-terms and final exams.

The **student lounge** in room 1.17 next to Café de Taxis is available for AAU students on weekdays from early morning into the evening for hanging out (a microwave is available, and students are welcome to bring their own food).

Please note that entering the building outside of opening hours is strictly prohibited.

1.4. Wi-Fi

Registered AAU students may use AAU's Wi-Fi network covering all classrooms, corridors, lounges, and the courtyard. Students can connect up to three personal devices (laptops, smartphones, and tablets). Access to the Wi-Fi is activated automatically after registration. The WIFI login and password are given to new students during orientation and are available later at the reception desk upon the presentation of a valid photo ID.

Students and Faculty should connect to the Wi-Fi network called **AAU**. Once you sign up, this network does not require further authentication. After connecting to the network, use your default settings, enter your username in the *name.surname* format, and, if requested, accept a certificate. If you have any trouble, consult the detailed instructions available in the brochure holders at Reception or the Print Center. The instructions can also be found on AAUNET under the "IT and Google Apps Support for Students" section.

Wi-Fi passwords can be changed by altering your Windows login password on any desktop computer in AAU's network, be it in the Computer Lab, Print Center, or AAU Library. When changed, the password is no longer available at Reception in case you forget it; in that case it must be reset by the IT department.

1.5. How We Communicate With You

University Email

At AAU we prefer in-person communication with students, yet sometimes other means of communication may be necessary or more effective. Most frequently, it is email. All AAU students have a Google Suite account set up upon admission to AAU and registration for courses. All email addresses, including

those of faculty and staff, have a uniform structure: *name.surname@aauni.edu*. Your email password will be sent to you prior to the start of the academic year. If you need to reset your password, please contact IT or Reception for assistance. Please bear in mind that the Wi-Fi/Windows profile password is not affected by changing the Google Suite password and vice versa. The email can be accessed via the AAU website “Current Students” section under the “Email Login.” Alternatively, you can link directly to webmail.aauni.edu.

Mail Address

In some cases, communication by regular postal mail is required by the law and the Academic Codex. Therefore, it is very important that any changes to your address should be reported to the Student Services Center promptly.

AAU Weekly Student Bulletin

Every week, you will get information about the upcoming week’s events and happenings at AAU directly in your email inbox.

Website

Important information is also communicated to students via AAU’s website: www.aauni.edu. The “Current Students” section contains links to the NEO LMS e-learning portal, academic timetables, the Academic Calendar, and AAUNET together with many shortcuts to sections of the web that students may need.

AAUNET

AAUNET contains information intended only for AAU’s students, staff, and faculty. It requires logging into your AAU Google Suite account. The most relevant sections for students are those of the respective Schools of Study and the section entitled “For Students,” which contains information about the Career Center, international exchanges/Erasmus, the Student Services Center, and IT and Google Suite support. It can be accessed via the AAU website under the “Current Students” section where you will find the “AAUNET” option. Alternatively the following direct link, <https://sites.google.com/a/aauni.edu/aaunet/aaunet-home>, can be used.

NEO LMS

NEO is a learning management system AAU uses to support all its teaching. In NEO, students can find study materials for their individual courses, feedback from teachers, information on grading, and much more. Accessing NEO requires logging into your Google Suite account which is possible through the AAU website under the section “Current Students” followed by “NEO LMS” or directly at aau.edu20.org. You must choose the “login with Google” option. It is also possible to find NEO in the App Launcher in GoogleApps. The NEO icon will be displayed once you click on “more.”

You can also access NEO using your smartphone. The NEO LMS app is available both on iOS and Android. When logging into the NEO LMS app you should enter “aau” or type in the whole portal address “aau.edu20.org”

Microsoft Teams

AAU uses Microsoft Teams for online class meetings. MS Teams is a virtual meeting platform that enables faculty and students to meet together as a class, collaborate, and hold individual meetings for office hours. When you are registered for an online course, you’ll get MSTeams login credentials and you should download Microsoft Teams at <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>. Once login is complete, you will automatically be enrolled in online courses which will appear on their menu of courses. For class meetings, the instructor will begin the meeting in the “general” area within the course and students will simply click on “Join meeting” to attend the class. Each AAU course uses both MS Team and NEO, with Teams used for meetings and NEO for course management; which includes assignments, lessons with readings, and grading/feedback.

Student Information System (ISIS)

ISIS is AAU’s official student information system, displaying student contact information, specifics about academic programs, and unofficial transcripts. Access to ISIS is possible through the website under the section “Current Students” followed by “ISIS” or directly at isis.aavs.cz. The login and the password are emailed to new students after the end of the add/drop period. If

you forget your ISIS password, please contact Student Services Center staff at ssc@aauni.edu for help.

Social Media

Following AAU on social media is the best way to stay in touch with everything happening on campus. News ranges from major developments at AAU to tips on great coffee shops in the city and outings in and around Prague. AAU's main social media channels are as follows:

- Instagram: @AAUPrague
- Facebook: @AAUPrague
- LinkedIn: Anglo-American University
- Twitter: @AAUPrague
- YouTube: @aauniedu
- Tik-Tok: @angloamericanuniversity

AAU's various departments and bodies – individual Schools of Study, the AAU Library, Career Center, Student Council, etc. – also use their own social media channels, mainly Facebook groups and pages, to communicate with students.

Sound Bricks Radio

Sound Bricks is AAU's student radio station. It broadcasts 24 hours a day on the Internet at soundbricks.net, and its programming is produced by students, volunteers, and faculty. While Sound Bricks is an official project of AAU, the content of each program is the responsibility of the individual show creators. You, too, can get involved in the campus radio by requesting songs or even hosting your own show!

Lennon Wall

Lennon Wall is AAU's student magazine, first published in October 2000. It reports on current university and world developments that matter. The values of the magazine – free speech and democracy – are the same as those of Prague's famous Lennon Wall.

The magazine is a nonpartisan platform for aspiring reporters and future writers and photographers. It is independent from the influence of the university's governing body, thus providing balanced coverage with high journalistic standards. LW's website brings stories to light weekly at lennonwall.aauni.edu. Watch for print issues around campus.

Notice Boards

There are multiple notice boards at AAU. Pay special attention to the notice board by the main staircase and the ones next to your Dean's office. The official notice board for AAU is linked in the AAU Website, specifically <https://www.aauni.edu/about/documents-and-reports/official-notice-board/>. This notice board serves for the announcement of undelivered mail. A document that could not be delivered is delivered by a public decree pursuant to Section 25 of Act No. 500/2004 Coll. as amended (Administrative Procedure Code). On the fifteenth day after the announcement of the possibility to take over the document, the document is considered delivered. The document can be picked up at the Student Services Center.

1.6. AAU's Internal Rules

It is important for all AAU community members to be familiar with AAU's rules, regulations, and standards. The Academic Codex and its codes are the most important overarching source of official guidelines.

Codes regulating students' conduct:

- **The Study and Examination Code:** regulates everything regarding rights and duties of students.
- **The Standards of Conduct and Discipline Code:** defines standards of behavior, AAU's fundamental values and outlines disciplinary procedures and penalties, including harassment and misconduct.
- **Policy on Relationships, Sexual Misconduct, Discrimination and Harassment:** sets rules and expectations regarding relationships (a subject of an update after the Student Handbook release).
- **The Scholarship Code:** sets rules for student scholarships.
- **The Financial Code** defines fees and tuition.

Policies concerning students: Admission Policy, Scholarship Policy, and Financial Policy.

Regulations concerning students: Library, IT, and Campus.

The **Academic Codex** is available on the AAU website at <https://www.aauni.edu/about/documents-and-reports/academic-codex/>

1.7. Values and standards

AAU's community is built on the following core values:

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

To uphold these core values, it is an utmost priority that AAU provides a safe learning environment. AAU maintains a policy of zero tolerance for any type of discrimination or harassment.

While AAU provides this foundation of policies and systems to ensure an objectively safe learning environment, part of a learning environment is being intellectually challenged and confronting ideas which one may not agree with, as the purpose of universities is not to create homogenous ideas but to facilitate academic debate. AAU supports every individual's right to freedom of expression, and that bad ideas get refuted, not punished. However, expression that is severe, persistent, and objectively offensive, that is directed toward an individual and has the effect of limiting or denying educational or employment access, benefits or opportunities is not a protected form of speech or expression, and can form the basis of a violation of the campus harassment, bullying or discrimination policies.

1.8. Academic Calendar

The academic year at AAU is divided into two semesters. In the Fall semester, instruction is typically carried out in Fall and Winter terms. In the Spring semester, it is carried out in Spring and Summer terms. The terms may be divided into multiple sessions.

The Fall and Spring terms begin on the first day of the Fall and Spring semesters, respectively, and students must register therein to maintain student status. One of the 15 weeks is a mid-term break, so there are 14 weeks of instruction and examination. The Fall term begins at the end of August or the beginning of September and ends before Christmas. The Spring term begins at the beginning of February and ends in the second half of May. Usually, there is one 3-hour course session per week which means 150 (3 x 50) minutes of instruction, divided by one or two breaks, so that it fills a 165-minute time slot in a schedule. Alternatively, instructors may decide to hold 2 sessions per week, in which case each of them lasts 75 minutes without a break. The default time slots are scheduled 8:15–11:00, 11:30–14:15, 14:45–17:30, and 18:30–21:15.

If you register for the Fall term and do not terminate or interrupt your studies in the course of the term, you remain a student until the start of the Spring semester. If you register for the Spring term and do not terminate or interrupt your studies in the course of the term, your student status lasts until the beginning of the first semester of the next academic year.

Winter and Summer terms are voluntary; whether or not you take courses then depends on your preferences and advice from the staff in your School of Study. These terms are intensive – the classes meet several times a week and the sessions are longer. The Winter term lasts 3 weeks and takes place in January. The Summer term is divided into two sessions. Summer I lasts 3 weeks from the end of May until the second half of June; Summer II lasts 6 weeks from the end of June until the end of July/beginning of August.

Winter and Summer-I classes are divided into 10 sessions, each of which is 4.2 teaching hours long (225 minutes including a 15-minute break). The default time slots are scheduled 9:00–12:45, 13:00–16:45, and 17:30–21:15. Summer II is divided into

12 sessions of 3.5 teaching hours each (190 minutes including a 15-minute break). The default time slots are scheduled 9:00–12:10, 14:00–17:10, and 18:00–21:10.

Students of all programs of study except for law can commence their studies at AAU either in Fall or Spring. The Academic Calendar can be found at <https://www.aauni.edu/about/academic-calendar/>.

1.9. Where to Go When You Need...

It may not be easy at the beginning of your studies to find the right person to talk to. In the table below you will find a list of where to go when you need specific services or information. Should you encounter a situation not mentioned in the list, please speak with the staff in your School of Study or contact the Student Services Center (SSC) at ssc@aauni.edu. The most recent list of administrative personnel and their positions can be found on AAU's website.



Absence excuse	Dean of Students
Academic probation, advice about	School of Study
Accommodation/Housing	Housing Specialist - housing@aauni.edu
Add/drop courses	School of Study, SSC
Academic advising	School of Study
Books and textbooks (except languages and law)	AAU Library
Language textbooks	Bursar
Textbooks, law students	JHCSL Program Office
Career advising	Career Center
Change of major	School of Study/SSC
Change of name/address/phone number/ residency status, information about	SSC
Clubs	student.life@aauni.edu; student.council@aauni.edu
Complaint, any	School of Study or Dean of Students
Computer login and password, obtaining	Reception
Computer login and password, troubleshooting	IT@aauni.edu
Confirmation of studies	SSC
Defects and breakdowns, reporting	fixit@aauni.edu
Diploma, picking up, loss of	SSC
Events, information about	student.life@aauni.edu, events@aauni.edu
Grade forgiveness policy	School of Study, SSC
Graduate study, advice and opportunities	School of Study
Graduation requirements	School of Study, SSC
Graduation, questions about the ceremony	SSC, Event Coordinator
Harassment or any type of faculty or staff misconduct, formal report	School of Study, Dean of Students
Harassment or any type of faculty or staff misconduct, private report	Any employees without supervisory responsibility or remedial authority to address sexual misconduct, such as faculty members, Dean of Students, Student Services Center staff, Career Center staff, Admissions staff, HR office, etc.

Harassment or any type of faculty or staff misconduct, formal report	Psychological Counseling Center
Internship, help with finding	Career Center
Leave of absence, apply for	School of Study, SSC
Personal problems, stress, homesickness	Psychological Counseling Center, Dean of Students
Petition, filing of	School of Study
Printing	Print Center
Registration for courses	School of Study/Bursar/SSC
Residence permit, advice on obtaining	SSC
Room rental at AAU, for an outside organization	Facilities and Operations Manager
Room reservation, for student events	Facilities and Operations Manager
Scholarships	SSC
Social and health insurance, information	SSC
Student ID card, obtaining	SSC
Student contract, signing	SSC
Student Information System login, obtaining	SSC
Study abroad	Director of International Cooperation
Study extension	School of Study/Bursar/SSC
Transcripts, request copies	SSC/ISIS
Transfer credits	School of Study/SSC
Tuition, payments, installment plans	Bursar
Withdrawal	School of Study/SSC
Wi-Fi login, obtaining	Reception
Wi-Fi login, difficulties	IT@aauni.edu
Writing and Math help	Academic Tutoring Center atc@aauni.edu

1.10. FAQ

1.10.1. At the Beginning of Studies

If I am a foreigner, do I need to register with the Czech immigration authorities?

Yes. If you are an EU or EFTA national (i.e. citizen of the 27 EU member states, plus Norway, Iceland, Liechtenstein, Switzerland), you must register with the Czech Immigration authorities within 30 days of your arrival (Address: Olšanská 2, Prague). Do not forget to bring a valid passport (or national ID card).

If you are from outside the EU or EFTA (so-called “third-country nationals”), you need a visa or a residence permit to study in the Czech Republic and are required to report to the Czech authorities within three working days of your arrival. Who you report to varies depending on your documents, as follows:

- Students with a student visa report to the local branch of the Foreign Police (address: Olšanská 2, Prague). Based on Czech law, housing providers are obliged to report all of their tenants, but AAU strongly recommends that you check this with your housing provider directly.
- Students with a residence permit report to the Students Workplace of the Ministry of the Interior (MOI), where they pick up their biometric ID (address: Hládkov 682/9, Prague). This must be done within the first 1–2 months after their arrival.
- In connection with biometric data, you are required to:
 - » present yourself at the MOI’s office in person to provide your biometric data as well as a signature intended for digital processing,
 - » present yourself at the MOI to collect your residence card within the specified time limit but at latest within 60 days of having had your biometric data collected for the reasons of verifying your identity and/or the correctness of the personal details appearing in the card, the functioning of the data chip with your biometric data, and the correctness of the processed biometric data contained.

If, after receiving the decision on your permanent residence permit or on the extension of the validity of your permanent residence card, you fail to collect

the completed card, you will be fined up to CZK 10,000. If you fail to collect your long-term residence card during the issuing procedure or a procedure extending its validity, your application procedure will be terminated.

In the event of changes in details appearing in the residence card (e.g. surname or passport no.), you are required to report the change to the MOI within three working days from the date when the change occurred. An address change needs to be reported within 30 days.

Further details can be found on the MOI's website:

www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx

Should you need assistance, please ask the Student Services Center.

Do I need recognition of my high school or bachelor's diploma?

If you are planning to study in a Czech-accredited degree program/pursue the US+Czech dual degree, you will need to have your prior education recognized. Part of the experience of attending university abroad is getting your previous diploma recognized by the country you choose to study in. Whether you are going to begin a Bachelor's or Master's degree at AAU (or somewhere else) you need to get your previous Diploma (High School and/or Bachelor's Diploma) recognized. This process is called nostrification and it has several steps:

1. You need to collect the necessary documentation, including but not limited to, your diploma and transcript.
2. Then, you need to get your High School/ Bachelor's documents legalized in the country where they were issued. Most probably it will be your home country.
3. Afterwards, you need to translate your legalized documents into Czech by a Czech court translator.
4. Lastly, you need to get your legalized and translated documents recognized by the local Czech authorities (in the case of High School education by the City of Prague, in the case of Bachelor education by any Czech state University).

Requirements for undergraduate and graduate nostrification vary.

For undergraduate nostrification requirements visit:

<https://www.aauni.edu/admissions/undergraduate-admission/undergraduate-nostrification-instructions/>

For graduate nostrification requirements visit:

<https://www.aauni.edu/admissions/graduate-admission/graduate-nostrification-instructions/>

AAU has a Nostrification Specialist who is happy to guide you through the process. For assistance contact nostrification@aauni.edu.

What admissions documents do I have to submit in order to be fully accepted?

If you have passed the interview successfully, paid tuition for your first semester of studies, and registered for classes, you have to submit authenticated documents as listed in the Admissions Policy to be fully admitted. For undergraduate students please refer to section C, for graduate students, please refer to section D in the Admissions Policy. Depending on the program you are applying for, you might have an option also to apply for Czech accreditation. For more information, please read the mentioned sections in the Admissions Policy or contact nostrification@aauni.edu. Please note that the failure to prove the authenticity of the documents will be considered a violation of AAU's Academic Codex and will lead to the termination of studies.

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

How do I get all of my login credentials?

Your account with Google Suite, AAU's Wi-Fi network, Student Information System (ISIS), and NEO LMS are created automatically. The login and password to all systems except for ISIS is uniform at the beginning and is emailed to new students prior to the start of the term or given to new students at orientation. Later on, and only provided that you did not change them, the passwords are

available at Reception upon the presentation of your ID card. The credentials for ISIS will be sent to you by email.

How do I get my ISIC card?

Once you register for the first semester, your ISIC card will be ordered. It usually takes up to two weeks for the card to be made and delivered to AAU. If you are a degree-seeking student, the card will be handed over to you only after you sign your student contract. The AAU ISIC card, provided at a discount, is used for access to the main AAU building and also serves as a copy card for printing and making copies.

The same procedure applies if you lose the card. However, in such a case, you will have to pay the full price charged by the ISIC card provider.

How do I transfer courses from my previous university?

Credit recognition is authorized by your School of Study. In order to obtain credit recognition, you must fill out a “transfer credit form” (available at SSC and AAUNET), provide your School of Study with an official transcript and your course descriptions in English (if originally in another language, the documents must be a certified English translation) along with acceptable evidence of course content. You may also be required to complete a competency test. The Dean will review the documents and decide on the recognition. The process is completed by your signature on the finalized form.

Requests for credit recognition from previous studies must be made during your first semester at AAU. Please see the Study and Examination Code for the full details. Bear in mind that in most cases there is a non-refundable transfer fee per credit transferred to AAU. See the Financial Policy for details.

What do “learning outcomes” mean?

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. We do not just lecture; we use diverse teaching methods, continuously bearing AAU’s three institutional learning outcomes (ILOs) in mind:

- critical thinking
- communication
- effective and responsible action

Each assignment should reflect one or more of these learning outcomes, along with other outcomes related to your study program or the particular course.

Do I have to take the Entry Level Assessment and the Math Placement Test?

Yes, you do. Even if you meet all the general requirements for admission to AAU, you may not have sufficient skills in some areas critical to succeed in your studies. Such critical skills are assessed during the admissions process or, at the latest, by the end of the first week of your first semester. There are two subject areas that are tested using placement tests: mathematics (business majors only) and English writing skills (all majors). The placement test is mandatory and only one attempt is permitted - there are no retakes allowed. Students who score lower on the placement test - or who do not take the test at all - will be administratively enrolled in a preparatory course offered by AAU and unenrolled from their original course(s). Your School of Study may also recommend further changes to your schedule to better match your current skills in writing and math. Students are not allowed to withdraw from preparatory classes.

Please be aware that upon receiving a no-pass grade from a preparatory course, students will be suspended from their studies pursuant to the Academic Codex for a minimum of two semesters.

What if I already have the knowledge, skills, and competencies taught in a required course?

In such situations, AAU offers a course waiver policy. If you believe you have already achieved the learning outcomes of a required course, you may petition the Dean of your School, who will decide whether the claimed learning outcomes will be assessed by a course waiver exam or an alternative method of assessment. If you are found to meet the required learning outcomes, you will be waived the requirement to complete the course in question. You will not receive any credits for the course and will have to take an alternative course for credit. The Dean determines which alternative courses can be taken instead.

What is GPA and why is it important?

GPA stands for grade point average and is calculated from letter grades you get for all your credit courses at AAU – each grade is weighted by the number of credits (typically 3). Only students with a GPA of 2.0 or higher can graduate from AAU. In other words, you cannot successfully complete AAU’s programs of study unless you keep your grades above a C average. GPA is also important for the Merit Based Scholarship and matters even beyond AAU. It is important for admission to graduate programs and also on the job market. In some sectors, GPA tends to be a key metric in initial evaluations of job candidates.

How is my GPA calculated?

A cumulative grade point average (GPA) is calculated by dividing the total quality points earned by the total credits completed. Credits transferred from other institutions are not included in calculating GPA, nor are credits marked W, I, R, or P.

What is the credit value of AAU’s courses?

AAU primarily uses a US credit hour system complemented by the European Credit Transfer System (ECTS). One US credit hour corresponds to two ECTS credits and therefore to the workload of 14 in-class hours and 36 hours of home preparation per term. Typically, classes at AAU are three US credit hours.



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

What are academic probation and suspension?

If your GPA falls below 2.0 for grades earned during the obligatory terms of fall and spring, you will be placed on academic probation. While on probation you will be allowed to take only three courses and your Dean will closely monitor your academic performance. Should you remain on academic probation after 2 consecutive semesters, you will be suspended from your studies for one year and you will lose your student status. You may, however, request to be reinstated after one semester of suspension by petitioning your Dean. If you remain on academic probation after two semesters after being reinstated, your studies will be terminated.

Students whose studies have been terminated can apply for readmission after two semesters out of AAU.

1.10.2. Before and at the Start of a Semester

What is the proper communication code at AAU?

The language of communication at AAU is English. Students are required to use their AAU email 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 regular checking their AAU e-mail and responding promptly.

All documents, including admission documents, applications, petitions, forms and supplementary documents, must be submitted in or translated into English.

Do I need to register for classes every semester?

You need to register for obligatory terms – Fall and Spring – in order to keep your student status. If you wish to take time off from your studies but plan to resume them at AAU at some future date, you may request an interruption of your study by submitting a “Leave of Absence Form” to the SSC; this form is signed by your Dean, the AAU Library, and the finance department.

Students with a grade of Incomplete but have otherwise fulfilled all course requirements of their Degree Program can obtain a study extension for one semester by submitting a completed Registration Form to the Student Services Center and paying the Administrative Fee. Should the student attempt and fail the Graduation Examination, they may petition their Dean for another study extension for the next semester. This study extension will be issued to students who do not owe tuition or other payments to AAU.

Please note that if you fail to register or obtain a study extension by the end of the add/drop period of an obligatory term, you will be considered to have failed academic requirements and your study program will be terminated.

When should I register for courses?

Times for course registration are indicated in the Academic Calendar on the AAU website under the “Academic Calendar” found under “Current Students.”

The Academic Calendar and your School of Study set the registration week(s) for students in your year of study.

If you miss the designated registration period, you may still register later, yet the chance of classes being full is higher, and you will pay a late registration fee. See the Financial Policy for details.

How do I register for classes?

1. Your School of Study staff will contact you several weeks in advance to tell you about advising and registration procedures for the upcoming semester. Please be sure to check your AAU email regularly so you don't miss any important messages.
2. Review the program guidelines available in your Dean's office and on AAUNET and identify the courses you need; check the timetable on the website under "Timetables" found under the "Current Students" section for the current offering of courses and read through the course descriptions.
3. Schedule an appointment for advising with your School's Assistant Dean during the appropriate registration week for your year of study to register. The Assistant Dean will provide you with guidance and advice to select courses best suited to your personal abilities, educational interest, and career objectives. At the end of the advising meeting, the Assistant Dean will confirm your choice of courses.
4. Your Assistant Dean will tell you about the next steps regarding registration and add/drop procedures.

What should I do if the class I want to take is full?

All AAU courses have a limited number of places available and therefore we always advise students not to postpone registration so as to secure a place in their chosen classes during the standard registration period. Most classes are limited to 25 students, though some are exceptionally allowed to go up to 30 and others are kept below 20. Once the limit has been reached, the course is closed.

If you wish to enroll in a closed course, you may ask to be placed on a waiting list in the Student Services Center. If a student already enrolled in a closed

course decides to drop it, the first student on the waiting list will be offered the available place. He/she will receive the information by email and will be asked to contact their Assistant Dean and to add the course to their schedule via Add/Drop Form within a certain date and time. If this student does not contact the Student Services Center within the given deadline, the course is offered to the next student on the waiting list. The waiting list works on a first-come, first-served basis. Priority, however, is given to students who need the course in order to graduate on time.

Please be aware that lecturers do not have the authority to place students in closed classes. For closed courses, the course capacity may only be increased in exceptional cases upon the decision of the respective School Dean.

What should I do if a class I need in order to graduate is not offered?

If you are in your final obligatory term and the course you need or an appropriate substitute course is not available and you previously failed it or it was not available in the previous obligatory term, you may apply to register an individually directed course by petitioning your Dean. Such courses do not meet every week in a pre-set schedule but instead have a form of independent student work and consultation with an instructor.

What is the Professional Internship Course?

All students of undergraduate (and some graduate) programs at AAU are required to complete the Professional Internship Course before they graduate. The Professional Internship Course is a regular credited course with its own syllabus and a NEO course site. It has been designed with the intention of helping AAU students cross the bridge between their studies and their professional career, making sure they graduate with relevant professional experience and an understanding of how to navigate their professional opportunities and development.

The Career Development Specialist meets students upon their enrollment into the course in weekly scheduled sessions listed in the timetable. During the first meeting, the specialist explains to students the course structure and requirements, and provides support in relation to their internship search. Students who have at least 135 - 330 (depending on your degree program) hours

of professional work experience (internship or employment) that is related to their studies at AAU can apply to waive the course and take another class instead, given that they already possess the learning outcomes of the Professional Internship Course. If their application is successful, the Dean of their School of Study will assign the student a different course instead.

The Internship is graded on a pass/fail basis.

For more information about the course, please visit the AAUNet <https://sites.google.com/a/aauni.edu/career-center/home> or contact the Career Development Specialist at career.center@aauni.edu.

What do course codes tell me?

AAU course codes have six characters: three letters that designate the academic field of study and three numbers that identify the difficulty level of the course (see the table below).

Courses with multiple sections (different time slots and possibly lecturers) are denoted with the number of the section, which is a number behind a slash after the course code, e.g. ECO110/1 is the first section of the Introduction to Macroeconomics (ECO110) course.

Level	Course Number	Type of Course
Bachelor's Programs	100–299	Lower-level courses. Open to all university students who have successfully completed prerequisite courses (if any).
	300–499	Upper-level courses. Open to all university students who have completed at least one year of university studies (30 US credits) and prerequisite courses (if any).
Master's Programs	500–799	Master-level courses. Open to students admitted to a master's program.
		Exceptionally open to bachelor's students meeting specific requirements.

In general, students in their first year take mostly 100-level courses and those in their final year take mostly 300-level and 400-level courses.

Bachelor's students who have completed at least two years of study (60 US credits) and have a GPA at or above 3.5 can take a course at the master's level as an elective with the approval of their Dean. Credits received by a bachelor's student for master's courses satisfy the bachelor's program requirements but cannot be applied towards the student's study at the master's level. Bachelor's students pay master's tuition fees for master's courses.

What is a syllabus?

A syllabus is your guide to a course and what will be expected of you in the course. You should thoroughly review the syllabus for each class you are taking. The syllabus will include course policies, rules and regulations, required texts, and a schedule of assignments. A syllabus can tell you nearly everything you need to know about how a course will be run and what will be expected of you. It is important that you read each course syllabus (plural: syllabi) thoroughly and ask your lecturer if you have questions. Syllabi are usually found on NEO and provided by instructors during the first class meeting.

What are prerequisites?

A prerequisite is a specific course you must complete before you can take another course in the same or similar subject. For example, you cannot register for Composition II before you successfully complete Composition I. Pre-requisites are listed in course descriptions and syllabi.

How do I know which year of study I am in?

Students at AAU are classified according to the number of credits they have completed. Each 30 completed US credits (10 courses) will advance you to the next year of study. You may monitor your credits using the Student Information System (ISIS).

What are cross-listed courses?

Cross-listed courses are those offered by AAU to both bachelor's and master's students. They have a double code (e. g. PHI 385/585) and they are taught in the same classroom and time slot, yet the requirements for respective levels vary. Cross-listed courses should not be confused with master's courses open to bachelor's students. These are open only to bachelor's students who have completed at least 60 credits, have a GPA of 3.5 or higher, and upon approval by the Dean.

What is the add/drop period?

The add/drop period is a two-week period scheduled typically at the beginning of the fall and spring terms or first two sessions period of the summer and winter terms. Its exact dates are listed in the Academic Calendar. During this period, you may still add or drop courses. You may add only courses that are still open. You may drop courses for which you have registered with or without replacement. If you drop a course without replacement, you will be charged a drop fee of 10% of the applicable tuition. Courses dropped during the add/drop period will not appear on your transcript. Changes are made on a first-come, first-served basis upon the submission of an "add/drop form" to the Student Services Center. No courses can be added /dropped after the end of the add/drop period. If a student must stop attending a course for any reason once the add/drop period is over, he/she must request to be officially withdrawn from such a course. There is no tuition refund possible if a student officially withdraws.

If you miss the first session or two of a class due to a change in registration during the add/drop period, it may be excused. The procedure is the same as with any other excuse. The document necessary to support the request is a signed "add/drop form." However, late registration is not a cause for an excused absence.

How do I add/drop classes?

1. Consult with your Assistant Dean for your School of Study about the proposed change. The Assistant Dean will approve your choice by signing the "add/drop form."
2. Your Assistant Dean will instruct you on next steps.

What happens if I fail a prerequisite course after I have registered for the next term?

You should approach the staff in your School of Study (Assistant Dean) with a request to drop the course requiring the failed prerequisite and retake the failed course at your earliest convenience. If you do not do so by the end of the add/drop period, the course will be administratively dropped for you by the Dean without a replacement, and you will be charged a drop fee. An administrative drop can also be used in the situation when you are placed on academic probation and have previously registered for more than three classes.



1.10.3. During and After a Semester

What should I do if I cannot attend a class or the graduation examination?

If you cannot attend a class or the graduation examination for serious reasons (e.g. illness, serious family matters), you may submit a completed “Absence Excuse Request Form” supplemented with documents proving the reason for your absence to the Dean of Students/Dean of Students Assistant by email (dos.assistant@aauni.edu). The form and documents must be submitted within one week of absence. If the absence is excused it still counts towards the maximum allowed). The Dean of Students Assistant will inform you and your instructor(s) about the outcome of every Absence Excuse Request Form. You are responsible for making arrangements with the instructor about make-up options as necessary.

If you are absent during the add/drop period due to a change in registration, please follow the same process described above, attaching a copy of the add/drop form.

IMPORTANT: if your class has mandatory attendance and you miss more than one third of the course, you will not be allowed to complete the course. If most of your absences are excused, you will be administratively withdrawn from the course. If most of your absences are not excused, you will receive a failing grade of “FW” (Failure to Withdraw). (What does one third of classes mean? In the case of a term-long course taught once a week, you may miss up to four classes out of 14. In the case of a course taught twice a week, you may miss up to nine classes out of 28.)

What is a make-up class and is it mandatory?

Yes, it is. All cancelled classes must be made-up. Attendance is compulsory at AAU and a make-up class is a regular class. In order to minimize scheduling conflicts, make-up classes are typically organized each Friday in the 2:45 - 5:30 PM time slot. The instructors should consult the make-up dates with you. No required in-class assignments, quizzes, tests, etc., may be scheduled for a make-up session.

What should I do if I fall sick and cannot go to school at all for an extended period of time?

Should you need to be absent from AAU for especially serious reasons (e.g. illness, serious family matters) for an extended period of time, you may request an excuse for the whole term by submitting an “Absence Excuse Form” supplemented with documents proving the reasons for your absence to the Dean of Students/Dean of Students Assistant (dos.assistant@aauni.edu). The form and documents must be submitted within one week of absence or as soon as is practically possible. If the request is granted, your circumstances will dictate whether you are issued an Incomplete (I) or are administratively withdrawn from each course. The tuition paid for the withdrawn courses in the given semester may be refunded or counted as tuition credit towards future studies. Such students retain their student status.

What are teachers’ office hours for?

All faculty at AAU must be available to students for consultations, on campus and/or online, outside of class time. The consultation hours are posted at the office of your School of Study and on the course sites in NEO. The recommended length is one hour per week during the term in which they teach.

What should I do if I cannot successfully complete a registered class?

1. If you find out that you cannot attend a class after the end of the add/drop period, you may withdraw from a course. A withdrawal can be done until the withdrawal deadline listed in the Academic Calendar. You withdraw from a course by submitting a “Withdrawal Form” signed by your Dean to the SSC. Please bear in mind that 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 counts as an F grade. Please note that there are no tuition refunds for courses a student withdraws from. If you withdraw from all courses, your studies will be automatically interrupted, and you will lose your student status.

2. If you have fulfilled most of your coursework in a particular course but are unable to complete all of it for serious reasons (e.g. illness, serious family or other personal matters) by the last day of the term, you may apply for an Incomplete by submitting a filled-out “Incomplete Form” signed by your instructor to the Dean. The form must be submitted before the date of the final exam. In order to receive an Incomplete, you must agree with your instructor on a deadline by which you will complete the coursework. The deadline cannot be later than the end of the next obligatory term. [Not all students are eligible for an incomplete grade - please check with your Assistant Dean for clarification.]

How do I get information on my performance in classes?

Information about your performance in individual classes is provided by the lecturers. We encourage you to actively seek feedback from them. On top of that, all relevant feedback and grading information is available in AAU’s learning management system, NEO. It can be accessed through Google Suite or the website, section “Current Students” followed by “NEO.”

Can I appeal my grade?

Yes you can, but only if you have clear evidence of capricious grading. If you are unhappy with your grade, you should discuss it informally with your instructor first. If, after consulting with the instructor, the grade dispute is not resolved, you may appeal the grade to the Dean of the School under which the course was offered. The appeal must be filed in writing within 30 days of the date the grade was assigned.

Where can I see my final grades?

The final grades are available in AAU’s learning management system, NEO. You will also be able to see your grades typically three weeks after the end of the term on your transcript in the Student Information System (ISIS). Please note that only students in good financial standing can see their transcript in ISIS. For assistance with ISIS please email ssc@aauni.edu.

Can anyone else see my grades?

No. Grades are only accessible to you through NEO and the Student Information System (ISIS). They are not shared with anyone else besides your instructor, Dean and Student Services staff unless you explicitly authorize us to do so.

1.10.4. Any Time – Academic Issues

Can I transfer credits from other universities towards my degree at AAU?

Yes, you can, provided that the credit granting institution is accredited, the credits have not led to obtaining an official qualification, and you agreed on the transfer with your Dean in writing, in advance. No courses can be transferred without prior written agreement specifying the course content and number of credits with the Dean. An official transcript and a completed “Transfer Credit Form” are necessary to finalize the transfer. A credit transfer fee may apply - see the Financial Policy for details.

How do I change my study program?

If you think that another program at AAU may better fit your needs, you may request to change your study program by completing a “Program Change Form” and submitting it to your Dean. It is always better to discuss it informally, first. If you switch to a program provided by the same School, no other approval is necessary. If, however, you want to change to a program at another School at AAU, you need to get the approval of the new Dean as well. Talk to your Dean about how changing programs will affect your plans to graduation and which courses will transfer to the new program.

If a student of a different major wants to transfer to AAU’s School of Business Administration, the Dean will request a personal statement from the student requesting the transfer. Depending on the GPA of the student, an interview may also be requested. Business Mathematics courses require students to complete AAU competency test (transfer test). Students who will pass the competency test(s) successfully will get the credits officially transferred for these disciplines. For further details, please contact the SBA Office.

What should I do if I want to study abroad while at AAU?

AAU allows students to participate in exchange programs with a number of universities in the European Union and outside Europe as well (USA, Canada, New Zealand, Japan, Malaysia or Uruguay, among others). The full list is available on the AAU website and from the Director of International Cooperation. While participating in an exchange program, you remain an AAU student. You need not pay any tuition at the host university, just the local tuition at AAU. Calls for applications are usually issued in March and September each year.

For exchanges within the Erasmus+ program (on condition your high school diploma has been recognized by the Czech authority - nostrification), you may receive funding from the European Union to support your stay.

In addition, AAU is able to offer a limited number of funded international internships each year through the Erasmus+ Work Placements program. Subject to approval by the Dean, these work placements may be counted in place of an AAU internship towards your degree.

Please note that studying abroad may extend the duration of your studies at AAU. It is, therefore, important that you plan your academic study plan in advance with the Dean's office.

What should I do if I disagree with a decision made by my teacher or Dean?

Any decision on your student rights can be appealed to the body which made the decision. Details on the process of appeal are described in the Study and Examination Code in the Academic Codex.

If you have another cause for complaint, you may address your Dean using a "general petition form" or the Vice President for Academic Affairs if you believe your Dean has a conflict of interest. The petition must be submitted within 30 days of the date of the events that make up the grounds for filing a petition. The Dean or Vice President will respond to you in writing within 30 days. A student may choose to appeal a decision on a complaint. In the case of an appeal, the original petition, the decision, and a new petition explaining the reasons for the appeal must be submitted to the Vice President for Academic

Affairs within 30 days of receiving the original decision if you are appealing a decision by a Dean, or to the President if you are appealing the decision of the Vice President for Academic Affairs. Decisions on appeals are final.

What is a minimum passing grade?

All required courses must be completed with a min grade of C-. A min grade of D is required for elective courses and the graduation examination. To be a student in good academic standing a C average is required in all courses. Please see your program checklist for specific requirements.

Can I take some classes on a Pass/Fail basis?

Yes, you can. 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 taken on a Pass/Fail basis cannot exceed three in BA programs and two in MA programs. Some courses require letter grades only. Such restrictions are noted in the course syllabi and program of study regulations.

The Pass/Fail option must be exercised officially by first speaking with the Dean or Assistant Dean of your School of Study, no later than the last day of the course withdrawal deadline and under no circumstances may your classification be changed later to a letter grade. Pass grades will not be calculated into your GPA, although they will count as credits toward graduation.

Please note that taking courses other than Internship on a pass/fail basis will exclude you from eligibility for merit-based scholarship.

Can I do something about low grades?

Yes, you can by submitting a “grade forgiveness form” to the SSC. This option can be utilized a maximum of three times during your studies. If a course is retaken, only the last grade will be entered on your transcript and used to calculate your GPA; it is always the last grade even if you had a better grade before. The initial course will remain on your transcript and be marked with Retake (R). If you retake a course two or more times, grade forgiveness applies to all

previous attempts. All previously taken courses will remain listed on the transcript and be marked with Retake. NOTE: A “PASS” grade cannot substitute for a previously earned letter grade.

1.10.5. Any Time – General Questions

How can I get involved in student activities?

There are many ways to get involved in student activities. It all depends on what you want to do. If you want to play sports, we have a number of sports clubs that meet regularly that you can join. Or if you want to discuss a specific topic, such as film, with other students, you can join our film club. And if you do not find a club to your liking, you can even start your own. All you need to find is four other students that want to be in the club with you. If you want to get involved in AAU’s political scene and organize school events, you can join the Student Council. Elections are held every spring, usually during April/May. You can also become a member of a committee advisory to the AAU top administration. Or if you want to write articles, you can join the staff of our school magazine The Lennon Wall. If you want to be a disc jockey, you can DJ for our school radio station Sound Bricks. For a full and current list of school clubs that AAU has to offer, please visit the School Clubs page <https://www.aauni.edu/student-life/student-activities-clubs/student-clubs/> on our website. Other than that, make sure to read AAU’s weekly bulletin and follow the Student Council on Instagram or Facebook to learn of any upcoming activities. If you have any questions about student activities, contact the Student Life Specialist (student.life@aauni.edu) or Student Council (student.council@aauni.edu) and we will be happy to help you find something you can get involved in.

Where do I get a transcript?

If you need an official transcript, you must complete a request form and submit it to the Student Services Center (ssc@aauni.edu). Unofficial transcripts can be printed directly from the Student Information System (ISIS). The Student Services Center can help you with access to ISIS; email ssc@aauni.edu.

Where do I get official forms?

All forms are available at the SSC and also on AAUNET under the 'For Students' section followed by 'Student Services Center', 'Forms'

How do I revalidate my ISIC card?

You may purchase an extension stamp each year in the Student Services Center.

How do I recharge my ISIC with printing credit?

The card is recharged at the Student Services Center. At the beginning of your studies, you get credit of CZK 100 per each registered course. The recharge is not automatic; you need to come to the Student Services Center in order to recharge your card for the next term. Additional credit can be purchased at the Student Services Center.

1.10.6. Any Time – Legal Issues

When do I have student status and how can it be confirmed?

You are considered a student on the first day of the first semester in which you enroll in a program of study at AAU. If you are pursuing a US-accredited degree program, AAU can provide you with a study confirmation to apply for a visa of "other." If you are in the dual Czech+US accredited degree program, you may receive a confirmation to apply for a "study" visa. Provided that you do not interrupt your studies and remain in good academic and financial standing, the status lasts without interruption until the day you complete or resign from your studies. However, if you fail to fulfill academic requirements, fail to register for an obligatory term, interrupt your studies, withdraw from all classes, or are suspended or expelled from AAU, you lose student status. Not having student status may have important legal consequences and must be reported to health insurance companies, visa and tax authorities, and other official bodies. If you have student status, a "confirmation of studies" can be issued to you by the Student Services Center. It is always given only for the duration of the current semester in which you request it.

For how long can I interrupt my studies?

An interruption must not exceed 1095 days in total (approximately three years) during the course of study of one Study Program at AAU. The only exception is when you are on maternity leave as it is not counted against the three years of allowed study interruption. Please note: during the time that your studies at AAU are interrupted, you cannot have student status and you cannot get a study confirmation for any purpose.

Please note that according to the Academic Codex, the following terminology applies:

“Leave of absence” is a requested interruption and it is appropriate for students who are in good financial status with AAU and find that they are not able to attend an obligatory term.

“Suspension” means an interruption initiated by AAU. It happens when you fail to meet the conditions of academic probation or when you withdraw from all registered courses.

Am I entitled to social benefits and tax allowances?

Yes, if you study a degree program accredited by the Czech National Accreditation Bureau for Higher Education (not the MBA, LLB, Certificate of Higher Education in Common Law, and not as an auditing student) and have permanent residency in the Czech Republic, you are automatically eligible for social benefits if you meet all other specific requirements. If you study MBA, LLB or Certificate of Higher Education in Common Law you have to obtain a confirmation from the Ministry of Education, Youth, and Sports. Please contact SSC for more details.

How do I extend a residence permit or visa?

A student visa cannot be extended. It needs to be changed to a residence permit. The documents necessary for the change of a student visa or the extension of a residence permit are identical to those necessary for the original application. Further details can be found on the website of the Ministry of Interior.

<https://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx>

Below, for your convenience, is a summary of the required documents. The information has been compiled from the best sources available at the time of writing, and is accurate to the best of our abilities, but please remember that immigration rules can change and that individual Czech consulates may have local arrangements, such as an appointment system, to help them deal with local issues. For this reason, the summary is no substitute for the official information provided by Czech authorities.

Along with a confirmation of studies issued by AAU, you need to submit your passport, two photos, a completed application form (different for visa and residence permit requests), a financial statement (a bank statement and payment card details), proof of accommodation during your stay in the Czech Republic (this will be issued by your housing provider), an extract from your criminal record (police certificate - only upon request), a medical report (only upon request), travel health insurance (covering expenses of at least 60,000 euros on the territory of the Czech Republic), and an administrative fee.

I need to make an appointment with the foreign police, who can assist me?

Ask the specialists in the Student Services Center. They can call the Students Workplace of the Ministry of the Interior in Prague and make an appointment for you. You can also make it online at <https://frs.gov.cz/en>.

How do I find out if I am eligible for a scholarship?

There are multiple scholarships provided by AAU. The full list is available in the Scholarship Code in the Academic Codex. Financial amounts of merit-based and alumni scholarships are based on your GPA, which you can check at any time in the Student Information System (ISIS). The financial amounts of accommodation and social scholarships are set forth by the Ministry of Education.

Here's how the Merit-Based Scholarship works:

- Every semester AAU creates a list of students according to *cumulative* GPA from 4.0 at the highest to 0.0 at the lowest
- There are four levels of scholarship awarded in the academic year 2022/2023: 10%, 25%, 50% and 100%. Scholarships are applied based on cumulative GPA according to the table that is available in the Scholarship policy.
- Except 10% scholarship which is applied until the funds are used, the other three levels (25%, 50% and 100%) are awarded to the top 2% of students from each School of study.
- More criteria and information about Merit-based Scholarship are available in the Scholarship policy.
- The MBS scholarship fund comes from 5% of each semester's degree-seeking students tuition, which means the amount and the number of students who earn it is slightly different each semester. Only degree-seeking students are eligible for this scholarship.

The Merit Based Scholarship is applied after the add/drop deadline of the subsequent semester. So you have to pay tuition for the semester in advance (before classes begin) and then scholarships are disbursed after classes begin. You don't have to apply - if you get the scholarship you will be notified. It usually takes 2-3 weeks from the end of the add/drop period to process and prepare all MBS.

What happens if I violate AAU's Standards of Conduct and Discipline Code?

AAU cares about the conduct of its staff, faculty, and students. The Standards of Conduct and Discipline Code (part of the Academic Codex) lists fundamental standards of proper conduct as well as examples of inappropriate conduct. Please make sure you know the rules.

Any student who violates the Standards of Conduct and Discipline Code will face a disciplinary procedure, which can be initiated by any staff or faculty member. Some disciplinary issues, such as plagiarism, may be decided by your Dean, but major or repeated offenses may be passed on to AAU's Disciplinary Commission. Please bear in mind that allegations of bought papers; intentional or consistent plagiarism; interpersonal threats or violence, whether it be verbal,

physical or sexual; property damage; and other matters of a serious nature shall never be considered as minor issues.

Should you be found responsible for violating the Standards of Conduct and Discipline Code, you may be expelled from AAU.

What happens if someone else (staff, faculty) violates the Standards of Conduct and Discipline Code?

Raising suspected violations of the rules is a service to the community at large as it helps to maintain high academic standards and ensure the personal integrity expected of a member of the AAU community. You should therefore bring any suspected violations to the attention of your Dean, or any Vice President. Students are encouraged to review Standards of Conduct and Discipline Code available on the AAU website.

What happens if I experience any type of harassment?

Given the sensitive and serious nature harassment, AAU offers multiple ways of reporting options;

- **Psychological Counseling Center:** If you want to keep the details of an incident confidential you may speak with the Psychological Counselor free of charge. For more info visit: www.aauni.edu/psychological-counseling/.
- **Talk with someone you trust:** Seek advice or consult staff, faculty members or Student Council members confidentially (unless there is cause for fear for the victim's safety, or the safety of others). Some of these resources are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about the report unless given permission, except in the rare event that the incident reveals a need to protect the victim or other members of the community. If any personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect the privacy to the greatest extent.
- **Formal Reporting:** Students are highly encouraged to speak or write to their Dean or any of the academic Vice Presidents should there be any violations of the misconduct and harassment policy to themselves

or fellow AAU Community members. Formal reporting (preferably by email) still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party according to AAU's procedures stated in the Standards of Conduct and Discipline Code. The circle of people with this knowledge will be kept as tight as possible to preserve the rights and privacy while the case is being assessed and punished.



1.10.7. At the End of Studies

How long can I take to write my thesis?

Writing a thesis is a regular course, so all standard rules apply. Talk to the Dean or Assistant Dean in your School of Study if you think that you will fail to submit your thesis at the end of the term for which you registered to discuss your options.

Can disciplinary issues prevent me from graduating?

Yes, they can. AAU may cancel your registration for the graduation examination or its part if disciplinary proceedings have been initiated with you.

What is the graduation examination?

The graduation examination is composed of a thesis defense and an oral state exam in the subject of study specific to your study program. You are eligible to undertake the graduation examination if you have fulfilled all other requirements/conditions of your study program and have a cumulative GPA of 2.0 or above.

The graduation examination takes place three times a year, usually in January/February, June, and September. State exam questions together with detailed guidelines specific for your School of Study will be made available to you on AAUNET no later than six months before the exam.

How and when do I apply for the graduation examination?

After you register for the last term of your program of study, you should complete an online “Graduation Application Form” and pay the state examination and thesis defense fees to the Bursar. The link to the online application form and further instructions will be provided by the Assistant Dean of your school.

The deadlines for the submission of the graduation application are as follows:

- October 31st if you plan to complete all courses prescribed by your curriculum and take the graduation examination in January/February,
- February 28th if you plan to complete all courses prescribed by your curriculum and take the graduation examination in June,
- July 31st if you plan to complete all courses prescribed by your curriculum and take the graduation examination in September.

The Graduation Application must be submitted regardless of whether you plan to participate in the scheduled graduation ceremony. You will be notified about the dates of the examinations by your School no later than 30 days in advance.

What happens if I fail (a part of) the graduation examination?

You have one regular attempt and two corrective attempts at passing the state exams or thesis defense. A corrective attempt cannot be made in the same term. If you earn a passing grade from the state exams or thesis defense, you cannot repeat either one to improve the grade. Only the failed part of a graduation examination can be repeated. If you fail the examination, you need to register for the next available term and pay the fee.

Where do I go if I want to postpone the graduation examination?

You can unregister from either part of the graduation examination by notifying your Dean in writing up until one week before the examination or until the deadline for the submission of your thesis. Your state examination and/or thesis defense fee will be used as a credit for the next registration. Should you fail to attend the examination for which you registered or fail to submit your thesis without providing reasons for an excuse, the attempt will be considered as failed. For registering again you will have to pay the fee. Standard deadlines apply.

For how long I can postpone the graduation examination?

Once you have completed all the courses and submitted your thesis, you are expected to take the state examinations and the thesis defense the same semester.

In exceptional cases (such as if you fail one of the exams), the Dean may grant you a study extension so that you do not take the state exams or the thesis defense until the following semester. The number of study extensions allowed is decided on an individual basis; usually, the dean will only allow it once. You will retain your student status during the study extension. (Note: If you are expected to take the state exams in May/June, but you request to take them in the early September term, you will not need a study extension for this.)

An alternative is to request a leave of absence. This can give you more time - the total time allowed for study interruptions (both leave of absence and suspension) is three years (1095 days to be precise). But beware, you do not have student status during the period of leave of absence.

Do I keep my student status even after I complete all of my classes?

Students with a grade of Incomplete but have otherwise fulfilled all course requirements of their Degree Program can obtain a study extension for one semester by submitting a completed Registration Form to the Student Services Center and paying the Administrative Fee. Should the student attempt and fail the Graduation Examination, they may petition their Dean for another study extension for the next semester. This study extension will be issued to students who do not owe tuition or other payments to AAU.

Can I keep my AAU email address and access to the AAU Library?

Yes, you can and should, as it will help you keep in touch with your alma mater. Please let us know by sending an email to the Student Services Center (ssc@aauni.edu).

2. Services for Students

2.1. Student Services Center (SSC)

The Student Services Center is responsible for administering student records and serves as a resource for students. We also help students with nostrification, visa processes, transcripts, and more. The Student Services Center on the ground floor of the main building is your contact place for matters related to processing requests, registration and obtaining various confirmations. Contact the SSC at ssc@aauni.edu.

Keeping All Information up to Date

The Student Services Center is charged with maintaining accurate student records. Therefore, any changes in your name, address, and/or telephone number must be reported without delay to the SSC. If a foreign student is assigned a Czech birth number by the Czech authorities, or receives permanent residence in the Czech Republic, he/she must report this to SSC.

Registration for Courses and Class Schedule Adjustments

Registering for courses as well as any adjustment to the class schedule, including withdrawing from classes or taking a leave of absence, is always finalized at the Student Services Center. See the FAQ section for details about specific procedures.

Confirmations, Transcripts and Other Official Documents

Students with a valid student status can obtain a “confirmation of studies” letter from the Student Services Center. It is always given only for the duration of the currently ongoing semester. *Please note that only students who do not owe money to AAU may receive a confirmation of studies document.*

Official transcripts, confirmed by the Student Services Center, are available upon request (the request form is available at the Student Services Center and on AAUNET under the “For Students” section followed by “Student Services Center”). Students who need an official transcript as part of the admissions

process for post-graduate studies or for transferring to another educational institution should provide the Student Services Center with the address to which it should be sent. Official transcripts will be issued to students in good financial standing. Alumni will be given two official transcripts with their diploma for free. Additional copies for alumni and any copies for former students are available at a fee.

Unofficial transcripts may be printed from the Student Information System (ISIS). The Student Services Center is also the place to pick up your diploma, or a copy, after graduation.

Advice Concerning Visa Issues and Residence Permits

The SSC can provide information and basic assistance. However, they cannot replace a specialized professional organization dealing with visa and residence permit issues. We recommend considering one of the following providers should you feel uncertain about the process:

- **CZ Immigration** is a paid service with a wide range of activities including visa and residence permit applications, extensions, verification of documents, assistance at immigration offices, etc. You can find more information at www.czimmigration.com/en.
- **Foreigners.cz**
- **Inbáze** provides social services and legal counseling, psychotherapy, and assistance for intercultural workers at the immigration offices of the Ministry of the Interior (in Vietnamese, Mongolian, Arabic, Russian, French, and English), free of charge. You can find more information at www.inbaze.cz/en
- **Integrační Centrum Praha** offers an information center, legal counseling, Czech language courses, educational seminars, and intercultural worker and integration events, free of charge. You can find more information at www.icpraha.com/en
- **Pexpats** provides complete support with Czech long-term visas, trade licenses for freelancers, temporary resident permits for EU and UK citizens, partner visas, health insurance, housing, Brexit services, etc. You can find more information at www.pexpats.com.

Assistance with Housing

Finding comfortable and affordable housing can be difficult. Take the stress out of the process by checking out AAU's housing at <https://www.aauni.edu/student-life/student-housing/>. If AAU housing is full, our Housing Specialist can recommend some real estate agents and housing providers with which AAU has close partnerships.

2.1.1. Student Life at AAU

AAU offers a wide range of extracurricular student activities and events, beginning with orientation for new students and integration workshops up to big events like AAU's annual Spirit Week, Ball, and Awards Ceremony. We also offer students the opportunity to join various clubs and organizations, DJ for our radio station Sound Bricks, and/or write for the school magazine The Lennon Wall. If you are interested in getting involved in a club or organization, or even starting a club, contact the Student Life Specialist (student.life@aauni.edu) for more information. For a full and current list of school clubs that AAU has to offer, please visit the School Clubs page <https://www.aauni.edu/student-life/student-activities-clubs/student-clubs/> on our website.

Take advantage of the AAU New Student Mentor Program, where a group of experienced AAU students volunteer as mentors to assist new students in adapting to both Prague and university life to help make their transition to AAU and Prague smoother and more enjoyable. They are our way of saying "Welcome to Prague, and welcome to AAU!" If you are interested in learning more please contact student.life@aauni.edu.

You could also get involved in AAU's Student Council. This autonomous body within the university represents students' interests in developing strategy, policies, and programs of the university; secures student representation in university governance; and organizes various student activities. The Student Council works to create a positive educational environment, even beyond the classroom, by addressing various student needs. If you're interested in joining the Student Council, contact them at student.council@aauni.edu.

2.1.2. Career Development Center

If you are looking for an internship, a full or part-time position, if you need advice on creating your CV, LinkedIn profile or writing a cover letter, or if you would like to learn about possible career paths based on your knowledge and skills, check out the AAU Career Development Center resources listed below. Please note that in certain cases, priority may have to be given to students enrolled in the Professional Internship Course.

- Career Development Center Office (office 2.11): Schedule an appointment with the Career Development Specialist to clarify your personal purpose and career goals, discuss your internship and work opportunities, to receive assistance with the job application process or get answers to questions related to the Professional Internship Course. Contact career.center@aauni.edu to schedule an appointment.
- Career Development Center's site on AAUNET (<https://sites.google.com/a/aauni.edu/career-center/home>): Learn more about the Professional Internship Course and the different ways in which the Career Development Center assists students, get access to CV and cover letter writing tips, download various internship-related documents.
- Professional Opportunities Database (<https://sites.google.com/a/aauni.edu/career-center/internship-opportunities-database>): Check out the list of AAU internship providers and contact the Career Development Specialist for more information about the application process.
- Career Development Center's Facebook page (<https://www.facebook.com/AAUCareerCenter>): Follow this page to get access to exclusive internship and job offers and professional development events shared with AAU by employers. Note that these opportunities often have an application deadline, so follow it closely.
- AAU Weekly Bulletin: Read through the section "Career Life" of the Weekly Bulletin sent to your email every Tuesday to find out about the internships and job opportunities shared with AAU directly by employers, read announcements about career events, and get links to resources with valuable career-related tips.

- AAU Mentorship Hub (<https://sites.google.com/a/aauni.edu/career-center/mentorship-hub>): Get in touch with AAU alumni for an opportunity to receive professional advice about specific industry or company or guidance related to transitioning into a specific field.

2.1.3. Alumni Office

AAU wants to ensure that graduates leave with not just a degree, but also with a social and professional network. With over 2,000 alumni all over the world working in a multitude of industries, the Alumni Office facilitates this community through a variety of alumni programs and partnership opportunities, maintaining a database, a quarterly newsletter and events.

- Alumni webpage (<https://www.aauni.edu/alumni/>): See all alumni programs and opportunities available and what they're about, such as Alumni Council, Alumni Cards, Alumni Ambassadors, the Alma Mater newsletter, ways of partnering with AAU, and more.
- Alumni Facebook page (www.facebook.com/AAUalumnicommunity/): Follow to see alumni news, upcoming events and opportunities,
- Career Center Facebook page (<https://www.facebook.com/AAUCareer-Center>): Follow to see profession opportunities and offers
- LinkedIn Profile (www.linkedin.com/in/AAUalumnicareer): Connect with this profile to see alumni news and opportunities, and to keep in touch with us

For more information, feel welcome to reach out to alumni@aauni.edu.

2.2. Psychological Counseling

Counseling is available for free to all AAU students throughout the year with the exception of August. To ensure all students have enough opportunity to get counseling, each student is entitled to book up to four sessions in total during the obligatory semester for free. Additional sessions can be booked only provided that the counselors have free space. Counseling is provided in English by trained counseling psychologists. It can help identify your strengths and weaknesses, learning style, values, and motivation. It can also help address concerns about concentration, productivity, time management, and social interactions,

thus providing support in planning your personal development and professional career. Additionally, the service offers counseling for mental health concerns; such as transitional and adjustment issues; issues interfering with study/work or relationships; crisis management; stress; anxiety; depression or grief; at-risk behaviors with food, alcohol, and/or other substances; sexual concerns; and so on.

Full personal data protection and confidentiality are guaranteed. The counselors will not share any information about you with your parents, faculty, or Dean without your consent.

To arrange an appointment, please go to <https://httpswwwaauniedu.simply-book.it/v2/#book> and select the counselor. You may choose either one based on your personal/time preference. However, please note that you cannot visit both counselors at the same time. You can, nevertheless, switch the counselors any time if necessary. You only have to inform both of them about such a change. In case you cannot attend the scheduled counseling session, you must notify your counselor at least 24 hours in advance. If you miss your appointment and do not cancel it on time once, you won't be able to reschedule for the following week. If you miss your appointment and do not cancel it on time twice, you will not be able to use the counseling service for the rest of a semester.

If necessary, you can also contact our counselors by email at counseling@aauni.edu. Check the website for updated information: <https://www.aauni.edu/student-life/student-services-support/psychological-counseling/>

2.3. Academic Tutoring Center

The Academic Tutoring Center specializes in improving your academic writing abilities, math skills, as well as in helping you get more from your academic assignments. From basics like sentence and paragraph structure to researching and writing a thesis, the ATC is an excellent resource. If you feel that your skills need to improve to achieve more academic success, please, let us know.

Sessions with our tutors are provided by AAU and are therefore free to all students. Sessions at the ATC can be booked at <https://atc.simplybook.me/v2/>.

2.4. Library

The AAU Library houses the largest English-language book collection of any private university in Prague. It also subscribes to a variety of periodicals and newspapers. The library predominantly specializes in areas studied at AAU: Business Administration, Humanities and Social Sciences, International Relations and Diplomacy, Journalism, Media and Visual Arts and Law. It is open to all members of the AAU community free of charge.

The circulating and reference collections offer a well-rounded selection of fiction and nonfiction books. The catalog is available at <https://koha.aauni.edu>.

The AAU Library organizes poetry and fiction readings as well as discussions, music concerts, performances and the AAU Film Club. Contributors are usually local and visiting artists and authors, as well as AAU faculty. The library also offers its space to festivals and symposiums. Information about past library events is available on the AAU website.

2.5. Reception Services

Besides providing general reception and information services, our trained receptionists are also ready to:

- hold your incoming letters; you will be notified by email should you receive any mail,
- provide login credentials,
- keep any lost and found items for you.

You can contact the reception desk at info@aauni.edu, tel. number +420 257 530 202, or in person.

Please note that the reception desk does not provide storage services; it is forbidden to leave any personal items there. Always be kind to the receptionists – they are working hard on your behalf!

2.6. Printing and Copying

You have access to the multi-functional devices located in the Print Center near the main entrance, in the Computer Lab, Reception at Letenská 5, the Student Lounge on the 3rd floor, and the AAU Library. All the devices are able to print, photocopy, and scan. You can print from any computer in the Computer Lab, Print Center, or AAU Library as well as by using any mobile device connected to the Internet by sending your document as an attachment to print@aauni.edu or by uploading it to print.aauni.edu/m. You should use the same login and password as for the Wi-Fi. In order to carry out the printing job, you must go to any of the multi-functional devices, place your ISIC card over the card reader, choose “YSOFT SAFEQ/SAFEQ PRINT/Waiting/the name of document you want to print,” and push the start button. After you complete all of your print jobs, do not forget to log off (exit). Detailed instructions including your remaining credit can be found on the print.aauni.edu microsite.

2.7. Computer Lab

The AAU Computer Lab is located at Letenská 5 on the third floor (room no. 3.32). It is equipped with 20 desktop computers and all necessary software students can use to study, do homework, work in teams, prepare presentations, or just browse social media. The Computer Lab has trained staff and is usually open during weekdays from morning to early evening but sometimes there may be classes scheduled in the Lab. Please check out the schedule on the AAU website.

2.8. Disability Accommodations

AAU admits students without regard to disability and is committed to providing equal access through reasonable accommodations to students with documented disabilities. This includes physical disabilities, learning disabilities, medical disabilities, and emotional disabilities.

It is a student’s responsibility to self-identify and satisfactorily document his or her disability with the Dean of Students prior to the start of their studies or immediately upon being aware of the disability so that reasonable accommodations may be provided.

Reasonable accommodations for students with documented disabilities are provided on a case-by-case basis. These may include extra time for tests and exams.

The Dean of Students will contact the instructors of courses in which students with disabilities are registered to inform them of the accommodations approved for each student. Accommodations cannot alter the academic content, level, or standards of an academic course or degree program, nor pose an undue burden on AAU.

Questions about AAU's policies and procedures regarding students with disabilities should be directed to the Dean of Students.

2.9. Student Exchanges

AAU students can participate in a study exchange through two main channels: Erasmus exchanges and university exchanges. Possible destinations for these exchanges are listed on the AAU website and on the AAUNET.

A study exchange is open to all full-time students at AAU under the condition that they have completed a minimum of 30 US (60 ECTS) credits, i.e. one year of studies, and have a cumulative GPA of above 2.5. There are no restrictions on the nationality or citizenship of participating students, though citizenship may affect visa requirements at our partner universities.

Candidates for the exchange are generally selected twice per year. Full announcements (including details of deadlines, places currently available, and selection criteria) are released at the start of the Fall and Spring terms. Students should note that AAU normally makes two separate announcements each term, one relating to study abroad opportunities (Erasmus and university exchanges), and one for Erasmus+ Work Placements (internships), so it is important that students pay attention to the right announcement for their particular type of exchange.

Erasmus Exchange

AAU holds an Erasmus Charter for Higher Education (ECHE), allowing our students to participate in a range of Erasmus exchanges. Within the program, students may spend one term of their studies at a partner university with which AAU has a bilateral agreement. Details of the exchange will vary between individual partner universities depending on the specific agreement. Some exchanges are open only to bachelor's students; some are also available to master's students. Some agreements may also specify particular programs of study. Students should also be aware that, under Czech government rules, participation is currently limited to students from our Czech-accredited degree program. Students from our WSCUC-accredited programs are therefore recommended to apply to our university exchanges instead (below). Full information is available from the Director of International Cooperation.

Within this program, students must remain registered at AAU during the exchange and continue to pay AAU's tuition. Students may receive funding from the European Union to support their stay; the amount varies in accordance with the length of the exchange and the country it takes place in.

University Exchanges

AAU is also able to offer exchanges with a number of partner universities outside the EU on the basis of direct university agreements. As in the case of the Erasmus program, students remain registered at AAU during the exchange, and they continue to pay AAU's tuition. However, they do not have to pay any additional tuition to their host university. Unlike Erasmus, university exchanges are open to students from both our Czech-accredited programs, and our WSCUC-accredited degrees.

Erasmus Work Placements (International Internships)

Additionally, AAU offers a limited number of funded international internships each year through the Erasmus+ Work Placements program. In principle, work placements may be realized at companies or NGOs in any of the 27 EU member states plus Iceland, Liechtenstein, North Macedonia, Norway, Serbia and Turkey. As in the case of Erasmus study exchanges, work placements are open

to students from our Czech-accredited degree programs. A list of cooperating companies and NGOs, twice per year, together with the call for applications.

Subject to approval by the Dean, work placements may be counted in place of the AAU internship course towards a student's degree.

3. Campus Guidelines

All areas in the buildings and the courtyard should be kept tidy. Students are requested to use the recycling bins (for paper, plastic, and mixed waste) situated on each floor at Letenská 5.

Bicycle parking is allowed only in specifically marked places in the courtyard. Cars are forbidden on campus. The courtyard of Letenská 5 must remain quiet and peaceful.

Notices, posters, etc. may only be put up on designated notice boards.

Eating and Drinking

Food and drinks except for water are not generally allowed in Letenská 1 and Letenská 5 with the exception of the ground floor of Letenská 1 and the cafe as well as the student lounge adjacent to the main staircase in Letenská 5.

Smoking

Cigarettes and electronic cigarettes are banned inside all campus buildings, in the courtyard of Letenská 5, in front of the building, and in the halls. Smoking is allowed only in Vojanovy sady park until 7 PM, at which time the door to Vojanovy sady is locked. Smoking after 7 PM is allowed only in the courtyard of the AAU Library in Letenská 1. Students must refrain from polluting the park by disposing of cigarette butts in the provided bins. Violation of this rule may result in a city fine of up to CZK 5,000.

Personal Property

All students and staff are warned to take care of their personal belongings. AAU is not responsible for any personal belongings stolen or damaged on its premises. Personal items (luggage, bags, etc.) may not be stored at Reception and/or other rooms on campus.

Reporting Defects and Breakdowns

Any defects and breakdowns should be reported to Reception or fixit@aauni.edu with a precise description of the issue. The phone number of the reception desk is +420 257 530 202 from an outside line or 142 from an on-campus line.

4. Safety Instructions

Basic Safety Rules

Each entry to the AAU building is documented by an activated ISIC, ITIC, or Lítačka. If you don't have any of the aforementioned IDs, you must consult the AAU reception desk. They will help you get one and also allow one-time access to the building after you register into a guest book.

Please observe the published safety and fire instructions on the walls of each floor of the building. All safety signs must be observed and respected.

Smoking and the usage of electronic cigarettes is only permitted in designated locations outside the AAU building.

Prohibited Activities in AAU Areas

The following activities are prohibited at AAU:

- entering restricted areas;
- entering while under the influence of alcohol or narcotics;
- consuming alcohol or narcotics;
- smoking and/or use of open fire;
- touching, repairing, and turning on and/or off electrical equipment, including switchgears and fuse boxes.

Fire and Accidents

If you find that there is a fire, a leak of operating fluids, or other emergency at AAU, inform an AAU staff member immediately. In the event of fire, leave the area without delay and follow the instructions given by responsible AAU staff members. If the escape route is clear, follow the escape route safety markings. If the escape route is blocked, proceed no further, try to find a place with ventilation, and call 150 or 112. If there is smoke in the air, get low on the ground and protect your mouth and nose with a wet handkerchief. Keep your hand to the wall to avoid losing visibility and walk carefully to the nearest exit. Make sure there is no fire on the other side of the door and open it carefully.

First Aid

In the case of an accident or if you feel unwell, contact the AAU reception desk where you will be provided with basic first aid kit services or a doctor will be called for you.

Emergency Numbers

- 112 – European Emergency Number (Police, Fire Services, Emergency Medical Services)
- 158 – Police
- 150 – Fire and Rescue Services
- 155 – Emergency Medical Services

5. Contacts

The list is current as of September 1, 2022. For the most up-to-date contact information, please visit the AAU Directory at <https://www.aauni.edu/directory/>

Reception:		
Email:	info@aauni.edu	
Phone:	+420 257 530 202	
Address:	Letenská 5/120, Prague 1 – 118 00	
School of Business Administration:		
Dean	Jan Vašenda	Jan.Vasenda@aauni.edu
Assistant Dean	Štěpánka Veselá	Stepanka.Vesela@aauni.edu
Coordinator	Kateřina Kovalčíková	Katerina.Kovalcikova@aauni.edu
MBA Coordinator	Maria Andreou	Maria.Andreou@aauni.edu
School of Humanities & Social Sciences:		
Dean	Karen Grunow-Hårsta	Karen.Grunow@aauni.edu
Assistant Dean	Colleen Timmons	Colleen.Timmons@aauni.edu
Coordinator	Daria Shakurova	Daria.Shakurova@aauni.edu
School of Journalism, Media & Visual Arts:		
Dean	Tony Ozuna	Tony.Ozuna@aauni.edu
Assistant Dean	Marya Oliynyk	Marya.Oliynyk@aauni.edu
Coordinator	Kateřina Chalupová	Katerina.Chalupova@aauni.edu
School of International Relations & Diplomacy:		
Dean	Alexei Anisin	Alexei.Anisin@aauni.edu
Assistant Dean	Zuzana Veselá	Zuzana.Vesela@aauni.edu
Coordinators	Janel Umarbaeva	Janel.Umarbaeva@aauni.edu
	Daria Shakurova	Daria.Shakurova@aauni.edu

John H. Carey II. School of Law:		
Interim Program Chair	Radka MacGregor-Pelikánová	radka.macgregor@aauni.edu
President's Office:		
President	Jiří Schwarz	Jiri.Schwarz@aauni.edu
Executive Assistant to the President	Natalie Kvackova-Sipula	Natalie.Kvackova@aauni.edu
Vice Presidents:		
VP for Academic Quality	Richard Olehla	Richard.Olehla@aauni.edu
Chief Financial Officer	Zdeněk Johanovský	Zdenek.Johanovsky@aauni.edu
VP for Institutional Advancement	Eva Rivera	Eva.Rivera@aauni.edu
VP for Academic Affairs	Miroslav Svoboda	Miroslav.Svoboda@aauni.edu
VP for Student Affairs	Jeta Sahatqija	Jeta.Sahatqija@aauni.edu
Office of the VP for Institutional Advancement		
Study Abroad Manager	Marie Burda	Marie.Burda@aauni.edu
Events Coordinator	Karolína Holušová	Karolina.Holusova@aauni.edu
Study Abroad Assistant	Beáta Tomečková	Beata.Tomeckova@aauni.edu
Office of the VP for Academic Affairs		
Assistant to the VP for Academic Affairs	Joanna Srholec-Skórzewska	Joanna.Skorzewska@aauni.edu
Process Management Specialist	Jindřiška Kotrlová	Jindriska.Kotrlova@aauni.edu
Alumni Office:		
External Outreach Manager/ Alumni Relations	Dana Aleksic	Dana.Aleksic@aauni.edu
Student Services:		
Dean of Students	Kateřina Vanová	Katerina.Vanova@aauni.edu

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