Faculty Handbook

Version 2023/06/22

About the Handbook

The Faculty Handbook provides information to the instructors at Anglo-American University regarding academic policies, teaching, organization, and resources at AAU. General information about the university and academic information including details on study programs, the academic calendar, and all course descriptions are available on the website www.aauni.edu.

This Faculty Handbook is based on the Anglo-American University Academic Codex, which is the fundamental set of the university codes, including: Code on Academic Representative Bodies, Faculty Code, Study and Examination Code, Code of Conduct, Code of Discipline for Students, Scholarship Code, and Financial Code. The complete Academic Codex is available at https://www.aauni.edu/about/documents-and-reports/academic-codex/.

Special provisions may apply to the faculty members teaching in the programs guaranteed by partner universities (e.g., Chapman University, University of London). Please, see the respective Dean to learn about possible differences.

Please bear in mind that the Faculty Handbook does not contain the complete list of rules and regulations; the full set of AAU rules – the Academic Codex, policies, and guidelines – is available electronically on the AAU intranet AAUNET.

If you find any outdated or incorrect information in this document, please report it to the Assistant to Vice President for Academic Affairs, Joanna Srholec-Skórzewska.

Content

1 Checklist for New Faculty

Are you new to AAU? Apart from reading this handbook, please do not forget the following:

- ❑ Submit a Personal Data Sheet to AAU HR Specialist

- ❑ Ask receptionists to assist you with activation of cards or registration of fingerprint (needed for access to Letenská 5 building)

- ❑ Pickup your login credentials to the AAU email account and NEO system at the reception

- ❑ Attend the orientation session for new faculty

- ❑ Create a course site in NEO

- ❑ Submit the course syllabus to your Department Chair for review and modification guidance

- ❑ Publish the approved syllabus in NEO

- ❑ List the day and time of class meetings in NEO

2 Key Information

2.1 Education Principles

In accordance with its mission (see Section 5.1.1) AAU is committed to education that is modern, research-based, applied, effective, and carried out with personal attention to students. Therefore, all our faculty shall be led by the following four principles:

Professionalism

AAU instructors come to class prepared and on time. They follow the syllabus and the course schedule, and they do not cancel classes unless it is unavoidable. They hold consultation hours and encourage students to use them as a natural part of the learning process.

They provide timely feedback to students, including grading, and respond to student emails in a timely manner. They treat grading, assignments and other information about students and their performance in a confidential manner.

Interactivity

AAU instructors do not just lecture; they use diverse teaching methods. They act as guides as they engage students in participative learning. They provide students with continuous and timely formative assessment which allows for and induces improvement of students' learning. They are attentive to student performance and modify their teaching activities accordingly.

Complexity

AAU instructors assess students early, continuously and use diverse methods so that the assessment of student performance is accurate and complex.

They invite guest lecturers, use real-life examples and show practical implications and applications to ensure that their teaching is always relevant and up to date.

They show connections to other subjects and the wider context of their teaching. They teach students how to address and solve theoretical and practical problems in changing contexts, how to effectively communicate problems and their solutions, and how to take effective and responsible action.

Dedication

AAU instructors are enthusiastic and dedicated to their profession. They care about their subject; they care about education; and they care about students.

2.1.1   Place of the education principles

The education principles stated above build on and complement the AAU's mission, vision and values which you can find in Section 5.1.

At a general level, they are reflected in the standards of conduct in Section 5.2 and important rules and regulations as stated in Section 5.3.

With regards to teaching and its organization, they are elaborated in the following Chapter 3.

2.2   About AAU

Anglo-American University was founded in 1990 and is the oldest private institution of higher education in the Czech Republic. It prides itself on providing a distinctive, personalized, university education in English, stemming from the best American and British academic traditions. It 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 one of few universities globally – and the first institution in Europe – to have received the prestigious institutional accreditation from the WASC Senior College and University Commission (WSCUC), an American accrediting agency recognized by the U.S. Department of Education.

Undergraduate and graduate degree programs at AAU are accredited by the National Accreditation Bureau for Higher Education of the Czech Republic, except for the Master of Business Administration degree which is awarded by Chapman University in California, United States, and Certificate of Higher Education and Bachelor of Laws degrees which are awarded by the University of London.

AAU is divided into five Schools of Study offering a wide 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 & 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.

2.3 Campus Guidelines

AAU is in two buildings on Letenská Street. The main building with the most classrooms and student lounges along with the Computer Lab, Print Center, administration offices, Academic Tutoring Center, Psychological Counseling Center, a hang-out room for students, and café is located at Letenská 5. The AAU Library can be found at Letenská 1.

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

Notices, posters, etc. may only be put up on designated notice boards. If you would you like to inform others of an upcoming event or opportunity, please consult with your Dean to ascertain which of our designated areas is best for your news, and possibly the Marketing Department about other ways of communicating your message.

2.3.1 Access to Letenská 5 building

There are three entrances into Letenská 5. All of them are equipped with an electromechanical lock which opens with your International Teacher Identity Card (ITIC), or another chip card (for example, a Lítačka), or a fingerprint that has been registered at AAU's reception desk. To open the door, place the card onto the scanner or touch the fingerprint reader 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.

The terminal for activation of cards or registration of fingerprints is located at the Reception. All instructors new to the campus need to stop by the Reception and ask the receptionist to assist them with the activation procedure.

Please bear in mind that access to the building is possible only with a registered card (or a finger). Should you accidentally not have your card with you, please refer to the receptionist, who will open the door for you after verifying your identity.

2.3.2 Opening hours

The main building at Letenská 5 is open from 7:30 AM from Monday till Friday. It closes at 10:00 PM (on Fridays at 6:30 PM).

The Print Center, located downstairs at the entrance to Letenská 5, is open on weekdays from 8:00 AM till 6:30 PM (on Fridays from 8:30 AM till 12:30 PM).

Please see AAU's website: https://www.aauni.edu/student-life/student-services-support/printing-center/ for up-to-date information.

The AAU Library, located at Letenská 1, is open from 9:00 AM till 8:30 PM on Mondays–Wednesdays, from 9:00 AM till 7:00 PM on Thursdays, and from 9:00 AM till 1:00 PM on Fridays. The library is also open on weekends before midterms and final exams. See the website: https://www.aauni.edu/student-life/student-services-support/library/ for up-to-date information.

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

2.3.3   Reception, mailbox, storage of personal belongings

AAU's receptionists are here to help you should you require it. Besides providing general reception and information services, our trained receptionists are also ready to:

- ▪ keep your incoming letters and put them in your mailbox,
- ▪ 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.

Each faculty member has a mailbox with their name at the reception. You will find there the list of your students (see Section 3.4.1).

If you are carrying some belongings with you, you may leave them in your mailbox if they are small enough. You can take other items with you to the classroom or use the faculty-room lockers. If you do not have a locker, please contact the reception.

Please note that the reception desk does not provide storage services; it is forbidden to leave any personal items there.

AAU refuses responsibility for any personal belongings stolen or damaged on its premises. We recommend all staff to be careful of their personal belongings and not to leave them unattended. We recommend using the lockers in the faculty room to store your personal belongings while teaching a course at AAU.

2.3.4   Toilets

There are toilets on each floor of the building. On the ground floor, the toilet is located in the café. There is also a toilet for persons with physical challenges. When the café is closed, faculty is asked to use the toilet on the first floor.

Since for a physically challenged person, this might present an additional difficulty, physically challenged faculty and staff may ask a receptionist to open a back-up toilet at the reception which is normally locked. Please do not ask receptionists to open the toilet in other than extraordinary cases; it would distract them from the work they are required to focus on primarily.

AAU also has a toilet that does not distinguish between sexes. The unisex toilet is located on the second floor.

2.3.5 Faculty rooms

AAU instructors have access to the faculty consultation room (no. 4.17) and the faculty computer room (no. 4.18) on the fourth floor of the main building in Letenská 5. In the faculty computer room, there are approx. 30–40 lockers for instructors. The keys are available from the Facility and Operations Manager, Marharyta Tykhonovych. In the faculty consultation room, there is a kitchen and a dining area.

Computers are accessible using your official AAU username and password. You can get your username and password from the receptionist on the ground floor.

Instructors may connect to the internet using the school-wide Wi-Fi network. For a detailed how-to for setting up a Wi-Fi connection, see section 2.4.2 or the AAU Intranet, AAUNET.

2.3.6 Copying, printing, ITIC

You have access to the multi-functional devices located in the Print Center behind the Reception at Letenská 5, in the Faculty Computer Room, Computer Lab, Permanent Faculty Room, and the AAU Library. All the devices can print, photocopy, and scan. You can print from any desktop computer in the AAU network, or from your personal devices via a web interface or by sending it as an email attachment to print@aauni.edu address. Detailed instructions including your remaining credit can be found on the print.aauni.edu microsite and in print in the holders at the reception or near the printing/copying devices.

To carry out the printing job, you must go to any of the multi-functional devices, place your ITIC card over the card reader, choose "YSOFT SAFEQ/SAFEQ PRINT/Waiting/the name of document you want to print," and push the start button. (If you happen not to have a card with you, you may generate a PIN code for printing. Please find instructions at https://print.aauni.edu/site/general-safeq-description/.) After you complete all your print jobs, do not forget to log off (exit).

Every instructor has a credit of CZK 1,000 at her/his SafeQ account at the start of the semester. It can be used to print 833 b/w pages or 222 color pages. You can

freely recharge the card at the Student Services Center up to the limit corresponding to the number of courses you teach times CZK 1,000. Should you need to print more, ask your Dean for authorization. Credit is charged when using print & copy services; scanning is free of charge.

Instructors may apply for an ITIC card via AAU with the Chief Financial Officer, Zdeněk Johanovský. The card is valid for 1.5 years (September-December of the following year), the first card costs CZK 350, a stamp extending its validity is for CZK 250.

It is the instructor's responsibility to make their own copies. Please plan ahead especially when copying larger quantities of materials as there is often a wait for the machines just before the start of classes. Please note that librarians and receptionists are there NOT for assisting instructors with preparation of materials.

In individual cases, it is possible to send documents to be printed to the Print Center. You can either come personally and give them the USB or you can send it by email to print.center@aauni.edu one to two days in advance. They can refuse the printing request if it is sent less than 24 hours in advance. Please note that sending confidential documents (tests etc.) to them is strictly forbidden.

Scanning or printing of whole books is not allowed. By AAU regulations on copyrights, it is possible to scan or print only 30 % of the book. Also, please note that it is forbidden to use the University printers for printing or copying school-unrelated materials.

2.3.7 Parking of bicycles and cars

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.

At present there is no available campus parking. Consequently, police are likely to clamp and ticket cars parked on the sidewalk/pavement. The nearest parking lots are at "Kosárkovo nábřeží" embankment (paid, limited time) next to the closest bridge "Mánesův most" or you may use the underground parking house "Rudolfinum" across the bridge.

2.3.8 Access to classrooms, furniture adjustments

By default, classrooms are locked. To access the classroom you teach in, you need to collect the key at the reception. You can also borrow additional equipment (lavalier microphones, conference microphones, wireless presenters, …) there (see also Section 2.3.10).

You are obliged to sign in the Key Journal when taking the key/equipment and make sure to sign out when returning it.

Please make sure to lock the classroom after your session and to close all windows. Do not let in the students who are waiting for the next class to begin. They can enter once their instructor comes with a key.

You are welcome to adjust the classroom layout according to the specific needs of your course (where possible), but please return the furniture to the original position after the session.

A No-Drink-No-Food policy must be strictly followed in classrooms. It concerns all drinks except for water.

2.3.9   Classroom equipment

All AAU classrooms have projectors, computers, and AV equipment installed in the room, including web cameras installed on tripods. Please check with your School's office if you have questions regarding the equipment available in the room assigned to you.

If you need to use specific equipment for the whole semester, please make a reservation at your School's office before the start of the semester. If you need it only for one session, please notify the receptionist.

The instructor is responsible for the equipment borrowed from AAU and is responsible for covering the costs should the equipment be lost or damaged.

If the markers and erasers in the classrooms are not working or you need more exam papers, please call 142 from the classroom phone. You will reach the reception and they will bring you new ones.

If you need special supplies (post-it notes, different markers, colorful paper, etc.) for your class, please contact the reception one week in advance so that they have time to get it approved by your Dean and to order it.

All the equipment, cables and furniture in all classrooms should remain in the original state after class and the whiteboard board should be wiped clean after your session.

If you need any help with classroom preparation, please contact the reception in advance.

2.3.10 Classroom and computer lab reservation

During any given semester, the majority of classrooms are occupied during all sessions each day. Consequently, classroom location preferences cannot always be accommodated.

If your course requires use of the computer lab, please make arrangements with your School's office at the beginning of the semester. Late requests for computer lab reservations may not be accommodated.

Should you need a classroom for a make-up class, event or meeting check out the available rooms at https://classroombookings.aauni.edu. If a preferred room is available in the desired slot, contact the operations department with a booking request (via e-mail sent to booking@aauni.edu). The request should be specific about the time, date and purpose of the booking.

Since the number of bookings of classrooms keeps growing every semester, it is recommended to book a classroom well in advance, if possible.

Please note that the reception cannot provide a key without an approved booking in the system.

2.3.11 Basic safety rules and first aid

Each entry to the AAU building in Letenská 5 must be registered with entry by an activated ITIC, Lítačka card or fingerprint (see also Section 2.3.1).

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. Please do not enter restricted areas and do not touch, repair, and turn on and/or off electrical equipment, including switchgears and fuse boxes.

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

List of AAU employees who can provide the first aid in case of need:

- 1st floor: Clea Boban
- 2nd floor: Kateřina Vanová
- 3rd floor: Maria Andreou
- 4th floor: TBA
- Library: Zuzana Volmuthová

Emergency numbers:

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

2.3.12 Fire alarm regulations

Whenever a fire is discovered, everyone is obliged to report it immediately or make sure it is reported. Please call the emergency line or the fire fighters (number 150) or press the push-button of an electric fire alarm. When reporting the fire, state your name, the place of fire, what is on fire and if the fire endangers the safety of the people.

In connection with fighting a fire, everyone is obliged:

- to take necessary measures to rescue persons in danger,
- to extinguish the fire if possible or to take measures to stop its spreading,
- to report the fire immediately or make sure it is reported,
- to provide personal and relevant help to the fire brigade upon a request from the chief commander of the fire-fighting unit.

The fire alarm is sounded through an "Evacuation Intercom." When the fire alarm sounds, that means an instruction to evacuate the premises is given, every person is obliged to leave the premises quickly and, through marked emergency exits, to go to the meeting point, which is situated outside – (Letenská street and Vojanovy sady – in front of the premises).

2.3.13 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 café as well as the faculty lounge.

2.3.14 Smoking, consumption of alcohol and narcotics

Under the terms of AAU's insurance policies, smoking (including electronic cigarettes) or using of open fire is banned inside all campus buildings, in the courtyards and in the halls of Letenská 5. Smoking is allowed only in Vojanovy sady till 7 PM (5 PM in winter season), at which time the door to Vojanovy sady is locked. Smoking after 7 PM is allowed only in the courtyard of Letenská 1. Please 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.

Being drunk or otherwise intoxicated while on AAU premises is unacceptable. Repeat offenders will be subject to disciplinary proceedings. AAU will, where possible, help staff and students to contact specialized assistance. The police will immediately be called to deal with any drug distribution at the institution.

2.3.15 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.

2.4 Communication at AAU

2.4.1 Google account and AAU email

Google Workspace accounts for new instructors are created by AAU administration upon request from their Dean. The password to this account is available at the reception (it cannot be sent by email). The email account is deleted upon request from the Dean, once the instructor no longer works for AAU.

All faculty members at AAU have a uniform e-mail: name.surname@aauni.edu, accessible via the AAU main web page, 'For Faculty & Staff'.

Alternatively, a direct link http://webmail.aauni.edu can be used.

The password is originally the same as the initial Wi-Fi and Windows profile password. It can be changed directly in Google Workspace. Please bear in mind that the Wi-Fi/ Windows profile password is not affected by changing the Google Workspace password and vice versa.

All faculty members are required to check their AAU e-mail regularly and respond promptly and address the students at their respective aauni.edu accounts. Faculty members are required to use their AAU email account for all school related matters. For the detailed list of your rights and duties in this regard, please read the Communication policy which is part of the AAU Policies.

2.4.2 Wi-Fi

All instructors at AAU have internet access via the university Wi-Fi network (network name AAU). Wi-Fi signal covers all classrooms, corridors, lounges, and the courtyard of the AAU campus. You can connect up to three devices using your credentials. The login (the *name.surname* format) and password are the same as the one used to log in into the computer lab and are available at the Reception.

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

Please read the Wi-Fi policy and instructions how to connect at the AAUNET in Section Wifi. In case of problems or other questions concerning the AAU Wi-Fi, send an email to the IT Specialist at IT@aauni.edu.

2.4.3 NEO

AAU uses NEO learning management system as its e-learning platform. Students can find all their courses and electronic course materials there. You are required to use NEO especially for attendance records, assignments, feedback and grading. Also, you must upload the approved syllabus of your course to the respective site in NEO.

NEO can be found at this address: https://aau.edu20.org/. To access NEO alternatively, faculty should log into the Google Workspace and click on the App Launcher, More, and select 'NEO' from the apps menu. NEO can also be accessed by clicking on 'For Staff & Faculty' on the AAU web page and then clicking on 'NEO LMS'. Please read the instructions how to connect to NEO at the AAUNET in Section NEO e-learning. You can also access NEO using your smartphone. The NEO LMS app is available both on both iOS and Android.

You may find a teacher's guide to NEO here: https://www.cypherlearning.com/hubfs/docs/neo/NEO-Teachers-Guide.pdf. You may also use the Help Center in NEO, section Support forum, to see answers to users' questions or to place your own question. The NEO support team usually comes with an answer within one hour.

In case of problems or other questions concerning the NEO learning management system, please contact the IT Specialist, Peter Weis, or send an email to IT@aauni.edu.

2.4.4 Microsoft Teams

AAU uses MS Teams for online class meetings. 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.

Login credentials to MS Teams are the same as the initial credentials to your Google account. The IT department will set up a team for each of your classes. You can use MS Teams in a web browser or download a desktop application.

For class meetings, you can either set up a meeting in advance, possibly with the help of NEO, or simply begin the meeting in the "general" area within the course and let students join in.

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.

2.4.5   AAUNET

AAUNET contains information intended only for AAU's students, staff, and faculty. It requires logging into your AAU Google Workspace account. It can be accessed via the AAU website under the 'For Faculty' section where you will find the 'AAUNET' option. Alternatively, the following direct link, http://sites.google.com/a/aauni.edu/aaunet, can be used. Information on the AAUNET is considered internal and cannot be shared with third parties.

2.4.6   Events at AAU

Every month, you will get information about upcoming events and happenings at AAU via the AAU newsletter, directly in your email inbox.

The AAU Newsletter brings you features on significant recent happenings at AAU; the latest news from AAU's Schools of Study; news and stories from the community including noteworthy achievements by and spotlights on students, faculty, staff, and alumni; important information for you; and upcoming annual events.

2.4.7   Social Media

AAU is always sharing information on its social media channels. News ranges from major developments at AAU to tips on great coffee shops in the city and outings in and around Prague. Let's get connected! AAU's main social media channels are as follows:

- Facebook official page: AAUPrague
- LinkedIn: Anglo-American University
- Twitter: AAUPrague
- Instagram: AAUPrague
- TikTok: AAUPrague
- YouTube: Anglo-American University
- AAU Schools' Facebook groups

2.4.8   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! To find out more, please contact AAU's Student Life Specialist.

2.4.9   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 of high journalism standards. LW's website brings stories to light weekly at lennonwall.aauni.edu. Keep an eye out for print issues around campus.

2.4.10 Trust box

A trust box is located on the ground floor between the reception and the Student Services Center (in the room that serves as a waiting room and printing room). Anybody can submit their complaints, ideas and suggestions about the AAU environment.

3 Teaching and Course Administration

3.1 Timeframe

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 last 15 weeks. 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 September and ends before Christmas. The Spring term begins at the beginning of February and ends in the second half of May. For details check the Academic Calendar at aauni.edu/academic-calendar

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, you 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.

The Winter and Summer 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 or three sessions. Typically, 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.

The class schedule at AAU is prepared twice a year: the schedule for the summer and fall terms is prepared at the latest in February/March of that year; the schedule for the winter and spring terms is prepared at the latest in October of the preceding year. The offices for each school (Dean / Associate / Assistant Dean) contact faculty during this period to agree on specific course(s) and schedule. (For brevity, in this Handbook we use the term "Dean" to denote school Deans, Associate Deans and/or Assistant Deans. Specific issues and processes will be handled by the appropriate person, according to the division of responsibilities.)

Deadlines and timeframe for course delivery are outlined in Table 1 and Table 2:

Table 1: Before the semester

Deadline Winter and Spring term	Deadline Summer and Fall term	Task	Description
October	February /March	Course descriptions	Schools need to have their course descriptions available when publishing the schedule. Students choose to enroll in the courses based on the course descriptions. This requirement is mainly for new courses. Update of existing course descriptions is possible at this stage.
November/ December	May/ June	Reading materials	Reading materials must be finalized for the courses. This is especially important if you need assistance from the Library with scanning or copying of materials. Shall you request new books or textbooks, please contact the Dean & Library even sooner. More on Library; see Section 3.10.
November	May/ June	Syllabus	Syllabus guidelines are provided below, Section 3.5. Syllabi must be checked by Department Chairs and approved by the Dean.
December/ January	July/ August	NEO – Course site update	Together with submission of the syllabus you must specify which course site(s) in NEO should be duplicated from previous semesters and which courses should be created anew. Update the course site. For details about NEO see Section 2.4.3.

Table 2: During the semester

Deadline	Task	Description
1st week (session)	Syllabus for students	The University organizes a faculty meeting once per semester, typically in first week or just before. The management of the University presents current developments, plans for the future, and changes and updates for the starting semester. All instructors are required to attend the meeting. All students have to be familiar with the course syllabus; you should discuss it at the first session. Syllabus must be published in NEO.
3rd week of the semester	Final lists of students	The Add/Drop period is over. Final lists of students enrolled in each class will be distributed in instructor's mailboxes or electronically. After this point, only students that are listed on the final list are permitted to attend the course.
2–3rd week	Faculty meetings	Each School organizes its own faculty meeting focused on the School-related matters. All instructors are required to attend the meetings.
4–5th week	Grading	Students earn 20–40% of the final grade by the end of the first third of the course.
4–5th week	Feedback to students	All students shall receive substantive written feedback on their progress in class. Deans will require information about students who are in danger of failing.
6–7th week	Student mid-term evaluations	New courses or instructors, or as decided by the Dean, are evaluated by students in the middle of the semester (see Section 4.1.1). The evaluations are followed up by a meeting with the Dean and Department Chair.
9–10th week	Grading	Students earn 60–80% of the final grade by the end of the second third of the course.
9–10th week	Feedback to students and reports to the Dean	All students must receive comprehensive written feedback through NEO on their progress in class by week 10 at latest. Deans will require information about students in danger of failing.
14–15th week	Student evaluations	Students evaluate each course and instructor at the end of the semester (see Section 4.1.1). The evaluations are followed up by a meeting with the Dean and Department Chair.
2 weeks after the semester	Final grades submission	The Dean will inform you about the specific deadline for submission of grades and final exams. In general, the deadline is two weeks after the end of each semester.

3.2 Modes of instruction and students' status

3.2.1 Modes of instruction

Synchronous instruction at AAU can take place in three modes:

- **Off-line mode**: You teach in person and on-site. All students attend in person and on-site. You are not obliged to stream and/or record the class session, nor are you obliged to engage and support active participation of online students.
- **Hybrid mode**: You teach in person and on-site. Some students attend in person and on-site, but others may attend online. You are obliged to stream and record the class session, and to engage and support active participation of both on-site and online students. Your camera must be turned on throughout the session.
- **Online mode**: You teach online. All students attend online. You are obliged to stream and record the class session, and to engage and support the active participation of students. Your camera must be turned on throughout the session.

The total class time is the same for all modes of instruction.

3.2.2 What mode of instruction is expected from you?

Courses are taught **off-line** by default. If any enrolled student has remote status, you are required to switch to **hybrid** mode. (Remote status is granted by the Dean of Students, and you will be notified by email in a timely manner.) Due to the rapidly changing situation at the beginning of the term, however, all course sections are taught **hybrid for the first two weeks of the term**.

Upon request, you may be granted temporary **permission to teach online** if you are unable to deliver classes on-site due to serious external reasons. To obtain a permission, submit a request accompanied by appropriate documentation to your School Dean.

3.2.3 Readiness to accommodate remote learning

Due to serious external circumstances, on-site university instruction may be limited, and some students may have to participate remotely and/or some class sessions may be delivered entirely online. Therefore, all courses shall be designed to accommodate remote students enabling them to achieve learning outcomes, and **course syllabi shall reflect this**.

In justified cases, the School Dean, in consultation with you, may decide that a particular course is unsuitable for online instruction, and it will be deemed to be off-line only.

3.2.4   How do students obtain remote status?

Students at AAU are matriculated in an on-site accredited degree program; they are **on-site students**. This means that they are obliged to attend classes in person and on-site (unless the class is held online). Upon prior request, on-site students may be granted **temporary remote status** and attend classes online if they are unable to attend more than two weeks of classes, or if they are unable to attend classes at the beginning of the term due to serious external reasons (documented visa or travel restrictions, lockdown, etc.). To receive remote status approval, students must submit a Remote Status Request Form accompanied by appropriate documentation to the Dean of Students. Please note that only the Dean of Students allows remote status and excuses absences. Teachers are not authorized to do so.

Remote status will not be granted by the Dean of Students for short-term illness or isolation. Students will be considered absent from classes and may request to excuse the absence in the standard way. If the absence is excused, the student is not expected to join sessions online. You are not obliged to run a hybrid session in this case but may do so at your discretion.

3.2.5   Attendance of remote students

Attendance is compulsory, and you must track and record attendance in NEO. On-site students must attend classes on-site; students with remote status must attend classes online in real time.

Remote students are expected and encouraged to keep their camera on throughout meetings. You may require students to turn on the camera during the attendance check. Students must have functional microphones, so that they are able to speak when called upon. **Failure to respond can be taken as absence.**

If a remote student does not attend the respective class session in real time, you are not obliged to provide them with an alternative time and/or an opportunity to deliver in-class graded assignments unless their absence has been excused.

3.3   Instructors' Responsibilities

3.3.1   Language of communication

English language is to be used in all matters related to course instruction.

3.3.2   Starting time

Courses must begin and end on time. Each course block (for courses taking place once a week) is designed to include a 15-minute break. The break can be

scheduled in one block or in two shorter breaks. Courses taking place twice a week (75-minute blocks) do not have breaks.

A lecture is considered cancelled if the instructor is more than 15 minutes late and has not informed the institution of the time when he/she will arrive. In such cases the class will need to be rescheduled.

3.3.3   Class cancellation

Class cancellation (including substitution) is discouraged. If extenuating circumstances, such as serious illness, should arise that require more than two cancellations, arrangements must be made with the respective Dean(s). Class cancellations should be limited to situations that are unexpected and urgent and should not be used for holidays or unnecessary events.

3.3.4   Class Substitution

Teaching Substitution

If you know about your class cancellation long enough in advance, contact the relevant Department Chair (or the Dean if a Chair is not appointed) and propose an appropriate substitute instructor, or ask for appointing a substitute instructor for you. The substitute instructor must be confirmed by the Department Chair.

If you and the substitute instructor don't agree on different compensation, then CZK 1000 (gross) is transferred from your pay to the substitute instructor's pay for every class hour (50 min.) substituted. Please inform the Department Chair if a different compensation was agreed on.

The Department Chair is obliged to inform the School Dean about the substitution and the Chief Financial Officer about the compensation setting.

Exam Proctoring

If you know about your exam cancellation long enough in advance, contact the relevant Assistant Dean and propose an appropriate proctor, or ask for appointing a proctor for you. The proctor must be confirmed by the Assistant Dean.

If you and the proctor don't agree on different compensation, then CZK 500 (gross) is transferred from your pay to the proctor's pay for every class hour proctored. Please inform the Assistant Dean if a different compensation was agreed on.

The Assistant Dean is obliged to inform the School Dean about the substitution and the Chief Financial Officer about the compensation setting.

3.3.5   Class Cancellation Without Substitution

If you need to cancel a class and a substitute instructor cannot be arranged, you are obliged to inform:

- ▪ Assistant Dean
- ▪ Department Chair (or the Dean if a Chair is not appointed)
- ▪ Reception (reception@aauni.edu)
- ▪ Student Services Center (SSC@aauni.edu)

in advance or as soon as feasibly possible if an emergency makes an advance notice impossible.

Proper notification consists of an e-mail with the course code, name, date and time of the class listed. SSC will inform the students in your class and the Reception will post information about the cancellation. You should also announce the class cancellation on the course NEO site.

3.3.6   Class make-up and rescheduling

All cancelled classes must be made-up. In order to minimize schedule conflicts, the make-up classes must be organized every last Friday in a month, either in the 9:00-11:45; 12:30 - 3:15 or 3:45 - 6:30 time slot. Make-up dates may not be decided without consulting the affected students, the respective Department Chair, and the Dean. No required in-class assignments, quizzes, tests, etc. may be scheduled during a make-up session, AAU break or on a public holiday.

To arrange a make-up session please check out the available rooms at https://classroombookings.aauni.edu first. If a preferred classroom is available in the desired slot, contact the operations department with a booking request (via e-mail sent to booking@aauni.edu). The request should be specific about the time, date and purpose of the booking. Since the number of bookings of classrooms keeps growing every semester, it is recommended to book a classroom well in advance, if possible. Please note that the reception cannot provide a key without an approved booking in the system.

Inform your students in class and post the info on your NEO course site. Also inform the Assistant Dean, your Department Chair and the Reception which will post the signs on the make-up day.

A cancelled class that has not been made up by the end of the semester will not be paid. Deans are responsible for checking the status of class cancellations at the end of the semester, and informing the Finance Office about classes that have not been made up.

3.3.7 Reading materials

You are responsible for informing the library and the office of your school about what course materials you plan to use for the course in time (see Table 1 above).

You must communicate with your school's office and the library at least 2 months before the beginning of the semester if books will need to be ordered for any given course.

AAU and its library cannot guarantee availability of course reading materials if not informed in advance.

For detailed library policy see the Section 3.10.

3.3.8 Course site

Each course at AAU has a corresponding course space created using NEO (see more info in Section 2.4.3). You are responsible for administering and updating your course site content.

3.3.9 Submission of grades and attendance

To successfully complete a course, you must submit your classes' grades, final exams and tests, and completed attendance sheets. It is convenient to export both the attendance sheet and the grade roster from NEO.

Failure to submit the results as described within the specified deadline (see Table 2) may result in a deduction in the salary.

3.3.10 Communication with the administration of the school

AAU welcomes regular feedback from faculty. You should communicate with the administration of your school about the course during the term: In particular to inform the Dean of your School about substantial problems with student performance. At minimum, you must inform the Dean about any student who is on track to fail by the end of the first and second third of a term (typically by the end of the fifth and tenth week in case of an obligatory term). It provides the critical information needed by the School to provide outreach and support to students who are struggling in their classes or in danger of failing.

You are encouraged to use the following classification when reporting your students' progress to the Dean:

- Satisfactory Progress
- Cause for Concern, Attendance
- Cause for Concern, Inadequate Performance
- Danger of Failing, Attendance
- Danger of Failing, Inadequate Performance

- ▪ Never attended

3.4 Administration of the Class

This section provides more details on the deadlines specified in Section 3.1 and lists some of the policies relevant to the successful administration of a course.

3.4.1 List of students (Class/Attendance Sheet)

Students Services Center (SSC) provides the list of students registered for your class. The list will be available in your mailbox at the reception before the beginning of the first class.

SSC provides the final list of students to your mailbox after the end of the Add/Drop period. (If you happen to lose the attendance sheet, please contact the SSC directly; receptionists cannot help you as they don't have access to the study information system.)

After the Add/Drop period, only students listed in the final list of students can participate in the class.

Please note that students must register for courses through their school of study and SSC. Instructors do not have the right to allow students into their courses unless they are officially registered.

3.4.2 Add/Drop period

The Add/Drop period is the first two weeks of the regular terms (Fall/Spring) and typically the first two sessions of the intensive terms (Winter/Summer). During this period, students may change the courses for which they have registered. Students may also attend any class during this period to see if the course is relevant for their study or if they would be interested in attending the course.

Students may therefore register for some courses only after the first two sessions have already passed (but still within the Add/Drop period). Likewise, some students may participate only in the first two sessions of the course and then drop the course. Instructors are therefore required to register the names of all the students who participated in the first two sessions and are not on the list of students, and students who are not present while listed.

It is the student's responsibility to make up any work missed during the Add/Drop period. It is however recommended to limit the number of assignments that would be part of the final grade during this period to minimum.

All Add/Drop changes in course registrations are done through the school of study and the SSC. Instructors cannot add students to their courses.

3.4.3   Class attendance

Tracking attendance

You are responsible for keeping track of student attendance in the NEO on a weekly basis so that each student can check the number of absences continuously.

Failure due to too many absences

Attendance is required. Students will be marked absent if they miss a significant part of a class (by arriving late or leaving early). It is recommended that you specify in the course syllabus or during the first class exactly what the significant part means in your case. 15 minutes is typical. Late arrival can also be defined, for example, by a student arriving after an attendance check or after the completion of an introductory assignment (such as a quiz).

Course attendance is not graded as such (only through missed assignments). However, the course syllabus may state that students must attend at least **two thirds of classes** to complete the course. (In the case of a term-long course taught once a week, this means being required to attend at least 10 classes out of 14. In the case of a course taught twice a week, this means being required to attend at least 19 classes out of 28.) If they do not meet this condition and most of their absences are excused, they will be administratively withdrawn from the course. If they do not meet this condition and most of their absences are not excused, they will receive a grade of "FW" (Failure to Withdraw).

You are encouraged to inform students if they are close to the limit of absences. If a student exceeds the limit, you are obliged to inform the student that they cannot pass the course and if they are eligible for an administrative withdrawal or would like to seek an exception, they should contact their School Dean; otherwise, you will give them an FW at the end of the term.

If you do not want to use the rule of a failure due to too many absences, just delete it from your syllabus before you submit it for approval.

Absence excuse and make-up options

Should a student be absent from a class for relevant reasons (illness, serious family matters), they can ask the Dean of Students to excuse it. If possible, students are encouraged to inform you about the absence in advance. However, you are not allowed to excuse students' absences. Always advise students that they must contact the Dean of Students if they wish to excuse an absence.

Students whose absence has been excused are entitled to make up assignments they missed provided that the nature of the assignment allows for a make-up. (Active participation in the classroom is a typical example of an assignment that

cannot be made up.) The students are responsible for contacting you within one week from the date the absence was excused, and for making arrangements for make-up options as necessary. You are obligated to provide reasonable options to make up the missed assignments.

Assignments missed due to unexcused absences cannot generally be made up. However, you may, at your discretion, provide opportunities for make-up work in exceptional circumstances.

Attendance versus participation

Attendance is mandatory because students are registered in a full-time study program (as opposed to a distant study) and because it teaches them working habits. However, attendance should not be confused with participation in class.

Attendance as such is not a part of course learning outcomes and is not graded. Students do not collect points for attendance and do not lose points for being absent. On the other hand, active participation is in some courses crucial part of the learning process, and in that case should be required and graded. Therefore, rules for course participation differ from the attendance rules, and you specify them in a syllabus. For more details about course participation, see Section 3.7.2.

3.4.4   Course withdrawal

Students who choose to drop a course after the end of the add/drop period may officially withdraw from the course until the withdrawal deadline listed on the Academic Calendar (the end of the tenth week of the semester for the Fall and Spring terms, typically up to two thirds of the intensive terms).

Before the withdrawal deadline, you are obliged to provide students a feedback on their standing in the course. Especially, you should inform the students who are about to fail the course, about the withdrawal deadline, and notify the Dean (see Table 2).

Students withdraw from a course by completing the Withdrawal Form and submitting it to their School of Study.

3.4.5   Failure to withdraw

Students who stop attending courses without officially withdrawing will receive a "Failure to Withdraw" (FW) from you, which is calculated as an F grade.

3.4.6   End of semester: submission of course grades & final exams

Grades for courses must be handed in within the deadlines established by each school. The deadline is typically two weeks after the end of the term. It might be slightly shorter for the intensive terms.

You are required to submit:

1. Signed sheet with final grades for all students registered in the class. The final grades should be submitted for the final list of students provided by SSC after the Add/Drop period.

You are required to keep detailed track of students' performance in class and provide it to the school as well. This simplifies the communication with students as they may seek a grade appeal.

It is required to use the NEO to keep track of the grades. Students can monitor their progress throughout the semester and adjust their performance accordingly or seek help if necessary.

2. Graded final exams or rather long written assignments (these will be filed at the school of study for the students to check).
3. Questions/blank version of the final exam with correct answers and an indication of points to be awarded for them. (If this is not applicable, then describe the method and rubrics of assessment, including the structure of points to be awarded, which would allow possible review of a particular student's exam in future.)

It is vital that the grades for all graduating students are available in time for the State Exams and the graduation ceremony, therefore instructors in some courses may be asked to submit the grades before the regular deadline.

3.5 Course Syllabus

The course syllabus is a form of contract with students. It informs them about what to expect from the course. All course syllabi must be presented to the Department Chair for review and modification guidance and then to the respective Dean for approval before the start of the semester (see Table 1).

AAU uses a uniform syllabus format which is emailed to all instructors well in advance before the start each semester or can be downloaded from AAUNET. All instructors are required to use this format for their syllabi. The approved syllabus must be published in NEO.

All copyrightable instructional materials created for AAU courses and used by AAU instructors, including course syllabi, are considered an employee work pursuant the Copyright Act.

There are slight modifications in the form from time to time, but in general the syllabus includes the following:

1. Course Code and Course Name: For Example: ACC233 – Financial Accounting
2. Semester, Day, Time: For example: Fall 2015, Monday, 11:30 – 14:15
3. Instructor: Enter your name including academic degree(s) and relevant professional designations.
4. Contact: You must list your aauni.edu email address in this section.
5. If you would like to use a personal email address, you may list this as well, but be sure that your aauni.edu address is also listed. Mobile phone numbers are not required but you may add it if you want.
6. Consultation Hours: As required by the Czech Ministry of Education, consultation hours for each faculty member must be available to students and posted at the office of the school of study. Instructors are required to specify their hours in the syllabus as well as post them on the course site in NEO; school office then compiles a list of all office hours and makes it public. A common practice is to set aside time either just before or after class, and the recommended length is 1 hour per week per course; the minimum is 30 minutes. Please note that students do not have to make appointments; you are obliged to be present during your consultation hours every week of instruction!
7. Course Prerequisites: If the course has another course (courses) as a prerequisite, fill in its code (codes). If the course does not have a prerequisite, it has at least a language prerequisite. Most BA courses have a language prerequisite of 71 pts in TOEFL iBT or equivalent. Most MA classes have a language prerequisite of 80 pts in TOEFL iBT or equivalent. So, fill in either "TOEFL iBT 71" or "TOEFL iBT 80". Some courses do not have even a language prerequisite, and thus are accessible to provisionally accepted students. Your Dean should inform you if this is the case of your course. Contact your Dean if you are unsure of the prerequisites for your class.
8. Credits: Majority of courses at AAU are for 3 US credits (6 ECTS credits). If you are not sure if your course is an exception, please contact your Dean.
9. Contact hours: Majority of courses have 42 contact hours. If you are not sure if your course is an exception, please contact your Dean.
10. Course Description: Quote the Catalog's description first (available also on www.aauni.edu). You are not allowed to change the description.
11. Student Learning Outcomes: This field specifies competencies, skills and knowledge that will successful students have gained upon completion of this course. Clear articulation of learning outcomes is essential to a course outline (syllabus). Consult your Dean or Department Chair, if uncertain about the formulation. Guidelines on working with LO are also available on AAUNET, section Learning Outcomes and Assessment Committee. Please note that a

reference to the Institutional Learning Outcomes should be included as well. You can find more information about Institutional Learning Outcomes in the next section.

12. Reading Material: List all primary readings used in your course. Provide full bibliographic reference to the text to simplify identification in the library. You may include references to your NEO site. Please specify the availability of the reading (i.e., in the library, on reserve, in NEO, via databases etc.), if this is not done, students expect the library to guarantee them access to all these materials, which is not possible. You can also mention recommended, supplementary materials, e.g., cases, inventories, testing instruments, articles, videos, and handouts.

13. Teaching Methodology: Identify methods, techniques, and the tools which will be used in your course. AAU encourages active participation of students in the learning process. Teaching methods that engage students and develop their analytical skills are required. The relationship between instructors and students should be an interactive partnership. The teaching methodology thus shall be a combination of but not limited to: lectures, mini-lectures, group work, discussion, case study analyses, and student presentations. Depending on the course, video presentations, field trips and independent research are also possible. However, these should not take up a disproportionate amount of class time.

14. Course Schedule: This should take the form of a week-by-week breakdown of material to be covered in addition to reading assignments and homework. Include midterm break and final exam dates as well. All dates are available in the Academic Calendar.

15. Course Requirements and Assessment: Identify the combination of evaluation criteria and assessment methods that will be used. Be especially clear. Communicate the manner in which you will award grades and what areas of student performance will be included in the grades. Link the assessment to the learning outcomes of your class.

16. The Dean of Students will inform you about special accommodations for students with disabilities. Please make the necessary arrangements in these cases.

17. Workload for an Average Student (weekly): You are to tabulate the weekly amount of time an average student would spend on the subject. Feel free to delete categories that are not applicable for your course and add those that are not listed but used in your course. Please note that the total amount of time spent on course work is defined by the credit value: 1 ECTS corresponds to 25 hours of work, i.e., 6 ECTS (3 US credit hours) courses require 150 hours of work per semester: 42 take place in the classroom; the rest must be

outside of classroom hours. In general, it roughly corresponds to 8 hours weekly for a 3-credit course, outside of classroom.

18. General Requirements and School Policies: The general AAU policies on attendance, school email accounts (students must use their university email address for communication with the university and instructors), students with disabilities, and cheating and plagiarism are already included in the syllabus form.

19. We strongly encourage you to specify your rules regarding use of Mobile phones/Computers/iPads in the classroom. Please see the syllabus form with guidelines for further information.

20. There is room for specifying some of the policies and defining individual policies and rules of conduct, including your expectations on class participation, absences, late work and missed assignments, and the use of artificial intelligence.

21. Grading Scale: AAU uses a uniform grading system, which is already included in the syllabus form as a permanent section. You do not have to fill out anything. Please make yourself familiar with the grading scale. Failing grades must still include a percentage as well a grade breakdown.

3.6 Institutional Learning Outcomes

Within its institutional accreditation, AAU developed the Institutional Learning Outcomes – general skills and competencies that should be achieved by all graduates. In order to achieve them, students must be exposed to the respective activities and assignments in their courses. You may be required to include some Institutional Learning Outcomes in your course and reflect them in the syllabus.

3.6.1 Institutional Learning Outcomes at the Bachelor level

Graduates of AAU's Bachelor's programs are able to:

1. Address and solve moderately complex theoretical and practical issues and problems in changing contexts
   a. Achieve insight
      i. Identify and define the problem
      ii. Locate and identify relevant, credible information
      iii. Classify, analyze and interpret both qualitative and quantitative information
   b. Use appropriate quantitative and qualitative research methods, concepts and theories
      i. Develop and implement verbal, numerical and symbolic arguments in support of a stated position
      ii. Differentiate between association and causation

       c.   Employ perspective of a relevant additional discipline
       d.   Identify and select realistic solutions
       e.   Evaluate possible solutions and their ethical implications
2. Effectively communicate issues, problems, or dilemmas and their solutions
       a.   In appropriate format to specialists and non-specialist audiences
       b.   In written documents, oral presentations and critical discussions, drawing on the relevant disciplinary knowledge and using appropriate citations
       c.   Within a team: review, evaluate and reiterate expert opinions of team members
       d.   In at least one language in addition to English
3. Take effective and responsible action both individually and within a team
       a.   Take into consideration diverse and changing socio-cultural contexts
       b.   Critically assess outcomes and performances
       c.   Effectively use available resources
       d.   Engage oneself and other members of the team in life-long learning (i.e. acquisition of specialist knowledge and competences)

3.6.2 Institutional Learning Outcomes at the Master level

Graduates of AAU's Master's programs are able to:

1. Address and solve complex theoretical and practical issues and problems in changing and unfamiliar contexts, independently produce advanced categories of research outcomes, including analytical synthesis
       a.   Achieve insight
           i.   Identify and define the problem, formulate an advanced research question
          ii.   Select, classify and interpret relevant information
       b.   Assess and utilize an appropriate advanced quantitative and qualitative research methods, current concepts and theories
       c.   Employ perspective of a relevant additional discipline
       d.   Create an applied and investigative work that assesses the resulting gains and difficulties and/or proposes original solutions
       e.   Evaluate possible solutions
       f.   Address the ethical implications of the issues at hand
2. Effectively reflect on and communicate complex issues, problems, or dilemmas and their solutions

a. In an appropriate format to engage with specialists and non-specialist audiences
b. Drawing on the relevant disciplinary knowledge, utilizing a variety of appropriate media, with appropriate citations
c. Within a team: review, evaluate and reiterate expert opinions of team members, effectively lead the discussion
d. In at least one language in addition to English
3. Initiate and carry out specialist activities
a. Independently and through coordinating the actions of others
b. Take into consideration diverse and changing socio-cultural contexts
c. Critically assess outcomes and performances
d. Effectively use available resources
e. Engage oneself and other members of the team in life-long learning (i.e. acquisition specialist knowledge and competences)

3.7 Assessment Techniques & Exam Protocol

Assessment techniques and structure (weights of individual elements) must be linked to course learning outcomes and clearly specified in the course syllabus, and must be presented and explained to students in the introductory session.

Students are to be informed at the beginning of a course of assignments. Assignments must specify the aspects of the student's performance to be assessed as well as the weight of individual graded components. It is strongly recommended to provide students with the rubric that will be used for assessment. You may not alter the structure of assignments or their weights without prior approval from the Dean of your school.

3.7.1 Three Assessment Principles

The assessment of course work at AAU must be **early**, **continuous** and **diverse**. These three principles are embodied in the following specific requirements at AAU:

Early assessment:

- You regularly correct assignments submitted <u>throughout</u> the semester.
- You supply comments and feedback to the students within <u>two weeks</u>.

Continuous assessment:

- Students earn <u>20–40%</u> of the final grade by the end of the <u>first third</u> of the course, and receive the first substantive written feedback on their performance by the fifth week;
- Students earn <u>60–80%</u> of the final grade by the end of the <u>second third</u> of the course, and receive comprehensive written feedback on their performance shortly before the <u>withdrawal deadline</u> (in the ninth or tenth week).
- Students receive appropriate and sufficient feedback on <u>all</u> assignments.

Diverse assessment:

- In order to cater to various learning styles and abilities a minimum of <u>three distinct assessment formats</u> (e.g., written exams, essays, presentations, group projects, or practical demonstrations) are employed over the course duration.
- If possible, <u>both individual and group</u> work is implemented to promote collaboration and peer learning while also allowing students to showcase their individual strengths. The group assignments, however, do not weigh more than <u>50%</u> cumulatively.
- Class participation does not represent more than <u>20%</u> of the final grade.
- No single assessment piece represents more than <u>35%</u> of the final course grade.

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

To maximize the learning experience, it is important to provide students with performance updates throughout the semester. You are required to use NEO, which allow you to inform individual students quickly and efficiently. It is also recommended to talk to students in addition to sharing the grades online, in particular if they are underperforming. It is recommended to inform the Dean about the underperforming students.

3.7.2 Assessment techniques

Respecting the above principles, you can decide on the choice of assessment techniques on your own. In some cases, the Dean may require that a specific assessment technique is used in any given course as some courses are designated to develop specific skills (e.g., writing, speaking, discussions, etc.).

<u>The final exams at AAU are written.</u> However, in some cases **oral exams** can be used. Instructors must discuss use of oral exams with their Dean before implementing this assessment technique into their course.

If you elect to use oral exams or student presentations (individual or group), it is important to keep detailed notes for the presentations and promptly provide written feedback to students. It is strongly recommended to use an appropriate AAU rubric specifying levels of performance, which can be filled out by the instructor during the presentation and given to student afterwards. The rubrics are available in the NEO and on the AAUNET, section Learning Outcomes and Assessment Committee.

Students are to be informed in advance of what aspects of their presentation will be assessed and what will be the weight of individual elements (such as content, presentation, English, contact with the audience, etc.).

Please note that all major written assignments must be assigned to students as a special originality-check assignment in NEO. This will ensure that all such assignments will go through an automatic originality check.

Class participation may be used as one assessment measure, if it is deemed to be a part of the course learning outcomes. Because assessment of class participation tends to be subjective, it is important to keep detailed notes and inform students about their standing during the semester. You are required to regularly update the participation grade in the NEO.

AAU has developed a rubric for assessment of active engagement in classroom discussions. All instructors are welcome to use it for assessment in their courses. It is available on AAUNET, Learning Outcomes and Assessment Committee, section Assessment.

Please note that class participation is not equivalent to class attendance. Attendance at AAU is mandatory; nevertheless, attendance as such should not be graded. We don't reward students for being present; we reward them for being active. We don't punish them for being absent; they punish themselves by not collecting points for the missed assignments. (For consequences of too many absences, see Section 3.4.3.)

Tests or exams are regularly used at AAU. It is recommended to have three or more extensive exams rather than a midterm and a final exam. Having the first exam early in the semester, around week 4–5 (the first third of the term), ensures that students get important feedback on their performance at an early stage of the semester and thus have an opportunity to adjust their performance accordingly.

Final exams may not last longer than one three-hour session. The AAU recommends that they be shorter in duration (half-session, i.e., 75 minutes), given that no assignment may account for more than 35% of the total grade.

Once the final exam has been taken, the instructor must provide the Dean with a copy of the exam assignment or written assignments that form a substantial portion of the final grade to the school of study within the set deadline (typically two weeks after the end of the semester) together with correct answers. The final exams are filed by the individual schools; students may review them in the school's office.

Final assignments submitted electronically may be corrected and graded in an electronic format. The instructor shares the files in the format as agreed with the respective School.

3.7.3   Examination protocol

In order to reduce the possibility of cheating during examinations, you should ensure that the following guidelines are followed:

- Students should ideally be placed one desk apart. If this is impossible due to space constraints and the classroom set up, you have to seat the students to maximize the distance between them.
- All bags and coats must be placed at the front or back of the room.
- Mobile phones must be turned off. Students must place all of their notes and books in their bags (unless it is an open-book exam).
- Students may only retain their own pens. All other materials will be provided by you.
- You should warn students at the beginning of the examination that they will be expelled from the examination if they are caught cheating or indulging in behavior (such as whispering or passing notes) that might reasonably be interpreted as signifying cheating.
- Students may be allowed to bring their own dictionaries into examinations. This is at your discretion. However, as this is a favorite way of smuggling notes into examinations, you must physically check dictionaries for notes.
- No student is allowed to leave the room for any reason during an examination. This must be made clear before the examination begins. Exceptions can be made for matters of personal hygiene. No more than one student at a time may leave the classroom.
- All exam answers should be written into specially prepared AAU answer booklets, which are available from the receptionist. No other answer paper will be accepted (unless you are using printed booklets that the students fill out). Unused answer booklets must be collected at the end of the exam and returned to the receptionist.
- Students who finish their work and submit it to you may quietly leave the classroom.

3.8 Grading Policies

3.8.1 Grading system

Study Programs at AAU use the U.S. grading and evaluation system complemented by the European Credit Transfer System ("ECTS") as specified below. All final course grades as well as grades from State Exams and Thesis Defense are reported in the form of a letter grade (A, A−, B+, B, B−, C+, C, C−, D+, D, F) or a grade "Pass" (P) if the student has received credit for a course but no letter grade.

While student performance is differentiated within each letter grade, all students falling within any one such grade match the following qualitative criteria:

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			

While as a rule D is a passing grade, the program of study may require that the students pass some core courses with a grade C− or better.

Students may also receive one of the following notations for a course on their transcript:

W: Withdrawal
Students may withdraw from the course before a specified deadline. Students who withdraw receive a "W" on their transcript and do not receive credit for the course.

FW: Failure to Withdraw
A student who stops attending a course without officially withdrawing receives an "FW". Such a student does not receive credit for the course.

R: Retake
If a student chooses to apply for Grade Forgiveness, the grade is replaced by a "Retake". Courses denoted by a "Retake" lose their credit value. A Retake has no impact on a student's GPA.

I: Incomplete
An "I" grade may be given to any student who has fulfilled most coursework but has been unable to complete all through circumstances beyond their control by the last day of the semester and has made arrangements, satisfactory to the Dean of the student's School, to fulfill all remaining course requirements within the agreed deadline. The deadline cannot be later than at the end of the following obligatory semester. Should the student fail to meet the missing requirements by the agreed upon deadline the Incomplete will turn into an F. A grade of "Incomplete" may also be assigned by an instructor if academic integrity is in question at the time grades are due and the instructor requires more time to resolve the issue.

AU: Audit
The student may choose to audit a course. The course appears on the transcript but does not carry any credit value. Audit courses have no impact on the student's GPA.

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

3.8.2   Pass/fail policy

Most courses use letter grades. However, in some cases, students may take a course on a Pass/Fail basis if approved by their Dean. The School Office will notify you of any students who take the course as a pass/fail course.

3.8.3   Grade inflation

Inflation of grades is a trend currently observed across the world. AAU aims to resist this trend and encourages instructors to maintain high standards for their grades.

AAU uses absolute grading, i.e., student performance is evaluated on the predefined criteria specified in the course syllabus and not scaled relative to the performance of other students in class. Thus, the final grades in class do not necessarily have to follow normal distribution.

Nevertheless, the distribution of students on average does naturally follow the normal distribution with the average grade for the class between B- and B.

We encourage instructors to discuss class performance with the Dean in the event that the average grade for a course differs significantly from this standard. Please contact the school administration before assigning final grades, preferably during the semester in order to effectively consult the discrepancy. Should the final grades for the course differ significantly the instructor will be required to defend these results.

3.8.4   Incomplete

An Incomplete is approved only exceptionally, for serious reasons beyond the student's control, such as illness. These reasons have to be documented. You are under no obligation to give an 'Incomplete'. You may specify additional requirements to be completed during the incomplete period and may use standard penalization for tardiness.

It is the responsibility of the student to contact you and request the Incomplete, fill out the Incomplete Form before a final assignment and meet the deadlines agreed and specified in the Incomplete Form.

3.8.5   Grade point average (GPA)

Each student's overall performance in a course of study is calculated in the form of a grade point average (GPA). A GPA is the numerical average of all grades received (weighted by their credit value), including failed courses. Courses completed with a "Pass" have no impact on a student's GPA. AAU uses a standard U.S. 4-point scale, with grades carrying the following weights:

	B+ = 3.33	C+ = 2.33	D+ = 1.33	
A = 4.0	B = 3.0	C = 2.0	D = 1.0	F, FW = 0
A− = 3.67	B− = 2.67	C− = 1.67		

3.8.6   Grade distribution to students

You grade and provide feedback to students on an ongoing basis in the NEO. At the end of the semester, the NEO must also show final grades. When you close the grading at the end of the term and the grades in NEO are final, write a message to the students about it through NEO or via email.

To ensure confidentiality, never share grades with students collectively (i.e. you may only share a particular student's grades with that student).

3.8.7   Grade appeal and change of grades

You, as experts in your fields, have the final authority in assigning grades to students except for in cases involving clear evidence of capricious grading or failure to follow professional standards.

A student may appeal personally to you for an explanation of the grade and for reconsideration.

If, after consulting with you, the grade dispute is not resolved or if the student has made an effort in good faith to contact you and has received no response, the student may appeal to the Dean of the School under which the course was offered.

The Dean may deny the student's petition, confer directly with you in the course to resolve the dispute, or form a faculty committee to review the grade.

After the Dean's office notifies the student of its decision, the student has two weeks to request a review by the Dean of Students and the student is no longer entitled to appeal to academic judgment – only an error in calculation or instructor misconduct. The Dean of Students will render a final decision; no further appeal is possible.

You may change final grades after submission to the Dean only in case of a clerical error. Additional work may not be assigned to enable the student to receive a higher grade.

Courses may, however, include "extra credit" assignments, i.e., optional tasks or projects that students can complete in addition to the regular coursework, designed to provide students with an opportunity to earn additional points or improve their overall course grade. This is only allowed if they are listed in the course syllabus and are open to all students.

3.9 Cheating, Plagiarism, and Other Student Misconduct

All instructors at AAU are required to abide by the general Disciplinary rules as set out in the Code of Conduct and Code of Discipline for Students and inform the Dean of their school about any cheating and/or plagiarism cases they encounter during their courses. In order to minimize the cost of plagiarism detection for instructors, AAU built in an originality check into its learning management system NEO.

Students behaving in ways suggestive of cheating (e.g., whispering or passing notes) must, at a minimum, be warned, and in the case of continued misbehavior must be expelled from the exam and given a failing grade from the exam concerned.

Any faculty member or staff may, if a student engages in disruptive or other conduct unsuitable for a classroom environment of an institution of learning, require the student to withdraw from the class for the duration of the activity or for the day. Should such a demand be made, the circumstances shall be relayed by the teacher/administrator to both the Dean of the School of the teacher/administrator and of the student's School in writing within 24 hours of the incident.

Throughout their studies, AAU students are expected to:

- recognize and fulfill the AAU educational principles and other policies as articulated in the Student Handbook;
- respect the authority of the teachers and their instructions during teaching, do not interfere with teaching;
- behave in the study areas in such a way as not to disturb the study of others;
- observe the degree of autonomy expected of them and others in the performance of their study duties (they do not request, accept, offer, or give assistance or cooperation in any study duty for which it is stated or may reasonably be assumed that assistance or cooperation is not permitted),
- use only authorized materials, aids, or methods in the preparation of study assignments and in testing; do not distribute or possess items that may facilitate cheating (such items include, but are not limited to, unauthorized books, notes, telephones, computers, microphones, electronic and other devices capable of storing information, etc.),
- Do not appropriate the results of others' work and commit any form of plagiarism, including self-plagiarism.

Students may be subject to disciplinary hearings for acts of violation of standards of conduct or their study duties.

Any person may raise an allegation of improper conduct against a student. Such allegation should be reported to the Dean of the School under which the student is studying; if the student is not enrolled at any AAU school or if no initiator of the offense is known, to the Dean of Students.

For details of the disciplinary procedure and disciplinary penalties, see the Academic Codex, part Code of Discipline for Students.

3.9.1 Plagiarism

To prevent any misunderstanding, plagiarism is defined below in section 5.2.10 and in the course syllabus.

At minimum, plagiarism results in a failing grade for the assignment and shall be reported to the student's Dean. A mitigating circumstance may be the case of novice students, and the benefit of the doubt may be given if it is reasonable to assume that the small-scale plagiarism was the result of ignorance rather than intent. An aggravating circumstance in plagiarism is an act intended to make the plagiarism more difficult to detect. Such conduct includes, for example, the additional modification of individual words or phrases, the creation of typos, the use of machine translation tools or the creation of synonymous text, etc.

The Dean may initiate a disciplinary procedure pursuant to the Academic Codex. Intentional or repeated plagiarism always entail disciplinary hearing and may result in expulsion from AAU.

So, plagiarism (like cheating) is dealt with in two ways:

- You lower the student's grade or give a failing grade because the student did not properly complete the assignment.
- In the disciplinary proceeding, the student receives a penalty for violating standards of conduct.

Your grade decision is independent of the disciplinary process (except if the student is found to be innocent).

You are encouraged to direct the students, who have issues with plagiarism or academic writing in general, to the Academic Tutoring Center https://www.aauni.edu/academic-tutoring-center/.

3.9.2 Use of Artificial Intelligence

The use of artificial intelligence tools to search sources, to process, analyze and summarize data, and to provide suggestions or feedback in order to improve

content, structure, or style, defined here as **AI-assisted writing**, is not in itself plagiarism. However, it is plagiarism if, as a result, it obscures the authorship of the work produced or the degree of its originality (see the examples above).

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

A work (text, image, video, sound, code, etc.) generated by artificial intelligence based on a mass of existing data, defined here as **AI-generated work**, is not considered a work of authorship. Therefore, if an AI-generated work (e.g., text) is part of the author's work, it must be marked as AI-generated. Otherwise, it obscures the authorship and/or the degree of originality, and thus constitutes plagiarism. Unless explicitly permitted by you, submission of AI-generated work is prohibited.

3.10 Reading Materials & 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, 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 non-fiction books. The catalogue is available at https://koha.aauni.edu.

The AAU Library has also been hosting a program of cultural events for several years and continues to organize 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.

All instructors must present a photo ID card (občanský průkaz, passport, driving license or other official document, etc.) and must be teaching in the upcoming semester to be granted borrowing privileges.

Please get familiar with the Library Rules and Regulations available at AAUNET.

3.10.1 Loan periods

Unless otherwise arranged, textbooks are due at the end of each semester; books from the circulation collection are loaned for a period of one month.

Unless a reservation has been made for the item in question, a loan may be renewed on or before the due date.

If an instructor's employment at AAU is terminated, all borrowed materials must be returned immediately, regardless of the due date. If materials are not returned within three weeks, an invoice for the total value of missing materials will be sent to the instructors by email or post.

Overdue Books

Reminders for overdue books are sent automatically by email. You are responsible for keeping the library informed of email address changes.

You are not charged fines for overdue materials but they are expected to return books recalled and/or reserved by other users.

Lost Books

If you lose a book, you will be required to replace it. Contact the Library by email for help.

3.10.2 Access to online databases

AAU has cooperative agreements with the following libraries:

1. The Academy of Science Library. This agreement entitles you to full access to online databases such as JSTOR, ProQuest, EBSCO host, and more. (https://www.lib.cas.cz/en/eir/).
2. Institute for Contemporary History Academy of Sciences of the CR (http://www.usd.cas.cz/)

Under the above agreements, all AAU instructors and students are eligible to apply for borrowing privileges free of charge. For details about registration to these libraries, please visit AAU Library.

3.10.3 Textbooks and other course materials

AAU is gradually increasing its number of textbooks and books. You are encouraged to recommend books to be purchased to the appropriate Deans.

Textbooks

If the course you teach already has a corresponding textbook, you will be asked to use it. If the course you teach does not have a corresponding textbook, you are encouraged to recommend one to your Dean. The purchase of the textbook must be approved by the Dean of your school.

Old textbooks, those acquired by the library more than 3–4 years ago, will be gradually deselected from the library collection and replaced by a new edition or textbook.

Priority in acquiring a new textbook is given to the required courses. Elective courses shall preferably rely on electronic resources (Google Workspace) and handouts.

Books on Reserve and Short-Term Loan

If the library has only a limited number of copies, instructors can also request to place books on reserve or Short-Term Loan.

Books on reserve cannot be borrowed by students, but must be read/copied/scanned in the library.

Books are kept on reserve only for the duration of the semester. If instructors would like to keep them on reserve for another semester, they must inform the library.

Short Term Loan: High demand books can be put on reduced 7-day loan period without a possibility of renewal.

Scanning and Fair Use

Please note that AAU Policy limits the amount of scanned material from one source to 30%.

The library is able to provide assistance with scanning. Please contact the library a minimum of two weeks before the beginning of each semester to ensure timely delivery. If you notify us any later, we cannot ensure your scanned course materials will be ready by the launch of the semester.

Supplementary electronic reading – NEO

It is recommended to provide materials electronically via NEO (see Section 2.4.3).

4   Instructor's evaluation & Academic Development

4.1   Instructor's Assessment Procedures

In order to maintain high teaching standards at AAU, AAU conducts regular evaluations of instructors' teaching style and performance results. The evaluations provide valuable feedback to faculty regarding their teaching methodology as well as contents and organization of the class.

AAU appreciates high quality teaching and often awards bonuses at the end of semester to faculty with the best teaching evaluations.

Two evaluation methods are combined to increase objectivity of evaluations: student evaluations and peer reviews.

4.1.1   Student evaluations

Instructors are anonymously assessed by their students at the end of each term. New instructors or instructors teaching new courses (or as determined by the Dean) are also assessed in the middle of the term. The evaluations are mandatory. Evaluation results are confidential, available only to the administration offices of AAU and, when necessary, shared with other academic institutions (such as the accreditation agencies, Cultural Experiences Abroad, etc.)

The typical evaluation procedure is as follows:

1. Two weeks before the end of the term (or before the midterm break), a course evaluation is set up in NEO as an anonymous assignment.
2. The school administration will provide you with a presentation file that explains the importance and procedure of evaluation to students.
3. Your responsibility is to show this presentation to the students during class and give them about 15 minutes to complete the evaluation. You are encouraged to leave the room during this time.
4. It is up to you when you set aside time for student evaluation in your class. **However, you must do this before the final test.**
5. The results of the evaluations are tabulated. Written comments are transcribed and conveyed to you. The results are discussed with the Dean and/or Department Chair when necessary.

Student evaluations consist of 4 parts:

▪ Instructor Assessment: punctuality, organization, ability to explain concepts, ability to engage students in class.

- Course Assessment: syllabus and clarity of course administration, relevance of the course and exams;
- Estimate of the workload in terms of time spent in preparation for class and number of pages read for the course;
- Space for written comments: Students are asked to comment on the strengths & weaknesses of the course and the instructor.

4.1.2 Peer Review

AAU regularly conducts peer reviews in its courses. On average school representatives (typically the Department Chairs) visit 15–20 % of courses taught within their school every semester. New faculty are reviewed in their first semester. The newly introduced courses and their faculty are reviewed as well. Continuing faculty are reviewed once every three years, or more often if their summative student course evaluation is worse than 2.0 or in case of relevant student complaints.

The objective of the peer review is to improve quality of teaching at the university by providing feedback and possibly advice to the instructor. Class observation is followed by a meeting to discuss the observation results. The follow up meeting summarizes the outcomes of the observation but also includes a review of the course syllabus and the links between the syllabus and the observed session. And the end of the term, this is followed by a review of the final exam and the way it corresponds to the course learning outcomes. The observer is typically the Department Chair or Dean of school, alternatively it can be an instructor assigned by the Dean.

The instructor may introduce the observer to the class. The observer should not participate in class discussions or other class activities and should not be called upon by the instructor to participate. The review may last for the whole session or for half of the session.

Instructors are observed and reviewed in terms of:

- Course administration: organization and structure of the class;
- Command of the subject;
- Ability to present and explain the subject and complicated concepts;
- Ability to engage students in the class and moderate class discussions.

The observer will inform the instructor about the observation at least one week in advance.

The observer will summarize the observations on a Peer Observation Form.

The completed form will be available to the instructor, and the observation will be discussed with the instructor no later than two weeks after the observation.

The Peer Observation Form can be supplemented with additional comments should the observer and/or instructor like to include any additional information pertinent to the review during the post-observation meeting. The form should be signed by the Instructor, the Peer Observer, and then filed in the instructor's personal file in the appropriate school's office.

Peer evaluation results are confidential information available only to the observed instructor and the appropriate school administration. The evaluations may be presented to the accreditation committees, or other partner institutions (such as Cultural Experiences Abroad).

4.2   Instructor Academic Status

Faculty, typically, are engaged at AAU

- ▪ as permanent faculty on the basis of an employment contract, or
- ▪ as adjunct faculty on the basis of agreement on work performed outside an employment relationship.

Faculty may also be engaged as external faculty, i.e., without any work agreement or employment contract, but with AAU affiliation.

4.2.1   Ranks and duties

At AAU, every faculty member (be it permanent or adjunct, or instructor or researcher) is assigned a track and a rank. The ranks are further divided into degrees as specified below. For permanent faculty the ranks are awarded within the teaching and research tracks.

Based on the periodical review of their performance, instructors may climb up the career ladder regularly. AAU's internal faculty ranks are listed in the following table.

Permanent Faculty – Teaching track or Adjunct Faculty	Permanent Faculty – Research track
Lecturer I	Lecturer I
Lecturer II	Lecturer II
Senior Lecturer I	Senior Lecturer I
Senior Lecturer II	Senior Lecturer II
Distinguished Senior Lecturer	Distinguished Senior Lecturer
External Faculty	
Lecturing Fellow	Research Fellow

Adjunct instructors have duties in two areas: teaching and service. (For their description, see Section 4.2.6.)

Permanent faculty members on the teaching track have duties in the areas of teaching, service, creative, research or other professional activities, scholarship of application, and public outreach. (For their description, see Section 4.2.6.) The full-time teaching load is up to twelve (typically eight) courses per academic year which is usually equally divided into obligatory semesters.

Permanent faculty members on the research track have a duty to conduct research. Their teaching load may therefore be reduced (typically six courses per academic year). Research Policy sets rules for the minimum required research output with AAU affiliation.

Requirements for respective tracks and ranks can be found in the Faculty Hiring and Promotion Policy, published at the AAUNET in the Promotion section.

4.2.2　Hiring

Adjunct Faculty

Adjunct faculty and external instructors are appointed by the Vice President for Academic Affairs on the nomination of the respective Dean in consultation with the respective Department Chair.

By default, the appointment is open-ended but lapses after three semesters with no teaching duties or when it is explicitly terminated by either party.

Only adjunct faculty with a valid appointment can be assigned teaching by the Dean of School and subsequently hired by the Vice President for Academic Affairs.

Permanent Faculty

Permanent faculty members are hired by the Vice President for Academic Affairs on the nomination of Hiring Committee of the respective school in accordance with the AAU Faculty Hiring plan. Prior consultation with the Director of Research is required for faculty on the research track. If the Dean of School proposes to permanently hire an instructor who has been an AAU adjunct for at least three years, the nomination may be made by the Promotion Committee, and an open call need not be launched. Special provisions apply to faculty hired to administrative positions of Dean or Vice President.

The AAU Faculty Hiring plan, prepared by the Vice President for Academic Affairs in consensus with the Director of Research, sets out the number of permanent positions in respective ranks to be opened at individual schools in the next two academic years and is submitted annually to the President for final approval after consultation with the all Vice Presidents and Deans of Schools.

The Hiring Committee has no less than five members and is appointed ad hoc by the Dean of the school which is hiring. The Committee is presided over by the Dean and must consist of the respective Department Chair, an expert from

outside AAU, and AAU permanent faculty members at a rank preferably not lower than the candidate. Should a candidate for promotion serve as Dean or have a joint appointment for more than one School the AAU Hiring Committee will be appointed and presided over by the Vice President for Academic Affairs.

Newly hired permanent faculty members in both the research and teaching track shall obtain a fixed-term contract for up to three years. For a good cause the Vice President for Academic Affairs may decide to offer an open-ended contract.

The fixed-term contract can be renewed twice following a review of the Promotion Committee before a final decision is made to offer the faculty member an open-ended contract or the employment relationship is terminated. The review shall be made at least six months prior to expiration of the contract.

Should a faculty member be appointed or hired to a non-entry rank, advance approval by the Academic Council is required unless they hold an external title equivalent to the respective AAU rank from an accredited institution. Ranks awarded to AAU adjunct faculty shall be considered equivalent to the ranks in the teaching track. Upon final approval, the faculty member will be assigned the minimum required number of promotion points reflective of the respective rank as set out in the Faculty Hiring and Promotion policy.

Faculty can be appointed to a non-entry rank without the advance approval of the Academic Council; however, any such temporary appointment shall expire no later than the immediate next meeting of the Academic Council.

The Hiring Committee may recognize previous academic career at an accredited institution in the form of AAU promotion points. Should a previously appointed adjunct faculty member be hired to a permanent position, the previous academic career considered in the hiring process comprises all relevant activities up to the point of the adjunct appointment.

The AAU Faculty Hiring Plan sets the targets for hiring new faculty each year, and for overall increase in faculty compensation each academic year.

4.2.3   Performance review

The performance of faculty members is reviewed and a feedback is given continuously by the Dean, the Department Chair, and the Vice President for Research in case of faculty on the research track. They are obliged to address the performance especially in case of underperformance (e. g. student evaluation summary grade equal or higher than 2); they are expected to appreciate and encourage extraordinary achievements.

Faculty members are reviewed in the following areas according to the requirements set forth the Faculty Hiring and Promotion Policy:

- Adjunct faculty members with a teaching appointment are reviewed in the areas of teaching and service.
- Adjunct faculty members without a teaching appointment are reviewed in the areas of research and service.
- Permanent faculty members are reviewed in the areas of teaching, service, public outreach, as well as creative, research or other professional activities according to the requirements set forth in the Faculty Hiring and Promotion Policy.

For each area, indicators of quality are defined. See the description below in Section 4.2.5.

As an input to the review of faculty, the Dean uses all relevant evidence including:

- Table with promotion points (for details, see Section 4.2.5 below)
- Students' course evaluation (students' course evaluation must be conducted for every course every term; they must be conducted twice a term in newly introduced courses or if the course is taught by the relevant faculty member for the first time)
- Peer review teaching reports (teaching peer review must be conducted with every faculty member at least once in three years)
- Information about theses advised and opposed
- Instructor's self-evaluation
- Feedback from the Department Chair, School Office
- Feedback from the Director of Research (the research track faculty collects the so-called "research points"; for details, see Section 4.2.5 below)

Permanent faculty is also subject to an annual personal review. There is a review protocol that both parties sign after the review is completed. Based on the review, the Dean may propose to the Vice President for Academic Affairs a salary raise for exemplary performance or a cut in the variable part of salary up to the amount of last salary raise if expectations are not met. Salaries of permanent faculty are adjusted annually effective September 1 within the limits set forth by the Hiring Plan.

4.2.4 Promotion

Adjunct faculty

Based on the performance review, the Dean may recommend a promotion to the Vice President for Academic Affairs.

Permanent faculty

Permanent faculty members except for those in the highest rank may request a review according to the AAU Faculty Hiring and Promotion Policy by the

Promotion Committee. Based on the review, the committee may recommend to the Vice President for Academic Affairs a promotion of the faculty member. The Promotion Committee has no less than three members and is appointed ad hoc by the Dean of the respective School. The Committee is presided over by the Dean of School and must consist of the respective Department Chair and AAU permanent faculty members at a rank preferably not lower than the candidate. Should a candidate for promotion serve as Dean of School or have a joint appointment for more than one School, the Promotion Committee will be appointed and may be presided over by the Vice President for Academic Affairs.

The Dean is obliged to initiate the review process upon the faculty member's request, if the candidate for promotion meets the minimal requirements in terms of AAU promotion points or length of work at AAU as set out in the Faculty Hiring and Promotion policy.

Review by the Promotion Committee shall be waived if the candidate for promotion holds an external title equivalent to the AAU's rank (for details, see the Faculty Code which is part of the Academic Codex).

Faculty members appointed to a position of a Dean are reviewed by the Vice President for Academic Affairs. All provisions shall apply accordingly.

Assessment principle

The assessment should be conducted holistically. Failure to achieve minimal compliance in one assessment area should not disqualify a candidate from being hired or promoted if he/she excels in other areas. In the research track, however, failure to obtain at least minimal compliance in research rules promotion out.

Promotion procedure

Faculty members are promoted by the Vice President for Academic Affairs (or Director of Research as well when appropriate) on the recommendation of the respective Dean or the Promotion Committee. The Vice President for Academic Affairs cannot deviate from the recommendation without a good cause. Advance approval by the Academic Council required unless the faculty member holds an external title equivalent to the respective AAU rank from an accredited institution.

4.2.5 Promotion points

A necessary condition for promotion is collecting the required number of the so-called "promotion points." AAU maintains a record of the points in a form of a table that is shared with instructors. After every semester, instructors are asked to check the updated table to confirm its accuracy or to suggest additional updates.

At AAU instructors collect promotion points for the following activities:

- Teaching: two points for every full semester course taught (should a course be taught by more than one instructor, the points will be divided proportionally)
- Teaching: 0.5 points for every student advised in an individually directed course
- Administrative appointment: two points for every course release obtained for administrative appointment; one point for each semester in the position of degree program guarantor
- Thesis advising: 0.5 points for every thesis advised and submitted
- Thesis reviewing: 0.5 for every thesis opponent's review
- Research: number of points is defined by the Research Policy according to the quality of publication or a submitted project
- Public outreach: 0.5–1 points per semester as determined by the Marketing Committee
- Pro bono service: 0.25 points for each live attendance at a meeting (excluding per rollam meetings) as part of membership and service pro bono in the Faculty Senate, a Curriculum Committee, the Academic Council or committees advisory to AAU President, Board of Trustees, Vice President or Dean, including a hiring or a promotion committee, unless it is an ex officio membership (a maximum total of three points per semester)
- Self-development: 0.5 promotion points for leading a workshop or a training organized by AAU; 0.25 promotion points for participating at a workshop or a training organized by AAU

Faculty members may earn promotion points only for activities with exclusive affiliation to AAU. The affiliation to AAU means that the person explicitly identifies himself or herself as a member of the AAU community. It is manifested by listing AAU's name ("Anglo-American University, Prague, Czech Republic" in English or "Anglo-americká vysoká škola, z.ú." in Czech) next to the author's name when introducing the activity or claiming authorship of an output. (Mentioning employment at AAU in a bio is not sufficient to acknowledge AAU affiliation.)

AAU maintains a record of instructors' promotion points in the form of a table that is shared with them.

After every semester, by August 31 (January 31), instructors shall submit the information about their academically relevant activity to the Office of the Vice President for Academic Affairs. (Faculty Hiring and Promotion Policy includes details on what counts as academically relevant activity.)

4.2.6   Indicators of quality and Instructor's Duties

The instructor's performance is measured via quality indicators. The indicators may include, but are not limited to the following. The main aim is to provide a comprehensive picture of instructors' activities and their quality. However, some activities are considered compulsory:

Teaching – Indicators

- Dean's annual reviews of teaching
- Student evaluation data (numerical summaries and students' commentaries)
- Peer review teaching reports*
- Number of theses advised and opposed
- Quality of supervised student research (theses) in the context of the student's GPA, mentoring and student advising as documented by the opponents' reviews and thesis defense protocols
- Consideration of syllabi, and course materials
- Teaching awards
- Communication from alumni
- Scholarly activities related to teaching – developing innovative teaching methods; leading seminars and workshops on teaching; publications related to teaching and learning

Teaching – duties

All instructors are required to teach the assigned courses and hold consultation hours in line with this Handbook. On top of that, permanent faculty must serve as examiners at the relevant state exams and thesis defenses, assist with substitution for other instructors, help with supervision of exams, and serve as a thesis advisor or reviewer.

Service – indicators

- Service on AAU committees confirmed by the Dean, Vice President, President, or BoT Chair as applicable
- Service on AAU governing bodies (Faculty Senate, Academic Council) confirmed by the Dean, Vice President, or President as applicable
- Extracurricular activities confirmed by the Dean, Vice President or President
- Advising student clubs and associations confirmed by the Student Council

Service – duties

All instructors are expected to attend the University, School and Department faculty meetings, and to participate, according to the need of academic

community, to serve on AAU committees according to the school needs and instructor's ability. A full-time instructor must be a member of at least one AAU committee or a similar body upon consultation with the Dean. Permanent faculty must participate in the development of study programs and curricula, as required by the Department Chair, Degree Program Guarantor or Dean, and participate at activities contributing to the development of the Department, School and University.

Creative Activity / Public Outreach / Scholarship of Application Activity (Academically Relevant Activities) – indicators

- Exhibits, art performances
- TV and radio appearances
- Op-eds, critical reviews
- Podcasts, blogs, other online material
- Popularizing articles
- Presentations at workshops, seminars, public lectures aimed at wider non-specialist audience
- Organization of policy roundtables for broader non-specialist audiences
- Representation of AAU at (major) social, business, or political events
- Service on dissertation committees, editorial boards of academic journals, scientific boards, professional chambers, or associations etc. confirmed by relevant authorities.
- Advising government agencies, industry, or professional groups
- Publication of case studies and policy analyses
- Engagement in not-for-profit organizations, volunteering

Creative Activity / Public Outreach / Scholarship of Application Activity (Academically Relevant Activities) – duties

All instructors are expected to be active in their field of expertise, either through research, development, artistic and other creative activities, or through practice in the field and scholarship of application. "Scholarship of application" is a practitioner's activity which serves the larger community, is connected to the field of expertise and stems from the professional activity (consultancy, advising, reviewing, dissemination of knowledge, or other forms of engagement). If such activities are carried with the exclusive AAU affiliation, they may be considered public outreach and promotion of AAU.

Permanent faculty are specifically required to deliver and report **at least four** of the following activity achievements per academic year (full-time equivalent) using AAU as the only affiliation (in the case of shared affiliation, the output is counted only as the relevant share):

- Study support material of a lasting nature, created by the instructor: workbook, worksheet, study guide, handbook, manual, set of exercises, reader (commented compilation of articles), presentation
- Methodology or procedural materials: teaching handbooks and guides; methodology for course work, writing academic papers, legal procedures; proposal of new teaching methods or procedures, of effectiveness measurement, of cooperation with students, etc.)
- Case study
- New course (including online courses, TED talks etc.) requested by AAU
- Media coverage and mentions (TV and radio appearances; representation of AAU at (major) social, business, or political events, e. g. keynote addresses or other invited presentations in prestigious venues)
- Professional engagement and applied research (relevant employment, consulting activity, projects cooperating with business, NGOs, government bodies and other organizations, or expert analyses, commentaries etc.)
- Public professional engagement (advising government agencies, industry, or professional groups)
- Certificates & trainings given
- Reviewing and editorial work
- Organization of a conference / workshop / colloquium / policy roundtable / exhibition (curatorship)
- Art work and presentation (audio-visual and art work, exhibitions etc.)
- Invited lecture (presentations at conferences, workshops, seminars, public lectures)
- Article for wider audience (case studies, policy analyses, op-eds, critical reviews, non-academic articles, podcasts, blogs, other online material)
- Article in a peer reviewed journal
- Monograph or a chapter in a monograph
- Paper in conference proceedings
- Published review / working paper
- Submission of a grant application

Research – indicators

- Monographs – contextual information regarding the presses or series in which books are published if the press is not universally recognized as a leader in the field (e.g., other authors who have published in the same venue, the impact on the discipline of other books from the same venue)
- Publications in peer reviewed journals (journals not covered by Scopus, ERIH, Social Science Citation Index, or Arts & Humanities Citation Index should generally not be considered relevant publications) as

documented by a list of articles verified and ranked by the Research Committee
- Publications in peer reviewed conference proceedings
- H-index, i-10 index in those disciplines where appropriate as documented by exports from the Google Scholar or Web of Science WoS.
- Citation numbers – Google Scholar, WoS as documented by exports from the Google Scholar or WoS.
- Readership of one's publications by wider non-specialist audiences
- Citations that especially appraise the value of the work and its distinctive contributions
- Published reviews of books or creative works
- Funded research grant proposals with consideration of synergies for AAU
- Competitive external fellowships received
- Awards for scholarship or scholarly achievements
- Keynote addresses or other invited presentations in prestigious venues
- Appearances of the candidate's work on graduate syllabi for courses in highly regarded programs at other institutions
- Organization of research conferences, workshops, and colloquia

Research – duties

Permanent faculty on the Research Track are required to deliver research outputs using AAU as the only affiliation according to the Individual Research Plan in line with the valid Research Policy. Research outputs used to fulfill the Individual Research Plan do not count towards fulfilling the Academically Relevant Activities requirement. All other instructors are also encouraged to pursue research activity but it is not a requirement; they are paid extra bonus for that (see Section 4.3).

Every year, permanent faculty members on the research track agree on an Individual Research Plan with the Director of Research. The plan sets, *inter alia*, a required numberamount of the so-called "research points.". At AAU instructors collect research points for the following outputs:

Type of publication	AAU Research points
Peer-reviewed scientific article (Web of Science, AIS indexed)	7–10
Peer-reviewed scientific article (Scopus or ERIH, SJR indexed)	4–6
Book/Monograph	4–8
Chapter in Book/Monograph	1–4
Grant application – IVF, Interreg,	4

Grant application – Horizont, COST, GAČR, TAČR	8

Due to the duty to conduct research, the teaching load of the Research Track faculty is reduced compared to the Teaching Track faculty. The following table contains the minimum requested AAU Research points for each rank over the period of two years, corresponding to 2 course releases per year (4 course releases in total for period of two-year Individual Research Plan).

Research Track Rank	Research points requested in 2 years
Lecturer I	20 points
Lecturer II	24 points
Senior Lecturer I	28 points
Senior Lecturer II	32 points
Distinguished Senior Lecturer	36 points

More details can be found in the Research Policy.

4.3   Research and Public Outreach Support

4.3.1   Scholar´s travel fund

The Scholar´s Travel Fund is targeted to the research track faculty.

The Fund provides permanent and full-time-equivalent faculty[1] with supplemental travel funds to support the presentation of their research, scholarship, or creative activity. Successful applications may be awarded up to CZK 10,000 per trip and require a match of minimum of 10 % costs. Faculty may receive only one grant per semester.

The Fund is administered by the Director of Research. The support may be used for expenses such as airfare, transportation, registration fees, and lodging. Faculty members are also entitled to per diems pursuant to applicable law.

For more details, see the Research Policy.

4.3.2   Support of grant applications

AAU provides a support for research or creative activity grant applications submitted by all faculty members. For applications approved by the Director of Research, AAU commits to pay out a bonus. The amount of a bonus is decided by the Director of Research

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[1] A full time equivalent adjunct faculty is understood as any instructor teaching at least 3 courses in the semester for which he/she is seeking support and has been appointed lecturer at AAU for at least three semesters preceding the term for which he/she is seeking support. For definition of semesters and terms, please see Academic Codex.

For more details, see the Research Policy.

4.3.3   Publication bonus

AAU supports academic research and publications institutionally by establishing a research track for permanent faculty and by offering publication bonus to adjunct faculty and permanent faculty on teaching track.

To be eligible for the bonus, the instructor must use only the AAU affiliation. The guidelines for calculating the bonus are specified in the table below:

Type of publication	min.	max.
Peer-reviewed scientific article with impact factor (Web of Science)	CZK 15 000	CZK 30 000
Article in peer reviewed journal (Scopus or ERIH	CZK 6 000	CZK 15 000
Article in other peer reviewed journals and proceedings	CZK 1 000	CZK 5 000
Monograph	CZK 8 000	CZK 20 000
Chapter in a monograph	CZK 1 500	CZK 15 000

For more details, see the Research Policy.

4.3.4   Bonus for public outreach

AAU supports public outreach of its faculty by offering bonuses for specific activities. While adjunct faculty is eligible for the bonus for any public outreach activity permanent faculty is eligible only for activities beyond the minimal requirement set out in their job descriptions. Only activities with AAU as the sole academic affiliation can be supported.

The guidelines for calculating the bonus are outlined in the table below:

Type of public outreach activity	min.	max.
Article in a journal with impact factor (Web of Science)	CZK 25,000	CZK 50,000
Article in peer reviewed journal (Scopus)	CZK 8,000	CZK 25,000
Article in other peer reviewed journals and proceedings	CZK 1,000	CZK 5,000
Monograph	CZK 8,000	CZK 25,000
Chapter in a monograph	CZK 1,500	CZK 15,000

A publication form must be submitted to the Director of Research no later than 3 months after actual publication. For more details, see the Research Policy.

4.4 Faculty Professional Development

AAU's faculty members are expected to be effective educators both in and out of the classroom, to be active contributors to the service needs of the university, to have public outreach in the Czech Republic and/or abroad and to be successful researchers publishing in high quality academic journals. AAU seeks to enhance the performance of its faculty and help them fulfill the values of AAU based on commitment to high quality innovative approach to teaching and learning, a personalized educational model, promotion of open discussion and seeking original thoughts from students. The policy on faculty development provides general guidelines for assisting the faculty achieve this objective.

Center for Teaching and Learning

The functions of the Center for Teaching and Learning are to promote excellence and innovation in teaching and learning, provide faculty with information on new pedagogical methods, and steer the institutional debate on instructional development at AAU.

The CTL is dedicated to supporting faculty in their professional development and organizes trainings, workshops and New Faculty Orientation sessions.

General Policy

- Each semester, the CTL organizes two to three workshops or training sessions for AAU faculty.
- Participation at workshops is voluntary, yet highly recommended. Faculty members receive 0.25 promotion points for participating at a workshop or a training organized by AAU.
- Faculty teaching core courses focusing on institutional learning outcomes (as specified in respective curriculum maps) are required to participate at trainings denoted as "core" by the Vice President for Academic Quality or the Center for Teaching and Learning.
- Faculty with administrative appointments (Chairs, Deans) are required to participate in additional trainings as specified in the Staff Development Plan and as appropriate for their position.
- Faculty members receive 0.5 promotion points for leading a workshop or a training, in addition to financial remuneration.
- The maximum number of promotion points to be gained by leading or participating at workshops and trainings is 3 per academic year.
- The specific offer of workshops is determined at the start of each semester according to faculty needs as assessed in institutional data collected by the CTL (i.e., communicated via the Faculty Satisfaction

Survey and by the Faculty Senate). The offer is communicated to the AAU's faculty by email and is posted on AAUNET.

Orientation for new faculty

AAU is well aware of the difference in its approach to teaching and learning as compared to other universities in the Czech Republic and therefore puts a great emphasis on working with new faculty. In order to assist them in meeting AAU's expectations, the Center for Teaching and Learning offers a New Faculty Orientation session each new semester.

- New Faculty Orientation is organized by the Center for Teaching and Learning and is offered 2-3 weeks before the start of a semester.
- Orientation covers AAU's educational values and principles, institutional policies; general information on IT; use of https://aau.edu20.org/NEO and Teams; personalized learning and intercultural communication.
- Participation at orientation is mandatory for all new faculty and recommended to continuing faculty as well.
- Faculty who will miss the orientation must schedule a 1:1 meeting with the CTL Director or take an online training session and test.

Once in 3 years or more often if the respective Dean finds it necessary the existing faculty must participate in online training and pass the test.

4.5 Remuneration of faculty

Compensation for faculty is determined by a policy issued by the President and available at AAUNET.

Adjunct faculty

Adjunct faculty members with a teaching appointment are compensated on a per course basis according to their academic rank (see the remuneration details in the Faculty Salary Policy).

Permanent faculty

For permanent faculty the Faculty Salary Policy sets forth salary ranges for respective academic ranks and degrees. Salary of permanent faculty can be no lower than the minimum of a salary range corresponding to their academic rank. The position within the salary range is determined pursuant to the Faculty Code (part of the Academic Codex) and with consideration of market factors, meritorious performance, and each faculty member's qualifications, number of years of service, evaluation data, and professional development.

4.6   Health Insurance

For permanent faculty, the public health insurance is taken care of by AAU. For adjunct faculty, the health insurance is usually not included in some months. Please contact the Payroll Assistant for details regarding your case.

4.7   Faculty benefits

Faculty is assured of all benefits detailed by the Labor Code and the Higher Education Act, as well as of all benefits offered to general AAU employees in accordance with their position and type of contract.

Permanent faculty, except for researchers on project-based contracts, are specifically entitled to annual leave of eight weeks and a six-month sabbatical once every seven years under conditions set forth in the Academic Codex, Faculty Hiring and Promotion Policy, and applicable law.

Permanent faculty members working at least 50 % of full-time employment are also entitled to free study at AAU and subsidized trainings. For more details, see the Staff Policy.

4.8   Psychological Counseling

Psychological counseling is available for free to all AAU students, faculty and staff throughout the year with the exception of August. It is provided in English by Petra Narwa and Su Luo, psychological counselors.

Full personal data protection and confidentiality are guaranteed.

- *Service availability*: All year except August
- *Office*: Anglo-American University, Letenská 1 – room L.1
- *Contact*: counseling@aauni.edu
- *Online booking system*:
  https://httpswwwaauniedu.simplybook.it/v2/#book

It is strongly recommended to arrange appointments by email. Alternatively, you can make appointments in person or drop in during Open Hours on Tuesdays between 9:00 AM–12:00 PM or 1:00 PM–5:00 PM.

5 General Rules, Code of Conduct

5.1 Leading Principles at AAU

Anglo-American University honors the principles and values outlined below in all its activities and operations aiming towards the fulfillment of its mission and vision.

5.1.1 Mission

As a global and inclusive community, AAU prepares learners for leading a meaningful and prosperous life by cultivating critical thinking, effective communication and responsible action through personalized and transformative learning.

5.1.2 Vision

AAU's vision is to be a leading learning hub connecting study programs, research and real-world experience.

5.1.3 Core values

- **Academic Excellence**: Deliver quality programs based on innovative strategies and practical skills of a qualified and diverse faculty.
- **Personal attention to learners**: Instruct in small, dynamic groups using real-world experience, seminar and project-based methodologies that identify and meet individual learner needs and support their continuous development.
- **Diversity, Inclusivity and Multiculturalism**: Encourage diversity of the student body, faculty, and staff; cultivate a multicultural campus in which every individual is treated with dignity and respect.
- **Flexibility and Critical Thinking**: Promote open-minded discussion and original thought among students, and faculty, as well as business, individuals, and institutional partners to empower innovative approaches and increase the ability to address new challenges.
- **Social Consciousness**: Foster an ethos of social responsibility; provide excellent affordable education on a not-for-profit basis and continue to reinvest in the betterment of our community and educational models.
- **Shared Governance**: Provide relevant stakeholders at all levels with a voice in matters of curriculum, research and operations.

5.1.4 Statement on academic freedom

Anglo-American University's educational, research, advisory and other academic activities are rooted in a deep respect for academic freedom, the observation and

promotion of which we consider to be one of our major values. Freedom of speech, learning, teaching, thought and research, and the right to express or challenge an opinion represent the fundamental components of AAU academic freedom for faculty, staff and students. The academic, ethical and moral responsibility of AAU educators and researchers toward the students, AAU's academic community, and AAU as an institution represent an integral part of the concept and conduct of academic freedom at Anglo-American University.

5.1.5 Statement on diversity

Anglo-American University values and encourages diversity of its student body, faculty and staff. Its leading principles are democracy and the treatment of each person, no matter their background and point of view, with dignity and respect. AAU is proud to be a university with an international, multicultural and multi-ethnic academic community. Its policies, principles and codes, educational and teaching philosophy and performance, as well as all other operations and work correspond to the university's definition of values, among which diversity is one of the most important.

5.1.6 Freedom of Expression and Academic Freedom

AAU supports every individual's right to freedom of expression. AAU also recognizes the importance of fostering a culture of tolerance and civility that is a cornerstone for the accomplishment of its educational goals. Within the classroom, visual and/or aural demonstrations, depictions or conduct that may be offensive to an individual will not be restricted when used in a legitimate pedagogical context, such as material having an appropriate connection to course subject matter.

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

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

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

5.2   Standards of Conduct

For all policies, please see the Academic Codex, part Code of Conduct.

5.2.1   Core Values of Conduct

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

5.2.2   Interpersonal Conduct in a Multicultural Environment

Given the multicultural environment at AAU, a risk of cultural misunderstanding is omnipresent. For the sake of harmonious coexistence, members of AAU community are expected to exercise prudence, self-restraint, tolerance, and responsiveness in interpersonal conduct. Among others, it means that:

- ▪ Initiators of an interaction are expected to keep in mind that others might hold different standards of good manners (**prudence**), and should adjust their conduct accordingly (**self-restraint**); repetitive and/or persistent interaction that has been explicitly indicated as unwelcome, can form the basis of a violation of the Code of Conduct.
- ▪ Addressees of an interaction are expected to keep in mind that others might hold different standards of good manners (**tolerance**), and thus are expected to be explicit if the conduct is not welcome (**responsiveness**). If they do not feel comfortable expressing their discomfort directly, they are encouraged to do so through a third person.

Some cases of non-instigated interpersonal conduct are strictly forbidden (e. g. physical threat) while others are protected though they may cause discomfort (e. g. free speech within a legitimate pedagogical context). In other cases, it is the combined perception and the response of the one to whom the conduct is addressed that determines whether the conduct shall be interpreted as appropriate. (For example, the same compliment might be interpreted as charming, or offensive, depending on the addressee.)

What do prudence, self-restraint, tolerance, and responsiveness mean at AAU?

- ▪ **Prudence**: Standards of good manners are to some extent culturally specific. What is acceptable in one's culture may be considered

inappropriate elsewhere or by others. Since people from many cultures meet at AAU, initiators of interpersonal conduct should be cautious and should not automatically assume that others share the same cultural norms.

- **Self-restraint**: A practical consequence of prudence is self-restraint in dealing with others. Initiators of interpersonal conduct should refrain from interactions that they can reasonably expect to be perceived as inappropriate or offensive in another culture.

- **Tolerance**: Even if members of the AAU community exercise prudence and self-restraint, cultural misunderstandings can occur. Therefore, tolerance is expected of the recipients of the interaction. Tolerance means understanding that behavior perceived as inappropriate may be the result of misunderstanding rather than malicious intent and that it is not always necessary to complain formally.

- **Responsiveness**: For the sake of harmonious coexistence, however, tolerance should be complemented by responsiveness. This means the ability and readiness to give constructive feedback to the initiator of the interaction. The aim is to make them understand that their behavior was inappropriate and make them want to behave differently in the future.

If appropriate feedback has been given to the initiator, they are expected to modify their behavior out of respect for others. Thus, while a one-time misconduct may not be a problem, "repetitive and/or persistent interaction that has been explicitly indicated as unwelcome, can form the basis of a violation of the Code of Conduct" (quoted from the AAU Code of Conduct).

In some cases, people are not given the benefit of the doubt even in the case of a single misconduct. An example is when the behavior in question is perceived as inappropriate or offensive in both the culture of the addressee and the culture of the initiator of the interaction. Other examples include threats, bullying, stalking, harassment and similar serious misconduct. These are considered disciplinary offenses, even if it is the first time it happens. There is no room for innocent misunderstandings.

Not every repetitive and/or persistent interaction that has been explicitly indicated as unwelcome is automatically a violation of the AAU Code of Conduct. An example would be conduct protected by free speech. Another example might be an interaction that is labeled unwelcome unjustifiably or based on cultural norms that are themselves in violation of the AAU Code of Conduct.

If the participants in the interaction cannot agree on which standards of good manners to follow, the standards customary in the Czech Republic take precedence.

5.2.3   Professional rights of faculty

In support of the AAU's central functions as an institution of higher learning, a major responsibility of the administration is to protect and encourage the faculty in its teaching, service, research, and public outreach and to preserve conditions hospitable to these pursuits. Such conditions, as they relate to the faculty, include, for example:

- free inquiry, and exchange of ideas;
- the right to present controversial material relevant to a course of instruction;
- freedom to address any matter of institutional policy or action when acting as a member of the faculty whether or not as a member of an agency of institutional governance;
- participation in the governance of the AAU, as provided in the University Statute and other governance documents;
- the right to be reviewed by one's peers, in accordance with fair procedures and due process, in matters of promotion and discipline, solely on the basis of the faculty members' professional qualifications and professional conduct.

5.2.4   General responsibilities of faculty

General faculty obligations require faculty members to engage in ethical conduct and respectful communication; cooperate with Department Chairs, Deans, AAU committee members and other members of the AAU community; uphold AAU's mission statement and values; encourage diversity and uphold academic freedom within the classroom; participate in peer reviews and student evaluations; and, to the best of their abilities, as dictated by the school's resources, respect, maintain confidentiality, and provide necessary accommodations for students with special needs.

5.2.5   Instructor/staff/student relationships

Fundamental to the educational mission of the AAU is the professional relationship between teacher and student, which is a central part of the student's educational experience at the AAU. The position of teachers and students is inherently unequal and as such is potentially vulnerable to abuse. Therefore, it is the responsibility of teachers to act at all times in such a way that students trust their impartiality and unbiasedness.

AAU regulations are not intended to restrict or disrupt interaction between teachers and students. On the contrary, the AAU encourages out-of-class interaction between students, faculty, alumni, and staff during various AAU events such as conferences, debates, roundtables, community days, etc. These events provide members of the AAU community with unique and engaging opportunities for informal and often light-hearted interaction, create a healthy learning environment, and foster intellectual discussion within the community. This is an important aspect of the sense of purpose for the AAU community. In all interactions with students, however, teachers must remember that their influence and authority extend far beyond the classroom, that the teacher is also an intellectual guide, mentor, and role model to students, and they should adjust their actions accordingly.

In the context of situations of inequality, students are generally the most vulnerable members of the community, not only because of their dependent position, but also because their personal development is far from complete. Therefore, any personal relationship between students and AAU staff threatens the integrity of the educational process.

Accordingly, it is not appropriate for persons in an unequal position to enter into a personal relationship, especially not a sexual or romantic relationship. In particular, it is considered unprofessional for an employee and a student to enter into such a relationship.

If members of the AAU community have or enter a personal relationship, and if they have a professional relationship and are in an unequal position at the same time, it is appropriate for the person who is in an unequal position above, or the other person, to terminate either the professional or personal relationship in order to maintain the integrity of both parties.

In the case of a personal relationship, the teacher will not teach the student, test the student, supervise the student's work, write reports, etc., or the employees will not be so placed in the organizational structure of the AAU that one is directly subordinate to the other or subject to the financial or accounting control of the other.

If a supervisor becomes aware of a subordinate's personal relationship, the supervisor is obliged to take organizational measures to avoid direct authority of one person over the other. The persons concerned must comply with these organizational measures.

5.2.6   Sexual and other interpersonal misconduct

Given the importance of the highest standards of interpersonal conduct for the AAU community, any kind of sexual and interpersonal misconduct is governed by a special Policy on Relationships, Disputes, and Sexual Harassment.

Please refer to the policy for information and details on AAU's policy with regard to what amounts to sexual misconduct, harassment and discrimination; which relationship may or may not be acceptable within the AAU community; how all concerns, complaints and allegations can be addressed and remedied; and how to access and receive help and support.

All faculty members may be required to attend/complete a mandatory sexual harassment in appropriate circumstances.

5.2.7   Faculty discipline

Faculty discipline can be approached in two ways – either it is interpreted as a violation of standards of conduct as defined in the Code of Conduct, or it is interpreted as a violation of work duties. A complaint of a violation of standards of conduct shall be made to the Ethics Committee; a complaint of a violation of work duties shall be made to the suspect's supervisor.

The distinction between these two cases is not always clear-cut. Violation of the rules of the Code of Conduct by an employee may, depending on its nature and other circumstances of the case, be assessed as a violation of work duties. However, not every violation of the Code of Conduct is a violation of work duties and not every violation of work duties is a violation of the Code of Conduct. Therefore, the resolution of one and the other, including the decision on possible sanctions, may be independent of each other: suspected violations of the Code of Conduct are handled by the Ethics Committee; suspected violations of work duties are handled and the sanction is determined by the supervisor or by a person higher up in the AAU organizational structure.

The Ethics Committee does not have the authority to impose a sanction for violation of the Code of Conduct. Any sanction shall be decided by the supervisor of the accused employee or by a person higher up in the organizational structure of AAU. In imposing sanctions, the nature of the conduct, the circumstances under which it occurred, the consequences caused, the degree of culpability, as well as the accused's past conduct and the efforts shown to remedy its consequences shall be taken into account. The imposition of a sanction may be waived if the hearing of the violation of the Code of Conduct itself leads to a remedy.

For details of the procedure of handing complaints of a violation of standards of conduct, see the Academic Codex, part Code of Conduct. For details of the procedure of handing complaints of a violation of work duties, see the Staff Policy.

5.2.8 Standards of Conduct in Educational Activities

AAU teachers:

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

5.2.9 Standards of Conduct in Creative Activities

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

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

5.2.10 Plagiarism

Plagiarism obscures the authorship of a work or the degree of its originality. Members of the AAU community are expected to create and submit works of which they are the author. Plagiarism can apply to all works of authorship – verbal, audiovisual, visual, computer programs, etc. Examples of plagiarism can be:

- **Verbatim plagiarism**: verbatim use of another's work or part of it without proper acknowledgement of the source and designation as a verbatim quotation,
- **Paraphrasing plagiarism**: paraphrasing someone else's work or part of it without proper acknowledgement of the source,
- **Data plagiarism**: use of other people's data without proper acknowledgement of the source,
- **False quotation**: publishing a text that is not a verbatim quotation as a verbatim quotation,
- **Fictious citation**: quoting, paraphrasing, or referring to an incorrect or a non-existent work,
- **Inaccurate citation**: citing sources in such a way that they cannot be found and verified,
- **Ghostwriting**: commissioning work from others and passing it off as one's own,
- **Patchwriting**: using someone else's work or works (albeit with proper acknowledgement of sources and proper attribution) to such an extent that the output contains almost no original contribution,
- **Self-plagiarism**: unacknowledged reuse of one's own work (or part of it) that has been produced or submitted as part of another course of study or that has been published in the past,
- **Collaborative plagiarism**: delivering the result of collective collaboration as one's own individual output.

The use of artificial intelligence tools to search sources, to process, analyze and summarize data, and to provide suggestions or feedback in order to improve content, structure, or style, defined here as AI-assisted writing, is not in itself plagiarism. However, it is plagiarism if, as a result, it obscures the authorship of the work produced or the degree of its originality (see the examples above).

A work (text, image, video, sound, code, etc.) generated by artificial intelligence based on a mass of existing data, defined here as AI-generated work, is not considered a work of authorship. Therefore, if an AI-generated work (e.g. text) is part of the author's work, it must be marked as AI-generated. Otherwise, it

obscures the authorship and/or the degree of originality, and thus constitutes plagiarism.

5.3 Other Rules and Regulations

5.3.1 Presence at campus

Faculty can perform work outside of the regular workplace, i.e., the campus, pursuant to Section 317 of the Labor Code, with the exception of teaching, consultation hours, and service or administrative duties, which are mandatorily performed on campus or another workplace as agreed upon with AAU.

5.3.2 Conflict of Interest

Instructors and AAU employees should avoid involving themselves in situations or activities which conflict with, or might appear to conflict with, their work at AAU. Time at the institution, facilities or materials should not be used for work not related to AAU. If an instructor or member of staff believes that there might be or appear to be such a conflict of interest, they should inform the Vice President for Academic Affairs.

5.3.3 Confidentiality

All inside information about the functioning of the institution gained during an instructor's activities should be treated with confidentiality. This covers, but is not limited to, such areas as correspondence, internal documents, records, unpublished financial information, procedures and staff, sponsor and student lists.

AAU and its faculty follow European General Regulation on the Protection of Personal Data (GDPR). The faculty undertakes to use the personal data of third parties, especially other employees, students, AAU's business partners, etc., strictly in accordance with the GDPR, i.e., the faculty is required to maintain confidentiality of the personal data and to prevent their disclosure or leaks.

For more information, see the Directive on Protection of Personal Data, available at AAUNET.

5.3.4 Use of AAU name and logo

Instructors may use the AAU name and/or logo only for purposes officially approved by senior management. Business cards are only issued to permanent faculty. Adjunct instructors may receive business cards in justified cases and if requested by the Dean. Instructors working on employment contracts are required to name AAU as their institution in academic publications. Instructors working on DPP or DPČ contracts are encouraged to do the same.

5.3.5 Media contacts and public statements

Official requests for comments from media regarding the university should be directed to the Vice President for Student Affairs. Only members of AAU administration may present the official position of AAU in public. AAU academic staff are welcome to present their own opinions in the media under AAU affiliation.

5.3.6 Provision of student documents

Official documents confirming students' personal or academic status (transcripts, confirmations of studies, etc.) may only be issued through the Student Services Center. Other members of staff should not sign any seemingly official or even unofficial form or note recognizing a student's status, as these often relate to very complex and larger questions concerning issues such as entitlement to state benefits.

Excluded from the above are personally requested letters of recommendation for students or staff members. Such references should, however, make it clear what status the referee holds at the institution.

5.3.7 Purchasing

No instructor may place orders and financial requests in the name of AAU without getting prior approval from the university administration. AAU will not reimburse the instructor for any purchases without proper approval.

Requests and recommendations for purchases shall be discussed with the Dean of the school.

This regulation also applies to purchasing books and textbooks. Shall an instructor require a specific book or textbook for their course, he/she needs to contact their Dean and negotiate the purchase.

5.3.8 Events and other use of space

The rental of AAU facilities for non-AAU related events is possible. Requests must be directed to the Operations Manager at least two weeks before any proposed event. Discounted rates might be available for faculty.

6   Contacts

Reception:

Email:	info@aauni.edu
Phone:	+420 257 530 202
Address:	Letenská 5/120, Prague 1 – 118 00

Schools Management and Administration:

School of Business Administration:

Dean:	Jan Vašenda	Jan.Vasenda@aauni.edu
Assistant Dean:	Maria Andreou	maria.andreou@aauni.edu
Coordinator:	will be specified	
Coordinator:	Kateřina Kovalčíková	Katerina.Kovalcikova@aauni.edu

Department of Economics

Chair:	TBA

Department of Accounting and Finance

Chair:	TBA

Department of Management

Chair:	Greg Pezda	Greg.Pezda@aauni.edu

Department of Mathematics and Computer Science

Chair:	Hana Hajová	Hana.Hajova@aauni.edu

Department of Marketing

Chair:	Christopher Shallow	Chris.Shallow@aauni.edu

School of Humanities and Social Sciences:

Dean:	Karen Grunow-Hårsta	Karen.Grunow@aauni.edu
Vice Dean:	Colleen Timmons	Colleen.Timmons@aauni.edu
Coordinator:	Asya Kibko	Asya.Kibko@aauni.edu

Department of Social Sciences

Chair:	Joshua Hayden	Joshua.Hayden@aauni.edu

Department of History and Philosophy

Chair:	Gerald Power	Gerald.Power@aauni.edu

Department of Art, Culture and Literature

Chair:	Andrew Giarelli	Andrew.Giarelli@aauni.edu

School of Journalism, Media & Visual Arts:

Dean:	Karen Grunow Harsta

Assistant Dean: Daria Shakurova   Daria.Shakurova

Department of Journalism & Media
Chair: Ted Turnau   Ted.Turnau@aauni.edu

Department of Visual Arts
Chair: Karolína Dolanská   Karolina.Dolanska@aauni.edu

Director of Artistic Studies:
                    Tony Ozuna: Tony.Ozuna@aauni.edu

School of International Relations and Diplomacy:
Dean: Alexei Anisin   Alexei.Anisin@aauni.edu
Assistant Dean: Zuzana Veselá   Zuzana.Vesela@aauni.edu
Coordinator: Janel Umarbaeva   Janel.Umarbaeva@aauni.edu
Coordinator: Farwa Baber   Farwa.Baber@aauni.edu

Department of Political Science
Chair: Silviya Lechner   Silviya.Lechner@aauni.edu

Department of International Relations
Chair: George Hays II   George.Hays@aauni.edu

John H. Carey II. School of Law:
Dean: Jan Vašenda   Jan.Vasenda@aauni.edu
Interim Laws Program Chair:
                    Radka MacGregor Pelikanová
                    Radka.MacGregor@aauni.edu
Coordinator: Kateřina Kovalčíková   Katerina.Kovalcikova@aauni.edu

University Management and Administration:
President: Jiří Schwarz   Jiri.Schwarz@aauni.edu
Chief Financial Officer:
                    Zdeněk Johanovský   Zdenek.Johanovsky@aauni.edu
Director of Research:
                    Radek Soběhart   Radek.Sobehart@aauni.edu
Vice President for Academic Affairs:
                    Miroslav Svoboda   Miroslav.Svoboda@aauni.edu
Vice President for Academic Quality and Chief WSCUC Accreditation Liaison
Officer: Richard Olehla   Richard.Olehla@aauni.edu

Office of the President:
Executive Assistant to the President:
                    Natalie Kvačková Šipula   Natalie.Kvackova@aauni.edu

Business Development and External Outreach:
                    Veronika Johanovská   Veronika.Johanovska@aauni.edu
Recruitment Manager for Domestic Market:
                    Martin Opatrný   Martin.Opatrny@aauni.edu
Events Coordinator:
                    Marek Šourek   Marek.Sourek@aauni.edu

Office of the Vice President for Academic Affairs:

Assistant to the Vice President:
                    Joanna Srholec-Skórzewska   Joanna.Skorzewska@aauni.edu
Process Management Specialist:
                    Jindřiška Kotrlová   Jindriska.Kotrlova@aauni.edu

Research Office:

Research Project Manager:
                    Petr Burda   Petr.Burda@aauni.edu

Research Process Specialist:
                    Jindřiška Kotrlová   Jindriska.Kotrlova@aauni.edu

Research Coordinator:
                    Kateřina Fojtů   Katerina.Fojtu@aauni.edu

Finance and Operations Department:

Facility and Operations Manager:
                    Marharyta Tykhonovych   Marharyta.Tykhonovych@aauni.edu
Bursar: Petra Čížková   Petra.Cizkova@aauni.edu
Financial Controller:
                    Pavla Šenkyříková   Pavla.Senkyrikova@aauni.edu
Financial Assistant:
                    Šárka Příhodová   Sarka.Prihodova@aauni.edu
Chief Financial Accountant:
                    Jana Zemanová   Jana.Zemanova@aauni.edu
Payroll Accountant:
                    Zdena Dubná   Zdena.Dubna@aauni.edu
Technical Advisor:
                    Jan Vosátka   Jan.Vosatka@aauni.edu

Human Resources Department:

HR Director:
                    Michaela Proskočilová   Michaela.Proskocilova@aauni.edu
HR Specialist:
                    Lucie Kacovská   Lucie.Kacovska@aauni.edu

HR Administrator:
Petra Dvořáková   Petra.Dvorakova@aauni.edu

Office of the Vice President for Academic Quality:

Study Abroad Manager:
Marie Burda   Marie.Burda@aauni.edu

Study Abroad Coordinator:
Beata Tomečková   Beata.Tomeckova@aauni.edu

Study Abroad Development Manager:
Nevena Šaulič   Nevena.Saulic@aauni.edu

Institutional Research Office:
Institutional Research Specialist:

Joshua Hayden   Joshua.Hayden@aauni.edu

IT Department:
IT Director: Milan Fučík   Milan.Fucik@aauni.edu
IT Specialist: Peter Weis   Peter.Weis@aauni.edu

Student Services Center:

Dean of Students: Kateřina Vanová   Katerina.Vanova@aauni.edu
Assistant to Dean of Students:
Kateřina Hudáková   Katerina.Hudakova@aauni.edu
Senior Student Services Center Specialist:
Jozef Bartík   Jozef.Bartik@aauni.edu
Student Services Center Specialist:
Jana Lipovšeková   Jana.Lipovsekova@aauni.edu

Student Services Center Counselor:
Lukáš Sajdl   Lukas.Sajdl@aauni.edu

Career Development Specialist:
Yulia Sheveleva   Yulia.Sheveleva@aauni.edu

Nostrification Specialist:
Romana Svitková   Romana.Svitkova@aauni.edu

Admission Documents & Nostrification Counselor
Marta Vondráčková   Marta.Vondrackova@aauni.edu

Housing and Residential Life Specialist:
Sabrina Boulaouad   Sabrina.Boulaouad@aauni.edu

Student Life Specialist:

Daniel Padolsky   Dan.Padolsky@aauni.edu

Admission and Recruitment:

Admissions Manager:

Clea Boban   Clea.Boban@aauni.edu

Admissions Counselor:

Adiya Ashirova   Adiya.Ashirova@aauni.edu

Admissions Counselor:

Kateřina Fundová   Katerina.Fundova@aauni.edu

Admissions Assistant:

Olesia Aksiutonok   Olesia.Aksiutonok@aauni.edu

Erasmus & Exchange Office:

Director of International Cooperation:

Cyril Simsa   Cyril.Simsa@aauni.edu

International Cooperation Specialist:

Natalie Kvačková Šipula Natalie.Kvackova@aauni.edu

Student Support:

Psychological Counseling: Su Luo Su.Luo @aauni.edu

Psychological Counseling: Petra Narwa Petra Narwa @aauni.edu

Academic Tutoring Center: Daniel Padolsky Dan.Padolsky@aauni.edu

Center for Teaching and Learning:

Angel Hoekstra   Angel.Hoekstra@aauni.edu

Marketing:

Marketing Manager:

Jędrzej Raczynski   Jedrzej.Raczynski@aauni.edu

Social Media Coordinator:

Maria Ferariu socialmedia.coordinator@aauni.edu

Junior Creative Designer:

Alejandro Gomis   Alex.Gomis@aauni.edu

Library:

Email: library@aauni.edu

Phone: +420 257 286 657 or +420 257 286 637

Address: Letenská 1, Prague 1 – 118 00

Library Director: Zuzana Volmuthová Zuzana.Volmuthova@aauni.edu

Library Specialist: Olgica Mitošević Olgica.Mitosevic@aauni.edu