



LECTURER'S HANDBOOK

Updated Spring 2011

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About the Handbook

The Lecturer's 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, academic calendar, and all course descriptions is available on the website (www.aauni.edu) and in the Catalog.

Lecturers teaching in the B.A. in Comparative Business Law program, validated by the University of Wales, please see the Lecturer's Handbook issued by the John H. Carey II School of Law as some policies might be different.

1. TEACHING AND COURSE ADMINISTRATION

1.1. Timeframe/Important Dates

The schedule at AAU is prepared twice a year: the schedule for the summer and fall semesters is prepared in February/March of that year; the schedule for the winter and spring semesters is prepared in October of the preceding year. The offices for each school (Dean/Associate/Assistant Dean or Coordinator) contact faculty during this period to agree on a specific course and schedule.

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

Table 1

| BEFORE the SEMESTER | | | |
|------------------------------------|----------------------------------|--|---|
| Deadline Winter/Spring term | Deadline Summer/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 | June – July / May | Reading materials | Reading materials have to 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 1.9, page 21. |
| Mid December / Mid January | Mid May / Mid August | Syllabus Google Apps – Course site update | Syllabus guidelines are provided below, Section 1.4, page 10. AAU uses Google Applications for Education to administer course content (see Section 1.8, page 19.) Lecturers are responsible for updating the site for each of their courses. |

Table 2

| DURING the SEMESTER | | |
|--------------------------------------|---|---|
| Deadline | Task | Description |
| 1 st week (session) | Syllabus for students | All students have to be familiar with the course syllabus; receive a hard-copy and discuss it at the first session. It must be published on Google Apps. |
| 3 rd week of the semester | Final lists of students | The Add/Drop period is over. You will find in your mailbox the final list of students enrolled in each of your courses. After this point, only students that are listed are permitted to attend the course. |
| 2-3 rd week | Faculty meeting | Each school organizes a faculty meeting once per semester, typically in the second or third week. Deans of schools present current developments at their schools plans for the future, and changes and updates for the starting semester. Lecturers are expected to attend and participate in the meeting. |
| 6-7 th week | Student mid-term evaluations | New courses or lecturers are evaluated by students in the middle of the semester. You will find the evaluations in your mailbox on the first floor with instructions on how to administer the evaluations (see Section 2.1.1). The evaluations are followed up by a meeting with the dean or assistant dean. |
| 14-15 th week | Student evaluations | Students evaluate each course and instructor at the end of the semester. You will find the evaluations in your mailbox on the first floor with instructions (see Section 2.1.1). |
| 2 weeks after the semester | Final grades + Attendance sheets submission | School dean/assistant dean will inform you about the specific deadline for submission of grades, final exams, and attendance sheets by email. In general, the deadline is 2 weeks after the end of each semester. |

1.2. Lecturers' Responsibilities

a) Starting time

Courses should begin and end on time.

Each course block is designed to include a 15-minute break. The break can be scheduled in one block or in two shorter breaks.

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

b) Class cancellation

Class cancellation must be kept at minimum. More than 2 cancelled classes per semester may result in a decrease in the completion bonus.

If you need to cancel a class, please inform your school's dean or assistant dean as soon as possible. In case these are not available or if you are cancelling the class with short notice (the day of the class), you are to also inform the reception desk and the Student Services Office (please see the contact list at the end of this handbook). They will inform the students registered into your class and post the info about the cancellation.

If possible, announce the class cancellation on the course Google Apps site of your class.

c) Class make-up and rescheduling

All cancelled classes must be made-up.

Lecturers are responsible for arranging the make-up session: please contact the office of your school (assistant dean/coordinator) regarding the availability of classrooms. The university has limited space and room availability during per semester is limited.

Please arrange a time for the make-up class in a way that accommodates the highest number of your students. Inform your school about the agreement, they will inform the SSC and reception to reserve a room and inform the students. Please post the info on your Google Apps course site.

d) Equipment

Most of the AAU classrooms have projectors and laptops installed in the room. Please check with your school's office if you have questions regarding the equipment available in the room assigned to you.

AAU has a number of laptops and projectors to be borrowed for the rooms without the installed equipment. These can be found and borrowed at the reception desk.

In the event that you need to use specific equipment (TV, DVD player, camera, video-camera) 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.

e) Classroom and computer lab reservation

During any given semester, 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 an arrangement with your school's office at the beginning of the semester. Late request for computer lab reservations might not be accommodated.

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

f) Reading materials

Lecturers are responsible for informing the library and the office of his/her school about what course materials he/she plans to use for the course on time (see Table 1 above, page 4).

AAU is gradually increasing the number of courses with standardized textbooks. Lecturers must notify their 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.

Course Readers (compilations of reading materials for courses photocopied for students) are NOT prepared for new courses and we are gradually phasing out their use in all AAU courses. The readers may be prepared in exceptional cases. Please consult the dean of your school.

Lecturers are encouraged to compile their own course materials and study guides for the courses they teach. Study guides are required for courses taught in the combined (part-time) study programs. If the lecturer agrees to teach in the combined form, he is required to prepare

a study guide for the course, unless it has been prepared previously by another lecturer. Deans will provide further information and guidelines for the preparation of study guides.

For detailed library policy see the Section 1.9 on page 21.

g) Course site + aauni.edu domain for email

All faculty members and students at AAU have a uniform e-mail address: name.surname@aauni.edu. The e-mail is accessible via www.aauni.edu.

All lecturers at AAU are required to either check this e-mail regularly or make sure that the e-mail is forwarded to a personal or primary e-mail address.

Each course at AAU has a corresponding course site created using Google Apps for Education (see more info below, section 1.8, page 19 **Error! Reference source not found.**). Lecturers using the sites are responsible for administering and updating their course site content. To access the course sites, lecturers will use their @aauni.edu e-mail to log in to Google Apps via www.aauni.edu.

h) Submission of grades and attendance

To successfully complete a course, lecturers will have to submit their classes' grades, final exams and tests, and completed attendance sheets.

Lecturers who fail to do so within the specified deadline (see the Table 1), are not eligible for the completion bonus.

i) Communication with the administration of the school

AAU welcomes regular feedback from lecturers.

Lecturers are encouraged to communicate with the administration of their school about the course during the term. In particular to communicate the school's dean/assistant dean any specific student requests, and/or problems with students' performance.

1.3. Administration of the class

This section provides more details on the deadlines listed in Section 1.1 and lists some of the policies relevant to the successful administration of a course.

1.3.1. List of Students (Class/Attendance List)

Students Services Center (SSC) provides the list of students registered for your class. The list will be available in your campus mailbox 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.

After the Add/Drop period, only students listed in the final list of students can participate in the class.
(See Section 1.3.2)

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

1.3.2. Add/Drop Period

The Add/Drop period is the first two weeks of the regular semesters (Fall/Spring) and typically the first two sessions of the intensive semesters (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. Likewise, some students may participate only in the first two sessions of the course and then drop the course. Lecturers 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 also 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 is done through the school of study and the SSC.

1.3.3. Class Attendance

Attendance in classes is mandatory. Minor differences in attendance requirements are allowed, but the general requirement is: more than two unexcused absences may result in a reduction of the overall course grade. It is the student's responsibility to make up for classes that they have missed.

Lecturers are responsible for keeping track of student attendance and submit the attendance sheet to the dean/assistant dean at the end of the semester together with the final grades.

1.3.4. 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 Fall and Spring semesters, typically up to two thirds of the intensive semesters).

A student may withdraw from a course by completing a Withdrawal Form and submitting it to their school of study.

Students who withdraw from a class receive a "Withdrawal" on their transcript. Failure to attend a course does not constitute a withdrawal. Students who do not officially withdraw from a course must receive a grade.

1.3.5. End of Semester: Submission of Course Grades & Final Exams

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

Lecturers are required to submit:

- 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.
It is strongly recommended 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 often contact their school's administration and request detailed info on their grading.
- Attendance for all students registered in the class (see Attendance policy above);
- Graded final exams or written assignments (these will be filed at the school of study for the students to check).

It is vital that the marks for all graduating students are available in time for the State Exams and the graduation ceremonies.

1.3.6. AAU Resources: Teacher's Lounge, Computers, WiFi

AAU lecturers have access to the teacher's lounge and workspace on the ground floor of the main building located at Lazenska 4. The front room is designed as a lounge and the backroom has computers, a printer, and lockers available to lecturers. Computers are accessible using your official AAU username and password. You can get your username and password, as well as the keys for the lounge, from the receptionist on the first floor.

Lecturers may connect to the internet using the school-wide wi-fi network. For detailed a detailed how-to for setting up a wi-fi connection, see section 1.8.2 on page 19.

1.3.7. AAU Resources: Copying, Printing

Lecturers have access to the copy machines located on the first floor of the main building and in the library. Both machines are able to photocopy as well as scan and email your documents to your email account.

You must sign in by using your copy card for the machine to work; the card is prepared for all new lecturers before the start of their courses. The card is prepared by the Student Services Center and can be picked up either there or in your school's office.

It is the lecturer's responsibility to make their own copies. Please plan ahead especially when copying larger numbers of materials as there is often a wait for the machines just before the start of classes. It is not appropriate to ask AAU staff to process and deliver your copies.

1.4. Course syllabus

The course syllabus is a form of contract with the students. It informs them about what to expect from you and the course. All course syllabi must be presented to and discussed with your dean or associate dean before the start of the semester (see Table 1).

AAU uses a uniform syllabus format which is emailed to all lecturers at least one month before the start each semester. All lecturers are requested to use this format for syllabi.

There could be minor differences, but the syllabus structure generally conforms to the following:

Please use a uniform font & letter size while filling out the syllabus form. Thank you.

1. **Course Code and Course Name:** For Example: ACC 233 – Financial Accounting
2. **Semester, Day, Time:** For example: Fall 2010, 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.
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.
5. **Office 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. Therefore, please write your available hours here. A common practice is to set aside time either just before or after class, and the recommended length is 1 hour per week, the minimum is 30 minutes. If you are on a permanent faculty, you are expected to maintain 1-2 hours available weekly for consultation.
6. **Course Prerequisites:** Please list all courses prerequisites. This is especially important in the case of business electives and special topics. Contact your dean or associate dean if you are unsure of the prerequisites for your class.
7. **Credits:** The 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 or associate dean.
8. **Workload For An Average Student (weekly):** This section includes a table in which the 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 you and add those that are not listed but used in your course. Please note that the total amount of time spent on course work outside of classroom hours is expected to be at minimum 6 hours for a 3-credit course. However, students should ideally spend 7 to 8 hours a week on course work in addition to the 3 hours of class.
9. **Course Description:** Quote the Catalog's description first (available also on www.auni.edu, located on your school's page). If you wish to extend the description, place your text after the given one.

10. **Course Materials:** List all primary readings used in your course. Provide full reference to the text to simplify identification in the library. You may include references to your Google Apps site.
11. **Supporting Materials:** Here you can mention supplementary materials, e.g. cases, inventories, testing instruments, articles, videos, and handouts.
12. **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).
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 methodologies that engage students and develop their analytical skills are required. The relationship between lecturers and students should be an interactive partnership. The teaching methodology thus shall be a combination of at least 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. **Topics Covered:** Please articulate the course content in an outline format.
15. **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 found at www.aauni.edu.
16. **Assessment Procedures:** Identify the combination of evaluation criteria that will be used. Be especially clear in this matter. Communicate the manner in which you will award grades and what areas of student performance that will be included in the grades.

Dean of assistant dean will inform you about a need for special accommodations for students with disabilities. Please make the necessary arrangements in these cases.

17. **School Policies:** Explain your policies on class attendance, late work and missed exams. You may add your own particularly class policies as well.

The uniform policy on school email accounts (students must use their university email address for communication with the university and lecturers), students with disabilities, and cheating and plagiarism is already included in the syllabus form.

18. **Grading:** 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.

1.5. Assessment Techniques & Exam Protocol

The assessment techniques and structure (weights of individual elements) have to be clearly specified in the course syllabus and they have to be presented and explained in the introductory session.

The assessment of course work at AAU must be continuous and diversified:

- All courses should be assessed by at minimum three substantive pieces of student work;
- No single piece of substantive student work should represent more than 50% of the final course grade.

To maximize the learning experience, it is important to inform students about their up-to-date performance in class during the semester. Lecturers must correct the assignments submitted throughout the semester and return them to students with comments and feedback within 2 weeks.

AAU recommends using a combination of the following assessment techniques:

1.5.1. Written Assignments

- Essay Questions or Case Study analyses:
Typically 2 to 4 pages, one to four times per semester, depending on their combination with mid-term and other exams, final exams or final extended essays;
- Group Projects and/or Group Presentations:
Weekly/monthly assignments or semester-long exercises; group assignments must be combined with other forms of assessments designed to test individual student abilities;
- Weekly short homework assignments or problem sets;
- Individual semester-long projects/extended essays:
10-15 pages, combined with mid-term and other exams, final exams, or 1 to 4 shorter written assignments.

1.5.2. Presentation and Oral Exams

AAU favors using written assignments over oral exams. The final exams at AAU are written. However, in some cases oral exams and presentations can be used. Lecturers must discuss use of oral exams and presentations with their dean or associate dean before implementing these assessment techniques 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.

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.).

1.5.3. Class Participation

Class participation may be used as one assessment measure. However, it shall not represent more than 20% of the final grade.

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.

Please note that class participation is not equivalent to class attendance. Attendance at AAU is mandatory. If a student misses more than 2 classes without a justified and documented excuse, his or her final grade will be impacted negatively and the student might be asked to withdraw from the course.

1.5.4. Exams

Courses at AAU typically have two main exams: midterm and final exam. The trend is to replace the midterm exam with two extensive tests during the semester, one after week 4-5, and the other at week 9-10. Having the first exam early in the semester 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 exam should be at least two hours and no more than three hours in duration.
- Mid-term or other extensive exams may last for a half-session or the entire class period. In case a mid-term is scheduled for a half-session, the lecturer must conduct a normal lesson for the remaining half.

The final exams shall follow these guidelines:

- Written answers in the form of essays, case studies, short question and answer exercises or list and definition tests, should account from 40% - 100% of the marks available.
- The remainder of the marks may be divided between the following: multiple choice; true or false and matching tests, with no one of these accounting for more than 25% of the marks available.

Once the final exam has been taken, the lecturer must provide the dean/associate 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 2 weeks after the end of the semester). The final exams are filed by the individual schools for 2-3 years; students may view them in the school's office.

Final assignments submitted electronically may be corrected and graded in an electronic format. The lecturer submits the graded assignments to the school's office on CD, or send a compressed file format via e-mail.

1.5.5. Alternative Methods of Assessment

Lecturers are welcome to recommend and use alternative methods of assessment or variations on the policies outlined above. These must be approved by the school dean before implementation.

1.5.6. Examination Protocol

In order to reduce the possibility of cheating during examinations, lecturers 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, lecturer has 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.
- Students may only retain their own pens. All other materials will be provided by the lecturer or examination monitor.
- Students should be warned by the lecturer or monitor 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 (see the Cheating and Plagiarism Policy, Section 1.7).

- Students may be allowed to bring their own dictionaries into examinations. This is at the discretion of the lecturer. However, as this is a favorite way of smuggling notes into examinations, examination monitors and lecturers 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 the lecturer may quietly leave the classroom.

1.5.7. Make-Up Exams

AAU Policy (as taken from the Student Handbook):

Students may take make-up exams on the basis of clear medical indicators or for serious personal/family reasons only. Both reasons have to be supported by relevant documents, presented to the School Dean or Assistant Dean in a form of petition. If the petition is approved, the student may take a scheduled make-up exam.

Make-up exams will normally be held on the first Friday after the mid-term break for mid-term exams and on the first Friday after the end of the semester or before the beginning of the following semester for final exams.

Students who miss exams for any other reasons will not be allowed a make-up exam. It is the responsibility of the student to complete all exams in the scheduled time. Failure to do so may result in a failing grade for the whole course. Students who fail a course because they have missed an exam are not allowed to appeal their grade.

Make-up exams are typically organized for the main exams only, i.e. midterm and final. Should the student miss a minor test assessment, there is either no make-up option or it has to be organized within the class time.

Lecturers should confirm with their school's office whether or not the student is entitled to a make-up exam, i.e. that he/she provided appropriate documentation to justify the make-up. Lecturers may remind students to provide the necessary documentation to their dean or assistant dean.

It is the responsibility of the student to arrange the make-up with school administration. Lecturers must ensure that they give a different exam for the make-up.

1.6. Grading Policies

1.6.1. Grading System

The following measures ensure that AAU maintains a level of consistency in its grading policies:

The programs of study accredited by the Czech Ministry of Education use the U.S. grading and evaluation system in conjunction with the European Credit Transfer System (ECTS).

All final course performance of students is evaluated by a Letter Grade: A, A-, B+, B, B-, C+, C, C-, D+, D, F, I or P.

The John H. Carey II. School of Law uses the British grading system for the B.A. in Comparative Business Law. (For details, see the The John H. Carey II. School of Law Handbook).

Student performance is further differentiated by a plus/minus sign, but in general the grades (A, B, C, D, F) match the following qualitative criteria:

| Letter Grade | Percentage Scale | Description |
|--------------|------------------|--|
| A | 95 – 100 | 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 | |
| B+ | 87 – 89 | Good performance. The student has mastered the material, understands the subject well and has shown some originality of thought. |
| B | 83 – 86 | |
| B- | 80 – 82 | |
| C+ | 77 – 79 | Fair performance. The student has acquired an acceptable understanding of the material and essential subject matter of the course, but has not succeeded in translating this understanding into consistently creative or original work. |
| C | 73 – 76 | |
| C- | 70 – 72 | |
| D+ | 65 – 70 | Poor. The student has shown some understanding of the material and subject matter covered during the course. The student’s work, however, has not shown enough understanding to allow for a passing grade in School Required Courses. |
| D | 60 – 64 | |
| F | 0 - 59 | Fail. The student has not succeeded in mastering the subject matter covered in the course. |

Some instructors may use different percentage scales in assessing student performance. If a different scale is used, it is to be indicated in the course syllabus.

P: Pass

The student receives credit for the course but no specific letter grade. To be used when a student is taking a class on Pass/Fail. Courses graded “P” do not affect a student’s GPA.

Student Services Center will notify lecturers of any students who take the course as a pass/fail course. The AAU policy on pass/fail (as taken from the Student Handbook):

Students in good academic standing may take up to three courses in a 3-year program (four courses in a 4-year program) in B.A. programs or 2 courses in M.A. programs on a pass/fail basis during their academic tenure, but they cannot take more than one class per semester on a pass/fail basis. The courses may not be used to fulfill major, minor or GCC requirements (with the exception of internships and P grades from the New Start Program). The pass/fail option must be exercised officially with the Student Services office no later than the end of the add/drop period and under no circumstances may it be changed later to a letter grade. Pass grades will not be calculated into a student’s GPA, although they will count as credits toward graduation. Fail grades will be calculated as any other F (i.e. 0.0).

1.6.2. Grade Inflation

Inflation of grades is a trend currently observed across the world. AAU aims to resist this trend and encourages lecturers 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 lecturers to discuss class performance with the dean/assistant dean of the school 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 lecturer will be required to defend these results.

1.6.3. Incomplete

AAU Policy (as taken from the Student Handbook):

An Incomplete (“I” grade) may be given to a student who, due to documentable circumstances beyond his/her control, is unable to complete the required course work by the last day of the semester but has completed more than 50% of the required course work and made arrangements, satisfactory to the instructor, to fulfill all remaining course requirements.

Incomplete is a temporary grade; unless the lecturer submits a final grade, the “I” changes automatically to “F” at the end of the following regular semester.

In order to receive an Incomplete, the student must speak with his/her lecturer before the end of the semester, explaining the reasons for requesting an Incomplete. The lecturer sets the deadline for submission of the missing work; the maximum allowable time is until the end of the following regular semester (the final grade has to be submitted by this deadline), i.e., Fall or Spring. The student must complete the “Incomplete Report” form and have the lecturer sign it before the end of the semester.

The lecturer must submit the form to the Dean of his/her School along with the final grades.

Eligibility:

Incomplete is approved only exceptionally, for serious reasons beyond student’s control, such as illness. These have to be documented to the respective School of study. Lecturers are under no obligation to give an ‘Incomplete’. The lecturer 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 the lecturer and request the Incomplete, fill out the Incomplete Form and agree to the perimeters of the incomplete, and meet the deadlines agreed and specified in the Incomplete Form.

1.6.4. Grade Point Average (GPA)

Academic performance of students is monitored using the Grade Point Average (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 = 0 |
| A- = 3.67 | B- = 2.67 | C- = 1.67 | | |

GPA is the numerical average of all grades received (weighted by the credit value), including failed courses. Courses completed with Pass have no impact on students' GPA.

1.6.5. Passing Grades for Courses

For General College and Elective Courses

For most General College Courses any mark above a Fail is considered a Pass. The same holds for all elective courses in all schools of study.

However, students pursuing B.A. in Business Administration must pass both Macroeconomics and Microeconomics with a minimum grade of C-.

For School Required Courses

In the case of courses designated by their school of study as Required courses students will only be considered to have met the required standard if they have gained a C- grade or better.

1.6.6. Grade Distribution to Students

Final grades are officially distributed to students by Student Services Center via email. This is typically 3-4 weeks after the end of semester. AAU does not distribute grades via phone or by any other means of communication and they are not given to any other person than the student himself/herself.

Lecturers are welcome to inform students about their final grades directly. However, please make sure to honor student's privacy and inform the students either individually or anonymously (e.g. using their student ID number—available in the official student list).

1.7. Cheating and Plagiarism Policy

All lecturers at AAU are required to abide by the following Cheating and Plagiarism Policy and inform their dean/assistant dean of their school about any cheating and/or plagiarism cases they encounter during their courses.

To prevent any misunderstanding, plagiarism is defined:

PLAGIARISM – “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.” (Random House Unabridged Dictionary, 2nd Edition, Random House, New York, 1993)

Students who are caught cheating in an exam or plagiarizing any piece of work will be punished in the following manner:

1st instance of cheating/plagiarism:

A student who submits an exam or project that includes plagiarized content, receives a failing grade for the assignment in questions.

A student caught cheating in an exam is expelled from the exam in question and receives a failing grade for the exam.

2nd instance of cheating/plagiarism:

A student who submits an exam or project that includes plagiarized content, receives a failing grade for the course. The grade cannot be appealed.

A student caught cheating in an exam is expelled from the exam in question and receives a failing grade for the whole course. The grade cannot be appealed.

Student receives a warning that engaging in plagiarism or cheating will lead to his suspension from studies.

3rd instance of cheating/plagiarism:

A student who commits the third cheating and/or plagiarism offense fails the course in question and is suspended from his/her studies for two semesters.

Cheating and plagiarism are monitored at the level of each school of study and Student Services Center to ensure successful implementation of the fore-described policy.

Students caught indulging in behavior which is 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 in question and given either a failing grade from the exam or for the whole course in accordance with the policy outlined above.

Students who plea that there are extenuating circumstances that should be taken into account in assessing their case may send a petition to their school dean. If the dean finds grounds for the appeal relevant, he/she will investigate the situation and take appropriate action. The dean’s decision may be appealed to the president for a final decision.

1.8. Google Apps for Education, Wi-Fi and e-mail policy

AAU uses Google Apps for Education to support the learning process on and off campus. Rules and guidelines for use of this provision includes:

1.8.1. E-mail policy

All users at AAU have uniform e-mail: name.surname@aauni.edu, accessible via www.aauni.edu, “Google Apps and E-mail Login”.

All lecturers at AAU are required to either check this e-mail regularly or make sure that the e-mail is forwarded to a regularly used email account.

Accounts for **new lecturers** are created by AAU administration upon request from their dean or assistant dean. The password to this account is available at the reception desk and can be sent by e-mail upon request.

1.8.2. Wi-fi access & policy

All lecturers at AAU have internet access via the university wi-fi network. The username and password are the same as for e-mail.

Please note that the password for wi-fi access cannot be changed. You may change the e-mail and Google Apps password, but the password for wi-fi remains the same.

AAU wi-fi network access Quick Guide:

1. Select the AAU network access point with the best signal. (APs are named by their locations: AAVS-LAZENSKA-4-1, AAVS-LAZENSKA-4-2, AAVS-COMPLAB, or AAVSLIBRARY).
2. Be sure WPA-PSK or WPA2-PSK is enabled.
3. Enter WAP password AaVs.4.wIfI2 (capital “a”, “v”, “i”, “i”).
4. Open browser of choice.
5. Log-in screen will appear, enter your aauni.edu credentials.

AAU has several independent wi-fi access points. All of them use WPA-PSK and share the same access password.

Questions concerning the AAU wi-fi can be sent to the Student Services Manager at Jana.Krasenska@aauni.edu. Answers to FAQ will be posted at <http://www.aavs.cz/lab/>.

1.8.3. Course sites at Google Apps

Each course at AAU has its own website created by the Google Apps administration at least two weeks before the start of the semester.

All course websites have standardized names:

Course_Code-Lecturer’s_First_Name-Last_Name-Semester

For example: POL104-Martin-Heidegger-S2011

Or, if a section is included: POL104-1-Martin-Heidegger-S2011

Access:

The site is accessible via www.aauni.edu by clicking Google Apps and Email login, or direct a browser to: <https://www.google.com/a/aauni.edu/>.

Lecturer access: Each lecturer has access to sites corresponding to the courses he/she teaches. The lecturer has editing rights and is responsible for regular updates to the sites. A lecturer may edit, add or delete content.

Student access: All students registered in the class have access to the corresponding course site. The system is linked to our database of students; the info about registrations is updated daily. Students are able to view, and can be allowed to download, material from the course site. They are, however, not able to edit, add or delete content.

Content:

There is a pre-defined structure and available functionality for all the course sites. Lecturers are responsible for updating the sites for their courses.

If you teach the same course several semesters in a row, the site from the previous semester may be copied to the new semester. Please send a request to the Google Apps administration and specify the name of the new course site and the site to be copied.

Students will retain their access to the course site for their entire term at AAU, or for four years, whichever happens first.

Support:

AAU is using Google Apps with support from CloudSource Solutions. For support please contact: support@cloudsource.cz.

Trainings:

Training for Google Apps for lecturers is organized regularly before and at the start of a semester. Information about the training is sent to faculty by e-mail. Should you request additional training, please contact the dean or assistant dean of your school or Vice-Provost Katarina Svitkova.

Feedback and Development:

The system is consistently underdevelopment and we are adding new functionalities. You will be duly informed about any changes. Should you have specific recommendations or requirements please contact the dean of your school or Vice-Provost. We also administer regular surveys in order to receive feedback.

1.9. Reading Materials & Library

All faculty members must present their photo ID card (obcansky prukaz, passport, driving license) and complete a library registration form in order to be granted borrowing privileges.

1.9.1. Loan Periods

Unless otherwise indicated, circulating books and other items are due at the end of the semester. If the lecturer terminates his/her employment at the university all borrowed materials must be returned, regardless of due date.

Overdue Books

Faculty members are not charged fines for overdue materials but they should return books recalled by other users, especially in the case when a student might request the materials.

1.9.2. 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. (<http://www.lib.cas.cz/en/online-database>).
2. Institute of International Relations (www.iir.cz)
3. Institute for Contemporary History Academy of Sciences of the CR (<http://www.usd.cas.cz/>)

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

1.9.3. Textbooks and other course materials

AAU is gradually eliminating the use of readers and is moving to the use of textbooks as primary course materials.

Course Readers

A course reader is a collection of photocopied extracts, which has been prepared by a faculty member for his/her class. In line with the current move towards using textbooks, AAU does not make any new readers. Current readers can be used until Spring 2012 when they are completely replaced with textbooks.

Textbooks

If the course you are teaching already has a corresponding textbook, you will be asked to use it. If the course you are teaching 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.

New textbooks for selected courses will be offered for sale in AAU Giftshop starting Fall 2011.

Used textbooks (those acquired by the library not more than 3 years ago) will be deselected from the library collection and transferred to the Giftshop to be sold for a moderate price with a buy-back option.

Old textbooks (those acquired by the library before Spring 2008), will be gradually deselected from the library collection and transferred to the Giftshop to be sold without future buy-back, for a symbolic price.

Students will have to purchase their textbooks. These textbooks will be considered for a buy-back option which gives students the possibility to sell their used textbooks to the university.

The library will keep several copies of each textbook for each course section. Two of them will be kept on reserve as reference copies, the remaining copies (2-3) will be available for a two week check-out period, without extension, to registered students.

Supplementary electronic reading – Google Apps

Additional materials shall be provided electronically via Google Apps for Education, see section on Google Apps for further details.

2. LECTURER'S EVALUATION & ACADEMIC DEVELOPMENT

2.1. Lecturers Assessment Procedures

In order to maintain high teaching standards at AAU, we perform regular evaluations of lecturers' 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.

We combine two evaluation methods to increase objectivity of evaluations: student evaluations and peer reviews.

2.1.1. Student Evaluations

Lecturers are anonymously assessed by their students at the end of each semester. New lecturers or lecturers teaching new courses will be assessed in the middle of the semester also. The evaluations are mandatory. Evaluation results are confidential, and available only to the administration offices of AAU and, when necessary, shared with other academic institutions (such as the accreditation agency, Cultural Experiences Abroad, WASC, etc.)

The evaluation procedure is as follows:

1. Two weeks before the end of the semester lecturers will find copies of the Student Evaluation Forms in an envelope in their mailbox. Midterm evaluations for new lecturers will be distributed approximately 2 weeks before the midterm break. The office of your School will inform you about the procedure by e-mail in advance.
2. Lecturers should distribute the Evaluation Forms at the start of their class; nominate one of their students to collect them, and leave the room. After completion the forms should be delivered by the nominated student directly to the dean/assistant dean of the school or to the reception desk. Detailed instructions will be provided on the evaluations envelope
3. The results of the evaluations will be tabulated. Written comments will be transcribed and conveyed to the lecturer. The results will be taken up with the dean/assistant dean when necessary.

Student evaluations consist of 4 parts:

1. Lecturer Assessment: punctuality, organization, ability to explain concepts, ability to engage students in class.
2. Course Assessment: syllabus and clarity of course administration, relevance of the course and exams;
3. Rate the workload as above or below average;
4. Space for written comments: Students are asked to elaborate on their view of the course's and lecturer's strengths & weaknesses.

2.1.2. Peer Review

AAU is regularly conducting peer reviews for their courses. On average school representatives visit 15-20% of courses taught within their school every semester. New courses or courses with new lecturers are observed with higher priority.

The objective of the Peer Review is to improve quality of teaching at the university by providing feedback and possibly advice to the lecturer. Class observation will be followed by a meeting to review and discuss the observation results. The observer is typically the dean or assistant dean, alternatively it can be a lecturer 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 lecturer to participate. The review may be for the whole session or for half of the session.

Lecturers are observed and critiqued 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 lecturer 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 lecturer, and the observation will be discussed with the lecturer no later than two weeks after the observation.

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

Peer evaluation results are confidential information available only to the observed lecturer and the appropriate school administration. The evaluations may be presented to the accreditation committee or Ministry of Education upon request.

2.2. Academic Development

To consistently develop of the teaching skills of AAU faculty, the university plans to offer regular trainings and seminars focused on teaching and methodology. These seminars will be available to AAU faculty for free.

Examples of topics considered in these trainings: case-study method of teaching, how to engage students, group work, development of learning objectives and their relevance for the class, etc.

Deans or assistant deans will announce trainings to faculty as they are scheduled.

2.3. Lecturer Academic Status

Lecturers' status at AAU is based on their academic and teaching experience. The regulation is governed by Provost's Directive 2 (which corresponds to the AAU Codex available at www.auni.edu).

2.3.1. Provost's Directive 2: AAU Academic Staff

The permanent academic staff is divided into School Deans, Associate School Deans, Assistant School Deans, Department Chairs, Guarantors, Senior Lecturers, Lecturers, Associate Lecturers, and Research Fellows.

- i. School Deans are appointed by the Board of Trustees. Associate and Assistant School Deans and Department Chairs are appointed by the President pursuant to the Organizational Code.
- ii. **Senior Lecturers** are appointed by the President on the nomination of the Academic Council. The rank of Senior Lecturer is awarded on the basis of academic qualifications, publications, research activities, extensive teaching experience, service to AAU, and other factors that the Academic Council and President may determine. Senior Lectureships are awarded annually at the AAU Graduation Ceremony.
- iii. **Lecturers** are appointed by the President on the nomination of a School Dean, with the consent of the Academic Affairs Committee. Lecturers are required to hold a doctorate or equivalent; however, for good cause, the Academic Affairs Committee may elect to waive this requirement. The President may not deny the appointment of a Lecturer nominated by a School Dean and approved by the Academic Affairs Committee without cause.
- iv. **Associate Lecturers** are appointed by the President on the nomination of a School Dean. The President may not deny the appointment of an Associate Lecturer nominated by a School Dean without cause.

Associate Lecturers are lecturers who do not hold a doctorate or equivalent and have a limited teaching experience (less than 6 courses taught).

- v. **Research Fellows** are appointed by the President on the nomination of the Academic Affairs Committee. Research Fellows are generally academics who do not have teaching responsibilities at AAU but are undertaking research with another member of the AAU faculty or under the auspices of the AAU.

Long-Term Lecturers

- i. Lecturers may achieve “long-term” status by earning 30 Service Points.
- ii. Service Points are awarded as follows, and are awarded in each term cumulatively:

| # OF POINTS | SERVICE |
|-------------|---|
| 1 | Every term in which the faculty member teaches at least one full class and advises at least two thesis or independent studies. |
| 2 | Every full course taught. |
| 1 | Every course co-taught with another faculty member. |
| 1 | Every thesis advised and successfully defended. |
| 1 | Every independent study advised (limit 1 per term) |
| 1 | Service on Academic Council, Academic Scrutiny Committee (1 year) |
| 1-5* | Large Scale Projects (e.g. preparation of accreditation, grant proposals, research projects, publications, conferences, et cetera). |
| | |
| | * To be determined by the Academic Affairs Committee |

- iii. Long-Term Lecturers are, absent cause, entitled to preference in the determination of their teaching responsibilities (courses and schedule). Long-Term Lecturers shall receive such additional privileges and compensation as the President may from time to time determine.

- iv. Once a Lecturer earns 30 points and achieves long term status, such status is permanent unless it lapses or is revoked. Long term status lapses if a Lecturer earns no points according to the above table for a period of two consecutive years.
- v. Long-Term lecturer status may be revoked only for cause, by the President on the nomination of the Academic Affairs Committee.

Issued by: Doc. PhDr. Milada Polišenská, CSc., Provost
 Approved by: Assoc. Prof. Alan Krautstengl, Ph.D., President
 Academic Council ad informandum November 5, 2010

2.4. Research and Publications

Research, academic publications, and active participation at academic conferences are important parts of academic qualification for AAU lecturers; the academic development of lecturers is an important aspect of their evaluation. AAU supports the academic development and research activities of lecturers. Provost’s Directive on Support of Research (see below) lists the financial bonuses AAU offers to its faculty for publications with an AAU affiliation.

Lecturers interested in developing research ideas are encouraged to contact the dean of their respective school or the AAU Provost.

Lecturers are required to inform the dean of their school and/or the Provost about their research projects, publications, grants, conferences, and other academic activity.

2.4.1. Provost’s Directive 3: Support of Research

AAU supports faculty academic research and publications.

AAU faculty is entitled to receive this support only for publications published exclusively under the AAU affiliation.

In order to receive the support, faculty has to inform the Dean of his/her School and present the publication. The support will be paid by the finance department with the next salary. The support will be within the ranges specified in the table below. The specific award will be decided by the Dean of the School, who may consult the Academic Affairs Committee as necessary.

| | |
|--|--------------------|
| Academic research article, published conference paper | 1,000 – 5,000 CZK |
| Article published in an internationally recognized academic journal, Impact factor | 5,000 – 7,000 CZK |
| Chapter in a book (co-author of a monograph) | 4,000 - 6, 000 CZK |
| Coordinator and editor of a book including own chapter | 5,000 – 8, 000 CZK |
| Book written by a sole author | 7,000-10,000 CZK |

Publications published with AAU listed as one of more affiliations may be supported from the budgets of individual Schools. Faculty has to contact the Dean of their School. The award for these publications remains below the awards for publications published exclusively under the AAU affiliation.

Issued by: Doc. PhDr. Milada Polišenská, CSc., Provost
Approved by: Assoc. Prof. Alan Krautstengl, Ph.D., President
Academic Council ad informandum November 5, 2010

Participation at conferences and workshops may be supported from the budgets of individual schools. Requests for support should be addressed to the dean of the school, who will make the final decision.

3. CONTRACTS AND PERMITS

3.1. Contracts

Czech Labor Code and the Ministry of Education, Youth and Sports of the Czech Republic allow 3 primary types of contracts:

Dohoda o provedení práce (Agreement for the Performance of a Work Assignment)

Dohoda o pracovní činnosti (Agreement on Working Activity)

Pracovní smlouva (Employment Contract)

Dohoda o provedení práce (DPP)

The DPP contract is designed for short-term work (from one to three classes). The employment relationship under a DPP contract is limited to a total 150 work hours (i.e. 3 courses) per calendar year. The salary for work on a DPP contract is based on the number of courses taught. It is paid in monthly installments for the duration of time in which the courses are taught.

Income tax of 15% is deducted from the salary directly by the employer and paid to the tax office.

There are no deductions made for health and social insurance, and health or social benefits are unavailable for lecturers working on DPP.

Dohoda o pracovní činnosti (DPČ)

Lecturers who teach more than the maximum allowable under a DPP contract (150 hours, i.e. 3 courses) have to be employed under DPČ contract starting with their fourth course. The salary for work on a DPČ contract is also based on the number courses taught, and paid in monthly installments for the duration of time in which the courses are taught.

Income tax (15% of *super gross* salary) is deducted from the salary directly by the employer and paid to the tax office.

Health and social insurance contributions (together 11% of gross salary) are deducted from the salary and paid to a Health Insurance Company and a Social Security Office. Health Insurance is covered for a lecturer for the time his or her contract is in effect, provided that the lecturer has at least a minimum monthly salary (CZK 7955 as of January, 2011). In case the monthly salary is below the minimum, the premiums are deducted but there is no coverage.

Pracovní smlouva (Employment Contract)

Employment contracts are designed for permanent positions. The contract may be for 100% employment or less. Lecturers are offered permanent positions with Employment contracts by the Provost Collegium. Lecturers with permanent positions have additional duties beyond teaching, and these are specified in the contract. The salary for work on employment contract is paid monthly for the duration of time in which the contract is in effect.

Income tax (15% of *super gross* salary) and health and social insurance contributions (together 11% of gross salary) are deducted from the salary directly by the employer. Health insurance is covered for a lecturer for the time his or her contract is in effect, provided that the lecturer has at least a minimum monthly salary (CZK 7955 as of January, 2011). In case the monthly salary is below the minimum, the premiums are deducted but there is no coverage.

3.2. Information Required for a Contract

Lecturer has to provide the following information to AAU administration (HR Specialist, see section Contacts) for contract preparation and accounting purposes:

Name

Title

Date of Birth

Czech Birth No. (Rodné číslo) *if given*
Passport No.
Official Address of Permanent Residence
Mailing Address
Bank Account No.
Visa Type and No.
Place of Birth
Marital Status
Czech Health Insurance Company and No.

New lecturers are requested to provide this information by the dean or assistant dean of their school after being hired.

3.3. Salary

The base salary for lecturers is determined by the senior management. Long-term, Senior lecturers (see Provost Directive No. 2, page 24) and lecturers in M.A. level programs are offered supplements. Lecturers may receive all supplements if qualified.

Lecturers on DPP or DPČ are paid on the basis of courses taught. The school reserves the right to cancel any classes with an enrollment below a certain number of students as specified in the contract at any time until the end of the Add/Drop period. In such cases a lecturer will be compensated per class meetings that took place, the compensation will be proportional according to what is specified in the contract. In lieu of outright cancellation, the DPP/DPČ instructor may negotiate a reduced salary for teaching a small class.

Thesis advisors, opponents, and members of state exams committee are paid an extra fee.

Lecturers on an *employment contract* are compensated according to their individual contracts.

Salary is paid only by wire transfer to the employee's bank account. It is an employee's responsibility to maintain an operational bank account. Exceptions may be granted only in rare and justified cases by the President upon written application by an employee addressed to the President.

There is no advance salary payment option available. A one-time exception may be granted in rare and justified cases by the President upon written application by an employee addressed to the President.

3.4. Work Permits and Visas

3.4.1. Work Permits

AAU arranges work permits for lecturers. A work permit is issued by the Labor Office one month after the application is submitted. A work permit is issued per job per employer, so work permits acquired through other employers are not sufficient for work at AAU.

Requirements for Work Permit:

- Application form
- Power of attorney for the AAU employee responsible for arranging the work permit
- Photocopy of passport and visa
- Official copy of university diploma translated into Czech
- 1 passport size photo

AAU covers the fee for the work permit. Work permits are arranged by an HR Specialist who also provides and assists lecturers with the necessary forms.

A work permit by itself does not allow one to have employment status and be paid for work. Lecturers must have both a valid work permit and a valid visa in order to be employed by AAU. However, getting a work permit is the first stage for obtaining a visa.

3.4.2. Visa

AAU does not arrange visas for foreign lecturers. AAU does not cover fees or cost of services connected with obtaining and renewing visas. We are able to advise and provide contacts to help you in the process. Please contact the HR Specialist should you need advice and contact information.

3.5. Health Insurance

Lecturers working on a DPP contract are obliged to arrange their health insurance (unless they have it covered through another employer).

Lecturers working on an employment contract and DPČ are covered under Czech health insurance regulations for the duration of time in which their contracts are in effect (see 3.1 Contracts). Their coverage does not extend to their children or spouses. Health insurance for dependents must be taken out on an individual basis by the lecturer concerned.

AAU registers the lecturer with an insurance company. In about a month after the registration is submitted AAU will receive an insurance card and forward it to the lecturer. It should be shown to doctors and health professionals when receiving health care. This card must be returned to the AAU administration upon termination of the lecturer's contract. Upon request a health insurance company can issue confirmation of health insurance coverage while the insurance card is in process and not yet available.

Please note that some of the Foreign Medical Clinics operating in Prague function outside the Czech health insurance system. Therefore, services by these clinics may not be covered by the Czech insurance arranged through AAU.

4. GENERAL RULES, CODE OF CONDUCT

For general policies see also University Codex, section IV. Disciplinary Code.

4.1. Rules and Regulations

4.1.1. Discrimination

AAU is an “equal opportunity employer” and any form of discrimination on whatever basis is strictly prohibited. Any staff member who observes or otherwise encounters blatant or inadvertent discriminatory behavior should report the matter to a member of the AAU senior management (the Provost, Vice-Provost or the President) or another responsible member of the AAU staff so that immediate action can be taken to resolve the matter.

4.1.2. Conflict of Interest

Lecturers 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 a lecturer or member of staff believes that there might be or appear to be such a conflict of interest they should inform the Provost.

4.1.3. Confidentiality

All inside information about the functioning of the institution gained in the course of a lecturer’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.

4.1.4. Use of AAU Name and Logo

Lecturers may use the AAU name and/or logo only for purposes officially approved by senior management. Business cards are only issued to permanent faculty. Lecturers who are non-permanent employees may receive business cards in justified cases and if requested by the dean. Lecturers working on employment contracts are required to name AAU as their institution in academic publications. Lecturers working on *DPP* or *DPC* contracts are encouraged to do the same.

4.1.5. Media Contacts and Public Statements

Official requests for comments from media regarding the university should be directed to the Director of University Communications. Only members of AAU administration may present the official position of AAU on public.

AAU academic staff are welcome to present their own opinions in the media under AAU affiliation.

4.1.6. Provision of Student Documents

Official documents confirming students’ personal or academic status (Transcripts, Certificates of Registration, 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.

4.1.7. Purchasing

No lecturer may place orders and financial requests in the name of AAU without getting prior approval from the university administration. AAU will not reimburse the lecturer 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 a lecturer require a specific book or textbook for their course, he/she needs to contact their dean and negotiate the purchase.

4.1.8. Events and Other Use of Space

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

4.1.9. Personal Property

AAU disclaims 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.

4.1.10. Alcohol and Narcotics

Being drunk or otherwise intoxicated while on AAU premises is as 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.

4.1.11. Smoking

Under the terms of AAU's insurance policies, smoking is banned inside all campus buildings, in the courtyards and in the halls.

4.1.12. Cars and Parking

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 Malostranske namesti (paid, limited time) or at Ujezd.

4.1.13. Sexual and/or Racial Harassment

Sexual or racial harassment in any form has no place at AAU and such instances will be firmly dealt with. Sexual harassment may be broadly understood as including unwelcome sexual advances, requests for sexual favors, or any other unwelcome behavior of a sexual nature, where such conduct creates an intimidating, hostile or offensive study, work, or social environment.

Racial harassment is offensive action and behavior directed at someone because of skin color and/or a particular cultural background. It is unacceptable conduct and will not be tolerated.

4.1.14. Teacher/Staff/Student Relationships

All faculty and staff are potentially in a position of power with regard to students; therefore, sexual relationships between employees and students are in most cases inappropriate. A sexual relationship between them, however, is altogether unacceptable when a faculty or staff member actually does have teaching, evaluation, advising or supervisory responsibilities for a student, even if the parties involved view the relationship as consensual.

To protect the integrity of the educational process, AAU requires a faculty or staff member to refrain from taking on any teaching, evaluative, counseling or supervisory roles involving a student with whom he/she has had a sexual relationship in the past or with whom he/she is currently having a sexual relationship, even if it is considered to be consensual.

4.2. Student Disciplinary Action

AAU policy (as taken from the Student Handbook):

Disciplinary Action (Breaches of Student Discipline)

A student may have non-academic charges filed against him or her by a member of AAU administration for any action or behavior deemed as endangering the normal operation and/or functioning of AAU, including hindering the normal study of other students and/or acting in a way substantially incompatible with AAU's expectations of adult responsibility.

The Provost will deal with such charges. Students so charged will be informed of the complaint in advance and given ample time to explain their actions.

If AAU faculty/staff wish to report a breach of student discipline, the procedure is as follows:

Report any offense in writing to the Provost who will consider reports on alleged breaches of discipline and decides whether or not disciplinary proceedings should be instigated. There are two kinds of breaches of discipline: minor and major.

If the Provost considers that a breach of discipline is minor, the matter is referred to the student's School Dean for action. The Dean may refer the case back to the Provost if, after investigation, s/he consider the breach to be of a more serious nature.

Breaches of discipline considered by the Provost to be major are referred to the Disciplinary Board (consisting of the President, the Student Services Manager, and a Student representative). Any member of the Disciplinary Board involved in a relationship with the person under disciplinary action should excuse himself or herself for the length of the case. The President of AAU would then designate a replacement.

The student charged with the breach of conduct is requested to appear at a hearing of the Disciplinary Board to answer charges referred against him/her.

Depending on the gravity of the case, the Board can impose the following sanctions:

- a written reprimand
- financial sanctions (in the event of property damage)
- conditional expulsion
- expulsion

The AAU Disciplinary Board's decision is final, and there is no appeal beyond it.

4.3. Faculty Disciplinary Action

Students wishing to complain about a member of the staff/faculty are given the following instructions (as taken from the Student Handbook):

Complaint Procedure

Take the matter up at once with the person responsible. Informal discussions can usually resolve problems. If you are uncertain who is responsible or if you remain unsatisfied, address your School Dean either formally or informally.

Please do not resort to public displays, gossip or slander, or organized protests. Usually these are counterproductive and do not facilitate reconciliation or resolution.

Very occasionally it is not possible to solve a problem informally. For this reason, AAU has in place a student complaint procedure. This is designed to ensure that student complaints are treated seriously and acted upon when necessary.

Students may submit a formal complaint to the Dean of the School of Study, who will investigate.

Complaint against a Member of Staff/Faculty

If you have a complaint, see the staff member's supervisor (the relevant School Dean in the case of academic faculty). If he/she decides that it is a minor matter it will be dealt with informally; if he/she considers it more serious, it will be referred to the Provost who will investigate and suitable action will be taken.

Grade Appeals

The grounds for appeal must be based upon one of the following criteria:

- The grade calculation is in error; or
- The grade does not, according to the grading criteria, correspond to the student's level of achievement of course learning objectives.

The appeal must be supported by both documentary and argumentative evidence demonstrating that one of the grounds for appeal mentioned above does in fact exist.

Students wishing to appeal a grade must submit a Petition Form indicating that it is a grade appeal to their Dean no more than 60 days after the end of the relevant semester or term.

In consultation with the Dean, the course instructor will review the information provided by the student and provide a written response to the appeal to the Dean.

Any change in grade is made by the course instructor in consultation with the Dean, and must be based on the academic evidence provided by the student to support the appeal. In case of a grade change, the instructor must complete and submit a Grade Change form to the Dean.

The decision on the grade appeal is communicated to the student by the Dean's office.

Students may appeal the decision of the Dean's office to the Provost's Collegium. The decision of the Provost's Collegium is final.

Students in B.A. in Comparative Business Law follow the regulations valid for their program of study.

5. CONTACTS

Reception:

reception@aauni.edu

Phone: +420 257 530 202

Address:

Lázeňská 4

118 00 Prague 1

Contact the reception desk if:

- You need your username and password for wi-fi network access and/or Google Apps & e-mail access;
- You need to cancel a class or would be late and there is no contact at your school's office; the receptionist on duty can then inform your students;
- Technical difficulties with the classroom—please inform the reception desk; they will see to it that the technical difficulties are addressed.

The key contact for you is the dean/assistant dean of your school. They can direct you to other personnel as necessary.

Schools:

School of Business Administration:

Dean: Katarina Svitkova, Katarina.Svitkova@aauni.edu

Assistant Dean: Rachel Danna, Rachel.Danna@aauni.edu

Schools of Humanities and Social Sciences

School of Journalism:

Dean: Tony Ozuna, Tony.Ozuna@aauni.edu

School of International Relations and Diplomacy:

Associate Dean: Hrishabh Sandilya, Hrishabh.Sandilya@aauni.edu

Coordinator: Darima Batorova, Darima.Batorova@aauni.edu

John H. Carey II. School of Law:

Dean: Vaclav Smejkal, Vaclav.Smejkal@aauni.edu

Associate Dean: Jennifer Fallon, Jennifer.Fallon@aauni.edu

Provost:

Milada Polisenka, Milada.Polisenka@aauni.edu

Assistant to the Provost:

Jan Vasenda, Jan.Vasenda@aauni.edu

Google Apps for Education:

Tutorial presentation: https://docs.google.com/present/view?id=dhpps627_15fq7zx2gr

Google support: support@cloudsource.cz

Library support for GoogleApps: Adriel.Vasquez@aauni.edu

HR Specialist (Contracts, Visa, Work Permits):

Pavla Kroupová, Pavla.Kroupova@aauni.edu

Student Services Center:

ssc.assistant@aauni.edu

Jana Krasenska: jana.krasenska@aauni.edu

Finance Department:

Vera Prevratilova, Vera.Prevratilova@aauni.edu

Bursar: Sona Turonova, Sona.Turonova@aauni.edu

Library:

library@aauni.edu

Phone: +420 226 804 716 or 226 804 717

Address:

Letenská 1

Library Director:

Zuzana Hronkova, Zuzana.Hronkova@aauni.edu

Library Specialists:

Natalya Dotsenko, Natalya.Dotsenko@aauni.edu

Adriel Vasquez, Adriel.Vasquez@aauni.edu