

- iv. Courses shall meet for the required number of contact hours and shall offer an opportunity to prepare, to study, and to actively engage with course materials. A course offered in a term of less than 14 weeks shall contain the same contact hours, out-of-class time, content, and requirements as the same course offered over a 14-week term.
- v. Should a course include fewer contact hours than described above, or should the synchronous instruction in an on-site accredited program be delivered online instead of in-person, an approval by the Vice President for Academic Affairs

- iv. Students (both undergraduate and graduate) are classified according to the number of credits they have completed:
 - (a) 1st year students – completed fewer than 30 US credits.
 - (b) 2nd year students – completed a minimum of 30 but fewer than 60 US credits.

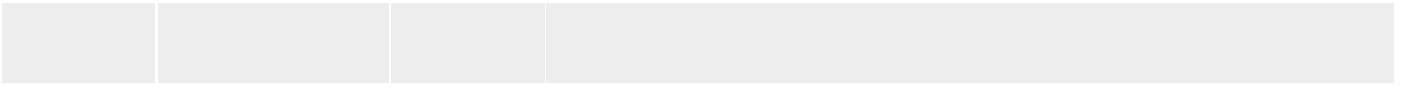
confirms delivery (confirmation from AAU email address is sufficient). Should the delivery fail, i.e., if the decision letter returns as undelivered, or if no confirmation by the mail service provider is issued within 30 days, the student will be notified by e-mail and by public announcement on the AAU official notice board and webpage; notification will be deemed effective on the 15th day after the announcement.

- iv. Affirmative decisions pursuant to Section i. (b) supra and decisions pursuant to Section i. (c) supra, if they apply to degree-seeking students under Czech accreditation, and all decisions pursuant to provisions of Section i., if they apply to other students, may be delivered via the AAU's student information system which includes e-mail notification. They are considered delivered on the first day after the decision is made accessible in the information system. Electronic delivery is also allowed in the case of affirmative decision on admission, should the applicant express their agreement with such an option in the application.
- v. Students may appeal all administrative decisions defined in paragraph i. The appeal must be submitted to the body that issued the decision no later than 30 days after notification. If the 30-day appeal period expires without appeal, or if the student waives the right to appeal (confirmation from AAU email address is sufficient), the decision will become final.
- vi. The body that issued the decision may only grant the appeal by altering the decision or annulling it. Otherwise, the body will forward the appeal to the President. The President can alter the decision only if it is in violation of the law or internal regulations, or if the evidence could not support the verdict. In any such case, the President shall justify the decision in writing. This decision cannot be appealed and becomes final on the day of the delivery.

- i. Students are obliged to register for courses in each obligatory term, unless they are granted a study extension.
- ii. Students may request a study extension for one semester if they received a grade of Incomplete but have otherwise fulfilled all course requirements of their Degree Program, or if they did not successfully complete the Graduation Examination.
- iii. The study extension **will** be issued to students with no arrears in tuition or other payments to AAU, and upon paying the Administrative Fee. Students keep student status while on study extension.
- iv. If students take and pass the Graduation Examination in September, they do not have to apply for study extension or pay the Administrative Fee.
- v. Law students who have completed their required program courses, but are waiting to take University of London examinations, held twice yearly in May and October, and receive results from University of London in August and December, respectively (including examination

student for master's courses satisfy bachelor's program requirements but cannot be applied towards the student's study at master's level. Bachelor's students pay the master's tuition fees for master's courses.

(c) Courses that do not have to be retaken will be transferred



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

i. This section does not apply to the UnG[G()]T1/F6 11.04 Tf1 0 0 1 40.0 0 595.32 841.92 reW* nBT/F6 11.04 Tf1 0 0 1