

# **CEU UNDERGRADUATE STUDIES PROGRAMS STUDENT HANDBOOK 2021/2022**

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# WELCOME

Welcome to the Undergraduate Studies programs of Central European University<sup>1</sup>.

This handbook provides information on the faculty and staff of the Undergraduate Studies programs, our degree and course requirements, an overview of the examination and grading policy, and information about University facilities.

The Undergraduate Studies website can be found here:

<https://undergraduate.ceu.edu>.

CEU's e-learning site is available at <http://ceulearning.ceu.edu>.

In addition to reading this handbook, please make sure you are familiar with our student policies which can be found here: <https://www.ceu.edu/info-current-students/student-policies> In particular, make sure you are familiar with:

- Student Rights, Rules and Academic Regulations: <https://documents.ceu.edu/documents/p-1105-2v1503>
- Student Records Office Manual: <https://www.ceu.edu/sro>

For information about Student Life at CEU, please consult our Student Life Office's website: <https://www.ceu.edu/info-current-students>. This website has helpful links on a range of subjects including housing and medical services.

For information about psychological counselling, please see:

<https://www.ceu.edu/info-current-students/health-care/medical-services/counseling>.

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<sup>1</sup> Officially: Central European University Private University (CEU PU)

# ACCREDITATION

The Undergraduate Studies Unit was established in 2019 in Vienna. In the 2021/22 year, the programs offered are:

- Bachelor's Degree in Culture, Politics and Society (CPS)
- Bachelor's Degree in Philosophy, Politics and Economics (PPE)
- Bachelor's Degree in Quantitative Social Sciences (QSS)

The BA programs are accredited in the United States and in Austria. In the United States, the programs are accredited as 4-year BA degrees by the New York State Education Department (NYSED). In Austria, the programs are accredited as 3-year BA degrees by the Agency for Quality Assurance and Accreditation Austria (AQ Austria).

# FACULTY & STAFF

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# THE ACADEMIC CALENDAR 2021/2022

## KEY DATES

The academic year is divided into three terms, Fall, Winter and Spring. Important dates for BA students can be found below. The CEU Academic Calendar can be found here: <https://www.ceu.edu/calendar>.

### 2021:

- 6-10 September: Orientation Week
- 13-17 September: Pre-Session Week
- 13 September – 27 September: Registration open for students
- 20 September: Fall Term begins
- 3 October: Add/drop period ends
- 10 December: Fall Term ends
- 13 December: Registration for Winter Term begins
- 11 December - 9 January: Non-teaching period<sup>2</sup>

### 2022:

- 10 January: Winter Term begins
- 17 January: Registration for Winter Term ends
- 21 March: Registration for Spring Term begins
- 1 April: Winter Term ends
- 2 April - 18 April: Spring Break
- 11 April – Registration for Spring Term ends
- 19 April: Spring classes begin
- 27 May: Spring classes end

### Public holidays in Austria 2021/2022

- 26 October: Austrian National Day
- 1 November: All Saints Day
- 8 December: Immaculate Conception
- 25 December: Christmas Day
- 26 December: St. Stephen's Day
- 1 January: New Year's Day
- 6 January: Epiphany
- 17 April: Easter Sunday

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<sup>2</sup> Take home exams and/or submission deadlines may be set for the week of 4 January 2021.

18 April: Easter Monday  
1 May: Labor Day  
26 May: Ascension Day  
5 June: Whit Sunday  
6 June: Whit Monday  
16 June: Corpus Christi

# **COURSE REQUIREMENTS, POLICIES & PROCEDURES**

## **CONDITIONS OF AWARDING THE DEGREES**

To obtain a BA degree, the minimum final grade point average (GPA) should not be less than 2.66.

For general academic rights and responsibilities of all students see the *Student Rights, Rules and Academic Regulations* at: <http://documents.ceu.edu/documents/p-1105-2v1503>. Students should familiarize themselves with the contents of this document.

For program-specific credit requirements please see the relevant program specific handbooks.

## **BA DEGREE LENGTH DECLARATION**

Undergraduate studies at CEU are designed as a four-year experience. Students who wish to only complete the three-year Austrian degree are required to declare this to the Academic Advisor in the winter term of their second year of studies. Students will receive further information about the process at the end of fall term.

## **COURSE REGISTRATION**

Course registration is a mandatory requirement to maintain student enrollment at CEU. Students are automatically registered for mandatory courses, meaning first-year students will not need to do any individual registration. They should, however, log into SITS to make sure all their courses are listed in the system and to access

their timetable. Second-year students will need to pre-register for courses with the Academic Advisor. Once SITS registration is opened, students will have to register for their classes on SITS based on the choices made with the Academic Advisor and following the deadlines in the Academic Calendar. Information on how to log in and register is available in the Student Records Manual:

[https://www.ceu.edu/sites/default/files/attachment/basic\\_page/22225/student-records-manual.pdf](https://www.ceu.edu/sites/default/files/attachment/basic_page/22225/student-records-manual.pdf) and in the SITS Student Manual:  
[https://ceuedu.sharepoint.com/sites/sitsmanuals\\_student](https://ceuedu.sharepoint.com/sites/sitsmanuals_student)

Students are able to add and drop courses themselves on e:Vision during the registration period. After the end of the registration period, e:Vision will not allow any further changes to registration. Any changes must be made through the Program Coordinator and the Student Records Office, with the approval of the Academic Advisor. Late add and drop of courses will result in a financial penalty of 15 EUR per course. During fall and winter terms, students are allowed to drop a course until the end of Week 8. During spring term, students are allowed to drop a course until the end of Week 4.

## **ATTENDANCE POLICY**

Presence at CEU is required throughout term time, regardless of the allocation of classes and exams in the schedule.

Regular class attendance is a precondition for course completion. Students who miss three or more 60-minute blocks of class time, unexcused, per course cannot receive a passing grade. Under special circumstances students may request an exception to this rule.

In justified cases (for example, extenuating family circumstances, funerals, etc.) permission for absence should be requested in advance. Students should follow this procedure:

- Health-related absences and bureaucratic-related absences (eg. appointment at MA35):
  - Students should email the Academic Advisor with all affected instructors in cc.
  - The Academic Advisor will reply, acknowledging the request.

- Other absences:
  - Student should email the Academic Advisor with all affected instructors in cc.
  - The instructors will reply confirming whether the absence is approved or not.
  - Instructors may request further documentation and may consult with the Program Director to arrive at a decision about whether an absence should be excused.
- Extended absences (leave requests for more than two working days)
  - Students should email the Program Director with the Academic Advisor in cc.
  - The Program Director will reply to confirm whether the absence is accepted.
  - The Academic Advisor will then inform the relevant instructors.

Students who are absent for more than two days due to health reasons should provide the Academic Advisor with a doctor's note.

Students unable to attend class due to mental health reasons should contact whomever they feel most comfortable sharing the information with (the relevant course instructor, the Academic Advisor, the Program Coordinator, or the Program Director). Students are reminded that they can also always seek advice and counselling from the CEU Psychological Counseling services:

<https://www.ceu.edu/info-current-students/health-care/medical-services/counseling>.

Students are responsible for ensuring that they are up to date with course content missed during their absence.

In the event of an unexpected last-minute inability to attend class, students should make a good faith effort to communicate this to their professors in advance of the class or as soon possible. Students should inform both the Academic Advisor and the relevant instructor(s) via email.

Prolonged unjustified absence can lead to termination of studies. In this case, the usual procedure concerning termination of status should be followed.

## **CREDITS**

At CEU, 1 US undergraduate course credit is obtained by attending a 12 x 60-minute (720 minutes) course and complying with the assessment requirements of that course. The conversion ratio between US and ECTS (European Credit Transfer and Accumulation System) credits is 1:2. For further details please see Annex 6 of the CEU Degree Programs Policy: <https://documents.ceu.edu/documents/p-1112-2v2004>

In order to successfully complete the BA program and obtain the degree, students must fulfill all requirements as specified in the program-specific handbook.

Mandatory courses and credits cannot be replaced by other courses, with the exception of courses taken during study abroad and with approval of the Program Director.

Students may apply for a transfer of up to 15 US/30 ECTS credits from a recognized university or institution of higher education. More information on this can be found in the Transfer of Credit Policy here: <https://documents.ceu.edu/documents/p-1105-2v1405>

The maximum number of credits a student can take per year is 34, with a maximum of 14 in Fall and Winter Terms and a maximum of 8 credits in the Spring Term. Students who wish to take more than 12 credits in Fall or Winter Terms will have to get permission from their Academic Advisor.

## **SUBMISSION OF COURSEWORK**

All coursework (written assignments, essays, and final papers) is to be submitted electronically (e.g. through the e-learning site of the course) and/or in hard copy as requested by the relevant course instructor. Course instructors determine the format of submission. Please refer to the course syllabi or assignment instructions for more information. Coursework submitted electronically will be automatically checked by a plagiarism-screening software (Turnitin) without further notice.

Unless otherwise indicated, all electronic submissions are due at midnight (23:59) on the day of the deadline.

Late submission of coursework, mid-term and final exam papers is not accepted. Late submission may result in an automatic grade reduction. For more information, please refer to the section on Grading (Page 11).

Students are responsible for archiving the printed and/or electronic version of their coursework. In the case of electronically submitted papers, responsibility for keeping an original and a proof of electronic transfer rests with the student.

### **Extensions**

In case of serious and unforeseeable interference with their studies (for example: for medical reasons or unexpected changes in family circumstances) students may request an extension for coursework. The request has to be submitted in writing to the course instructor prior to the final deadline. It is the individual student's responsibility to maintain communication with the instructor about the potential delay of the coursework.

### **Assignment Deadlines**

Course instructors should not assign any coursework deadlines which are more than two weeks after the final class, unless a later deadline is requested and/or agreed upon by the students.

## **GRADING**

CEU uses a system of letter grades and grade points for evaluating student work, including the thesis (please refer to the grade outline in the [CEU Student Records Manual](#)). Students who fail to submit work, or whose work fails to meet the minimum requirements for the assignment, will receive a grade of "F."

The lowest passing grade is C+.

The letter grades correspond to the following numerical value bands:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33 (minimum pass)

The final grade for a course may be based on in-class or take-home final examinations or a final paper, and additionally on oral and/or written assignments, class participation, or a combination thereof, as announced in the course syllabus.

Assignments submitted after a deadline are subject to grade reductions, as specified in a course syllabus or assignment. If a student believes they have grounds to contest a late grade outcome, they must first request a reasonable resolution directly with the course instructor. If they are not satisfied with the outcome, a student may turn to the Program Director to request reconsideration. However, they may only do so up to two times throughout the entire duration of their BA studies at CEU.

After each academic term, students receive grades for the courses they took during that term. Once the course evaluation survey period is closed, course instructors submit final grades that are entered into the university information database, where students will be able to check their results. Grade corrections may be made when a clerical or computational error resulted in the submission of an incorrect grade.

## **Retakes**

If an undergraduate student fails a mandatory course, they can request a retake. The grade for the retake is the grade for the course. The highest possible grade for the retake is B+.

The form of the retake is decided on by the course instructor(s). The retake will cover the entire material of the course, making sure the student has the requisite knowledge to continue their studies. If a written exam, it cannot be longer than two hours. If a written assignment, it cannot be longer than 150% of the longest written assignment in the course itself. If an oral exam, it cannot be longer than 150% of the longest oral assessment in the course itself.

There is no second retake, but the student can appeal the grade for the retake with the Dean of Undergraduate Studies.

If a student fails the retake, they must take the course again the following year. They may continue with courses that do not have the mandatory course as a pre-requisite.

With the approval of the instructor and the program director, the student may also find an equivalent summer course to take instead of the mandatory.

## **ACADEMIC EXCELLENCE**

The Academic Excellence Award is given to the BA student finishing the year with the highest GPA (grade point average) in their class. A BA class refers to all students who begin their studies at CEU in a given year. There are no program-specific awards.

## **FEEDBACK**

Students are entitled to receive reasonable and timely feedback on their performance in courses (not limited to written assignments) and exams.

Course instructors have the discretion to determine when, where and how to see the marked and annotated exams. If a course instructor so determines, then exams cannot be copied or scanned. Course instructors may also decide that students may only review their own exams. Should there be a need for further clarification, students may contact the instructor of the course requesting an appointment for feedback on their exams.

## **EVALUATIONS**

Students are requested to evaluate all courses they attend. This feedback is crucial in assessing and improving teaching and course quality. Students should fill out the anonymous online forms when requested to do so. Course instructors may only access the anonymous student evaluations after they have submitted course grades.

*To prevent conflicts of interests, no grades are published until the course evaluation period has been closed.*

## **STUDY ABROAD**

In the third year of their BA, students will have the opportunity to study at another university – this is not mandatory, and students may also choose to stay in Vienna. Four-year students may choose to either study abroad for one term or for the entire year. Students doing the 3-year Austrian degree, may only study abroad for the fall term. In order to be eligible, students should have:

- A good academic standing, including a minimum GPA of 2.66.
- A history of good conduct. If a student has been subject to disciplinary action and/or has a history of behavioral misconduct, this will be taken into account in the study abroad application evaluation.
- If a student has been approved for study abroad and is subsequently placed on academic probation or is subject to disciplinary action, the student must inform their Academic Advisor. Being placed on academic probation or being subject to disciplinary action may result in withdrawal of approval to study abroad.

For more information on study abroad possibilities, please look at our website: <https://undergraduate.ceu.edu/international-partnerships>

Because there is limited space at each location, there is an application process in place. Students wishing to study abroad should apply via our online admissions portal which will be made available in January 2022. The application will include the following:

1. A 350-500 word personal statement to demonstrate motivation on why they want to study abroad.
2. Ranking of their top 3 study abroad destinations in order of preference.
3. For each study abroad destination, an explanation of what courses the student plans to take and how these would fit into the BA program requirements. This should include a balance of credits equivalent to the needed credits for the CEU BA degree.
4. Consent from the Academic Advisor.
5. A professor's recommendation (please remember to give the evaluator enough time to complete this).
6. Transcripts.

The application deadlines will be in spring 2022.

Once enrolled at the exchange institution students will have to:

1. Provide the Academic Advisor with proof of the courses they have enrolled in.

2. Adhere to the same academic guidelines as at CEU, including having an average GPA of 2.66.

## **FINAL YEAR THESIS**

When preparing a thesis, students draw on skills accumulated through previous coursework and gain experience in completing a longer research project. The thesis functions not only as a preparation for the final capstone project, but also allows students to develop increased specialization in a research topic of their choice and to deepen their knowledge in a specific discipline. Detailed information can be found in the program-specific handbook.

Students will complete the thesis in their final year of study.

## **CAPSTONE PROJECT**

Students completing the four-year dually accredited degree can choose to enhance their thesis with an additional 2-credit capstone project in the spring term of their final year. The project can take a variety of formats including a podcast, short documentary film, or paper submission/presentation at a conference. An undergraduate capstone conference will be held at the end of the year where students will have the opportunity to present their projects to the CEU community.

## **HONORS DEGREE**

Four-year students are eligible to graduate with honors. To do so, they must have a minimum GPA of 3.3 at the end of Year 4 and must have a capstone project which they pass.

## **DISCIPLINARY ACTION**

### **ACADEMIC PROBATION**

Students need to attain an overall GPA of 2.66 at the end of each academic year. Students whose overall GPA is below 2.66 at the end of the academic year will be placed on academic probation for the duration of the subsequent academic year. If they have not achieved an overall GPA of 2.66 by the end of their probation period, their enrolment shall be terminated. In special circumstances, the Dean of Undergraduate Studies may grant an extension of the probation period.

A student on academic probation who fails to achieve the required GPA during the probation year will be required to leave the BA program (termination of studies), unless the Dean decides otherwise. The student will be informed in writing of the academic probation and/or decision that the student will be withdrawn from their studies.

## **ACADEMIC MISCONDUCT**

Academic dishonesty involves acts which may subvert or compromise the integrity of the educational process at CEU. Acts of academic dishonesty include, but are not limited to, accomplishing or attempting any of the following acts:

- Acts of forgery or fabrication
- Acts of cheating
- Acts of plagiarism
- Other acts of academic dishonesty
- Other acts of misconduct
- Ongoing offences

The full text of the Code of Ethics of the Central European University is available at <http://documents.ceu.edu/documents/p-1009-1v1402-0>. The full description of Academic Misconduct is located in Annex 4.

## **CEU'S POLICY ON PLAGIARISM**

The full text of the Policy on Plagiarism, including the Guidelines, is available at: <http://documents.ceu.edu/documents/p-1405-1>

### **Article 1 – What is Plagiarism?**

Plagiarism is a form of academic misconduct. It is a practice that involves taking and using another person's work and claiming it, directly or indirectly, as one's own. Plagiarism occurs both when the words of another are reproduced without acknowledgment and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. Further clarification and examples can be found in the Guidelines (Annex 1). CEU's Code of Ethics also recognizes as academic dishonesty the submission of work previously submitted for credit to another course without the permission of the

lecturer; and the submission of theses or dissertations that have been previously submitted to a university or program in any language. Such submissions will be treated in a similar way to plagiarism and be subject to the procedures and measures outlined in this Policy. Plagiarism, as a form of academic dishonesty, is in breach of Annex 4 of the CEU's Code of Ethics. [...]

## Article 2.1 – Responsibilities of Students

It is the responsibility of students:

- to ensure that work submitted for purposes of assessment is their own;
- to ensure that the words and arguments of others are appropriately cited and referenced using an accepted referencing system; and
- to ascertain if academic units allow the submission of work that has been previously submitted in whole or in part and, where it is allowed, to gain permission from the relevant faculty member prior to submission.

### Annex 1 – Guidelines

**Table 1: Offending Strategies in Writing**

Severity of Offense	Example
<b>Serious Plagiarism</b>	<ul style="list-style-type: none"> <li>● Submitting as one's own work a text largely or wholly written by another person or persons.</li> <li>● Copying or paraphrasing substantial sections<sup>3</sup> from one or more works of other authors into one's own text, without attribution, that is, omitting any reference to the work(s) either in the body of the text, in footnotes, or in the bibliography/reference list.</li> <li>● Submitting a thesis as part of masters or doctoral requirements which has been previously submitted to another institution in English or in another language.</li> </ul>
<b>Less serious plagiarism</b>	<ul style="list-style-type: none"> <li>● Paraphrase of a substantial section or several smaller sections of another text or texts without any reference in the body text, but the work is included in the bibliography/reference list.</li> <li>● Copying verbatim two or three not necessarily consecutive phrases, or one or two not necessarily consecutive sentences, from the work of others without attribution.</li> <li>● Copying verbatim one substantial or several smaller sections from another text without quotation marks but with reference provided within the student's text.</li> <li>● Submitting without permission one's own work that has been largely or wholly submitted for credit to another course.</li> </ul>

<sup>3</sup> The word 'section' is understood here to mean more than one consecutive sentence. A copied section that has had a small number of extra words inserted by the student may still be considered as copied.

<p><b>Poor Scholarship</b></p>	<ul style="list-style-type: none"> <li>● Copying verbatim one substantial or several smaller sections from another text without quotation marks but with reference provided within the student's text.</li> <li>● Summarizing an author's ideas at length but only mentioning the author or the source at the end of the paragraph.</li> <li>● Mentioning an author with appropriate citation in an early sentence but no attribution in subsequent sentences, so that it is unclear whether the author's ideas are continuing or the writer's own comments being offered.</li> <li>● Including a correctly referenced short fragment from another text but without quotation marks.</li> <li>● Using an author's work with incomplete reference (e.g. page number is missing, or the work appears only in a footnote/parentheses and is missing from the reference list).</li> </ul>
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### **Measures to be taken in cases confirmed as plagiarism**

- 1) In the case of a first offense classified as less serious plagiarism, the student should normally:
  - a) receive an oral or written reprimand,
  - b) rewrite the assignment and receive a lowered grade.
- 2) In the case of a second, subsequent minor offense, or in the case of a first offense that in the department's opinion is more serious, the student should normally:
  - a) receive a written reprimand (not reflected on the transcript)
  - b) rewrite the assignment, receive a lowered grade or receive the lowest passing grade, with or without being given a fail grade.
- 3) In the case of continuing offences, or of a serious offence, students should normally receive a
  - a) written reprimand (that will usually appear on the student's transcript)
  - b) fail grade, with or without the possibility of retake (often depends on whether the course is compulsory or elective).
- 4) In very serious cases such as plagiarizing a major part of an assignment, or persistent plagiarism despite written warnings and other sanctions described above, the department should consider initiating formal procedures towards expelling the student from the University in accordance with the applicable policies.

In the case of multiple simultaneous minor offences, the department should decide whether these repetitions stem from ignorance (in which case they may be treated as a single offence) or the intent either to deceive or to avoid work, either of which may justify more severe action.

The offenses in the last category (Poor Scholarship) may often be attributable to poor ability, unclear thinking or carelessness. If so, they should not be considered academic dishonesty as such but should be penalized in the same way as other poor-quality work, namely by a decrease in the final grade commensurate with the negative impact they have on the assignment as a whole. If such offenses are considered to be a deliberate attempt to achieve a higher grade, more serious action should be considered.

## **OTHER ACADEMIC REGULATIONS IN FORCE AT CEU**

For more information about policies and procedures at CEU we recommend that students carefully read the *CEU Student Rules, Rights and Regulations* distributed by the CEU Office of Student Services, and the *Student Records Manual*, distributed by the CEU Student Records Office. Students should be familiar with all the policies and guidelines in these documents.

A selection of university regulations and policies is also available at:

<https://www.ceu.edu/node/132>

## **OTHER INFORMATION**

### **COVID-19 GUIDELINES**

Students must follow all university guidelines regarding COVID-related safety. Course instructors have the discretion to go above the formal regulations.

### **STUDENT GUIDANCE**

Students are encouraged to approach and discuss problems, concerns, or feedback relating to course work, assessments, or the general learning environment with BA Course Instructors. In the first instance, students should raise course/classroom related issues with the relevant instructor delivering the course. Alternatively, students can meet with their Program Director. Every faculty member has two

hours of office hours per week and students should feel free to visit instructors during these times.

The Academic Advisor and Program Coordinators are also available to advise students and direct them to the relevant offices and procedures.

In case of personal problems, it is recommended that students contact [CEU Counselors](#).

For specific administrative issues (such as residence permits, medical insurance, student records, etc.), students should approach the staff in the [CEU Student Center](#).

## **COURSE MATERIALS & MOODLE**

Course materials, such as required readings, course syllabi, recommended readings, videos and any other materials shared during the course are available on the e-learning site of the given course. The CEU e-learning site (Moodle) is accessible with the Microsoft password on <http://ceulearning.ceu.edu>.

In order to respect copyright, students have access only to the e-learning sites of courses in which they are enrolled in the CEU e:Vision Portal. Student access to copyrighted content terminates when the student has completed the course.

In addition to the e-learning site, course instructors may place books for their courses on reserve at the [CEU Library](#). Students may work with these books in the Library but cannot check them out.

Students may print their own course materials using their printing quota. Students will receive a total of 40 EUR of printing credit per academic year. The credit will be automatically added to student cards in two 20 EUR installments: at the beginning of September for the fall term, and at the beginning of January for the winter term. Additional printing quota credits can be purchased at the Cash Desk, if needed.

Pursuant to University rules, printing quotas are NOT transferable to another person, neither can be re-exchanged.

CEU is committed to environmental sustainability and encourages a responsible approach to printing.

## **ONLINE LEARNING**

Students participating in online sessions should refer to the following guidelines to ensure a successful learning environment:

1. Be polite and kind, respect yourself, respect others and respect the online environment.
2. Remember that we are still learning and interacting with cultures around the world. Dress appropriately, as you would in a university classroom.
3. Sit in a well-lit space and be mindful of what things in your home may be in view of the camera.
4. Students should only have applications and resources open as directed by the course instructor.
5. Pause before you respond to make sure your classmate or instructor has finished talking.
6. Being in an online conference is like being in class. Contribute to the learning environment, and don't make distracting noises or movements.
7. Please keep your video on in order to enable better communication with course instructors and classmates. If you are experiencing internet problems, please let your instructor or TA know and turn off the video.
8. Mute yourself when you aren't speaking.

## **DIGITAL DEVICES IN THE CLASSROOM**

If students use digital devices (eg. smartphones, tablets, laptops) in class, they may not consult material unrelated to the course during class time. Course instructors may choose to disallow specific or all students from accessing devices during class time. Students who have been barred use of digital devices in the classroom due to misuse are expected to bring relevant hard copy course materials to class at their own expense.

## **AUDITING CLASSES**

BA classes may not be audited by any students (this applies to both BA and MA students). BA students may also not audit MA classes.

## **UNIVERSITY-WIDE COURSES (UWC)**

University-Wide Courses (UWC) aim to bring together faculty and students from across academic programs to explore a topic of common interest. Unless a UWC course has been specifically included in the BA curriculum, UWC courses are only open to fourth year BA students, depending on the specific course rules and requirements for completion of a major. For more information on the initiative and on the course offerings please visit the website [www.ceu.edu/iti](http://www.ceu.edu/iti).

## **CAREER SERVICES OFFICE**

The CEU Career Services Office plays a leading role in institutional efforts to ensure that graduates are prepared to transform their CEU experience into meaningful professional engagement. Throughout students' time at CEU and beyond, the office provides guidance, support and information to help them develop and pursue personal visions for impact and success all over the world.

Career Services team members advise students and alumni on all aspects of the career education and development process including:

- Conducting self-assessment and career-related research to expand and deepen their knowledge of possible professional futures and paths;
- Adopting a realistic and long-term approach towards their career development;
- Expanding and managing their own personal networks of career development supporters
- Making the most of experiential learning opportunities and conducting internship searches based on their individual learning and career goals;
- Crafting unique, tailored CVs and cover letters for job and internship searches;
- Identifying and applying to graduate school programs and fellowships;
- Preparing for interviews and conducting salary negotiations.

There are many ways for students to engage with the office, including:

- Career development workshops and information sessions;
- Career education events featuring employer representatives and practitioners (including alumni) working in specific fields;

- One-on-one career advising sessions with the dedicated BA program career advisor (<https://careers.ceu.edu/who-we-are/team>);

Online resources including the [Career Knowledge Hub](#).

Career events (in-person and virtual) featuring employers and practitioners from various fields working all over the world.

More information can be found on the Career Services Office website: <https://careers.ceu.edu/>

In the last year of studies, all BA students will take a mandatory 1-credit Careers course to help prepare them for their life after graduation.

## **WORKING WHILE STUDYING**

Students are discouraged from working during term time. However, if necessary, may do so only with the written consent of the Program Director.

Students are reminded that the coursework and time investment to succeed in BA Programs is significant.

## **INTERNSHIPS**

CEU encourages students to take up internships. The Career Services Office can provide guidance on finding internships. For-credit internships are only possible for CPS students choosing the relevant track for their Year 2 Experiential Learning project.

## **COMMUNICATIONS**

Students receive important decisions relating to courses, programs, assessments, and BA/University events as well opportunities, sent to their CEU email address.

It will be assumed that students have read the information. Students are expected to check their CEU email and the website on a regular basis, for any changes that might occur. During term workdays, students are expected to check their email daily. Students are also expected to regularly check their university email until they have received all final grades at the end of the academic year.

## STUDENT REPRESENTATION

Students are represented in the unit by Student Representatives and at the university level via the Student Union. In October, each program cohort elects two representatives, meaning in 2021/22, we will have a total of ten BA representatives.

Representatives act as a bridge between faculty and students, flagging student issues to different stakeholders in the Undergraduate Studies unit and at CEU. Student Representatives can also become members of various important academic governance bodies at CEU and represent student interests in key elements of governance at CEU.

Student Representatives engage the diversity of student opinion through different methods including by convening meetings with their cohort and initiating mechanisms to ensure that they can appropriately and broadly solicit opinions, concerns and feedback.

Please follow the CEU Student Union SharePoint site to stay updated throughout the year. You can also learn more about the Student Union, how you can get involved and Student Union organized events and initiatives.

<https://ceuedu.sharepoint.com/sites/studentunion>

For more information, please see the Student Union Constitution:

<https://documents.ceu.edu/documents/p-1105-4-v1404>.

All students are also automatically part of the Austrian National Union of Students.

More information can be found here: <https://www.oeh.ac.at/en/about-us>.