

# **CEU UNDERGRADUATE STUDIES PROGRAMS STUDENT HANDBOOK 2023/2024**

## Table of Contents

<b>WELCOME .....</b>	<b>4</b>
<b>ACCREDITATION .....</b>	<b>5</b>
<b>FACULTY &amp; STAFF .....</b>	<b>5</b>
<b>THE ACADEMIC CALENDAR 2023/2024 .....</b>	<b>7</b>
KEY DATES.....	7
<b>COURSE REQUIREMENTS, POLICIES &amp; PROCEDURES .....</b>	<b>9</b>
CONDITIONS OF AWARDING THE DEGREES .....	9
DEGREE LENGTH DECLARATION.....	9
COURSE REGISTRATION.....	9
ATTENDANCE POLICY.....	10
CREDITS.....	11
SUBMISSION OF COURSEWORK .....	11
GRADING.....	12
FEEDBACK.....	15
EVALUATIONS .....	15
STUDY ABROAD .....	16
FINAL YEAR THESIS .....	17
CAPSTONE PROJECT .....	17
HONORS DEGREE.....	17
ACADEMIC PROBATION .....	17
ACADEMIC MISCONDUCT .....	18
CEU'S POLICY ON PLAGIARISM .....	18
OTHER ACADEMIC REGULATIONS IN FORCE AT CEU .....	19
<b>OTHER INFORMATION .....</b>	<b>20</b>
COVID-19 GUIDELINES.....	20
STUDENT GUIDANCE.....	20
COURSE MATERIALS & MOODLE .....	20
DIGITAL DEVICES IN THE CLASSROOM.....	21
RESPECTFUL BEHAVIOR AT CEU .....	21
ENGLISH LANGUAGE.....	21

AUDITING CLASSES.....	22
UNIVERSITY-WIDE COURSES (UWC) .....	22
LANGUAGE CLASSES AT CEU .....	22
EXTERNAL COURSE OPPORTUNITIES.....	22
CAREER SERVICES OFFICE.....	23
WORKING WHILE STUDYING .....	24
INTERNSHIPS.....	24
MASTER'S DEGREES AT CEU.....	25
COMMUNICATIONS.....	25
STUDENT REPRESENTATION .....	25
<b>PROCEDURAL ANNEX.....</b>	<b>27</b>
<b>Attendance Policy 2023-2024 .....</b>	<b>27</b>

# 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 SharePoint which includes useful documents, links and dates can be found here: [Undergraduate Studies - Home \(sharepoint.com\)](#)  
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 2023/24 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 Data Science and Society (DSS)

The bachelor's 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 a 3-year BSc degree (Data Science and Society) and 3-year BA degrees (Culture, Politics and Society; and Philosophy, Politics and Economics) by the Agency for Quality Assurance and Accreditation Austria (AQ Austria).

# FACULTY & STAFF

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<http://undergraduate.ceu.edu/people>

# THE ACADEMIC CALENDAR 2023/2024

## KEY DATES

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

### 2023:

4-8 September: Orientation Week

11-15 September: Pre-Session Week

11 September: Registration opens for students

18 September: Fall Term begins

25 September: Add/drop period ends

10 November: Last date to withdraw from Fall Term courses, incurs registration fee

8 December: Fall Term ends

11 December: Registration for Winter Term begins

11 December - 15 December: Bachelor Finals/Make-up classes Week<sup>2</sup>

18 December - 8 January: Non-teaching period<sup>3</sup>

### 2024:

8 January: Winter Term begins

15 January: Registration for Winter Term ends

1 March: Last date to withdraw from Winter Term courses, incurs registration fee

29 March: Winter Term ends

1 April - 14 April: Spring Break

2 April: Registration for Spring Term begins

15 April: Spring classes begin

24 May: Spring classes end

27 – 31 May: Bachelor Finals/Make-up classes Week

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<sup>2</sup> Due to holidays taking place during the teaching period, instructors may choose to schedule make-up classes or examinations during this week

<sup>3</sup> Take home exams and/or submission deadlines should generally be set until the 16<sup>th</sup> of December, 2023

## **Public holidays in Austria 2023/2024**

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  
31 March: Easter Sunday  
1 April: Easter Monday  
1 May: Labor Day  
9 May: Ascension Day  
19 May: Whit Sunday  
20 May: Whit Monday  
30 May: Corpus Christi



# **COURSE REQUIREMENTS, POLICIES & PROCEDURES**

## **CONDITIONS OF AWARDING THE DEGREES**

To obtain a bachelor's 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.

## **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 at the end of their second year. The Undergraduate Team will send a form to all students at the end of spring term of their second year. All second-year students are required to fill out the form to declare whether they will complete the 3- or 4-year degree.

## **COURSE REGISTRATION**

Course registration is a mandatory requirement to maintain student enrollment at CEU. Students are automatically registered for mandatory courses. They should, however, log into SITS (also known as e:vision) to make sure all their courses are listed in the system and to access their timetable. Second- and third-year students will need to discuss their course selection 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 which can be found on the SRO page:

Student Records Office (SRO) | Central European University ([ceu.edu](http://ceu.edu)) 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 SITS during the registration period. Students are responsible for making sure they fulfill all module, major/specialization and graduation requirements. Students making changes to course registration without consulting the Academic Advisor will be responsible for making up for any credits they are missing from their requirements. Some courses have pre-requisites; students must satisfy the prerequisites in order to take the next course. In this case, students should turn to their Academic Advisor to agree on an individual study plan.

After the end of the registration period, SITS will not allow any further changes to registration and any changes must be made through the Program Coordinator and the Student Records Office, with the approval of the Academic Advisor. After the registration period, changes can be made until the end of Week 8 in fall and winter terms and Week 4 in spring term and will incur a financial penalty of 15 EUR per course. After Week 8 (fall and winter) or Week 4 (spring), it is not possible to make changes in registration and the courses will still appear on the student's transcript. Students should always double-check their SITS registration in a timely manner to make sure they are registered for the correct classes.

## **ATTENDANCE POLICY**

Presence at CEU is required throughout term time, regardless of the allocation of classes and exams in the schedule. Students should be available for undergraduate events, such as Town Halls and career workshops, from Monday to Friday during teaching hours and should not plan travel on those days during term time. As per the Students Rights, Rules and Academic Regulations policy, prolonged unjustified absence can lead to termination of studies.

Instructors are responsible for keeping track of attendance. Unless otherwise indicated in the syllabus, the attendance policy is as follows:

Regular in-person class attendance is a precondition for course completion. Students who have non-excused absences for more than 1 hour of class per US credit hour cannot receive a passing grade.

In justified cases (for example, health reasons, funerals, residence permit-related appointments, etc.), permission for absence should be requested in advance. For further information please see the procedural annex.

## **CREDITS**

At CEU, 1 US undergraduate course credit is equivalent to 12 x 60-minute (720 minutes) classroom contact hours and complying with the associated assessment requirement. The conversion ratio between US credits and ECTS (European Credit Transfer and Accumulation System) 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/BSc programs and obtain their degrees, students must fulfill all requirements as specified in the program-specific handbook.

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.

### **Transfer Credits**

Students may apply for a transfer of up to 15 US credits/30 ECTS from a recognized university or institution of higher education. Credit transfer is regulated by CEU's Credit Transfer Policy which can be found in Annex 1 of the [Student Rights, Rules, and Academic Regulations](#).

For full details on how to transfer credits please see the procedural annex.

## **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.

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. Extensions within one week after the grade submission deadline can be granted by the instructor. Beyond this point, exceptions can only be made with the support of the Disability Support Officer or the Program Director. In both cases, a precise submission date should be agreed upon. Once an extension is granted, students must inform the Academic Advisor and the Program Coordinator via email (cc-ing the instructor) and the instructor should enter a grade of IN (incomplete) in SITS. Extensions cannot be granted past five weeks after the term grade submission deadline according to the academic calendar. By this date, any IN will be changed to Administrative Fail (AF) in SITS.

It is a student's responsibility to ensure that they submit all requirements to receive a final grade.

## **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 GPA point values:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33 (minimum pass)
F	0.00

The final grade for a course will be based on a variety of factors, as outlined in individual syllabi. These may include but are not limited to in-class or take-home final examinations or a final paper, oral and/or written assignments, class participation, or a combination thereof.

No single exam or paper may count for more than 60% of a final course grade. Final course grades must be made up of at least three components.

Assignments submitted after a deadline are subject to grade reductions, as specified in a course syllabus or assignment description. If a student believes they have grounds to contest a late grade outcome, they must first request a reasonable resolution directly from 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 undergraduate 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.

### **Pass/No Credit Grading Option**

Undergraduate students can choose to take up to 4 US/8 ECTS credits during their studies with a "Pass/No Credit" grading option. These courses must be courses a student is taking for the first time (i.e. not retakes), and cannot be mandatories or mandatory electives counting towards their major/specialization. If the student

passes the course a 'P' will appear on the transcript indicating that they have passed. Should a student not pass a course, the course would not appear on their transcript. The student must declare that they are taking a course for Pass/No Credit by the end of the first week of class.

## **Retakes**

Students failing a mandatory course due to absences will have to retake the course the following year.

Otherwise, if a student fails a mandatory course, they will be allowed a rewrite of the final major component. The format will be at the discretion of the instructor. The highest possible grade for the re-write is "RP" (2.33 grade points).

Students are not allowed to do the rewrite if the highest possible score on the rewrite would still not allow them to pass if the other assignments were too low. In such case, the student would have to retake the class.

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

If a student fails the rewrite, 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.

If a student fails a mandatory course twice, their studies will be terminated. The student may appeal to the Pro-Rector for Teaching and Learning.

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.

For elective classes, students have the right to request a rewrite and it is up to the instructor to determine whether they allow it.

## **Appealing a grade**

In exceptional circumstances, students may appeal the grades they received for coursework or exams. This only applies for significant coursework (worth 30% or more of the final grade). Students should first contact the instructor with their request. If they are not able to come to an agreement, they can submit an appeal to the Program Director via email, with the instructor in copy, no earlier than two days and no later than 7 days after receiving grades and the instructor's feedback. If the instructor is the Program Director, then the appeal should go to the Dean.

The student should write a 250-word statement setting out in full the reasons for appealing the grade. The instructor should reply in writing within five working days to the Program Director. Following the review of the student's request, the Program Director will make a recommendation within five working days to the instructor about whether the grade should be changed. Students should note that the review can also result in a grade worse than the initial grade. There is no additional appeal to the Dean allowed after the final decision.

## **FEEDBACK**

Students are entitled to receive reasonable and timely feedback on their performance in courses (not limited to written assignments) and exams. This should be received within 15 working days.

Course instructors have the discretion to determine when, where and how students can 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 bachelor studies, students will have the opportunity to study at another university – this is not mandatory, and students may also choose to stay at CEU. 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 of their third year. In order to be eligible, students should:

- Be in good academic standing, including a minimum GPA of 2.66 and no Incompletes. Students with an Incomplete in their transcript will not be allowed to apply or go abroad.
- Have 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 considered in the study abroad application evaluation.
- Students must be in good academic standing in order to study abroad. If a student is subject to disciplinary action, behavioral misconduct, academic probation or any other instances impacting their academic standing following their allocation to a study abroad placement, their request to study abroad may be subject to reevaluation.

For more information on study abroad possibilities, please look at the Sharepoint: <https://ceuedu.sharepoint.com/sites/undergraduatestudies/SitePages/Study-Abroad.aspx>

Because there is limited space at each location, there is an application process in place. Students wishing to study abroad should apply via an online admissions application which will be made available in January 2024. 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 8 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 their BA program requirements. This should include a balance of credits equivalent to the needed credits for the CEU bachelor's degree.
4. Consent from the Program Coordinator.
5. An academic recommendation (please remember to give the evaluator enough time to complete this).

The application deadline will be in January 2024.

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**

All students are required to write a thesis in their final year of study. When preparing a thesis, students draw on skills accumulated through previous coursework and gain experience in completing a longer research project. The thesis 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 Thesis Guidelines found in the handbook section of the Undergraduate Studies SharePoint.

## **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 completed a capstone project which they pass.

## **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. Students on academic probation are encouraged to take fewer credits. 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.

The student will be informed in writing of the academic probation and/or decision that the student will be withdrawn from their studies.  
Academic probation will not affect the financial terms of the Student Agreement.

## **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 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 is available at: <http://documents.ceu.edu/documents/p-1405-1> Students should familiarize themselves with the policy and are encouraged to turn to the Study Skills Tutor or the [Center for Academic Writing](#) for any further questions on the topic.

The Undergraduate Studies Academic Honesty Committee is made up of the three Program Directors and two members of the Center for Academic Writing. When a student is accused of plagiarism, the committee reviewing the case will be made up of the two Program Directors who are not in charge of the student's program as well as one member of CAW.

Any student who has committed plagiarism is required to have a session with the Center for Academic Writing. The student should confirm to their Academic Advisor when they have had their session.

### ***Self-plagiarism***

Students cannot hand in the same assignment for two different classes. Under very exceptional circumstances a special request can be made to the Program Director and in consent with the relevant course instructors. The course instructors should be consulted first and if both agree, the Program Director should be approached for approval.

### **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 Dean of Students Office, 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/info-current-students/student-policies>

# 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 bachelor 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 Advisors and Program Coordinators are also available to advise students and direct them to the relevant offices and procedures.

For academic skills support, a Study Skills Tutor is available. Students can attend the drop-in sessions or schedule a one-to-one session. The Study Skills Tutor can be contacted on [BAstudyskills@ceu.edu](mailto:BAstudyskills@ceu.edu).

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 SITS 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 they be re-exchanged.

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

## **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 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.

## **RESPECTFUL BEHAVIOR AT CEU**

Students are expected to treat faculty, TA's, peers, and staff with respect and should familiarize themselves with the [CEU Equal Opportunities Policy](#), the [CEU Code of Ethics](#) and the [CEU Policy on Harassment](#). Students experiencing harassment have several options of how to report their case: [Reporting a Case | Central European University \(ceu.edu\)](#)

## **ENGLISH LANGUAGE**

In each of the bachelor programs, we have students from many different communities, with diverse language abilities. Even if students share a common

language other than English, English is the official language of CEU and the common language spoken by all CEU students. English should be used in the classroom and as much as possible on campus to help create a welcoming and inclusive environment.

## **AUDITING CLASSES**

Undergraduate students are allowed to audit undergraduate courses at CEU after their first year. They should first discuss with their Academic Advisor and then if there is space in the course, get permission from the instructor. It is up to the instructor to define what is required when auditing their course (whether they have to do readings, presentations, etc).

Undergraduate students may not audit MA courses before their fourth year. In their fourth year, the same process as above applies.

MA and PhD students may not audit undergraduate 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 bachelor curriculum, UWC courses are only open to fourth year bachelor 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).

## **LANGUAGE CLASSES AT CEU**

CEU offers non-credit bearing language classes. For more information, please go to the CAW website: [Foreign Languages | Center for Academic Writing \(ceu.edu\)](http://ForeignLanguages|CenterforAcademicWriting(ceu.edu))

These classes will appear on your transcript but do not count towards your course credits.

## **EXTERNAL COURSE OPPORTUNITIES**

OSUN (Open Society University Network) courses are offered by a single institution to students across the OSUN network. They take place entirely online and include students

from the host institution. The OSUN course offering can be found here: OSUN Courses ([opensocietyuniversitynetwork.org](https://opensocietyuniversitynetwork.org))

Students can also take classes from Vienna's Wirtschaftsuniversität (University of Economics and Business). All information can be found [here](#). The application can be found [here](#).

Students can take a maximum of 4 credits in non-CEU hosted courses (OSUN and WU) per year. It is the student's responsibility to check whether the course fits their schedule. The student should propose which module the course should count towards and have this approved by the Academic Advisor (in consultation with the Program Director, if necessary). To request an approval, students must fill out this [form](#). OSUN and WU courses will not count towards the credit transfer limit. The course grades will appear in the transcript but will not count towards the overall GPA.

WU and OSUN classes can only substitute a mandatory if they are being taken as a retake and have been approved by the Program Director.

## **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

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/>

## **WORKING WHILE STUDYING**

The undergraduate programs are academically rigorous and require a significant amount of work outside of class time. It is recommended that students do not work during the fall term of their first year, so that they can get a sense of how much time they would be able to invest in a student job. Students are reminded that the coursework and time investment to succeed in the undergraduate programs is significant.

Should a student decide to work alongside their studies, they should ensure that there is no conflict between work and classes. Students may not miss class or submit assignments late due to work conflicts.

Students are also reminded that the Career Services Office provides career support for after a student graduates. While they can advise on a job application and CV's, they are not able to provide support in finding student jobs. For more information about working while studying, please visit this webpage:

<https://careers.ceu.edu/work-and-your-ceu-studies>

## **INTERNSHIPS**

CEU encourages students to take up internships outside of term-time. 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.

Should a student choose to do an internship during term-time, they should ensure that there is no conflict between the internship and classes. Students may not miss class or submit assignments late due to conflicts with their internship.

## **MASTER'S DEGREES AT CEU**

Students completing a 3-year Austrian accredited degree are eligible to apply for the 2-year Master programs at CEU. Students completing the 4-year undergraduate degrees are eligible to apply for 1-year Master's programs at CEU.

Double-counting of credits is not allowed between Bachelor's and Master's programs. A student may be made exempt from any mandatory MA-level courses they already took during their undergraduate studies at CEU, but will still have to make up the necessary credits.

## **COMMUNICATIONS**

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

It will be assumed that students have read any information shared with them via email. Students are expected to check their CEU email account and the Undergraduate Studies SharePoint 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. Students should also check their university email regularly (at least once a week) over the summer for updates regarding academic topics.

## **STUDENT REPRESENTATION**

Students are represented in the unit by Student Representatives and at the university level via the Student Union. In September, each program cohort elects two representatives, meaning in 2022/23, there will be a total of sixteen bachelor 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. More information about how student representatives are involved in key governance committees can be found here:

<https://www.ceu.edu/administration/senate>.

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.

Students should follow the CEU Student Union SharePoint site to stay updated throughout the year and to learn more about the Student Union, how to 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>.

# PROCEDURAL ANNEX

## Attendance Policy 2023-2024

Presence at CEU is required throughout term time, regardless of the allocation of classes and exams in the schedule. Students should be available for BA events, such as Town Halls and career workshops, from Monday to Friday during teaching hours and should not plan travel on those days during term time. As per the Students Rights, Rules and Academic Regulations policy, prolonged unjustified absence can lead to termination of studies.

Instructors are responsible for keeping track of attendance. Attendance and participation in courses are as required by course syllabi. As a rule, attendance requirements cannot be stricter than the ones outlined in this Policy and in the respective student program handbooks.

Regular in-person class attendance is a precondition for course completion. Students who have non-excused absences for more than 1 hour of class per US credit hour cannot receive a passing grade.

Justified cases include:

- Health-related absences (including mental health and menstrual pain):
  - Students who are absent for more than two consecutive days due to health reasons should provide the BA Team with a doctor's note.
  - Students unable to attend class for extended periods 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>.
- Bureaucratic-related absences (eg. appointment at MA35)
- Religious observance related absences.

- Disability-related absence approved by the Committee on Students with a Disability.
- Other absences (for example, extenuating family circumstances including caring for dependants, funerals, attendance to relevant conferences).

In justified cases, permission for absence should be requested in advance by taking the following steps:

1. The student should fill out the form found here: [Excused Absence Form \(office.com\)](#).

In the form, students should provide the following information:

- a. Date(s) of absence
- b. Class(es) being missed
- c. Explanation of absence
- d. Relevant documentation (e.g. doctor's note if sick for more than two days; confirmation of MA35 appointment).

2. A member from the BA Team will reply to the student from the [absenceBA@ceu.edu](mailto:absenceBA@ceu.edu) to confirm when the absence has been approved.

3. The student is also responsible for writing to the instructor (with [absenceBA@ceu.edu](mailto:absenceBA@ceu.edu) copied in) to make arrangements about make-up options as necessary. 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 as possible. Students should inform both [absenceBA@ceu.edu](mailto:absenceBA@ceu.edu) and the relevant instructor(s) via email.

For singular non-excused absences (e.g. personal appointments, non-urgent family reasons), students do not need to fill out the form, but must inform their instructors directly. There is no need to provide reasons for non-excused absences and there will be no academic penalization for the use of non-excused absences within the credit hour limit.

Students must attend a minimum of 2/3 of the regularly scheduled class hours in a course to be considered in regular attendance. Students who miss more than 1/3 of class hours in total cannot receive a passing grade and will be asked to go on leave.

## **TRANSFERRING CREDITS**

### ***Transferring out of a mandatory first year course***

- First-year students wishing to transfer out of a class should submit their paperwork to their Program Coordinator between 15<sup>th</sup> August and 1<sup>st</sup> September (as soon as possible for AY 2022-23).
- The course the student has already taken should be a direct equivalent to the CEU course. Students need to submit the full course description, syllabus and equivalent credit hours to show this.
- Program Coordinators will share the syllabus with the instructor of mandatory course and the Program Director. If both instructor and Program Director approve the transfer, students may move forward with transferring the credits. Students will be informed of the Program Director/instructor's decision by start of pre-session. Student must then submit application to SRO by the end of first week of classes (as soon as possible for AY 2022-23).

### ***Transferring credits that are not equivalent to mandatory courses***

In addition to the mandatory credit transfer period, students wishing to transfer credits to their CEU degree for an elective course credit can submit requests between July 1 and September 1 following their first year.

- Students should submit the full course description, syllabus and equivalent credit hours to the Program Coordinator. In the transfer application form, students should also indicate which module the course would count towards. It must count towards one of the Year 2 or Year 3 modules and may not fulfil specialization/major credit requirements.
- The Program Coordinator will share the information with the Program Director for approval.
- Students will be informed of the outcome of their application by the start of pre-session week. If approved, students must submit the completed application, along with the required supporting documentation and material to the SRO by the end of the first week of classes in their second year. Please see the CEU academic calendar for all relevant academic dates

***Transferring non-degree credits taken during enrollment at CEU (eg. Through a summer school)***

The procedure is the same as that of transferring elective credits, however applications can be submitted between the second and third or third and fourth years, depending on when the course was taken.