

CEU UNDERGRADUATE STUDIES PROGRAMS STUDENT HANDBOOK 2022/2023

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WELCOME

Welcome to the Undergraduate Studies programs of Central European University¹.

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>.

¹ Officially: Central European University Private University (CEU PU)

ACCREDITATION

The Undergraduate Studies Unit was established in 2019 in Vienna. In the 2022/23 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 2022/2023

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>.

2022:

5-9 September: Orientation Week

12-17 September: Pre-Session Week

12 September: Registration opens for students

19 September: Fall Term begins

2 October: Add/drop period ends

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

9 December: Fall Term ends

12 December: Registration for Winter Term begins

13 December-16 December: BA Finals/Make-up classes Week²

19 December - 9 January: Non-teaching period³

2023:

9 January: Winter Term begins

16 January: Registration for Winter Term ends

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

31 March: Winter Term ends

2 April - 16 April: Spring Break

3 April: Registration for Spring Term begins

17 April: Spring classes begin

26 May: Spring classes end

30 May - 2 June: BA Finals/Make-up classes Week

Public holidays in Austria 2022/2023

26 October: Austrian National Day

1 November: All Saints Day

8 December: Immaculate Conception

25 December: Christmas Day

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

³ Take home exams and/or submission deadlines should generally be set until the 17th of December, 2022

26 December: St. Stephen's Day
1 January: New Year's Day
6 January: Epiphany
9 April: Easter Sunday
10 April: Easter Monday
1 May: Labor Day
18 May: Ascension Day
28 May: Whit Sunday
29 May: Whit Monday
8 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 by the end of fall term of their second year of studies. Students will receive further information about the process during 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- and third-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 which can be found on the SRO page: [Student Records Office \(SRO\) | Central European University \(ceu.edu\)](#) and in the SITS Student Manual: https://ceuedu.sharepoint.com/sites/sitsmanuals_student

Students are able to add and drop courses themselves on e:Vision 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. After the end of the registration period, e:Vision 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 e:Vision 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 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. Unless otherwise indicated in the syllabus, the attendance policy is as follows (instructors can opt to be stricter and will indicate their attendance rules in the course syllabus):

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

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 program and obtain the degree, 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. The request must be submitted in writing to the course instructor prior to the final deadline and a precise date should be agreed upon. Extension deadlines should be negotiated to allow instructors to complete grading by the university deadlines. 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 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.

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 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 an in-class 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 to 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 prerequisite.

With the approval of the instructor and the program director, the student may also find an equivalent summer course at CEU or another institution to take instead of the mandatory. Students can consult the Academic Advisor prior to making an official request.

ACADEMIC EXCELLENCE

The student with the highest GPA in their program will receive the Outstanding Academic Achievement Awards upon graduation.

A Dean's List will be published at the end of each year. Every student with a GPA of 3.67 or higher for that academic year will be on the Dean's List.

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 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 BA, 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 2023. 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 BA 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 2023.

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 (forthcoming).

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.

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. 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 BA Study Skills Tutor or the [Center for Academic Writing](#) for any further questions on the topic.

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 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.

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.

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 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 BA 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

BA classes may not be audited by any students (this applies to both BA and MA students and visiting students/incoming exchange 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.

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 \(opensocietyuniversitynetwork.org\)](http://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). 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.

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/>

In the last year of studies, all BA students will take a mandatory, 1-credit “Shaping Your Future: Career Development Course” to further 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 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 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 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. 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

In justified cases such as illness or MA35 appointments, the following steps should be taken to request permission for absence:

1. The student should fill out the form found on the [CEU Undergraduate SharePoint page](#). 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. The student is also responsible for writing to the instructor (with the Academic Advisor 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.

The Academic Advisor will then email the student to confirm whether the absence is excused.

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.

For singular unexcused absences (e.g. personal appointments, non-urgent family reasons), students do not need to fill out the form, but are encouraged to inform their instructors directly.

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>.

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 15th August and 1st 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.