



**INFORMATION FOR INCOMING ERASMUS STUDENTS**  
**ACADEMIC YEAR 2017/2018**



## CONTENTS

<b>1</b>	<b>WELCOME</b>
<b>2</b>	<b>PRACTICAL MATTERS</b>
2.1	Application
2.2	Procedures
2.3	Immigration Procedures
2.4	Finding Accommodation
2.5	Health Insurance
<b>3</b>	<b>ACADEMIC MATTERS</b>
3.1	Orientation Programs
3.2	Knowledge of English
3.3	Grading and ECTS - European Credit Transfer System
3.4	Transcripts
<b>4.</b>	<b>FINAL WORDS</b>

## 1. WELCOME

Central European University (CEU) welcomes a large number of visiting students from all over the world. CEU participates in the ERASMUS program, including student mobility, teaching and administrative staff mobility, and joint curriculum activities. Bilateral agreements have been established with Higher Education institutions in many Member States.

The Erasmus Office provides information to partner universities and interested students regarding application and registration of visiting students.

### 1.1 CONTACT DETAILS

All matters concerning Erasmus student exchanges are handled centrally by

#### **Dorottya Urai**

Institutional Erasmus Coordinator

#### **Veronika Csapó**

Erasmus Incoming Coordinator

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## 2. PRACTICAL MATTERS

### 2.1 APPLICATION

Home universities select students to spend an ERASMUS mobility period at CEU. **Admission for Erasmus studies at CEU is not automatic.** Applicants are asked to submit an online application. Submitted applications are evaluated on the basis of the quality of the application, the applicant's academic strength, and as his/her knowledge of English. The online application system is accessible at <http://www.ceu.edu/non-degree/how-to-apply>

The deadline for submitting applications for the Fall Term is **31<sup>st</sup> May**

The deadline for Winter and Spring Terms applications is **31<sup>st</sup> October.**

### 2.2 PROCEDURES

If your application is approved by your home university to study at CEU you should carefully compile a CEU application. **Documents must be submitted in English** language without any exceptions. The required documents for a complete application are:

- On-line application form
- Certificate of English language proficiency
- Statement of purpose/motivation letter
- CV
- Erasmus learning agreement
- 1 academic recommendation letter
- Transcripts of your latest degree studies
- Diploma (if available)
- Certificate of enrollment at the home institution
- Letter of institutional consent (to be issued by the home institution Erasmus Office)

Please upload all required documents in the relevant sections of the on-line application system.

The preliminary learning agreement (to be submitted with your application) must include an official institutional stamp and signatures of the Department and Institutional Coordinator of the home institution.

### **2.3 IMMIGRATION PROCEDURES**

Students from countries of the European Union do not need a visa.

If the stay in Hungary exceeds three months, one is required to apply for a residence permit. The application to the Hungarian authorities should be submitted at least 15 days before the end of the 90-day stay.

### **2.4 FINDING ACCOMODATION**

Incoming Erasmus students need to stay in rented accommodation. The Student Life Office can assist students in finding apartments to rent, and provides special assistance and advice during the late summer and early fall. For information about average prices, please visit the following web site:

<http://www.ceu.edu/studentlife/onlineorientation/costofliving>

### **2.5 HEALTH INSURANCE**

Health Insurance should be taken out in the home country to cover the study period in Hungary. It is a condition of enrollment that each international student has valid health insurance which meets certain minimum standards. Students from EU member states are insured for emergency or accident treatment under the European Health Insurance Card (EHIC), although this insurance does not cover non-emergency care. Students are required to either purchase the student health insurance plan available to CEU students or an alternate plan that meets the minimum level of coverage. For more information, visit

<http://www.ceu.edu/studentlife/onlineorientation/health>

## **3. ACADEMIC MATTERS**

### The 50% Rule

Erasmus students are required to take 50% of their courses in the host department while they can take the rest of the courses from other departments. The 50% is understood as general workload reflected in the number of ECTS credits rather than the number of individual courses.

### **3.1 ORIENTATION PROGRAMS**

In order to introduce you to life at CEU and to help you to settle in, the University runs a series of Pre-session orientation programs designed to tell you about life at CEU.

The Orientation Program is organized by the Student Life Office for newly arrived students. It is specifically designed to help them with their initial adjustment to living in Budapest and studying at CEU. The program covers a range of events and activities that provide, first, practical information about your studies at CEU and, second, a great opportunity to make new friends and to familiarize yourself with the university and Budapest. The Pre-session Orientation guides you through the available courses at your choice of host department. Your course registration will be arranged during this time.

Please contact the Student Life Office and your Departmental coordinator for more information on arrival.

### 3.2 KNOWLEDGE OF ENGLISH

Teaching at CEU is conducted exclusively in English and classes are discussion-based. Erasmus students are fully integrated with CEU's degree-seeking students who have demonstrated in their applications proficiency of English. For this reason, we expect from Erasmus applicants a command of the English language comparable to that of our degree students (generally on Level C in the Common European Framework of Reference for Languages).

We accept the following types of certificates of language proficiency from Erasmus applicants:

- Standardized English language test scores such as TOEFL, IELTS, Cambridge etc.
- Certificate issued by the home institution with an explanation of the level of the certificate against the Common European Framework of Reference for Languages

More information on the minimal language requirement is available at

<http://www.ceu.edu/admissions/requirements#language>

### 3.3 GRADING AND ECTS-European Credit Transfer System

#### A. Examinations and Grading

1. **Course syllabus.** Students are entitled to know at the beginning of each semester what will be expected of them in any particular course. Therefore a detailed course syllabus is provided by the departments and programs for each course.

2. **Examination schedules.** Ordinarily, examinations will be administered within each department and program for the purpose of assessing individual performance of the students and their mastery of course material. University policy on such examinations is as follows:

Learning in each course taught in CEU degree programs is assessed and graded by means of examinations and/or graded course work. The form (e.g. open book, closed book, take-home, restricted examination) and the criteria of assessment should be specified in the course syllabi which should be made available to students at time of their registration for the course at the latest.

The dates of examinations and the deadlines for assessed coursework due within a given academic term should be specified by the head of department and communicated to students not later than two weeks after the start of the relevant academic term. Examinations and assignment deadlines should be scheduled in such a manner that students have reasonable time for preparation and recuperation allowing them to demonstrate their knowledge of course materials.

The content of graded examinations is determined by the course instructor and is subject to approval by the head of department or a program committee, as appropriate. The following forms of examination are used at CEU:

- In closed book examinations students are required to prepare their answers in a supervised classroom and are not allowed to consult external materials except those explicitly specified by the instructor prior to the exam;
- In open book examinations students are required to prepare their answers in a supervised classroom and are allowed to consult any materials of their choice;
- In take-home examinations students do not need to be present in a classroom during the time of preparing their answers.
- In restricted examinations, students may not keep or disseminate examination questions after the end of examination.

**3. Anti-plagiarism software.** CEU Faculty may use anti-plagiarism software to check the originality and authenticity of theses, dissertations, exam papers and other written assignments. Students acknowledge this in the process of their enrolment and matriculation, as well as the fact that their work will be stored in the anti-plagiarism software database.

The overall grade for the course is based on requirements specified in the course syllabi.

The students are entitled to receive reasonable and timely feedback on their performance in course work and exams. The type of, and deadlines for feedback for different forms of performance are specified in the Program Specifications.

Students who fail to achieve the minimum pass grade during an examination or for course work are allowed one retake in case of mandatory exams or courses. In case of electives, the Program Specifications regulate the possibility of a retake. The form of retakes should be the same as, or similar to, the form of the original examination/assessment.

If more than one examination or assignment is failed during a given academic course, granting a retake is at the discretion of the head of department. In granting a retake, the size and the significance of the failed courses as well as the severity and the circumstances of the failure should be taken into account.

A satisfactory retake means the demonstration of a passing performance. The maximum grade allocated in a retake assessment is "RP" (2.33 grade points).

Only one retake is allowed for any given course. A retake failure means failing the course.

**4. Exemption.** Unforeseen personal circumstances (such as a medical or family emergency or an accident) may prevent a student from fulfilling course or program requirements.

In such cases, the student should inform the head of department at the earliest opportunity as soon as the adverse circumstances become known. The student should provide an explanation of the personal circumstance, enclose relevant evidence (e.g. medical or police report), and explain how his or her academic activities and performance are affected by these circumstances.

The head of department shall make a reasoned decision on mitigation (e.g. rescheduling examination or assignment deadline, waving the penalty for late submission, substituting course requirements etc.) through a fair process which respects the student's privacy and the academic integrity of the program.

**5. Retention of examinations.** The Departments and Schools should keep examinations and other submitted coursework on file for the minimum of one year. During this period, students have a right to inspect their own examinations and other submitted coursework.

## B. Grading System at CEU

### GRADING SYSTEM

CEU Grading System				European Credit Transfer System Grading Scale			
Grade	Name	Point	Credit	Grade	Students*	Definition	At CEU
A	Outstanding	4.00	yes	A	10%	<i>Outstanding performance with minor errors</i>	A
A-	Excellent	3.67	yes	B	25%	<i>Above the average standard but with some errors</i>	A-/B+
B+	Good	3.33	yes	C	30%	<i>Generally sound work with a number of notable errors</i>	B+/B
B	Fair	3.00	yes			<i>Errors</i>	
B-	Satisfactory	2.67	yes	D	25%	<i>Fair but with significant shortcomings</i>	B/B-
C+	Minimum Pass	2.33	yes	E	10%	<i>Performance meets the minimum criteria</i>	C+
F	Fail	0.00	no	FX	-	<i>Some more work required before the credit can be awarded</i>	INC
				F	-	<i>Considerable further work is required</i>	F
				* Percentage of successful students normally achieving the grade			
<b>SPECIAL GRADES</b>		<b>Point</b>	<b>Credit</b>	<b>Description</b>			
<b>P</b>	Pass		yes	Pass/Fail grading option which represents C+ or better. The official grade record is P; no equivalent letter grade will be released.			
<b>FL</b>	Fail		no	Pass/Fail grading option which represents C or worse. The official grade record is FL, no equivalent letter grade will be released.			
<b>RP</b>	Retake	2.33	yes	Retake examinations can be provided upon the authorization of the head of department or program to those students who have failed a course, except for their final examination. Retake examination is graded on an RP/FL basis, where RP constitutes a grade worth the minimum-passing grade C+ with 2.33 points for the course.			
<b>EX</b>	Exemption	dept.	dept.	Exemption based on equivalent qualifications or experience. Eligibility is to be determined by the appropriate department or program.			
<b>INC</b>	Incomplete	0.00	no	Incomplete may be assigned to a student who has not completed all course requirements, if the work completed is of pass quality			
<b>AF</b>	Administrative Fail	0.00	no	Assigned for failure to either drop or complete course			
<b>CF</b>	Conditional Fail	(0.00)	(no)	Regarded as F if not completed within one year (applicable to the thesis)			
<b>DF</b>	Deferred	(0.00)	(no)	Assigned to a student who is prevented from completing a course within the prescribed amount of time by circumstances beyond the student's control. Regarded as F if the course work is not completed within six weeks after the start of the next term.			
<b>GRADES NEITHER INCLUDED IN THE GPA NOR CARRYING CREDIT</b>							
<b>AUD</b>	Audit			Audit, no credit earned			

<b>VIS</b>	Visitor			Assigned to a non-CEU student for the audited course
<b>W</b>	Withdraw			Assigned for unsatisfactory attendance or withdrawal from the audited course
<b>WF</b>	Withdraw/Fail (late drop)			Withdrawal while failing - similar to INC in the sense that not all course requirements are completed, but the grade is not included in the GPA calculation. Can be used only to grade non-mandatory courses.
<b>WP</b>	Withdraw/Pass (late drop)			Withdrawal while passing – withdrawn with passing performance at time of withdrawal. Used in exceptional cases (e.g. health matters)
<b>WN</b>	Withdraw/No grade (late drop)			Withdrawal with no grade when late drop occurs and neither WP nor WF can be assigned.
<b>IP</b>	In Progress			Assigned if the student received permission for late submission of work for the course. Changes to F if the final course work is not completed by the deadline.
<b>CNT</b>	Continued			Continuing course (for courses that last more than one semester)
<b>***</b>	Grade not available			Student is currently enrolled for the course or final grade is not submitted yet
<b>CREDIT AND GRADE POSTFIXES</b>		<b>In GPA</b>	<b>Credit</b>	
<b>Aud</b>	Registered for Audit	no	no	Course is taken by a CEU student for audit only; grade is not available yet
<b>Vis</b>	Registered for Audit	no	no	Course is taken by a non-CEU student for audit only; grade is not available yet
<b>R</b>	Repeated Course	yes	yes	Entire course is repeated upon department’s permission. Only the most recent grade point and credit are included in the cumulative GPA and cumulative credits respectively.
<b>H</b>	Honors Course	yes	yes	High level course only for outstanding students
<b>X</b>	Extra Credit	yes	yes	Designates extra credit
<b>I</b>	Independent Study	yes	yes	Denotes extra credit taken by independent study
<b>N</b>	Non-Degree Credit	no	no	Credits do not count toward degree
<b>G</b>	Degree Credit	no	yes	Counts as a degree credit but is not in the GPA
<b>T</b>	Transfer Credit	dept.	yes	Courses passed with C+ or better at another accredited institution may be accepted for credit to fulfill degree requirements at CEU, upon the approval of the department concerned.

Grades are normally composite values that may include test results, grades given for papers, in-class activity and other forms of student performance. The overall grade for the course is based on requirements specified in the course syllabi.

For more information please see the Student Rights, Rules, and Academic Regulations policy at <http://documents.ceu.edu/>

### 3.4 TRANSCRIPTS

Transcripts are certificates which show the courses you have taken and your results. They are prepared by the university’s Student Records Office. Transcripts record your results at CEU and your ECTS credits, which will count towards your degree at you home university.

#### **4. FINAL WORDS**

Should you encounter any administrative, academic or indeed personal problems while you are staying in Budapest, please contact the Erasmus Office at CEU. We will do our best to assist you in solving your problems.

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