My
Student Handbook & Academic Diary
2014 / 2015

Budapest 2014
Welcome to Central European University!

The Student Handbook and Academic Diary is an information guide for students of Central European University. In addition to listings about central administration, academic departments and programs, student-related services and resources and facilities, this publication includes references to policies and procedures regarding student rights, rules and academic regulations. It is important for students to be familiar with these texts and it is advisable to take some time to read them at the beginning of the Academic Year. For more information please visit the Online Orientation website at: www.ceu.hu/oo.

Student Services at CEU is an integrated student support unit, which coordinates activities such as student recruitment, admissions, financial aid, student records, and student life. In the framework of a holistic approach to student development and support, Student Services is also the contact point for other functions such as medical and counseling services, health insurance, immigration policy, housing, food services, sports, extracurricular student involvement, and various student activities.

With warm wishes for a successful and fulfilling year at Central European University,

CEU Student Services Team
July 2014

Accuracy of the Student Handbook and Academic Diary
The information found in this Student Handbook and Academic Diary is updated annually and is based on the 2013/2014 Academic Year. All policies and procedures are current as of July 2014. Revisions may occur throughout the 2014/2015 Academic Year. Central European University reserves the right to change requirements, policies, rules and regulations in accordance with its established procedures. Changes and additions will be announced through the regular information distribution channels. Updates will be posted regularly in the relevant sections of the CEU website at www.ceu.hu. Such electronic updates will take precedence over the print copy.

Non-discrimination Policy
Central European University does not discriminate on the basis of—including, but not limited to—race, color, national and ethnic origin, religion, gender and sexual orientation in administering its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school-administered programs.

The content of this Student Handbook is available as a PDF document at www.ceu.hu/studentlife/services.

Due to the Campus Redevelopment the location of various offices in Nador u. 13 and 15 is subject to change during the 2014/2015 Academic Year. We will inform you through the usual information channels (e.g. website, email, etc).
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Academic Calendar 2014/2015

2014

AUGUST 1 | FRIDAY
Academic Year begins

AUGUST 11 | MONDAY
Registration period for Business School EMBA students for the Fall Term opens

AUGUST 20 | WEDNESDAY
Hungarian National Holiday / CEU is officially closed
All Legal Studies students arrive

AUGUST 21 | THURSDAY
Legal Studies Module I begins

AUGUST 23-24 | SAT/SUN
Long pre-session for 1st year Economics students begins (until September 19, Friday)

AUGUST 25 | MONDAY
Long pre-session for 1st year Economics students begins (until September 19, Friday)

SEPTEMBER 1 | MONDAY
Registration period for Module I ends (Legal Studies)

SEPTEMBER 6-7 | SAT/SUN
Long pre-session begins for: 1 year MA Medieval Studies students, 1st year Comparative History and 1st year Interdisciplinary Medieval Studies students (until September 12, Friday)

SEPTEMBER 8 | MONDAY
Non-CEU MA graduates starting a PhD program at the Medieval Department

SEPTEMBER 12 | FRIDAY
Short pre-session ends

SEPTEMBER 13-14 | SAT/SUN
2nd year Comparative History and 2nd year Interdisciplinary Medieval Studies students arrive for “Zero week”

SEPTEMBER 14 | SUNDAY
Registration period for Module II ends (Legal Studies)

SEPTEMBER 15 | MONDAY
“Zero week” begins (until September 19, Friday)
The fall term for the Business School MBA and MSc in IT students begins.

Comparative History and Interdisciplinary Medieval studies students begin their 2nd year.

Economics 2nd year MA and PhD students start.

Registration for fall term begins (until October 5, Sunday).

"Zero week" begins for Business School full-time MBA students (until September 19, Friday).

Any outstanding issues resulting from settling down in Budapest are dealt with during this week.

The fall term ends at the Department of Environmental Sciences and Policy (MespoM and MA) starts (until December 19, Friday).

Fall term for Business School MBA and MSc in IT students ends.

Registration for Winter term begins (until January 18, Sunday).

Registration period for Module IV begins (legal studies).

Registration period for Module IV ends (legal studies).

Regiodynamic requirement for 1 year MA students of the Department of Public Policy to be completed for 2013/2014 Academic Year.

End of 2013/2014 Academic Year for 1 year MA students of the Department of Public Policy.

Registration period for Module IV begins (legal studies).

Registration period for Module IV ends (legal studies).

Orientation for Business School EMBA 2016 students begins (until March 1, Sunday).

Meeting with the Heads of Departments.

Meeting with the Heads of Departments.
FEBRUARY 27 | FRIDAY  
Departments to start negotiations on cross listing agreements (until May 22, Friday)

FEBRUARY 28 | SATURDAY  
Erasmus study grant applications for Fall 2015/16

MARCH 1 | SATURDAY  
Legal Studies Module IV ends

MARCH 6 | SATURDAY  
Business School EMBA 2016 classes begin

MARCH 8 | SUNDAY  
Board of Trustees Meeting in NY

MARCH 9 | MONDAY  
Departments to submit schedule and cross-listed courses for Spring Term to the Student Records Office

MARCH 15 | SUNDAY  
Hungarian National Holiday / CEU is officially closed

MARCH 16 | MONDAY  
Business School EMBA 2016 classes begin

MARCH 20 | FRIDAY  
Senate meeting

MARCH 22 | SUNDAY  
Legal Studies research period ends

MARCH 23 | MONDAY  
Registration for Spring Term begins (until April 12, Sunday)

MARCH 27 | FRIDAY  
Town Hall Meeting

MARCH 29 | SUNDAY  
Registration for Business School Summer Term courses ends

APRIL 3 | FRIDAY  
Senate fail-back date

APRIL 3-26  
Winter Term ends

APRIL 4 | SATURDAY  
Registration for Business School Summer Term courses ends

APRIL 5 | SUNDAY  
Easter Sunday / CEU is officially closed

APRIL 6 | MONDAY  
Easter Monday / CEU is officially closed

APRIL 7 | TUESDAY  
Spring Term begins

APRIL 12 | SUNDAY  
Registration for Spring Session ends

APRIL 13 | MONDAY  
Spring Term starts for MESPOM students

APRIL 16 | THURSDAY  
Academic Forum

APRIL 20 | MONDAY  
Registration period for Module VI begins (Legal Studies)

APRIL 26 | SUNDAY  
Registration period for Module VI ends (Legal Studies)

APRIL 27 | MONDAY  
Spring Term at Department of Economics begins

MAY 1 | FRIDAY  
Hungarian National Holiday / CEU is officially closed

MAY 8 | FRIDAY  
Departments to submit the list of their own courses for the Academic Year 2015/2016 to the Student Records Office

MAY 9 | SATURDAY  
Legal Studies Module V ends

MAY 10 | SUNDAY  
Deadline for submission for the Winter Term grades

MAY 11 | MONDAY  
PhD Research and Travel Grants application deadline

MAY 15 | FRIDAY  
MA Travel Grant application deadline

MAY 17 | SUNDAY  
Business School New York City Module for MBA students starts

MAY 22 | FRIDAY  
Departments to submit the final list of courses including cross-listed courses for the Academic Year 2015/2016 to the Student Records Office

JUNE 1 | MONDAY  
Summer University begins

JUNE 5 | FRIDAY  
Intensive Spring Term for Medieval Studies students begins (until June 12, Friday)

JUNE 9 | TUESDAY  
Exam period for Economics students begins

JUNE 11 | THURSDAY  
Deadline for submission for the Spring Term grades of non-graduating students

JUNE 14 | SUNDAY  
Business School New York City Module ends

JUNE 17 | WEDNESDAY  
End of Spring Term

JUNE 19-20 | FRIDAY  
Departments to submit final schedule including cross-listed courses for Fall Term 2015/2016 to the Student Records Office and to post the schedules on departmental web sites

JUNE 21 | SUNDAY  
GRADUATION

JUNE 27 | SATURDAY  
Legal Studies Module VI ends

JUNE 30 | TUESDAY  
Erasmus Faculty Mobility, 1st round (2015/2016)

JULY 3 | FRIDAY  
Erasmus Staff Mobility, 1st round (2015/2016)

JULY 17 | FRIDAY  
Absolute deadline for all courses grades for Academic Year 2014/2015

JULY 23 | THURSDAY  
Deadline to submit Summer Term grades for Business School Full time MBA students

JULY 24 | FRIDAY  
Summer University ends

JULY 31 | FRIDAY  
Academic Year ends

AUGUST 3 | MONDAY  
Environmental Sciences and Policy MS Thesis Module ends

AUGUST 31 | MONDAY  
End of 2014/2015 Academic Year for Mundus MAPP students (2013/2015 cohort) of the Department of Public Policy

NOVEMBER 30 | MONDAY  
Internship requirements for 2014/2015 1 year MA students of the Department of Public Policy must be completed

End of 2014/2015 Academic Year for 1 year MA students of the Department of Public Policy
General University Information

Central European University

LOCATION | Nador u. 9 | H-1051 Budapest
PHONE | 327-3000
FAX | 327-3211
EMAIL | public@ceu.hu | student-info@ceu.hu (for prospective students) | studentlife@ceu.hu
WEBSITE | www.ceu.hu
OM (EDUCATION MINISTRY) IDENTIFICATION NUMBER | FI27861

CEU Business School

LOCATION | Frankel Leo ut 30-34 | H-1023 Budapest
PHONE | 887-5000
FAX | 887-5001
EMAIL | info@ceubusiness.org
WEBSITE | www.business.ceu.hu

CEU Residence Center

LOCATION | Kerepesi ut 87 | H-1106 Budapest
PHONE | 327-3150
FAX | 327-3169
EMAIL | resman@ceu.hu | dormreception@ceu.hu
WEBSITE | www.ceucenter.hu

INSTRUCTIONS FOR CALLING CEU PHONE NUMBERS
To call CEU from a landline within Budapest, dial the seven-digit number only: 327-3000.
From a landline in Hungary, outside Budapest, dial (06 1) in front of the number: 06 1 327-3000.
To call CEU from a mobile phone, dial (+36 1) in front of the number: +36 1 327-3000.
To call CEU from abroad, dial your international access number (usually 00, 011 or +), followed by the country code (36), then the area code (1) and the number: 00 36 1 327-3000.

IMPORTANT EMERGENCY PHONE NUMBER
If you require emergency services or want to report criminal actions on campus please contact the central number of CEU by dialing (+36 1) 327-3000. This number is answered 24 hours a day by either a campus operator or security services officer.
During non-business hours notification can be made by phone to Student Emergency Number at (+36 1) 327-3000 extension 2500.
If a member of the CEU community believes that a student is missing, he or she should immediately notify the Dean of Students at (+36 1) 327-3000 extension 2500.

24-HOUR MEDICAL PHONE NUMBER
In the case of a specific medical emergency during the evening or weekend hours students may receive advice and orientation by calling (+36 30) 832-6260. Please note that these calls should be for urgent or crisis situations only. For other concerns, students should be encouraged to contact the Medical Center on the following business day.

DIRECT EMERGENCY NUMBERS:

GENERAL EMERGENCY NUMBER | from a landline and mobile phone | 112
AMBULANCE | To report an accident | 104
BUDAPEST POLICE DEPARTMENT | To report an emergency | 107
BUDAPEST FIRE DEPARTMENT | 105

ACCESS TO THE UNIVERSITY

Operating Hours and Campus Access
The official operating hours of University offices are Monday to Friday from 9:00 a.m. to 5:00 p.m.
Visitors should provide reception staff with the following data on arrival at CEU Campus: name, the department/unit being visited and the name of the CEU contact person. Reception staff may log the date, time of entry/departure and the visitor’s identification document number into the registration book for security purposes. CEU students are kindly requested to welcome their guests at the reception desk in the lobby of the building in which their guests arrive. All students and visitors to the complex should be prepared to show their identification cards or their visitors’ passes upon request. All entrances are generally closed on public holidays.

Reception Desks

NADOR U. 9 MAIN ENTRANCE
EXTENSION | 3090
MONDAY-FRIDAY | 7:00 A.M.-10:00 P.M.
SATURDAY-SUNDAY | 12:00 NOON-7:00 P.M.

NADOR U. 11 ENTRANCE
EXTENSION | 2240
MONDAY-SUNDAY | 6:00 A.M.-12:00 MIDNIGHT

NADOR U. 13 ENTRANCE
EXTENSION | 2530
MONDAY-SUNDAY | 6:00 A.M.-10:00 P.M.

NADOR U. 15 ENTRANCE
EXTENSION | 2035
MONDAY-SUNDAY | 6:00 A.M.-10:00 P.M.
Lost & Found
LOCATION | reception of Nador u. 9
EXTENSION | 3090

Alcohol, Drugs and Weapons
Individuals who appear intoxicated, or are carrying alcohol, drugs or weapons shall not be allowed to enter any CEU building and may be removed from the facilities.

Designated Smoking Areas
Smoking is strictly prohibited within five meters of all building entrances. CEU has designated smoking areas in the following places:
- Nador u. 9 (Faculty Tower) – 2nd floor Japanese Garden
- Nador u. 9 (Monument Building) – 2nd floor roof terrace
- Nador u. 15 - ground floor courtyard
- Frankel Leo ut 30-34 – 4th floor roof garden
- Kerepesi ut 87 - courtyard

Personal Property
CEU does not assume any responsibility for private belongings; students are advised not to leave items unattended/unlocked anywhere on Campus.

Facilities for Disabled Persons
CEU aims to provide suitable support where possible. For students with mobility impairments, the university buildings provide a friendly and prepared environment with easy access to most of the University's facilities. Facilities in Zrinyi u. 14 can be accessed through the Nador 9 Building (through the Japanese Garden of the Faculty Tower). Toilet facilities for those with mobility impairments can be found in every building.

Central Administration: Offices and Locations
MAIN NUMBER | 327-3000 (ENTER EXTENSION, WHEN PROMPTED)

John Shattuck | PRESIDENT AND RETOR
Extension: 6110 | Email: jshattuck@ceu.hu
Location: Nador u. 9 | 1st floor

Noemi Kakucs | EXECUTIVE ASSISTANT TO THE PRESIDENT AND RETOR
Extension: 6110 | Email: kakucsn@ceu.hu

Liviu Matei | PROVOST / PRO-RETOR
Extension: 3060 | Email: mateil@ceu.hu
Location: Nador u. 9 | 1st floor
Szilvia Kardos | EXECUTIVE ASSISTANT TO THE PROVOST / PRO-RECTOR
Extension: 6119 | Email: kardos@ceu.hu

Laszlo Kontler | PRO-RECTOR FOR HUNGARIAN AND EU AFFAIRS
PRO-RECTOR FOR THE SOCIAL SCIENCES AND HUMANITIES
Extension: 3016 | Email: pro-rector@ceu.hu
Location: Nador u. 9 | 2nd floor | room 210

Monika Soltesz | EXECUTIVE ASSISTANT TO THE PRO-RECTOR FOR HUNGARIAN AND EU AFFAIRS
Extension: 3016 | Email: solteszm@ceu.hu

Zsuzsanna Bajo | ASSISTANT TO THE PRO-RECTOR FOR HUNGARIAN AND EU AFFAIRS
Extension: 2188 | Email: bjozs@ceu.hu

Margaret Bolter | VICE PRESIDENT FOR ADMINISTRATION
Extension: 3491 | Email: bolterm@ceu.hu

Trisha Tanner | VICE PRESIDENT FOR DEVELOPMENT
Extension: 3463 | Email: tannert@ceu.hu

Tatiana Yarkova | ACADEMIC SECRETARY
Extension: 3865 | Email: yarkovat@ceu.hu
Location: Nador u. 9 | 2nd floor | room 205

Maria Lieberman | EXECUTIVE ASSISTANT TO THE ACADEMIC SECRETARY
Extension: 2027 | Email: liebermann@ceu.hu

Budget and Finance Office
MAIN NUMBER | 327-3000 (ENTER EXTENSION, WHEN PROMPTED)
LOCATION | Nador u. 15 | B wing 2nd floor | room 202
OFFICE HOURS | Monday-Friday: 1:00 p.m.-4:00 p.m.

Edina Mandoki | STUDENT SERVICE OFFICER
Extension: 2056 | Email: mandokie@ceu.hu

Nora Kovacs | GRANT COORDINATOR
Extension: 2850 | Email: kovacsnora@ceu.hu

CASH DESK
EXTENSION | 2260
HOURS OF OPERATION | Monday, Wednesday, Thursday, and Friday: 10:00 a.m.-12:00 noon
and on Monday, Tuesday, Wednesday and Thursday: 1:00 p.m.-3:00 p.m.

Departments and Schools

Department of Cognitive Science
LOCATION | Frankel Leo ut 30-34 | 1st floor | H-1023 Budapest (Within the CEU Business School)
PHONE | 887-5138 | Gyorgyne Finta | DEPARTMENT COORDINATOR
Email: szabor@ceu.hu

Department of Economics
LOCATION | Nador 11 Building | 4th floor
PHONE | 327-3020 | Katalin Szimler | DEPARTMENT AND PHD COORDINATOR
Email: szimlerk@ceu.hu

Department of Environmental Sciences and Policy
LOCATION | Nador 9 Building | Faculty Tower | 7th floor
PHONE | 327-3000 | Extension 2048 | Krisztina Szabados | DEPARTMENT COORDINATOR
Email: szabados@ceu.hu

Department of Gender Studies
LOCATION | Zrinyi 14 Building | 5th floor
PHONE | 327-3000 | Extension 2393 | Maria Szecsenyi | DEPARTMENT COORDINATOR
Email: szecsenyim@ceu.hu

Department of History
LOCATION | Nador 11 Building | 1st floor
PHONE | 327-3022 | Judit Gergely | DEPARTMENT AND PHD COORDINATOR
Email: gergelyj@ceu-budapest.edu
PHONE | 327-3194 | Aniko Molnar | 1-YEAR MA PROGRAM COORDINATOR
Email: molnara@ceu.hu
PHONE | 327-3000 | Extension 2591 | Agnes Bendik | 2-YEAR MA PROGRAM COORDINATOR
Email: bendikag@ceu-budapest.edu

Department of International Relations and European Studies
LOCATION | Nador 9 Building | Faculty Tower | 3rd floor
PHONE | 327-3000 | Extension 2451 | Eszter Fugedi | DEPARTMENT COORDINATOR
Email: fugedie@ceu.hu
Enrollment Management and Alumni Relations: Offices and Locations

The core functions and offices of Enrollment Management and Alumni Relations include the Office of the Vice President for Enrollment Management and Alumni Relations, Student Recruitment Office, Admissions Office, Financial Aid Office, Student Records Office, and Alumni Affairs. These units cover a broad range of administrative services which constitute part of the overall institutional student support infrastructure. Other academic and administrative support units of the University include: the Dean of Students (who oversees the Student Life Office, the CEU Residence Center, Psychological Counselling and Undergraduate Study Abroad), the CEU Library, the Center for Academic Writing, the Information Technology Department, the Sports Center, the Budget and Finance Office, the Maintenance Office, food services. Student Services at CEU also maintain and support the extracurricular student activities, up-to-date information on student opinions and needs, and student involvement in institutional governance through the Student Union and student representation on the Senate-appointed CEU committees.

Online Orientation
Detailed information about preparation for the Academic Year, arrival in Budapest, campus orientation, and specific services, is available at www.ceu.hu/oo.

Where to Find Us
Many of the student support units are located in Nador u. 9. Alumni Affairs occupies offices on
the ground floor, while Financial Aid and Student Records the first floor. The locations of all other academic and support structures including the Dean of Students, are indicated further in the text.

OFFICE OF ENROLLMENT MANAGEMENT AND ALUMNI RELATIONS
Serge Sych | SENIOR VICE PRESIDENT FOR ENROLLMENT MANAGEMENT AND ALUMNI RELATIONS
Phone: 327-3000 | Email: sychs@ceu.hu

TBA | EXECUTIVE ASSISTANT
Extension: 2088 | Email: tba

STUDENT RECRUITMENT OFFICE
| OFFICE HOURS | Monday-Friday: 9:00 a.m.-5:00 p.m.
| PHONE | 328-3401
| EMAIL | student-info@ceu.hu
| WEBSITE | http://www.ceu.hu/information-for/prospective-students

ADMISSIONS OFFICE
| LOCATION | Nador u. 15 | 4th floor
| EMAIL | admissions@ceu.hu

Zsuzsanna Jaszberezy | DIRECTOR OF ADMISSIONS SERVICES
Extension: 3009 | Email: jaszberz@ceu.hu

Andrea Horvath | ADMISSIONS COORDINATOR
Extension: 3272 | Email: horvatha@ceu.hu

Csaba Mezo | ADMISSIONS COORDINATOR
Extension: 3210 | Email: mezacs@ceu.hu

Zsuzsanna Bukta | ADMISSIONS ASSISTANT
Extension: 3078 | Email: buktazs@ceu.hu

STUDENTS OF THE CEU BUSINESS SCHOOL SHOULD CONTACT:
Agnes Schram | ADMISSIONS MANAGER
LOCATION | Frankel Leo ut 30-34 | H-1023 Budapest
Phone: 887-5111 | Email: schrama@ceubusiness.org

FINANCIAL AID OFFICE
| LOCATION | Nador u. 9 | ground floor
| OFFICE HOURS | Monday-Friday: 10:00 a.m.-4:00 p.m.
| EMAIL | finaid@ceu.hu

Zsuzsanna Blum | DIRECTOR OF FINANCIAL AID
Extension: 3287 | Email: blumz@ceu.hu

Ildiko Torok | FINANCIAL AID COORDINATOR
Extension: 2175 | Email: toroki@ceu.hu

Zsófia Pal | FINANCIAL AID ASSISTANT
Extension: 2230 | Email: palzs@ceu.hu

STUDENT RECORDS OFFICE
| LOCATION | Nador u. 11 | Third Floor
| OFFICE HOURS | Monday-Friday: 10:00 a.m.-4:00 p.m.
| EMAIL | registry@ceu.hu

Emese Boldizsar | HEAD OF STUDENT RECORDS
Extension: 3061 | Email: boldizsare@ceu.hu
(also contact person for CEU Business School students)

Edina Tipter | STUDENT RECORDS COORDINATOR
Extension: 2492 | Email: tiptere@ceu.hu

Natalia Nagyne Nyikes | STUDENT RECORDS COORDINATOR
Extension: 2401 | Email: nyikesn@ceu.hu

Dean of Students
The Dean of Students (DS) is the chief student affairs officer and reports directly to the University Provost. The DS develops and supervises programs making it possible for students to realize their intellectual and personal potential, and for integrating student life experience with CEU’s mission. Equally importantly, the DS is the main source of advising to students on a variety of issues related to their academic and non-academic life in Budapest. The following units report to the Dean of Students: Office of the Dean of Students, Student Life Office, CEU Residence Center, Medical Center, Psychological Counselling and Undergraduate Study Abroad.

OFFICE OF THE DEAN OF STUDENTS
| LOCATION | Nador u. 11 | Third Floor

Chrys Margaritidis | DEAN OF STUDENTS
Phone: 327-3000 | Email: margaritidis@ceu.hu
Fatime Plotar | EXECUTIVE ASSISTANT TO THE DEAN
Extension: TBA | Email: plotarf@ceu.hu

STUDENT LIFE OFFICE
LOCATION | Nador u. 9
OFFICE HOURS | Monday-Friday: 10:00 a.m.-4:00 p.m.
EMAIL | studentlife@ceu.hu

Janka Jozsef | HEAD OF STUDENT LIFE OFFICE
Extension: 3119 | Email: jozsefj@ceu.hu

Richard Kartosonto | STUDENT LIFE OFFICER
Extension: 3688 | Email: kartoson@ceu.hu

Viktoria Magocsi | STUDENT LIFE COORDINATOR
Extension: 2042 | Email: magocsiv@ceu.hu

Zsolt Ilija | STUDENT LIFE COORDINATOR
Extension: 2043 | Email: ilijsz@ceu.hu

Julia Palkovics | STUDENT LIFE ASSISTANT
Extension: 3088 | Email: studentlife@ceu.hu

STUDENTS OF THE CEU BUSINESS SCHOOL SHOULD CONTACT:
Zoi Hrisztodulakisz | STUDENT SERVICES MANAGER
Phone: 887-5025 | Email: hrisztodulakisz@ceubusiness.org

Aniko Juhasz | GRADUATE STUDENT SERVICES MANAGER
Phone: 887-5059 | Email: juhaszam@ceubusiness.org

LOCATION | Frankel Leo ut 30-34 | H-1023 Budapest
Fax: 887-5010

Alumni Relations and Career Services Office
MAIN NUMBER | 327-3000 (ENTER EXTENSION, WHEN PROMPTED)
WEBSITES | www.alumnicareer.ceu.hu | www.business.ceu.hu/alumni-careers

ALUMNI RELATIONS
LOCATION | Nador u. 9
OFFICE HOURS | Monday-Friday: 10:00 a.m.-12:00 noon and 2:00 p.m.- 4:00 p.m.
EMAIL | alumni@ceu.hu

Serge Sych | SENIOR VICE PRESIDENT FOR ENROLLMENT MANAGEMENT AND ALUMNI RELATIONS
Phone: 327-3000 | Email: sychs@ceu.hu

Szilvia Molnar | ALUMNI PROGRAM OFFICER
Extension: 2332 | Email: molnarsz@ceu.hu

Judit Jakab | ALUMNI CAMPAIGNS AND NETWORKS COORDINATOR
Extension: 3273 | Email: jakabi@ceu.hu

Michael Colello | ALUMNI COMMUNICATIONS COORDINATOR
Extension: 2136 | Email: colellom@ceu.hu

Lajos Szocs | ALUMNI RECORDS RESEARCH ASSISTANT
Extension: 3042 | Email: szocs@ceu.hu

CAREER SERVICES
Judit Martonosi-Nagy | CAREER SERVICES OFFICER
Extension: 3215 | Email: career@ceu.hu | martonosij@ceu.hu

Cristina Balint-Nagy | PhD CAREER ADVISOR
Extension: 2067 | Email: career@ceu.hu | balintnagyc@ceu.hu

STUDENTS OF THE CEU BUSINESS SCHOOL SHOULD CONTACT:
Veronika Kovacs | CEU BUSINESS SCHOOL ALUMNI RELATIONS MANAGER
Phone: 887-5156 | Email: kovacsv@ceubusiness.org

Katalin Gelencser | CEU BUSINESS SCHOOL CAREER SERVICES COORDINATOR
Phone: 887-5045 | Email: gelencserk@ceubusiness.org

CEU Residence Center
LOCATION | Kerepesi ut 87 | H-1106 Budapest | 1st floor | room 109-110
OFFICE HOURS | by appointment
PHONE | 327-3150

Dora Sarosi | RESIDENCE DIRECTOR
Extension: 3502 | Email: sarosid@ceu.hu

Edina Varga | DORMITORY STUDENT SERVICES MANAGER
Extension: 3163 | Email: vargae@ceu.hu
Communications Office

MAIN NUMBER | 327-3000 (ENTER EXTENSION, WHEN PROMPTED)

Adri Bruckner | DIRECTOR OF COMMUNICATIONS
Extension: 3429 | Email: brucknera@ceu.hu

Ilidko Rull | HUNGARIAN MEDIA RELATIONS MANAGER
Extension: 3800 | Email: rulli@ceu.hu

Colleen Sharkey | INTERNATIONAL MEDIA RELATIONS MANAGER
Extension: 2321 | Email: sharkeyc@ceu.hu

MEDIA LAB
Gloria Oh | VIDEO PROGRAM MANAGER
Extension: 2070 | Email: ohg@ceu.hu

Aranka Szabo | DIGITAL CONTENT MANAGER
Extension: 3824 | Email: szaboar@ceu.hu

Academic Support Units

CEU LIBRARY
Detailed information about library rules, services, collections, and electronic databases is available on the library website at www.library.ceu.hu as well as in the CEU Library Short Guide.

LOCATION | Nador u. 9 | 1051 Budapest, Hungary | Faculty Tower | 1st floor
PHONE | 327-3099
FAX | 327-3041
EMAIL | library@ceu.hu
WEBSITE | www.library.ceu.hu
HOURS OF OPERATION | Monday-Friday: 8:00 a.m.-10:00 p.m. | Saturday, Sunday: 1:00 p.m.-7:00 p.m. | Closed on national holidays | End-of-Semester Extended Hours available at: www.library.ceu.hu/opening.html

Library Staff
Diane Geraci | LIBRARY DIRECTOR
Extension: 3012 | Email: dgeraci@ceu.hu

Katalin Tikos | HEAD OF PUBLIC SERVICES
Extension: 3037 | Email: tikosk@ceu.hu

Ivett Molnar | HEAD OF ELECTRONIC RESOURCES
Extension: 3047 | Email: molnariv@ceu.hu

Katalin Solymosi | CIRCULATION LIBRARIAN
Extension: 3075 | Email: solymosik@ceu.hu

Krisztina Korosi | INTERLIBRARY LOAN AND E-BOOKS LIBRARIAN
Extension: 3035 | Email: korosik@ceu.hu

Judic Csige | LIBRARIAN (THESES COLLECTION)
Extension: 6197 | Email: csigej@ceu.hu

OPEN SOCIETY ARCHIVES AT CENTRAL EUROPEAN UNIVERSITY
The Open Society Archives (OSA) is an archival research center, which actively collects documents, films and books related to recent history, Cold War and Human Rights. Its Galeria Centrals organizes exhibitions, film screenings, lectures, and seminars.

LOCATION | Arany Janos u. 32 | H-1051 Budapest
PHONE | 327-3250
FAX | 327-3260
EMAIL | info@osaarchivum.org
WEBSITE | www.osaarchivum.org
OSA FILESHARING | www.parallelarchive.org
HOURS OF OPERATION
OFFICES | Monday-Friday: 9:00 a.m.-5:00 p.m.
RESEARCH ROOM | Monday-Friday: 10:00 a.m.-5:45 p.m.
GALLERY | Tuesday-Sunday: 10:00 a.m.-6:00 p.m., closed on Monday

Istvan Rev | DIRECTOR
Extension: 3250 | Email: revist@ceu.hu

Research
Robert Parnica | SENIOR REFERENCE ARCHIVIST
Extension: 4223, 2455 | Email: info@osaarchivum.org

CENTER FOR ACADEMIC WRITING
The Center for Academic Writing provides students with support and guidance to meet the exacting standards of graduate-level writing at CEU. Its goal is to equip students with the skills they need to be proficient, independent writers who can function effectively in the wider academic community after graduation. As well as courses in academic writing, the Center offers individual consultations on any aspect of academic or professional writing...
that students wish to improve. In one-on-one consultations, elements such as structure, argument and use of sources are discussed, and students are helped to identify their strengths and areas for improvement. The center also offers fee required language courses in Hungarian, French, German and Spanish throughout the academic year. Specific details can be found at http://caw.ceu.hu/foreign-languages.

**FOREIGN LANGUAGE INSTRUCTORS**  |  http://caw.ceu.hu/foreign-language-teachers
**FOREIGN LANGUAGE ADMINISTRATIVE QUERIES OUTSIDE REGISTRATION PERIODS**  
Tuesday-Friday 10:00 a.m.-12:00 noon
Appointments may be arranged by email: foreign_languages@ceu.hu
Specific office hours for the registration periods are posted on the website at http://caw.ceu.hu/foreign-languages.

**COMPUTER AND STATISTICS CENTER**
The Computer and Statistics Center is an academic unit of Central European University which provides a variety of courses in computer science and statistics for members of the CEU community throughout the Academic Year. The Computer and Statistics Center takes part in the Orientation of new students, introducing them to CEU's official email system (Groupwise) and computer usage and also administers the compulsory Computer Proficiency Exam.

The Center's regular courses cover MS Office applications, the Internet, HTML editors, database and statistics applications, thesis editing guidelines, observing the Electronic Theses and Dissertations (ETD) requirements. Most of the courses are facultative, non-credit, intensive courses, for a Pass/Fail grade. The courses are open to all CEU students, faculty and staff free of charge. More information about courses, tutorials, etc. is available at www.personal.ceu.hu/comp.

**ACADEMIC WRITING INSTRUCTORS**
John Harbord  |  DIRECTOR  
Extension: 3196  |  Email: harbordj@ceu.hu

Robin Bellers  
Extension: 6101  |  Email: bellers@ceu.hu

Reka Futasz  
Extension: 3265  |  Email: futaszr@ceu.hu

Andrea Kirchknopf  
Extension: 3010  |  Email: kirchknopfa@ceu.hu

Sanjay Kumar  
Extension: 3818  |  Email: kumars@ceu.hu

David Ridout  
Extension: 6100  |  Email: ridoutd@ceu.hu

Thomas Rooney  
Extension: 3238  |  Email: rooneyt@ceu.hu

Eszter Timar  
Extension: 3059  |  Email: timare@ceu.hu

Agnes Toth  
Extension: 2129  |  Email: tothag@ceu.hu

For individual consultations please sign up online through the writing center's website at http://rich75.com/ceu.

Agnes Makary  |  COORDINATOR  
Extension: 3817  |  Email: makaryag@ceu.hu

Academic Writing Instructors

Agnes Makary  |  COORDINATOR  
Extension: 3817  |  Email: makaryag@ceu.hu

Robin Bellers  
Extension: 6101  |  Email: bellers@ceu.hu

Reka Futasz  
Extension: 3265  |  Email: futaszr@ceu.hu

Andrea Kirchknopf  
Extension: 3010  |  Email: kirchknopfa@ceu.hu

Sanjay Kumar  
Extension: 3818  |  Email: kumars@ceu.hu

David Ridout  
Extension: 6100  |  Email: ridoutd@ceu.hu

Thomas Rooney  
Extension: 3238  |  Email: rooneyt@ceu.hu

Eszter Timar  
Extension: 3059  |  Email: timare@ceu.hu

Agnes Toth  
Extension: 2129  |  Email: tothag@ceu.hu

For individual consultations please sign up online through the writing center's website at http://rich75.com/ceu.
The Wi-Fi operates as a hotspot, meaning that after activation of the network card it will automatically find the network. You may also need to enter SSID: LAPTOP_AREA into the configuration page of the network card. For more information on Wi-Fi covered areas and access passwords, please check http://it.ceu.hu/wireless_network.

Laptop Services
There are two CEU laptop areas. Sixteen places are available in the ground floor display area, Nador u. 9, and another 16 are located directly above on the 1st floor. In both areas, network cable jacks are located along the bottom edge of the wall. One of the following is required to connect to the Internet:

- Wireless or 10/100 network card
- TCP/IP protocol
- Automatic DHCP setting
- UTP network cable for non-wireless connection

The main responsibility of the IT Helpdesk is to support CEU owned hardware and services. However, helpdesk operators are also trying their utmost to help students who have minor software problems on their laptops. Students should contact the Student Helpdesk (Basement B 105) for any laptop related questions. Staff will examine the problem, and if they cannot solve it (e.g. in case of hardware malfunction, non-English operating system, etc.), they will advise the student to visit a repair shop.

If you have a valid CEU account, you can reach your mailbox via http://gw.ceu.hu (through any Internet browser, such as Internet Explorer or Mozilla Firefox) and your P: drive files are available via ftp://ftp.ceu.hu. In order to use these services you need to login using your Username and Password. More information can be found at http://it.ceu.hu/working_from_home. Please note that the CEU Network policy (http://documents.ceu.hu) applies to anyone who uses the CEU Network.

Services at CEU Residence Center:
- Computer Labs are located on the 1st floor.
- Open 24 hours.
- Assistance provided weekdays between 9:00 a.m.-10:00 p.m.; weekends: 1:00 p.m.-7:00 p.m.
- Wi-Fi service is available on the ground floor, including the study room.

Computer Facilities for Doctoral Students
CEU doctoral students have access to independent, department-based Doctoral Computer
Rooms. The doctoral coordinator of each department monitors the list of students who are permitted to use these premises. The keys to each room are kept by the security guards in the relevant building. One key is handed out to the first arriving student and must be returned to the security guard at the end of the day by the last departing student. Doctoral students are expected to take full responsibility for access logistics and passing on the room key, as necessary. All of the Doctoral Computer Rooms listed here are open ONLY for use by doctoral students:

- **ECONOMICS**: Nador u. 11 4th floor | room 416/B
- **ENVIRONMENTAL SCIENCES**: Faculty Tower 6th floor | room 605
- **GENDER**: Zrinyi u. 14 3rd floor | room 305
- **HISTORY**: Nador u. 11 3rd floor | room 301
- **LEGAL STUDIES**: Nador u. 11 ground floor | room 001
- **MATHEMATICS**: Zrinyi u. 14 3rd floor | room 313
- **MEDIEVAL STUDIES**: Nador u. 11 1st floor | room 118
- **PHILOSOPHY**: Nador u. 11 1st floor | room 116
- **POLITICAL SCIENCE**: Nador u. 11 1st floor | room 117
- **SOCIOLOGY**: Zrinyi u. 14 3rd floor | room 313
- **SHARED PhD WORKSTATIONS**: Nador u. 13 5th floor | room 502, 503

All Doctoral Computer Rooms are open for doctoral students: Monday to Sunday from 8:00 a.m.-12:00 midnight (except the shared PhD workstations in Nador u. 13, as these general purpose PhD labs are accessible on a 24-hour basis). The rooms are closed on national and public holidays (see University Calendar) and occasionally for system maintenance.

**Helpdesk Support for all Computer Facilities**

- **EXTENSION**: 3030 (Student Helpdesk)
- **EMAIL**: helprequest@ceu.hu
- **LOCATION**: Faculty Tower | basement B105
- **OFFICE HOURS**: Weekdays: 8:00 a.m.-9:00 p.m. | Weekends: 1:00 p.m.-7:00 p.m.

**Lost and Found Box**
The Helpdesk maintains a Lost and Found box. Any items left behind in the Nador u. 9 labs are taken to this cabinet.

**Printing Credit**
- CEU students have a limit on the number of pages they can print free of charge. The limit depends on the department in which the student is enrolled.
- When the limit is met, students may purchase more pages at the CEU Cash Desk.
- Students can check their balance at the card reader terminals next to printers, after signing in with their ID cards.

- The printing limit is granted for each semester; savings are carried over to the next semester or Academic Year.
- In the event of a printer running out of toner, students should not start another printing job. The Helpdesk should be notified immediately.

For further useful information on IT Services at CEU, please visit the web site at: [http://it.ceu.hu](http://it.ceu.hu).

### Campus Redevelopment Office

**MAIN NUMBER**: 327-3000 (ENTER EXTENSION, WHEN PROMPTED)

**LOCATION**: Nador u. 9 | Monument Building | 2nd floor | room 208

**EXTENSION**: 3417

**EMAIL**: creo@ceu.hu

The Campus Redevelopment Office (CREO) is responsible for the planning of the comprehensive redevelopment of a new and modern campus to provide sufficient space and appropriate facilities to students, faculty and staff of CEU.

### Campus Services and Building Maintenance

**MAIN NUMBER**: 327-3000 (ENTER EXTENSION, WHEN PROMPTED)

**LOCATION**: Nador u. 11

**EXTENSION**: 2412, 2529

**EMAIL**: facilities@ceu.hu

The Group is responsible for activities that serve the Campus' operation such as setting up technical equipment in the classrooms, mailing letters, scheduling classrooms, purchasing office supplies, managing the security and cleaning of the university's buildings.

### Student Resources

**MAIN NUMBER**: 327-3000 (ENTER EXTENSION, WHEN PROMPTED)

**CEU IDENTIFICATION CARDS**

**LOCATION**: Nador u. 11 courtyard

**OFFICE HOURS**: Monday-Friday: 1:00 p.m.-3:00 p.m.

**Gyorgy Finta** | CEU ID CARD MANAGER

Extension: 2412 | [Email: fintagy@ceu.hu](mailto:fintagy@ceu.hu)
Newly enrolled students normally receive their CEU ID card in their welcome package. If they have not submitted their photos prior to their arrival, students need to visit the ID Card Manager to order their card.

With the CEU Student ID card, students will have access to:
- all CEU premises including the Sports Center, the Residence Center and other facilities,
- library borrowing privileges,
- printing, copying, scanning possibilities,
- bicycle parking area in Nador u. 15

**Postal Services**
The closest post office (in Hungarian: Posta) is located near St. Stephen’s Basilica – just two blocks from CEU.

**Address**
Bajcsy-Zsilinszky ut 16. | H-1054 Budapest

**Business Hours**
Monday to Friday: 8:00 a.m.-8:00 p.m.

**24-hour Post Office**

**Address**
Pillango utca 15 | H-1149 Budapest (Metro Line 2 – Pillango utca Station).
The post office is located within the building of Tesco Supermarket, which is also open 24 hours.

**Sports Center**

**Location**
Hild Jozsef Elementary School | Nador u. 12.

Please check-in at the reception on the second floor.

Please note that hours of operation apply for the Body Building room. Opening hours for the Gym for ball games can be found at: [www.ceu.hu/campus/facilities/sport](http://www.ceu.hu/campus/facilities/sport).

**Hours of Operation**
Monday-Friday: 3:00 p.m.-9:00 p.m.

**Phone**
(+36 30) 996-6936

**Email**
sportcentrum@ceu.hu

**Website**
[www.ceu.hu/campus/facilities/sport](http://www.ceu.hu/campus/facilities/sport)

**Available**
Basketball, Badminton, Volleyball, Indoor Soccer, Bodybuilding (Weightlifting), Aerobics, Medicinal Gymnastics, Yoga, Zumba.

**Copy Shop**
The Copy Shop provides photocopying services as well as sorting, stapling, cutting and booklet assembly. Please note that cash payment for services is required. For copying needs after operation hours, a second center is located near CEU at Alkotmany u. 18 (district 5, Phone: 312-7636).

**Location**
Faculty Tower | basement

**Extension**
2038 or 302-0800, Email: copyshop@copycat.hu

**Website**
[www.copycat.hu](http://www.copycat.hu)

**Hours of Operation**
Monday-Thursday: 9:00 a.m.-5:00 p.m. | Friday: 9:00 a.m.-4:00 p.m.

Friday hours may be shorter during summer.

**Fax Service**
Students can send and receive faxes from a public fax machine at the Copy Shop in the Faculty Tower basement. The tariffs are set by the service provider and indicated there.

**Fax**
302-0800

**Lost/Damaged ID Card Policy**
Lost/Damaged ID Card replacement fee: 10 EUR. This fee should be paid in cash at the Budget and Finance Office Cash Desk. The receipt should then be presented to Gyorgy Finta, ID Card Manager, in order to receive a new card. Stolen CEU ID cards will be replaced without a fee if students present a police report.

**Passport or National ID Card**
Foreigners in Hungary are required by law to carry with them proper identity document and show it to the local authorities upon request. Students are advised to carry their passport at all times: the Police can fine anyone up to 150,000 Ft for failing to show a valid passport (or a national ID card in case of EEA citizens).

**Food Services**
In the Nador u. 9 and 13 complex, CEU Business School and the CEU Residence Center, there are several food services areas, as well as vending machines. Further details are available at [www.ceu.hu/campus/facilities/food-drink](http://www.ceu.hu/campus/facilities/food-drink).

**Ground Floor Cafeteria**
Nador u. 9 | ground floor

**Students’ Lounge Area**
Nador u. 9 | basement

**Central Bistro and Bar**
Nador u. 13 | ground floor

**Cafeteria, CEU Business School**
Frankel Leo 30-34 | ground floor

**Cafeteria, CEU Residence Center**
Kerepesi ut 87 | ground floor

**Bambus Bar, CEU Residence Center**
Kerepesi ut 87 | ground floor

**Weekly Menus**
Weekly menus are available at [http://discuss.ceu.hu](http://discuss.ceu.hu). Vegetarian selections are provided daily. On selected days, the cafeterias offer national dishes. Students with special dietary requirements should turn to the Student Life Office.
STUDENTS WITH CHILDREN
Student Services is sensitive to the needs of CEU students who are also parents. To make special arrangements accommodating their needs, students with children should contact the Student Life Office at studentlife@ceu.hu. A baby changing room is available at the basement of Faculty Tower, room B100.

STUDENT EMPLOYMENT
All full-time CEU students are eligible to work within CEU. The working hours of students may not conflict with the University-related duties of students and shall not endanger the academic career of the students. The working hours of students are limited by CEU internal rules and the Hungarian employment regulations. Before entering into any employment relationship (inside or outside CEU) the student needs to inform the Head of the Department, whose approval is essential and contact the Human Resource Office of the University. In case of employment within the EU region, the Student Life Office should also be informed since the employment may affect the insurance or health care situation of the student. Before entering into any employment relationship, please visit the webpage of the Human Resources Office of CEU (Human Resources Office Minisite/Student corner - http://hro.ceu.hu/studentcorner) and read through the Student Employment Policy of CEU and the general guideline.

INSURANCE ISSUES
It is highly advisable to insure the apartment or belongings (e.g. laptop) against loss, theft, accidental damage and fire. The University’s insurance (valid within the territory of Hungary) does not cover such items. It is important for students to make a list of personal belongings for insurance purposes.

MEDICAL SERVICES

CEU Medical Center
The CEU Medical Center is open to all students, faculty and staff. Access to the Medical Center requires a valid student ID and a health insurance card. There are two doctors (male and female) who hold regular consultation hours.

LOCATION | Nador 11 Building | courtyard
PHONE | 327-3815
HOURS OF OPERATION | Monday 9:00 a.m.-12:00 noon | 1:00 p.m.-4:00 p.m.
| Tuesday 9:00 a.m.-12:00 noon | 2:00 p.m.-5:00 p.m.
| Wednesday 9:00 a.m.-12:00 noon | 1:00 p.m.-4:00 p.m.
| Thursday 9:00 a.m.-12:00 noon | 2:00 p.m.-5:00 p.m.
| Friday 9:00 a.m.-12:00 noon | 1:00 p.m.-4:00 p.m.

The doctors’ schedules will be posted in front of the Medical Center at the beginning of the Academic Year. If there is any change in their schedules (for instance in the summer months of July and August) information will be posted in advance.

The services of the CEU Medical Center are free of charge for all CEU students. In case of medical services outside CEU, students may be expected to pay for the medical treatment, and will need to claim reimbursement from their insurance providers afterwards.

Reimbursements
Students insured by the CEU Health Insurance Plan provided by Generali may claim for reimbursement of medical treatment and prescriptions. They need to consult the CEU Medical Center first then visit a pharmacy and ask for an “AFA-s szamla” (VAT invoice) about the purchased medicines issued in the name of Adenium J. V. Kft., 1013 Budapest, Dobrentei utca 10. The invoices must be signed by a CEU doctor before submitting them to Marta Verebes, Medical Assistant, at the address below.

LOCATION | Nador 15 Building | room 104
OFFICE HOURS | Tuesday 12:00 noon-1:45 p.m. and Thursday 12:00 noon-1:45 p.m.
EMAIL | verebes@ceu.hu

Erasmus Mundus full scholarship recipients at CEU are provided with worldwide travel insurance by Marsh. For reimbursement claims students should contact MARSH Customer Service at www.marsh.be/emis2 or dial 00 32 2 220 3411.

Medical Emergencies
In case of an emergency or if students are unable to reach the CEU Medical Center, they are advised to contact any of the following medical facilities:

24-HOUR MEDICAL PHONE NUMBER
In the case of a specific medical emergency during the evening or weekend hours students may receive advice and orientation by calling (+36 30) 832-6260. Please note that these calls should be for urgent or crisis situations only. For other concerns, students should be encouraged to contact the Medical Center on the following business day.

NATIONAL AMBULANCE SERVICE (MENTOK) | PHONE | 104
This number should be called only in case of a serious emergency or life-threatening situation, such as bleeding, serious accident, poisoning, etc. This number may be dialed free of charge from any phone. When making this call, it would be very helpful to have a Hungarian speaker with you.
In case of an emergency that is not life-threatening, students can contact the local district medical emergency office closest to their home for consultation with a doctor on duty. Students living in the Kerépesi dormitory may turn to the reception desk for assistance. The list of district emergency offices is available at the following website: http://www.ceu.hu/studentlife/services/medical/emergencies.

**Health Insurance**

All students are informed about health insurance upon admission to CEU. Details about insurance-related issues can be read at http://www.ceu.hu/studentlife/onlineorientation/health. Should patients have problems of an administrative nature related to issues of insurance they should turn to the officer of health issues in the Student Life Office.

**Patients' Advocates**

In case of concerns related to medical services that are not of an administrative nature, students are advised to turn to one of CEU's Patients' Advocates. Patients' Advocates are members of CEU faculty and staff with long experience in university life and with genuine sensitivity to personal problems. For more information about CEU's Patients' Advocates program, please visit the Medical Center's website at: http://www.ceu.hu/studentlife/services/medical/patients-advocates.

**Psychological Counseling**

The student psychological counseling service provides help and support in the following areas: personal and emotional problems, different forms of anxiety (panic, performance or social anxiety, phobias), interpersonal difficulties, depression, concentration problems, stress management, eating disorders, decision making, and many others. The counseling is completely confidential and free of charge. It is necessary to make an appointment via email.

**Non prescription medicine**

In Hungary medications such as painkillers, antipyretics or spasmyotics can be purchased without prescriptions at pharmacies. However, most of other medicines can only be bought with prescription (including emergency contraception pills). In case you need assistance with this type of issues please visit the CEU Medical Center.

**Pharmacies in Budapest**

- **24-hour Pharmacies in Budapest**
  - **TereZ PATIKA**
    - **LOCATION**: Terez krt. 41 | H-1067 Budapest
    - **PHONE**: 311-4439
  - **ELEFANT GYOGYSZERTAR**
    - **LOCATION**: Pongrac ut 19 | H-1101 Budapest
    - **PHONE**: 431-9940
  - **DELI GYOGYSZERTAR**
    - **LOCATION**: Alkotas ut 1/b | H-1123 Budapest
    - **PHONE**: 355-4691
  - **NOVA BEKETERI GYOGYSZERTAR**
    - **LOCATION**: Lehel utca 70-76 | H-1135 Budapest
    - **PHONE**: 320-8006

**Pharmacy close to the CEU Complex**

- **DOROTTYA GYOGYSZERTAR**
  - **LOCATION**: Dorottya u. 13 | H-1051 Budapest
  - **PHONE**: 317-2374
  - **HOURS OF OPERATION**: Monday-Friday: 8:00 a.m.-8:00 p.m.

**Pharmacy close to the CEU Residence Center**

- **ORS VEZER PHARMACY (OPEN 24 HOURS)**
  - **LOCATION**: Medical Center | Ors Vezer ter 23. | H-1148 Budapest
  - **PHONE**: 221-3861
  - **HOURS OF OPERATION**: Monday-Friday: 8:00 a.m.-8:00 p.m., Saturday: 8:00 a.m.-2:00 p.m.
Smoke and fire detectors are installed in all CEU buildings. Fires or areas of smoke will automatically sound the alarms. (Please note that smoking is allowed only in designated smoking areas.)

Sprinkler systems have also been installed in the Nador Complex and will be activated in the event of fire. These are sensitive systems and should not be tampered with.

POLICE SERVICES

On Campus
Criminal actions, potential criminal actions and other emergencies on campus should be reported immediately by dialing the central number of CEU at (06 1) 327-3000.

Students, faculty and staff members should make accurate and prompt reports in order to assist in notifying the appropriate authorities. They should identify themselves and the location from which they are calling, as well as briefly describe the problem and the conditions of the situation. They should not leave—if possible—the location from which the emergency call was placed.

In case of sexual offenses/complaints it is important to report the incident as soon as possible. The victim should also seek immediate medical attention through the CEU Medical Center or the 24-hour medical emergency number at (+36 30) 832-6260. Upon receipt of a call, the security guards will initially investigate each reported incident, prepare and submit appropriate reports for use by CEU authorities and, potentially, the police. If a crime appears to have been committed, security guards shall immediately call the police and secure the location to protect evidence.

Off-campus

| POLICE EMERGENCY | PHONE | 107 |

Off-campus police stations:

| District 5 | Szalay u. 11-13 | PHONE | 373-1000 |
| District 10 | Harmat u. 6-8 | PHONE | 263-7200 |

Enrollment Procedures

STUDENT ORIENTATION (PRE-SESSION)
CEU has developed an Orientation Program for new students, designed to familiarize them with their academic departments, university services, and housing arrangements during their residence in Hungary. Students are required to attend the Orientation Program, which consist of a series of in-person meetings upon arrival. Students not staying at the Residence Center are assisted in finding suitable accommodation during the first two weeks after arrival. The Budget
and Finance Office provides information on banking arrangements and various payment procedures. The Information Technology Department in collaboration with the Computer and Statistics Center introduces students to the CEU computer network and user regulations and CEU’s official (Groupwise) mailing system, while the Center for Academic Writing conducts an ongoing academic writing program. After attending the IT/Computer Orientation and the CEU Computer Communication Lecture, new students have to take a compulsory Computer Proficiency Exam. More information about the Exam is available here: www.personal.ceu.hu/comp/exam

Those students who miss the Orientation Program must settle their affairs on their own with the relevant units. The Online Orientation at www.ceu.hu/oo has been designed to assist students gathering information about the necessary procedures.

**REGISTRATION IN THE UNIVERSITY INFORMATION SYSTEM (UIS)**
CEU has its own integrated information network, called the University Information System (UIS). Matriculation, course registration, add/drop, grading and degree application are all computerized and students are responsible for conducting all necessary procedures in connection with their registration. UIS also provides on-line information about courses, grades, and class schedules, as well as information on rental accommodation available in the city.

| The University Information System can be accessed on a CEU computer at [https://infosys.ceu.hu](https://infosys.ceu.hu). |
| The online graduation form and course registration can be accessed from outside CEU at [https://studentinfo.ceu.hu](https://studentinfo.ceu.hu). |
| The Student Records Manual can be downloaded from [http://sro.ceu.hu](http://sro.ceu.hu). |

UIS inquiries regarding student records should be directed to:

Emese Boldizsár | HEAD OF STUDENT RECORDS
MAIN NUMBER | 327-3000 (ENTER EXTENSION, WHEN PROMPTED)
EXTENSION | 3061
EMAIL | boldizsare@ceu.hu
LOCATION | Nador u. 9 Building | ground floor | Student Services Center

UIS Support
EXTENSION | 2552
EMAIL | support@infosys.ceu.hu
LOCATION | Zrínyi u. 14 | 6th floor | room 601

**POLICY ON HOLDS**
Failure to meet any obligation to the university, including those conditions set forth in the individual’s enrollment confirmation form and financial obligations, will result in suspension of access to student services. These include—but are not limited to—issuance of transcripts and diplomas, access to any of the following: the CEU computer network; the CEU Library; medical services; the University Information System (rental accommodation database, matriculation form, class registration); research grants and fellowship stipends. The Policy on Holds will be applied until the obligation is met and the hold is cleared by the respective office.

**LEAVING PROCEDURE**
At the end of the Academic Year, each student is required to fill out the online graduation and leaving form indicating that the individual has no outstanding debts or obligations to the University. Failure to fulfill the requirements will result in the withholding of the individual’s diploma and other University services, according to the CEU Policy on Holds. [www.ceu.hu/admissions/tuitionandfees/refunds#holds](http://www.ceu.hu/admissions/tuitionandfees/refunds#holds)

Students who withdraw from their studies during the academic year (e.g. failed, enrollment terminated, left) are still required to complete the online leaving form. It is CEU’s obligation to notify the Immigration Office in writing about the changes in student status. Students who fail to follow this procedure may face serious problems with the local authorities. [www.ceu.hu/studentlife/onlineorientation/leaving](http://www.ceu.hu/studentlife/onlineorientation/leaving)

### Community Initiatives

**STUDENT ACTIVITIES**
The University actively encourages and supports students’ interests and activities. At the start of each Academic Year, surveys are conducted to find out what those interests are. Students are invited to submit proposals for new events and activities. Clubs are formed to focus on a wide range of activities, from chess and basketball, to film and literature. There is also a CEU debating society, which in previous years has gone on to the European Universities Debating Championship.

CEU supports a Student Activity Fund that enables students to receive support for clubs and activities. More information about Student Activities and the Student Union can be found at [http://www.ceu.hu/studentlife/clubs-activities](http://www.ceu.hu/studentlife/clubs-activities)

### SUSTAINABLE CEU ACTION TEAM
Sustainability is important to CEU. The University is a signatory to the COPERNICUS University Charter for Sustainable Development and has its own Sustainable Development Policy. Students, staff members, faculty and CEU community members who are interested in campus sustainability are encouraged to share their ideas for campaigns, events, and activities.
**Central European University**

**Logan Strenchock** | **ENVIRONMENTAL AND SUSTAINABILITY OFFICER**

| EXTENSION | 2089 | PHONE: (+36 70) 589-6871 | EMAIL: strenchockl@ceu.hu |
| LOCATION | Nador u. 9 | Monument Building | 2nd floor | room 208 |

**Recycling**

Efficient selective waste management is a primary goal at CEU. Selective waste bins are distributed evenly throughout campus to make smart waste management convenient for all users. Currently, paper and plastic bins are widely distributed throughout the campus in common areas and kitchens. The Nador 11 courtyard contains a large green bin where metal, tin, and aluminum trash could be placed. Please consider the appropriate bin when disposing of waste, and if you have any questions related to waste management please contact: strenchockl@ceu.hu.

**Bicycles**

CEU encourages the use of bicycles as a sustainable, healthy, and environmentally friendly form of transportation. CEU provides two covered racks for 28 bicycles and open air racks for 50 bicycles located in the courtyard of the Nador 15 Building for the use of the CEU community. A tool kit and bicycle pump are available at the reception at Nador u. 15. All student cards have validation for entering the Nador 15 courtyard parking area. Please note during the 2014/2015 Academic Year changes in the current bicycle parking arrangement are expected. The University will take action to communicate alterations as early as possible.

**Local and Organic Food Delivery Service**

CEU is a partner with the Szatyor Association, a community local food initiative in Budapest. Local and organic food can be ordered through Szatyor and is delivered to CEU each Tuesday afternoon. To learn more about how to participate in this system please email sustainability@ceu.hu.

**Bicycle Repair**

All CEU community members can borrow bicycle repair tools from the N15 security desk. A bike repair station which includes a repair rack and two air pumps is located in the covered portion of the Nador 15 courtyard.

**CEU Bicycle Share Program**

CEU has a number of bicycles which can be borrowed by all members of the CEU community for up to 3 days at a time. The bikes are available all year round. In order to borrow a bike community members must fill out a CEU bikeshare user agreement form.

For more information about Nador 15 courtyard access, bicycle maintenance, the CEU Bike Share Program or any other questions related to biking in Budapest please contact: bicycles@ceu.hu

**HUMAN RIGHTS INITIATIVE (HRSI)**

The Human Rights Initiative is an awareness raising and capacity building organization. It was founded in 1999 by the students of the CEU Legal Studies Human Rights Program. Since then it has grown into an internationally-recognized human rights organization, focusing on youth involvement, education and active student participation. For more information please visit: [http://hrsi.ceu.hu](http://hrsi.ceu.hu).

**STUDENT-RELATED POLICIES**

- Student Rights, Rules, and Academic Regulations
- CEU Doctoral Programs Academic Regulations
- Code of Ethics of Central European University
- The CEU Policy on Harassment
- Student Union Constitution
- Non-degree and Visiting Students Policy
- Guidelines for Use of Network and Computing Resources
- Web Policy
- CEU Residence Center Rules and Regulations
- Safety and Crime Prevention on Campus and in Budapest
- Security Policy
- CEU Bicycle Guidelines
- CEU Student Locker Use Guidelines
- CEU Policy on Student Employment
- CEU Policy on Missing Student

The full texts are available at [http://documents.ceu.hu](http://documents.ceu.hu).

**Important Information about Budapest**

**SAFETY IN BUDAPEST**

Public safety is fairly good in Budapest, though just like in any other popular destination there are some common tourist traps and tricks that you have to be aware of. Please use your common sense and take precautions to ensure your safety in Budapest. If you are prepared for them, chances are that you will enjoy your stay without any unpleasant experiences.
Pickpockets, scam merchants
Pickpockets are most active on public transport vehicles, on escalators leading down and coming up from the metro, in crowded shops and popular tourist places.
| Carry only as much cash as you need for the day, and try not to keep money, cards and other valuables in one place.
| Keep your money, documents, mobile phone safe and secure; in a belt bag at the front of your body or in an inside pocket. Keep your camera in a bag with a strap wearing it across your shoulder.
| Always pay attention, look out for possible pickpockets. If they see you are on the alert they likely will not choose you as their next victim.
| Pickpockets and scam merchants usually work together to distract people’s attentions. If you’re approached by a group of dubious people attempting to gain your attention just turn your back and walk away.
| Be aware of people around you when using cash machines; it is not usual for others to stand too close.

Exchanging money
Do not change money in the streets! It is against the law and you can be easily cheated or end up with counterfeit money. You are advised to exchange your currency in any major banks or at exchange bureaus.

Areas to avoid at night in Budapest
Downtown Budapest (Castle District, districts V., VI., part of district VII. along Grand Boulevard) is fairly safe at night. As a general rule of thumb avoid poorly lit streets and underpasses. Avoid walking on your own, you are much safer with friends.

OTHER IMPORTANT PHONE NUMBERS IN BUDAPEST
Please note that some of the individuals staffing these phone lines will only speak Hungarian.

Hungarian Red Cross
LOCATION | Arany Janos u. 31 | H-1051 Budapest
PHONE | 311-3660
EMAIL | titkarsag@voroskeresztbp.hu

NANE Association
Relief line for abused women and children (toll-free number)
DAILY | 6:00 p.m.–10:00 p.m.
PHONE | (+36 80) 505-101
EMAIL | info@nane.hu

24-hour Animal Hospital of Budapest
LOCATION | Lehel u. 43 | H-1135 Budapest
MOBILE | (+36 30) 262-2045
PHONE | 350-0361, 350-1166

Useful Abbreviations:
BFO — BUDGET AND FINANCE OFFICE
CAC — CENTER FOR ARTS AND CULTURE
CAW — CENTER FOR ACADEMIC WRITING
CREO — CAMPUS REDEVELOPMENT OFFICE
EHIC — EUROPEAN HEALTH INSURANCE CARD
FT — FACULTY TOWER
HRO — HUMAN RESOURCES OFFICE
HRSI — HUMAN RIGHTS INITIATIVE
MB — MONUMENT BUILDING
NAV — NATIONAL TAX AND CUSTOMS ADMINISTRATION (NÉMZETI ADÓ— ÉS VÁMHIVATAL)
OCTAGON — MAIN LOBBY AREA IN NADOR 9 BUILDING
OEP — CENTER OF THE HUNGARIAN STATE HEALTH INSURANCE (ORSZÁGOS EGÉSZSÉGBIZTOSÍTÁSI PÉNZTÁR)
OSA — OPEN SOCIETY ARCHIVES
SCI — SUSTAINABLE CAMPUS INITIATIVE
SLO — STUDENT LIFE OFFICE
SRO — STUDENT RECORDS OFFICE
SU — STUDENT UNION
TAJ — SOCIAL SECURITY NUMBER (TÁRSADALOMBIZTOSÍTÁSI ADÓAZONOSÍTÓ JEL)
UIS — UNIVERSITY INFORMATION SYSTEM
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### Personal Information

**PERSONAL**

- Name: 
- Address (during the academic year):
- Telephone / Mobile:
- Email:

**ENROLLMENT INFORMATION**

- Department:
- Student ID Number:
- Department Contact Person:

**MEDICAL INFORMATION**

- Doctor's Name and Telephone:
- Health Insurance / Number:
- Essential Information / Allergies:
- In emergency, notify this person:
- Telephone / Mobile:
- Address:

**IMPORTANT DATES**


**OTHER**


### Calendar 2014

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Nador 9 Building
- N 9 Entrance
- N 9 Reception (Lost & Found Desk)
- Student Services Center
- Restaurant
- Octagon
- Laptop Area
- Auditorium
- Washrooms
- Elevator
- Cloak Room
- Library (1st floor)

Note: Offices and classes of School of Public Policy are located in October 6 u. 7 Building.

Nador 13 Building
- N13 Entrance
- N13 Reception
- Elevators
- Conference Rooms
- Washrooms

Nador 11 Building
- N11 Entrance
- N11 Reception
- Medical Center
- TIGY Classroom
- CEU ID Cards
- Central Bistro & Bar
- Central Cake & Ice
- CEU Post Office
- Elevators
- Classroom #004
- Student Quiet Lounge (1/2 floor)
- Washrooms
- N11 Courtyard
- CEU Post Poffice
- Elevators
- Classroom #004

Nador 15 Building
- N15 Entrance
- N15 Reception
- Elevators
- Washrooms
- Bicycle Racks
- N15 courtyard (Smoking Area)

Cash Desk (1st floor)
- Admissions (4th floor)
- Recruitment Office (4th floor)
- Psychological Counseling (4 1/2 floor)

N 9 Entrance
- N 9 Reception (Lost & Found Desk)
- Student Services Center
- Restaurant
- Octagon
- Laptop Area
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Note: Offices and classes of School of Public Policy are located in October 6 u. 7 Building.