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.edu/oo.

With warm wishes for a successful and fulfilling year at Central European University,
CEU Student Life Team, Dean of Students Office
July 2015

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.

Statement on photography and video at CEU
Please note that photography, voice recording or filming of events may take place at any time on CEU premises. By entering, you consent to your image and/or voice being recorded and included in audio/video/photography that may be published electronically or in print.

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 2014/2015 Academic Year. All policies and procedures are current as of July 2015. Revisions may occur throughout the 2015/2016 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.edu. Such electronic updates will take precedence over the print copy.

The content of this Student Handbook is available as a PDF document at www.ceu.edu/oo.

Getting Around Campus
CEU now occupies several buildings in downtown Pest with the Nador 9 Building, also known as the Monument Building, at the center. The Monument Building is linked to the Faculty Tower, the Nador 11 Building, and the Zrinyi 14 Building via internal passageways and the Japanese garden.

Due to the campus redevelopment project, several units have been temporarily rehoused in Vgyazo Ferenc utca 2, Oktober 6. utca 7, and Jozsef Attila utca 24. The Business School remains in Buda at Frankel Leo ut 30-34. For more information, see www.ceu.edu/campus.

To find your way around CEU, please check the most updated version of the campus map at: http://www.ceu.edu/map. To look up locations of CEU offices, see: locations.ceu.edu
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## Academic Calendar 2015/2016

### 2015

| AUGUST 1 | SATURDAY | Academic year begins |
| AUGUST 10 | MONDAY | Registration period opens for Business School EMBA students for the Fall Term |
| AUGUST 20 | THURSDAY | Hungarian National Holiday / CEU is officially closed |
| AUGUST 21 | FRIDAY | Special Day Off / CEU is officially closed |
| AUGUST 22-23 | SAT/SUN | All Economics students for long pre-session arrive |
| AUGUST 24 | MONDAY | Long pre-session for 1st year Economics students begins (until September 18, Friday) |
| AUGUST 29-30 | SAT/SUN | Medieval Studies 1-year MA students for Long Pre-session arrive |
| AUGUST 30 | SUNDAY | Registration period for Module I ends (Legal Studies) |
| AUGUST 31 | MONDAY | Orientation for Business School MBA and MSc in IT students begins |

### SEPTEMBER 4 | FRIDAY | Fall Term begins for Business School EMBA 2016, Katalyst EMBA 2016 and Katalyst EMBA 2017 students |

### SEPTEMBER 5-6 | SAT/SUN | Students from departments and schools with short pre-sessions arrive: Cognitive Science, Environmental Sciences and Policy, Gender Studies, History (1-year MA), International Relations, Mathematics and its Applications, International Studies, Philosophy, Political Science, Sociology and Social Anthropology, School of Public Policy |

### SEPTEMBER 7 | MONDAY | Short pre-sessions begin (until September 11, Friday) for: Cognitive Science, Environmental Sciences and Policy, Gender Studies, History (1-year MA), International Relations, Mathematics and its Applications, International Studies, Philosophy, Political Science, Sociology and Social Anthropology, School of Public Policy. All 2nd year students may occupy their accommodation in the CEU Residence Center. Business School Zero Week begins for A1 MBA and MSc in IT Management students |

### SEPTEMBER 11 | FRIDAY | Short pre-session ends |

### SEPTEMBER 12-13 | SAT/SUN | 2nd year students in Comparative History, Interdisciplinary Medieval Studies and Cultural Heritage Studies 2-year MA arrive for Zero Week |

### SEPTEMBER 14 | MONDAY | Zero Week begins (until September 18, Friday) |

### SEPTEMBER 14-25 | | Legal Studies registration period for Module IV begins |
| SEPTEMBER 16 | FRIDAY | Long pre-session for Economics and Medieval Studies students ends |

### SEPTEMBER 20 | SUNDAY | Legal Studies registration period for Module II ends |
| SEPTEMBER 21 | MONDAY | 15:00 Opening ceremony |
| SEPTEMBER 24 | THURSDAY | Fall Term begins (until December 11, Friday) |
| SEPTEMBER 26 | SATURDAY | Legal Studies Module I ends |
| SEPTEMBER 28 | MONDAY | Legal Studies Module II begins |

### OCTOBER 1 | THURSDAY | First Student Union Assembly meeting |
| OCTOBER 4 | SUNDAY | Registration for Fall Term ends |
| OCTOBER 17-18 | SAT/SUN | Business School Katalyst EMBA 2017 classes begin |

### OCTOBER 19-25 | | Business School A1 MBA and MSc in IT Management students Fall Break |
| OCTOBER 23 | FRIDAY | Hungarian National Holiday / CEU is officially closed |
| OCTOBER 26 | MONDAY | Legal Studies registration period for Module III begins |
| OCTOBER 28 | WEDNESDAY | PhD Travel, PhD Research Grant application deadline |
| OCTOBER 30 | FRIDAY | Erasmus Staff Mobility 2015/2016- second round |

### NOVEMBER 1 | SUNDAY | All Saints' Day / CEU is officially closed |
| NOVEMBER 5 | THURSDAY | Legal Studies registration period for Module III ends |

### NOVEMBER 7 | SATURDAY | Legal Studies Module II ends |

### NOVEMBER 9 | MONDAY | Departments to submit schedule and cross-listed courses for Winter Term |

### NOVEMBER 27 | FRIDAY | Senate Meeting |
| NOVEMBER 30 | MONDAY | Internship requirement for 1-year MA students of the former Department of Public Policy to be completed for 2014-2015 academic year |

### DECEMBER 3 | THURSDAY | Registration opens for Business School Winter Term courses for all students |
| DECEMBER 7 | MONDAY | Registration for Winter Term begins (until January 17, Sunday) |

### DECEMBER 11 | FRIDAY | Fall Term ends |

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Zero Week: a period for 1st year students to get familiar with the academic programs, electives etc. This is also when any outstanding issues related to settling down in Budapest are handled.

Registration for Fall Term begins (until October 4, Sunday)
Legal Studies registration period for Module II begins
Economics 2nd year MA and PhD students – Fall Term begins
2nd year students in Comparative History, Interdisciplinary Medieval Studies and Cultural Heritage Studies 2-year MA start Zero Week
Fall Term begins for the Business School A1 MBA and MSc in IT Management students
Student Union departmental elections

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Erasmus Faculty Mobility 2015/2016- second round
Erasmus Staff Mobility 2015/2016- second round

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End of 2014-2015 academic year for Mundus MAPP students
Non-CEU MA graduates starting a PhD program at the Medieval Studies Department
End of 2014-2015 academic year for Mundus MAP students (2013-2015 cohort) of the former Department of Public Policy

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Registration for Winter Term begins (until January 17, Sunday)
Central European University

**Central European University**

**Fall Term ends at the Department of Environmental Sciences and Policy (MESPOM and 1-year MS program)** begins (until December 18, Friday)

Registration for Business School Winter Term courses for all students ends

Business School Fall Term ends

Legal Studies registration period for Module IV ends

**December 14 | Monday**

Exam period begins for 1st year Economics students

**December 18 | Friday**

Fall Term ends at Department of Economics

Fall Term ends at the Department of Environmental Sciences and Policy (MESPOM and 1-year MS program)

**December 19 | Saturday**

Legal Studies Module III ends

**December 21 | Monday**

Offices with skeleton team / Library and Labs on weekend schedule

**December 22 | Tuesday**

Offices with skeleton team / Library and Labs on weekend schedule

**December 23 | Wednesday**

Offices with skeleton team / Library and Labs on weekend schedule

**December 24 | Thursday**

Christmas Eve / CEU is officially closed

**December 25 | Friday**

Christmas Day / CEU is officially closed

**December 26 | Saturday**

Christmas Day / CEU is officially closed

**December 28 | Monday**

Offices with skeleton team / Library and Labs on weekend schedule

**December 29 | Tuesday**

Offices with skeleton team / Library and Labs on weekend schedule

**December 30 | Wednesday**

Offices with skeleton team / Library and Labs on weekend schedule

**December 31 | Thursday**

New Year's Eve / CEU is officially closed

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**2016**

**January 1 | Friday**

New Year / CEU is officially closed

**January 2 | Saturday**

Business School deadline for submission of Fall Term grades for all students

**January 4 | Monday**

Business School Winter Term begins

**January 8 | Friday**

Winter term for Business School EMBA 2016 and Katalyst EMBA students begins

**January 11 | Monday**

Winter Term begins (until April 1, Friday)

Legal Studies Module IV begins

**January 17 | Sunday**

Registration for Winter Term ends

Deadline for the submission of Fall Term grades

**January 28 | Friday**

Erasmus Faculty Mobility 2015/2016 - third round

**January 30 | Saturday**

Orientation for Business School MSc in Finance students

**February 1 | Monday**

Business School MSc in Finance program begins

**February 11 | Saturday**

ACADEMIC FORUM

**February 12 | Friday**

MA Travel Grant application deadline

**February 15 | Monday**

PhD Research and Travel Grants application deadline

**February 16-17 | Tuesday/Wednesday**

Career Days & Career Fair at CEU

**February 21 | Sunday**

Legal Studies registration period for Module V begins

**February 25 | Thursday**

Meeting with the Heads of Departments

**February 26 | Friday**

Erasmus study grant applications for Fall, Spring 2016/17

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**February 27 | Saturday**

Legal Studies Module IV ends

**February 28 | Sunday**

Legal Studies research period begins

**March 4 | Friday**

ACADEMIC FORUM

**March 7 | Monday**

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

Registration period for Business School MBA students begins

**March 14 | Monday**

Special day off due to Hungarian National Holiday, no offices, CEU is officially closed

**March 15 | Tuesday**

Hungarian National Holiday / CEU is officially closed

**March 18 | Friday**

Business School Katalyst EMBA 2018 classes begin

**March 20-21 | Saturday/Sunday**

Board of Trustees Meeting in NY

**March 21 | Monday**

Registration for Spring Term begins (until April 10, Sunday)

**March 25 | Friday**

Easter Sunday / CEU is officially closed

**March 26 | Saturday**

Registration for Business School Summer Term courses ends

**March 27 | Sunday**

Easter Sunday / CEU is officially closed

**March 28 | Monday**

Easter Monday / CEU is officially closed

Legal Studies research period ends

**March 29 | Tuesday**

Spring Break for Business School A1 MBA and MSc in IT Management students

**March 31 | Thursday**

Legal Studies Module V begins

Town Hall Meeting

**April 1 | Friday**

Erasmus internship applications for 2015/16

**April 3 | Sunday**

Business School Winter Term ends

**April 4 | Monday**

Spring Term begins

Exam period for Environmental Sciences and Policy students (MESPOM and 1-year MS program) begins (until April 10, Sunday)

Exam period begins for 2nd year/PHD Economics students

Business School Summer Term for all students begins

Medieval Studies and Cultural Heritage Studies research break

Registration for Spring Term ends

Spring Term begins for MESPOM students

Environmental Sciences and Policy MS Thesis Module begins

Exam period begins for 1st year Economics students

Deadline for submission of Winter Term grades for Business School All Students

Spring Term at Department of Economics begins

**May 1 | Sunday**

Labor day / CEU is officially closed

Legal Studies registration period for Module VI begins

**May 5 | Thursday**

ACADEMIC FORUM

**May 6 | Friday**

Departments to submit the list of their own courses for the Academic Year 2016-2017 to the Student Records Office

Departments to start negotiations on cross listing agreements (until May, 20 Friday)

PhD Research and Travel Grants application deadline

MA Travel Grant application deadline
### General University Information

#### Central European University

| LOCATION | Nador u. 9 | H-1051 Budapest |
| PHONE | 327-3000 |
| FAX | 327-3211 |
| EMAIL | public@ceu.edu, student-info@ceu.edu (for prospective students), studentlife@ceu.edu |
| WEBSITE | www.ceu.edu |

#### CEU Business School

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

#### CEU Residence Center

| LOCATION | Kerepesi ut 87 | H-1106 Budapest |
| PHONE | 327-3150 |
| FAX | 327-3169 |
| EMAIL | resman@ceu.edu, dormreception@ceu.edu |
| 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 or +), followed by the country code (36), then the area code (1) and the number: 00 36 1 327-3000.

#### Important Emergency CEU 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.

### CEU Calendar

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24-hour Medical Phone Number
In case of a medical emergency during the evening or weekend hours, students can receive assistance by calling (+36 30) 832-6260. Please note that these calls should be for urgent or crisis situations only. For other concerns, students are 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 the 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 where their guests arrive. All students and visitors to CEU premises 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

VIGYAZO FERENC U. 2 ENTRANCE
EXTENSION: 2072 | MONDAY-SUNDAY 8:00 A.M.-10:00 P.M.

OKTOBER 6. U. 7 ENTRANCE
EXTENSION: 2071 | MONDAY-SUNDAY 7:00 A.M.-10:00 P.M.

JOZSEF ATTILA U. 24 ENTRANCE
EXTENSION: 2533 | MONDAY-FRIDAY 9:00 A.M.-5:00 P.M.

ZRINYI U. 14 ENTRANCE
EXTENSION: 2075 | MONDAY-SUNDAY 7:00 A.M.-11:00 P.M.

OKTOBER 6. U. 12 ENTRANCE
EXTENSION: 2104 | MONDAY-FRIDAY 5:00 A.M.-10:00 P.M.

FRANKEL LEO UT 30-34 (CEU BUSINESS SCHOOL) ENTRANCE
EXTENSION: 5100 | MONDAY-FRIDAY 8:00 A.M.-10:00 P.M. | SATURDAY-SUNDAY 8:00 A.M.-6:00 P.M.

CEU ID card holders and authorized visitors should let reception staff know if they need to be in any of the buildings after the posted times. In this case, entrance to CEU premises can be arranged through the reception at Nador u. 11 until midnight in the Nador complex (Nador u. 9, Nador u. 11, Zrinyi u. 14 and October 6 u. 12).

It is possible to reach Nador u. 11 reception by using internal passageways:
Nador u. 9 to Nador u. 11 - ground floor
Nador u. 9 to Oktober 6 u. 12 - 1st floor

Official Holidays
Access to the University may be limited during official university breaks or during major public events in the vicinity. CEU is officially closed on the following national holidays and during university breaks:
August 20 | 2015 | National Holiday
October 23 | 2015 | National Holiday
November 1 | 2015 | National Holiday
December 21 | 2015 - January 4 | 2016 | Winter Break (CEU is officially closed on December 24, 25, 26, 31 and January 1)
March 15 | 2016 | National Holiday
March 27-28 | 2016 | Easter (National Holiday)
May 1 | 2016 | Labor Day (National Holiday)
May 15-16 | 2016 | Pentecost (National Holiday)

Lost & Found
LOCATION: Reception of Nador u. 11. | EXTENSION: 2240
Members of the CEU community can visit the Lost & Found Desk from 8:00 a.m. to 8:00 p.m. to retrieve lost articles that may have been found by others.

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. Please consult the CEU Alcohol and Drug policy for more information at documents.ceu.edu.
Described 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
- 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 impairment, the university buildings provide a friendly and prepared environment with easy access to most of the University’s facilities. Facilities in Zrínyi u. 14 can be accessed through the Nador 9 Building (through the Japanese Garden of the Faculty Tower). Toilet facilities for those with mobility impairment can be found in the Nador Complex.

Central Administration: Offices and Locations

<table>
<thead>
<tr>
<th>MAIN NUMBER</th>
<th>327-3000 (enter extension, when prompted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(President and Rector)</td>
<td></td>
</tr>
<tr>
<td>John Shattuck</td>
<td>PRESIDENT AND RECTOR</td>
</tr>
<tr>
<td>EXTENSION: 6110</td>
<td>EMAIL: <a href="mailto:jhshattuck@ceu.edu">jhshattuck@ceu.edu</a></td>
</tr>
<tr>
<td>Noemi Kakucs</td>
<td>EXECUTIVE ASSISTANT TO THE PRESIDENT AND RECTOR</td>
</tr>
<tr>
<td>EXTENSION: 6110</td>
<td>EMAIL: <a href="mailto:kakucsn@ceu.edu">kakucsn@ceu.edu</a></td>
</tr>
<tr>
<td>Liviu Matei</td>
<td>PROVOST / PRO-RECTOR</td>
</tr>
<tr>
<td>EXTENSION: 3060</td>
<td>EMAIL: <a href="mailto:mateii@ceu.edu">mateii@ceu.edu</a></td>
</tr>
<tr>
<td>Szilvia Kardos</td>
<td>EXECUTIVE ASSISTANT TO THE PROVOST / PRO-RECTOR</td>
</tr>
<tr>
<td>EXTENSION: 6119</td>
<td>EMAIL: <a href="mailto:kardos@ceu.edu">kardos@ceu.edu</a></td>
</tr>
<tr>
<td>Andrea Katona</td>
<td>SENIOR ASSISTANT, OFFICE OF THE PROVOST</td>
</tr>
<tr>
<td>EXTENSION: 2227</td>
<td>EMAIL: <a href="mailto:katonaan@ceu.edu">katonaan@ceu.edu</a></td>
</tr>
<tr>
<td>Laszlo Kontler</td>
<td>PRO-RECTOR FOR SOCIAL SCIENCES, HUMANITIES AND HUNGARIAN AFFAIRS</td>
</tr>
<tr>
<td>EXTENSION: 2188</td>
<td>EMAIL: <a href="mailto:pro-rector@ceu.eu">pro-rector@ceu.eu</a></td>
</tr>
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</table>

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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 impairment, the university buildings provide a friendly and prepared environment with easy access to most of the University’s facilities. Facilities in Zrínyi u. 14 can be accessed through the Nador 9 Building (through the Japanese Garden of the Faculty Tower). Toilet facilities for those with mobility impairment can be found in the Nador Complex.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Irina Herczeg</td>
<td>Departmental Assistant</td>
<td>327-3021</td>
<td><a href="mailto:hercegi@ceu.edu">hercegi@ceu.edu</a></td>
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</tr>
<tr>
<td>Gyorgyi Puruczky</td>
<td>PhD Program Coordinator</td>
<td>327-3000 / X 2167</td>
<td><a href="mailto:puruczkyg@ceu.edu">puruczkyg@ceu.edu</a></td>
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<tr>
<td>Elvira Kadvany</td>
<td>Department Coordinator</td>
<td>327-3053</td>
<td><a href="mailto:kadvanye@ceu.edu">kadvanye@ceu.edu</a></td>
<td>Zrinyi 14 Building, 3rd floor</td>
</tr>
<tr>
<td>Melinda Balazs</td>
<td>Coordinator</td>
<td>327-3000 / X 2158</td>
<td><a href="mailto:balazsm@ceu.edu">balazsm@ceu.edu</a></td>
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<tr>
<td>DEPARTMENT OF MATHEMATICS AND ITS APPLICATIONS</td>
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<tr>
<td>Elvira Kadvany</td>
<td>Department Coordinator</td>
<td>327-3053</td>
<td><a href="mailto:kadvanye@ceu.edu">kadvanye@ceu.edu</a></td>
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</tr>
<tr>
<td>Melinda Balazs</td>
<td>Coordinator</td>
<td>327-3000 / X 2158</td>
<td><a href="mailto:balazsm@ceu.edu">balazsm@ceu.edu</a></td>
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<tr>
<td>DEPARTMENT OF MEDIEVAL STUDIES</td>
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<tr>
<td>Csilla Dobos</td>
<td>Department and PhD Coordinator</td>
<td>327-3002</td>
<td><a href="mailto:dobos@ceu.edu">dobos@ceu.edu</a></td>
<td>Nador 9 Building, Faculty Tower, 4th and 5th floor</td>
</tr>
<tr>
<td>Anabella Pal</td>
<td>1-Year MA Program Coordinator</td>
<td>327-3051</td>
<td><a href="mailto:palannab@ceu.edu">palannab@ceu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Agnes Bendik</td>
<td>2-Year MA Program Coordinator</td>
<td>327-3000 / X 2591</td>
<td><a href="mailto:bendikag@ceu.edu">bendikag@ceu.edu</a></td>
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<tr>
<td>NATIONALISM STUDIES PROGRAM</td>
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<tr>
<td>Peter Kiss</td>
<td>Program Coordinator</td>
<td>327-3000 / X 2499</td>
<td><a href="mailto:kisp@ceu.edu">kisp@ceu.edu</a></td>
<td>Nador 9 Building, Faculty Tower, 2nd floor</td>
</tr>
<tr>
<td>Daniel Rapp</td>
<td>Program Coordinator</td>
<td>327-3000 / X 2086</td>
<td><a href="mailto:rappd@ceu.edu">rappd@ceu.edu</a></td>
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<tr>
<td>DEPARTMENT OF PHILOSOPHY</td>
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<tr>
<td>Krisztina Biber</td>
<td>Department Coordinator</td>
<td>327-3806</td>
<td><a href="mailto:biberk@ceu.edu">biberk@ceu.edu</a></td>
<td>Zrinyi 14 Building, 4th floor</td>
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<tr>
<td>DEPARTMENT OF POLITICAL SCIENCE</td>
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<td></td>
<td>Program Coordinator Office</td>
<td>327-3078</td>
<td><a href="mailto:polsci@ceu.edu">polsci@ceu.edu</a></td>
<td>Nador 9 Building, Faculty Tower, 8th and 9th floor</td>
</tr>
<tr>
<td>DEPARTMENT OF SOCIOLOGY AND SOCIAL ANTHROPOLOGY</td>
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<tr>
<td>Kata Nadas</td>
<td>Department Coordinator</td>
<td>327-3000 / X 2327</td>
<td><a href="mailto:nadaskata@ceu.edu">nadaskata@ceu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Ildiko Chikani</td>
<td>Department Assistant</td>
<td>327-3000 / X 2931</td>
<td><a href="mailto:chikani@ceu.edu">chikani@ceu.edu</a></td>
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</tbody>
</table>
have to take a compulsory Computer Proficiency Exam. More information about the Exam is available here: www.personal.ceu.edu/comp/exam

If you miss the Orientation sessions at the beginning of the academic year, you will likely lack important information that could make your settling down in Hungary easier. Please make sure you visit the relevant offices when you arrive at CEU. The Online Orientation at www.ceu.edu/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 |
| The online graduation form and course registration can be accessed from outside CEU at https://studentinfo.ceu.hu |
| The Student Records Manual can be downloaded from sro.ceu.edu. |

UIS inquiries regarding student records should be directed to:
Emese Boldizsar | HEAD OF STUDENT RECORDS, DEAN OF STUDENTS OFFICE
PHONE: 327-3000 (enter extensions, when prompted) X 3061 | EMAIL: boldizsare@ceu.edu
LOCATION: Nador u. 11, 3rd floor | OFFICE HOURS: Monday-Friday: 12:30 a.m.-4:00 p.m.

UIS Support
PHONE: 327-3000 / X 2552 | EMAIL: support@infosys.ceu.hu, helprequest@ceu.edu
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 various 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.edu/admissions/tuitionandfees/refunds#holds](http://www.ceu.edu/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 a student’s status. Students who fail to follow this procedure may face serious problems with their visa applications, as well as other matters related to their acceptance to CEU through an extensive, global outreach program. www.ceu.edu/studentlife/onlineorientation/leaving.

STUDENT-RELATED POLICIES

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

Please make sure that you familiarize yourself with these policies, available at [documents.ceu.edu](http://documents.ceu.edu).

Administrative Student Support Units

THE OFFICE OF THE VICE PRESIDENT FOR ENROLLMENT MANAGEMENT, CAREER SERVICES AND ALUMNI RELATIONS

PHONE: 327-3000 (enter extension, when prompted) | LOCATION: Nador u. 9, Ground floor

Serge Sych | SENIOR VICE PRESIDENT FOR ENROLLMENT MANAGEMENT, CAREER SERVICES AND ALUMNI RELATIONS | EMAIL: sychs@ceu.edu
TBA | EXECUTIVE ASSISTANT | PHONE: 327-3000 / X 2137

The Office of the Vice President for Enrollment Management, Career Services and Alumni Relations oversees the following units:

**Student Recruitment Office**
Dedicated to finding the best, most qualified master’s and doctoral students from around the world to study at CEU through an extensive, global outreach program.

LOCATION: Nador u. 9, Mezzanine floor | PHONE: 328-3401 | EMAIL: student-info@ceu.edu

**Admissions Office**
Assists prospective students with their CEU application process, while also aiding accepted students with their visa applications, as well as other matters related to their acceptance to CEU.

LOCATION: Nador u. 9, Mezzanine floor | EMAIL: admissions@ceu.edu

Zsuzsanna Jaszberenyi | DIRECTOR OF ADMISSIONS SERVICES | EXTENSION: 3009 | EMAIL: jaszberen@ceu.edu
Katalin Horvath | ADMISSIONS MANAGER | EXTENSION: 3208 | EMAIL: horvathk@ceu.edu
Andrea Horvath | ADMISSIONS COORDINATOR | EXTENSION: 3272 | EMAIL: horvath@ceu.edu
Csaba Mezo | ADMISSIONS COORDINATOR | EXTENSION: 3210 | EMAIL: mezoscs@ceu.edu
Zsuzsanna Bukta | ADMISSIONS COORDINATOR | EXTENSION: 3078 | EMAIL: buktazs@ceu.edu

**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@business.ceu.edu

**Financial Aid Office**
Guides prospective and admitted CEU students on financially supporting their studies through stipends, grants, and external scholarships, including the U.S. Federal Loan.
Career Services

Seeks to help CEU students and alumni reach their full potential in the international jobs market through career advising, events such as CEU Career Days & Fair, and resources such as the Careernext online platform.

LOCATION: Nador u. 9, Ground Floor | OFFICE HOURS: Monday-Friday: 10:00 a.m.-4:00 p.m.
EMAIL: fmail@ceu.edu

Fatime Plotar | EXECUTIVE ASSISTANT TO THE DEAN OF STUDENTS | PHONE: 327-3000 | EMAIL: plotarf@ceu.edu

Students of the CEU Business School should contact

Andrea Szilagyi | CEBUSINESS SCHOOL ALUMNI RELATIONS MANAGER | PHONE: 887-5156
EMAIL: szilagya@business.ceu.edu

Anna Kaposvari | CEBUSINESS SCHOOL CAREER SERVICES MANAGER | PHONE: 887-5045
EMAIL: kaposvari@business.ceu.edu

Alumni Relations

Provides a direct link between CEU and its global alumni community, through communication, events and campaigns, fundraising and more.

LOCATION: Nador u. 9, Ground Floor | OFFICE HOURS: Monday-Friday: 12:30 p.m.-4:00 p.m.
EMAIL: alumni@ceu.edu | WEBSITES: alumnicareer.ceu.edu | business.ceu.edu/alumni

TBA | ALUMNI PROGRAM MANAGER | EXTENSION: 2332

Judit Jakab | ALUMNI CAMPAIGNS AND NETWORKS OFFICER | EXTENSION: 3273 | EMAIL: jakabj@ceu.edu

Michael Colello | ALUMNI COMMUNICATIONS COORDINATOR | EXTENSION: 2136
EMAIL: coellen@ceu.edu

Lajos Szocs | ALUMNI RECORDS RESEARCH ASSISTANT | EXTENSION: 3042 | EMAIL: szocs@ceu.edu

Valentina Radisavljevic | ALUMNI RECOGNITION & VOLUNTEER PROGRAMS ASSISTANT | EXTENSION: 3415 | EMAIL: radisavljevic@ceu.edu

DEAN OF STUDENTS

The Dean of Students (DoS) is the chief student affairs officer at CEU. The Dean of Students develops and implements a variety of programs for students to realize their intellectual and personal potential, and for integrating student life experience at CEU with CEU’s mission. Equally importantly, Dean of Students 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: the Dean of Students Office, Student Life Office, Student Records Office, CEU Residence Center, Medical Center, Psychological Counselling and the Bard Undergraduate Study Abroad program.

LOCATION: Nador 11 Building, 3rd floor

Chrys Margaritidis | DEAN OF STUDENTS | PHONE: 327-3000 | EXTENSION: 2194
EMAIL: margaritidis@ceu.edu

Fatime Plotar | EXECUTIVE ASSISTANT TO THE DEAN OF STUDENTS | PHONE: 327-3000 | EXTENSION: 2088 | EMAIL: plotarf@ceu.edu

The Office of the Dean of Students oversees the following units:

Student Life Office

LOCATION: Nador 11 Building, 3rd floor | OFFICE HOURS: Monday-Friday: 12:30 p.m.-4:00 p.m.
EMAIL: studentlife@ceu.edu

Janka Jozsef | DIRECTOR OF STUDENT LIFE | EXTENSION: 3119 | EMAIL: jozsefj@ceu.edu

Richard Kartosonto | STUDENT LIFE OFFICER | EXTENSION: 3688 | EMAIL: kartosonto@ceu.edu

Viktoria Magoest | STUDENT LIFE COORDINATOR | EXTENSION: 2042 | EMAIL: magoestv@ceu.edu

Bernadett Fekete | STUDENT LIFE COORDINATOR | EXTENSION: 2043 | EMAIL: fekete@ceu.edu

Julia Palkovics | STUDENT LIFE ASSISTANT | EXTENSION: 3088 | EMAIL: palkovicsj@ceu.edu

Anna Foldhazi | STUDENT LIFE ASSISTANT | EXTENSION: 2099 | EMAIL: foldhazi@ceu.edu

Students of the CEU Business School should contact

Zoi Hrisztodulakisz | STUDENT SERVICES MANAGER | PHONE: 887-5025 | EMAIL: hrisztodulakisz@business.ceu.edu

Aniko Juhasz | GRADUATE STUDENT SERVICES MANAGER | PHONE: 887-5059 | EMAIL: juhasza@business.ceu.edu | LOCATION: Frankel Leo ut 30-34, H-1023 Budapest | FAX: 887-5010

Student Records Office

LOCATION: Nador11 Building, 3rd floor | OFFICE HOURS: Monday-Friday: 12:30 p.m.-4:00 p.m.
EMAIL: registry@ceu.edu

Emese Boldizsar | HEAD OF STUDENT RECORDS | EXTENSION: 3061 | EMAIL: boldizsore@ceu.edu
(Also contact person for CEU Business School students)
ACCADMiC Cooperation anD researCh support oFFiCe
The Academic Cooperation and Research Support Office (ACRO) is responsible for international academic cooperation and providing administrative support to research activities and projects. ACRO assists faculty, staff and students of CEU to seek and secure partnerships and support for their academic mobility, cooperation and research. It proposes and implements policies to ensure that externally funded research and CEU academic partnerships are in line with CEU’s mission and values.

LOCATION: Jozsef Attila 24 Building, 1st floor, Room 101 | WEBSITE: acro.ceu.edu | HOURS OF OPERATION: Monday-Friday: 9:00 a.m. - 5:00 p.m.

Undergraduate Study Abroad
LOCATION: Nador u. 9, 2nd floor, Room 210 A | OFFICE HOURS | please arrange an appointment

Erasmus/CEEPUS Office
The Erasmus+ Mobility Programs enable students to study for part of their degree in another country, encourage teacher mobility and promote transnational cooperation projects among universities across Europe. For details about grants available for students, please visit: acro.ceu.edu/erasmus-for-ceu-students. CEEPUS (Central European Exchange Program for University Studies) is an exchange academic program in the fields of education and research, involving fifteen Central European countries, and offering teachers and students opportunities to spend a study or teaching period abroad at partner universities. CEEPUS offers mobility grants for students and teachers in this framework. For further details please visit: acro.ceu.edu/ceepus.

LOCATION: Jozsef Attila 24 Building, 1st floor, Room 101 | WEBSITE: acro.ceu.edu

BUDGET AND FINANCE OFFICE
MAIN NUMBER: 327-3000 (enter extension, when prompted) | LOCATION: Jozsef Attila 24 Building, 2nd floor, Room 208/209 | OFFICE HOURS: Monday-Friday: 1:00 p.m.-4:00 p.m.

Erasmus/CEEPUS Office
LOCATION: Jozsef Attila 24 Building, 1st floor, Room 101 | WEBSITE: acro.ceu.edu

HOURS OF OPERATION | Monday: 3:00 p.m. - 4:00 p.m., Wednesday: 4:00 p.m. - 5:00 p.m. Thursday: 9 a.m. - 10 a.m., 1 p.m. - 2 p.m.

Anna Szathmari | ERASMUS/CEEPUS COORDINATOR | EXTENSION: 2018 | EMAIL: szathmario@ceu.edu

CASH DESK
EXTENSION: 2260 | LOCATION: Nador 9 Basement | 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.

COMMUNICATIONS OFFICE
MAIN NUMBER: 327-3000 (enter extension, when prompted) | LOCATION: Jozsef Attila 24 Building, 2nd floor

Adri Bruckner | DIRECTOR OF COMMUNICATIONS | EXTENSION: 3429 | EMAIL: brucknera@ceu.edu

Ildiko Rull | HUNGARIAN MEDIA RELATIONS MANAGER | EXTENSION: 3800 | EMAIL: fulli@ceu.edu

Colleen Sharkey | INTERNATIONAL MEDIA RELATIONS MANAGER | EXTENSION: 2321

PETER LORENZ | EDITOR | EXTENSION: 2060 | EMAIL: lorenzp@ceu.edu

TBA | COORDINATOR | EXTENSION: 2524

MEDIA LAB
TBA | VIDEO PROGRAM MANAGER | EXTENSION: 2070

Aranka Szabo | DIGITAL CONTENT MANAGER | EXTENSION: 3824 | EMAIL: szaboar@ceu.edu

CAMPUS REDEVELOPMENT OFFICE
MAIN NUMBER: 327-3000 (enter extension, when prompted) | LOCATION: Oktober 6. u. 7, 4th floor

LOCATION: Jozsef Attila 24 Building, 1st floor, Room 101 | WEBSITE: acro.ceu.edu

Zofia Pazitna | CAMPUS REDEVELOPMENT OFFICER | EXTENSION: 3417 | EMAIL: pazitnaz@ceu.edu
The Campus Redevelopment Office (CREO) is responsible for planning the comprehensive redevelopment of the current CEU premises to a new and modern campus to provide sufficient space and appropriate facilities to students, faculty and staff of CEU. Additionally, CREO staff supports the University in fulfilling the commitments presented in the University’s Sustainable Development Policy.

CEU has embarked upon a comprehensive plan to redevelop the current CEU campus to create a University that is forward-looking in both technology and sustainable energy use, and also unique in the Central and Eastern European region. The plan presents CEU with a remarkable opportunity to create a complex, modern campus. Its prime objectives are to provide sufficient space and appropriate facilities to support current as well as future activities and needs of the University. It will strengthen the community life of CEU and provide CEU students, faculty and staff with an inspiring space for studying, teaching, research and interaction. It will also be a base for CEU to integrate further in the academic and social life of Budapest and Hungary, enhancing the visibility of CEU in Hungary and internationally, enabling the University to continue to attract highly qualified students, faculty and staff. The entire CEU community has been involved from the inception of the project and will be consulted through all of its phases.

Approximately 35,000 square meters will be redeveloped in the center of Budapest to provide facilities for 2,000 students, 300 faculty and researchers, and 250 staff members.

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.edu

LOCATION: Nador u. 9, Faculty Tower, 1st floor | PHONE: 327-3099
FAX: 327-3041 | EMAIL: library@ceu.edu | WEBSITE: www.library.ceu.edu | HOURS OF OPERATION DURING THE TERMS: 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 and Summer Hours available at: www.library.ceu.edu/opening.html

Diane Geraci | LIBRARY DIRECTOR | EXTENSION: 3012 | EMAIL: dgeraci@ceu.edu
Katalin Tikos | HEAD OF PUBLIC SERVICES | EXTENSION: 3037 | EMAIL: tikosk@ceu.edu
Ivett Molnar | HEAD OF ELECTRONIC RESOURCES | EXTENSION: 3047 | EMAIL: molnariv@ceu.edu
Katalin Solymosi | CIRCULATION LIBRARIAN | EXTENSION: 3075 | EMAIL: solymosik@ceu.edu

Krisztina Korosi | INTERLIBRARY LOAN AND E-BOOKS LIBRARIAN | EXTENSION: 3035 | EMAIL: korosik@ceu.edu
Judith Csige | LIBRARIAN (THESIS COLLECTION) | EXTENSION: 6197 | EMAIL: csigej@ceu.edu

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 Centralis” 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: revisti@ceu.edu

RESEARCH | Robert Parnica | SENIOR REFERENCE ARCHIVIST | EXTENSION: 4223, 2455 | EMAIL: parnicar@ceu.edu
PROGRAMS AND EVENTS | Nora Bertalan | PUBLIC PROGRAMS OFFICER | EXTENSION: 6166 | EMAIL: bertalan@ceu.edu

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 language courses in Hungarian, French, German, Italian, Spanish and Chinese throughout the academic year. Specific details can be found at caw.ceu.edu/foreign-languages.

LOCATION: Nador u. 11, 3rd floor | WEBSITE: caw.ceu.edu | HOURS OF OPERATION: Monday-Friday: 9:00 a.m.-5:00 p.m.

Agnes Makary | COORDINATOR | EXTENSION: 3817 | Email: makaryag@ceu.edu
Academic Writing Instructors
TBA | DIRECTOR | EXTENSION: 3196
Robin Bells | EXTENSION: 6101 | EMAIL: bellers@ceu.edu
Andrea Kirchknopf | EXTENSION: 3010 | EMAIL: kirchknopf@ceu.edu
Sanjay Kumar | EXTENSION: 3818 | EMAIL: kumars@ceu.edu
David Ridout | EXTENSION: 6100 | EMAIL: ridoutd@ceu.edu
Thomas Rooney | EXTENSION: 3238 | EMAIL: rooneyt@ceu.edu
Eszter Timar | EXTENSION: 3059 | EMAIL: timare@ceu.edu
Agnes Toth | EXTENSION: 2129 | EMAIL: tothag@ceu.edu
Zsuzsanna Toth | EXTENSION: 3265 | EMAIL: tothzs@ceu.edu

For individual consultations please sign up online through the writing center’s website at ceu.mywconline.com | FOREIGN LANGUAGE INSTRUCTORS: caw.ceu.edu/foreign-language-teachers

FOREIGN LANGUAGE ADMINISTRATIVE QUERIES OUTSIDE REGISTRATION PERIODS | Tuesday-Friday 9:00 a.m.-12:00 noon | Appointments may be arranged by email: foreign_languages@ceu.edu
Specific office hours for the registration periods are posted on the website at caw.ceu.edu/foreign-languages

COMPUTER AND STATISTICS CENTER
The Computer and Statistics Center provides a variety of courses in computer science and statistics for members of the CEU community throughout the Academic Year. The 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 Computer Proficiency Exam that is compulsory for new students. 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, taken 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.edu/comp.

MAIN NUMBER: 327-3000 (enter extension, when prompted) | LOCATION: Nador u. 9, 6th floor, Rooms 606 /607 | OFFICE HOURS: Monday-Friday 9:00 a.m.-4:00 p.m.

Laszlo Csirmaz | HEAD | EXTENSION: 3013 | EMAIL: csirmaz@ceu.edu
Eszter Deli | INSTRUCTOR | EXTENSION: 2498 | EMAIL: delie@ceu.edu
Erika Mathe | COORDINATOR | EXTENSION: 6104 | EMAIL: mathe@ceu.edu
Gabor Acs | E-LEARNING ASSISTANT | EXTENSION: 2999 | EMAIL: acs@ceu.edu

INFORMATION TECHNOLOGY DEPARTMENT (IT)
MAIN NUMBER: 327-3000 (enter extension, when prompted)

Student Helpdesk
EXTENSION: 3238 | EMAIL: helprequest@ceu.edu | 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.

Szilard Bedecs | IT DIRECTOR | EXTENSION: 2651 | EMAIL: bedecssz@ceu.edu
Andras Toth | HELPDESK MANAGER | EXTENSION: 2374 | EMAIL: totho@ceu.edu
| LOCATION: Zrinyi u. 14, 5th floor

Computer Facilities
Four computer labs are available to all CEU students, located in the basement of the Faculty Tower, Nador u. 9. Students are expected to present their ID card when using the computer labs as the lab operators and the security guards may ask students to show them for security reasons. These labs are supervised by staff members and are open as follows:

HOURS OF OPERATION: Weekdays: 8:00 a.m.-9:00 p.m, Weekends: 1:00 p.m.-7:00 p.m.
END-OF-SEMESTER EXTENDED HOURS AVAILABLE AT: it.ceu.edu | The labs are closed on national and public holidays (see University Calendar) and occasionally for system maintenance.

Wi-Fi Access
The large majority of the University main campus are covered by wireless Internet access. CEU network SSID: CEU members can authenticate with their Novell username and password. This authentication is only necessary once per device, then the device will remember the settings for its lifetime, so it will not cause any further inconveniences for using Wi-Fi daily. For more information on Wi-Fi covered areas and access passwords, please check it.ceu.edu/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. The main responsibility of the IT Helpdesk is to support CEU owned hardware and services. In addition, helpdesk operators assist 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 they will advise students regarding the best solution. If you have a valid CEU account, you can also reach your mailbox via gw.ceu.edu (through any Internet browser, such as Internet Explorer or Mozilla Firefox) and your P: drive files are available via ftp.ceu.edu. In order to use these services you need to login using your Username and Password. More information can be found at it.ceu.edu/working_from_home. Please note that the CEU Network policy (documents.ceu.edu) applies to anyone using the CEU Network.
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: it.ceu.edu.

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.

Istvan Takaes | CEU ID CARD MANAGER | EXTENSION: 6111 | EMAIL: takacsi@ceu.edu

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 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

Please note that the CEU ID card does not qualify for student discounts on the Budapest transport system.

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 Istvan Takaes, ID Card Manager, to receive a new card. Stolen CEU ID cards will be replaced without a fee if students present a police report.
FOOD SERVICES
In the Nador u. 9 complex, CEU Business School and the CEU Residence Center, there are several food service areas, as well as vending machines. Further details are available at www.ceu.edu/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. 9, 10th floor
VENDING MACHINES, CEU BUSINESS SCHOOL: Frankel Leo 30-34, 4th 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 discuss.ceu.edu. 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
The Dean of Students Office 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.edu. A baby changing room is available in 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 should be structured in a way that does not hinder their academic success. The number of hours students can work during a week are regulated by CEU internal rules and by Hungarian employment regulations. Before entering into any employment relationship (inside or outside CEU) students need to inform the Head of their Department for their approval and then contact the Human Resources Office of the University. If you become employed within the EU region, please contact the Student Life Office since this type of employment may affect your insurance or health care coverage. Also, before you enter any employment relationship, please visit the webpage of the Human Resources Office of CEU (Human Resources Office Mini-site/Student corner - hro.ceu.edu/studentcorner) and make sure that you carefully read through the Student Employment Policy of CEU and the general guideline.

PASSPORT OR NATIONAL ID CARD
Foreigners in Hungary are required by law to carry with them a 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 HUF for failing to show a valid passport (or a national ID card in case of EEA citizens).

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 branch office is located near CEU at Alkotmány u. 18 (district 5, Phone: 312-7636).
LOCATION: Faculty Tower, Basement  |  EXTENSION: 2038 or 302-0800
EMAIL: copyshop@copycat.hu  |  WEBSITE: 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 SERVICES
Students can send fax messages as e-mails to an addressee's fax number. Please note that for the fax to be forwarded correctly, students must send the message in HTML format or as a PDF attachment. However, for receiving fax messages students need to contact their program coordinator. Please visit this site for detailed information: it.ceu.edu/fax

POSTAL SERVICES
The closest post office (in Hungarian: Posta) is located near St. Stephen's Basilica – just two blocks from CEU.  
LOCATION: Bajcsy-Zsilinszky ut 16, H-1054 Budapest
BUSINESS HOURS: Monday to Friday: 8:00 a.m.-8:00 p.m.
24-hour Post Office
LOCATION: Amerikai ut 25, H-1145 Budapest district 14 (take bus 7 or 112 to “Amerikai ut”)

SPORTS CENTER
LOCATION: Hild József Elementary School, Nador u. 12  |  Please check-in at the reception on the second floor.  |  Please note that hours of operation apply for the training room. Opening hours for the Gym for ball games can be found at: www.ceu.edu/campus/facilities/sport
HOURS OF OPERATION: Monday-Friday: 3:00 p.m.-9:00 p.m.  |  PHONE: (+36 30) 996-6936
EMAIL: sportcentrum@ceu.edu  |  WEBSITE: www.ceu.edu/campus/facilities/sport
AVAILABLE: Basketball, Badminton, Volleyball, Indoor Soccer, Bodybuilding (Weightlifting), Aerobics, Medicinal Gymnastics, Yoga, Zumba.

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EMAIL: sportcentrum@ceu.edu  |  WEBSITE: www.ceu.edu/campus/facilities/sport
AVAILABLE: Basketball, Badminton, Volleyball, Indoor Soccer, Bodybuilding (Weightlifting), Aerobics, Medicinal Gymnastics, Yoga, Zumba.
Medical Services/Emergency Information

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 are posted outside the Medical Center. If there is any change in their schedules (for instance in the summer months of July and August) updated 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 treatment and will need to claim reimbursement from their insurance providers afterwards. There is no set tariff for emergency services, which could amount to 20,000 HUF (approx. 65 EUR).

To claim reimbursement of prepaid expenses of medical treatment, pharmaceuticals or medical aids: the insured needs to have an invoice issued in the name of Adenium J.V. Kft., 1013 Budapest, Dobrentei utca 10. and a copy of all medical documents related to the insured event (e.g.: outpatient records, hospital discharge summary, examination records, laboratory records, prescriptions, etc.).

To submit invoices for reimbursement: if there is no emergency situation, patients need to consult the CEU Medical Center first and then visit a pharmacy or the suggested medical facility for further treatments. The invoices and medical records must be signed by a CEU doctor before being submitted to the Medical Assistant, at the address below. The reimbursement will be completed in CEU.

LOCATION: Nador 11 Building, Ground floor, Room 002 | OFFICE HOURS: Tuesday and Thursday 12:00 noon-1:45 p.m. | EMAIL: verebes@ceu.edu

Erasmus Mundus full scholarship recipients at CEU are provided with worldwide travel insurance by Marsh. For reimbursement claims:
1. ACE (policy BEBS8A) | Consult the ‘Claims Form’ section on www.marsh.be/emis2. In case of emergency situations please contact ACE Assistance (+32 2 541 91 31).
2. EUROPESE (policy GBC) | Consult the ‘Claims Form’ section on www.marsh.be/mem. In case of emergency situations, please contact De Europese Emergency Switchboard (+32 3 253 68 00).

IMPORTANT EMERGENCY INFORMATION
24-Hour Medical Phone Number
In case of a specific medical emergency during the evening or weekend hours, students may receive advice and assistance 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. 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 services:

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 is very helpful to have a Hungarian speaker with you.

Local District Medical Emergency Offices (Ugyelet)
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 Kerepesi dormitory may turn to the reception desk for assistance.

1st and 12th district | Beethoven u. 8. | PHONE: 212-6636
2nd district | Ret u. 3 | PHONE: 202-1370
3rd district | Vihar u. 29 | PHONE: 388-8501
4th district | Gorgey utca 43 | PHONE: 369-2600
5th district | Semmelweis u. 14/b, entrance from Gerloczi utca | PHONE: 311-6816
6th and 7th district | Dob u. 86 | PHONE: 321-0440
8th and 9th district | Haller u. 29/A | PHONE: 215-1644
10th district | Pongrac u. 19 | PHONE: 261-5834
11th district | Tetenyi uti Szent Imre Hospital, Tetenyi ut 12-16. “A” building, Ground floor, PHONE: 203-3615
13th district | Revesz u 10-12 | Phone: 349-8500
14th district | Hermenti u. 7 | PHONE: 220-6693
15th district | Rakos ut 58 | PHONE: 307-2222
16th district | Beno utca 3 | PHONE: 407-4045
17th district | Egeszsegbaz u. 3 | PHONE: 256-6272
18th district | Szent Lorinc setany 2 | PHONE: 290-4182
19th district | Petofi u. 49 | PHONE: 282-9692
20th and 23rd district | Del Pesti Hospital, Koves utca 1 | PHONE: 283-8763, 285-6574
21st district | Gorgey Artur ter 8 | PHONE: 427-5120
22nd district | Kaldor Adolf u. 5-9 | PHONE: 229-1758

Transplantation and Surgery Clinic of Semmelweis University
LOCATION: Baross u. 23-25, H-1082 Budapest | PHONE: 267-6000
In emergency cases, students may visit this clinic directly without the referral of the CEU Medical Center. It is possible to ask for medical assistance from the doctor on duty at the clinic. Students may receive immediate help on the spot or get advice on the procedure to follow.

Peterfy Hospital, Traumatological Center / Central Traumatological Emergency Center (Kozponti Baleseti Ambulancia)
LOCATION: Fiumei u. 17, H-1082 Budapest (Use the entrance from Gazlang street.) | PHONE: 299-7700
This is a large traumatological center. In case of accidents students may go to this center any day of the week around the clock.

Non-prescription medicine
In Hungary medications such as painkillers, antipyretics or spasmyotics can be purchased without prescriptions at pharmacies and drug stores. 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
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.

Close to the CEU Residence Center:
Benu Ors Vezer Pharmacy (Open 24 hours, on duty at night) | 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.

Open 24-hour:
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
Benu Beketeri Gyogyszertar | LOCATION: Lehel utca 70-76, H-1135 Budapest | PHONE: 320-8006

HEALTH INSURANCE
All students are informed about health insurance coverage and options upon admission to CEU. Details about insurance-related issues are available at www.ceu.edu/studentlife/onlineorientation/health. Please make sure that you read these documents carefully. If you have problems of an administrative nature, for instance related to your insurance, please turn to Viktoria Magocsi, Student Life Coordinator.

PATIENT'S ADVOCATES
For 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 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: www.ceu.edu/studentlife/services/medical/patients-advocates

COUNSELING AND PSYCHOLOGICAL COUNSELING
LOCATION: Nador 11 Building, Room 201 A
Counseling and Psychological Services offer short counseling sessions to all registered CEU students upon request. Professional counselors can meet with students to talk about personal, academic and career issues including: adjusting to school, dealing with family or relationships, coping with personal crises.

Many students benefit from just one or a few sessions of counselling. The maximum number of sessions will be determined by the counselors, based on the students’ (omit treatment plan) counseling needs (up to maximum of 8 sessions per academic year if needed). If a student needs longer term counseling or specialized services, the counselors can help connect him/her with other mental health providers. The sessions are 45 minutes long, and the counselors try to schedule an appointment within one week from the received email (if it is emergency - please specify in your e-mail).

Berne Weiss | PSYCHOLOGIST | EMAIL: weissb@ceu.edu | LOCATION: Nador u. 11, Room 201 A
OFFICE HOURS: Monday, Wednesday: 2:00 p.m.-7:00 p.m.
Vera Varady | CLINICAL PSYCHOLOGIST | EMAIL: varadyv@ceu.edu | LOCATION: Nador u. 11, Room 201 A
OFFICE HOURS: Tuesday, Thursday: 2:00 p.m.-7:00 p.m.
Other appointment times are available by special arrangement in urgent or emergency cases.

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Fire Regulations and Evacuation Procedures

What to Do in Case of Fire
Anyone noticing a fire should
| report this immediately to the security service at the reception
| or call the 24hr number in the Nador complex: (+36 1) 327-3000 extension 2240 from any mobile device; in the Residence Center from the corridors: 5555, from mobile phone: (+36 1) 327-3150
| or use the nearest alarm box in the corridor.

Fire Emergency | PHONE | 105

In case of a fire emergency call, the following information must be given:
| the exact location of the fire
| what is burning
| who and what is in danger
| how many people are injured
| the name of the person who is reporting the fire.

All students, employees and visitors should fully acquaint themselves with actions to be taken in case of fire, bomb alerts or other emergencies. Instructions are displayed in all rooms and elevators of the university complex detailing these actions (In case of Fire* notices). A training session on fire safety is obligatory for every student and employee each Academic Year. Fire drills are organized in order to ensure that evacuation procedures can be carried out smoothly in case of emergency. Fire escape routes are marked in each building by green/white lights. In case of a fire, please let everyone in your vicinity know about the danger and evacuate your building immediately through the nearest emergency exit. The use of elevators is not allowed. Please make sure that you do not block escape routes and doors. Smoke and fire detectors are installed in all CU buildings. Fires or smoke will automatically set off the alarm. (Please note that smoking is allowed only in designated smoking areas.) Sprinkle systems are 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 (+36 1) 327-3000 extension 2240.

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

Community Initiatives

STUDENT ACTIVITIES
The University actively encourages and supports the interests and activities of students. At the start of each Academic Year, we conduct surveys to find out more about students’ interests. 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 Debate Society, which in previous years has gone on to the European Universities Debating Championship. More information about Student Activities and the Student Union can be found at www.ceu.edu/studentlife/clubs-activities.

SUSTAINABLE CEU
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.

Logan Strenchock | ENVIRONMENTAL AND SUSTAINABILITY OFFICER | EXTENSION: 2089 | PHONE: (+36 70) 589-6871 | Email: strenchockl@ceu.edu | LOCATION: Nador u. 11, Courtyard
Recycling
Waste reduction and 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, clearly defined paper and plastic collection bins are widely distributed throughout all floors of buildings on campus, and in most cases located in common areas and kitchens. Used batteries can be deposited in the specially marked green bin near the ATM in the Octagon Area of the Monument Building.

Glass and Metal waste can be deposited in the Nador 11 courtyard where labelled collection bins are located.

We encourage you to be creative in coming up with ways to reduce the amount of waste you produce on campus. Not producing waste is the best solution, but when you do please consider the appropriate bin when disposing of waste, and if you have any questions related to waste management please contact: strenchock@ceu.edu.

Smart Hydration
Drinking water at CEU meets all Hungarian and EU standards for safe and healthy drinking water. Official testing of water quality on campus was initiated with the intent to encourage community members to have full confidence in choosing tap water for hydration needs on campus. Utilizing tap water for hydration purposes has significant environmental, health, and economic benefits. In accordance with ongoing efforts to promote sustainability initiatives at CEU and to strengthen the commitments outlined in the University Sustainable Development Policy, Sustainable CEU and the Campus Sustainability Advisory Committee (CSAC) encourage you to take advantage of the high quality, free, and environmentally friendly source of drinking water supplied directly to our campus.

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

Bicycles
CEU also encourages the use of bicycles as a sustainable, healthy and environmentally friendly form of transportation. In recent years bicycle culture has been growing in Budapest, the CEU community has many dedicated bikers who commute throughout the year. Since 2013, the CEU Bike Share program has allowed University community members to utilize bikes for short term borrowing periods.

CEU community members who commute by bicycle can utilize the Oktober 6 u. 7 building courtyard for daily parking purposes. The courtyard is located on the entrance level of the Oktober 6 u. 7 building, where the School of Public Policy and several CEU offices are located.

To access the bicycle courtyard, please enter through the main entrance of the Oktober 6 u. 7 building, and proceed to the back of the entrance floor, where you will find a door which you can use to access the parking area on the right side of the back wall. Please look for signs which indicate where the bike parking area is located.

Bicycle Repair
All CEU community members can borrow bicycle repair tools from the Sustainability Officer’s office in the Nador 11 Courtyard. A bike repair station which includes a repair rack and an air pump is located in the Oktober 6 u. 7 Courtyard.

CEU Bicycle Share Program
If you are interested in using a bike for a day or weekend trip but don’t have a bike to call your own, we encourage you to take advantage of the CEU Bike Share System. A number of bikes are available for borrowing by all CEU community members. Bike requests must be placed in advance of borrowing and individual bikes can be borrowed for up to a 3 day period after an official request. For more information about biking at CEU, and the CEU Bike Share System, please send an email to: bicycles@ceu.edu

Another way for renting a bike in Budapest is to join the Bubi public bike-sharing system. For details, please consult this site: http://molbubi.bkk.hu/hasznalat.php.

Green Living in Budapest Guide
Have you ever wondered where you could buy local produce, find used clothing or books, or how to get involved in local community environmental initiatives? A helpful guide was created by Sustainable CEU to give you a better idea of how to adjust comfortably to life in Budapest. Additionally, we encourage you to use this guide to become more aware of where and how you can exercise your rights as a conscious consumer and active community member. This guide lists only a few examples of some of the interesting opportunities you have for green living in Budapest. More Information: www.ceu.edu/campus/sustainable/getinvolved

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: hrsi.ceu.edu.
Important Information About Budapest

SAFE 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 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 are 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 bank or at exchange bureau.

Areas to avoid at night in Budapest
Downtown Budapest (Castle District, districts V, VI, part of district VII along the 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.

HOME AND PROPERTY INSURANCE
It is highly advisable to insure the apartment or belongings (e.g. laptop) against loss, theft, accidental damage and fire. The University’s health insurance policy (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.

Other Important Phone Numbers in Budapest
Please note that some of 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
### Where to go for Answers

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Extension</th>
<th>Name / Email</th>
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<tbody>
<tr>
<td>Academic appeals</td>
<td>Provost/Pro-Rector</td>
<td>N9 1st floor</td>
<td>3060</td>
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<tr>
<td>Academic transcripts &amp; certificates</td>
<td>Student Records Office</td>
<td>N11 Rm 304</td>
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<td>Academic writing</td>
<td>Center for Academic Writing</td>
<td>N11 Rm 309</td>
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<td>Address registration</td>
<td>Student Life Office</td>
<td>N11 Rm 304</td>
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<td>Admissions</td>
<td>Admissions Office</td>
<td>N9 Mezzanine floor</td>
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<td>Alumni</td>
<td>Alumni Relations &amp; Career Services</td>
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<td>Archival Research</td>
<td>Open Society Archives (OSA)</td>
<td>AJ32 1st floor, Research Room</td>
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<tr>
<td>Bank accounts &amp; bank cards</td>
<td>Budget and Finance Office</td>
<td>JA 24 2nd floor, Rm 208/209</td>
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<td>Sustainability Officer</td>
<td>N11 Courtyard, Maintenance Office</td>
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<tr>
<td>Campus Redevelopment Project</td>
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<td>O6 7 4th floor 427</td>
<td>2033</td>
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<td>CEU Web Team</td>
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<td>IT Department</td>
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<td>University Information System</td>
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