

# **CEU STUDENT RECORDS MANUAL**

## **2020-2021**

Welcome to CEU

Dear Student,

This manual has been prepared to help you get acquainted with the work of one of the most frequently visited offices in the University - the Student Records Office (SRO). It is designed to inform you about the procedures for course registration, the university grading policy and other SRO-provided services, and has been created as a tool to help you navigate these processes. If you encounter any problems, do not hesitate to contact our office. You will find our contact information [on the website](#).

We wish you a successful year at CEU!

The Student Records Team

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## General Information

### LOCATION

CEU's central administration and CEU departments and programs are based in Budapest and Vienna.

### LANGUAGE

English is the official language of instruction and examination at CEU.

The information contained in this document is designed to explain and to familiarize students with the various policies and procedures at CEU including: the credit and grading system at CEU; using CEU e:Vision Portal - CEU's online enrollment and course registration system, and other SRO-related services.

## Credit and Grading System

### CREDIT HOUR EXPLANATION

One US credit equals to 600 taught classroom minutes at the graduate level, and to 720 taught classroom minutes at the undergraduate level.

### GRADE POINT AVERAGE

Semester and cumulative grade point averages are calculated for matriculated students and are based only on CEU coursework. Averages appear on the transcript and are identified as "GPA". The GPA is calculated by multiplying the grade points with the GPAW value (in almost all cases, this is the credit value) and then dividing this number by the sum of the weights (GPAW) of the courses taken.

<b>Abbrev</b>	<b>Departments, programs</b>
UGS	Undergraduate Studies
CHSP	Cultural Heritage Studies Program
DNDS	Department of Network and Data Science
COMP	Computer and Statistics Center
COGN	Department of Cognitive Science
DSPS	Doctoral School of Political Science, Public Policy and International Relations
ECBS	Department of Economics and Business
ENVS	Department of Environmental Sciences and Policy

GENS	Department of Gender Studies
HIME	Joint MA in Historical Studies (HIST and MEDS)
HIST	Department of History
INTR	Department of International Relations
LANG	Center for Academic Writing
LEGS	Department of Legal Studies
MATH	Department of Mathematics and its Applications
MEDS	Department of Medieval Studies
NATI	Nationalism Studies Program
PHIL	Department of Philosophy
POLS	Department of Political Science
RSP	Romani Studies Program
SOCL	Department of Sociology and Social Anthropology
SOPP	School of Public Policy

Academic Standing**	GPA range	Description
Distinction	3.67–4.00	High performance
Merit	3.33–3.66	A very good performance
Pass	2.66–3.32	Performance that meets general CEU standards
Unsatisfactory Standing***	Less than 2.66	A student whose record is below minimum CEU standards or the student's department may, at the end of a given term, be advised by the Academic Pro-Rector, upon recommendation of the relevant department, that further registration will not be permitted, thus terminating the degree candidacy.

\*\* Shown on US diplomas but not on transcripts

\*\*\* In some cases a student may be permitted to register subject to specific academic conditions which, if not fulfilled by the date specified, will result in the termination of candidacy

Translation of grade point average to Hungarian diploma qualifications <i>A diploma minősítése a magyar rendszer szerint****</i>	
Grade point average – <i>Átlag</i>	Translation in the Hungarian system – <i>Magyar rendszerben való megfeleltetés</i>
4.00 – 3.67	Distinction, <i>Jeles</i>
3.66 – 3.33	Merit, <i>Jó</i>
3.32 – 3.00	Satisfactory, <i>Közepes</i>
2.99 – 2.66	Pass, <i>Elégséges</i>
2.65 and below ( <i>2.65 és alatta</i> )	Degree not issued ( <i>diplomát nem állítunk ki</i> )

\*\*\*\* Shown on Hungarian diplomas issued on Hungarian accredited programs

Overall classification of the qualification in the Austrian system	
In English with grade point average	In German
Pass with Distinction - GPA 3.67-4.00	Mit Auszeichnung bestanden
Merit - GPA 3.33-3.66	Mit Auszeichnung bestanden
Pass - GPA 2.66-3.32	Bestanden

## GRADING SYSTEM

CEU GRADING SYSTEM			
GRADE	NAME	POINT	CREDIT
A	Outstanding	4.00	yes
A-	Excellent	3.67	yes
B+	Good	3.33	yes
B	Fair	3.00	yes
B-	Satisfactory	2.67	yes
C+	Minimum pass	2.33	yes
F	Fail	0.00	no

EUROPEAN CREDIT TRANSFER SYSTEM GRADING SCALE			
GRADE	STUDENTS*	DEFINITION	AT CEU
A	10%	Outstanding performance with minor errors	A
B	25%	Above the average standard but with some errors	A-/B+
C	30%	Generally sound work with a number of notable errors	B+/B
D	25%	Fair but with significant shortcomings	B/B-
E	10%	Performance meets the minimum criteria	C+
FX	-	Some more work required before the credit can be awarded	INC
F	-	Considerable further work is required	F

\* Percentage of successful students normally achieving the grade

SPECIAL GRADES		PONT	CREDIT	DESCRIPTION
<b>P</b>	Pass		yes	Pass/Fail grading option which represents C+ or better. The official grade record is P; no equivalent letter grade will be released
<b>F</b>	Fail		no	Pass/Fail grading option which represents C or worse. The official grade record is F/FL, no equivalent letter grade will be released
<b>RP</b>	Retake	2.33	yes	Retake examinations can be provided upon the authorization of the head of department or program to those students who have failed a course, except for their final examination. Retake examination is graded on an RP/F basis, where RP constitutes a grade worth the minimum passing grade C+ with 2.33 points for the course
<b>EX</b>	Exemption	dept.	dept.	Exemption based on equivalent qualifications or experience. Eligibility is to be determined by the appropriate department or program.
<b>IN</b>	Incomplete	0.00	no	Incomplete may be assigned to a student who has not completed all course requirements within the prescribed amount of time by circumstances beyond the student's control. Regarded as F if the course work is not completed within six weeks after the start of the next term
<b>AF</b>	Administrative Fail	0.00	(no)	Assigned for failure to either drop or complete course

GRADES NEITHER INCLUDED IN THE GPA NOR CARRYING CREDIT		
AU	Audit	Audit, no credit earned
W	Withdraw	Assigned for unsatisfactory attendance or withdrawal from a course
IP	In Progress	Assigned if the student received permission for late submission of work for the course. Changes to F if the final course work is not completed by the deadline.
CNT	Continued	Continuing course (for courses that last more than one semester)
***	Grade not available	Student is currently enrolled for the course or final grade is not submitted yet

## Using the CEU e:Vision Portal

### Course Registration

Course registration is done through the e:Vision Portal. You may access the Portal via the following link: <https://sits.ceu.edu/>

Course registration is mandatory for all students. Failure to register may jeopardize a students' ability to complete their degree requirements. A student attending a course without formal registration will not be awarded any credits. After a student registers for a course, it is immediately recorded on the student's transcript. Dropping a course leads to its automatic removal from the transcript.

#### REGISTRATION PERIODS

Students can only register\* during the registration period (see under Registration Calendar in this document). After having registered, students can modify their course selection by adding or dropping courses. Add/drop through the e:Vision is possible during the registration period. ***In case you failed to register during the registration period, a late registration fee of 15 EUR must be paid.*** After the end of the registration period, e:Vision will not allow any further changes to your registration records.

\* At CEU, registration for a course automatically indicates that the student also registered for the examination and paper submission related to that course.

Registration starts at 8:00 A.M. on the first day and ends at midnight on the closing day. Students are advised not to postpone registration until the last moment, but rather finalize the course selection well in advance.

#### REGISTRATION DEADLINES AND LATE REGISTRATION PENALTY

Registration deadlines are not flexible. Late add and drop of courses will result in a financial penalty of 15 EUR per course. Students can turn directly to their Department Coordinator or the Student Records Office

with their late add or drop requests. Student will have to pay the fee online at <https://payments.ceu.edu/>. Should students turn to SRO with late change requests in their course list, SRO will also request written confirmation in email from the professors and the departments/units about this change.

A student who fails to register for any course by the end of a term's registration period may be advised by the Academic Pro-Rector, upon recommendation of the SRO, that further registration will not be permitted, thus terminating their enrollment at CEU.

If necessary, a student failing a course in a semester will be allowed to register late without a fee in the consecutive semester in another course to compensate for the credits they were not awarded and needs in order to graduate. This is subject to the approval of the instructor whose course the student would like to register for late, and that of the department head.

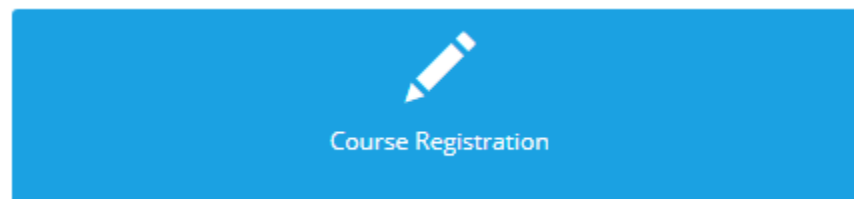
#### *TECHNICAL PROBLEMS*

Please contact the Student Records Office about any problems regarding. For technical problems (problems with e:Vision, password forgotten, etc.) students should write an email to [helprequest@ceu.edu](mailto:helprequest@ceu.edu)

#### *ACCESSING THE COURSE REGISTRATION PLATFORM*

Log in with your O365 credentials to <https://sits.ceu.edu> site.

Click on the "My Student Page - Academic" menu, then open the "Course Registration" tile.



#### *COURSE REGISTRATION SITE*

- Top of the page: Mandatory course list
- Left side of the page: Elective courses
- Right side of the page: Selected courses

The courses are entered for the entire year already in the beginning of the academic year, therefore you will see Fall, Winter and Spring Term courses as well. By clicking on the hyperlinked Course Title you can view the details of each course: e.g. department, instructor(s), mark scheme, time and location, cap (the maximum number of students), actual (number of students already accepted for the course), comment (important information from the department). There are separate tabs for showing the term specific information of the same course.

## MANDATORY COURSES

You have already been registered for the mandatory courses according to the curriculum of your program. You have no further task with these courses.

### Course Registration

Welcome to the Online Course registration process. We uphold the right to change the status of your registration in line with academic regulations of CEU.

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#### Your details

**Programme:** MA in Sociology and Social Anthropology - T  
**Mode of Attendance:** Full Time

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#### Mandatory courses

Code	Course Title	Term	Occ	US Credits	ECTS	Status	Marking Scheme
SOCL5448	Thesis consultation - KEE	Fall Term		5	10	Mandatory	Pass/Fail
SOCL5800	Thesis Research Semester	Fall Term		8	16	Mandatory	Pass/Fail
SOCL5444	Thesis consultation 2 - KEE	Winter Term		3	6	Mandatory	Pass/Fail
SOCL9102	Thesis	Spring Term		14	28	Mandatory	Grade

## OTHER COURSES

You need to **choose your courses** in these 5 categories:

- Mandatory-elective courses: a set of courses defined by your department from which you need to select
- Elective courses: select any courses from the list
- Non-crosslisted courses: select up to 4 credits, the course name has to be typed in or use the Search field (explained below)
- Audit courses: the course name has to be typed in or use the Search field (explained below)
- Extracurricular courses: e.g. language and computer courses

The minimum and/or maximum number of credits you can take from each category (for the whole academic year) is indicated in their section in certain programs. If it is not indicated, please, consult with your department coordinator or check your department handbook.



Choose a minimum of 14 credits in any term from the available list.  
This block contains the MANDATORY-ELECTIVE courses.

View List

AND

Choose a minimum of 5 credits in any term from the available list.  
This block contains the ELECTIVE courses.

View List

AND

Choose a maximum of 4 credits in any term from the available list.  
This block is optional and contains the NON-CROSSLISTED courses.

View List

### *CHOOSING COURSES*

Click on the “**View List**” button to open the table of the available courses in that particular category. You can sort the list by course code, name, term or by number of credits.

There is a possibility to search for a specific course by clicking on the “**Search**” bar in each block. In the simple search you can enter the course code or the course name. Click on the “**Show Advanced**” link to enter additional search criteria: Level, Credits, Department (abbreviation of the department), Tutor, Term (enter T1 or T2 or T3 for Fall or Winter or Spring Term), Location.

Click on the “**Add**” button to select the course for registration. The course will appear on the list on the right side.

#### **Notes:**

In case a course you wish to add collides with another course you have already added, the system will not allow you to add the selected course. In case a pop-up window shows that the course is full, you have the option to sign up for the waiting list.

Choose a minimum of 14 credits in any term from the available list.

This block contains the MANDATORY-ELECTIVE courses.

Hide List

Search

Enter course code or name...

Hide advanced

Select criteria...

- Select criteria...
- Level
- Credits
- Department
- Tutor
- Term
- Location

Add Del

Search

		Term	Crds	Add
LEGS5136	Human Rights Remedies	Fall Term	1	Add
LEGS5172	Critical Race Theory: Race and Law from the United States to Europe	Spring Term	2	Add
LEGS5177	European Anti-Discrimination Law	Fall Term	2	Add
LEGS5177	European Anti-Discrimination Law	Spring Term	2	Add

### YOUR SELECTED COURSES

On the right side of the page the 'All my courses' tab shows all the selected courses from each elective category.

The 'Courses from current block' tab shows only those courses which are selected from the category which is opened on the left side with the "View List" button.

The **green check mark** with lines means that you are placed on the waiting list on that course.

If you want to delete a course from your lists, click on the **Trash icon**.

All my courses

Courses from current block

Selected Courses

Course	Name	Term	Credits	🗑️	✓
INTR5065	International and European Refugee Policy and Law	Winter Term	4	🗑️	✓
INTR5070	Who rules the world? International Order(s) in Theory and in Practice	Fall Term	4	🗑️	✖️
LEGS5028	Persuasive Argumentation Exercise (ECHR Moot Court)	Winter Term	1	🗑️	✓
LEGS5138	Human Rights Remedies	Fall Term	1	🗑️	✓
LEGS5138	Human Rights Remedies	Fall Term	1	🗑️	✓
LEGS5145	Law and Bioethics	Winter Term	2	🗑️	✓
LEGS5172	Critical Race Theory: Race and Law from the United States to Europe	Spring Term	2	🗑️	✓

Totals

Overall Progress	Required	Current	✓
Credits	N/A	11	✓

View Timetable

Submit Selections

### TOTAL NUMBER OF CREDITS

Below the Selected Courses table you can see the ‘Totals’ section which shows the number of credits required versus the number of current credits you reach with your course selection. If ‘All my courses’ tab is open, all credits are shown, if ‘Courses from current block’ tab is open, credits of that category are shown.

#### Note:

You can only submit your course registration in case you reach the minimum number of credits in each category – if it is indicated at all. If it is not indicated, please, consult with your coordinator or check the department handbook.

All my courses

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**Selected Courses from Current Block**

Course	Name	Term	Credits		
LEGS5145	Law and Bioethics	Winter Term	2		
LEGS5028	Persuasive Argumentation Exercise (ECHR Moot Court)	Winter Term	1		
INTR5065	International and European Refugee Policy and Law	Winter Term	4		

**Totals**

Progress in this block	Required	Current	
Credits	5	7	

### TIMETABLE

If you want to see the schedule of your selected courses, click on the “**View Timetable**” button.

### SUBMITTING COURSE REGISTRATION

To finalize your course registration, you **MUST** click on the “**Submit Selections**” button because this will ensure that the system records your registration. Selecting the courses is not enough to complete the registration process.

### Note:

In case the system does not allow you to submit your selections, a red X will appear in the category section where you have not selected the correct amount of credits, or an exclamation mark is displayed for any warnings at the Selected Courses table.

AND

Choose in any term from the available list.

This block is optional and contains the AUDIT courses.

View List

AND

Choose in any term from the available list.

This block is optional and contains the AUDIT courses.

View List

AND

Choose in any term from the available list.

View List

View Timetable

Submit Selections

All my courses Courses from current block

**Selected Courses**

Course	Name	Term		
INTR5065	International and European Refugee Policy and Law	Winter Term		✓
INTR5070	Who rules the world? International Order(s) in Theory and in Practice	Fall Term		✓
LEGS5028	Persuasive Argumentation Exercise (ECHR Moot Court)	Winter Term		✓
LEGS5145	Law and Bioethics	Winter Term		✓
LEGS5172	Critical Race Theory: Race and Law from the United States to Europe	Spring Term		✓

**Totals**

Overall Progress	Required	Current	
Credits	N/A	9	✓

### *SUBMITTED COURSE SELECTION PAGE*

After a successful submission you will land on the **Submitted Course Selection** page which lists all your selected courses except for the waiting list courses.

To make any changes, click on the “**Modify Registration**” button. You will be directed back to the course registration site where you can still make modifications (add or delete courses) until the end of the registration period.

Registration deadlines are not flexible, late add and drop of courses for the actual term via SRO will result in financial penalty.

# Submitted Course Selections

Please find below a list of your selected courses. If you would like to make any changes to these, please click the Undo Last Change button. (Otherwise, you can leave the screen at this stage.)


**Student Details**

**Student** 1900508/1  
**Name** ██████████  
**Programme** LLM in Human Rights - Dual  
**Mode of Attendance** Full-Time

**Course Selections**

Selected a total of 33 course(s) which total 51 credit(s)

Year	Period	Status	Course	Occ	Level	Credits	Course Title
2019/20	Fall Term	Mandatory	LEGS5000	A	Master or equivalent	0.00	<a href="#">Thesis Writing Course</a>
2019/20	Fall Term	Mandatory	LEGS5051	A	Master or equivalent	1.00	<a href="#">Legal Terminology</a>
2019/20	Fall Term	Mandatory	LEGS5074	A	Master or equivalent	0.00	<a href="#">Orientation on Academic Honesty</a>
2019/20	Fall Term	Mandatory	LEGS5076	A	Master or equivalent	0.00	<a href="#">Thesis Orientation</a>
2019/20	Fall Term	Mandatory	LEGS5079	A	Master or equivalent	0.00	<a href="#">Thesis Topic Presentations</a>
2019/20	Fall Term	Mandatory	LEGS5109	A	Master or equivalent	1.00	<a href="#">Introduction to Public International Law</a>
2019/20	Fall Term	Mandatory-Elective	LEGS5191	A	Master or equivalent	2.00	<a href="#">Indigenous Peoples' Rights under International Law</a>
2019/20	Fall Term	Mandatory	LEGS5201	A	Master or equivalent	2.00	<a href="#">Introduction to Regional Human Rights Systems</a>



## CHECKING COURSE REGISTRATION STATUS

Click on the 'My Courses & Grades' tile under the "My Student Page - Academic" menu. You can see the list of courses for each term you have registered for and been accepted to, the number of courses on waiting list, the courses with e-learning elements, and the total number of credits.



## Registration Calendar

	PERIOD	TECHNICAL SIDE
<b>FALL SEMESTER</b> (for the whole academic year)	28 September – 11 October, 2020	All functions in e:Vision are accessible for both registration and add/drop for the whole academic year.
<b>WINTER SEMESTER</b> (with possibility to change the registration for the Winter term)	21 December, 2020 – 17 January, 2021	All functions in e:Vision are accessible for both registration and add/drop for the Winter term
<b>SPRING SEMESTER</b> (with possibility to change the registration for the Spring term)	15 March, 2020 – 11 April, 2021	All functions in e:Vision are accessible for both registration and add/drop for the Spring term

## Other Course Related Information

### LATE STARTING COURSES

Although some courses begin after the end of the registration period, students must still register for these classes during the registration period. For the possibility of dropping these courses outside the registration period, please, consult your department coordinator.

### REGISTRATION FOR MANDATORY COURSES

Registration for mandatory courses is automatic - students do not need to register for them.

### RESTRICTED COURSES AND WAIT LISTS

Many courses are restricted to a maximum number of students who can enroll in the class and generally registration works on a first-come-first-served basis. However, some departments give priorities to certain groups of students (please, check the comment section of the respective course). If the number of registered students reaches the cap, those who registers later will be placed on the waiting list. Students will not enter the course from the waitlist automatically - it is done manually. Waiting lists are handled according to the given priorities by the department coordinators and later by the professors.

Please, do not forget that changing the grading mode from Grade to Audit (or vice versa) must be done the following way:

Drop the course and then choose again from the Audit options (or from the respective group of courses listed on e:Vision).

Since changing the mode implies that the course first should be dropped and then taken again for a different mode, there is a risk that when the student drops the course they may lose the original position.

#### *UNSATISFACTORY ATTENDANCE AND DEGREE REQUIREMENTS*

Failure to drop a course while not attending will result in the assignment of an “AF” (Administrative Fail) grade for the course. This grade earns no credit and affects the GPA with 0.00 points, that is, it decreases the GPA.

#### *AUDITING COURSES*

If a student wants to officially register for a class without earning a letter grade or credit, the course may be scheduled as an audit. The cost and workload incurred in this case is the same as if the course were taken for credit, that is, a student auditing a course may be required to participate fully in the class.

Expectations should be clarified with the course instructor at the beginning of the course. A course scheduled for audit will appear on the student’s transcript with the symbol AU if attendance was regular, or W if the attendance was unsatisfactory. No credit is earned, nor is the GPA affected.

#### *COURSE EVALUATION*

Central European University uses an online system, CoursEval, for course and teacher evaluations. Students are asked to evaluate their courses at the end of each semester through a survey of 15 questions. The CoursEval system is entirely independent of all other university systems. It is managed solely by the Institutional Research Office. All surveys are anonymous; neither the numeric nor the text answers can be linked to the individual respondents in any way. Faculty members receive a report on their evaluations after they have uploaded all the grades to SITS / student administration system, they do not have access to the names of individual students. CoursEval student evaluations serve as a major source of feedback for both teachers and Departments and are integral components of curriculum development at the University and individual Departments. CoursEval reports are thoroughly studied by the departments and the Office of the Provost in order to respond to student needs and observations effectively. If you have any questions about CoursEval and the procedures involved do not hesitate to contact Erika Mathe at the Institutional Research Office ([mathee@ceu.edu](mailto:mathee@ceu.edu)).



## *SRO-Related Services*

THE STUDENTS RECORDS OFFICE PROVIDES THE FOLLOWING SERVICES:

- Issuing CEU transcripts

To order transcripts from abroad or while at CEU please check our website:

<https://www.ceu.edu/sro/order-transcripts>

- Issuing certificates of enrollment in English, Hungarian or German

To order certificates of enrollment (you may need them for residency permit/ visa extensions, etc.) please visit this link: <https://www.ceu.edu/sro/order-certificate-enrollment> and place an order online.

There is no fee for this service and the certificates can be picked up/received via email in 3 working days.

- Issuing other certificates (e.g. graduation certificate)
- Advising students on registration related matters, including ECTS, grades, deadlines, etc.
- Preparation of diplomas, diploma supplements: <https://www.ceu.edu/sro/diploma-replacement-procedure>
- helping with Apostille procedure: <https://www.ceu.edu/sro/apostille-procedure>
- Credit transfer: <https://www.ceu.edu/sro/credit-transfer>
- Degree verification procedure

## STUDENT RECORDS OFFICE

LOCATION: Budapest, Nádor u. 11., 3rd floor, room 304

Vienna, Quellenstraße 51-55, 2<sup>nd</sup> floor – Student Services front desk

PHONE: (+36 1) 327 3000/ext. 2401 in Budapest

(+43 1) 25230 2824 in Vienna

EMAIL: [registry@ceu.edu](mailto:registry@ceu.edu)

WEBSITE: <https://www.ceu.edu/sro>

## 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 or sexual orientation in administering its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.