My
Student Handbook & Academic Diary
2013 / 2014

NAME

Budapest 2013
Accuracy of the Student Handbook and Academic Diary

The information in this Student Handbook and Academic Diary is updated annually and is based on the 2012/2013 Academic Year. All policies and procedures are current as of July 2013. Revisions may occur throughout the 2013/2014 Academic Year. Central European University reserves the right to change requirements, policies, rules and regulations in accordance with its established procedures. Changes and additions will be announced through the regular information distribution channels. Updates will be posted regularly in the relevant sections of the CEU website at www.ceu.hu. Such electronic updates will take precedence over the print copy.

Non-discrimination Policy

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

The content of this Student Handbook is available as a pdf document at www.ceu.hu/studentlife/services.
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, 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. The information contained in this handbook is posted on the CEU website at www.ceu.hu/studentlife/services and the full texts of all referenced policies and procedures are available to students as downloadable documents. We encourage students to consult these resources.

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

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

CEU Student Services Team

July 2013
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# Academic Calendar 2013/2014

### AUGUST 1 | THURSDAY
Academic Year begins

### AUGUST 5 | MONDAY
Registration period for Business School EMBA students for the Fall Term opens

### AUGUST 19-20 | MON/TUE
1st year Economics (including Law and Economics MA and LLM) students for long pre-session arrive

### AUGUST 19 | MONDAY
Special day off / CEU is officially closed

### AUGUST 20 | TUESDAY
Hungarian National Holiday / CEU is officially closed

### AUGUST 21 | WEDNESDAY
Long pre-session for 1st year Economics (including Law and Economics MA and LLM) students begins (until September 13, Friday)

### AUGUST 24-25 | SAT/SUN
Medieval Studies 1 year MA students arrive

### AUGUST 26 | MONDAY
Long pre-session begins for: Medieval Studies 1 year MA students

### AUGUST 31 | SATURDAY
End of 2012/2013 Academic Year for Mundus MAPP II students of the Department of Public Policy

### AUG 31-SEPT 1 | SAT/SUN
Students of departments with short pre-session arrive:

- Environmental Sciences and Policy, Gender Studies, International Relations and European Studies, History 1 year MA, Mathematics, Public Policy, Nationalism Studies, Philosophy, Political Science, Sociology and Social Anthropology, Cognitive Science, School of Public Policy

### SEPTEMBER 1 | SUNDAY
Registration for Business School EMBA students for the Fall term closes

### SEPTEMBER 2 | MONDAY
Short pre-session begins (until September 6, Friday) for:

- Environmental Sciences and Policy, Gender Studies, International Relations and European Studies, History 1 year MA, Mathematics, Public Policy, Nationalism Studies, Philosophy, Political Science, Sociology and Social Anthropology, Cognitive Science, School of Public Policy

  All 2nd year students may occupy their accommodation in the CEU Residence Center

Orientation for Business School Full time MBA students begins

### SEPTEMBER 6 | FRIDAY
Short pre-session ends

### SEPTEMBER 7-8 | SAT/SUN
2nd year MA in Comparative History: Interdisciplinary Medieval Studies

2nd year MA in Comparative History students arrive for “Zero Week”

### SEPTEMBER 8 | SUNDAY
Registration period for Module I ends (Legal Studies)
“Zero week” begins (until September 13, Friday)
“Zero week” begins for Business School Full time MBA students (until September 13, Friday)
Registration for Fall Term begins (until September 29, Sunday)
Economics 2nd year MA and PhD students – Fall Term begins
2nd year MA in Comparative History: Interdisciplinary Medieval Studies
and 2nd year MA in Comparative History students begin

Opening ceremony (15:00) “Zero week” ends
Long pre-session for Economics and Medieval Studies students ends
Fall Term for Business School EMBA 2013 and EMBA 2015 students begins

Fall Term begins (until December 6, Friday)
Fall Term begins for 1st year
Economics MA students (until December 13, Friday)
Business School Graduate Fall Term begins
Registration period for Module II begins (Legal Studies)

Registration period for Module II ends (Legal Studies)
Legal Studies Module I ends
Registration for Fall Term ends
Legal Studies Module II begins

Academic Forum
PhD Travel, PhD Research Grant application deadline
Registration period for Module III begins (Legal Studies)
Hungarian National Holiday / CEU is officially closed
Registration period for Module III ends (Legal Studies)
CEU Research Support Scheme, Type 2 – 1st deadline
Erasmus Faculty Mobility, 2nd round (2013/2014)
Erasmus Staff Mobility, 2nd round (2013/2014)

Hungarian National Holiday / CEU is officially closed
Board of Trustees Meeting in Budapest
Departments to submit schedule and cross-listed courses for Winter Term
Legal Studies Module II ends
Legal Studies Module III begins
Town Hall Meeting
Senate meeting
Internship requirement for 1 year MA and Mundus MAPP I students of the Department of Public Policy to be completed for 2012/2013 Academic Year
End of 2012/2013 Academic Year for 1 year MA and Mundus MAPP I students of the Department of Public Policy
Registration period for Module IV begins (Legal Studies)
Registration for Winter Term begins (until January 19, Sunday)
Exam period starts for 2nd year Economics students and PhD students
Fall Term ends
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</table>
| DECEMBER 8 | Registration period for Module IV ends (Legal Studies)  
Exam period for the Environmental Sciences and Policy students  
(MESPOM and 1 year MS program) starts (until December 13, Friday) |
| DECEMBER 9 | Exam period starts for 1st year Economics students                                   |
| DECEMBER 13 | Senate fall-back date. 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 15 | Registration period for Business School MBA students                                  |
| DECEMBER 18 | Legal Studies Module III ends                                                        |
| DECEMBER 24 | Christmas Holiday / CEU is officially closed                                        |
| DECEMBER 25 | Christmas Holiday / CEU is officially closed                                        |
| DECEMBER 26 | Christmas Holiday / CEU is officially closed                                        |
| DECEMBER 27 | Offices with skeleton team / Library and Labs on weekend schedule                   |
| DECEMBER 30 | Offices with skeleton team / Library and Labs on weekend schedule                   |
| DECEMBER 31 | New Year’s Eve / CEU is officially closed                                           |
| JANUARY 1  | New Year’s Day / CEU is officially closed                                            |
| JANUARY 2  | Deadline for submission of Fall Term grades for Business School MBA students         |
| JANUARY 6  | Winter Term for Business School Full time MBA 2013 students begins                   |
| JANUARY 10 | Winter Term for Business School EMBA 2015 students begins                            |
| JANUARY 13 | Winter Term begins (until April 4, Friday), Legal Studies Module IV begins  
Winter Term starts for Medieval Studies students (until April 4, Friday)  
Winter Term starts for Environmental Sciences and Policy students |
| JANUARY 19 | Registration for Winter Term ends                                                  
Deadline for the submission of Fall Term grades                   |
| JANUARY 31 | Erasmus Faculty Mobility, 3rd round (2013/2014)                                      |
| FEBRUARY 6 | CEU Research Support Scheme, Type 2 - 2nd deadline                                    |
| FEBRUARY 13 | Academic Forum                                                                     |
| FEBRUARY 14 | Erasmus study grant applications for Fall, Spring 2014/15  
Erasmus internship applications for 2013/14  
MA Travel Grant application deadline  
PhD Research and Travel Grants application deadline |
| FEBRUARY 17 | Registration period for Module V begins (Legal Studies)                             |
| FEBRUARY 18-19 | Career Days and Career Fair at CEU                                              |
| FEBRUARY 23 | Business School Module III ends                                                     |
| FEBRUARY 27 | Orientation for Business School EMBA 2016 students begins (until March 6, Thursday) |
| MARCH 1   | Legal Studies Module IV ends                                                        |
MARCH 2 | SUNDAY Legal Studies research period begins
MARCH 7 | FRIDAY Business School EMBA 2016 classes begin
MARCH 9 | SUNDAY Board of Trustees Meeting in NY
MARCH 10 | 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 | FRIDAY Town Hall Meeting
MARCH 15 | SATURDAY Hungarian National Holiday / CEU is officially closed
MARCH 21 | FRIDAY Senate meeting
MARCH 23 | SUNDAY Legal Studies research period ends
MARCH 24 | MONDAY Registration for Spring Term begins (until April 13, Sunday)
          Legal Studies Module V begins
MARCH 30 | SUNDAY Registration for Business School Summer Term courses ends
APRIL 4 | FRIDAY Senate fall-back date
          Winter Term ends
          Business School Winter Term ends
APRIL 4 - 14 Business School New York City Module for MBA students starts
APRIL 4 - 27 Medieval Studies research break
APRIL 6 | SUNDAY CEU Research Support Scheme, Type 1 - final deadline
APRIL 7 | MONDAY Spring Term begins
          Exam period for Environmental Sciences and Policy students
          (MESPOM and 1 year MS program) begins (until April 13, Sunday)
          Exam period starts for 2nd year and PhD Economics students
APRIL 10 | THURSDAY Deadline for submission of Winter term grades for Business School MBA students
APRIL 13 | SUNDAY Registration for Spring Session ends
APRIL 14 | MONDAY Spring Term starts for MESPOM students
          Environmental Sciences and Policy MS Thesis Module begins
          Exam period starts for 1st year Economics students
APRIL 15 | TUESDAY Summer term for Business School Full time MBA students begins
APRIL 17 | THURSDAY Academic Forum
APRIL 20 | SUNDAY Easter Sunday / CEU is officially closed
APRIL 21 | MONDAY Easter Monday / CEU is officially closed
          Registration period for Module VI begins (Legal Studies)
APRIL 27 | SUNDAY Registration period for Module VI ends (Legal Studies)
APRIL 28 | MONDAY Spring Term at Department of Economics begins
MAY 1 | THURSDAY Hungarian National Holiday / CEU is officially closed
MAY 2 | FRIDAY Special day off / CEU is officially closed
MAY 7 | WEDNESDAY CEU Research Support Scheme Type 2 - final deadline
MAY 9 | FRIDAY Departments to submit the list of courses for the Academic Year
        2014/2015 to the Student Records Office
        Departments to start negotiations on cross listing agreements (until May 23, Friday)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>MAY 10</td>
<td>Legal Studies Module V ends</td>
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<tr>
<td>MAY 11</td>
<td>Deadline for submission for the Winter Term grades</td>
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<tr>
<td>MAY 12</td>
<td>PhD Research and Travel Grants application deadline</td>
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<tr>
<td></td>
<td>MA Travel Grant application deadline</td>
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<td></td>
<td>Legal Studies Module VI begins</td>
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<td>MAY 16</td>
<td>Senate meeting</td>
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<td>MAY 23</td>
<td>Departments to submit the list of courses including cross-listed courses for the Academic</td>
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<td></td>
<td>Year 2014/2015 to the Student Records Office</td>
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<td></td>
<td>Deadline for start scheduling courses for Fall Term 2014/2015</td>
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<tr>
<td>MAY 26</td>
<td>Intensive Spring Term for Medieval Studies students begins</td>
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<tr>
<td>MAY 30</td>
<td>Senate fall-back date</td>
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<td></td>
<td>Departments to submit schedule of mandatory courses for Fall Term 2014/2015</td>
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<td>JUNE 3</td>
<td>Summer University begins</td>
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<td>JUNE 8</td>
<td>Pentecost Sunday / CEU is officially closed</td>
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<td>JUNE 9</td>
<td>Pentecost Monday / CEU is officially closed</td>
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<tr>
<td>JUNE 10</td>
<td>Exam period for Economics students begins</td>
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<tr>
<td>JUNE 12</td>
<td>Deadline for submission for the Spring Term grades</td>
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<tr>
<td>JUNE 13</td>
<td>Intensive Spring Term for Medieval Studies students ends</td>
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<td>JUNE 16-18</td>
<td>MESPOM 2nd year theses defense</td>
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<td>Medieval Studies theses defense</td>
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<td>JUNE 18</td>
<td>End of Spring Term</td>
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<td>JUNE 19</td>
<td>GRADUATION</td>
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<tr>
<td>JUNE 20</td>
<td>Departments to submit final schedule including cross-listed courses for Fall Term 2014/2015</td>
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<td>to the Student Records Office</td>
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<td>JUNE 20-21</td>
<td>Board of Trustees in Budapest</td>
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<td>JUNE 28</td>
<td>Legal Studies Module VI ends</td>
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<td>JUNE 30</td>
<td>Erasmus Faculty Mobility, 1st round (2014/2015)</td>
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<td>Erasmus Staff Mobility, 1st round (2014/2015)</td>
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<td>JULY 4</td>
<td>MESPOM 1st year ends</td>
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<td>JULY 11</td>
<td>Summer Term for Business School Full time MBA students ends</td>
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<tr>
<td>JULY 24</td>
<td>Deadline to submit Summer Term grades for Business School Full time MBA students</td>
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<tr>
<td>JULY 25</td>
<td>Absolute deadline for all courses grades for Academic Year</td>
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<tr>
<td>JULY 31</td>
<td>Academic Year ends</td>
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<td>Summer University ends</td>
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<td></td>
<td>Environmental Sciences and Policy MS Thesis Module ends</td>
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<td>AUGUST 4</td>
<td>Registration period for returning Business School EMBA students begins</td>
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<td>AUGUST 31</td>
<td>End of 2013/2014 Academic Year for Mundus MAPP students</td>
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<td></td>
<td>of the Department of Public Policy</td>
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<tr>
<td>NOVEMBER 30</td>
<td>Internship requirements for 2013/2014 1 year MA students of the Department of Public Policy</td>
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<tr>
<td></td>
<td>End of 2013/2014 Academic Year for 1 year MA students of the Department of Public Policy</td>
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</tbody>
</table>
General University Information

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

IMPORTANT EMERGENCY PHONE NUMBER
If you require emergency services or want to report criminal actions on campus please contact the central number of CEU by dialing (+36-1) 327-3000. This number is answered 24 hours a day by either a campus operator or security services officer.
For other emergency numbers such as police, ambulance etc., please see page 42.

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

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

CEU Business School
LOCATION | Frankel Leo ut 30-34 | H-1023 Budapest
PHONE | 887-5000
FAX | 887-5001
EMAIL | info@ceubusiness.org
WEBSITE | www.business.ceu.hu
ACCESS TO THE UNIVERSITY

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

All students and visitors to the complex should be prepared to show their identification cards or their visitors’ passes upon request. Reception staff are 24 hours per day at the Nador 11 entrance and from 7:00 am to 10:00 p.m. at other entrances. 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 | 10:00 A.M.-7:00 P.M.

NADOR U. 11 ENTRANCE
EXTENSION | 2240
MONDAY-SUNDAY | 7:00 A.M.-12:00 MIDNIGHT

NADOR U. 13 ENTRANCE
EXTENSION | 2530
MONDAY-FRIDAY | 7:00 A.M.-10:00 P.M.
SATURDAY-SUNDAY | 10:00 A.M.-7:00 P.M.

NADOR U. 15 ENTRANCE
EXTENSION | 2035
MONDAY-FRIDAY | 7:00 A.M.-10:00 P.M.
SATURDAY-SUNDAY | 10:00 A.M.-7:00 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 | 7:00 A.M.-10:00 P.M.
SATURDAY-SUNDAY | 8:00 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, it can be arranged through the reception at Nador u. 11 until midnight. With the exception of the Zrinyi 14 Building, it is possible to reach Nador u. 11 reception from all parts of the campus using internal passageways.

Passageways can be found as follows:
Nador u. 9 to Nador u. 11 | ground floor
Nador u. 9 to Oktober 6 u. 12 | 1st floor
Nador u. 11 | ground floor and 1st floor
Nador u. 13 | 1st floor
Nador u. 15 | 1st floor (B wing)

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 university breaks:

August 20 | 2013  National Holiday
October 23 | 2013  National Holiday
November 1 | 2013  National Holiday
December 18 | 2013-January 1 | 2014  Winter Break (CEU is officially closed on December 24, 25, 26, 31 and January 1)
March 15 | 2014  National Holiday
April 20-21 | 2014  Easter (National Holiday)
May 1 | 2014  Labor Day (National Holiday)
June 8-9 | 2014  Pentecost (National Holiday)

Lost & Found
LOCATION | reception of Nador u. 9
EXTENSION | 3090

Alcohol, Drugs and Weapons
Individuals who appear intoxicated, or are carrying alcohol, drugs or weapons shall not be allowed to enter any CEU building and may be removed from the facilities if found to be doing so.
Designated Smoking Areas
Smoking is strictly prohibited within five meters of all building entrances.
CEU has designated smoking areas in the following places:
| Nador u. 9 (Faculty Tower) – 2nd floor Japanese Garden  
| Nador u. 9 (Monument Building) – 2nd floor roof terrace  
| Nador u. 15 - ground floor courtyard  
| Frankel Leo ut 30-34 – 4th floor roof garden  
| Kerepesi ut 87 - courtyard

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

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

Central Administration: Offices and Locations

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

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

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

**Katalin Farkas | PROVOST / ACADEMIC PRO-RECTOR**
Extension: 2227 | Email: provost@ceu.hu
Location: Nador u. 9 | 2nd floor | room 204

**Andrea Katona | ASSISTANT TO THE PROVOST / ACADEMIC PRO-RECTOR**
Extension: 2227 | Email: katonaa@ceu.hu

**Prem Kumar Rajaram | ASSOCIATE PROVOST FOR THE SOCIAL SCIENCES AND HUMANITIES**
Extension: 3189 | Email: apssh@ceu.hu
Location: Nador u. 9 | 2nd floor | room 207
Aniko Kellner | ASSISTANT TO THE ASSOCIATE PROVOST FOR THE SOCIAL SCIENCES AND HUMANITIES
Extension: 3189 | Email: kellnera@ceu.hu

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

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

Liviu Matei | CHIEF OPERATING OFFICER
Extension: 3060 | Email: mateil@ceu.hu
Location: Nador u. 9 | 1st floor

Andrea Katalin Csele | EXECUTIVE ASSISTANT TO THE CHIEF OPERATING OFFICER
Extension: 6119 | Email: cselea@ceu.hu

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

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

Student Services: Offices and Locations

The core Student Services functions and offices include the Office of the Vice President for Student Services, Student Recruitment Office, Admissions Office, Financial Aid Office, Student Records Office, Student Life Office, Undergraduate Study Abroad Program and Psychological Counseling. These units cover a broad range of administrative services which constitute the overall institutional student support infrastructure. Other academic and administrative support units of the University include: Alumni Relations and Career Services, the CEU Library, the Center for Academic Writing, the Information Technology Department, the Medical Center, the Sports Center, the Budget and Finance Office, the Maintenance Office, food services, and the CEU Residence Center.

Student Services at CEU also maintain and support the out-of-class student activities, up-to-date information on student opinions and needs, and student involvement in institutional governance through the Student Union and student representation on the Senate-appointed CEU committees.
ONLINE ORIENTATION
Detailed information about preparation for the Academic Year, arrival in Budapest, campus orientation, and specific services, is available at www.ceu.hu/studentlife/onlineorientation.

WHERE TO FIND US
Many of the student support units are located in Nador u. 9. Student Services occupies offices on the ground floor, with the exception of the Admissions Office, Student Recruitment Office and the Psychological Counseling Room, which are located in Nador u. 15. The locations of all other academic and support structures are indicated further in the text.

OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES
Peter Johnson | VICE PRESIDENT FOR STUDENT SERVICES
Extension: 3212 | Email: vpss@ceu.hu
Location: Nador u. 9 | ground floor | Student Services Center

Szilvia Kardos | EXECUTIVE ASSISTANT TO THE VICE-PRESIDENT FOR STUDENT SERVICES
Extension: 2088 | Email: kardos@ceu.hu

Chrys Margaritidis | ASSOCIATE VICE PRESIDENT FOR STUDENT SERVICES
Extension: 2194 | Email: margaritidisc@ceu.hu
Location: Nador u. 15 | 4th floor | Admissions Office
Office Hours | by appointment

STUDENT RECRUITMENT OFFICE
LOCATION | Nador u. 15 | 4th floor
OFFICE HOURS | Monday-Friday: 9:00 a.m.-5:00 p.m.
PHONE | 328-3401
EMAIL | student-info@ceu.hu
WEBSITE | www.ceu.hu/prospective-students

Helga Kristensen | DIRECTOR OF STUDENT RECRUITMENT
Extension: 3026 | Email: kristensenh@ceu.hu

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

Zsuzsanna Jaszberenyi | DIRECTOR OF ADMISSIONS SERVICES
Extension: 3009 | Email: jaszberz@ceu.hu
If you have any questions or need help regarding the attestation and official translation of your academic records, please feel free to contact the Admissions Office.

Students of the CEU Business School should contact:

**Agnes Schram** | ADMISSIONS MANAGER
LOCATION | Frankel Leo ut 30-34 | H-1023 Budapest
Phone: 887-5111 | Email: schrama@ceubusiness.org

**FINANCIAL AID OFFICE**

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

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

**STUDENT RECORDS OFFICE**

LOCATION | Nador u. 9 | ground floor | Student Services Center
OFFICE HOURS | Monday-Friday: 10:00 a.m.-4:00 p.m.
EMAIL | registry@ceu.hu

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

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

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

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

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

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

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

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

Eva Nagygyorgy | STUDENT LIFE ASSISTANT
Extension: 3088, 2036 | Email: nayeva@ceu.hu

Students of the CEU Business School should contact:
Zoi Hrisztodulakisz | STUDENT SERVICES MANAGER
LOCATION | Frankel Leo ut 30-34 | H-1023 Budapest
Fax: 887-5010
Phone: 887-5025 | Email: hrisztodulakizz@ceubusiness.org

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

CEU Residence Center

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

Edina Varga | DORMITORY STUDENT SERVICES MANAGER
Extension: 3163 | Email: vargac@ceu.hu
Departments and Schools

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

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

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

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

The Department of History
LOCATION | Nador 11 Building | 1st floor
PHONE | 327-3022 | Judit Pallos | DEPARTMENT AND PHD COORDINATOR
Email: pallosj@ceu-budapest.edu

The Department of International Relations and European Studies
LOCATION | Nador 9 Building | Faculty Tower | 3rd floor
PHONE | 327-3017 | Iren Varga | MA PROGRAM COORDINATOR
Email: vargai@ceu.hu

The Department of Legal Studies
LOCATION | Nador 11 Building | 5th floor
PHONE | 327-3142 | Department Assistant
Email: legalst@ceu.hu

The Department of Mathematics and its Applications
LOCATION | Zrinyi 14 Building | 3rd floor
PHONE | 327-3053 | Elvira Kadvary | DEPARTMENT COORDINATOR
Email: kadvanye@ceu.hu
The Department of Medieval Studies
LOCATION | Nador 9 Building | Faculty Tower | 4th and 5th floor
PHONE | 327-3002 | Csilla Dobos | ACADEMIC COORDINATOR
Email: dobos@ceu.hu

The Nationalism Studies Program
LOCATION | Nador 9 Building | Faculty Tower | 2nd floor
PHONE | 327-3000 | Extension 2086 | Daniel Rapp | PROGRAM COORDINATOR
Email: rappd@ceu.hu

The Department of Philosophy
LOCATION | Zrinyi 14 Building | 4th floor
PHONE | 327-3806 | Krisztina Biber | DEPARTMENT COORDINATOR
Email: biberk@ceu.hu

The Department of Political Science
LOCATION | Nador 9 Building | Faculty Tower | 8th and 9th floor
PHONE | 327-3025 | Robert Sata | ACADEMIC COORDINATOR
Email: satar@ceu.hu

The Department of Public Policy
LOCATION | Nador 11 Building | 3rd floor
PHONE | 235-6114 | Klara Papp | MA PROGRAM COORDINATOR
Email: pappk@ceu.hu

The Department of Sociology and Social Anthropology
LOCATION | Zrinyi 14 Building | 4th floor
PHONE | 327-3000 | Extension 2327 | Lilla Nagy | DEPARTMENT COORDINATOR
Email: nagyl@ceu.hu

The CEU Business School
LOCATION | Frankel Leo ut 30-34 | H-1023 Budapest
PHONE | 887-5044 | Mary Collins | MANAGER OF STUDENT AFFAIRS
Email: collinsm@ceubusiness.org

The School of Historical and Interdisciplinary Studies
LOCATION | Nador 11 Building | 1st floor
PHONE | 327-3194 | Aniko Molnar | 1Y MA PROGRAM COORDINATOR
Email: molnara@ceu.hu
PHONE | 327-3000 | Extension 2591 | Agnes Bendik | 2YR MA PROGRAM COORDINATOR
Email: bendikag@ceu-budapest.edu
The School of Public Policy

LOCATION | Oktober 6 utca 7 | 2nd floor
PHONE | 327-3000 | Extension 2506 | Katalin Horvath | PROJECT OFFICER
Email: horvathk@ceu.hu

The Doctoral School of Political Science, Public Policy and International Relations

LOCATION | Nador 15 Building | 5th floor
PHONE | 327-3000 | Extension 2496 | Krisztina Zsukotynszky | DOCTORAL SCHOOL COORDINATOR
Email: zsukoty@ceu.hu

Alumni Relations and Career Services Office

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

ALUMNI RELATIONS

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

Serge L. Sych | DIRECTOR OF ALUMNI AND CORPORATE RELATIONS
Extension: 6132 | Email: sychs@ceu.hu

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

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

CAREER SERVICES

Greta Pelyak | CAREER SERVICES OFFICER
Extension: 3215 | Email: career@ceu.hu | pelyak@ceu.hu

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

Students of CEU Business School should contact:

Veronika Kovacs | CEU BUSINESS SCHOOL ALUMNI RELATIONS MANAGER
Phone: 887-5156 | Email: kovacs@ceubusiness.org

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

WEBSITES | www.alumnicareer.ceu.hu | www.business.ceu.hu/alumni-careers
Budget and Finance Office

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

LOCATION | Nador u. 15 | 1st floor | room 105
OFFICE HOURS | Monday-Friday: 1:00 p.m.-4:00 p.m.

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

Sara Tarcsi | GRANT COORDINATOR
Extension: 2078 | Email: tarcsis@ceu.hu

CASH DESK

LOCATION | Nador u. 15 | 1st floor
EXTENSION | 2260
HOURS OF OPERATION | Monday-Friday: 10:00 a.m.-12:00 noon and 1:00 p.m.-3:00 p.m.
(closed: 12:00 noon-1:00 p.m.)

Communications Office

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

Sybil Wyatt | DIRECTOR OF COMMUNICATIONS
Extension: 3429 | Email: wyatts@ceu.hu
Location: Nador u. 13 | 5th floor | room 515

Ildiko Rull | HUNGARIAN MEDIA RELATIONS MANAGER
Extension: 3800 | Email: rulli@ceu.hu
Location: Nador u. 13 | 5th floor | room 516

MEDIA LAB
Gloria Oh | VIDEO PROGRAM MANAGER
Extension: 2070 | Email: ohg@ceu.hu
Location: Nador u. 15 | 4th floor | Media Lab

WEB UNIT
Brandon Krueger | WEB UNIT MANAGER
Extension: 6120 | Email: kruegerb@ceu.hu
Location: Nador u. 15 | 2nd floor | room 201
Lyuba Frolova | DEVELOPER, WEB SUPPORT  
Extension: 2087 | Email: froloval@ceu.hu  
Location: Nador u. 15 | 2nd floor | room 201

Academic Support Units

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

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

Library Staff
Maria Szlatky | HEAD LIBRARIAN  
Extension: 3012 | Email: szlatky@ceu.hu
Katalin Tikos | HEAD OF PUBLIC SERVICES  
Extension: 3037 | Email: tikosk@ceu.hu
Katalin Solymosi | CIRCULATION LIBRARIAN  
Extension: 3075 | Email: solymosik@ceu.hu

OPEN SOCIETY ARCHIVES AT CENTRAL EUROPEAN UNIVERSITY
The Open Society Archives (OSA) is an archival research center, which actively collects documents, films and books related to recent history, Cold War and Human Rights. Its Galeria 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
CENTER FOR ACADEMIC WRITING

The Center for Academic Writing provides students with support and guidance to meet the exacting standards of graduate-level writing. 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 their graduation from CEU. As well as courses in academic writing, the Center offers individual consultations on any aspect of academic or professional writing that students wish to improve. In one-on-one consultations, elements such as structure, argument and use of sources are discussed, and students are helped to identify their strengths and areas for improvement.

The center also offers fee required language courses in Hungarian, French, German and Spanish throughout the academic year. Specific details can be found at www.ceu.hu/caw/foreign-languages.

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

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

Academic Writing Instructors

John Harbord | DIRECTOR
Extension: 3196 | Email: harbordj@ceu.hu

Robin Bellers
Extension: 6101 | Email: bellers@ceu.hu
Reka Futasz  
Extension: 3265  |  Email: futaszr@ceu.hu

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

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

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

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

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

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

Zsuzsa Toth  
Extension: 3010  |  Email: tothzs@ceu.hu

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

FOREIGN LANGUAGE INSTRUCTORS  |  www.ceu.hu/foreign-language-teachers
FOREIGN LANGUAGE ADMINISTRATIVE QUERIES OUTSIDE REGISTRATION PERIODS
Monday and Wednesday: 10:00 a.m.-12:00 noon  |  Tuesday and Thursday: 2:00 p.m.-4:00 p.m.

Appointments may be arranged by email: foreign_languages@ceu.hu

Specific office hours for the registration periods are posted on the website at www.ceu.hu/caw/foreign-languages.
COMPUTER AND STATISTICS CENTER

The Computer and Statistics Center is an academic unit of Central European University which provides a variety of courses in computer science and statistics for members of the CEU community throughout the Academic Year. Computer and Statistics Center takes part in the Orientation of new students, introducing them CEU's official mailing system (Groupwise).

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. The courses are open to all CEU students, faculty and staff free of charge. More information about courses, tutorials, etc. is available at www.ceu.hu/comp.

MAIN NUMBER | 327-3000 (ENTER EXTENSION, WHEN PROMPTED)
LOCATION | Nador u.13 | 5th floor | rooms 504 and 507
OFFICE HOURS | Monday-Friday: 9:00 a.m.-4:00 p.m.

Staff

Laszlo Csirmaz | HEAD
Extension: 3013 | Email: csirmaz@ceu.hu

Eszter Deli | INSTRUCTOR
Extension: 2498 | Email: delie@ceu.hu

Erika Mathe | COORDINATOR
Extension: 6104 | Email: mathee@ceu.hu

Gabor Acs | E-LEARNING ASSISTANT
Extension: 2999 | Email: acsg@ceu.hu

CEU ACADEMIC BOOKSTORE

LOCATION | Zrinyi u. 12.
HOURS OF OPERATION | Monday-Friday: 10:00 a.m.-7:00 p.m. | Saturday: 11:00 a.m.-3:00 p.m.
PHONE | 327-3096; Fax: 327-3875
EMAIL | bookshop@ceu.hu
Information Technology Department (IT)

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

Student Helpdesk

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

Staff

Szilard Bedecs | IT DIRECTOR
Extension: 2651 | Email: bedecssz@ceu.hu

Andras Toth | HELPDESK MANAGER
Extension: 2374 | Email: totha@ceu.hu
Location: Zrinyi u. 14 | 5th floor

COMPUTER FACILITIES

Four computer labs available to all CEU students are located in the basement of the Faculty Tower, Nador u. 9. The lab operators and the security guards may ask students to show their ID card for security reasons. Students are expected to have their ID card when using the computer labs. 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 | http://it.ceu.hu

The labs are closed on national and public holidays (see University Calendar) and occasionally for system maintenance.

Wi-Fi Access

Most parts of the University main campus are covered by wireless Internet access. Wi-Fi service can be used without a password in the areas below:

| Laptop Area
| Library
| Japanese Garden

The Wi-Fi operates as a hotspot, meaning that after activation of the network card it will automatically find the network. You may also need to enter SSID: LAPTOP_AREA into the configuration page of the network card. For more information on Wi-Fi covered areas and access passwords, please check http://it.ceu.hu/wireless_network.
**Laptop Services**

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

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

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

If you have a valid CEU account, you can reach your mailbox also via [http://gw.ceu.hu](http://gw.ceu.hu) (through any Internet browser, such as Internet Explorer or Mozilla Firefox) and your P: drive files are available via [ftp://ftp.ceu.hu](ftp://ftp.ceu.hu). In order to be able to use these services you will need to login using your Username and Password. More information can be found at [http://it.ceu.hu/working_from_home](http://it.ceu.hu/working_from_home).

Please note that the CEU Network policy ([www.ceu.hu/about/governance/policies](http://www.ceu.hu/about/governance/policies)) applies to anyone who uses the CEU Network.

**Services at CEU Residence Center:**

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

**Computer Facilities for Doctoral Students**

CEU doctoral students have access to independent, department-based Doctoral Computer Rooms. The doctoral coordinator of each department monitors the list of students who are permitted to use these premises. The keys to each room are kept by the security guards in the relevant building. One key is handed out to the first arriving student and must be returned to the security guard at the end of the day by the last departing student. Doctoral students are expected to take full responsibility for access logistics and passing on the room key, as necessary. All of the Doctoral Computer Rooms listed here are open ONLY for use by doctoral students:
ECONOMICS Nador u. 11 4th floor | room 416/B
ENVIRONMENTAL SCIENCES Faculty Tower 6th floor | room 605
GENDER Zrinyi u. 14 3rd floor | room 305
HISTORY Nador u. 11 3rd floor | room 301
LEGAL STUDIES Nador u. 11 ground floor | room 001
MATHEMATICS Zrinyi u. 14 3rd floor | room 313
MEDIEVAL STUDIES Nador u. 11 1st floor | room 118
PHILOSOPHY Nador u. 11 1st floor | room 116
POLITICAL SCIENCE Nador u. 11 1st floor | room 117
SOCIOLOGY Zrinyi u. 14 3rd floor | room 313
SHARED PHD WORKSTATIONS Nador u. 13 5th floor | room 502, 503

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

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

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

Printing Credit
| CEU students have a limit on the number of pages they can print free of charge. The limit depends on the department in which the student is enrolled.
| When the limit is met, students may purchase more pages at the CEU Cash Desk.
| Students can check their balance at the card reader terminals next to printers, after signing in with their ID cards.
| The printing limit is granted for each semester; savings are carried over to the next semester or Academic Year.
| In the event of a printer running out of toner, students should not start another printing job. The Helpdesk should be notified immediately.

For further useful information on IT Services at CEU, please visit the web site at: http://it.ceu.hu.
The Campus Redevelopment Office (CREO) is responsible for the planning of the comprehensive redevelopment of a new and modern campus to provide sufficient space and appropriate facilities to students, faculty and staff of CEU. The office also oversees the daily Building Maintenance of all campus infrastructure as well as Cleaning, Security and Campus Services. Additionally, the CREO staff works diligently to support the University in fulfilling the commitments presented in the University Sustainable Development Policy.

**Campus Redevelopment Office**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Nador u. 9</th>
<th>Monument Building</th>
<th>2nd floor</th>
<th>room 208</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXTENSION</td>
<td>3417</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMAIL</td>
<td><a href="mailto:creo@ceu.hu">creo@ceu.hu</a></td>
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</tbody>
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**Student Resources**

**CEU IDENTIFICATION CARDS**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Nador u. 11 courtyard</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE HOURS</td>
<td>Monday-Friday: 1:00 p.m.-3:00 p.m.</td>
</tr>
</tbody>
</table>

**Gyorgy Finta | CEU ID CARD MANAGER**

Extension: 2412 | Email: fintagy@ceu.hu

Newly enrolled students normally receive their CEU ID card in their welcome package. If they have not submitted their photos prior to their arrival, students need to visit the ID Card Manager to order their card.

With the CEU Student ID card, students will have access to:

- all CEU premises including the Sports Center, the Residence Center and other facilities,
- library borrowing privileges,
- printing, copying, scanning possibilities,
- bicycle parking area in Nador u. 15.

**Lost/Damaged ID Card Policy**

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

PASSPORT OR NATIONAL ID CARD
Foreigners in Hungary are required by law to carry with them proper identity document and show it to the local authorities upon request. Students are advised to carry their passport at all times: the Police can fine anyone up to 150,000 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 second center is located near CEU at Alkotmany u. 18 (district 5 | PHONE | 312-7636).

LOCATION | Faculty Tower | basement
EXTENSION | 2038 or 302-0800, Email: copyshop@copycat.hu
WEBSITE | www.copycat.hu
HOURS OF OPERATION | Monday-Thursday: 9:00 a.m.-5:00 p.m. | Friday: 9:00 a.m.-4:00 p.m. Friday hours may be shorter during summer.

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

FAX | 302-0800

POSTAL SERVICES
The closest post office (in Hungarian: Posta) is located near St. Stephen's Basilica – just two blocks from CEU.

ADDRESS | Bajcsy-Zsilinszky ut 16. | H-1054 Budapest
BUSINESS HOURS | Monday to Friday: 8:00 a.m.-8:00 p.m.

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

LOCATION | Hild Jozsef Elementary School | Nador u. 12.
Please check-in at the reception on the second floor.

HOURS OF OPERATION | Monday-Friday: 3:00 p.m.-9:00 p.m.

PHONE | (+36-30) 996-6936
EMAIL | sportcentrum@ceu.hu
WEBSITE | www.ceu.hu/studentlife/facilities/sports
AVAILABLE | Basketball, Badminton, Volleyball, Indoor Soccer, Bodybuilding (Weightlifting), Aerobics, Medicinal Gymnastics, Yoga, Zumba.

FOOD SERVICES
In the Nador u. 9 and 13 complex, CEU Business School and the CEU Residence Center, there are several food services areas, as well as vending machines. Further details are available at www.ceu.hu/studentlife/facilities/eating.

GROUND FLOOR CAFETERIA | Nador u. 9 | ground floor
STUDENTS’ LOUNGE AREA | Nador u. 9 | basement
DZSEM@CEU | Nador u. 9 | 10th floor
CENTRAL BISTRO AND BAR | Nador u. 13 | ground floor
CAFETERIA, CEU BUSINESS SCHOOL | Frankel Leo 30-34 | ground floor
CAFETERIA, CEU RESIDENCE CENTER | Kerepesi ut 87 | ground floor
BAMBUS BAR, CEU RESIDENCE CENTER | Kerepesi ut 87 | ground floor

Weekly Menus
Weekly menus are available at http://discuss.ceu.hu. Vegetarian selections are provided daily. On selected days, the cafeterias offer special national dishes. Students with special dietary requirements should turn to the Student Life Office.

STUDENTS WITH CHILDREN
Student Services is sensitive to the needs of CEU students who are also parents.
To make special arrangements accommodating their needs, students with children should contact the Student Life Office at studentlife@ceu.hu. A baby changing room is available at the basement of Faculty Tower, room B100.

STUDENT EMPLOYMENT
All full-time CEU students are eligible to work within CEU.
The working hours of students may not conflict with the University-related duties of students and shall not endanger the academic career of the students. The working hours of student are limited by CEU internal rules and the Hungarian employment regulations.
Before entering into any employment relationship (inside and outside CEU) the student needs to inform the Head of the Department, whose approval is essential and contact the Human Resources Office of the University.

In case of employment within the EU region, Student Life Office needs also to be informed since the employment may have effects on the insurance or health care coverage of the student. Before entering into any employment relationship, please visit the webpage of the Human Resource office of CEU (Human Resources Office Minisite/Student corner - http://hro.ceu.hu/studentcorner) and read through the Student Employment Policy of CEU and the general guideline.

If you have any question or need any further information, please turn to the responsible HR Officer. If your question is related to your current health care situation, please turn to Student Life Office of CEU.

INSURANCE ISSUES
It is highly advisable to insure your apartment or belongings (e.g. laptop) against loss, theft, accidental damage and fire. The University's insurance does not cover goods owned by students. It is important to make a list of everything you bring to Hungary for insurance purposes.

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

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

The doctors’ schedules will be posted in front of the Medical Center at the beginning of the Academic Year. If there is any change in their schedules (for instance in the summer months of July and August) information will be posted in advance.
The service of the CEU Medical Center is free of charge for all CEU students. In case of medical services outside CEU, students may be expected to pay for the medical treatment, and will need to claim reimbursement from their providers afterwards.

**Reimbursements**

Students insured by the CEU Health Plan provided by Generali-Providencia may claim reimbursement of medical treatment and prescriptions. To apply for this, they must submit an “AFA-s szamla” (VAT invoice) issued in the name of Adenium J. V. Kft., 1013 Budapest, Dobrenteit utca 10. The invoices must be signed by a CEU doctor. All inquiries should be directed to Marta Verebes, Medical Coordinator at the address below.

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

Erasmus Mundus full scholarship recipients at CEU are provided worldwide travel insurance by Marsh (ACE). For reimbursement claims students should contact ACE Customer Service at www.marsh.be/emis2 or dial 00 32 2 516 9835.

**Medical Emergencies**

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

**National Ambulance Service (Mentok)** | **PHONE** | 104
This number should be called only in case of a serious emergency or life-threatening situation, such as bleeding, serious accident, poisoning, etc. This number may be dialed free of charge from any phone. When making this call, it would be very helpful to have a Hungarian speaker with you.

**Local District Medical Emergency Office (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. The list of district emergency offices is provided below:

1\textsuperscript{st} and 12\textsuperscript{th} DISTRICT | Beethoven u. 8 | **PHONE**: 212-6636
2\textsuperscript{nd} DISTRICT | Ret u. 3 | **PHONE**: 202-1370
3\textsuperscript{rd} DISTRICT | Vihar u. 29 | **PHONE**: 388-8501
4\textsuperscript{th} DISTRICT | Gorgey u. 43 | **PHONE**: 369-2600
5\textsuperscript{th} 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 | 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 | Hermina u. 7 | PHONE: 220-6693
15th DISTRICT | Rakos ut 58 | PHONE: 307-2222
16th DISTRICT | Beno u. 3 | PHONE: 407-4045
17th DISTRICT | Egeszseghaz 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 u. 2-4 | 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 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.

24-hour Medical Phone Number

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

Non prescription medicine

In Hungary medications such as painkillers, antipyretics or spasmolytics can be purchased without prescriptions. 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.
Pharmacy close to the CEU Complex

DOROTTYA GYOGYSZERTAR

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

Pharmacy close to the CEU Residence Center

ORS VEZER PHARMACY (OPEN 24 HOURS)

LOCATION | Medical Center | Ors Vezer ter 23. | H-1148 Budapest
PHONE | 221-3861

24-hour Pharmacies in Budapest

TEREZ PATIKA

LOCATION | Terez krt. 41 | H-1067 Budapest
PHONE | 311-4439

ELEFANT GYOGYSZERTAR

LOCATION | Pongrac ut 19 | H-1101 Budapest
PHONE | 431-9940

DELI GYOGYSZERTAR

LOCATION | Alkotas ut 1/b | H-1123 Budapest
PHONE | 355-4691

NOVA BEKETERI GYOGYSZERTAR

LOCATION | Lehel ut 74-76 | H-1137 Budapest
PHONE | 320-8006

HEALTH INSURANCE

All students are informed about health insurance upon admission to CEU. Details about insurance-related issues can be read at www.ceu.hu/studentlife/current/health-insurance. If patients have administration related insurance issues, they should turn to the officer of health issues in the Student Life Office.

PATIENT’S ADVOCATES

In case of personal problems related to medical services that are not of an administrative nature, students are advised to turn to one of the CEU’s Patients’ Advocates. Patients’ Advocates are members of CEU faculty and staff with long experience in university life and with genuine sensitivity to personal problems. For more information about CEU’s Patient’s Advocates program, please visit the Medical Center’s website at: http://www.ceu.hu/studentlife/services/medical-center
PSYCHOLOGICAL COUNSELING
The student psychological counseling service provides help and support in the following areas: personal and emotional problems, different forms of anxiety (panic, performance or social anxiety, phobias), interpersonal difficulties, depression, concentration problems, stress management, eating disorders, decision making, and many others. The counseling is completely confidential and free of charge. It is necessary to make an appointment via email.

Berne Weiss | PSYCHOLOGIST
PHONE | 235-6127
EMAIL | weissb@ceu.hu
LOCATION | Nador u. 15 | floor 4B | room 08
OFFICE HOURS | Monday, Wednesday: 2:00 p.m.-7:00 p.m.

Vera Varady | CLINICAL PSYCHOLOGIST
PHONE | 235-6127
EMAIL | varadyv@ceu.hu
LOCATION | Nador u. 15 | floor 4B | room 08
OFFICE HOURS | Tuesday, Thursday: 2:00 p.m.-7:00 p.m.
Other appointment times are available by special arrangement.

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 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.

The Fire Marshall’s emergency toll-free number in Hungary is 105.

In the 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 escapes routes are marked in each building by international symbols of green/white lights. In case of a fire everyone should spread the alarm and evacuate the respective building immediately through the nearest emergency exit. The use of elevators is not allowed. The escape routes and doors must not be blocked at all.

Smoke and fire detectors are installed in all CEU buildings. Fires or areas of smoke will automatically sound the alarms. (Please note that smoking is allowed only in designated smoking areas.)

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

POLICE SERVICES

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

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

In case of sexual offenses/complaints it is important to report the incident as soon as possible. The victim should also seek immediate medical attention through the CEU Medical Center or the 24-hour medical emergency number at (06-30) 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
Budapest police emergency | 107

Off-campus police stations:

**District 5** | Szalay u. 11-13 | **PHONE:** 373-1000

**District 10** | Harmat u. 6-8 | **PHONE:** 263-7200
Enrollment Procedures

STUDENT ORIENTATION (PRE-SESSION)
CEU has developed an Orientation Program for new students, designed to familiarize them with their academic departments, university services, and housing arrangements during their residence in Hungary. Students are required to attend the Orientation Program, which comprises a series of in-person meetings upon arrival. Students not staying at the Residence Center are assisted in finding suitable accommodation during the first two weeks after arrival. The Budget and Finance Office advises on banking arrangements and various payment procedures. The Information Technology Department in collaboration with the Computer and Statistics Center introduces students to the CEU computer network and user regulations and CEU's official (Groupwise) mailing system, while the Center for Academic Writing conducts an ongoing academic writing program.

Those students who miss the Orientation Program must settle their affairs on their own with the relevant units. The Online Orientation at www.ceu.hu/studentlife/onlineorientation 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 www.ceu.hu/sro/.

UIS inquiries regarding student records should be directed to:
Emese Boldizsar | HEAD OF STUDENT RECORDS
MAIN NUMBER | 327-3000 (ENTER EXTENSION, WHEN PROMPTED)
EXTENSION | 3061
EMAIL | boldizsare@ceu.hu
LOCATION | Nador u. 9 Building | ground floor | Student Services Center
POLICY ON HOLDS
Failure to meet any obligation to the university, including those conditions set forth in the individual’s enrollment confirmation form and financial obligations, will result in suspension of access to student services. These include—but are not limited to—issuance of transcripts and diplomas, access to any of the following: the CEU computer network; the CEU Library; medical services; the University Information System (rental accommodation database, matriculation form, class registration); research grants and fellowship stipends. The Policy on Holds will be applied until the obligation is met and the hold is cleared by the respective office.

LEAVING PROCEDURE
At the end of the Academic Year, each student is required to fill out the online graduation and leaving form indicating that the individual has no outstanding debts or obligations to the University. Failure to fulfill the requirements will result in the withholding of the individual’s diploma and other University services, according to the CEU Policy on Holds.

www.ceu.hu/admissions/tuitionandfees/refunds#holds

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

www.ceu.hu/studentlife/onlineorientation/leaving

Community Initiatives

STUDENT ACTIVITIES
The University actively encourages and supports students’ interests and activities. At the start of each Academic Year, surveys are conducted to find out what those interests are. Students are invited to submit proposals for new events and activities.

Clubs are formed to focus on a wide range of activities, from chess and basketball, to film and literature. There is also a CEU debating society, which in previous years has gone on to the European Universities Debating Championship.
CEU supports a Student Activity Fund that enables students to receive support for clubs and activities. More information about Student Activities and the Student Union can be found at www.ceu.hu/studentlife/services/activities and www.ceu.hu/studentlife/services/activities/student-union.

CEU SUSTAINABLE CAMPUS INITIATIVE
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.

Logan Strenchock | ENVIRONMENTAL AND SUSTAINABILITY OFFICER
EXTENSION | 2089 | Phone: (+36-70) 589-6871 | Email: Strenchockl@ceu.hu
LOCATION | Nador u. 9 | Monument Building | 2nd floor | room 208

The Environmental and Sustainability Officer’s main task is to implement a strategic plan for strengthening CEU’s sustainability commitments. Engaging with students, faculty and staff in these efforts is a primary goal. All members of the CEU community are invited to contribute ideas, thoughts and suggestions regarding these efforts.

Students who are interested in environmental advocacy at CEU and in Hungary can find more information about the CEU Sustainability Campus Initiative (SCI) by emailing Logan Strenchock.

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

Bicycles
CEU encourages the use of bicycles as a sustainable, healthy and environmentally friendly form of transportation. CEU provides two covered racks for 28 bicycles and open air racks for 50 bicycles located in the courtyard of the Nador 15 Building for the use of the CEU community. A tool kit and bicycle pump are available at the reception at Nador u. 15. All student cards have validation for entering the Nador 15 courtyard parking area. Please note that during the 2013/2014 Academic Year changes in the current bicycle parking arrangement are expected. The University will take action to communicate alterations as early as possible.
For more information about Nador 15 courtyard access, bicycle maintenance, or any other questions related to biking in Budapest please contact bicycles@ceu.hu
HUMAN RIGHTS STUDENT INITIATIVE (HRSI)
The Human Rights Student 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. http://hrsi.ceu.hu

STUDENT-RELATED POLICIES
| Student Rights, Rules, and Academic Regulations |
| CEU Doctoral Programs Academic Regulations |
| Code of Ethics of Central European University |
| Annex I to the Code of Ethics: Section on Sexual Harassment |
| Student Union Constitution |
| Non-degree and Visiting Students Policy |
| Guidelines for Use of Network and Computing Resources |
| Web Policy |
| CEU Residence Center Rules and Regulations |
| Safety and Crime Prevention on Campus and in Budapest |
| Security Policy |
| CEU Bicycle Guidelines |
| CEU Student Locker Use Guidelines |
| CEU Policy on Student Employment |

The full texts are available at www.ceu.hu/documents and www.ceu.hu/studentlife/onlineorientation/student-policies.

Important Information about Budapest

SAFETY IN BUDAPEST
Public safety is fairly good in Budapest, though just like in any other popular destination there are some common tourist traps and tricks that you have to be aware of. Please use your common sense and take precautions to ensure your safety in Budapest. If you are prepared for them, chances are that you will enjoy your stay without any unpleasant experiences.

Pickpockets, scam merchants
Pickpockets are most active on public transport vehicles, on escalators leading down and coming up from the metro, in crowded shops and popular tourist places.
Carry only as much cash as you need for the day, and try not to keep money, cards and other valuables in one place.

Keep your money, documents, mobile phone safe and secure; in a belt bag at the front of your body or in an inside pocket. Keep your camera in a bag with a strap wearing it across your shoulder.

Always pay attention, look out for possible pickpockets. If they see you are on the alert, they will likely not choose you as their next victim.

Pickpockets and scam merchants usually work together to distract people’s attentions. If you’re approached by a group of dubious people attempting to gain your attention just turn your back and walk away.

Be aware of people around you when using cash machines; it is not usual for others to stand too close.

**Exchanging money**

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

**Areas to avoid at night in Budapest**

Downtown Budapest (Castle District, districts 5, 6, part of district 7 along Grand Boulevard) is fairly safe at night. As a general rule of thumb avoid poorly lit streets and underpasses. Avoid walking on your own, you are much safer with friends.

**IMPORTANT PHONE NUMBERS IN BUDAPEST**

Please note that some of the individuals staffing these phone lines will only speak Hungarian.

**Ambulance** | To report an accident | 104

**Budapest Police Department** | To report an emergency | 107

**Off-campus Police Station in the 5th district** | Szalay u. 11-13 | 373-1000

**Off-campus Police Station in the 10th district** | Harmat u. 6-8 | 263-7200

**Budapest Fire Department** | 105

**Hungarian Red Cross**

**LOCATION** | Arany Janos u. 31 | H-1051 Budapest

**PHONE** | 311-3660

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

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

Useful Abbreviations:

BFO- Budget and Finance Office
CAC- Center for Arts and Culture
CAW- Center for Academic Writing
CREO- Campus Redevelopment Office
EHIC- European Health Insurance Card
FT- Faculty Tower
HRO- Human Resources Office
HRSI- Human RightS Initiative
MB- Monument Building
NAV- National Tax and Customs Administration (Nemzeti Adó- és Vámhivatal)
Octagon- Main Lobby Area in Nador 9 Building
OEP- Center of the Hungarian State Health Insurance (Országos Egészségbiztosítási Pénztár)
OSA- Open Society Archives
SCI- Sustainable Campus Initiative
SLO- Student Life Office
SRO- Student Records Office
SU- Student Union
TAJ- Social Security Number (Társadalombiztosítási Adóazonosító Jel)
UIS- University Information System
### Where to go for Answers

**KEY:**
- FT = Faculty Tower
- N9 = Nador u. 9 (Monument)
- N11 = Nador u. 11
- N13 = Nador u. 13
- N15 = Nador u. 15
- Z14 = Zrinyi u. 14

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<th>FOR QUESTIONS ABOUT:</th>
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<th>EXTENSION</th>
<th>NAME/EMAIL</th>
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<td>Academic appeals</td>
<td>Provost/Academic Pro-Rector</td>
<td>N9 2nd floor</td>
<td>2227</td>
<td>KATALIN FARKAS</td>
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<td>Academic transcripts, certificates</td>
<td>Student Records Office</td>
<td>N9 Ground floor</td>
<td>2401</td>
<td>NATALIA NAGYNE NYIKES</td>
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<td>Academic writing</td>
<td>Center for Academic Writing</td>
<td>N11 Rm 309</td>
<td>3817</td>
<td>AGNES MAKARY</td>
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<td>Address registration</td>
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<td>N9 Ground floor</td>
<td>3688</td>
<td>RICHARD KARTOSONTO</td>
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<td>Admissions</td>
<td>Admissions Office</td>
<td>N15 4th floor</td>
<td>3009</td>
<td>ZSUZSANNA JASZBERENYI</td>
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<td>Alumni</td>
<td>Alumni Relations &amp; Career Services</td>
<td>N9 Mezzanine floor</td>
<td>6132</td>
<td>SERGE SYCH</td>
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<td>Bank accounts, bank cards</td>
<td>Budget and Finance Office</td>
<td>N15 1st floor</td>
<td>2056</td>
<td>EDINA MANDOKI</td>
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<td>N9 Mezzanine floor</td>
<td>3215</td>
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<td>N15 1st floor</td>
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<td>TIMEA MADARASZ</td>
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<td>CEU Web Team</td>
<td>N15 2nd floor</td>
<td>6120</td>
<td><a href="mailto:ceuwebteam@ceu.hu">ceuwebteam@ceu.hu</a></td>
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<td>Change of advisor</td>
<td>Department coordinator</td>
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<td>Change of course (drop/add)</td>
<td>Student Records Office</td>
<td>N9 Ground floor</td>
<td>2401</td>
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<td>Computer services</td>
<td>IT Department</td>
<td>Basement 105</td>
<td>3030</td>
<td><a href="mailto:helprequest@ceu.hu">helprequest@ceu.hu</a></td>
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<td>Conferences/Special events</td>
<td>External Relations Office</td>
<td>N13 5th floor</td>
<td>3065</td>
<td>RICHARD FISK</td>
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<td>Copying services</td>
<td>Copy Center</td>
<td>FT Basement 106</td>
<td>2038</td>
<td><a href="mailto:copyshop@copycat.hu">copyshop@copycat.hu</a></td>
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<td>2175</td>
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<td>Fire &amp; safety</td>
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<td>Graduation Student Records Office</td>
<td>N9 Ground floor</td>
<td>3061</td>
<td>EMESE BOLDIZSAR</td>
<td><a href="mailto:boldizsare@ceu.hu">boldizsare@ceu.hu</a></td>
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<td>Health Insurance</td>
<td>N9 Ground floor</td>
<td>2042</td>
<td>VIKTORIA MAGOCSI</td>
<td><a href="mailto:magocsiv@ceu.hu">magocsiv@ceu.hu</a></td>
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<td>Institutional publications</td>
<td>N15 5th floor</td>
<td>3429</td>
<td>SYBIL WYATT</td>
<td><a href="mailto:wyatts@ceu.hu">wyatts@ceu.hu</a></td>
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<td>CEU ID Cards</td>
<td>N11 Courtyard</td>
<td>2412</td>
<td>GYORGY FINTA</td>
<td><a href="mailto:fintagy@ceu.hu">fintagy@ceu.hu</a></td>
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<td>UIS</td>
<td>Z14 6th floor</td>
<td>2552</td>
<td><a href="mailto:support@infosys.ceu.hu">support@infosys.ceu.hu</a></td>
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<td>Medical services</td>
<td>N11 Courtyard</td>
<td>3695, 3815</td>
<td>DR. GABOR SANDOR</td>
<td>DR. MONIKA HORVATH</td>
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<td>Overdue books</td>
<td>Library</td>
<td>3099</td>
<td>Librarian on duty</td>
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<td>Psychological Counseling service</td>
<td>N15, 4th b floor 08</td>
<td>235-6127</td>
<td>VERA VARADY</td>
<td><a href="mailto:varadyv@ceu.hu">varadyv@ceu.hu</a>, BERNE WEISS</td>
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<td>Public affairs</td>
<td>N13 5th floor</td>
<td>3800</td>
<td>ILDIKO RULL</td>
<td><a href="mailto:ruli@ceu.hu">ruli@ceu.hu</a></td>
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<td>Residence permits</td>
<td>N9 Ground floor</td>
<td>3688</td>
<td>RICHARD KARTOSONTO</td>
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<td>EDINA VARGA</td>
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Personal Information

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

ENROLLMENT INFORMATION
Department
Student ID Number
Department Contact Person

MEDICAL INFORMATION
Doctor’s Name and Telephone
Health Insurance / Number
Essential Information / Allergies
In emergency, notify this person
Telephone / Mobile
Address

IMPORTANT DATES

OTHER
## Calendar 2013

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**August 2013**

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**Central European University**
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23 | FRIDAY

24 | SATURDAY

25 | SUNDAY
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May 2014

12 | MONDAY

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19 | THURSDAY

20 | FRIDAY

21 | SATURDAY

22 | SUNDAY
June 2014

23 | MONDAY

24 | TUESDAY

25 | WEDNESDAY
21 | MONDAY

22 | TUESDAY

23 | WEDNESDAY
Nador 13 Building
1. N13 Entrance
2. N13 Reception
3. Elevators
4. Conference Rooms
5. Washrooms
6. Elevators
7. Central Bistro & Bar
8. Central Cake & Ice

Nador 11 Building
1. N11 Entrance
2. N11 Reception
3. Medical Center
4. Elevators
5. TIGY Classroom
6. CEU ID Cards
7. Classroom #004
8. N11 Courtyard
9. CEU Post Office
10. Elevators
11. Classroom #004

Nador 15 Building
1. N15 Entrance
2. N15 Reception
3. Elevators
4. Washrooms
5. Bicycle entrance
6. N15 courtyard (Smoking Area)

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

Student Quiet Lounge (1/2 floor)
Nador 9 Building

1. N 9 Entrance
2. N 9 Reception (Lost & Found Desk)
3. Student Services Center
4. Restaurant
5. Octagon
6. Laptop Area
7. Auditorium
8. Washrooms
9. Elevator
10. Cloak Room

Library (1st floor)

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