Central European University

My Student Handbook & Academic Diary

2014 / 2015

NAME

Budapest 2014
Welcome to Central European University!

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

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

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

CEU Student Services Team
July 2014

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

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

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

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

- Academic Calendar 2014 / 2015 ................................................................. 7
- General University Information .............................................................. 12
- Central Administration: Offices and Locations ........................................... 15
- Budget and Finance Office ........................................................................ 16
- Departments and Schools .......................................................................... 17
- Enrollment Management and Alumni Relations: Offices and Locations ..... 19
  - Online Orientation ................................................................................. 19
- Where to Find Us .................................................................................. 19
- Office of Enrollment Management and Alumni Relations .................... 20
- Student Recruitment Office .................................................................... 20
- Admissions Office ................................................................................ 20
- Financial Aid Office ............................................................................... 20
- Student Records Office .......................................................................... 21
- Dean of Students .................................................................................. 21
- Office of the Dean of Students .............................................................. 21
- Alumni Relations & Career Services Office .......................................... 22
- Alumni Relations .................................................................................. 22
- Career Services ................................................................................... 23
- CEU Residence Center .......................................................................... 23
- Communications Office ........................................................................ 24
- Media Lab ............................................................................................ 24
- Academic Support Units ......................................................................... 24
  - CEU Library ......................................................................................... 24
  - Open Society Archives at Central European University .................. 25
  - Center for Academic Writing .............................................................. 25
  - Computer and Statistics Center .......................................................... 27
  - CEU Academic Bookstore .................................................................. 28
- Information Technology Department (IT Department) ......................... 28
  - Computer Facilities .............................................................................. 28
- Campus Redevelopment Office ............................................................... 31
- Campus Services and Building Maintenance .......................................... 31
- Student Resources ................................................................................ 31
- CEU Identification Cards ....................................................................... 31
  - Passport or National ID Card .............................................................. 32
  - Copy Shop ........................................................................................... 32
  - Fax Service .......................................................................................... 32
  - Postal Services ................................................................................... 33
  - Sports Center ....................................................................................... 33
  - Food Services ...................................................................................... 33
  - Students with Children ........................................................................ 34
  - Student Employment .......................................................................... 34
  - Insurance Issues ................................................................................ 34
  - Medical Services ................................................................................ 34
  - Health Insurance ................................................................................. 37
  - Patient's Advocates ............................................................................ 37
  - Psychological Counseling .................................................................... 37
  - Fire Regulations and Evacuation Procedures ..................................... 38
  - Police Services ................................................................................... 39
- Enrolment Procedures ............................................................................ 39
  - Student Orientation (Pre-Session) ......................................................... 39
  - Registration in the University Information System (UIS) .......... 40
  - Policy on Holds .................................................................................. 40
  - Leaving Procedure ............................................................................... 41
- Community Initiatives ........................................................................... 41
  - Student Activities ............................................................................... 41
  - Sustainable CEU Action Team ............................................................. 41
  - Human Rights Initiative (HRSI) ........................................................... 43
  - Student-related Policies ...................................................................... 43
- Important Information about Budapest ..................................................... 43
  - Safety in Budapest ............................................................................... 43
  - Other Important Phone Numbers in Budapest ................................... 44
  - Useful abbreviations .......................................................................... 45
- Where to Go for Answers ........................................................................ 46

---

### Academic Calendar 2014/2015

#### 2014

| AUGUST 1 | FRIDAY | Academic Year begins |
| AUGUST 11 | MONDAY | Registration period for Business School EMBA students for the Fall Term opens |
| AUGUST 20 | WEDNESDAY | Hungarian National Holiday / CEU is officially closed |
| AUGUST 21 | THURSDAY | All Legal Studies students arrive |
| AUGUST 23-24 | SAT/SUN | Registration period for Module I begins (Legal Studies) |
| AUGUST 25 | MONDAY | Long pre-session for 1st year Economics students begins (until September 19, Friday) |
| AUGUST 30-31 | SAT/SUN | Medieval Studies 1 year MA, 1st year Comparative History and 1st year Interdisciplinary Medieval Studies students for long pre-session arrive |
| SEPTEMBER 1 | MONDAY | End of 2013/2014 academic year for Mundus MAPP students (2012-2014 cohort) of the Department of Public Policy |
| SEPTEMBER 6-7 | 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, 1st year MPA students, School of Public Policy |
| SEPTEMBER 8 | MONDAY | Long pre-session begins for: 1 year MA Medieval Studies students, 1st year Comparative History and 1st year Interdisciplinary Medieval Studies students (until September 12, Friday) |
| SEPTEMBER 12 | FRIDAY | Short pre-session ends (until September 12, 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, 1st year MPA students, School of Public Policy |
| SEPTEMBER 13-14 | SAT/SUN | 2nd year Comparative History and 2nd year Interdisciplinary Medieval Studies students arrive for “Zero week” |
| SEPTEMBER 14 | SUNDAY | Registration period for Module II ends (Legal Studies) |
| SEPTEMBER 15 | MONDAY | “Zero week” begins (until September 19, Friday) |
"Zero week": a period for students to get familiar with the academic programs, electives etc. Also, any outstanding issues resulting from settling down in Budapest are dealt with during this week.

"Zero week" begins for Business School Full time MBA students (until September 19 Friday)
Registration for Fall Term begins (until October 5, Sunday)
Economics 2nd year MA and PhD students – Fall Term begins
2nd year Comparative History and 2nd year Interdisciplinary Medieval studies students begin
Fall Term for the Business School MBA and MSc in IT students begins

Student Union departmental elections

Student Union departmental elections

15:00 Opening ceremony
"Zero week" ends
Long pre-session for Economics and Medieval Studies students ends
Fall Term for Business School EMBA 2014 and EMBA 2016 students begins
Legal Studies Module I ends

First Student Union Assembly meeting
Registration for Fall Term ends
Registration period for Module III begins (Legal Studies)
Board of Trustees Meeting in Budapest
Registration period for Module III ends (Legal Studies)
Hungarian National Holiday / CEU is officially closed
Special day off / CEU is officially closed
PhD Travel, PhD Research Grant application deadline
Academic Forum
Erasmus Faculty Mobility, 2nd round (2014/15)
Erasmus Staff Mobility, 2nd round (2014/2015)
Legal Studies Module II ends

Hungarian National Holiday / CEU is officially closed
New Year’s Eve / CEU is officially closed

Deadline for submission of Fall Term grades for Business School MBA students
Winter Term for Business School Full time MBA 2015 students begins
Winter Term for Business School EMBA 2015 students begins
Winter Term begins (until April 4, Friday)
Legal Studies Module IV begins
Registration for Winter Term ends
Deadline for the submission of Fall Term grades
Erasmus Faculty Mobility, 3rd round (2014/2015)

Erasmus internship applications for 2014/15
MA Travel Grant application deadline
PhD Research and Travel Grants application deadline
Registration period for Module V begins (Legal Studies)
Career Days & Career Fair at CEU
Academic Forum
Registration period for Module V ends (Legal Studies)
Orientation for Business School EMBA 2016 students begins (until March 1, Sunday)
Meeting with the Heads of Departments

Meeting with the Heads of Departments
Fall Term ends
Senate fall-back date
Exam period for the Environmental Sciences and Policy students (MESPOM and 1 year MS program) starts (until December 19, Friday)
Registration period for Business School MBA and MSc in IT students ends
Exam period starts for 1st year Economics students
Legal Studies Module III ends
Fall Term ends at Department of Economics
Fall Term ends at the Department of Environmental Sciences and Policy (MESPOM and 1 year MS program)
Business School Fall Term ends
Offices with skeleton team / Library and Labs on weekend schedule
Offices with skeleton team / Library and Labs on weekend schedule
Christmas Holiday / CEU is officially closed
Christmas Holiday / CEU is officially closed
Christmas Holiday / CEU is officially closed

New Year's Day / CEU is officially closed
Erasmus study grant applications for Fall, Spring 2015/16
Legal Studies Module IV ends
Legal Studies research period begins
Business School EMBA 2016 classes begin
Board of Trustees Meeting in NY
Departments to submit schedule and cross-listed courses for Spring Term to the Student Records Office
Registration period for Business School MBA students begins
Hungarian National Holiday / CEU is officially closed
Business School EMBA 2016 classes begin
Senate meeting
Legal Studies research period ends
Registration for Spring Term begins (until April 12, Sunday)
Legal Studies Module V begins
Town Hall Meeting
Registration for Business School Summer Term courses ends
Senate fall-back date
Winter Term ends
Business School Winter Term ends
Medieval Studies research break
Registration for Business School Summer Term courses ends
Easter Sunday / CEU is officially closed
Easter Monday / CEU is officially closed
Spring Term begins
Exam period for Environmental Sciences and Policy students (MESPOM and 1 year MS program) begins (until April 12, Sunday)
Exam period starts for 2nd year and PhD Economics students
Summer Term for Business School Full time MBA students begins
Registration for Spring Session ends
Spring Term starts for MESPOM students
Environmental Sciences and Policy MS Thesis Module begins
Exam period starts for 1st year Economics students
Deadline for submission of Winter Term grades for Business School MBA students
Academic Forum
Registration period for Module VI begins (Legal Studies)
Registration period for Module VI ends (Legal Studies)
Spring Term at Department of Economics begins
Hungarian National Holiday / CEU is officially closed
Departments to submit the list of their own courses for the Academic Year 2015/2016 to the Student Records Office
Departments to start negotiations on cross listing agreements (until May 22, Friday)
Legal Studies Module V ends
Deadline for submission for the Winter Term grades
PhD Research and Travel Grants application deadline
MA Travel Grant application deadline
Legal Studies Module VI begins
Senate meeting
Business School New York City Module for MBA students starts
Departments to submit the final list of courses including cross-listed courses for the Academic Year 2015/2016 to the Student Records Office
Deadline for start scheduling courses for Fall Term 2015/2016
Pentecost Sunday / CEU is officially closed
Pentecost Monday / CEU is officially closed
Field Trip for Medieval Studies students
Senate fall-back date
Departments to submit schedule of mandatory courses for Fall Term 2015/2016
Summer University begins
Intensive Spring Term for Medieval Studies students begins (until June 12, Friday)
Deadline for submission for the Spring Term grades of graduating students
Exam period for Economics students begins
Deadline for submission for the Spring Term grades of non-graduating students
End of Spring Term
Departments to submit final schedule including cross-listed courses for Fall Term 2015/2016 to the Student Records Office and to post the schedules on departmental web sites
Board of Trustees in Budapest
Erasmus Faculty Mobility, 1st round (2015/2016)
Erasmus Staff Mobility, 1st round (2015/2016)
MESPOM 1st year ends
Absolute deadline for all courses grades for Academic Year 2014/2015
Deadline to submit Summer Term grades for Business School Full time MBA students
Summer University ends
Academic Year ends
Environmental Sciences and Policy MS Thesis Module ends
Summer Term for Business School Full time MBA students ends
Registration period for returning Business School EMBA students begins
End of 2014/2015 Academic Year for Mundus MAPP students (2013/2015 cohort) of the Department of Public Policy
Internship requirements for 2014/2015 1 year MA students of the Department of Public Policy must be completed
End of 2014/2015 Academic Year for 1 year MA students of the Department of Public Policy
24-HOUR MEDICAL PHONE NUMBER
In the case of a specific medical emergency during the evening or weekend hours students may receive advice and orientation by calling (+36 30) 832-6260. Please note that these calls should be for urgent or crisis situations only. For other concerns, students should be encouraged to contact the Medical Center on the following business day.

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

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

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

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

**LOCATION** | reception of Nador u. 9

**EXTENSION** | 3090

**Alcohol, Drugs and Weapons**

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

**Designated Smoking Areas**

Smoking is strictly prohibited within five meters of all building entrances. CEU has designated smoking areas in the following places:

- Nador u. 9 (Faculty Tower) – 2nd floor Japanese Garden
- Nador u. 9 (Monument Building) – 2nd floor roof terrace
- Nador u. 15 - ground floor courtyard
- Frankel Leo ut 30-34 – 4th floor roof garden
- Kerepesi ut 87 - courtyard

**Personal Property**

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

**Facilities for Disabled Persons**

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

**Central Administration: Offices and Locations**

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

**John Shattuck** | PRESIDENT AND 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

**Liviu Matei** | PROVOST / PRO-RECTOR

Extension: 3060 | Email: mateil@ceu.hu

Location: Nador u. 9 | 1st floor

---

**Central European University**

**ZRINITY U. 14 ENTRANCE**

**EXTENSION** | 2075

**MONDAY-SUNDAY** | 7:00 A.M.-11:00 P.M.

**OKTOBER 6. U. 12 ENTRANCE**

**EXTENSION** | 2104

**MONDAY-FRIDAY** | 5:00 A.M.-10:00 P.M.

**SATURDAY-SUNDAY** | CLOSED

**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 | 2014** | National Holiday
- **October 23 | 2014** | National Holiday
- **November 1 | 2014** | National Holiday
- **December 19 | 2014 - January 1 | 2015** | Winter Break (CEU is officially closed on December 24, 25, 26, 31 and January 1)
- **March 15 | 2015** | National Holiday
- **April 5-6 | 2015** | Easter (National Holiday)
- **May 1 | 2015** | Labor Day (National Holiday)
- **May 24-25 | 2015** | Pentecost (National Holiday)

---

| **Location** | reception of Nador u. 9 |
| **EXTENSION** | 3090 |

**Alcohol, Drugs and Weapons**

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

**Designated Smoking Areas**

Smoking is strictly prohibited within five meters of all building entrances. CEU has designated smoking areas in the following places:

- Nador u. 9 (Faculty Tower) – 2nd floor Japanese Garden
- Nador u. 9 (Monument Building) – 2nd floor roof terrace
- Nador u. 15 - ground floor courtyard
- Frankel Leo ut 30-34 – 4th floor roof garden
- Kerepesi ut 87 - courtyard

**Personal Property**

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

**Facilities for Disabled Persons**

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

**Central Administration: Offices and Locations**

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

**John Shattuck** | PRESIDENT AND 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

**Liviu Matei** | PROVOST / PRO-RECTOR

Extension: 3060 | Email: mateil@ceu.hu

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

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

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

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

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

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

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

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

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

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

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

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

Departments and Schools

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

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

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

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

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

Department of International Relations and European Studies  
LOCATION | Nador 9 Building | Faculty Tower | 3rd floor  
PHONE | 327-3000 | Eszter Fugedi | DEPARTMENT COORDINATOR  
Email: fugedie@ceu.hu
Department of Legal Studies
LOCATION | Nador 11 Building | 5th floor
PHONE | 327-3205 | Andrea Jenei | DEPARTMENT COORDINATOR
Email: jeneia@ceu.hu

Department of Mathematics and its Applications
LOCATION | Zrinyi 14 Building | 3rd floor
PHONE | 327-3053 | Elvira Kadvany | DEPARTMENT COORDINATOR
Email: kadvanye@ceu.hu

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

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

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

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

Department of Public Policy
LOCATION | Nador 11 Building | 3rd floor
PHONE | 235-6114 | Zsuzsanna Agoston | MA PROGRAM COORDINATOR
Email: agostonzs@ceu.hu

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

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

Doctoral School of Political Science, Public Policy and International Relations
PHONE | 327-3000 | Extension 2496
Email: ds@ceu.hu

CEU Business School
LOCATION | Frankel Leo ut 30-34 | H-1023 Budapest
PHONE | 887-5025 | Zoi Hrisztodulakisz | STUDENT SERVICES MANAGER
Email: hrisztodulakisz@ceubusiness.org
PHONE | 887-5059 | Aniko Juhasz | GRADUATE STUDENT SERVICES MANAGER
Email: juhasza@ceubusiness.org

Enrollment Management and Alumni Relations: Offices and Locations
MAIN NUMBER | 327-3000 (ENTER EXTENSION, WHEN PROMPTED)

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

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

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

OFFICE OF ENROLLMENT MANAGEMENT AND ALUMNI RELATIONS

Serge Sych | senior vice president for enrollment management and alumni relations
Phone: 327-3000 | Email: sychs@ceu.hu

TBA | executive assistant
Extension: 2088 | Email: tba

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

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

Zsuzsanna Jaszbereyi | director of admissions services
Extension: 3009 | Email: jaszberz@ceu.hu

Andrea Horvath | admissions coordinator
Extension: 3272 | Email: horvatha@ceu.hu

Csaba Mezo | admissions coordinator
Extension: 3210 | Email: mezacs@ceu.hu

Zsuzsanna Bukta | admissions assistant
Extension: 3078 | Email: buktaz@ceu.hu

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

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

Zsuzsanna Blum | director of financial aid
Extension: 3287 | Email: blumz@ceu.hu

Ildiko Torok | financial aid coordinator
Extension: 2175 | Email: toroki@ceu.hu

Zsófia Pal | financial aid assistant
Extension: 2230 | Email: palzs@ceu.hu

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

Emese Boldizsar | head of student records
Extension: 3061 | Email: boldizsare@ceu.hu
(also contact person for CEU Business School students)

Edina Tipter | student records coordinator
Extension: 2492 | Email: tptere@ceu.hu

Natalia Nagy Nyikes | student records coordinator
Extension: 2401 | Email: nyikesn@ceu.hu

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STUDENTS OF THE 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

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

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

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

MAiN NUMbER | 327-3000 (ENTER EXTENSION, WHEN PROMPTED)

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

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

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

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

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

Academic Support Units

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

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

Library Staff
Diane Geraci | LIBRARY DIRECTOR
Extension: 3012 | Email: dgeraci@ceu.hu
Katalin Tikos | HEAD OF PUBLIC SERVICES
Extension: 3037 | Email: tikoss@ceu.hu

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

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

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

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

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

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

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

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

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

**Academic Writing Instructors**

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

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

**FOREIGN LANGUAGE INSTRUCTORS** | http://caw.ceu.hu/foreign-language-teachers
**FOREIGN LANGUAGE ADMINISTRATIVE QUERIES OUTSIDE REGISTRATION PERIODS**
Tuesday-Friday 10:00 a.m.-12:00 noon

Appointments may be arranged by email: foreign_languages@ceu.hu
Specific office hours for the registration periods are posted on the website at http://caw.ceu.hu/foreign-languages.

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

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

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

**Laptop Services**

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

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

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

If you have a valid CEU account, you can reach your mailbox via http://gw.ceu.hu (through any Internet browser, such as Internet Explorer or Mozilla Firefox) and your P: drive files are available via ftp://ftp.ceu.hu. In order to use these services you need to login using your Username and Password. More information can be found at http://it.ceu.hu/working_from_home. Please note that the CEU Network policy (http://documents.ceu.hu) applies to anyone who uses the CEU Network.
Rooms. The doctoral coordinator of each department monitors the list of students who are permitted to use these premises. The keys to each room are kept by the security guards in the relevant building. One key is handed out to the first arriving student and must be returned to the security guard at the end of the day by the last departing student. Doctoral students are expected to take full responsibility for access logistics and passing on the room key, as necessary. All of the Doctoral Computer Rooms listed here are open ONLY for use by doctoral students:

**ECONOMICS**  
Nador u. 11 4th floor | room 416/B

**ENVIRONMENTAL SCIENCES**  
Faculty Tower 6th floor | room 605

**GENDER**  
Zrinyi u. 14 3rd floor | room 305

**HISTORY**  
Nador u. 11 3rd floor | room 301

**LEGAL STUDIES**  
Nador u. 11 ground floor | room 001

**MATHEMATICS**  
Zrinyi u. 14 3rd floor | room 313

**MEDIEVAL STUDIES**  
Nador u. 11 1st floor | room 118

**PHILOSOPHY**  
Nador u. 11 1st floor | room 116

**POLITICAL SCIENCE**  
Nador u. 11 1st floor | room 117

**SOCIOLOGY**  
Zrinyi u. 14 3rd floor | room 313

**SHARED PHD WORKSTATIONS**  
Nador u. 13 5th floor | room 502, 503

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

### Helpdesk Support for all Computer Facilities

**EXTENSION** | 3030 (Student Helpdesk)

**EMAIL** | helprequest@ceu.hu

**LOCATION** | Faculty Tower | basement B105

**OFFICE HOURS** | Weekdays: 8:00 a.m.-9:00 p.m. | Weekends: 1:00 p.m.-7:00 p.m.

### Lost and Found Box

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

### Printing Credit

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

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

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

### Campus Redevelopment Office

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

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

**EMAIL** | creo@ceu.hu

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

### Campus Services and Building Maintenance

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

**LOCATION** | Nador u. 11

**EMAIL** | facilities@ceu.hu

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

### Student Resources

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

**CEU IDENTIFICATION CARDS**

**LOCATION** | Nador u. 11 courtyard

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

**Gyorgy Finta** | CEU ID CARD MANAGER

Extension: 2412 | Email: fintagy@ceu.hu
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 Ft 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 open 24 hours.

SPORTS CENTER
LOCATION | Hild Jozsef Elementary School | Nador u. 12.
Please check-in at the reception on the second floor.
Please note that hours of operation apply for the Body Building room. Opening hours for the Gym for ball games can be found at: www.ceu.hu/campus/facilities/sport.
HOURS OF OPERATION | Monday-Friday: 3:00 p.m.-9:00 p.m.
PHONE | (+36 30) 996-6936
EMAIL | sportcentrum@ceu.hu
WEBSITE | www.ceu.hu/campus/facilities/sport
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/campus/facilities/food-drink.

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

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

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

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

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

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

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

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

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

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

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

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

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

| NATIONAL AMBULANCE SERVICE (MENTÓ) | 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. |

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

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

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

| NATIONAL AMBULANCE SERVICE (MENTÓ) | 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. |
TRANSLATION: THE UNIVERSITY OF HUNGARY

In case of an emergency that is not life-threatening, students may contact the local district medical emergency office closest to their home for consultation with a doctor on duty. Students living in the Kerépesi dormitory may turn to the reception desk for assistance. The list of district emergency offices is available at the following website: http://www.ceu.hu/

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 Kerépesi dormitory may turn to the reception desk for assistance. The list of district emergency offices is available at the following website: http://www.ceu.hu/

PHARMACIES IN BUDAPEST

24-HOUR PHARMACIES IN BUDAPEST

*TEREZ PATIKA*
- **LOCATION**: Terez krt. 41 | H-1067 Budapest
- **PHONE**: 311-4439

*ELEFANT GYÓGYSZERTÁR*
- **LOCATION**: Pongrac ut 19 | H-1101 Budapest
- **PHONE**: 431-9940

*DELI GYÓGYSZERTÁR*
- **LOCATION**: Alkotas ut 1/b | H-1123 Budapest
- **PHONE**: 355-4691

*NOVA BEKETÉRI GYÓGYSZERTÁR*
- **LOCATION**: Lehel utca 70-76 | H-1135 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 http://www.ceu.hu/studentlife/onlineorientation/health

Should patients have problems of an administrative nature related to insurance, they should contact the CEU Medical Center. Students may receive immediate help or get advice on the procedure to follow.

PATIENT’S ADVOCATES

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

PSYCHOLOGICAL COUNSELING

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

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

POLICE SERVICES

On Campus

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

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

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

Off-campus

| POLICE EMERGENCY | PHONE | 105 |

Off-campus police stations:

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

Enrollment Procedures

STUDENT ORIENTATION (PRE-SESSION)

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

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

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

| The University Information System can be accessed on a CEU computer at https://infosys.ceu.hu. |
| 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 http://sro.ceu.hu. |

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

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

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

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

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 http://www.ceu.hu/studentlife/clubs-activities

SUSTAINABLE CEU ACTION TEAM
Sustainability is important to CEU. The University is a signatory to the COPERNICUS University Charter for Sustainable Development and has its own Sustainable Development Policy. Students, staff members, faculty and CEU community members who are interested in campus sustainability are encouraged to share their ideas for campaigns, events, and activities.
Logan Strenchock | ENVIRONMENTAL AND SUSTAINABILITY OFFICER
EXTENSION | 2089 | Phone: (+36 70) 589-6871 | Email: strenchockl@ceu.hu
LOCATION | Nador u. 9 | Monument Building | 2nd floor | room 208

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

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

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

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

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

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

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

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

The full texts are available at http://documents.ceu.hu.

Important Information about Budapest

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

Pickpockets are most active on public transport vehicles, on escalators leading down and coming up from the metro, in crowded shops and popular tourist places.

- Carry only as much cash as you need for the day, and try not to keep money, cards and other valuables in one place.
- Keep your money, documents, mobile phone safe and secure; in a belt bag at the front of your body or in an inside pocket. Keep your camera in a bag with a strap wearing it across your shoulder.
- Always pay attention, look out for possible pickpockets. If they see you are on the alert they likely will not choose you as their next victim.
- Pickpockets and scam merchants usually work together to distract people’s attentions. If you’re approached by a group of dubious people attempting to gain your attention just turn your back and walk away.
- Be aware of people around you when using cash machines; it is not usual for others to stand too close.

Exchanging money

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

Areas to avoid at night in Budapest

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

OTHER IMPORTANT PHONE NUMBERS IN BUDAPEST

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

Hungarian Red Cross

LOCATION | Arany Janos u. 31 | H-1051 Budapest
PHONE | 311-3660
EMAIL | titkarsag@voroskeresztsbp.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 (ORSZÁGS ÉGÉSZSÉGBIZTOSÍTÁSI PÉNZTÁR)
OSA — OPEN SOCIETY ARCHIVES
SCI — SUSTAINABLE CAMPUSS 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

<table>
<thead>
<tr>
<th>FOR QUESTIONS ABOUT</th>
<th>OFFICE</th>
<th>LOCATION</th>
<th>EXTENSION</th>
<th>NAME/EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic appeals</td>
<td>Provost/Pro-Rector</td>
<td>N9 1st floor</td>
<td>3060</td>
<td>LIVIU MATEI</td>
</tr>
<tr>
<td>Academic transcripts, certificates</td>
<td>Student Records Office</td>
<td>N9 Ground floor</td>
<td>2401</td>
<td>NATALIA NAGYNE NYIKES</td>
</tr>
<tr>
<td>Academic writing</td>
<td>Center for Academic Writing</td>
<td>N11 Rm 309</td>
<td>3817</td>
<td>AGNES MARANY</td>
</tr>
<tr>
<td>Address registration</td>
<td>Student Life Office</td>
<td>N9 Ground floor</td>
<td>3688</td>
<td>RICHARD KARTOSONTO</td>
</tr>
<tr>
<td>Admissions</td>
<td>Admissions Office</td>
<td>N15 4th floor</td>
<td>3009</td>
<td>ZSUZSANNA JOSZBERENTY</td>
</tr>
<tr>
<td>Alumni</td>
<td>Alumni Relations &amp; Career Services</td>
<td>N9 Mezzanine floor</td>
<td>2322</td>
<td>SZILVA MOLNAR</td>
</tr>
<tr>
<td>Bank accounts, bank cards</td>
<td>Budget and Finance Office</td>
<td>N15 5th floor, Am262</td>
<td>2056</td>
<td>EDINA MANDOKI</td>
</tr>
<tr>
<td>Career</td>
<td>Alumni Relations &amp; Career Services</td>
<td>N9 Mezzanine floor</td>
<td>3215</td>
<td>JUDIT MAHTONOSI-NAJDI</td>
</tr>
<tr>
<td>Cash desk</td>
<td>Budget &amp; Finance Office</td>
<td>N15 1st floor</td>
<td>2260</td>
<td>TIMEA MADARASZ</td>
</tr>
<tr>
<td>CELU website</td>
<td>CELU Web Team</td>
<td>N15 2nd floor</td>
<td>6120</td>
<td><a href="mailto:ceuwteam@ceu.hu">ceuwteam@ceu.hu</a></td>
</tr>
<tr>
<td>Change of thesis advisor</td>
<td>Department coordinator</td>
<td>As applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change of course (drop add)</td>
<td>Student Records Office</td>
<td>N9 Ground floor</td>
<td>2401</td>
<td>NATALIA NAGYNE NYIKES</td>
</tr>
<tr>
<td>Computer services</td>
<td>IT Department</td>
<td>Basement 105</td>
<td>3030</td>
<td><a href="mailto:helpques@ceu.hu">helpques@ceu.hu</a></td>
</tr>
<tr>
<td>Conferences/Special events</td>
<td>External Relations Office</td>
<td>N13 5th floor</td>
<td>3065</td>
<td><a href="mailto:er@ceu.hu">er@ceu.hu</a></td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Office</td>
<td>N9 Ground floor</td>
<td>3287, 2175</td>
<td>ZSUZSANNA BUM, ILDIKO TORK</td>
</tr>
<tr>
<td>Fire &amp; safety</td>
<td>Campus Office</td>
<td></td>
<td></td>
<td><a href="mailto:safety@ceu.hu">safety@ceu.hu</a></td>
</tr>
</tbody>
</table>

---

**Graduation** | **Student Records Office** | **N9 Ground floor** | **3061** | **EMESE BOLDIZSAR** | bolbarm@ceu.hu |
| **Health Insurance** | **Student Life Office** | **N9 Ground floor** | **2042** | **VICTORIA MAGOSCS** | magoscsv@ceu.hu |
| **Institutional publications** | **Communications Office** | **N15 5th floor** | **3429** | **ADRI BRUCKNER** | brucknera@ceu.hu |
| **CEU ID Cards** | **Maintenance** | **N11 Courtyard** | **2412** | **GYORGY FINTA** | fin@ceu.hu |
| **UIS** | **University Information System** | **Z14 6th floor** | **2552** | **support@info@ceu.hu** |
| **Medical services** | **Medical Center** | **N11 Courtyard** | **3695, 3815** | **DR. GABOR SANDOR, DR. MONKA HORVATH** |
| **Overdue books** | **Library** | **FT 1st floor** | **3099** | **Librarian on duty** |
| **Psychological Counseling service** | **Psychological Counseling** | **N15, 4th floor 08** | **235-6127** | **VERA VARGADY** | vargady@ceu.hu, berne@ceu.hu, weissb@ceu.hu |
| **Public affairs** | **Communications Office** | **N13 5th floor** | **3800** | **ILDIKO RULL** | rulli@ceu.hu |
| **Residence permits** | **Student Life Office** | **N9 Ground floor** | **3688** | **RICHARD KARTOSONTO** | kartoson@ceu.hu, studentlife@ceu.hu |
| **Residential life** | **Residence Center** | **1st floor** | **5555, 3163** | **EDINA VARGA** | vargae@ceu.hu |
| **Student Union** | **Student Union Room** | **Passageway to Okt. 6** | **2196** | **studentunion@ceu.hu** |
| **Switchboard operator** | | | | **327-3000** |
| **Tuition and payments** | **Budget and Finance Office** | **N15 Wing B, 2nd floor, Rm 2020** | **2056** | **EDINA MANDOKI** | mandokie@ceu.hu |
Personal Information

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

ENROLLMENT INFORMATION
Department
Student ID Number
Department Contact Person

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

IMPORTANT DATES

OTHER


### Calendar 2014

<table>
<thead>
<tr>
<th>August</th>
<th>September</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 4</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Tue 5</td>
<td>8</td>
<td>13</td>
</tr>
<tr>
<td>Wed 6</td>
<td>9</td>
<td>16</td>
</tr>
<tr>
<td>Thu 7</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>Fri 1</td>
<td>8</td>
<td>15</td>
</tr>
<tr>
<td>Sat 2</td>
<td>15</td>
<td>29</td>
</tr>
<tr>
<td>Sun 3</td>
<td>18</td>
<td>22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 3</td>
<td>1</td>
</tr>
<tr>
<td>Tue 4</td>
<td>11</td>
</tr>
<tr>
<td>Wed 5</td>
<td>12</td>
</tr>
<tr>
<td>Thu 6</td>
<td>13</td>
</tr>
<tr>
<td>Fri 7</td>
<td>14</td>
</tr>
<tr>
<td>Sat 8</td>
<td>15</td>
</tr>
<tr>
<td>Sun 9</td>
<td>16</td>
</tr>
</tbody>
</table>

### Calendar 2015

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 5</td>
<td>2</td>
<td>6</td>
<td>3</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Tue 6</td>
<td>9</td>
<td>13</td>
<td>17</td>
<td>21</td>
<td>8</td>
</tr>
<tr>
<td>Wed 7</td>
<td>2</td>
<td>13</td>
<td>24</td>
<td>31</td>
<td>6</td>
</tr>
<tr>
<td>Thu 8</td>
<td>15</td>
<td>22</td>
<td>29</td>
<td>31</td>
<td>7</td>
</tr>
<tr>
<td>Fri 9</td>
<td>16</td>
<td>23</td>
<td>30</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>Sat 10</td>
<td>17</td>
<td>24</td>
<td>31</td>
<td>19</td>
<td>18</td>
</tr>
<tr>
<td>Sun 11</td>
<td>18</td>
<td>25</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 2</td>
<td>6</td>
</tr>
<tr>
<td>Tue 3</td>
<td>7</td>
</tr>
<tr>
<td>Wed 4</td>
<td>10</td>
</tr>
<tr>
<td>Thu 5</td>
<td>13</td>
</tr>
<tr>
<td>Fri 6</td>
<td>19</td>
</tr>
<tr>
<td>Sat 7</td>
<td>14</td>
</tr>
<tr>
<td>Sun 8</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 2</td>
<td>4</td>
</tr>
<tr>
<td>Tue 3</td>
<td>5</td>
</tr>
<tr>
<td>Wed 4</td>
<td>6</td>
</tr>
<tr>
<td>Thu 5</td>
<td>7</td>
</tr>
<tr>
<td>Fri 6</td>
<td>8</td>
</tr>
<tr>
<td>Sat 7</td>
<td>9</td>
</tr>
<tr>
<td>Sun 8</td>
<td>10</td>
</tr>
</tbody>
</table>
### Timetable

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
</tr>
<tr>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
July | 2014

28 | MONDAY

29 | TUESDAY

30 | WEDNESDAY

2014

31 | THURSDAY

1 | FRIDAY

2 | SATURDAY

3 | SUNDAY
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>MONDAY</td>
</tr>
<tr>
<td>5</td>
<td>TUESDAY</td>
</tr>
<tr>
<td>6</td>
<td>WEDNESDAY</td>
</tr>
<tr>
<td>7</td>
<td>THURSDAY</td>
</tr>
<tr>
<td>8</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>9</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>10</td>
<td>SUNDAY</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
</tr>
<tr>
<td>18</td>
<td>Monday</td>
</tr>
<tr>
<td>19</td>
<td>Tuesday</td>
</tr>
<tr>
<td>20</td>
<td>Wednesday</td>
</tr>
<tr>
<td>21</td>
<td>Thursday</td>
</tr>
<tr>
<td>22</td>
<td>Friday</td>
</tr>
<tr>
<td>23</td>
<td>Saturday</td>
</tr>
<tr>
<td>24</td>
<td>Sunday</td>
</tr>
</tbody>
</table>
August 2014

25 | MONDAY

26 | TUESDAY

27 | WEDNESDAY

28 | THURSDAY

29 | FRIDAY

30 | SATURDAY

31 | SUNDAY
<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>MONDAY</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>TUESDAY</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>WEDNESDAY</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>THURSDAY</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>FRIDAY</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>SATURDAY</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>SUNDAY</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>October 2014</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>MONDAY</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>TUESDAY</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>WEDNESDAY</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>THURSDAY</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>FRIDAY</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SATURDAY</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>SUNDAY</td>
<td></td>
</tr>
</tbody>
</table>
October 2014

13 | MONDAY

14 | TUESDAY

15 | WEDNESDAY

16 | THURSDAY

17 | FRIDAY

18 | SATURDAY

19 | SUNDAY
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Monday</td>
</tr>
<tr>
<td>21</td>
<td>Tuesday</td>
</tr>
<tr>
<td>22</td>
<td>Wednesday</td>
</tr>
<tr>
<td>23</td>
<td>Thursday</td>
</tr>
<tr>
<td>24</td>
<td>Friday</td>
</tr>
<tr>
<td>25</td>
<td>Saturday</td>
</tr>
<tr>
<td>26</td>
<td>Sunday</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
</tr>
<tr>
<td>------</td>
<td>-----------</td>
</tr>
<tr>
<td>3</td>
<td>Monday</td>
</tr>
<tr>
<td>4</td>
<td>Tuesday</td>
</tr>
<tr>
<td>5</td>
<td>Wednesday</td>
</tr>
<tr>
<td>6</td>
<td>Thursday</td>
</tr>
<tr>
<td>7</td>
<td>Friday</td>
</tr>
<tr>
<td>8</td>
<td>Saturday</td>
</tr>
<tr>
<td>9</td>
<td>Sunday</td>
</tr>
</tbody>
</table>
December 2014

1 | MONDAY

2 | TUESDAY

3 | WEDNESDAY

4 | THURSDAY

5 | FRIDAY

6 | SATURDAY

7 | SUNDAY
January 2015

5 | MONDAY

6 | TUESDAY

7 | WEDNESDAY

8 | THURSDAY

9 | FRIDAY

10 | SATURDAY

11 | SUNDAY
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>MONDAY</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>TUESDAY</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>WEDNESDAY</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>THURSDAY</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>FRIDAY</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>SATURDAY</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>SUNDAY</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Thursday</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Sunday</td>
<td></td>
</tr>
</tbody>
</table>
April 2015

13 | MONDAY

14 | TUESDAY

15 | WEDNESDAY

16 | THURSDAY

17 | FRIDAY

18 | SATURDAY

19 | SUNDAY
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Monday</td>
</tr>
<tr>
<td>12</td>
<td>Tuesday</td>
</tr>
<tr>
<td>13</td>
<td>Wednesday</td>
</tr>
<tr>
<td>14</td>
<td>Thursday</td>
</tr>
<tr>
<td>15</td>
<td>Friday</td>
</tr>
<tr>
<td>16</td>
<td>Saturday</td>
</tr>
<tr>
<td>17</td>
<td>Sunday</td>
</tr>
</tbody>
</table>
June 2015

1 | MONDAY

2 | TUESDAY

3 | WEDNESDAY

4 | THURSDAY

5 | FRIDAY

6 | SATURDAY

7 | SUNDAY
Nador 9 Building
N 9 Entrance
N 9 Reception (Lost & Found Desk)
Student Services Center
Restaurant
Octagon
Laptop Area
Auditorium
Washrooms
Elevator
Cloak Room
Library (1st floor)
Note: Offices and classes of School of Public Policy are located in October 6 u. 7 Building.

Nador 13 Building
N13 Entrance
N13 Reception
Elevators
Conference Rooms
Washrooms
Central Bar & Bar
Central Cake & Ice
TIGY Classroom
CEU ID Cards
Student Quiet Lounge (1/2 floor)

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

Nador 15 Building
N15 Entrance
Bicycle Racks
N15 Reception
Elevators
Washrooms
N15 Courtyard
N15 Courtyard
N11 Courtyard
N11 Reception
Central Bistro & Bar
Central Cake & Ice
Medical Center
TIGY Classroom
CEU ID Cards
Elevators
Classroom #004
Student Quiet Lounge (1/2 floor)

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

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

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