

STUDENT HANDBOOK & ACADEMIC DIARY | 2015-2016



CENTRAL EUROPEAN UNIVERSITY

My
Student Handbook & Academic Diary

2015 / 2016

.....
NAME

Budapest 2015

Welcome to Central European University!

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

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

July 2015

Non-discrimination Policy

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

Statement on photography and video at CEU

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

Accuracy of the Student Handbook and Academic Diary

The information found in this Student Handbook and Academic Diary is updated annually and is based on the 2014/2015 Academic Year. All policies and procedures are current as of July 2015. Revisions may occur throughout the 2015/2016 Academic Year. Central European University reserves the right to change requirements, policies, rules and regulations in accordance with its established procedures. Changes and additions will be announced through the regular information distribution channels. Updates will be posted regularly in the relevant sections of the CEU website at www.ceu.edu. Such electronic updates will take precedence over the print copy.

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

Getting Around Campus

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

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

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

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Academic Calendar 2015/2016

2015

AUGUST 1 SATURDAY	Academic year begins
AUGUST 10 MONDAY	Registration period opens for Business School EMBA students for the Fall Term
AUGUST 20 THURSDAY	Hungarian National Holiday / CEU is officially closed
AUGUST 21 FRIDAY	Special Day Off/ CEU is officially closed
AUGUST 22-23 SAT/SUN	All Economics students for long pre-session arrive All Legal Studies students arrive
AUGUST 24 MONDAY	Long pre-session for 1st year Economics students begins (until September 18, Friday) Legal Studies registration period for Module I begins, Module I begins Registration closes for Fall Term courses for returning Business School EMBA students
AUGUST 29-30 SAT/SUN	Medieval Studies 1-year MA students for Long Pre-session arrive 1st year students in Comparative History, Interdisciplinary Medieval Studies and Cultural Heritage Studies 2-year MA arrive for Long Pre-session
AUGUST 30 SUNDAY	Registration period for Module I ends (Legal Studies)
AUGUST 31 MONDAY	Orientation for Business School MBA and MSc in IT students begins Long pre-session begins for: Medieval Studies 1-year MA students, Comparative History, Interdisciplinary Medieval Studies and Cultural Heritage Studies 2-year MA, 1st year students (until September 11, Friday) Non-CEU MA graduates starting a PhD program at the Medieval Studies Department End of 2014-2015 academic year for Mundus MAPP students (2013-2015 cohort) of the former Department of Public Policy
SEPTEMBER 4 FRIDAY	Fall Term begins for Business School EMBA 2016, Katalyst EMBA 2016 and Katalyst EMBA 2017 students
SEPTEMBER 5-6 SAT/SUN	Students from departments and schools with short pre-sessions arrive: Cognitive Science, Environmental Sciences and Policy, Gender Studies, History (1-year MA), International Relations, Mathematics and Its applications, Nationalism Studies, Philosophy, Political Science, Sociology and Social Anthropology, School of Public Policy
SEPTEMBER 7 MONDAY	Short pre-sessions begin (until September 11, Friday) for: Cognitive Science, Environmental Sciences and Policy, Gender Studies, History (1-year MA), International Relations, Mathematics and Its Applications, Nationalism Studies, Philosophy, Political Science, Sociology and Social Anthropology, School of Public Policy. All 2nd year students may occupy their accommodation in the CEU Residence Center. Business School Zero Week begins for A1 MBA and MSc in IT Management students
SEPTEMBER 11 FRIDAY	Short pre-session ends Welcome afternoon for all departments Business School Zero Week ends for A1 MBA and MSc in IT Management students
SEPTEMBER 12-13 SAT/SUN	2nd year students in Comparative History, Interdisciplinary Medieval Studies and Cultural Heritage Studies 2-year MA arrive for Zero Week
SEPTEMBER 14 MONDAY	Zero Week begins (until September 18, Friday)

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

Registration for Fall Term begins (until October 4, Sunday)

Legal Studies registration period for Module II begins

Economics 2nd year MA and PhD students – Fall Term begins

2nd year students in Comparative History, Interdisciplinary Medieval Studies and Cultural

Heritage Studies 2-year MA start Zero Week

Fall Term begins for the Business School A1 MBA and MSc in IT Management students

Student Union departmental elections

Zero Week ends

Long pre-session for Economics and Medieval Studies students ends

Legal Studies registration period for Module II ends

15:00 Opening ceremony

Fall Term begins (until December 11, Friday)

Legal Studies Module I ends

Legal Studies Module II begins

First Student Union Assembly meeting

Registration for Fall Term ends

Business School Katalyst EMBA 2017 classes begin

Board of Trustees Meeting in Budapest

Business School A1 MBA and MSc in IT Management students Fall Break

Hungarian National Holiday / CEU is officially closed

Legal Studies registration period for Module III begins

PhD Travel, PhD Research Grant application deadline

Erasmus Faculty Mobility 2015/2016- second round

Erasmus Staff Mobility 2015/2016- second round

All Saints' Day / CEU is officially closed

Legal Studies registration period for Module III ends

ACADEMIC FORUM

Legal Studies Module II ends

Departments to submit schedule and cross-listed courses for Winter Term

Legal Studies Module III begins

SENATE MEETING

Internship requirement for 1-year MA students of the former Department of Public Policy to be completed for 2014-2015 academic year

End of 2014-2015 academic year for 1-year MA students of the former Department of Public Policy

Registration opens for Business School Winter Term courses for all students

Meeting with the Heads of Departments

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

Exam period begins for 2nd year Economics students and PhD students

Legal Studies registration period for Module IV begins

Fall Term ends

SEPTEMBER 14-25

SEPTEMBER 18 | FRIDAY

SEPTEMBER 20 | SUNDAY

SEPTEMBER 21 | MONDAY

SEPTEMBER 26 | SATURDAY

SEPTEMBER 28 | MONDAY

OCTOBER 1 | THURSDAY

OCTOBER 4 | SUNDAY

OCTOBER 16 | FRIDAY

OCTOBER 17-18 | SAT/SUN

OCTOBER 19-25

OCTOBER 23 | FRIDAY

OCTOBER 26 | MONDAY

OCTOBER 28 | WEDNESDAY

OCTOBER 30 | FRIDAY

NOVEMBER 1 | SUNDAY

NOVEMBER 5 | THURSDAY

NOVEMBER 7 | SATURDAY

NOVEMBER 9 | MONDAY

NOVEMBER 27 | FRIDAY

NOVEMBER 30 | MONDAY

DECEMBER 3 | THURSDAY

DECEMBER 7 | MONDAY

DECEMBER 11 | FRIDAY

	SENATE FALL-BACK DATE
DECEMBER 13 SUNDAY	Exam period for the Environmental Sciences and Policy students (MESPOM and 1-year MS program) begins (until December 18, Friday) Registration for Business School Winter Term courses for all students ends Business School Fall Term ends Legal Studies registration period for Module IV ends
DECEMBER 14 MONDAY	Exam period begins for 1st year Economics students
DECEMBER 18 FRIDAY	Fall Term ends at Department of Economics Fall Term ends at the Department of Environmental Sciences and Policy (MESPOM and 1-year MS program)
DECEMBER 19 SATURDAY	Legal Studies Module III ends
DECEMBER 21 MONDAY	Offices with skeleton team / Library and Labs on weekend schedule
DECEMBER 22 TUESDAY	Offices with skeleton team / Library and Labs on weekend schedule
DECEMBER 23 WEDNESDAY	Offices with skeleton team / Library and Labs on weekend schedule
DECEMBER 24 THURSDAY	Christmas Eve / CEU is officially closed
DECEMBER 25 FRIDAY	Christmas Day / CEU is officially closed
DECEMBER 26 SATURDAY	Christmas Day / CEU is officially closed
DECEMBER 28 MONDAY	Offices with skeleton team / Library and Labs on weekend schedule
DECEMBER 29 TUESDAY	Offices with skeleton team / Library and Labs on weekend schedule
DECEMBER 30 WEDNESDAY	Offices with skeleton team / Library and Labs on weekend schedule
DECEMBER 31 THURSDAY	New Year's Eve / CEU is officially closed

2016

JANUARY 1 FRIDAY	New Year / CEU is officially closed
JANUARY 2 SATURDAY	Business School deadline for submission of Fall Term grades for all students
JANUARY 4 MONDAY	Business School Winter Term begins
JANUARY 8 FRIDAY	Winter term for Business School EMBA 2016 and Katalyst EMBA students begins
JANUARY 11 MONDAY	Winter Term begins (until April 1, Friday) Legal Studies Module IV begins
JANUARY 17 SUNDAY	Registration for Winter Term ends Deadline for the submission of Fall Term grades
JANUARY 29 FRIDAY	Erasmus Faculty Mobility 2015/2016 – third round
JANUARY 30 SATURDAY	Orientation for Business School MSc in Finance students
FEBRUARY 1 MONDAY	Business School MSc in Finance program begins
FEBRUARY 11 THURSDAY	ACADEMIC FORUM
FEBRUARY 12 FRIDAY	MA Travel Grant application deadline PhD Research and Travel Grants application deadline
FEBRUARY 15 MONDAY	Legal Studies registration period for Module V begins
FEBRUARY 16-17 TUE/WED	Career Days & Career Fair at CEU
FEBRUARY 21 SUNDAY	Legal Studies registration period for Module V ends
FEBRUARY 25 THURSDAY	Meeting with the Heads of Departments
FEBRUARY 26 FRIDAY	Erasmus study grant applications for Fall, Spring 2016/17

FEBRUARY 27 SATURDAY	Legal Studies Module IV ends
FEBRUARY 28 SUNDAY	Legal Studies research period begins
MARCH 4 FRIDAY	SENATE MEETING
MARCH 7 MONDAY	Departments to submit schedule and cross-listed courses for Spring Term to the Student Records Office Registration period for Business School MBA students begins
MARCH 14 MONDAY	Special day off due to Hungarian National Holiday, no offices, CEU is officially closed
MARCH 15 TUESDAY	Hungarian National Holiday / CEU is officially closed
MARCH 18 FRIDAY	Business School Katalyst EMBA 2018 classes begin
MARCH 19-20 SAT/SUN	Board of Trustees Meeting in NY
MARCH 21 MONDAY	Registration for Spring Term begins (until April 10, Sunday)
MARCH 25 FRIDAY	SENATE FALL-BACK DATE
MARCH 26 SATURDAY	Registration for Business School Summer Term courses ends
MARCH 27 SUNDAY	Easter Sunday / CEU is officially closed
MARCH 28 MONDAY	Easter Monday / CEU is officially closed Legal Studies research period ends
MARCH 28 - APRIL 3	Spring Break for Business School A1 MBA and MSc in IT Management students
MARCH 29 TUESDAY	Legal Studies Module V begins
MARCH 31 THURSDAY	Town Hall Meeting Erasmus internship applications for 2015/16
APRIL 1 FRIDAY	Winter Term ends
APRIL 3 SUNDAY	Business School Winter Term ends
APRIL 4 MONDAY	Spring Term begins Exam period for Environmental Sciences and Policy students (MESPOM and 1-year MS program) begins (until April 10, Sunday)
APRIL 4 – APRIL 24	Exam period begins for 2nd year/PhD Economics students
APRIL 10 SUNDAY	Business School Summer Term for all students begins
APRIL 11 MONDAY	Medieval Studies and Cultural Heritage Studies research break Registration for Spring Term ends
APRIL 25 MONDAY	Spring Term begins for MESPOM students Environmental Sciences and Policy MS Thesis Module begins
MAY 1 SUNDAY	Exam period begins for 1st year Economics students
MAY 5 THURSDAY	Deadline for submission of Winter Term grades for Business School all Students
MAY 6 FRIDAY	Spring Term at Department of Economics begins Legal Studies registration period for Module VI begins Labor day / CEU is officially closed Legal Studies registration period for Module VI ends ACADEMIC FORUM
	Departments to submit the list of their own courses for the Academic Year 2016-2017 to the Student Records Office Departments to start negotiations on cross listing agreements (until May, 20 Friday) PhD Research and Travel Grants application deadline MA Travel Grant application deadline

MAY 8 SUNDAY	Deadline for submission of the Winter Term grades
MAY 14 SATURDAY	Legal Studies Module V ends
MAY 15 SUNDAY	Pentecost Sunday / CEU is officially closed Business School New York City Module for A1 MBA students begins
MAY 16 MONDAY	Pentecost Monday / CEU is officially closed
MAY 17 TUESDAY	Legal Studies Module VI begins
MAY 20 FRIDAY	Departments to submit the final list of courses including cross-listed courses for the Academic Year 2016-2017 to the Student Records Office Departments to start scheduling courses for Fall Term 2016-2017
MAY 23-28	Field Trip for Medieval Studies and Cultural Heritage Studies students
MAY 27 FRIDAY	SENATE MEETING Departments to submit schedule of mandatory courses for Fall Term 2016-2017
MAY 30 MONDAY	Intensive Spring Term for Medieval Studies and Cultural Heritage Studies students begins (until June 10, Friday)
JUNE 3 FRIDAY	Deadline for submission for the Spring Term grades of graduating students
JUNE 5 SUNDAY	Business School New York City Module ends
JUNE 6 MONDAY	Exam period for Economics students begins
JUNE 9 THURSDAY	Deadline for submission for the Spring Term grades of non-graduating students
JUNE 10 FRIDAY	SENATE FALL-BACK DATE
JUNE 15 WEDNESDAY	Departments to submit final schedule including cross-listed courses for Fall Term 2016-2017 to the Student Records Office and to post the schedules on departmental web sites.
JUNE 17 FRIDAY	Spring Term ends
JUNE 25 SATURDAY	COMMENCEMENT
JUNE 25-26 SAT/SUN	Board of Trustees Meeting in Budapest
JUNE 26 SUNDAY	Business School MSc in IT Management program ends
JUNE 27 MONDAY	Summer University begins
JUNE 30 THURSDAY	Erasmus Faculty Mobility 2016/2017- first round Erasmus Staff Mobility 2016/2017- first round
JULY 1 FRIDAY	MESPOM 1st year ends
JULY 2 SATURDAY	Legal Studies Module VI ends
JULY 15 FRIDAY	Final deadline for all course grades for academic year 2015-2016
JULY 29 FRIDAY	Summer University ends Business School Summer Term for all students ends
JULY 31 SUNDAY	Academic year ends Environmental Sciences and Policy MS Thesis Module ends
AUGUST 14 SUNDAY	Business School deadline to submit Summer Term grades for all students
AUGUST 15 MONDAY	Registration period for returning Business School EMBA and Katalyst EMBA students begins
AUGUST 31 WEDNESDAY	End of 2015-2016 academic year for Mundus MAPP students (2015-2017 cohort) of the School of Public Policy
NOVEMBER 30 WEDNESDAY	Internship requirement for 1-year MA in Public Policy students of the school of Public Policy to be completed for the 2015-2016 academic year End of 2015-2016 academic year for the 1-year MA in Public Policy students of the School of Public Policy

General University Information

Central European University

LOCATION | Nador u. 9 | H-1051 Budapest

PHONE | 327-3000

FAX | 327-3211

EMAIL | public@ceu.edu, student-info@ceu.edu (for prospective students), studentlife@ceu.edu

WEBSITE | www.ceu.edu

OM (EDUCATION MINISTRY) IDENTIFICATION NUMBER | FI27861

CEU Business School

LOCATION | Frankel Leo ut 30-34 | H-1023 Budapest

PHONE | 887-5000

FAX | 887-5001

EMAIL | info@business.ceu.edu

WEBSITE | www.business.ceu.edu

CEU Residence Center

LOCATION | Kerepesi ut 87 | H-1106 Budapest

PHONE | 327-3150

FAX | 327-3169

EMAIL | resman@ceu.edu, dormreception@ceu.edu

WEBSITE | www.ceucenter.hu

Instructions for Calling CEU Phone Numbers

To call CEU from a **landline** within Budapest, dial the seven-digit number only: 327-3000.

From a **landline** in Hungary, outside Budapest, dial (06 1) in front of the number: 06 1 327-3000.

To call CEU from a **mobile phone**, dial (+36 1) in front of the number: +36 1 327-3000.

To call CEU from **abroad**, dial your international access number (usually 00 or +), followed by the country code (36), then the area code (1) and the number: 00 36 1 327-3000.

Important Emergency CEU Phone Number

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

24-hour Medical Phone Number

In case of a medical emergency during the evening or weekend hours, students can receive assistance by calling (+36 30) 832-6260. Please note that these calls should be for urgent or crisis situations only. For other concerns, students are encouraged to contact the Medical Center on the following business day.

Direct Emergency Numbers

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

ACCESS TO THE UNIVERSITY

Operating Hours and Campus Access

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

Reception Desks

NADOR U. 9 MAIN ENTRANCE

EXTENSION: 3090 | MONDAY-FRIDAY 7:00 A.M.-10:00 P.M. | SATURDAY-SUNDAY 12:00 NOON -7:00 P.M.

NADOR U. 11 ENTRANCE

EXTENSION: 2240 | MONDAY-SUNDAY 6:00 A.M.-12:00 MIDNIGHT

VIGYAZO FERENC U. 2 ENTRANCE

EXTENSION: 2072 | MONDAY-SUNDAY 8:00 A.M.-10:00 P.M.

OKTOBER 6. U. 7 ENTRANCE

EXTENSION: 2071 | MONDAY-SUNDAY 7:00 A.M.-10:00 P.M.

JOZSEF ATTILA U. 24 ENTRANCE

EXTENSION: 2533 | MONDAY-FRIDAY 9:00 A.M.-5:00 P.M.

ZRINYI U. 14 ENTRANCE

EXTENSION: 2075 | MONDAY-SUNDAY 7:00 A.M.-11:00 P.M.

OKTOBER 6. U. 12 ENTRANCE

EXTENSION: 2104 | MONDAY-FRIDAY 5:00 A.M.-10:00 P.M.

FRANKEL LEO UT 30-34 (CEU BUSINESS SCHOOL) ENTRANCE

EXTENSION: 5100 | MONDAY-FRIDAY 8:00 A.M.-10:00 P.M. | SATURDAY-SUNDAY 8:00 A.M.-6:00 P.M.

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

It is possible to reach Nador u. 11 reception by using internal passageways:

Nador u. 9 to Nador u. 11 - ground floor | Nador u. 9 to Oktober 6 u. 12 - 1st floor

Official Holidays

Access to the University may be limited during official university breaks or during major public events in the vicinity. CEU is officially closed on the following national holidays and during university breaks:

August 20 2015	National Holiday
October 23 2015	National Holiday
November 1 2015	National Holiday
December 21 2015 - January 4 2016	Winter Break (CEU is officially closed on December 24, 25, 26, 31 and January 1)
March 15 2016	National Holiday
March 27-28 2016	Easter (National Holiday)
May 1 2016	Labor Day (National Holiday)
May 15-16 2016	Pentecost (National Holiday)

Lost & Found

LOCATION: Reception of Nador u. 11. | **EXTENSION:** 2240

Members of the CEU community can visit the Lost & Found Desk from 8:00 a.m. to 8:00 p.m. to retrieve lost articles that may have been found by others.

Alcohol, Drugs and Weapons

Individuals who appear intoxicated, or are carrying alcohol, drugs or weapons shall not be allowed to enter any CEU building and may be removed from the facilities. Please consult the CEU Alcohol and Drug policy for more information at documents.ceu.edu.

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
- | Frankel Leo ut 30-34 – 4th floor roof garden
- | Kerepesi ut 87 - courtyard

Personal Property

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

Facilities for Disabled Persons

CEU aims to provide suitable support where possible. For students with mobility impairment, the university buildings provide a friendly and prepared environment with easy access to most of the University's facilities. Facilities in 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 impairment can be found in the Nador Complex.

Central Administration: Offices and Locations

MAIN NUMBER | 327-3000 (enter extension, when prompted)

John Shattuck | PRESIDENT AND RECTOR

EXTENSION: 6110 | **EMAIL:** jhshattuck@ceu.edu | **LOCATION:** Nador u. 9, 1st floor

Noemi Kakucs | EXECUTIVE ASSISTANT TO THE PRESIDENT AND RECTOR

EXTENSION: 6110 | **EMAIL:** kakucsn@ceu.edu

Liviu Matei | PROVOST / PRO-RECTOR

EXTENSION: 3060 | **EMAIL:** mateil@ceu.edu | **LOCATION:** Nador u. 9, 1st floor

Szilvia Kardos | EXECUTIVE ASSISTANT TO THE PROVOST / PRO-RECTOR

EXTENSION: 6119 | **EMAIL:** kardos@ceu.edu

Andrea Katona | SENIOR ASSISTANT, OFFICE OF THE PROVOST

EXTENSION: 2227 | **EMAIL:** katonaa@ceu.edu

Laszlo Kontler | PRO-RECTOR FOR SOCIAL SCIENCES, HUMANITIES AND HUNGARIAN AFFAIRS

EXTENSION: 2188 | **EMAIL:** pro-rector@ceu.edu | **LOCATION:** Nador u. 9, 2nd floor, Room 210

Monika Soltesz | EXECUTIVE ASSISTANT TO THE PRO-RECTOR FOR SOCIAL SCIENCES, HUMANITIES AND HUNGARIAN AFFAIRS | **EXTENSION:** 3016 | **EMAIL:** solteszm@ceu.edu

Zsuzsanna Bajo | ASSISTANT TO THE PRO-RECTOR FOR SOCIAL SCIENCES, HUMANITIES AND HUNGARIAN AFFAIRS
EXTENSION: 2188 | **EMAIL:** bajozs@ceu.edu

Margaret Bolter | VICE PRESIDENT FOR ADMINISTRATION

EXTENSION: 3491 | **EMAIL:** bolterm@ceu.edu | **LOCATION:** Nador u. 9, 2nd floor

Aniko Kellner | EXECUTIVE ASSISTANT TO THE VICE PRESIDENT FOR ADMINISTRATION

EXTENSION: 3189 | **EMAIL:** kellnera@ceu.edu

Trisha Tanner | VICE PRESIDENT FOR DEVELOPMENT

EXTENSION: 3463 | **EMAIL:** tannert@ceu.edu

Tatiana Yarkova | ACADEMIC SECRETARY

EXTENSION: 3865 | **EMAIL:** yarkovat@ceu.edu | **LOCATION:** Nador u. 9, 2nd floor, Room 205

Maria Lieberman | EXECUTIVE ASSISTANT TO THE ACADEMIC SECRETARY

EXTENSION: 2027 | **EMAIL:** liebermanm@ceu.edu

Departments and Schools

DEPARTMENT OF COGNITIVE SCIENCE

Gyorgyne Finta | DEPARTMENT COORDINATOR

PHONE: 887-5138 | **EMAIL:** szabor@ceu.edu | **LOCATION:** Oktober 6 utca 7, 1st floor

Andrea Jenei | SOMIC COORDINATOR

PHONE: 327-5135 | **EMAIL:** jeneia@ceu.edu

Andrea Schrok | CDC COORDINATOR

PHONE: 327-2770 | **EMAIL:** schroka@ceu.edu

DEPARTMENT OF ECONOMICS

Katalin Szimler | DEPARTMENT AND PHD COORDINATOR

PHONE: 327-3020 | **EMAIL:** szimlerk@ceu.edu | **LOCATION:** Nador 11 Building, 4th floor

Agnes Stark | MA PROGRAM COORDINATOR

PHONE: 327-3000 / X 2204 | **EMAIL:** starka@ceu.edu

DEPARTMENT OF ENVIRONMENTAL SCIENCES AND POLICY

Krisztina Szabados | DEPARTMENT COORDINATOR

PHONE: 327-3000 / X 2048 | **EMAIL:** szabados@ceu.edu | **LOCATION:** Nador 9 Building, Faculty Tower, 7th floor

Irina Herczeg | DEPARTMENTAL ASSISTANT

PHONE: 327-3021 | **EMAIL:** herczegi@ceu.edu

Gyorgyi Puruczky | PHD PROGRAM COORDINATOR

PHONE: 327-3000 / X 2167 | **EMAIL:** puruczkygy@ceu.edu

DEPARTMENT OF GENDER STUDIES

Maria Szecsenyi | DEPARTMENT COORDINATOR

PHONE: 327-3000 / X 2393 | **EMAIL:** szecsenyim@ceu.edu | **LOCATION:** Zrinyi 14 Building, 5th floor

Natalia Versegi | PHD COORDINATOR

PHONE: 327-3000 / X 2013 | **EMAIL:** versegin@ceu.edu

Anna Cseh | MA PROGRAM COORDINATOR

PHONE: 327-3034 | **EMAIL:** cseha@ceu.edu

Gabriella Gobl | MA PROGRAM COORDINATOR

PHONE: 327-3000 / X 2053 | **EMAIL:** goblg@ceu.edu

DEPARTMENT OF HISTORY

Judit Gergely | DEPARTMENT AND PHD COORDINATOR

PHONE: 327-3283 | **EMAIL:** gergelyj@ceu.edu | **LOCATION:** Nador 11 Building, 1st floor

Aniko Molnar | 1-YEAR MA PROGRAM COORDINATOR

PHONE: 327-3194 | **EMAIL:** molnara@ceu.edu

Agnes Bendik | 2-YEAR MA PROGRAM COORDINATOR

PHONE: 327-3000 / X 2591 | **EMAIL:** bendikag@ceu.edu

DEPARTMENT OF INTERNATIONAL RELATIONS

Zlata Kharitonova | MA PROGRAM COORDINATOR

PHONE: 327-3017 | **EMAIL:** kharitonovaz@ceu.edu | **LOCATION:** Nador 9 Building, Faculty Tower, 3rd floor

Dorottya Hoord | MA PROGRAM COORDINATOR

PHONE: 327-3000 / X 2563 | **EMAIL:** hoord@ceu.edu

Archana Chaturvedi | PROGRAM COORDINATOR

PHONE: 327-3000 / X 2451 | **EMAIL:** chaturvedia@ceu.edu

DEPARTMENT OF LEGAL STUDIES

Nora Varro | DEPARTMENT COORDINATOR

PHONE: 327-3197 | **EMAIL:** varron@ceu.edu | **LOCATION:** Nador 11 Building, 5th floor

Lea Tilless | PROGRAM COORDINATOR

PHONE: 327-3023 | **EMAIL:** tilless@ceu.edu

Tunde Szabo | DEPARTMENT AND MA/LLM COORDINATOR

PHONE: 327-3142 | **EMAIL:** szabot@ceu.edu

DEPARTMENT OF MATHEMATICS AND ITS APPLICATIONS

Elvira Kadvany | DEPARTMENT COORDINATOR

PHONE: 327-3053 | **EMAIL:** kadvanye@ceu.edu | **LOCATION:** Zrinyi 14 Building, 3rd floor

Melinda Balazs | COORDINATOR

PHONE: 327-3000 / X 2158 | **EMAIL:** balazsm@ceu.edu

DEPARTMENT OF MEDIEVAL STUDIES

CULTURAL HERITAGE STUDIES AND POLICY PROGRAM

Csilla Dobos | DEPARTMENT AND PHD COORDINATOR

PHONE: 327-3002 | **EMAIL:** dobos@ceu.edu | **LOCATION:** Nador 9 Building, Faculty Tower, 4th and 5th floor

Annabella Pal | 1-YEAR MA PROGRAM COORDINATOR

PHONE: 327-3051 | **EMAIL:** palannab@ceu.edu

Agnes Bendik | 2-YEAR MA PROGRAM COORDINATOR

PHONE: 327-3000 / X 2591 | **EMAIL:** bendikag@ceu.edu

Dora Merai | CHS PROGRAM COORDINATOR

PHONE: 327-3024 | **EMAIL:** culther@ceu.edu

NATIONALISM STUDIES PROGRAM

Peter Kiss | PROGRAM COORDINATOR

PHONE: 327-3000 / X 2499 | **EMAIL:** kissp@ceu.edu | **LOCATION:** Nador 9 Building, Faculty Tower, 2nd floor

Daniel Rapp | PROGRAM COORDINATOR

PHONE: 327-3000 / X 2086 | **EMAIL:** rappd@ceu.edu

DEPARTMENT OF PHILOSOPHY

Krisztina Biber | DEPARTMENT COORDINATOR

PHONE: 327-3806 | **EMAIL:** biberk@ceu.edu | **LOCATION:** Zrinyi 14 Building, 4th floor

DEPARTMENT OF POLITICAL SCIENCE

PROGRAM COORDINATOR OFFICE

PHONE: 327-3078 | **EMAIL:** polsci@ceu.edu | **LOCATION:** Nador 9 Building, Faculty Tower, 8th and 9th floor

DEPARTMENT OF SOCIOLOGY AND SOCIAL ANTHROPOLOGY

Kata Nadas | DEPARTMENT COORDINATOR | **EMAIL:** nadaskata@ceu.edu

PHONE: 327-3000 / X 2327 | **LOCATION:** Zrinyi 14 Building, 4th floor

Ildiko Chikan | DEPARTMENT ASSISTANT

PHONE: 327-3000 / X 2931 | **EMAIL:** chikani@ceu.edu

SCHOOL OF PUBLIC POLICY

Zsuzsanna Agoston | 1-YEAR MA PROGRAM COORDINATOR

PHONE: 235-6114 | **EMAIL:** agostonzs@ceu.edu | **LOCATION:** Oktober 6 utca 7 Building, 2nd floor

Henriett Griecs | MUNDUS MAPP ADMINISTRATIVE COORDINATOR

PHONE: 328-3451 | **EMAIL:** griecsk@ceu.edu

Judit Koppany | 2-YEAR MPA STUDENT AFFAIRS COORDINATOR

PHONE: 327-3000 / X 2506 | **EMAIL:** koppanyj@spp.ceu.edu

Zsofia Pal | ACADEMIC PROGRAMS COORDINATOR

PHONE: 327-3000 / X 2230 | **EMAIL:** palzs@spp.ceu.edu

DOCTORAL SCHOOL OF POLITICAL SCIENCE, PUBLIC POLICY AND INTERNATIONAL RELATIONS

Peter Visnovitz | SCHOOL COORDINATOR

PHONE: 327-3000 / X 2496 | **EMAIL:** ds@ceu.edu | **LOCATION:** Vigyazo Ferenc 2 Building, 2nd floor

CEU BUSINESS SCHOOL

Zoi Hrisztodulakis | STUDENT SERVICES MANAGER

PHONE: 887-5025 | **EMAIL:** hristodulakiszz@business.ceu.edu | **LOCATION:** Frankel Leo ut 30-34, H-1023 Budapest

Aniko Juhasz | GRADUATE STUDENT SERVICES MANAGER

PHONE: 887-5059 | **EMAIL:** juhasza@business.ceu.edu

Adrienn Olson | ACADEMIC SERVICES MANAGER

PHONE: 887-5044 | **EMAIL:** olsona@business.ceu.edu

Get Oriented - 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 consists of a series of information sessions and in-person meetings when students arrive to CEU.

Students not staying at the Residence Center are assisted in finding suitable accommodation shortly after they arrive. 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.edu/comp/exam

If you miss the Orientation sessions at the beginning of the academic year, you will likely lack important information that could make your settling down in Hungary easier. Please make sure you visit the relevant offices when you arrive at CEU. The Online Orientation at www.ceu.edu/oo has been designed to assist students gathering information about the necessary procedures.

REGISTRATION IN THE UNIVERSITY INFORMATION SYSTEM (UIS)

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

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

| The online graduation form and course registration can be accessed from outside CEU at <https://studentinfo.ceu.hu>

| The Student Records Manual can be downloaded from sro.ceu.edu.

UIS inquiries regarding student records should be directed to:

Emese Boldizsar | HEAD OF STUDENT RECORDS, DEAN OF STUDENTS OFFICE

PHONE: 327-3000 (enter extensions, when prompted) X 3061 | **EMAIL:** boldizsare@ceu.edu

LOCATION: Nador u. 11, 3rd floor | **OFFICE HOURS:** Monday-Friday: 12:30 a.m.-4:00 p.m.

UIS Support

PHONE: 327-3000 / X 2552 | **EMAIL:** support@infosys.ceu.hu, helprequest@ceu.edu

LOCATION: Zrinyi u. 14, 6th floor, Room 601

POLICY ON HOLDS

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

LEAVING PROCEDURE

At the end of the Academic Year, each student is required to fill out the online graduation and leaving form indicating that the individual has no outstanding debts or obligations to the University. Failure to fulfill the requirements will result in the withholding of the individual's diploma and other University services, according to the CEU Policy on Holds. www.ceu.edu/admissions/tuitionandfees/refunds#holds. Students who withdraw from their studies during the academic year (e.g. failed, enrollment terminated, left) are still required to complete the online leaving form. It is CEU's obligation to notify the Immigration Office in writing about the changes in a student's status. Students who fail to follow this procedure may face serious problems with the local authorities. For details, see: www.ceu.edu/studentlife/onlineorientation/leaving.

STUDENT-RELATED POLICIES

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

Please make sure that you familiarize yourself with these policies, available at documents.ceu.edu.



Administrative Student Support Units

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

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

Serge Sych | SENIOR VICE PRESIDENT FOR ENROLLMENT MANAGEMENT, CAREER SERVICES AND ALUMNI RELATIONS | **EMAIL:** sychs@ceu.edu

TBA | EXECUTIVE ASSISTANT | **PHONE:** 327-3000 / X 2137

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

Student Recruitment Office

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

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

Edit Kalman | ACTING HEAD OF STUDENT RECRUITMENT | **EXTENSION:** 3426 | **EMAIL:** kalmane@ceu.edu

Krisztina Sebok | STUDENT RECRUITMENT OFFICER | **EXTENSION:** 3433 | **EMAIL:** sebokk@ceu.edu

Zsuzsa Papp | STUDENT RECRUITMENT COORDINATOR | **EXTENSION:** 3424 | **EMAIL:** pappzs@ceu.edu

Alexandra Zontea | STUDENT RECRUITMENT COORDINATOR | **EXTENSION:** 3423 | **EMAIL:** zontea@ceu.edu

Gabriella Emszt | STUDENT RECRUITMENT ASSISTANT | **EXTENSION:** 3427 | **EMAIL:** emsztg@ceu.edu

Katalin Korpadí | MARKETING ASSISTANT | **EXTENSION:** 3435 | **EMAIL:** korpadik@ceu.edu

Samira Amani | STUDENT RECRUITMENT ASSISTANT | **EXTENSION:** 2627 | **EMAIL:** amanis@ceu.edu

Admissions Office

Assists prospective students with their CEU application process, while also aiding accepted students with their visa applications, as well as other matters related to their acceptance to CEU. **LOCATION:** Nador u. 9, Mezzanine floor | **EMAIL:** admissions@ceu.edu

Zsuzsanna Jaszberenyi | DIRECTOR OF ADMISSIONS SERVICES | **EXTENSION:** 3009

| **EMAIL:** jaszberz@ceu.edu

Katalin Horvath | ADMISSIONS MANAGER | **EXTENSION:** 3208 | **EMAIL:** horvathk@ceu.edu

Andrea Horvath | ADMISSIONS COORDINATOR | **EXTENSION:** 3272 | **EMAIL:** horvatha@ceu.edu

Csaba Mezo | ADMISSIONS COORDINATOR | **EXTENSION:** 3210 | **EMAIL:** mezocs@ceu.edu

Zsuzsanna Bukta | ADMISSIONS COORDINATOR | **EXTENSION:** 3078 | **EMAIL:** buktazs@ceu.edu

Students of the CEU Business School should contact

Agnes Schram | ADMISSIONS MANAGER | **LOCATION:** Frankel Leo ut 30-34, H-1023 Budapest

Phone: 887-5111 | **EMAIL:** schrama@business.ceu.edu

Financial Aid Office

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

LOCATION: Nador u. 9, Ground floor | **OFFICE HOURS:** Monday-Friday: 10:00 a.m.-4:00 p.m.

EMAIL: finaid@ceu.edu

Zsuzsanna Blum | DIRECTOR OF FINANCIAL AID | **EXTENSION:** 3287 | **EMAIL:** blumz@ceu.edu

Ildiko Torok | FINANCIAL AID COORDINATOR | **EXTENSION:** 2175 | **EMAIL:** toroki@ceu.edu

Piroska Szandi | FINANCIAL AID ASSISTANT | **EXTENSION:** 2208 | **EMAIL:** szandip@ceu.edu

Career Services

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

LOCATION: Nador u. 9, Ground Floor | **EMAIL:** career@ceu.edu

Cristina Balint-Nagy | CAREER SERVICES MANAGER | **EXTENSION:** 2067 | **EMAIL:** balintnagyc@ceu.edu

Csilla Domotor | CAREER SERVICES COORDINATOR | **EXTENSION:** 3215 | **EMAIL:** domotorcs@ceu.edu

Students of the CEU Business School should contact

Andrea Szilagyi | CEU BUSINESS SCHOOL ALUMNI RELATIONS MANAGER | **PHONE:** 887-5156

| **EMAIL:** szilagya@business.ceu.edu

Anna Kaposvari | CEU BUSINESS SCHOOL CAREER SERVICES MANAGER | **PHONE:** 887-5045

| **EMAIL:** kaposvaria@business.ceu.edu

Alumni Relations

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

LOCATION: Nador u. 9, Ground Floor | **OFFICE HOURS:** Monday-Friday: 10:00 a.m.-12:00 noon

and 2:00 p.m.- 4:00 p.m. | **EMAIL:** alumni@ceu.edu | **WEBSITES:** alumni.career.ceu.edu |

business.ceu.edu/alumni

TBA | ALUMNI PROGRAM MANAGER | **EXTENSION:** 2332

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

Michael Colello | ALUMNI COMMUNICATIONS COORDINATOR | **EXTENSION:** 2136

| **EMAIL:** colellom@ceu.edu

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

Valentina Radisavljevic | ALUMNI RECOGNITION & VOLUNTEER PROGRAMS ASSISTANT

| **EXTENSION:** 3415 | **EMAIL:** radisavljevicv@ceu.edu

DEAN OF STUDENTS

The Dean of Students (DoS) is the chief student affairs officer at CEU. The Dean of Students develops and implements a variety of programs for students to realize their intellectual and

personal potential, and for integrating student life experience at CEU with CEU's mission. Equally importantly, Dean of Students is the main source of advising to students on a variety of issues related to their academic and non-academic life in Budapest. The following units report to the Dean of Students: the Dean of Students Office, Student Life Office, Student Records Office, CEU Residence Center, Medical Center, Psychological Counselling and the Bard Undergraduate Study Abroad program.

LOCATION: Nador 11 Building, 3rd floor

Chrys Margaritidis | DEAN OF STUDENTS | **PHONE:** 327-3000 | **EXTENSION:** 2194

| **EMAIL:** margaritidisc@ceu.edu

Fatime Plotar | EXECUTIVE ASSISTANT TO THE DEAN OF STUDENTS | **PHONE:** 327-3000

| **EXTENSION:** 2088 | **EMAIL:** plotarf@ceu.edu

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

Student Life Office

LOCATION: Nador 11 Building, 3rd floor | **OFFICE HOURS:** Monday-Friday: 12:30 p.m.-4:00 p.m.

EMAIL: studentlife@ceu.edu

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

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

Viktoria Magocsi | STUDENT LIFE COORDINATOR | **EXTENSION:** 2042 | **EMAIL:** magocsiv@ceu.edu

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

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

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

Students of the CEU Business School should contact

Zoi Hrisztodulakis | STUDENT SERVICES MANAGER | **PHONE:** 887-5025 | **EMAIL:** hrisztodulakiszz@business.ceu.edu

business.ceu.edu

Aniko Juhasz | GRADUATE STUDENT SERVICES MANAGER | **PHONE:** 887-5059 | **EMAIL:** juhasza@business.ceu.edu

business.ceu.edu | **LOCATION:** Frankel Leo ut 30-34, H-1023 Budapest | **FAX:** 887-5010

Student Records Office

LOCATION: Nador11 Building, 3rd floor | **OFFICE HOURS:** Monday-Friday: 12:30 p.m.-4:00 p.m.

EMAIL: registry@ceu.edu

Emese Boldizsar | HEAD OF STUDENT RECORDS | **EXTENSION:** 3061 | **EMAIL:** boldizsare@ceu.edu

(Also contact person for CEU Business School students)

Edina Tipter | STUDENT RECORDS COORDINATOR | **EXTENSION:** 2492 | **EMAIL:** tiptere@ceu.edu

Natalia Nagyne Nyikes | STUDENT RECORDS COORDINATOR | **EXTENSION:** 2401

| **EMAIL:** nyikesn@ceu.edu

Gabriella Kulik | STUDENT RECORDS ASSISTANT | **EXTENSION:** 2021 | **EMAIL:** kulikg@ceu.edu

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.edu

Edina Varga | DORMITORY STUDENT SERVICES MANAGER | **EXTENSION:** 3163 | **EMAIL:** vargae@ceu.edu

Undergraduate Study Abroad

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

Shenshen Hu | PROGRAM COORDINATOR | **EXTENSION:** 3827 | **EMAIL:** hushenshen@ceu.edu

ACADEMIC COOPERATION AND RESEARCH SUPPORT OFFICE

The Academic Cooperation and Research Support Office (ACRO) is responsible for international academic cooperation and providing administrative support to research activities and projects. ACRO assists faculty, staff and students of CEU to seek and secure partnerships and support for their academic mobility, cooperation and research. It proposes and implements policies to ensure that externally funded research and CEU academic partnerships are in line with CEU's mission and values.

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

OPERATION: Monday-Friday: 9:00 a.m. - 5:00 p.m.

Daniel Gyori | RESEARCH GRANTS COORDINATOR | **EXTENSION:** 2253 | **EMAIL:** gyorid@ceu.edu

Dorottya Urai | RESEARCH PROJECT ASSISTANT | **EXTENSION:** 2616 | **EMAIL:** uraid@ceu.edu

Erasmus/CEEPUS Office

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

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

HOURS OF OPERATION | Monday: 3:00 p.m. - 4:00 p.m., Wednesday: 4:00 p.m. - 5:00 p.m.

Thursday: 9 a.m. - 10 a.m., 1 p.m. - 2 p.m.

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

BUDGET AND FINANCE OFFICE

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

Tamara Bobor | FINANCIAL ASSISTANT, STUDENT FINANCIAL ISSUES | **EXTENSION:** 2056

| **EMAIL:** bobort@ceu.edu

Nora Kovacs | GRANT COORDINATOR | **EXTENSION:** 2850 | **EMAIL:** kovacsnora@ceu.edu

CASH DESK

EXTENSION: 2260 | **LOCATION:** Nador 9 Basement | **HOURS OF OPERATION:** Monday, Wednesday, Thursday, and Friday: 10:00 a.m.-12:00 noon and on Monday, Tuesday, Wednesday and Thursday: 1:00 p.m-3:00 p.m.

COMMUNICATIONS OFFICE

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

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

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

Colleen Sharkey | INTERNATIONAL MEDIA RELATIONS MANAGER | **EXTENSION:** 2321

| **EMAIL:** sharkeyc@ceu.edu

Peter Lorenz | EDITOR | **EXTENSION:** 2060 | **EMAIL:** lorenzp@ceu.edu

TBA | COORDINATOR | **EXTENSION:** 2524

MEDIA LAB

TBA | VIDEO PROGRAM MANAGER | **EXTENSION:** 2070

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

CAMPUS REDEVELOPMENT OFFICE

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

EXTENSION: 3417

Zofia Pazitna | CAMPUS REDEVELOPMENT OFFICER | **EXTENSION:** 3417 | **EMAIL:** pazitnaz@ceu.edu

The Campus Redevelopment Office (CREO) is responsible for planning the comprehensive redevelopment of the current CEU premises to a new and modern campus to provide sufficient space and appropriate facilities to students, faculty and staff of CEU. Additionally, CREO staff supports the University in fulfilling the commitments presented in the University's Sustainable Development Policy.

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

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

Academic Support Units

CEU LIBRARY

Detailed information about library rules, services, collections, and electronic databases is available on the library website at www.library.ceu.edu

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

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

Krisztina Korosi | INTERLIBRARY LOAN AND E-BOOKS LIBRARIAN | **EXTENSION:** 3035
| **EMAIL:** korosik@ceu.edu

Judit Csige | LIBRARIAN (THESES COLLECTION) | **EXTENSION:** 6197 | **EMAIL:** csigej@ceu.edu

OPEN SOCIETY ARCHIVES AT CENTRAL EUROPEAN UNIVERSITY

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

LOCATION: Arany Janos u. 32, H-1051 Budapest | **PHONE:** 327-3250 | **FAX:** 327-3260
EMAIL: info@osaarchivum.org | **WEBSITE:** www.osaarchivum.org |

OSA FILESHARING | www.parallelarchive.org

HOURS OF OPERATION | **OFFICES:** Monday-Friday: 9:00 a.m.-5:00 p.m.

RESEARCH ROOM: Monday-Friday: 10:00 a.m.-5:45 p.m.

GALLERY: Tuesday-Sunday: 10:00 a.m.-6:00 p.m., closed on Monday

Istvan Rev | DIRECTOR | **EXTENSION:** 3250 | **EMAIL:** revist@ceu.edu

RESEARCH | Robert Parnica | SENIOR REFERENCE ARCHIVIST | **EXTENSION:** 4223, 2455
| **EMAIL:** parnicar@ceu.edu

PROGRAMS AND EVENTS | Nora Bertalan | PUBLIC PROGRAMS OFFICER | **EXTENSION:** 6166
| **EMAIL:** bertalan@ceu.edu

CENTER FOR ACADEMIC WRITING

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

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

Agnes Makary | COORDINATOR | **EXTENSION:** 3817 | Email: makaryag@ceu.edu

Academic Writing Instructors

TBA | DIRECTOR | EXTENSION: 3196

Robin Bellers | EXTENSION: 6101 | EMAIL: bellers@ceu.edu

Andrea Kirchknopf | EXTENSION: 3010 | EMAIL: kirchknopfa@ceu.edu

Sanjay Kumar | EXTENSION: 3818 | EMAIL: kumars@ceu.edu

David Ridout | EXTENSION: 6100 | EMAIL: ridoutd@ceu.edu

Thomas Rooney | EXTENSION: 3238 | EMAIL: rooneyt@ceu.edu

Eszter Timar | EXTENSION: 3059 | EMAIL: timare@ceu.edu

Agnes Toth | EXTENSION: 2129 | EMAIL: tothag@ceu.edu

Zsuzsanna Toth | EXTENSION: 3265 | EMAIL: tothzs@ceu.edu

For individual consultations please sign up online through the writing center's website at ceu.mywconline.com | FOREIGN LANGUAGE INSTRUCTORS: caw.ceu.edu/foreign-language-teachers
FOREIGN LANGUAGE ADMINISTRATIVE QUERIES OUTSIDE REGISTRATION PERIODS | Tuesday-Friday
9:00 a.m.-12:00 noon | Appointments may be arranged by email: foreign_languages@ceu.edu
| Specific office hours for the registration periods are posted on the website at caw.ceu.edu/foreign-languages

COMPUTER AND STATISTICS CENTER

The Computer and Statistics Center provides a variety of courses in computer science and statistics for members of the CEU community throughout the Academic Year. The Center takes part in the orientation of new students, introducing them to CEU's official email system (Groupwise) and computer usage and also administers the Computer Proficiency Exam that is compulsory for new students. The Center's regular courses cover MS Office applications, the Internet, HTML editors, database and statistics applications, thesis editing guidelines, observing the Electronic Theses and Dissertations (ETD) requirements. Most of the courses are facultative, non-credit, intensive courses, taken for a Pass/Fail grade. The courses are open to all CEU students, faculty and staff free of charge. More information about courses, tutorials, etc. is available at www.personal.ceu.edu/comp.

MAIN NUMBER: 327-3000 (enter extension, when prompted) | LOCATION: Nador u.11, 6th floor, Rooms 606 /607 | OFFICE HOURS: Monday-Friday: 9:00 a.m.-4:00 p.m.

Laszlo Csirmaz | HEAD | EXTENSION: 3013 | EMAIL: csirmaz@ceu.edu

Eszter Deli | INSTRUCTOR | EXTENSION: 2498 | EMAIL: delie@ceu.edu

Erika Mathe | COORDINATOR | EXTENSION: 6104 | EMAIL: mathee@ceu.edu

Gabor Acs | E-LEARNING ASSISTANT | EXTENSION: 2999 | EMAIL: acsg@ceu.edu

INFORMATION TECHNOLOGY DEPARTMENT (IT)

MAIN NUMBER: 327-3000 (enter extension, when prompted)

Student Helpdesk

EXTENSION: 3030 | EMAIL: helprequest@ceu.edu | LOCATION: Faculty Tower, Basement B105

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

Szilard Bedecs | IT DIRECTOR | EXTENSION: 2651 | EMAIL: bedecssz@ceu.edu

Andras Toth | HELPDESK MANAGER | EXTENSION: 2374 | EMAIL: totha@ceu.edu

| LOCATION: Zrinyi u. 14, 5th floor

Computer Facilities

Four computer labs are available to all CEU students, located in the basement of the Faculty Tower, Nador u. 9. Students are expected to present their ID card when using the computer labs as the lab operators and the security guards may ask students to show them for security reasons. These labs are supervised by staff members and are open as follows:
HOURS OF OPERATION: Weekdays: 8:00 a.m.-9:00 p.m., Weekends: 1:00 p.m.-7:00 p.m.
END-OF-SEMESTER EXTENDED HOURS AVAILABLE AT: it.ceu.edu | The labs are closed on national and public holidays (see University Calendar) and occasionally for system maintenance.

Wi-Fi Access

The large majority of the University main campus are covered by wireless Internet access. CEU network SSID: CEU members can authenticate with their Novell username and password. This authentication is only necessary once per device, then the device will remember the settings for its lifetime, so it will not cause any further inconveniences for using Wi-Fi daily. For more information on Wi-Fi covered areas and access passwords, please check it.ceu.edu/wireless_network.

Laptop Services

There are two CEU laptop areas. Sixteen places are available in the ground floor display area, Nador u. 9, and another 16 are located directly above on the 1st floor. In both areas, network cable jacks are located along the bottom edge of the wall. The main responsibility of the IT Helpdesk is to support CEU owned hardware and services. In addition, helpdesk operators assist students who have minor software problems on their laptops. Students should contact the Student Helpdesk (Basement B 105) for any laptop related questions. Staff will examine the problem and they will advise students regarding the best solution. If you have a valid CEU account, you can also reach your mailbox via gw.ceu.edu (through any Internet browser, such as Internet Explorer or Mozilla Firefox) and your P: drive files are available via ftp.ceu.edu. In order to use these services you need to login using your Username and Password. More information can be found at it.ceu.edu/working_from_home. Please note that the CEU Network policy (documents.ceu.edu) applies to anyone using the CEU Network.

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 all around the dormitory building with the same settings as on the main campus.

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 ensure that access and use of the rooms is secured for the rest of the doctoral students, including passing on the room key if 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, 2nd floor, Room 206
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	Oktober 6 u. 7, 4th floor, Room 419/D
SHARED PHD WORKSTATIONS	Oktober 6 u. 7, 4th floor, Room 441

All Doctoral Computer Rooms are open for doctoral students: Monday to Sunday from 8:00 a.m. to 12:00 midnight. 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.edu | **LOCATION:** Faculty Tower, Basement B105 | **OFFICE HOURS:** Weekdays: 8:00 a.m.-9:00 p.m., Weekends: 1:00 p.m.-7:00 p.m.

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. There is also an official lost and found desk at the Nador 11 Reception.

Printing Credit

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

Student Resources

MAIN NUMBER | 327-3000 (*enter extension, when prompted*)

CEU IDENTIFICATION CARDS

LOCATION: Nador u. 11, Courtyard | **OFFICE HOURS:** Monday-Friday: 1:00 p.m.-3:00 p.m.

Istvan Takacs | CEU ID CARD MANAGER | **EXTENSION:** 6111 | **EMAIL:** takacs@ceu.edu

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

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

- | all CEU premises including the Sports Center, the Residence Center and other facilities
- | library borrowing privileges
- | printing, copying, scanning possibilities

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

Lost/Damaged ID Card Policy

Lost/Damaged ID Card replacement fee: 10 EUR. This fee should be paid in cash at the Budget and Finance Office Cash Desk. The receipt should then be presented to Istvan Takacs, ID Card Manager, 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 a proper identity document and show it to the local authorities upon request. Students are advised to carry their passport at all times: the Police can fine anyone up to 150,000 HUF for failing to show a valid passport (or a national ID card in case of EEA citizens).

COPY SHOP

The Copy Shop provides photocopying services as well as sorting, stapling, cutting and booklet assembly. Please note that cash payment for services is required. For copying needs after operation hours, a branch office is located near CEU at 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 SERVICES

Students can send fax messages as e-mails to an addressee's fax number. Please note that for the fax to be forwarded correctly, students must send the message in HTML format or as a PDF attachment. However, for receiving fax messages students need to contact their program coordinator. Please visit this site for detailed information: it.ceu.edu/fax

POSTAL SERVICES

The closest post office (in Hungarian: Posta) is located near St. Stephen's Basilica – just two blocks from CEU. | **LOCATION:** Bajcsy-Zsilinszky ut 16, H-1054 Budapest

BUSINESS HOURS: Monday to Friday: 8:00 a.m.-8:00 p.m.

24-hour Post Office

LOCATION: Amerikai ut 25, H-1145 Budapest district 14 (take bus 7 or 112 to "Amerikai ut")

SPORTS CENTER

LOCATION: Hild 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 training room. Opening hours for the Gym for ball games can be found at: www.ceu.edu/campus/facilities/sport.

HOURS OF OPERATION: Monday-Friday: 3:00 p.m.-9:00 p.m. | **PHONE:** (+36 30) 996-6936

EMAIL: sportcentrum@ceu.edu | **WEBSITE:** www.ceu.edu/campus/facilities/sport

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

FOOD SERVICES

In the Nador u. 9 complex, CEU Business School and the CEU Residence Center, there are several food service areas, as well as vending machines. Further details are available at www.ceu.edu/campus/facilities/food-drink.

GROUND FLOOR CAFETERIA: Nador u. 9, Ground floor

STUDENTS' LOUNGE AREA: Nador u. 9, Basement

CENTRAL BISTRO AND BAR: Nador u. 9, 10th floor

VENDING MACHINES, CEU BUSINESS SCHOOL: Frankel Leo 30-34, 4th floor

CAFETERIA, CEU RESIDENCE CENTER: Kerepesi ut 87, Ground floor

BAMBUS BAR, CEU RESIDENCE CENTER: Kerepesi ut 87, Ground floor

Weekly Menus

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

STUDENTS WITH CHILDREN

The Dean of Students Office is sensitive to the needs of CEU students who are also parents. To make special arrangements accommodating their needs, students with children should contact the Student Life Office at studentlife@ceu.edu. A baby changing room is available in the basement of Faculty Tower, Room B100.

STUDENT EMPLOYMENT

All full-time CEU students are eligible to work within CEU. The working hours of students may not conflict with the University-related duties of students and should be structured in a way that does not hinder their academic success. The number of hours students can work during a week are regulated by CEU internal rules and by Hungarian employment regulations. Before entering into any employment relationship (inside or outside CEU) students need to inform the Head of their Department for their approval and then contact the Human Resources Office of the University. If you become employed within the EU region, please contact the Student Life Office since this type of employment may affect your insurance or health care coverage. Also, before you enter any employment relationship, please visit the webpage of the Human Resources Office of CEU (Human Resources Office Mini-site/Student corner - hro.ceu.edu/studentcorner) and make sure that you carefully read through the Student Employment Policy of CEU and the general guideline.

Medical Services/Emergency Information

CEU MEDICAL CENTER

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

| **LOCATION:** Nador 11 Building, Courtyard | **PHONE:** 327-3815



HOURS OF OPERATION:

Monday 9:00 a.m.-12:00 noon | 1:00 p.m.-4:00 p.m.

Tuesday 9:00 a.m.-12:00 noon | 2:00 p.m.-5:00 p.m.

Wednesday 9:00 a.m.-12:00 noon | 1:00 p.m.-4:00 p.m.

Thursday 9:00 a.m.-12:00 noon | 2:00 p.m.-5:00 p.m.

Friday 9:00 a.m.-12:00 noon | 1:00 p.m.-4:00 p.m.

The doctors' schedules are posted outside the Medical Center. If there is any change in their schedules (for instance in the summer months of July and August) updated information will be posted in advance.

The services of the CEU Medical Center are free of charge for all CEU students. In case of medical services outside CEU, students may be expected to pay for the treatment and will need to claim reimbursement from their insurance providers afterwards. There is no set tariff for emergency services, which could amount to 20 000 HUF (approx. 65 EUR).

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

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

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

Erasmus Mundus full scholarship recipients at CEU are provided with worldwide travel insurance by Marsh. For reimbursement claims:

1. ACE (policy BEBSTA) | Consult the 'Claims Form' section on www.marsh.be/emis2. In case of emergency situations please contact ACE Assistance (+32 2 541 91 31).
2. EUROPESE (policy GBC) | Consult the 'Claims Form' section on www.marsh.be/mem. In case of emergency situations, please contact De Europese Emergency Switchboard (+32 3 253 68 00).

IMPORTANT EMERGENCY INFORMATION

24-Hour Medical Phone Number

In case of a specific medical emergency during the evening or weekend hours, students may receive advice and assistance by calling (+36 30) 832-6260. Please note that these calls should be for urgent or crisis situations only. For other concerns, students should be encouraged to contact the Medical Center on the following business day. In case of an emergency or if students are unable to reach the CEU Medical Center, they are advised to contact any of the following medical services:

National Ambulance Service (Mentok) | PHONE: 104

This number should be called only in case of a serious emergency or life-threatening situation, such as bleeding, serious accident, poisoning, etc. This number may be dialed free of charge from any phone. When making this call, it is very helpful to have a Hungarian speaker with you.

Local District Medical Emergency Offices (Ugyelet)

In case of an emergency that is not life-threatening, students can contact the local district medical emergency office closest to their home for consultation with a doctor on duty. Students living in the Kerepesi dormitory may turn to the reception desk for assistance.

1st and 12th district | Beethoven u. 8. | **PHONE:** 212-6636

2nd district | Ret u. 3 | **PHONE:** 202-1370

3rd district | Vihar u. 29 | **PHONE:** 388-8501

4th district | Gorgey utca 43 | **PHONE:** 369-2600

5th district | Semmelweis u. 14/b, entrance from Gerloczi utca | **PHONE:** 311-6816

6th and 7th district | Dob u. 86 | **PHONE:** 321-0440

8th and 9th district | Haller u. 29/A | **PHONE:** 215-1644

10th district | Pongrac u. 19. | **PHONE:** 261-5834

11th district | Tetenyi uti Szent Imre Hospital, Tetenyi ut 12-16. "A" building, Ground floor, **PHONE:** 203-3615

13th district | **Revesz u 10-12** | **Phone: 349-8500**

14th district | Hermina u. 7 | **PHONE:** 220-6693

15th district | Rakos ut 58 | **PHONE:** 307-2222

16th district | Beno utca 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 utca 1 | **PHONE:** 283-8763, 285-6574
21st district | Gorgey Artur ter 8 | **PHONE:** 427-5120
22nd district | Kaldor Adolf u. 5-9 | **PHONE:** 229-1758

Transplantation and Surgery Clinic of Semmelweis University

LOCATION: Baross u. 23-25, H-1082 Budapest | **PHONE:** 267-6000

In emergency cases, students may visit this clinic directly without the referral of the CEU Medical Center. It is possible to ask for medical assistance from the doctor on duty at the clinic. Students may receive immediate help on the spot or get advice on the procedure to follow.

Peterfy Hospital, Traumatological Center / Central Traumatological Emergency Center (Kozponti Baleseti Ambulancia)

LOCATION: Fiumei u. 17, H-1082 Budapest (Use the entrance from Gazlang street.) | **PHONE:** 299-7700

This is a large traumatological center. In case of accidents students may go to this center any day of the week around the clock.

Non-prescription medicine

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

PHARMACIES

Close to the CEU Complex:

Dorottya Gyogyszertar

LOCATION: Dorottya u. 13, H-1051 Budapest | **PHONE:** 317-2374 | **HOURS OF OPERATION:**

Monday-Friday: 8:00 a.m.-8:00 p.m.

Close to the CEU Residence Center:

Benu Ors Vezer Pharmacy (Open 24 hours, on duty at night) | **LOCATION:** Medical Center, Ors Vezer

ter 23., H-1148 Budapest | **PHONE:** 221-3861

HOURS OF OPERATION: Monday-Friday: 8:00 a.m.-8:00 p.m., Saturday: 8:00 a.m.-2:00 p.m.

Open 24-hour:

Terez Patika | **LOCATION:** Terez krt. 41, H-1067 Budapest | **PHONE:** 311-4439

Elefant Gyogyszertar | **LOCATION:** Pongrac ut 19, H-1101 Budapest | **PHONE:** 431-9940

Deli Gyogyszertar | **LOCATION:** Alkotás ut 1/b, H-1123 Budapest | **PHONE:** 355-4691

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

HEALTH INSURANCE

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

PATIENT'S ADVOCATES

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

COUNSELING AND PSYCHOLOGICAL COUNSELING

LOCATION: Nador 11 Building, Room 201 A

Counseling and Psychological Services offer short counseling sessions to all registered CEU students upon request. Professional counselors can meet with students to talk about personal, academic and career issues including: adjusting to school, dealing with family or relationships, coping with personal crises.

Many students benefit from just one or a few sessions of counselling. The maximum number of sessions will be determined by the counselors, based on the students' (omit treatment plan) counseling needs (up to maximum of 8 sessions per academic year if needed). If a student needs longer term counseling or specialized services, the counselors can help connect him/her with other mental health providers.

The sessions are 45 minutes long, and the counselors try to schedule an appointment within one week from the received email (if it is emergency - please specify in your e-mail).

Berne Weiss | PSYCHOLOGIST | **EMAIL:** weissb@ceu.edu | **LOCATION:** Nador u. 11, Room 201 A

OFFICE HOURS: Monday, Wednesday: 2:00 p.m.-7:00 p.m.

Vera Varady | CLINICAL PSYCHOLOGIST | **EMAIL:** varadyv@ceu.edu | **LOCATION:** Nador u. 11,

Room 201 A | **OFFICE HOURS:** Tuesday, Thursday: 2:00 p.m.-7:00 p.m.

Other appointment times are available by special arrangement in urgent or emergency cases.

Fire Regulations and Evacuation Procedures

What to Do in Case of Fire

Anyone noticing a fire should

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

Fire Emergency | PHONE | 105

In case of a fire emergency call, the following information must be given:

- | the exact location of the fire
- | what is burning
- | who and what is in danger
- | how many people are injured
- | the name of the person who is reporting the fire.

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

Police Services

ON CAMPUS

Criminal actions, potential criminal actions and other emergencies on campus should be reported immediately by dialing the central number of CEU at (+36 1) 327-3000 extension 2240.

Students, faculty and staff members should make accurate and prompt reports in order to assist in notifying the appropriate authorities. They should identify themselves and the location from

which they are calling, as well as briefly describe the problem and the conditions of the situation. They should not leave—if possible—the location from which the emergency call was placed.

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

OFF-CAMPUS

Police Emergency | PHONE: 107

OFF-CAMPUS POLICE STATIONS

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

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

Community Initiatives

STUDENT ACTIVITIES

The University actively encourages and supports the interests and activities of students. At the start of each Academic Year, we conduct surveys to find out more about students' interests. Students are invited to submit proposals for new events and activities. Clubs are formed to focus on a wide range of activities, from chess and basketball, to film and literature. There is also a CEU Debate Society, which in previous years has gone on to the European Universities Debating Championship. More information about Student Activities and the Student Union can be found at www.ceu.edu/studentlife/clubs-activities.



SUSTAINABLE CEU

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

Logan Strenchock | ENVIRONMENTAL AND SUSTAINABILITY OFFICER | EXTENSION: 2089 | PHONE: (+36 70) 589-6871 | Email: strenchockl@ceu.edu | LOCATION: Nador u. 11, Courtyard

MORE INFORMATION: www.ceu.edu/campus/sustainable/getinvolved, www.ceu.edu/campus/sustainable, www.facebook.com/sustainable.ceu

Recycling

Waste reduction and efficient selective waste management is a primary goal at CEU. Selective waste bins are distributed evenly throughout campus to make smart waste management convenient for all users. Currently, clearly defined **paper** and **plastic** collection bins are widely distributed throughout all floors of buildings on campus, and in most cases located in common areas and kitchens. **Used batteries** can be deposited in the specially marked green bin near the ATM in the Octagon Area of the Monument Building.

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

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

Smart Hydration

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

Local and Organic Food Delivery Service

CEU is a partner with the 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.edu

Bicycles

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

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

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

Bicycle Repair

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

CEU Bicycle Share Program

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

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

Green Living in Budapest Guide

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

HUMAN RIGHTS INITIATIVE (HRSI)

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

Important Information About Budapest

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 look out for possible pickpockets. If they see you are on the alert, they likely will not choose you as their next victim.
- | Pickpockets and scam merchants usually work together to distract people's attentions. If you are approached by a group of dubious people attempting to gain your attention, just turn your back and walk away.
- | Be aware of people around you when using cash machines; it is not usual for others to stand too close.

Exchanging money

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

Areas to avoid at night in Budapest

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

HOME AND PROPERTY INSURANCE

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

OTHER IMPORTANT PHONE NUMBERS IN BUDAPEST

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

Hungarian Red Cross

LOCATION: Arany Janos u. 31, H-1051 Budapest3 | **PHONE:** 311-3660

EMAIL: titkarsag@voroskeresztbp.hu

NANE Association

Relief line for abused women and children (toll-free number)

DAILY: 6:00 p.m.-10:00 p.m. | **PHONE:** (+36 80) 505-101 | **EMAIL:** info@nane.hu

24-hour Animal Hospital of Budapest

LOCATION: Lehel u. 43, H-1135 Budapest | **MOBILE:** (+36 30) 262-2045 | **PHONE:** 350-0361, 350-1166

Where to go for Answers

AJ32: Arany Janos u. 32

JA24: Jozsef Attila u. 24

N9: Nador u. 9

N11: Nador u. 11

FT: Faculty Tower

O6 7: Oktober 6 u. 7

(Monument Building)

Z14: Zrinyi u. 14

FOR QUESTIONS ABOUT	OFFICE	LOCATION	EXTENSION	NAME / EMAIL
Academic appeals	Provost/Pro-Rector	N9 1st floor	3060	Liviu Matei mateil@ceu.edu
Academic transcripts, certificates	Student Records Office	N11 Rm 304	2401	Natalia Nagyne Nyikes registry@ceu.edu
Academic writing	Center for Academic Writing	N11 Rm 309	3817	Agnes Makary makaryag@ceu.edu
Address registration	Student Life Office	N11 Rm 304	3688	Richard Kartosonto kartoson@ceu.edu, studentlife@ceu.edu
Admissions	Admissions Office	N9 Mezzanine floor	3009	Zsuzsanna Jaszberenyi admissions@ceu.edu
Alumni	Alumni Relations & Career Services	N9 Ground floor	3042	Lajos Szocs szocsl@ceu.edu
Archival Research	Open Society Archives (OSA)	AJ32 1st floor, Research Room	2455	Robert Parnica parnicar@ceu.edu
Bank accounts, bank cards	Budget and Finance Office	JA 24 2nd floor, Rm 208/209	2056	Tamara Bobor bobort@ceu.edu
Bike Parking and Services	Sustainability Officer	N11 Courtyard, Maintenance Office	2089	Logan Strenchock strenchockl@ceu.edu
Campus Redevelopment Project	Campus Redevelopment Office	O6 7 4th floor 427	2033	Pal Baross barossp@ceu.edu Zofia Pazitna pazitnaz@ceu.edu Anett Bodnar bodnara@ceu.edu Katalin Szege szegek@ceu.edu
Career	Alumni Relations & Career Services	N9 Ground floor	2067	Cristina Balint-Nagy career@ceu.edu
Cash desk	Budget & Finance Office	N9 Basement	2260	Mariann Ven venm@ceu.edu
CEU ID Cards	Campus Services Group	N11 Courtyard	6111	Istvan-Laszlo Takacs takacsi@ceu.edu
CEU website	CEU Web Team	JA 24 1st floor	6120	ceuwebteam@ceu.edu
Change of thesis advisor	Department coordinator			As applicable
Change of course (drop/add)	Student Records Office	N11 Rm 304	2401	Natalia Nagyne Nyikes registry@ceu.edu
Computer services	IT Department	FT Basement Rm 105	3030	helprequest@ceu.edu

FOR QUESTIONS ABOUT	OFFICE	LOCATION	EXTENSION	NAME / EMAIL
Conferences Special events	External Relations Office	N9 3th floor	3065	ero@ceu.edu
Copying services	Copy Center	FT Basement, Rm 106	2038	copyshop@copycat.hu
Financial Aid	Financial Aid Office	N9 Ground floor	3287 2175	Zsuzsanna Blum Ildiko Torok finaid@ceu.edu
Fire & safety	Campus Office			safety@ceu.edu
Foreign languages	Center for Academic Writing	N11 Rm 309	3817	Agnes Makary makaryag@ceu.edu
Graduation	Student Records Office	N11 Rm 321	3061	Emese Boldizsar boldizsare@ceu.edu
Health Insurance	Student Life Office	N11 Rm 304	2042	Viktoria Magocsi magocsiv@ceu.edu
Human Rights	Human Rights Initiative	O6 7 4th floor, Rm 419 A	2377	Simona Gamonte gamontes@ceu.edu
Institutional publications	Communications Office	JA 24 1st floor	3429	Adri Bruckner brucknera@ceu.edu
Medical services	Medical Center	N11 Courtyard	3815 , 3695	Dr. Gabor Sandor, Dr. Monika Horvath
OSA - Visegrad Fund	Open Society Archives (OSA)	AJ32 1st floor		Katalin Gadoros gadoros@ceu.edu
Overdue books	Library	FT 1st floor	3099	Librarian on duty
Psychological Counseling Services	Psychological Counseling	N11 2nd floor	235-6127	Vera Varady varadyv@ceu.edu Berne Weiss weissb@ceu.edu
Public affairs	Communications Office	JA 24 1st floor	3800	Ildiko Rull rullj@ceu.edu
Research and Travel Grants	Budget and Finance Office, Grants Management	JA 24 2nd floor, Rm 208/209	2850	Nora Kovacs grants@ceu.edu
Residence permits	Student Life Office	N11 Rm 304	3688	Richard Kartosonto kartoson@ceu.edu, studentlife@ceu.edu
Residential life	Residence Center	Dormitory, 1st floor	5555, 3163	Edina Varga resman@ceu.edu, vargoe@ceu.edu
Student Employment	Human Resources Office (HRO)	JA 24 1st floor	2640	hro@ceu.edu
Student Union	Student Union Room	FT Basement 102	2196	studentunion@ceu.edu
Sustainable CEU	Sustainability Officer	N11 Courtyard, Maintenance Office	2089	Logan Strenchock strenchockl@ceu.edu
Switchboard operator			327-3000	
Tuition and payments	Budget and Finance Office	JA 24 2nd floor, Rm 208/209	2056	Tamara Bobor bobort@ceu.edu
UIS	University Information System	Z14 6th floor	2552	support@infosys.ceu.hu

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