Policy on establishing, operating and modifying degree programs at CEU

This Policy defines the procedure of preparing and launching new degree programs at CEU as well as operating and developing existing degree programs.

I. Establishing new degree programs

1. An initiative on establishing a new degree program normally comes from an academic school, a department or a group of departments or schools, for example as an outcome of a strategic review. Proposals for establishing new degree programs shall be discussed with the Provost and the President and Rector who would undertake necessary consultations and give their endorsement for introducing the program proposal to the Academic Forum and the Senate.

2. A newly proposed degree program should be presented first to the Academic Forum and then to the Senate by the head/s of the academic units which plan to host the new program. The program proposal prepared in accordance with Annex 1 shall be approved by the Senate. Prior to submission of the program proposal to the Senate, the Senate Academic Quality Assurance Committee will discuss the proposal and formulate its recommendation, which will be submitted to the Senate along with the program proposal.

3. Following the Senate's approval, the program shall be registered with the New York State Education Department (NYSED). The procedure of registration including relevant external reviews is described in the "How to register a new degree program with the New York State Education Department (NYSED)" available on CEU policy repository and is overseen by the office of the Academic Secretary. Promotion of new programs and recruitment of students cannot start until the confirmation of registration has been received from NYSED.

4. Programs already registered by NYSED may be submitted for accreditation in Hungary. A Senate approval to launch a program in Hungary is required before the process can start. For programs intended to be accredited in Hungary, a separate procedure for obtaining the consent of the Hungarian Accreditation Committee (HAC) for establishing (where appropriate) and launching the program shall be followed. The procedure is overseen by the Pro-Rector for Hungarian Affairs.

5. The President and Rector shall inform the Academic Committee of the Board of Trustees of all the new degree programs established at CEU.

II. Operating a degree program

6. The head of department or school which delivers a degree program (the program director in case of inter-departmental programs, the person responsible for the program in case of Hungarian accredited programs) shall ensure that all information required by Program Specifications (Annex 2) is available to students in the Student Handbook and/or on the program website and is regularly updated reflecting its current status and content.

7. Syllabi of individual courses should be available and easily accessible by students in electronic form. Course syllabi shall incorporate information provided in Annex 3 to this Policy.

8. Every program shall be subject to quality assurance including through annual reviews and as part of the strategic reviews of the host department or school, as defined by the Institutional Assessment and Quality Assurance Policy.

III. Modifying degree programs

9. Minor modifications (e.g. changing the content of some courses or replacing some of the teaching faculty) are at the discretion of the program director and unit head.

10. Major modifications (such as significant changes to the curriculum, duration, the number of credits, the eligibility requirements, the name of the degree, introducing new tracks or specializations (see Annex 5)) shall be approved by the Senate and registered with the NYSED. In such cases, the Academic Secretary shall determine the documents that need to be provided to the Senate and the NYSED.

Modifications of Hungarian accredited programs should be communicated to the Office of the Pro-Rector for Hungarian Affairs. The Pro-Rector for Hungarian Affairs shall determine if the HAC is to be consulted. In case HAC requires an official procedure, such procedure shall be initiated by the Office of the Pro-Rector for Hungarian Affairs after the approval of the Senate.

10. The list of major modifications is provided in Annex 4 to this Policy. In case of doubt, the Provost in consultation with the Academic Secretary shall determine whether the planned changes are major or minor.

Signed by *CEU President and Rector John Shattuck.*

The original document is filed at the Office of the Academic Secretary.

Annex 1. Information to be included in a proposal for establishing a new degree program at CEU

Max 5 pages. Additional information can be provided in appendices if needed.

1. Proposed title, degree award (e.g. MA, MS, PhD), length, and the total number of credits. Names of specializations if such shall be formally registered with NYSED and will appear on the transcript. Program format, if different from the standard full-time (e.g. part-time, weekend).
2. Host Department(s) or School(s).
3. Proposed start date.
4. Background justifying the need for the program with reference to previous programs, CEU mission and strategic goals (as defined in the CEU Strategic Development Plan) and wider societal and academic goals, including existing demand for such a program.
5. Brief description of the program as it will appear on the website/university catalogue/program handbook.
6. Program aims and learning outcomes.
7. Program targets:
   - Anticipated student enrolment for the first five years of program operation;
   - Annual retention rate target (%);
   - Annual graduation rate target (%);
   - Target job placement rate (%).
8. Proposed structure of the program with main blocks or modules (e.g. "thesis research"), their duration and number of credits awarded as well as indication of any specializations/tracks (see Annex 5) and the division between mandatory and elective components. Syllabi of individual courses do not need to be provided at this point.
9. Faculty and staff who will be involved in delivering the program (simple list, no CVs need to be provided).
10. Additional faculty needs, if relevant.
11. Requested number of financial aid packages, if relevant.
12. Other resources necessary to run the program (space, library, IT etc.)
13. Other relevant information (e.g. if the program will be delivered jointly with other institutions).

Annex 2. Program Specifications Content

1. Department(s) or School(s) responsible for program delivery;
2. The full name of the program (in English and in Hungarian if the program is accredited in Hungary);
3. The type of degree, which can be incorporated in the name (e.g. "Master of Arts in Art History");
4. The date the program was established;
5. Accreditation information with dates of accreditation (NYSED - mandatory; Hungarian authorities, other professional or academic bodies);
6. The length of the program in months; the date of start and end of the teaching cycle;
7. The total number of credits (counted as CEU and ECTS credits);
8. The expected workload of a student with estimate of time spent in the classroom, group work, preparing assignments and readings.
9. The overall aims of the program (with reference to CEU mission, strategic goals and/or wider societal or academic issues);
10. Expected learning outcomes formulated as abilities of students to demonstrate certain understanding, skills or competencies after graduation (detailed guidance on developing program level outcomes is provided in the Institutional Assessment and Quality Assurance Handbook);
11. Eligibility requirements for admissions to the program;
12. The structure of the program including:
    - Major modules (e.g. Introductory module; thesis writing period) and their length and number of credits;
    - Mandatory and elective credits; and
    - Specializations/tracks (see Annex 5) if appropriate;
13. The graduation requirements (e.g. the minimum number of credits, the minimum pass at the dissertation defense). Final examination procedure and criteria for evaluating the thesis or dissertation (in case of doctoral programs criteria specified in CEU Doctoral Regulations can be used and expanded);
14. The name and contact information of the Program Director (the person responsible for the Program in case of Hungarian accredited programs);
15. The URL of the program website (e-learning site if appropriate)
16. Additional information such as whether the program is operated and degree awarded jointly with other institutions.

Annex 3. Information to be included in Course Syllabi

1. Course Title
2. Lecturer or Instructor
3. No. of Credits (CEU/ECTS where applicable). The credits should be calculated based on the CEU/ECTS Conversion Scheme included in the Students Rights, Rules and Academic Regulations or program-specific rules. The ECTS credits should be established with regard to expected student workload and CEU credits with regard to the number of classroom/contact hours.
4. Semester or timing of the course.
5. Course Level – (Masters or doctoral; for 2-year Master programs the year can be defined)
6. Relationship with other courses (e.g. prerequisites for taking the course).
7. Background and the overall aim of the course. These can relate to the program objectives or learning outcomes; CEU strategic goals or wider issues.
8. The learning outcomes of the course – these are the achievements of the students as they leave the course. They should be related to the course goals and overall learning outcomes of the program. It is advised that this section starts with: "By the end of the course, students will be able to:" and continues with enumerating a range of knowledge, skills, and/or attitudes (normally four to six), that are realistically achievable and assessable in the framework of the course. E.g. "students will be able to undertake gender-sensitive analysis of public policy", or "critically discuss competing theories in the field of nationalism", or "perform a narrative analysis of a medieval text", etc.
9. Presentation of course contents. Course content can be broken down by week or by topic including the following:
    a. Topic description;
    b. Reading for the week/topic divided into compulsory and optional;
    c. Teaching formats (lecture, seminar etc); seminar questions if appropriate.
10. Assessment. Assessment methods should be explained with the indication of the share of the overall grade for the course resulting from each assessment. Assessment methods should be focused on verifying the achievement of the stated learning outcomes. Both formative and summative types of assessment should be used. For the sake of transparency, it is recommended that no more than 10% of the grade is awarded for class participation. Clear grading criteria should be included for all types of assessment.
11. Such further items as the course website (e-learning site), assessment deadlines, office hours, contact details etc.

Annex 4. Changes which require approval of the Senate and NYSED

Changes in Program Content
Any of the following substantive changes:
1. Cumulative change from the last approval of the registered program of one-third or more of the minimum credits required for the award.
2. Changes in the program's focus or design including a change in the program's major disciplinary area
3. Adding or eliminating an option or specialization/track (see Annex 5).
4. Eliminating a requirement for completion, including an internship or other work-based experience.
5. Altering the liberal arts and science content in a way that changes the degree classification, as defined in Section 3.47(c)(1-4) of Regents Rules

Other Changes (all programs)
6. Program title
7. Program award (e.g., change in degree)
8. Mode of delivery (Note: if the change involves adding a distance education format to a registered program, please complete the distance education application.)
9. Discontinuing a program
10. A format change that alters the program's financial aid eligibility (e.g. from full-time to part-time).
11. A change in the total number of credits of any certificate or advanced certificate program.

Establishing New Programs Based on Existing Registered Programs
Creating a new program from a specialization in an existing registered program.

For Hungarian-accredited programs, the HAC must be consulted officially by the Office of the Pro-Rector for Hungarian Affairs on the changes listed in # 1-5 and # 9. Due to the specifics of the Hungarian higher educational system and the accreditation procedures the changes listed under # 6-8 can only be initiated through establishing a new degree program. # 10 and 11 are not applicable to Hungarian accredited programs.

Annex 5. Specializations and Advanced Certificates

1. A specialization within a CEU degree program may be developed to allow students in the program to concentrate on a sub-discipline or a specific problem area. This implies a distinct program of study but is only reflected in transcripts if the specialization has been registered by NYSED.

2. Introducing new specializations or major changes to an existing specialization require approval of the Senate and registration with NYSED.

3. What constitutes a separate "specialization" is discipline- and profession-specific. The following issues need to be considered while contemplating a new specialization:

- would the specialization be sufficiently distinct from the main program, including all optional choices the students can make within the program (e.g. based on curriculum, placement of graduates, marketing) to justify its introduction?
- would the specialization be sufficiently close to the main program (in both academic and administrative aspects) as to consider it as a specialization within an existing degree rather than a separate degree program?

4. As a rule, it is recommended to consider the introduction of a new specialization when the differences in its curriculum with the main program are 20-40% (30% is the threshold for the 'major change' in a program).

5. In cases of interdisciplinary specializations that span across several units or programs, an application for an Advanced Certificate registered by NYSED can be considered. An Advanced Certificate, as defined by NYSED, is a "credential issued by an institution in recognition of the completion of a curriculum other than one leading to a degree." Prior to submission to NYSED, proposals for Advanced Certificate programs shall be approved by the Senate, following a consultation with the Academic Forum. Advanced Certificates can only be awarded to students after a successful program registration by NYSED. Graduates successfully completing an Advanced Certificate program will receive a certificate along with their diploma. Awarding of an Advanced Certificate is conditional upon successful completion of degree requirements and cannot be awarded independently in case of withdrawal from the degree program.

Annex 6. Assignment of Credit Hour Policy

1. Purpose
The purpose of this policy is to establish principles and procedures by which Central European University (CEU) assigns credit hours to academic courses.

2. Scope
This policy applies to all departments and schools of Central European University.

3. Definition of credit hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement.

At CEU, course and instructor credits are calculated using the model accepted during CEU's accreditation by the Middle States Commission of Education. Accordingly, one CEU credit equals to 600 taught classroom minutes, with the exception of Legal Studies where one CEU credit equals to 700 taught classroom minutes. In the above credit calculations, students are expected to spend 20-25 hours on homework and consultations with the course instructor and 20-25 hours on preparing for classes per credit.

The duration of a term at CEU is 12 weeks.

The recommended instructional time for CEU courses is one to two 50-minute sessions.

4. Types of courses
1. For lectures, seminars and laboratory work, credits are assigned in the manner specified above.
2. For individual consultations and research seminars, credits are assigned with the assumption that outside of classroom work (consultations with the instructor, homework and course preparation) will form the bulk of the academic work.
3. Internship credits and thesis credits are awarded as described in the relevant program specifications.
4. Credits for special courses such as comprehensive exams, prospectus, practica, conference participation, independent study, teaching assistance and workshops are awarded as described in the relevant program handbooks.
5. Some departments may organize late starting courses (courses beginning later than the official start date of the semester). In these cases, the taught component of the course as well as out of class activities is delivered in a shorter period of time. Nevertheless, the ratio of the total number of taught minutes and the corresponding time allocated for outside of classroom work will remain the same and as specified above for each credit assigned.

5. Credit awarding process
The assignment of credits occurs through a formal review process conducted at the departmental or school level, which requires the approval of the head of the department or dean of school after a faculty meeting.

6. Assessment
Periodic reviews are conducted as part of the strategic reviews of departments or schools. The results of these reviews are communicated to the departments or schools to improve their credit assignment processes if needed.

7. Documentation

New courses are reviewed and approved at the departments or schools of the university. Either a standing or an ad-hoc curriculum committee should review all new course offerings. The supporting documentation is kept on record at the departments or schools.

New programs are approved by the Senate, and registered with the New York State Education Department. Records are kept at the Office of the Academic Secretary.

Credits are recorded in the University Information System. The time, place and duration of courses can also be checked in the same database and on the departmental websites where schedules are uploaded.

Academic calendars are maintained by the Office of the Academic Secretary and posted on the CEU website.

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For final documents	
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