

---

# Student Rights, Rules, and Academic Regulations

## Table of Contents

<b>TABLE OF CONTENTS .....</b>	<b>1</b>
<b>1 PREAMBLE.....</b>	<b>3</b>
<b>2 GENERAL STUDENT RIGHTS AND RESPONSIBILITIES.....</b>	<b>3</b>
2.1 STUDENT REPRESENTATION IN ACADEMIC GOVERNANCE .....	3
2.2 RIGHT TO ACADEMIC INFORMATION.....	3
2.3 RECOURSE AND APPEAL.....	4
<b>3 ACADEMIC REGULATIONS.....</b>	<b>4</b>
3.1 GENERAL DEGREE REQUIREMENTS.....	4
3.2 SATISFACTORY PROGRESS AND FINANCIAL AID .....	5
3.3 CHANGE OF PROGRAM.....	5
<b>4 COURSEWORK, EXAMINATIONS AND GRADING .....</b>	<b>6</b>
4.1.1 <i>Scheduling of examinations and deadlines</i> .....	6
4.1.2 <i>Content and forms of examinations</i> .....	6
4.1.3 <i>Anti-plagiarism software</i> .....	6
4.1.4 <i>Grading</i> .....	7
4.1.5 <i>Feedback</i> .....	7
4.1.6 <i>Retakes</i> .....	7
4.1.7 <i>Retention of examinations and graded assignments</i> .....	7
4.2 THESES AND DISSERTATIONS .....	7
4.2.1 <i>Electronic Theses Database</i> .....	8
4.2.2 <i>Restrictions regarding the electronic availability of master's theses and doctoral dissertations</i> .....	8
4.3 CREDIT POINTS.....	8
4.3.1 <i>Transfer of credits</i> .....	9
4.3.2 <i>Double-counting of credits</i> .....	9
4.4 FINAL EXAMINATION.....	9
4.4.1 <i>Form and period of final examination</i> .....	9
4.4.2 <i>Final Examination Board</i> .....	9
4.4.3 <i>Final Examination Results</i> .....	10
4.4.4 <i>Retake of Final Examination</i> .....	10
4.5 MITIGATING CIRCUMSTANCES.....	10
<b>5 LEAVE OF ABSENCE.....</b>	<b>10</b>
<b>6 UNSATISFACTORY RECORD, UNSATISFACTORY CONDUCT AND DISCIPLINE.....</b>	<b>11</b>
6.1 DISCIPLINARY AND GRIEVANCE COMMITTEES.....	11

6.2	REGULAR ATTENDANCE .....	11
6.3	TERMINATION OF STUDIES DUE TO UNSATISFACTORY RECORD.....	11
6.4	ACADEMIC MISCONDUCT.....	12
6.4.1	<i>Types of academic misconduct</i> .....	12
6.4.2	<i>Guidelines on handling cases of plagiarism</i> .....	12
<b>7</b>	<b>GENERAL COMPLAINTS .....</b>	<b>12</b>
<b>8</b>	<b>STUDENT RECORDS .....</b>	<b>12</b>
<b>9</b>	<b>ELECTRONIC TRANSCRIPTS .....</b>	<b>12</b>
9.1	TRANSCRIPTS SHALL CONTAIN THE FOLLOWING DATA: .....	12
9.2	RIGHTS REGARDING TRANSCRIPTS, AND THE REGULATIONS OF ENTERING RECORDS IN TRANSCRIPTS AND THE UIS	13
9.2.1	<i>Student rights:</i> .....	13
9.2.2	<i>Teaching staff rights:</i> .....	13
9.2.3	<i>Departmental coordinator rights:</i> .....	13
9.2.4	<i>SRO rights:</i> .....	13
9.2.5	<i>UIS operator rights:</i> .....	14
9.3	NOTIFICATION OF REGISTRATION FOR COURSES.....	14
9.4	NOTIFICATION ON GRADES .....	14
9.5	ISSUING TRANSCRIPTS IN PRINTED FORM.....	14
	<b>ANNEX 1. CEU CREDIT TO ECTS CONVERSION POLICY .....</b>	<b>16</b>
	<b>ANNEX 2. CEU TRANSFER OF CREDIT POLICY.....</b>	<b>17</b>
	<b>ANNEX 3. CEU GRADING SCHEME.....</b>	<b>21</b>

## **1 Preamble**

This Policy defines the academic rights and responsibilities of students registered for degree-granting programs at Közép-európai Egyetem (“KEE”) and Central-European University, New York (“CEU NY”). Students of KEE and CEU NY are jointly referred to as Students, KEE and CEU NY are jointly referred to as “University”.

CEU Doctoral Regulations contain additional rules applicable to students pursuing doctoral degrees.

Individual degree programs may contain additional academic rules, which should not contradict this Policy and should be clearly communicated to the students by the department prior to the commencement of their studies.

This Policy or its elements may also apply to Students in non-degree programs and to exchange students when explicitly stated by rules and regulations governing such programs or exchange activities.

This Policy refers to and operates jointly with other policies, guidelines and regulations, which are listed at the end of the document. Students should be familiar with these documents and follow their provisions in relevant areas of their academic life.

## **2 General student rights and responsibilities**

By accepting a place of study at the University, an individual joins an academic community whose central functions are learning, teaching and scholarship. The main values of the University’s academic community are free expression, critical inquiry, intellectual honesty, respect for the dignity of others, and collegiality. Students are expected to respect these values in their academic life and exercise their rights and responsibilities accordingly.

The University considers reasoned dissent and constructive criticism as vitally important for its development and renewal. The University affirms, assures, and protects the right of its students to organize and join political associations, convene and conduct public meetings, publicize opinion by print, signed petitions and voice.

### **2.1 Student representation in academic governance**

Students have the right to participate in the academic governance of the University both at the university and the individual program level.

At the university level, elected student representatives are members of the Academic Forum, the Academic Senate, and its relevant committees.

At the level of individual programs, elected student representatives have the right to meet program directors and heads of units, and to be regularly invited to faculty meetings to voice their concerns and opinions and receive formal response concerning the structure and operation of the program.

### **2.2 Right to academic information**

Students have right to access full and timely academic information, which includes:

- Information on all University academic and other students-related policies, regulations and official documents, including access to the full text of these documents online;
- Specifications for the academic program (further Program Specifications), prepared in

accordance with applicable University standards and including residency, attendance and degree requirements, information on accreditation and the final degree award. Program Specifications should also specify the jurisdiction of program directors and head of departments; depending on the specifications, some responsibilities of heads of departments may be systematically delegated to program directors. Information required by the program specifications can be incorporated into the Program Handbooks.

- Syllabi of courses offered within their program prepared in accordance with applicable University guidelines;
- Information on the dates of the start and end of academic term, examinations, course work deadlines, holidays, commencement, graduation and other key dates at the university and the departmental and program level (Academic Calendar);
- Information on the form, rules, and assessment criteria for examinations and graded coursework.

### **2.3 Course and supervision evaluation**

Students have the right to evaluate each course offered as part of their formal study program as well as the quality of masters and doctoral supervision. Both course and supervision evaluations are conducted anonymously through an independent online survey program. Both course and supervision evaluations use the standard CEU forms. Only students who complete the course will receive an invitation to evaluate it. Students who dropped the course will not be asked to evaluate it regardless of the timing and reasons for dropping. All evaluations are completed before grade submission. Instructors will not have access to their evaluation results until they have submitted the grades.

### **2.4 Recourse and appeal**

Every Student has a right to recourse and appeal concerning the application of this Policy. This right may be exercised by directly appealing to faculty members, program directors, unit heads, the Provost, or by appealing to the Disciplinary and Grievance Committee, in accordance with the procedures set in the Code of Ethics (see also section 6.1)

## **3 Academic regulations**

### **3.1 General degree requirements**

University degrees are awarded by the President and Rector based on the fulfilment of degree requirements. The degree requirements should be specified in the relevant Program Specification. All Students should make satisfactory progress towards the degree, entailing:

- Registration for the duration of the program;
- Attendance and participation in courses as required by course syllabi;
- Maintaining regular contact with an academic supervisor, submission of progress reports, etc.;
- Passing exams and academic assignments with satisfactory grades (see also section 4 on Examinations and Grading);
- Satisfying the final degree award criteria with respect to the number and type of course credits taken (with respect to mandatory and elective courses). At CEU, masters' students have an opportunity to take up to four CEU credits per year in elective courses from outside of their

department or school without a formal approval from their home unit;

- Submission and, where appropriate, defense, of a thesis, dissertation, or another capstone project as defined by the relevant program registration, which should be of satisfactory quality. After completing all degree requirements except for the thesis, the submission of a thesis should take place within the time period specified by the department, which should not exceed two years from the point of completion of all coursework in case of master's programs. If the student has exhausted the maximum extension specified by the department, his/her enrolment shall be terminated. In case of doctoral programs, the submission of dissertation should take place within a six-year period of enrolment (for further details see the Doctoral Regulations).
- Passing the final examination for the programs which so require;
- Achieving Grade Point Average of 2.66 (for further GPA requirements for doctoral students see doctoral regulations of the respective doctoral program).

Further requirements include:

- Residence in Budapest or the vicinity for the duration of studies (for doctoral students, this is separately regulated in the Doctoral Regulations);
- Meeting all financial obligations towards CEU and completing the Student Services Leaving Procedure as defined on the Student Services website (Leaving Procedure).

### **3.2 Satisfactory progress and financial aid**

All Students must make satisfactory academic progress according to their academic department's degree requirements to be eligible for any type of University financial aid or US federal government financial aid programs (in the case of US citizens or permanent residents). Academic departments and programs must specify their acceptable levels of performance and make these requirements known in written form by the time a student begins his or her studies.

Students who fail to meet satisfactory progress requirements may be subject to termination of their studies and discontinuation of financial aid. The decision regarding termination of studies is made by the academic department head. Students have the right to appeal a decision to terminate studies to the Provost. Any appeal should include a description of any alleged unfair treatment or hardship resulting from personal injury, illness, or the death of a family member. If the appeal is upheld by the Provost, the student can continue his or her studies subject to academic conditions as specified by the Provost and communicated to the student and the head of the department. These conditions must include the semester or date by which the students must make up failed exams or complete other course requirements.

### **3.3 Change of Program**

In exceptional cases, students may transfer from one program to another, either within the same department/school or between different academic units. The transfer has to be approved in the first instance by the heads of the relevant academic unit(s). Further approval is needed by the Provost. A change between programs shall only be possible if the following minimum conditions are fulfilled: (a) the student meets all admission criteria of the new program; (b) the student can fulfil all requirements of the new program within the normal program duration; (c) the student has demonstrated outstanding academic performance, (d) no additional financial allocation is required. Academic units may define

additional requirements. Fulfillment of the above stated conditions does not in itself mean the transfer will be granted. Decisions are made on a case-by-case basis.

## 4 Coursework, examinations and grading

Learning in each course taught in University degree programs is assessed and graded by means of examinations and/or graded course work. The form (e.g. open book, closed book, take-home, restricted examination) and the criteria of assessment should be specified in the course syllabi which should be made available to students at time of their registration for the course at the latest.

### 4.1.1 Scheduling of examinations and deadlines

The dates of examinations and the deadlines for assessed coursework due within a given academic term should be specified by the head of department and communicated to students not later than two weeks after the start of the relevant academic term. Examinations and assignment deadlines should be scheduled in such a manner that students have reasonable time for preparation and recuperation allowing them to demonstrate their knowledge of course materials.

### 4.1.2 Content and forms of examinations

The content of graded examinations is determined by the course instructor and is subject to approval by the head of department or a program committee, as appropriate. The following forms of examination are used at the University:

- In **closed book examinations** students are required to prepare their answers in a supervised classroom and are not allowed to consult external materials except those explicitly specified by the instructor prior to the exam;
- In **open book examinations** students are required to prepare their answers in a supervised classroom and are allowed to consult any materials of their choice;
- In **take-home examinations** students do not need to be present in a classroom during the time of preparing their answers.
- In **restricted examinations**, students may not keep or disseminate examination questions after the end of examination.

Examinations may be conducted in writing or orally. In case of written examinations (with the exception of take-home examinations), students must be physically present in the classroom. In case of oral examinations, student's presence is required as a rule, but in exceptional circumstances, the head of the department/school/program or the head of the examination committee may allow for the exam to be conducted remotely through a video connection.

### 4.1.3 Anti-plagiarism software

University Faculty may use anti-plagiarism software to check the originality and authenticity of theses, dissertations, exam papers and other written assignments. Students acknowledge this in the process of their enrolment and matriculation, as well as the fact that their work will be stored in the anti-plagiarism software database.

#### **4.1.4 Grading**

Examinations and coursework are graded in accordance with the University Grading Scheme (Annex 3).

Semester/module and cumulative grade point averages (GPA) are calculated by weighing grade points by the corresponding credit numbers. The thesis grade counts toward the GPA by using the same formula, that is, it is weighed by the credit number assigned to the thesis.

Grading should be completed and communicated to the SRO within one month of the examination or assignment deadline.

The overall grade for the course is based on requirements specified in the course syllabi.

#### **4.1.5 Feedback**

The students are entitled to receive reasonable and timely feedback on their performance in course work and exams. The type of, and deadlines for feedback for different forms of performance are specified in the Program Specifications.

#### **4.1.6 Retakes**

Students who fail to achieve the minimum pass grade during an examination or for course work are allowed one retake in case of mandatory exams or courses. In case of electives, the Program Specifications regulate the possibility of a retake. The form of retakes should be the same as, or similar to, the form of the original examination/assessment.

If more than one examination or assignment is failed during a given academic course, granting a retake is at the discretion of the head of department. In granting a retake, the size and the significance of the failed courses as well as the severity and the circumstances of the failure should be taken into account.

A satisfactory retake means the demonstration of a passing performance. The maximum grade allocated in a retake assessment is "RP" (2.33 grade points). Doctoral programs may define a higher minimum passing grade for the comprehensive exam retake in their doctoral regulations.

Only one retake is allowed for any given course. A retake failure means failing the course.

If a student fails the retake of a mandatory course, his or her enrolment should be terminated, since the student will not be able to fulfil the degree requirements without the course in question.

#### **4.1.7 Retention of examinations and graded assignments**

The Departments and Schools should keep examinations and other submitted coursework on file for the minimum of one year. During this period, students have a right to inspect their own examinations and other submitted coursework.

### **4.2 Theses and dissertations**

All University degrees require submission of a written master's thesis or doctoral dissertation, unless specified otherwise in the relevant Program Specification.

All master's theses are examined by examiners appointed by the head of department within two months of their submission. Theses can be defended according to the Final Examination provisions (see section 4.4 on the Final Examination). The minimum passing grade for a master's thesis is C+ (2.33 grade points).

Doctoral dissertations are defended in accordance with the University's Doctoral Regulations and doctoral regulations of the respective program.

Every program should specify policies concerning re-submission or late submission of theses and dissertations.

#### **4.2.1 Electronic Theses Database**

For fulfilment of graduate degree requirements, theses and dissertations must also be submitted in electronic format utilizing the Electronic Theses and Dissertations (ETD) Guide. Theses and dissertations stored in the ETD collection will be made available on the Web through the Library catalogue in full compliance with pertinent copyright laws. Information about ETD publishing is available in the CEU Thesis Writing and ETD Submission Guidelines<sup>1</sup> (<https://www.ceu.edu/documents>).

#### **4.2.2 Restrictions regarding the electronic availability of master's theses and doctoral dissertations**

The University may - as an exception - decide not to publish in electronic form a master's thesis or a doctoral dissertation for a period not exceeding two academic years - or not to publish such thesis in integral, rather in a redacted form, if

- (1) there are well documented and convincing reasons to believe that such publication would actually or potentially result in threatening the life, health or well-being of the author or another individual, or
- (2) if the author proves to the satisfaction of the Provost that publishing the master's thesis or the doctoral dissertation in electronic form by the University would prevent its publication with a leading academic publisher.

Redaction shall be preferred in the first of the above two cases over non-publication. The author of the thesis or dissertation shall submit a written application for non-publication or redaction to the Provost, setting out reasons for the above. The Provost shall decide on the question of the (non-)publication/redaction based on a written recommendation of the thesis supervisor and of the doctoral committee in case of doctoral dissertations.

Restricting electronic publication of a doctoral dissertation in excess of two years is not possible, in case of a master's thesis it must be approved by the Senate and such decision may be based only on proof that the threats initially leading the Provost to decide on restricting the publication have materialized or are continuing.<sup>2</sup>

### **4.3 Credit points**

Students are awarded credits for successfully completed credit-bearing courses. University records both the credits based on the number of contact hours ("the US credits") and credits based on students' workload (the European Credit Transfer System (ECTS) credits). The policy on converting US to ECTS credits is provided in Annex 1.

Credit points for a course are awarded if the overall grade is C+ (grade point 2.33) or above.

Failing to meet attendance or other course requirements will result in the "AF" (administrative failure) grade which does not allow awarding credits for the given course and contributes to the GPA with 0.00.

---

1 This requirement was introduced in the Student Rights and Regulations in September 2007.

2 Amendment of October 2009, following Senate decision on the restrictions regarding electronic availability.



Credits are also awarded for thesis and dissertation projects in case of successful examination of a thesis or dissertation.

No credit points are assigned for the final examination.

#### **4.3.1 Transfer of credits**

Course credits may also be transferred in accordance with the CEU Credit Transfer Regulations (Annex 2).

#### **4.3.2 Double-counting of credits**

Double-counting of credits means awarding credit for same courses in different degree programs. At CEU, double-counting of credits is only possible for certain degree programs at the Department of Economics and Business, specifically MS in Business Analytics, MS in Finance, and MS in Technology Management and Innovation for required courses only. Students pursuing two of these degrees, either concurrently or in succession, may qualify for double-counting of a maximum of 15 CEU credits to meet the requirements of both degrees. Double-counting of credits should be approved by the Head of the Department of Economics and Business and the Provost. The credits of the first degree must have been earned not more than four years prior to the year of enrolment into the second CEU degree.

Concurrent enrolment in two full-time degree programs is not possible. In case of concurrent enrolment in two degree programs, of which one is part-time and one is full-time, students should be allowed extra study time (one to two terms) to complete their coursework. Students enrolled in two part-time programs may also choose to avail themselves of extra study time if desired.

### **4.4 Final examination**

The final examination assesses the knowledge, skills, and abilities requisite to the award of the degree, as well as the ability to apply these knowledge, skills and abilities in practice.

The final examination is mandatory for those University's master's programs and further specialisation programs that are accredited in Hungary.

#### **4.4.1 Form and period of final examination**

The form of the final examination is specified in the Program Specifications. Normally, the Student shall defend his or her thesis before the Final Examination Board, and answer questions concerning specific topics related to the thesis.

Students are allowed to take the final examination only if they have satisfactorily completed the coursework and submitted a written thesis.

The final examination shall be taken in the final examination period determined by the department.

Final examination requirements, including assessment criteria, shall be announced by the end of the term preceding the final examination.

#### **4.4.2 Final Examination Board**

The final examination is taken before a Final Examination Board.

The Final Examination Board consists of a chair and at least two other members. At least one member of the Final Examination Board shall be a senior faculty member, and at least one of its members shall

have no employment relationship with the University. The chair and members of the Final Examination Board will be appointed by the head of department.

After members of the Board assess the student's performance, the Board retires to establish the grade by voting, if necessary. In case of a tied vote, the chairperson has a casting vote.

Final examinations shall be documented in the form of records which, upon signature by the chair and the other members of the board, will be filed with the Student Record Office.

#### **4.4.3 Final Examination Results**

Final examination results shall be calculated on the basis of grades obtained during the final examination plus the grades obtained for the thesis, in conformity with the degree requirements and the curriculum.

#### **4.4.4 Retake of Final Examination**

The final examination may be taken after the end of student registration period, with no deadline specified, in accordance with the prevailing program requirements.

Students failing the final examination have the right to retake it once.

The final examination may be retaken during the next final examination period or during an extra final examination period. At the request of the candidate, a retake of the final examination may be approved by the head of department in the same period as the first attempt.

### **4.5 Mitigating circumstances**

Unforeseen personal circumstances (such as a medical or family emergency or an accident) may prevent a student from fulfilling course or program requirements.

In such cases, the student should inform the head of department at the earliest opportunity as soon as the adverse circumstances become known. The student should provide an explanation of the personal circumstance, enclose relevant evidence (e.g. medical or police report), and explain how his or her academic activities and performance are affected by these circumstances.

The head of department shall make a reasoned decision on mitigation (e.g. rescheduling examination or assignment deadline, waving the penalty for late submission, substituting course requirements etc.) through a fair process that respects the student's privacy and the academic integrity of the program.

## **5 Leave of absence**

Requests for a leave of absence can be made only after the successful completion of the first semester of studies with the exception of personal circumstances. In case of personal circumstances (illness, childbirth, accident.) that do not permit the student to study, she may request a leave of absence at any time after registering for a degree program, i.e. before the completion of the first semester of studies. For master's students, all requests for the leave of absence should be forwarded to the head of department. The department head makes a decision based on the student's circumstances and the nature of the program. If the request is approved, the head of department notifies the Students Record Office, which changes the student's status to 'leave of absence'.

In the exceptional case that a student announces that he/she does not intend to study in the next semester, or fails to register for courses, then his/her student status shall be automatically suspended

(i.e. leave of absence in the academic records system) for a maximum of two semesters. The Student Records Office will communicate this change to the department after the end of the add/drop period.

Doctoral students should consult the Doctoral Regulations for the rules concerning the application for a leave of absence (under the category of 'withdrawing from the program').

The student may request a leave of absence on several occasions. However, the maximum total duration of all leaves of absence (granted to a student in one or several instances) for both masters and doctoral students is two academic years<sup>3</sup> (i.e. four semesters). If the student has exhausted the maximum leave of absence period and does not re-enroll, his/her enrolment shall be terminated.

## **6 Unsatisfactory record, unsatisfactory conduct and discipline**

### **6.1 Disciplinary and Grievance Committees**

The Disciplinary and Grievance Committees enforce the regulations of the University concerning matters of discipline and ethical conduct, as regulated by the university's Code of Ethics. The rules of the present section shall be interpreted in accordance with the Code of Ethics. Should there be incoherence between the provisions of the present Policy and the Code of Ethics, the code of Ethics shall prevail.

### **6.2 Regular attendance**

More than a week of unjustified absence – meaning absence without notice, or absence without approval – noted by an instructor and the department or program head, may result in the immediate suspension of financial aid. The decision is made by the department or program head. Normal courses of appeal are applicable to this case as well.

### **6.3 Termination of studies due to unsatisfactory record**

The termination of student status for Doctoral Students is regulated in the Doctoral Regulations. What follows applies to other Students.

The head of department may decide to terminate the student status of students whose academic record falls below the academic standards set up by this Policy, other applicable policies or the relevant Program Specifications.

The head of department should immediately notify students and the Student Record Office about the decision to terminate the student status and give the reason for this decision. A Student has the right to appeal such a decision to the Provost within two weeks of being informed. The request should contain appropriate grounds for the appeal, such as procedural mistakes or unfair treatment, and should specify the expected outcome of the appeal. If the appeal is upheld, the student will be permitted to continue his or her studies, which may be subject to specific academic conditions which, if not fulfilled by the date specified, will result in the automatic termination of the student status. The student's status remains enrolled until the final outcome of the appeal is determined.

---

<sup>3</sup> As in the rest of CEU's "Student Rights, Rules and Academic Regulations" document, the above policy change understands two semesters to be equivalent to one academic year following Hungarian Higher Education regulations.

## **6.4 Academic misconduct**

### **6.4.1 Types of academic misconduct**

The types of academic misconduct are listed in Annex 4 of the Code of Ethics.

### **6.4.2 Guidelines on handling cases of plagiarism**

Plagiarism in written assignments is evaluated by the Departmental Committee on Academic Dishonesty, according to the Central European University's Policy on Plagiarism (available at [www.ceu.edu/documents](http://www.ceu.edu/documents))

## **7 General complaints**

Students have the right to lodge formal complaints on issues that they deem to fall under the authority of this document. Students are encouraged and expected to find less formal ways of redressing alleged wrongdoing, noncompliance with University rules or other offensive acts. Ideally, students should first discuss the problem with officials in a supervisory position (e.g. Head of Department or Program Director, Dean of Students, Provost/ Pro- Rector).

Formal written complaints should be addressed to the head of Department, to any member of the Disciplinary Committee, the Provost or the Rector.

## **8 Student records**

Students registered at the University have the right to review their educational records. This ordinarily includes admissions material, electronic transcripts, examinations and other information on individual academic progress, plus notes on disciplinary action, or written complaints and the official correspondence relating to these fields. A student who wishes to examine these records should make the request in writing at the relevant office, indicating which records are to be examined. If students wish to obtain photocopies of any part of their records, they must turn to the responsible person. Student records are to be kept in confidential files and may be consulted only by official persons with proper authorization. To protect confidentiality, students must show a valid ID card and / or passport to obtain their records.

## **9 Electronic transcripts**

The University uses electronic grade books (hereinafter transcripts). The keeping of transcripts is subject to the regulations below.

### **9.1 Transcripts shall contain the following data:**

- a) student's identification data (name, name at birth, place and date of birth, mother's name at birth);
- b) name of the University, location, institutional ID number;
- c) enrolment particulars, student identity number (and FIR number, when appropriate);
- d) name of the department, name of the program;
- e) courses (units of the curriculum) taken in the course of study, listed by academic term along with the assigned credits, as well as grading information;

- f) confirmation of the completion of the course-requirements (absolutorium);
- g) information about the thesis or dissertation, as well as verification of its completion;
- h) confirmation of fulfilling the language requirements;
- i) information on the final examination;
- j) distinction or qualification of the diploma or degree certificate;
- k) relevant decisions about the course of the study;
- l) confirmation of studies completed at other institution of higher education;
- m) record of transfer credits of previous studies;
- n) serial number of the document.

## **9.2 Rights regarding transcripts, and the regulations of entering records in transcripts and the UIS**

Only personnel who are authorized to enter records in transcripts as per points 9.2.1-9.2.5 below shall do so, and in that capacity only. Corrections to transcripts shall only be performed by personnel who are authorized to make such entries. Both records and corrections shall be tracked and verified through the personal login of authorized personnel.

### **9.2.1 Student rights:**

- a) Students shall not enter records in their transcript.
- b) Students shall view their transcript at any time during their enrolment by means of their personal code.

### **9.2.2 Teaching staff rights:**

- a) Teaching staff members are authorized to enter grades in the UIS.
- b) Teaching staff members may check the grades in transcripts, and in case of administrative errors, they can initiate correction with the departmental coordinator or with SRO.

### **9.2.3 Departmental coordinator rights:**

- a) Departmental coordinators are authorized to enter grades in the UIS. In this capacity, they shall make records in transcripts about the satisfactory completion of the requirements of any course/academic unit by the students who are registered for them.
- b) Departmental coordinators may check the records of the courses in their scope of responsibility, and may propose to the SRO to revise any grade in them in case of administrative errors.

### **9.2.4 SRO rights:**

- a) The acts of students' admission to and enrollment at the University as well as keeping record of their personal data are carried out by data transfer from the admissions database to the UIS . Upon arrival at the University Students confirm in writing their previously provided data by completing their online-matriculation form and confirm the data transfer in writing. The admission and authentic record of students' personal data and any change to such data shall be tracked and verified through the login of

the Rector or the Head of SRO in line with the OOR of the University.

b) After the end of an academic term, the number of credits registered for and earned by students, and the GPA (Grade Point Average) is automatically recorded in their transcript as per the result of the automatic GPA calculation function of the system. The authenticity of data and any change to them shall be tracked and verified through the login of the head of the SRO in line with the OOR of the University

c) After the grade submission deadline of the last semester has passed students' grades and credits are checked by the SRO. When all the necessary credit and grade requirements are successfully fulfilled the Rector or the Head of SRO in line with the OOR of the University acknowledges that by changing the students' status to Graduated in the UIS. Upon changing the students' status to Graduated a log is created in the database. The log contains the exact date and time of the transfer and the name of the person who carries out the transfer.

#### **9.2.5 UIS operator rights:**

a) UIS operators are not authorized to enter records in transcripts.

b) In special cases – exclusively at the Provost's justified written request – UIS operators may also make records in transcripts. This must be documented, and a certified copy shall be made of the state preceding the change, as well as the student or the group of students concerned shall be notified.

### **9.3 Notification of registration for courses**

Within a week of the end of any course registration period, students receive information via email on how to check their registration data. Within five days of the receipt of the notification, students can contact SRO regarding any discrepancy in the records. SRO has to address the matter within five days; if required, the registration data have to be modified, if there is no discrepancy, the student should be notified accordingly.

### **9.4 Notification on grades**

Students receive a signed printout of their grades at the end of each semester, within six working days of the submission of grades. This serves as notification of their grades.

Students can check their grades in their electronic transcript at any time. Within 14 days of receiving grades, students can contact their departmental coordinator or SRO for any observed administrative error. The entry based on administrative error shall be corrected if the complaint proves justified. Requests of this nature need to be addressed within 14 days. SRO has to address the matter within five days; if required, the registration data have to be modified, if there is no discrepancy, the student should be notified accordingly.

### **9.5 Issuing transcripts in printed form**

In justified cases, students may request a certified copy of the records of their transcript. It shall then be issued free of charge once a term by the University, and at a particular fee for any further copy in that term. The printed document shall contain full information about all studies at the same level at the University. Students may use interim transcripts to prove their participation in a program or the completion of a particular course.

If a student continues his or her study at another institution of higher education by transfer, the

University shall record the termination date of the student status in the transcript, and shall officially transfer the transcript to the receiving institution within fifteen days of the termination of the student status.

At the termination of a student's student status for any reason – thus also when (s)he leaves the university – (s)he shall be issued his or her transcript in printed form in a way that its numbered pages are attached together inseparably, authenticated with the university stamp and the signature of the Rector or the Head of SRO in line with the OOR of the University thereon. Within 14 days of receiving the printed version of the transcript students can contact their departmental coordinator or SRO for any observed administrative error. SRO has to address the matter within five days; if required, the registration data have to be modified, if there is no discrepancy, the student should be notified accordingly. Printed transcripts shall contain full data and all records constituting the legal content of transcripts. In case of parallel study on more than one program at the institution, the transcript shall only be issued upon the completion of the program ending at a later time.

Signed by *CEU President and Rector Michael Ignatieff*.

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

## **Annex 1. CEU credit to ECTS conversion policy**

### **1. General:**

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.

When necessary, CEU credits are to be converted to ECTS using a conversion rate of 1 CEU credit equals 2 ECTS. This rate is the result of the following considerations:

- a. in ECTS, one academic year is equivalent to 60 ECTS credits (for example, students in a two-year MA are to complete 120 credits).
- b. Majority of CEU's one-year MA programs that have been registered in the US have a taught component of 30-32 credits.
- c. Some programs have different credit requirements and therefore, a credit conversion rate may differ
- d. Credits earned outside of classroom (e.g. comprehensive exam, thesis etc), are calculated 1 CEU credit equals 2 ECTS.

### **2. Exceptions:**

While the 1 US credit = 2 ECTS credit conversion ratio should be used when possible, due to the different credit calculations in the US and the EU and the different nature of courses, (research, seminars, individual supervision, field work, etc.), exceptions can be granted by the Provost. To facilitate this, the head of the department requesting the exception should send a formal request to the Provost, who will decide on the matter.

### **3. Access to ECTS credit list**

The Student Records Office records the US/ECTS equivalency ratio for each program into its Infosys System.



## Annex 2. CEU Credit Transfer Policy

Transfer of academic credits is the transfer of credits earned as a visiting or non-degree student at CEU or at another recognized university or institution of higher education. In general, students studying for a degree at CEU may apply for a transfer of up to 8 US credits (16 ECTS credits) (in cases of master's programs at the Department of Legal Studies up to six) non-degree credits<sup>4</sup> towards a CEU degree. In the case of students enrolled in two-year master's programs and doctoral programs, students can request a transfer of up to 15 US credits (30 ECTS credits), the equivalent of a semester's worth of academic work in a European University. This limit may be modified by special cooperation agreements between CEU and other universities. In Erasmus programs, credits earned at the partner institutions are transferred as described in the respective cooperation agreement. In this case, students should consult the Erasmus coordinator and their department prior to their departure for the completion of the relevant learning agreement document. All transfer of credit requests are subject to the approval of the Provost upon a recommendation by the Head of the relevant department.

### Transfer of credit is subject to the following criteria:

- 1) *The credits must have been earned not more than six years prior to the year when the CEU degree will be conferred*
- 2) *The credits must have been granted by a regionally accredited US institution or a recognized university listed by the International Association of Universities and/or European University Association<sup>5</sup>*
- 3) *The student must have earned a grade of B (C or D in ECTS grading system) or a "pass" grade if the course has been taken for pass/fail*
- 4) *The course must be at a graduate level (i.e. part of registered the curriculum of a graduate (master's /doctoral) level program)*
- 5) *Credits can be transferred for a course that is deemed relevant to the degree program towards which the credits will be applied*
- 6) *If earned from an institution other than CEU, the credits must not have been used to satisfy the requirements for any other degree, except multiple degrees within EU programs*
- 7) *Courses delivered in distance education, accelerated or standard modes of delivery can be considered for credit transfer*
- 8) *Credits earned in non-degree programs (e.g. summer schools) may be considered for credit transfer if they meet the **additional** conditions outlined in the next section.*

### Transfer of non-degree credits

A maximum of 2 US credits (4 ECTS credits) for one-year master's programs and 4 US credits (8 ECTS credits) for two-year master's and doctoral programs can be transferred to a CEU degree from non-degree programs (e.g. summer schools) if they meet the following **additional** conditions:

- 1) *The credits fall within the maximum overall transfer credit limit stipulated in this policy*
- 2) *The credits are not used to satisfy mandatory degree requirements*

---

<sup>4</sup> Credits must not have been used to satisfy degree requirements for any other degree.

<sup>5</sup> <http://www.iau-aiu.net/content/members>, <http://www.eua.be/about/members-directory>

- 3) *The number of classroom hours per credit is in line with the CEU credit hour assignment policy (1 credit = 600 minutes<sup>6</sup>). With the approval of the Head of the department, missing classroom hours may be supplemented by supervised independent study equivalent to no more than 0.5 credits*
- 4) *Course learning outcomes are equivalent to a comparable CEU course and assessment of learning outcomes is of equivalent rigor. This should be confirmed by the Head of the relevant department in a recommendation letter submitted to the Provost (see the section on Application Procedure).*

### **Exemptions**

In exceptional and justifiable cases individual departments may establish additional criteria for the transfer of doctoral level credit, subject to approval of the departmental doctoral committee. Such criteria must be announced on the departmental website. In addition, it is at the discretion of the Provost to consider requests for exception to the above policy based on the recommendation of the Head of the department (for example, a department could request that a student in an one-year master's program be granted more than eight transfer credits).

### **Application Procedure**

- Applications for transfer of academic credit must be submitted to the Student Records Office before the beginning of the registration period.
- Applicants are encouraged to contact the department coordinator/ department head to determine which of their previous studies and other learning experiences are likely to be relevant
- If seeking credit transfer from another educational institution, an original, official transcript (or official certified copy) needs to be attached, showing the courses and grades achieved.
- A course outline published by the other educational institution also needs to be attached.
- Applicants are responsible for providing all relevant documentation, for example, an official transcript of results, copy of the course structure and outline or syllabus of the course.
- Undocumented applications for academic credit will not be considered.
- All transfer of credit requests are subject to the approval the Provost upon a recommendation by the Head of the relevant department.
- Applicants for academic credit transfer may be required to attend an interview or to undergo additional assessment as the department Head may determine.

The *Application for Transfer of Credit* form can be downloaded from <https://documents.ceu.edu/> and <https://sro.ceu.edu/Credit Transfer/>

### **Notification**

Applicants are notified in writing by the Student Records Office about the outcome of their credit transfer application within 15 working days.

### **European Credit Transfer System (ECTS)**

CEU acknowledges the importance of ECTS for the transfer of credits within the European Higher Education area and will follow closely the progress and the implementation of the European Credit Transfer System. Please consult the CEU Credit to ECTS Conversion Policy.

---

<sup>6</sup> 700 minutes in case of Department of Legal Studies

**CENTRAL EUROPEAN UNIVERSITY**

**Application for Transfer of Credit**

**Important considerations. Please read carefully!**

- Before applying for credit transfer, please read carefully the CEU *Transfer of Credit Policy* available on the CEU document repository at <https://documents.ceu.edu/>.
- Contact your department prior to submitting the application to determine which of your previous studies and other learning experiences are likely to be relevant.
- If you seek to transfer credit from another educational institution, attach an original, official transcript (or official certified copy), showing the courses and grades achieved.
- Also attach a course outline published by the other educational institution. Remember, we welcome as much detail as you can provide to help us evaluate your request.
- You will be notified in writing by the Student Records Office about the results of your transfer of credit request. It takes one to two weeks to process your application. Thanks—and best wishes for success.

**Student Information**

• Mr. \_\_\_\_\_  
• Ms. \_\_\_\_\_

  Last name  First  Middle initial

Department \_\_\_\_\_ Degree Program \_\_\_\_\_ Academic Year \_\_\_\_\_

**Course-Related Information**

Transfer Institution Name: \_\_\_\_\_

Department	Transfer Course Title	Grade	Credits (ECTS)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student's Signature \_\_\_\_\_  
Date: \_\_\_\_\_  
(dd/mm/yy)

*Application for Transfer of Credit – Please Turn Over*

**Office Use Only:**

Please review this request and the attached material to make specific transfer credit recommendations. Please use the space below for your recommendations and comments.

**Mandatory: please indicate if the grade(s) of the transferred courses should be included in the student's GPA.**

---

---

---

I recommend    •approval        •denial Head of Department signature \_\_\_\_\_

I recommend    •approval        •denial Provost/Pro-Rector signature \_\_\_\_\_

### Annex 3. CEU Grading Scheme

Annex 3				3. számú melléklet:			
CEU Grading System				Translation in the Hungarian system - Magyar rendszerben való megfeleltetés			
Grade	Name	Point	Credit	Osztályzat	Elnevezés	Pontszám	Kredit
A	Outstanding	4	yes	A	Jeles	4	igen
A-	Excellent	3.67	yes	A-	Jeles	3.67	igen
B+	Good	3.33	yes	B+	Jó	3.33	igen
B	Fair	3	yes	B	Közepes	3	igen
B-	Satisfactory	2.67	yes	B-	Elégséges	2.67	igen
C+	Minimum Pass	2.33	yes	C+	Elégséges	2.33	igen
F	Fail	0	no	F	Elégtelen	0	nem

Distinctions of US diplomas	
A diploma minősítése az amerikai rendszer szerint	
Grade point average – Átlag	Distinction of the US diploma – Az amerikai diploma minősítése
3.67 - 4.00	with Distinction
3.33 - 3.66	with Merit
2.66 - 3.32	pass (no distinction is sated on the document)

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

SPECIAL GRADES				
Grade	Name	Point	Credit	Description
P	Pass		yes	Pass/Fail grading option which represents C+ or better. The official grade record is P, no equivalent letter grade will be released.
F	Fail		no	Pass/Fail grading option which represents C or worse. The official grade record is F.
RP	Retake	2.33	yes	Retake examinations can be provided upon the authorization of the head of department or program to those students who have failed a course, except for their final examination. Retake examination is graded on an RP/FL basis, where RP constitutes a grade worth the minimum passing grade C+ with 2.33 points for the course.
EX	Exemption	dept	dept.	Exemption based on equivalent qualifications or experience. Eligibility is to be determined by the appropriate department or program

IN	Incomplete	0	no	Incomplete may be assigned to a student who has not completed all course requirements within the prescribed amount of time by circumstances beyond the student's control. Regarded as F if the course work is not completed within six weeks after the start of the next term.
AF	Administrative Fail	0	no	Assigned for failure to either drop or complete course
<b>KÜLÖN OSZTÁLYZATOK</b>				
Osztályzat	Elnevezés	Pontszám	Kredit	Leírás
P	Megfelelt		igen	Megfelelt/nem felelt meg vizsgaeredménnyel záruló vizsgán adható. Legalább C+ érdemjegynek megfelelő osztályzási opció. Az osztályzat hivatalos betűjele "P", más ennek megfelelő betűjel nem alkalmazható.
F	Nem felelt meg		nem	Megfelelt/nem felelt meg vizsgaeredménnyel záruló vizsgán adható. A minimális érdemjegy (C+) alatti teljesítménynek megfelelő osztályzási opció. Az osztályzat hivatalos betűjele "F".
RP	Utóvizsga		igen	Azon hallgatóknak, akik nem felelnek meg egy tantárgyból, jogukban áll egy utóvizsgát tenni. Az utóvizsga osztályzása RP/FL betűjelekkel történik, ahol az RP a C+ érdemjegynek megfelelő elégséges vizsgateljesítményt jelenti, amely az adott félévben 2,33 pontot ér.
EX	Felmentés	tanszék	tanszék	Felmentés megfelelő végzettség vagy tapasztalat alapján adható. A jogosultságot az adott tanszék vagy program határozza meg.
IN	Befejezetlen	0	nem	Befejezetlen minősítést kaphat az a hallgató, aki nem teljesítette az adott tantárgy összes követelményét mertrajta kívül álló okok

				megakadályoztak abban, hogy a félévet az előírt időszak alatt befejezze. "F"-nek minősülő osztályzat, amennyiben a hallgató a félévet a következő félév megkezdésétől számított hat héten belül nem fejezi be.
AF	Adminisztratív nem megfelelés	0	nem	Ilyen minősítést kaphat az a hallgató, aki a tantárgyról nem jelentkezett ki, és a félévet nem fejezte be.

<b>GRADES NEITHER INCLUDED IN THE GPA NOR CARRYING CREDIT</b>		
Grade	Name	Description
AU	Audit	Audit, no credit earned
W	Withdraw	Assigned for unsatisfactory attendance or withdrawal from a course
IP	In progress	Assigned if the student received permission for late submission of work for the course. Changes to F if the final course work is not completed by the deadline.
CNT	Continued	Continuing course or thesis (for courses that last more than one semester)
	Grade not available	Student is currently enrolled for the course or final grade is not submitted yet
<b>A TANULMÁNYI ÁTLAGBA BE NEM SZÁMÍTÓ ÉS KREDITPONTTAL NEM JÁRÓ OSZTÁLYZATOK</b>		



Osztályzat	Elnevezés	Leírás
AU	Kurzuslátogatás	Kurzuslátogatás, kreditpontot nem szerzett.
W	Elmaradt	Elégtelen részvétel vagy a látogatott tantárgy elhagyása esetén alkalmazható.
IP	Folyamatban	Abban az esetben, ha a hallgató engedélyt kap, hogy a tantárggyal kapcsolatos követelményeket meghosszabított határidővel teljesítse. 'F'-re változik, ha a követelményeket a hallgató adott határidőig nem teljesíti.
CNT	Folytatás	Folytatás következik
	Osztályzat nem áll rendelkezésre	A hallgató jelenleg is végzi a félévet, vagy a végső osztályzatot még nem kapta meg.

GRADE POSTFIXES		in GPA	Credit	Description
R	Repeated Course	Yes	yes	Entire course is repeated upon department's permission. Only the most recent grade point and credit are included in the cumulative GPA and cumulative credits respectively.

N	Non-Degree Credit	no	no	Credits do not count toward degree
G	Degree Credit	no	yes	Counts as a degree credit but is not in the cumulative GPA
T	Transfer Credit	dept.	yes	Courses passed with C+ or better at another accredited institution may be accepted for credit towards degree requirements at CEU, upon the approval of the department concerned.
<b>OSZTÁLYZAT POSTFIX</b>		<b>Súlyozott tanulmányi átlagban</b>	<b>Kredit</b>	<b>Leírás</b>
R	Tantárgyismétlés	igen	igen	Egész tantárgy ismétlés. A súlyozott tanulmányi átlag csak a legutóbbi jegyet tartalmazza; az összesített kreditszám csak a legutóbbi kredit értéket tartalmazza.
N	Diplomához nem szükséges kredit	nem	nem	Olyan kreditpont, mely nem szükséges a diploma megszerzéséhez
G	Diplomához szükséges kredit	nem	igen	A diplomához szükséges kreditpontnak számít, de nem számít bele az összesített tanulmányi átlagba.
T	Transzfer kredit	tanszék	igen	Az egy másik akkreditált intézményben legalább C+ érdemjeggyel végzett kurzusok – az érintett tanszék döntése alapján – elfogadhatók az egyetemi diplomához szükséges követelmények teljesítéséhez

ECTS GRADING SCALE				ECTS ÉRDEMJEJYEK			
Grade	Students**	Definition	At CEU	Osztályzat	Hallgatók**	Leírás	CEU érdemjegy
A	10%	Outstanding performance with minor errors	A	A	10%	kitűnő teljesítmény apró hibákkal	A
B	25%	Above the average standard but with some errors	A-/B+	B	25%	átlagon felüli teljesítmény, egy-két hibával	A-/B+
C	30%	Generally sound work with a number of notable Errors	B+/B	C	30%	alapvetően jó munka, több jelentős hibával	B+/B
D	25%	Fair but with significant shortcomings	B/B-	D	25%	kielégítő, de jelentős hiányosságai vannak	B/B-
E	10%	Performance meets the minimum criteria	C+	E	10%	a teljesítmény kielégíti a minimális követelményeket	C+
FX	-	Some more work required before the credit can be awarded	INC	FX	-	bizonyos korrekcióra még szükség van a kredit eléréséhez	INC
F	-	Considerable further work is required	F	F	-	jelentős mennyiségű további munka szükséges	F
** Percentage of successful students normally achieving the grade				** Az érdemjegyet általában elérő hallgatók százalékaránya.			

<b>Document information</b>	
<b>Type</b>	Policy
<b>Number</b>	P-1105-2 v1806
<b>Title</b>	<b>Student Rights, Rules, and Academic Regulations</b>
<b>Distribution</b>	Internal
<b>Filename</b>	P-1105-2 v 1806 Student Rights, Rules and Academic Regulations
<b>Notes</b>	
<b>Related documents</b>	Financial aid policy SRO Manual Organisational and Operational Rules CEU Code of Ethics
<b>For final documents</b>	
<b>Approved by:</b>	Senate
<b>Date of approval</b>	13 May 2011 amended 27 June 2012, further amended 23 November 2012, May 5, 2014, November 30, 2014, March 20, 2015, May 27, 2016 December 1, 2017 and June 8, 2018
<b>Enters force</b>	August 1, 2016