
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 Curriculum and Academic Quality Assurance Committee (SeCur) 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. The procedure 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 Michael Ignatieff*.

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.
2. Names of specializations and/or tracks (see Annex 5).
3. Program format, if different from the standard full-time (e.g. part-time, weekend).
4. Host academic unit.
5. Proposed start date.
6. Background justifying the need for the program with reference to previous programs, CEU mission and strategic goals (as defined in the CEU Strategic Plan), other CEU programs, as well as wider societal and academic goals, including existing demand for such a program.
7. Brief description of the program as it will appear on the website/university catalogue/program handbook.
8. Program aims and learning outcomes.
9. 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 (%).
10. Proposed structure of the program with main blocks or modules (e.g. “thesis research”), their duration and number of credits awarded and the division between mandatory and elective components. Syllabi of individual courses do not need to be provided at this point.
11. Faculty who will be involved in delivering the program (simple list, no CVs need to be provided).
12. Additional faculty needs, if relevant.
13. Requested number of financial aid packages, if relevant.
14. Other resources necessary to run the program (space, library, IT etc.)
15. 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 (for joint programs, a home unit for administrative and student-related processes);
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/registration information with dates of accreditation/registration (NYSED - mandatory; Hungarian Accreditation Commission, 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 understandings, skills or competencies after graduation;
11. Eligibility requirements for admissions to the program;
12. The structure of the program including:
 - Major modules (e.g. Introductory module; research methods training, thesis writing period) and their length and number of credits;
 - Mandatory, mandatory elective (if applicable), 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 and course code
2. Lecturer or Instructor
3. No. of credits (CEU/ECTS). The credits should be calculated based on the CEU/ECTS Conversion Scheme included in the Students Rights, Rules, and Academic Regulations.
4. Academic year and term (fall/winter/spring).
5. Course level (masters or doctoral; for two-year masters programs the year can be defined).
6. Relationship with other courses (e.g. prerequisites for taking the course).
7. Course type (Mandatory, Mandatory Elective, or Elective).
8. Background and the overall aim of the course. These can relate to the program objectives or learning outcomes; CEU strategic goals or wider issues.
9. 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.
10. 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.
11. 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 be awarded for class participation. Clear grading criteria should be included for all types of assessment.
12. 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 a 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

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. Tracks, Specializations, and Advanced Certificates

Degree programs at CEU can have tracks and/or specializations. Tracks and specializations should be registered with NYSED as part of the program curriculum, and are displayed on the student transcript.

Additionally, CEU students have an opportunity to complete one or more non-degree Advanced certificate program(s) in the course of their studies. Advanced certificate programs should be registered with NYSED as separate non-degree programs. Graduates successfully completing an advanced certificate program will receive a certificate along with their diploma¹.

The following definitions are used at CEU:

Track is an organized pathway within a degree program leading toward program completion². In a degree program organized around tracks, a student must choose one of the available pathways toward a degree.

Specialization is a coherent focus of study within a degree program aimed to provide students with in-depth knowledge in a specific area of expertise leading to potential career and further studies opportunities within that area. As a rule, specializations are optional.

Advanced certificate is a non-degree cross- or inter-disciplinary program that spans across academic units and is open to students from various degree programs³. In line with NYSED regulations, advanced certificates must be based on courses that form part of one or more of registered CEU degree programs. The certificates can involve other activities and additional requirements, those, however, cannot be credit-bearing.

¹ 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.

² In master's programs, tracks may represent an academic or professional path. In the Doctoral School of Political Science, International Relations, and Public Policy, tracks indicate a particular disciplinary focus.

³ Conditions of eligibility may vary depending on the program, see <https://www.ceu.edu/academics/advanced-certificate-programs> for details.

Annex 6. Assignment of Credit Hours

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 CEU departments and schools.

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.

CEU uses US credits for its US-accredited programs and ECTS credits for its programs accredited in Europe.

US credits are calculated using the model accepted during CEU's accreditation by the Middle States Commission on Higher Education and based on authorization from the New York State Education Department. Accordingly, one US credit equals to 600 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. Thus, the total student workload (for class and out of class work combined) is estimated to be approximately 60 hours per one US credit.

ECTS credit values for European accredited programs are assigned using a conversion formula of 1 US credit = 2 ECTS credits. Accordingly, the total student workload (for class and out of class work combined) is estimated to be approximately 30 hours per one ECTS credit.

The duration of a teaching term (fall term and winter term) at CEU is 12 weeks. The duration of the spring term is 10 weeks. Departments and schools which teach courses in the spring term shall make sure that both the classroom time and the amount of out of class work is in line with the credit hour as defined in this policy.

The instructional time for CEU courses is one to two 50-minute sessions. The standard schedule of CEU classes is as follows:

9:00 – 10:40	Morning slot I
11:00 – 12:40	Morning slot II
12:40 – 13:30	Lunch break
13:30 – 15:10	Afternoon slot I
15:30 – 17:10	Afternoon slot II
17:30 – 19:10	Afternoon slot III

4. Types of credit-bearing learning activities

1. For lectures, seminars and laboratory work, credits are assigned according to the rules specified above.
2. For individual consultations and research seminars, credits are assigned according to relevant program accreditation documents 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. Capstone project credits and thesis credits are assigned as described in the relevant program accreditation documents and program handbooks.
4. Credits for special learning activities such as internships, comprehensive exams, prospectus, practica, conference participation, independent study, teaching assistantship and workshops are awarded as described in the relevant accreditation documents and program handbooks.

5. Credit assignment 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 curriculum committee meeting. Re-assignment of credit between different types of learning activities (as described in point 4) shall be done with reference to the program accreditation materials and in consultation with the Academic Secretary. Special procedures apply for university-wide courses.

6. Assessment

Periodic reviews of credit allocation 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 unit or a program curriculum committee should review all new course offerings. The supporting documentation is kept on record at the departments or schools. Special procedures apply for university-wide courses.

New programs are approved by the Senate, in line with the procedure described in this policy. Records are kept at the Office of the Academic Secretary.

Credits are recorded in the student records management system SITS. The time, place and other basic course information is also available in the same database and on the departmental websites. More detailed information about all CEU courses is available on the Course Hub page at:

<https://courses.ceu.edu/search/course>.

Academic calendars are maintained by the Office of the Academic Secretary and posted on the CEU website at <https://www.ceu.edu/calendar>.

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