
Admissions Policy and Procedures of Central European University

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1. PREAMBLE

This Admissions Policy and Procedures shall apply to the candidates applying to the programs of Central European University, New York (“CEU NY”) and Central European University – Private University (“CEU PU”) jointly referred to as CEU or University) and to the employees of CEU responsible for admissions.

1. 1. Admission to CEU

Admission to the University is based on an overall evaluation of the candidate including academic achievement, strength of recommendations, English language competency and general compatibility with the goals of the given program. The University admits candidates who accept its mission and curriculum tuned to that mission. The University admits students based on academic merit.

The University does not discriminate on the basis of – including, but not limited to – race, color, national and ethnic origin, religion, gender or sexual orientation in administering its policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. In the event the University stipulates taking an examination for the assessment of admission applications, special arrangements must be made for disabled applicants in order to take the examination.

The Admissions Policy represents the University’s general policy. Individual programs may establish additional criteria for admission as deemed necessary, including, but not limited to specifying appropriate academic backgrounds and requiring higher minimum language test scores.

1.2. Roles of CEU NY/CEU PU Bodies

1.2.1 The Senate approves this Policy and all modifications thereto. Modifications to additional program requirements of academic units do not require Senate approval and can be found on their respective websites. Academic units can submit requests to modify the additional admissions requirements to the Provost/ Pro-Rector who takes a decision upon consultation with the Vice-President for Enrollment Management and Alumni Relations.

1.2.2. Selection Committees

Each CEU NY/CEU PU academic program will form a selection committee to evaluate candidates for admission at each stage of the selection process. The selection committees will determine which of the applicants that have met the CEU NY/CEU PU eligibility requirements are to be admitted for the following academic year as well as which accepted applicants may defer their offer of admission to a future year. The selection committee will rank eligible applicants on the basis of merit.

1.2.3. CEU NY/CEU PU Admissions Office

The CEU NY/CEU PU Admissions Office, together with the Senior Vice-President for Enrollment Management and Alumni Relations, facilitates this process by maintaining records of all applicants, liaising with each program’s selection committee, relaying decisions made by the selection committees, and arranging English proficiency examinations and other program-specific testing.

The CEU NY/CEU PU Admissions Office is the only office issuing formal letters of acceptance or rejection, including – where applicable – decisions on financial aid. The CEU NY/CEU PU

Admissions Office, in consultation with the academic programs and the Academic Forum, sets external and internal deadlines for the admissions process, within the framework of the Academic Calendar.

2. GENERAL CEU NY/CEU PU ADMISSIONS REQUIREMENTS

CEU NY/CEU PU welcomes applications of students from all over the world who accept its mission and curriculum tuned to that mission. CEU NY/CEU PU admits students based on academic merit. As a private institution of higher education, CEU NY/CEU PU follows the laws in effect and the Admissions Policy adopted by its Senate. The admissions criteria are set up in accordance with internationally recognized standards and tests. Admission to the University is based upon an overall evaluation of the candidate, including academic achievement, strength of recommendations, English language proficiency and general compatibility with the aims of the relevant program.

The following admissions requirements represent the University's general policies. Individual programs may establish additional criteria for admission as deemed necessary, including, but not limited to, specifying appropriate academic backgrounds and requiring higher minimum language test scores.

In exceptional cases, the Provost/ Pro-Rector may grant an exception from some of the general and program-specific admission requirements.

2.1. Eligibility for Admission

2.1.1. BA Eligibility

CEU NY/CEU PU Bachelor's programs accept applications from candidates who have successfully completed their secondary education (high school diploma or equivalent), or provide documentation indicating that they will earn such a degree before enrolment in a CEU Bachelor's program.

2.1.2. MA, MS, MPA and LLM Eligibility

In case of application to a CEU NY/CEU PU program applicants must have a first degree and evidence of professional qualification from a recognized university or institution of higher education, or provide documentation indicating that they will earn such a first degree before enrollment in a CEU NY/CEU PU Master's program. Special procedures may apply in cases of applicants who are refugees or asylum seekers, as detailed in CEU's Policy on Recognition of Qualifications held by Refugees and Asylum-seekers with a legal right to live and study in Hungary.

For its one-year US accredited Master's programs, CEU NY accepts students who have completed four years of undergraduate university study. Applicants with a three-year Bachelor's degree will be considered for two-year Master's programs (both for the ones accredited in the US and in Austria). Admission of candidates holding a three-year Bachelor's degree into the US/Austrian accredited one-year Master's programs is only permitted in exceptional cases upon recommendation of the head of the department/school and with the endorsement by the Provost. Applicants who are granted exemptions will be asked to submit a statement declaring that they understand the implications of this exemption for their degree recognition in certain jurisdictions.

Programs may establish additional requirements for admission as deemed necessary.

2.1.3. Doctoral Study Eligibility (updated according to the CEU NY/CEU PU Doctoral Regulations)

The evaluation of each student's application is the responsibility of a Doctoral Committee organized within the given program. The responsibilities and composition of each Doctoral Committee are described in the CEU NY/CEU PU Doctoral Regulations. Admission is to be based on a number of criteria, such as the student's grade point average, class rank, Master's thesis quality, the quality of his/her statement of purpose/preliminary dissertation proposal, and test scores as may be required by individual programs.

a) Previous Degrees

Successful applicants are expected to hold a Master's degree or equivalent in a related field, unless otherwise specified in the accreditation of the respective Doctoral Program regarding CEU NY/CEU PU doctoral programs. CEU NY/CEU PU Master's students wishing to enter the University's Doctoral Programs shall have a GPA of 3.3 or higher in their Master's coursework. The Doctoral Committee reviewing the application will determine the GPA adequacy of a non-CEU Master's degree.

b) Test Scores

Doctoral Committees may set additional criteria for admission such as tests (e.g. GRE). In this case, the Doctoral Committees shall determine those criteria and submit them to the University Doctoral Committee for approval.

c) Admission

If successful, applicants will be admitted to the first year of doctoral studies as Probationary Doctoral Candidates. After their passing of the comprehensive examination, they become Doctoral Candidates.

2.1.4 Transfer from Another Higher Education Institution

Candidates who have started a master's or doctoral program at another higher education institution but not finished it cannot continue their studies at CEU NY/CEU PU. If accepted to CEU NY/CEU PU, they have to pass the entire study program. In line with the CEU Transfer of Credit Policy, a limited number of credits earned during the previous enrolment at another institution may be transferable.

2.2. Language Requirements

Applicants must demonstrate proficiency in English. Those applicants whose first language is not English must submit standardized English language test scores, e.g., the Test of English as a Foreign Language (TOEFL). Other accepted standard tests of English language are listed below.

Minimum test scores for Bachelor's, Master's and doctoral programs, are outlined in the tables below.

Minimum Test Scores Required by Bachelor's Programs:

| Test Type | Minimum Score Required |
|--|------------------------|
| TOEFL (Paper version) | 570 |
| TOEFL (Internet version) | 88 |
| CEU Administered TOEFL (Paper version) | 570 |
| International English Language Test – Academic (IELTS) | 6.5 |
| Cambridge English: C2 Proficiency | 180 |
| Cambridge English: C1 Advanced | 180 |
| Pearson Test of English | 59 |
| Euroexam Academic | Pass |

Minimum Test Scores Required by Master's Programs:

| Test Type | Minimum Score Required |
|--|-------------------------------|
| TOEFL (Paper version) | 570 |
| TOEFL (Internet version) | 88 |
| CEU Administered TOEFL (Paper version) | 570 |
| International English Language Test – Academic (IELTS) | 6.5 |
| Cambridge English: C2 Proficiency | 180 |
| Cambridge English: C1 Advanced | 180 |
| Pearson Test of English | 59 |
| Euroexam Academic | Pass |

Minimum Test Scores Required by Doctoral Programs:

| Test Type | Minimum Score Required |
|--|-------------------------------|
| TOEFL (Paper version) | 600 |
| TOEFL (Internet version) | 100 |
| CEU Administered TOEFL (Paper version) | 600 |
| International English Language Test – Academic (IELTS) | 7 |
| Cambridge English: C2 Proficiency | 190 |
| Cambridge English: C1 Advanced | 190 |
| Pearson Test of English | 76 |
| Euroexam Academic | Pass with distinction |

Some programs may require higher minimum test scores.

2.2.1 Exceptions to Minimum Requirements for English Language Proficiency

a) Candidates for admission who fall into one of the following categories are automatically granted exemption from the language testing requirements:

- the candidate is a current or a former CEU NY/CEU PU student applying to CEU's doctoral programs;
- the candidate has obtained a high school diploma (or equivalent), Bachelor's and/or a Master's degree taught exclusively in English from Australia, Canada, New Zealand, the United States of America, the European Union, Iceland, Liechtenstein, Norway or Switzerland.

b) Candidates for admission who fall into the following category may request exemption from the language testing requirements:

The candidate has obtained a high school diploma (or equivalent), Bachelor's and/or a Master's degree taught exclusively in English from a country other than those listed under 2.2.1.a).

To be exempted from the English language proficiency requirement the candidate must request exemption in the application form. Decisions regarding exemptions are at the discretion of the program's selection committee and will be communicated to applicants after the first stage of the selection process. In case an exemption has been granted, selection committees reserve the right to give

preference to those candidates who possess valid and acceptable standard language test scores recognized by CEU NY/CEU PU.

2.3. Additional Requirements

Programs may establish additional requirements for admission as deemed necessary. For further information please refer to point 4.2. in this document.

3. APPLICATION REQUIREMENTS AND DEADLINES

3.1. Application Deadlines:

<http://www.ceu.edu/admissions/how-to-apply/deadlines>

3.2. How to Apply

All candidates must complete and submit the University's online application form.

All candidates must pay a one-time 30 EUR application fee irrespective of the number of programs they apply to in the given cycle.

3.3. Application Documents

All applicants must provide CEU NY/CEU PU with the documents listed in section 3.4 by the application deadline. All application materials are submitted electronically to the Admissions Office via the online application form.

3.4. Application Documents Checklist

3.4.1. Online CEU NY/CEU PU application form.

3.4.2. Essay and/or statement of purpose (based on program-specific requirements),

3.4.3. A full curriculum vitae or resume, including a list of publications, if any;

3.4.4. Academic Records will be submitted electronically at the time of application. Originals and notarized copies will be submitted at the time of enrollment by the accepted students only.

3.4.5 Applicants who have a first degree must submit:

- An official copy of the high school or equivalent institution (for applicants to bachelor programs) or university (for applicants to master's and doctoral programs) diploma/degree certificate in the original language with the ink stamp and signature of an authorized university / high school (or equivalent) official;
- An official copy of the full transcript (transcript=a copy of an official record of a student which shows courses taken and grades achieved) in the original language with the ink stamp and signature of an authorized university / high school (or equivalent) official; in the case of applicants to bachelor's programs, if the transcript does not include final national examination scores (where applicable), an official copy of those is also required;
- An official English language translation of the diploma;
- An official English language translation of the transcript (including, in the case of applicants to bachelor's programs, where applicable, the official translation of national examination scores).

3.4.6 Applicants in the process of completing a first degree must submit:

- An official letter in English from the university/high school (or equivalent), stating that the student is expected to complete his/her course until the beginning of the CEU NY/CEU PU program;
- An official copy of an interim transcript (transcript=a copy of an official record of a student which shows courses taken and grades achieved) in the original language with the ink stamp and signature of an authorized university official;
- An official English language translation of the transcript.

3.4.7. One, two (or three, depending on the program requirements) letters of recommendation assessing the applicant's ability to conduct undergraduate or graduate-level work and his/her potential for a successful academic or professional career.

3.4.8. Proof of English proficiency: this is defined as an official score report from one of the English language examinations listed under Language Requirements.

3.4.9. Special requirements and additional test scores may also be requested by the particular program to which the applicant is seeking admission.

3.5. Submitting Applications to Several Programs

Candidates may apply to up to five degree programs. Candidates must submit a separate application for each program they wish to be considered for, irrespective of whether they are offered by the same unit (department, school or center) or not.

4. THE ADMISSIONS PROCESS

The admissions process is divided into three stages.

4.1. Stage One: Initial Evaluation of all Application Materials

Upon receipt of all application materials, the Admissions Office performs an initial evaluation, and those candidates whose application does not comply with formal or content requirements are rejected. The admissions office informs candidates concerned accordingly. Application files of eligible candidates are forwarded to the selection committees of each academic program who evaluate applications on the basis of past academic performance, strength of recommendations, work experience, the applicant's expectations of the program and their future plans.

4.2. Stage Two: Testing and Interviews

Program-Specific Testing: In some cases, academic programs have additional entry requirements for admission in addition to the general CEU requirements. Further information on these can be found at <http://www.ceu.edu/admissions/after-you-apply/program-specific-exams> and on the website of the given program.

Interviews: some CEU NY/CEU PU programs may require an interview with candidates as part of the selection process. Individual interviews commence shortly after the first review of the application package, during Stage Two of the admissions process.

4.3. Stage Three: Final Ranking

The selection committees of the academic programs rank candidates based on the application materials and, if applicable, the program-specific exams or interviews. The admission process shall be executed by using a grading scale or point system and the admission process as well as the final decision on admission/rejection shall be documented (e.g. minutes).

4.4. Notifications of Acceptance, Placement on the Waiting List or Rejection

CEU NY (and CEU PU respectively) issues the official notification of acceptance, placement on the waiting list or rejection, and in case of applying to several degree programs separate notifications are issued for each. In case of acceptance to more than one degree program the candidate may accept one offer only, the other offer(s) become(s) invalid once the chosen offer is accepted. Candidates who applied to more than one degree program and get an acceptance offer for at least one of them cannot be placed on the waiting list of the other program(s) they applied for.

4.5. Official Admissions Notifications

All official documents related to admission for study at CEU NY are issued by the Admissions Office.

4.6. Parallel Enrollment at CEU NY/CEU PU and another Higher Education Institution

Candidates who have been accepted to a CEU NY/CEU PU degree program cannot simultaneously be enrolled in a degree program at another higher education institution, unless they request an official leave of absence for the duration of their studies at CEU NY/CEU PU. Accepted candidates need to indicate their enrolment status at other institutions in the matriculation form, and have to present official documentation regarding the leave of absence if applicable.

Signed by *CEU President and Rector Michael Ignatieff*.

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

ANNEX TO THE POLICY

Additional Program, Department and School Requirements

Bachelor's Programs

- Applicants to BA programs must submit a 500-word essay on a topic specified in the [BA application guidelines](#).
- Pre-selected applicants will be invited to undergo an interview in person or via video chat.

Department of Economics and Business

- Applicants to the MA program in Economics and MA program in Economic Policy in Global Markets must attach a 500-word typewritten essay on the relevance of their academic/professional background to further studies at CEU NY/CEU PU, and indicate their preferred research topic and future career goals.
- Applicants to the MA program in Economics must pass a department-specific examination in basic calculus, probability theory and linear algebra, or submit general GRE (Graduate Record Examination) scores.
- Applicants to the doctoral program in Economics must submit GRE (Graduate Record Examination) test scores along with the application materials including three letters of recommendation, and a 500-word research proposal.
- Applicants to the MSc program in Business Analytics must submit a GRE (Graduate Record Examination) or GMAT (Graduate Management Admission Test) report, or write an equivalent CEU-administered math test. A Statement of Purpose is also required together with 2 recommendation letters.
- Applicants to the MSc in Finance program must submit a Statement of Purpose and a CEU-administered Math test or competitive GMAT (Graduate Management Admission Test) /GRE (Graduate Record Examination) score or CFA (Chartered Financial Analyst) (1 & 2) or ACCA (Chartered Certified Accountant) (1-8).
- Applicants to the MSc in Technology Management and Innovations program must submit a Statement of Purpose and a CEU-administered Math test or competitive GMAT (Graduate Management Admission Test) / GRE (Graduate Record Examination) score.
- Applicants to the MBA in Global Executive Management must submit a motivation letter.
- Applicants to the PhD program in Business Administration must submit a research proposal of 1500-2000 words and GRE (Graduate Record Examination) or GMAT (Graduate Management Admission Test) test scores.

Department of Environmental Sciences and Policy

- Applicants to either of the two Master's programs must write a statement (maximum 350 words) addressing the origins of their interest in environmental issues; how they hope to benefit from the program; their future career plans; and their relevant special interests.
- Applicants to the PhD program must attach a 500-word statement of purpose, describing their intellectual history and motivation in applying to the program as it relates to career goals or other future plans; a maximum 2000-word research proposal which should describe their proposed research at CEU NY/CEU PU in detail, including all the key components of the proposed research; a copy of a published journal article, book chapter, or other publication by the author (optional).

Department of Gender Studies

- Applicants to the Master's programs must attach a 500-word typewritten statement of purpose, outlining their interest in the field of gender studies and the chosen program, the relevance of their academic/professional background to further studies at CEU NY/CEU PU, as well as their research interests or ideas about the potential research (topics, themes) they would like to undertake.
- Applicants to the doctoral program must submit a three-page research proposal. A research interest with a comparative and/or integrative background or perspective is preferred. In order to be eligible for admission into the doctoral program, applicants must hold an MA degree from any discipline in the Humanities and Social Sciences.

Department of History

- Applicants to both (one and two-year) Master's programs must attach a 500-word typewritten outline of their proposed research topic. The topic is expected to fall within the broad thematic focus of the department.
- Applicants to the doctoral program must attach three letters of recommendation and a three-page typewritten research proposal. The topic is expected to fall within the broad thematic focus of the program.

Department of International Relations

- Applicants to one and two-year Master's programs must submit a one-page statement of purpose, and a 500-word essay. The statement of purpose should include a brief discussion of previous studies and/or research undertaken. The focus of the essay should demonstrate knowledge on a specific topic —such as a particular writer's work, a theory or school of thought, or on an empirical case— and demonstrate how this topic would relate to the applicant's future studies and research in the department.
- Applicants to the doctoral school must have earned a GPA of 3.3 or higher in their Master's program and must submit a 500-word statement of purpose discussing their field of scholarly interest and future professional goals, a 500-word summary of their MA thesis, and a 1500-word research proposal. Applicants are also encouraged to attach samples of previous writings, a list of scholarly publications and relevant research experience.

Department of Legal Studies

- Applicants to the Master's programs must attach a 1,500-word essay. The detailed requirements for an essay are to be specified on the department's website for each program.
- Applicants to the LLM programs must have completed a law degree.
- Applicants with a degree in political science or international relations may also apply for admission to the Comparative Constitutional Law Program.
- Pre-selected applicants will be invited to undergo an interview over Skype.
- Applicants to the SJD program must have an LLM degree and should attach a max. 3000-word typewritten detailed research proposal. Candidates who have completed their Master of Law degree in a field that is consanguine with the proposed SJD research may be considered, after their basic law degree, for admission.

Department of Medieval Studies

- Applicants to the MA programs offered by the Department of History must have completed a minimum of three years of BA studies - and those applying to the MA in Medieval Studies, a minimum of four years of BA studies – in history, art history, archeology, philosophy or one of the relevant languages.

- Applicants to the MA programs are also required to submit a 500-word typewritten outline of their proposed research topics including a specification of both the primary sources and the related secondary literature to be studied. Applicants may also be required to take a special language examination depending on the nature of their research interest.
- Applicants to the doctoral program are expected to submit a maximum 1000-word outline of their MA thesis in English, and evidence of the interdisciplinary character of their previous medieval studies, and familiarity with research methods.
- Each applicant to the PhD program is also required to submit a 3000-word document (maximum) that describes the proposed research that will form the basis of the dissertation, along with a project outline and schedule of maximum 1000 words.

Nationalism Studies Program

- Applicants to the Master's program must attach a 500-word typewritten outline of their proposed research topic and one writing sample, e.g., a term paper of minimum ten pages. If possible, candidates should submit a writing sample that is in some way related to the topic of nationalism.

Department of Philosophy

- Applicants to the MA programs are expected to have some background in philosophy, and must submit a statement of purpose (1-2 single spaced pages) as well as a sample of academic writing in English (course essay or chapter of a thesis) to further assess their language abilities and argumentation skills.
- Applicants to the doctoral program are expected to have their first degree in philosophy and a background in the history of philosophy and logic. Candidates must submit a short statement of purpose indicating their proposed research (1-2 single spaced pages), and an essay of 2000-4000 words on an appropriate philosophical topic. The essay should discuss a philosophical problem of the applicant's own choice; it can, but need not, be related to the applicant's studies or to the topic of the applicant's proposed research.

Department of Political Science

- Applicants to the MA programs must attach a 100-word statement of purpose describing the reasons why they apply for the program, as well as a 500-word typewritten exposition of an issue or problem in political science in which they are interested. Applicants should also submit samples of previous writings and/or a list of scholarly publications and relevant research experience (as applicable).

Doctoral School of Political Science, Public Policy, and International Relations

- Applicants to the Doctoral School must have earned a GPA of 3.3 or higher in their Master's program and must submit a 500-word statement of purpose discussing their field of scholarly interest and future professional goals, a 500-word summary of their MA thesis, and a 1500-word research proposal. Applicants are also encouraged to attach samples of previous writings, a list of scholarly publications and relevant research experience.

School of Public Policy

- Applicants to the one-year MA in Public Policy (MAPP) program must submit one sample of written work demonstrating their analytical and argumentation skills in English, as well as a 500-word statement of purpose. The statement of purpose should highlight any relevant academic and work experience and explain the applicant's reason for applying to the MAPP program in general, and declare his/her preferred specialized stream in particular.

- Applicants to the two-year MA in Public Policy (Mundus MAPP) program should submit a 500-word statement of purpose indicating their preferred mobility track.
- Applicants to the Master's program in Public Administration (MPA) are required to submit a statement of purpose and one short essay (guidelines on essay topic/length are available in the relevant section of the online application form).
- Applicants to the MA in International Public Affairs (IPA) must submit a statement of purpose (guidelines are available in the relevant section of the online application form).

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