Guidelines on courses provided by the Source Language Teaching Group

The purpose of the CEU Source Language Teaching Group guidelines is to outline the policies and procedures henceforth established for the Source Language Teaching Group (herein SLTG) courses provided at the Central European University.

1. Mission Statement

(1.1) The SLTG is governed by a board that consists of the head of the Department of Medieval Studies, the head of the Department of History and the SLTG Director. It offers courses in less commonly taught languages ("source languages") for academic purposes, free of charge and open to all CEU students, faculty, and staff. These courses are subject to the regular registration procedure as part of the university curriculum.

In addition to its immediate relevance to specific research endeavors, the SLTG is designed to further contribute to the international outlook of the university, facilitate the students' educational experience, and better prepare them for working in an increasingly globalized academic and professional world. For more information on the languages taught, course schedules, and class times, please consult the SLTG minisite: http://sourcelanguages.ceu.edu .

(1.2) SLTG is separate from the Center for Academic Writing, which operates as a distinct, long-established unit at CEU whose offerings include a set of fee-based modern-language courses outside of the regular CEU academic curriculum.

2. Registration

(2.1) Students, faculty members, and staff must register for foreign language courses in SITS during the registration period. Non-CEU students (for the definition of this category see 5.3) should contact the SLTG office directly.

(2.2) Non-CEU students may also take the classes, provided that they cover the related fees and provided that the course is not already full.

(2.3) Where a registration fee applies, the course fee must be paid by the end of the registration period. For more details, please see section 5.4.

(2.4) A course shall take place should a total of three or more people register for it within the registration period. Should the number fall under this minimum, the decision to discontinue the class will be made by the SLTG director. Typical maximum-size classes are ten students, however, this will be determined in a case-by-case basis by the SLTG.

3. Grading

(3.1) Taking a course for a grade is available to all students who, following the registration procedure, have fallen within the quota of students designated for that particular class.

(3.2) One-year MA and two-year MA students in Medieval Studies can take SLTG classes only for "grade" or "pass/fail." They are allowed to take source languages for "pass/fail" if and only if they have already reached the minimum number of compulsory credits required for their program in the "Source Languages/Advanced Text Reading Seminars/Textual Skills" curriculum block. (3.3) All other students, faculty, and staff can take SLTG classes for "grade," "pass/fail" or "audit," with the understanding that only first two options bring credits, while the "audit" option does not. On these options please consult the Student Records Office Manual (https://www.ceu.hu/sites/default/files/field_attachment/page/node-287/sromanual-201011.doc).

(3.3) For those taking SLTG classes on "pass/fail" basis, the minimum grade necessary to pass is B-.

(3.4) Taking Courses as Audit

(i) Please see the conditions for Medieval Studies one-year MA and two-year MA students 3.2)

(ii) Faculty and staff are able to take courses for "grade," "pass/fail," or "audit" should the course be under the designated cut-off quota (usually ten students). However, should the number of CEU students meet the quota or surpass it, faculty and staff may take the course only for "audit."

(iii) CEU faculty and staff have the right to take any of the SLTG classes for "audit," regardless of class size.

(iv) Taking an SLTG course for Audit means attending at least 20 sessions of the course (if the course meets twice a week; ten sessions if the course meets once a week). Students signed up for "audit" who fail to meet this requirement will be given a W (withdraw) grade.

4. Making Changes to One's Student Status

(4.1) Students have until the end of the add/drop grace period in the registration period to change their status in the classes. **No changes** can be made from or to "grade," "pass/fail," or "audit" after the registration period has closed.

(4.2) Students wishing to drop an SLTG course after the add/drop grace period will be subject to the related fees as specified by the CEU Registration Office.

5. Payment and Fees

(5.1) CEU students, faculty, and staff can register for the SLTG classes free of charge.

(5.2) Students of higher education institutions, which have an agreement with CEU / KEE or CEU PU can receive a fee waiver for enrolment in CEU SLTG courses, on condition of providing proof of the language's relevance to their planned course of study.

(i) An external student fee waiver can be petitioned for by writing a short e-mail to the SLTG Director at sltg@ceu.edu in which the students introduce themselves and explain the requested language class's relevance to their planned course of study.

(ii) All decisions on waivers will be made by the SLTG director.

(5.3) Non-CEU people (including exchange students from universities abroad) and alumni wishing to take the classes from SLTG will be charged EUR 50 per semester for the two credit courses and EUR 75 for three credit courses per semester.

(5.4) Payments are handled as part of the on-line enrolment process for visiting CEU students. Students required to pay an enrolment fee should use the link provided to them by the SLTG CEU Application Portal - CEU e:Vision to get enrolled and pay their fees via the https://payments.ceu.edu/ page in order to secure their place in the desired course.(i) Students must provide the cash desk or BFO financial assistant with an enrollment form (downloadable from the SLTG website) along with a brief

letter from SLTG to the BFO, confirming their registration. Should an invoice be necessary, the details have to be provided to the BFO in advance.

(5.5) If a course is cancelled, the fee will be reimbursed via wire transfer after sending to the SLTG office and BFO the receipt of course payment.

(5.6) A course fee that had been already paid, will be reimbursed up to the last day of the registration period. However, after that date reimbursement will not be possible.

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