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## CENTRAL EUROPEAN UNIVERSITY AND CENTRAL EUROPEAN UNIVERSITY – PRIVATE UNIVERSITY NON-DEGREE STUDENT POLICY

### GENERAL

This Non-Degree Student Policy refers to non-degree students of the programs of Central European University New York (“CEU NY) and Central European University – Private University (“CEU PU”) jointly referred to as “University”.

### I. ELIGIBILITY

The University may admit applicants who wish to undertake a limited period of study as non-degree students. These are individuals who do not wish to pursue a degree at the University but are interested in taking specific courses or conducting supervised research. Such applicants may be accepted with a non-degree student status for the duration of a course, a term, or a full academic year. Non-degree students fall under five different categories as defined below.

#### 1. Visiting students are those who:

- Have earned their first degree from a recognized institution of higher education, but are currently not enrolled in any higher educational institution; or
- Are currently enrolled in a degree program at other institution of higher education which does not have a valid student exchange contract with CEU; and
- Are able to present evidence of English language proficiency (if they are not native speakers of English and do not qualify for exemption from the requirement for English-language testing in accordance with the applicable Policies and Regulations of the University).

#### 2. Exchange students are those who:

- are enrolled in a degree program at other recognized institution of higher education which has a valid exchange student contract with the University; and
- are able to present evidence of English language proficiency (if they are not native speakers of English and do not qualify for exemption from the requirement for English-language testing in accordance with the applicable Policies and Regulations of the University).

#### 3. Roma Graduate Preparation Program students are those who:

– are Roma students who have completed a first degree at a recognized institution of higher education and wish to undergo a preparation course for graduate-level degree programs.

4. Open Learning Initiative – Weekend Program (OLive-WP) students are those who:

– are students with asylum-seeker or refugee status in Hungary who meet the academic and language requirements of the Initiative.

5. Open Learning Initiative – University Preparatory Program (OLive-UP) students are those who:

– are students with refugee status who meet the academic and language requirements of the Initiative.

## **II. VISITING STUDENTS**

Only those candidates may be admitted as visiting students who are currently enrolled in a degree program or have obtained a degree or equivalent higher education diploma, and fulfil the application requirements listed below.

To those admitted as visiting students the University may grant student status for a period of no longer than three terms (ten months), taking into consideration the maximum student headcount of the university and educational objectives.

Following the successful completion of courses, visiting students are eligible to receive academic credits and a transcript stating the acquired credits (not equivalent to a university degree). Knowledge acquired in this manner may be validated as part of their academic requirements. In cases when the courses taken by visiting students do not form a part of a University degree program, the credits will be listed in the transcript as ‘non-degree’ credits.

The visiting student status does not entitle students to pursue studies for a degree at the University nor to request transfer to other higher education institutions on the basis of the visiting student status granted by CEU.

Visiting students from countries requiring visa for Hungary need to register for at least five credits per term. This requirement does not apply to visiting doctoral students formally affiliated with the department/school.

External students at the Summer University and at the Source Language Teaching Group are considered as visiting students.

## **II.3. APPLYING TO CEU AS A VISITING STUDENT**

### **Admission requirements:**

#### **Completed online application form**

The application form should contain a list of courses that the student plans to take, or the academic unit at which the applicant wishes to conduct research. Applicants should also enclose a Statement of Purpose, including an outline of their educational and professional background and their rationale for choosing the University for a non-degree application as a visiting student.

The application package needs to contain the following documents:

- Resume;
- Statement of purpose;
- Evidence of English language proficiency, if applicable (see language requirements at <https://www.ceu.edu/admissions/how-to-apply/checklist#step-6>)
- One letter of recommendation;
- An official transcript or a certified copy indicating all completed terms from the higher education institution last or currently attended. If the official language of the document is other than English, a certified English-language translation is required instead.
- If the transcript does not clearly state that a degree was awarded, the applicant must present an official copy of their diploma as well. If the official language of the diploma is other than English, a certified English-language translation of the document is also needed.

Summer University application requirements may differ from the general requirements above (see summary here: <http://summeruniversity.ceu.edu/node/216>)

The application procedure and further information about the Source Language Teaching Group can be found here:

<http://sourcelanguages.ceu.edu/node/15946>

## **III. EXCHANGE STUDENTS**

The exchange student status entitles the student to pursue studies at the University in the field and at the level that correspond to his/her studies at the home institution. In the case of bilateral institutional agreements, exchange students may pursue studies at a level other than that at their home institution. Exchange student status can be granted based on an existing bilateral agreement or, when no such agreement exists, based on the written consent of the higher education institution where the student is enrolled.

DSP students, Erasmus students, CEEPUS students and students in the Study Abroad Program shall be considered as exchange students.

### **III.1. Doctoral Support Program (DSP) for non-CEU Students**

The Doctoral Support Program (DSP) is available to students who are enrolled in doctoral programs at other institutions of higher education and who wish to benefit from the University's innovative programs, international faculty, and resources to assist the development of their dissertation. Such students may apply to spend between one month and one academic year at CEU and are eligible to apply for a full waiver of the tuition fee. During their time at the University, Doctoral Support Program students receive consultation and supervision from the University faculty. There is no requirement to attend classes, but DSP students are encouraged to interact with fellow students and faculty.

DSP students may apply throughout the academic year on a rolling basis. In addition to the standard application requirements listed in II.1, DSP candidates are required to submit a certificate of enrolment from the home institution, a three to five-page description of their doctoral thesis including research questions, theory and methodology, as well as the current status of their project; a one to two-page research proposal; and a letter of support from their doctoral supervisor. Before submitting an application, DSP candidates are advised to contact the academic unit of their choice and discuss the details of cooperation.

### **III.2. Erasmus Program at CEU**

Students applying to the University in the framework of the Erasmus+ Mobility Program are required to contact the relevant Erasmus coordinator at their home institution regarding the application and selection procedure. When selected for the program, students are referred by the Erasmus coordinator of the sending institution to the Erasmus Coordinator at the Academic Cooperation and Research Support Office at the University, . Following that, students are required to fill in an application form available at <http://www.ceu.edu/non-degree/how-to-apply>

In addition to the standard application requirements listed in II.1, students are required to upload a letter of consent from their home institution, a certificate of enrolment at the home institution, and the preliminary Learning Agreement. More information about this program is available at <https://acro.ceu.edu/studying-ceu-erasmus-student>

### **III.3. CEEPUS Program at CEU**

Students may apply to CEU as CEEPUS students by first contacting the CEEPUS network coordinator at their home university. All applications shall be submitted at <http://ceepus.info>. Accepted applicants should fill-in the online application form and send a complete non-degree application package to the University, including all the required documents listed in II.1. For more information, see <https://acro.ceu.edu/ceepus-mobility-grant>

### **III.4. Study Abroad Program**

A separate study abroad program is available for undergraduate students from North America and Canada, and other countries where the University has existing agreements. More information about these programs is available at

<http://www.ceu.edu/academics/exchange/studyabroad>

### **III.5. Applying to the University as an exchange student**

Unless special conditions apply (of which potential candidates will be advised by their institutional contact person), the standard application procedure is the same as for visiting students (See II.1).

### **III.6. Applying to the University from Colleges for Advanced Studies**

Students attending Colleges for Advanced Studies can take CEU courses worth up to 12 CEU credits (24 ECTS credits) within a two-year period.”

Student should submit an application package containing the documents listed in II.3.

## **IV. ROMA GRADUATE PREPARATION PROGRAM STUDENTS**

The Roma Graduate Preparation Program (RGPP) is a certificate, non-degree program, which accepts Roma students who have completed a course of university education and obtained a full degree or its equivalent.

The Roma Graduate Preparation Program (RGPP) is an intensive ten-month program that prepares outstanding Roma graduates with an interest in social sciences and humanities to apply for master's-level programs at recognized universities. Participants gain first-hand experience of the core degree programs of CEU through the auditing of the University master's level classes.

RGPP is a full-time program, and enrolled students are expected to be in Budapest for the entire duration of study.

Graduates of the program will receive a non-degree certificate.

Successful completion of the RGPP program does not guarantee acceptance into a master's program at CEU or any other university.

#### **IV.1. Applying to the University's Roma Graduate Preparation Program**

The call for applications for the RGPP program is launched once a year with specific application deadlines and description of required application materials available at the program's website: [www.rap.ceu.edu](http://www.rap.ceu.edu)

Applicants for RGPP should fill in the online application form and submit the following documents:

1. Completed Online Application Form (in English), downloadable from [www.rap.ceu.edu](http://www.rap.ceu.edu)
2. Resume (in English)
3. Letter of Intent (in English), including a description of the applicant's academic and professional achievements, interests and plans for the future; and his/her involvement in Roma issues.
4. Scanned copy or photocopy of the university diploma.
5. Scanned copy or photocopy of the university transcript,
6. One reference letter from a university professor or employer.

It is also recommended to have a second reference letter from a recognized Roma organization.

Accepted applicants need to provide an official English version/translation of their bachelor's diploma and transcript.

#### **V. OPEN LEARNING INITIATIVE – UNIVERSITY PREPARATORY PROGRAM (OLive - UP)**

The Open Learning Initiative – University Preparatory Program (OLive-UP) is a ten-month university preparatory program with the aim of preparing eligible students for entry to bachelors or masters programs at European universities. A call for applications will be made at least three months before the start of each program. Further details: <https://olive.ceu.edu/OLive-UP>

Successful completion of the OLive-UP program does not guarantee acceptance into a master's program at CEU or any other university.

Upon successful completion of the program, OLive-UP students will receive a non-degree certificate issued by CEU.

To apply, students should fill in the online application form and submit the following documents:

1. Resume (in English)
2. A letter of motivation outlining their past educational experiences and their future goals, stating how admission to a university program will help meet these goals.
3. Up to two letters of reference, preferably from persons familiar with their academic experience to date.
4. Copies of transcripts and diplomas, if available.
5. Copy of document proving refugee status

## **VI. APPLICATION PROCEDURE**

Individuals interested in enrolling at CEU as non-degree students may inquire directly with the department/school/program of their interest, the Admissions Office or the relevant program office. Exchange students coming to CEU under an institutional agreement may be subject to special requirements, which will be communicated to them by the responsible university officer.

Applications are accepted year-round or by specific program application deadlines announced on the web site. Non-degree students are eligible to be admitted to CEU up until the first day of classes. Applications should be submitted in format indicated by the relevant program offices and are reviewed by the department/school/program of his/her interest. All non-degree applicants are contacted by the Admissions Office or by the relevant Program Office about the outcome of the application procedure.

## **VII. TUITION AND FEES**

### **VII.1. Payment Requirements**

Unless special conditions apply, as may be the case with special programs, such as the Roma Graduate Preparation Program, Source Language Teaching Group, the Open Learning Initiatives, Erasmus+, CEEPUS and other institutional agreements, and in case of students applying from Hungarian higher education institutions (see III.6), non-degree students are required to pay:

1. Tuition fee for the attendance of the University courses or for the supervised research. The amount of the tuition fee for the applicable academic year, and tuition fee per credit, is available under <https://www.ceu.edu/admissions/funding-fees/tuition-fees>  
In case a student applies to the University as a self-financing visiting student from abroad, he/she needs to pay a tuition fee for the respective course(s) even when a student registers only for audit.
2. Student Enrollment Fee on a monthly basis.
3. General deposit of EUR 200.

The general Summer University funding policy outlines fee-payment and financial aid guidelines on the web site at <http://summeruniversity.ceu.edu/node/214>  
Various course-specific funding schemes are published on each course web site.

Tuition fee for attendance of courses at Source Language Teaching Group is listed at: [http://sourcelanguages.ceu.edu/sites/default/files/field\\_attachment/page/node-23204/g-1102-1-sltg-guidelines-signed.pdf](http://sourcelanguages.ceu.edu/sites/default/files/field_attachment/page/node-23204/g-1102-1-sltg-guidelines-signed.pdf)

Non-degree students are eligible to purchase the medical insurance available to all enrolled students or they must present a copy of their individual insurance policy.

## **VII.2. Refund Policy**

The University Refund Policy is published annually at <https://www.ceu.edu/admissions/funding-fees/tuition-fees/latefees-refunds> and is applicable to all non-degree students, unless special conditions apply as per institutional agreement.

The Summer University fee refund policy is published at the “Fee Payment” link of each course web site.

## **VII.3. Financial Aid**

Financial aid is not available for non-degree students, unless special conditions apply, as may be the case with special programs, such as the Roma Graduate Preparation Program, Open Learning Initiatives or the Summer University and institutional agreements.

## **VIII. REGISTRATION**

The Admissions Office or the special program offices coordinate the payment of fees, entry in the University Information System, ID card issuance and opening of computer account.

Upon payment of tuition and fees (if required), accepted non-degree students formally register in the University's Information System by submitting an On-line Matriculation Form. Non-degree students register for courses in the same Information System when the registration period is open. If the registration period is closed, students register for courses through the Student Records Office (SRO). Special enrollment procedure may apply in some non-degree programs.

Normally, non-degree students do not have priority for limited-enrollment courses, unless the respective department or school undertakes to enroll them in addition. Non-degree students may have to meet the prerequisites for certain courses in order to register for them.

Summer University participants cannot enroll in degree courses during the participation in a Summer University course.

Registration is available in the following modes: Grade (credit); Pass/Fail (credit) or Audit (no credit). Grading shall follow the same criteria as that for regular students. Non-degree students are eligible to change their course enrollment during the Add/Drop period upon submission of written approval from the respective faculty member. Any adjustment to the student's course registration is done by the Student Records Office after the Add/Drop period.

Summer University participants do not receive grades for their coursework.

## **IX. OTHER CONDITIONS**

### **IX.1. Transcripts and Certificates**

All non-degree students are entitled to receiving transcripts and enrollment certificates, unless special conditions apply, as may be the case with special programs and institutional agreements.

Summer University participants are eligible to receive a certificate of attendance and ECTS credits (non-degree credits).

### **IX.2. Student Services and Facilities**

Non-degree students receive a CEU ID card for access to CEU. Please see the CEU ID card policy to assess what type of ID card and associated privileges the non-degree students should receive, based on their course of activity at CEU.

Prior to departure, non-degree students have to complete the CEU student leaving procedure.

### **IX. 3. Enrollment Status and Transfer of Credits**

Permission to enroll as a non-degree student does not constitute admission into a CEU graduate degree program. Earned credits may be transferable towards a graduate degree at CEU only if the student has subsequently applied and has been accepted through the normal admissions process, subject to the academic unit's review and approval, and only in case of degree credits. The student status is maintained during the time necessary to complete a course but it cannot be longer than one academic year.

The student status can be active for the academic year but not for the summer months (July, August), unless a special agreement applies.

No student can acquire a right to a degree merely by attending lectures, passing examinations, and complying formally with the prescribed regulations.

## **X. CLOSING PROVISIONS**

In questions not regulated in the present Non-Degree Student Policy the related laws, especially Act CCIV of 2011 on National Higher Education and further provisions of laws shall be applied. The present Regulations will come into force upon adoption by the Senate, becoming an integral part of the University's Organizational and Operational Regulations.

Signed by *CEU President and Rector Michael Ignatieff*.

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

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