

Central European University

STUDENT HANDBOOK & ACADEMIC DIARY
2007/2008

BUDAPEST 2007

ACCURACY OF THE STUDENT HANDBOOK AND ACADEMIC DIARY

The information found in this Student Handbook and Academic Diary is updated annually and is based on the 2006/2007 academic year. All policies and procedures are current as of July 2007. Revisions may occur throughout the 2007/2008 academic year. Central European University reserves the right to change requirements, policies, rules and regulations in accordance with its established procedures. Changes and additions will be announced through the regular information distribution channels. Updates will be posted regularly in the relevant sections of the CEU website at <http://www.ceu.hu>. Such electronic updates will take precedence over the print copy.

NON-DISCRIMINATION POLICY

Central European University does not discriminate on the basis of—including, but not limited to—race, color, national and ethnic origin, religion, gender and sexual orientation in administering its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school-administered programs.

The content of this *Student Handbook* is available as a .pdf document at http://www.ceu.hu/student_life.html

WELCOME TO CENTRAL EUROPEAN UNIVERSITY!

The Student Handbook and Academic Diary is an information guide for students of Central European University. In addition to listings about central administration, academic departments and programs, student-related services, resources and facilities, this publication includes references to all policies and procedures regarding student rights, rules and academic regulations. It is important for students to be familiar with these texts and it is advisable to take some time to read them at the beginning of the academic year. The information contained in this Handbook is posted on the CEU website at http://www.ceu.hu/student_life.html and the full texts of all referenced policies and procedures are available to students as downloadable documents. We encourage students to consult these sources.

Student Services at CEU form an integrated student support unit, which coordinates activities such as student recruitment, admissions, financial aid, student records, student life, alumni and career services. In the framework of a holistic approach to student development and support, Student Services are also the contact point for other functions such as health and counseling services, health insurance, housing, food services, sports, student out-of-class involvement, and various student activities. In a conscious effort to reflect the broad geographic diversity of the CEU student body, CEU Student Services employ staff members from countries of the region and beyond, some of whom are CEU graduates themselves.

With warm wishes for a successful and fulfilling year at Central European University,

CEU Student Services Team

July 2007

ACADEMIC CALENDAR 2007/2008

2007

August	18-19, Sat-Sun	Legal Students arrive
	20, Monday	Hungarian National Holiday / CEU is officially closed
	21, Tuesday	Legal Studies Module I begins (until Sept. 21, Friday)
	21, Tuesday	Departments to submit final schedule incl. cross-listed courses for Fall Semester.
	25-26, Sat-Sun	Students of departments with long pre-session arrive: Economics 1 st year, Medieval
	27-31, Mo-Fri	EEA-ESEM 2007 Conference at CEU (In all teaching rooms except for those which are reserved for the Legal Studies classes, and pre-session of Economics and Medieval)
	27, Monday	Long pre-session begins (until Sep. 14, Friday) Economic 1 st year, Medieval
	27, Monday	Business School Undergraduate Pre-Semester starts
	31, Friday	End of academic year for DPP students
	8-9 Sat-Sun	Students of departments with short pre-session arrive: Economics 2 nd year, Env.Sci.&Pol., Gender, IRES, History, Mathematics, DPP, Nationalism, Philosophy, Political Science, Sociology
September	10, Monday	Short pre-session begins (until Sep. 14, Friday) Economics 2 nd year, Env.Sci.&Pol., Gender, IRES, History, Mathematics, DPP, Nationalism, Philosophy, Political Science, Sociology Business School Module I begins (until Oct. 28, Sunday)
	14, Friday	Long and short pre-sessions end
	17, Monday	Faculty travel grants application deadline (first round)
	17, Monday	“Zero week” begins Registration for Semester I begins (until October 7, Sunday) Economics 2 nd year students – Fall Semester begins
	21, Friday	“Zero week” ends Legal Studies Module I ends
	21, Friday	Opening Ceremony
	24, Monday	Fall Semester begins (until December 14, Friday) Legal Studies Module II begins (until October 29, Friday)
	27, Thursday	Academic Forum
October	7, Sunday	Registration for Fall Semester ends
	12, Friday	Senate meeting
	14, Sunday	Board of Trustees
	22, Monday	Special day-off, no offices/classes. Library and Labs: weekend schedule
	23, Tuesday	Hungarian National Holiday / CEU is officially closed

28, Sunday Business School Module I ends
 29, Monday Business School Module II begins (until December 16, Sunday)
 Legal Studies Module II ends
 Faculty Research Grants application deadline (first round)
 30, Tuesday Legal Studies Module III begins (until December 19, Wednesday)
 31, Wednesday Internship requirements for (2006/07) DPP must be completed

November 1, Thursday Hungarian National Holiday / CEU is officially closed
 2, Friday Special day-off, no offices/classes Library and Labs: weekend schedule
 9, Friday PhD Research and Travel Grants application deadline (first round)
 MA Conference Travel Grant application deadline (first round)
 Faculty Travel Grant application deadline (second round)
 19, Monday Departments to submit schedule and cross-listed courses for Winter Semester
 22, Thursday Academic Forum

December 7, Friday Senate meeting
 10, Monday Registration for Winter Semester begins (until January 13, Sunday)
 14, Friday Fall Semester ends
 16, Sunday Business School Module II ends
 19, Wednesday Legal Studies Module III ends
24, Monday special day-off / no offices / CEU is officially closed
25, Tuesday Christmas / CEU is officially closed
26, Wednesday Christmas / CEU is officially closed
 27, Thursday Offices w. skeleton team / Library and Labs: weekend schedule
 28, Friday Offices w. skeleton team / Library and Labs: weekend schedule
 29, Saturday Weekend / Library and Labs: weekend schedule
 30, Sunday Weekend / Library and Labs: weekend schedule
31, Monday special day-off / no offices / CEU is officially closed

2008

January 1, Tuesday New Year's Day / CEU is officially closed
 2, Wednesday Normal operation resumes
 4, Friday Business School Module III begins (for WMBA students) (until Feb. 24, Sunday)
 7, Monday Winter Semester begins (until March 28, Friday)
 Legal Studies Module IV (Research Period) begins (until February 29, Fri)
 13, Sunday Registration for Winter Semester ends
 31, Thursday Deadline for the submission of Fall Semester grades

February 14, Thursday Academic Forum
 15, Friday Faculty Travel Grant application deadline (third round)
 PhD Research and Travel Grants application deadline (second round)
 MA Conference Travel Grant application deadline (second round)

	24, Sunday	Business School Module III ends
	25, Monday	Business School Module IV begins (until April 20, Sunday)
	29, Friday	Faculty Research Grants deadline (second round) Legal Studies Module IV ends
March	7, Friday	Senate meeting
	10, Monday	Departments to submit schedule and cross-listed courses for Spring Session.
	15, Saturday	Hungarian National Holiday / CEU is officially closed
	23, Sunday	Easter / CEU is officially closed
	24, Monday	Easter Monday / CEU is officially closed
	25, Tuesday	Registration for Spring Session begins (until April 13, Sunday)
	28, Friday	Winter Semester ends Board of Trustees meeting
	31, Monday	Spring Session begins Legal Studies Module V begins (until May 10, Saturday) Env.Sci.&Pol. MS Research Module starts MESPOM Spring Module starts
April	8, Tuesday	Spring Session for DPP begins (until June 13, Friday)
	13, Sunday	Registration for Spring Session ends
	20, Sunday	Business School Module IV ends
	21, Monday	Business School Module V begins (until June 8, Sunday)
	24, Thursday	Academic Forum
	25, Friday	Deadline for submission of the Winter Semester grades Deadline for Doctoral Research Support Grant Program
May	1, Thursday	Hungarian National Holiday / CEU is officially closed
	2, Friday	Special day-off /no offices, classes. Library and Labs: weekend schedule
	5, Monday	Faculty Travel Grant application deadline (fourth round)
	9, Friday	Senate meeting
	10, Saturday	Legal Studies Module V ends
	11, Sunday	Pentecost / CEU is officially closed
	12, Monday	Pentecost Monday / CEU is officially closed
	13, Tuesday	Legal Studies Module VI begins (until June 28, Saturday)
June	8, Sunday	Business School Module V ends
	9, Monday	Business School Module VI begins (until July 27, Sunday)
	13, Friday	Spring Session for DPP ends
	18, Wednesday	End of academic year
	19, Thursday	GRADUATION
	26-30, Thu-Mo	IIS 38 th World Congress of International Institute of Sociology
	27, Friday	MESPOM 1 st year ends
	28, Saturday	Legal Studies Module VI ends
	30, Monday	Summer University begins

July 25, Friday Summer University ends
27, Sunday Business School Module VI ends
31, Thursday Absolute deadline for all courses grades for academic year
Env.Sci.& Pol. MS Research Module ends

August 4-10, Mo-Sun Business School Module VII (Intensive week)
11-17, Mo-Sun Business School Module VIII (Intensive week)

2008/2009 ACADEMIC YEAR

August 18-19 Mo-Tue Legal Students arrive
20, Wednesday Hungarian National Holiday / CEU is officially closed
21, Thursday Legal Studies Module I begins
29, Friday End of academic year for DPP students

October 31, Friday Internship requirements for DPP must be completed

GENERAL UNIVERSITY INFORMATION

CENTRAL EUROPEAN UNIVERSITY

Nador u. 9, H-1051 Budapest

Phone: (36-1) 327-3000, 3009, 3272, 3088, 3119

Fax: (36-1) 327-3211

Email: public@ceu.hu

admissions@ceu.hu (for prospective students)

Website: <http://www.ceu.hu>, <http://www.ceu-budapest.edu>

OM Identification number: FI27861

CEU RESIDENCE CENTER

Kerepesi ut 87, H-1106 Budapest

Phone: (36-1) 327-3150

Fax: (36-1) 327-3169

Email: ceucenter@ceu.hu, dormreception@ceu.hu

CEU BUSINESS SCHOOL

Frankel Leo ut 30-34., H-1023 Budapest

Phone: (36-1) 887 5000

Fax: (36-1) 887 5001

Email: graduateprograms@ceubusiness.com

Website: <http://www.ceubusiness.com>

ACCESS TO THE UNIVERSITY

OPENING HOURS

The official operating hours of the university offices are Monday to Friday from 9:00 a.m. to 5:00 p.m. CEU students are required to carry their ID cards at all times and to be able to produce them upon request. On weekends CEU is open to holders of CEU ID cards and to visitors accompanied by CEU faculty/staff members.

OFFICIAL HOLIDAYS

Access to the university may be limited during official university breaks or during major public events with increased levels of security. CEU is officially closed on the following national holidays and university breaks:

August 20, 2007	National Holiday
October 23, 2007	National Holiday
November 1, 2007	National Holiday
December 14, 2007–January 7, 2008	Winter Break (CEU is officially closed on December 24, 25, 26, and 31 and on January 1)
March 15, 2008	National Holiday
March 23–March 24, 2008	Easter (National Holiday)
May 1, 2008	Labor Day (National Holiday)
May 11–May 12, 2008	Pentecost (National Holiday)

RECEPTION DESKS

The CEU main receptions (Nador u. 9, Nador u. 11, and Oktober 6 u. 12) are open on weekdays from 7:00 a.m. to 10:00 p.m.; the Zrinyi u. 14 entrance is open between 8:00 a.m.—11:00 p.m. Doctoral students using the PhD rooms, which are open until later hours, can exit through the receptions at Nador u. 11 and Oktober 6 u. 12. On weekends the entrances are open for shorter periods, depending on the opening hours of the service units located in the particular building. The passageway between the Oktober 6 u. 12. and Nador u. 9. buildings is closed on Sundays and holidays.

Security staff is on duty on a 24-hour basis. In the late evening or early morning, or on holidays and weekends, students and visitors may find that the main door at Nador u. 9 is locked. In this case, they should use the entrances at Nador u. 11, Oktober 6 u. 12, and in special cases, the side entrance at Zrinyi u. 8-10.

VISITORS

Visitors should provide security staff with the following data upon registration: name, the department/unit being visited and the name of the CEU contact person. In addition, reception staff will log the date, time of entry/departure and the visitor's identification document number into the registration book for security purposes.

All students and visitors to the complex should be prepared to show their identification cards or their visitors' passes upon request.

ALCOHOL, DRUGS AND WEAPONS

Individuals who appear intoxicated, or are carrying drugs or weapons shall not be allowed to enter any CEU building or may be removed from the facilities if found to be doing so.

CENTRAL ADMINISTRATION: OFFICES AND LOCATIONS

Yehuda Elkana, President and Rector
Extension: 3004, Email: elkana@ceu.hu
Location: Nador u. 9 Building, First floor

Szilvia Kardos, Executive Assistant to the President and Rector
Extension: 6110, Email: kardos@ceu.hu

Zsuzsanna Szunyogh, Assistant to the President and Rector
Extension: 3004, Email: szunyogh@ceu.hu

Howard Robinson, Provost / Academic Pro-Rector
Extension: 3003, Email: robinson@ceu.hu
Location: Nador u. 9 Building, First floor

Geda Dobosy, Assistant to the Provost / Academic Pro-Rector
Extension: 3003, Email: dobosyg@ceu.hu

Karoly Bard, Pro-Rector for Hungarian and EU Affairs
Extension: 3018, Email: bardk@ceu.hu
Location: Nador 9. Building, Second floor, Room 210

Helga Dorner
Assistant to the Pro-Rector for Hungarian and EU Affairs
Extension: 3018, Email: dornerh@ceu.hu

Lajos Bokros, Chief Operating Officer
Extension: 3434, Email: bokros@ceu.hu
Location: Nador u. 11, 201/a

Andrea Hajas, Assistant to the Chief Operating Officer
Extension: 3434, Email: hajasa@ceu.hu

Liviu Matei, Academic Secretary and Head of Finance Office
Extension 3060, Email: mateil@ceu.hu
Location: Nador u. 9 Building, First floor, room 106

Andrea Csele, Assistant to the Academic Secretary and to the Head of Finance Office
Extension: 6119, Email: cselea@ceu.hu

STUDENT SERVICES: OFFICES AND LOCATIONS

The core Student Services functions and offices include the Office of the Vice President for Student Services, the Director of Student Recruitment, Admissions Office, Financial Aid Office, Student Records Office, Student Life Office, and Alumni and Career Services. These units cover a broad range of administrative services which, together with other academic and administrative support units of the university, such as the CEU Library, the Center for Academic Writing, the Information Technology Department, the Medical Center, the Sports Center, the Budget and Finance Office, the Maintenance Office, food services, and the CEU Residence Center, constitute the overall institutional student support infrastructure.

Student Services at CEU also maintain and support the out-of-class student activities, up-to-date information on student opinions and needs, and student involvement in the institutional governance through the Student Union and student representation on the Senate-appointed CEU committees.

ONLINE ORIENTATION

Detailed information about preparation for the academic year, arrival in Budapest, orientation to the university and its facilities, and specific services, is available at http://www.ceu.hu/online_orientation.html.

WHERE TO FIND US

Many of the student support units are located in the Nador u. 9 Building. Student Services occupy offices on the ground floor, with the exception of the Admissions Office, which is located on the second floor and the Alumni and Career Services Office, which is located in the passageway between Faculty Tower and the Oktober 6. u. building. The Student Counseling Room is located in the Nador u. 11 building. The locations of all other academic and support structures are indicated further in the text.

OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES

Rositsa Bateson

Vice President for Student Services

Extension: 3212, Email: batesonr@ceu.hu

Chrys Margaritidis

Student Records and Services Officer, ECTS Coordinator

Extension: 2194, Email: margaritidisc@ceu.hu

LOCATION: Nador u. 9 Building, Ground floor, Student Services Center

OFFICE HOURS: By appointment.

ADMISSIONS OFFICE

Zsuzsanna Jaszberenyi

Admissions Officer

Extension: 3009, Email: jaszberz@ceu.hu

Csaba Mezo

Admissions Coordinator

Extension: 3210, Email: mezocs@ceu.hu

Andrea Horvath

Admissions Coordinator

Extension: 3272, Email: horvatha@ceu.hu

Gyongyi Kovacs

Admissions Coordinator

Extension: 3208, Email: kovacsgy@ceu.hu

LOCATION: Nador u. 9 Building, Second floor, Room 204

OFFICE HOURS:

Monday—Thursday: 1:00 p.m.—4:00 p.m.

Friday: 1:00 p.m.—3:00 p.m.

Email: admissions@ceu.hu

FINANCIAL AID OFFICE

Zsuzsanna Blum

Financial Aid Officer

Extension: 3287, Email: blumz@ceu.hu

LOCATION: Nador u. 9 Building, Ground floor, Student Services Center

OFFICE HOURS:

Monday—Thursday: 1:00 p.m.—4:00 p.m.

Friday: 1:00 p.m.—3:00 p.m.

Email: finaid@ceu.hu

STUDENT LIFE OFFICE

Judit Radics

Student Life Officer

Extension: 3088, Email: radicsj@ceu.hu

Janka Jozsef

Student Counselor

Extension: 3119, Email: jozsefj@ceu.hu

Richard Kartosonto

Student Support Coordinator

Extension: 2191, Email: kartoson@ceu.hu

LOCATION: Nador u. 9 Building, Ground floor, Student Services Center

OFFICE HOURS:

Monday—Thursday: 1:00 p.m.—4:00 p.m.

Friday: 1:00 p.m.—3:00 p.m.

Email: studentlife@ceu.hu

Important Note:

Students of the CEU Business School should turn to:

Veronika Kovacs, Student Services Coordinator

Phone: 887 5190, Email: kovacsv@ceubusiness.com

LOCATION: H-1023 Budapest, Frankel Leo ut 30-34,
Ground Floor, Room G005

STUDENT RECORDS OFFICE

Chrys Margaritidis

Student Records and Services Officer

Extension: 2194, Email: margaritidisc@ceu.hu

(also contact person for CEU Graduate School of Business students)

Anna Mentsl

Student Records Coordinator

Extension: 3061, Email: mentsl@ceu.hu

LOCATION: Nador u. 9 Building, Ground floor, Student Services Center

OFFICE HOURS:

Monday—Thursday: 1:00 p.m.—4:00 p.m.

Friday: 1:00 p.m.—3:00 p.m.

Email: registry@ceu.hu

ALUMNI AND CAREER SERVICES OFFICE

Serge Sych

Alumni Affairs Manager

Extension: 6 132, Email: sychs@ceu.hu

Maria Pocsai

Alumni Services Assistant

Extension: 2332, Email: pocsaim@ceu.hu

Cristina Balint-Nagy

Career Services Officer

Extension: 3215, Email: career@ceu.hu

LOCATION: Faculty Tower, First floor, Passageway to Oktober 6 u. 12 Building

OFFICE HOURS:

Monday—Friday: 10:00 a.m.—12:00 noon
2:00 p.m.—4:00 p.m.

STUDENT COUNSELING

The student psychological counseling service provides confidential help and support in the following areas: personal and emotional problems, and different forms of anxiety (panic, performance or social anxiety, phobias, interpersonal difficulties, depression, eating disorders, adjustment problems or coping with loneliness).

Dr. Dora Perczel-Forintos

Clinical Psychologist

Phone: 235-6127, Email: perczel@ceu.hu

Dr. Vera Varady

Clinical Psychologist

Phone: 235-6127, Email: varadyv@ceu.hu

LOCATION: Nador u. 11, First floor, Room 105

OFFICE HOURS:

Dr. Dora Perczel-Forintos

Monday, Thursday: 3:00 p.m.—8:00 p.m.

Dr. Vera Varady

Tuesday, Wednesday: 2:00 p.m.—7:00 p.m.

INFORMATION ABOUT STUDENT ACTIVITIES

Student Activities and Student Union:

http://www.ceu.hu/student_activities.html

CEU LIBRARY

Detailed information about the library rules, services, collections, and electronic databases is available on the library website at <http://www.library.ceu.hu> as well as in the CEU Library Short Guide.

LOCATION:

Nador u. 9, 1051 Budapest, Hungary

Faculty Tower, First floor

Phone: (36-1) 327-3099

Fax: (36-1) 327-3041

Email: library@ceu.hu

Website: <http://www.library.ceu.hu>

OPENING HOURS:

Monday—Friday: 8:00 a.m.—10:00 p.m.

Saturday, Sunday: 1:00 p.m.—7:00 p.m.

Closed on national holidays.

END-OF-SEMESTER EXTENDED HOURS:

Available at: <http://www.library.ceu.hu/opening.html>

LIBRARY STAFF:

Maria Szlatky

Head Librarian

Extension: 3012, Email: szlatky@ceu.hu

Katalin Tikos

Head of Public Services

Extension: 3037, Email: tikosk@ceu.hu

Katalin Solymosi

Circulation Librarian

Extension: 3075, Email: solymosik@ceu.hu

OPEN SOCIETY ARCHIVES AT CENTRAL EUROPEAN UNIVERSITY

LOCATION:

Arany Janos u. 32.

H-1051 Budapest, Hungary

Phone: (36-1) 327-3250

Fax: (36-1) 327-3260

Email: archives@ceu.hu

Website: <http://www.osa.ceu.hu>

Robert Parnica

Reference Archivist

Extension: 3250, Email: archives@ceu.hu

OPENING HOURS:

Offices Monday—Friday: 9:00 a.m.—5:00 p.m.

Research Room Monday—Friday: 10:00 a.m.—5:30 p.m.

CENTER FOR ACADEMIC WRITING

LOCATION:

Nador u. 11, Third floor

Website: <http://www.ceu.hu/writing/>

STAFF:**John Harbord**

Director

Extension: 3196, Email: harbordj@ceu.hu

Agnes Makary

Coordinator

Extension: 3817, Email: makaryag@ceu.hu

OFFICE HOURS:

Monday—Thursday: 9:00 a.m.—12:30 p.m. or by appointment

For individual consultation with instructors please sign up on the Center for Academic Writing's Noticeboard or by email.

INFORMATION TECHNOLOGY DEPARTMENT (IT DEPARTMENT)

LOCATION:

Zrinyi u. 14, Fifth floor, access available also via the panoramic elevator in the Japanese Garden.

Niobe Farago

IT Coordinator

Extension: 2508, Email: faragon@ceu.hu

Helpdesk

Extension: 2000, Email: helprequest@ceu.hu

Weekdays only: 9:00 a.m.—5:00 p.m.

COMPUTER FACILITIES

Five computer labs are located in the Basement of Faculty Tower, Nador u. 9, and are available to all CEU students. These labs are supervised by a staff member and are open as follows:

Weekdays: 8:00 a.m.–9:00 p.m.

Weekend: 1:00 p.m.–7:00 p.m.

The lab operators and the security guards may ask students to show their ID card for security reasons, and therefore students are expected to have their card ready when using the Computer labs.

END-OF-SEMESTER EXTENDED HOURS:

Available at: http://www.ceu.hu/computer_facilities.html

The labs are closed on national and public holidays (see University Calendar) and occasionally for system maintenance.

LAPTOP USAGE AND WIFI SERVICES

There are two CEU laptop areas. Sixteen places are available at the ground floor display area, Nador u. 9, and another 16 are located directly above on the first floor. In both areas, network cable jacks are located along the bottom rim of the wall. Laptops of any type and configuration can be used, as long as they are in line with the following requirements:

- Wireless or 10/100 network card
- TCP/IP protocol
- Automatic DHCP setting
- without wireless you will need a UTP network cable

WIFI service can be used in the areas below:

- Laptop Area
- Library
- Japanese Garden

The following services are available in these areas *gw.ceu.hu*, P: and O: drive through *ftp.ceu.hu* etc. The WIFI operates as a hotspot, meaning that after activating the network card it will automatically find the network. In case you face difficulties with this you need to enter SSID: LAPTOP_AREA into the configuration page of the network card.

If you have a valid CEU account, you can reach your mailbox via <http://gw.ceu.hu> (through any Internet browser, such as Internet Explorer and Netscape Navigator) and your P: drive files are available via <ftp://ftp.ceu.hu>. In order to be able to use these services you will need to login using your Username and Password. Please note that the CEU Network policy (<http://www.ceu.hu/downloads/network.doc>) applies to anyone who uses the CEU Network.

SERVICES AT CEU RESIDENCE CENTER:

Computer Lab on the First floor:

Open 24hrs, assistance provided on weekdays between 9:00 a.m.—10:00 p.m.

on weekends: 1:00 p.m.—7:00 p.m.

COMPUTER FACILITIES FOR DOCTORAL STUDENTS

CEU doctoral students have access to independent, department-based Doctoral Computer Rooms. The Doctoral Coordinator of each department monitors the list of students who are permitted to use these premises. The keys to each room are kept by the security guards; one key is handed out to the first arriving student and must be returned to the security guard at the end of the day by the last departing student. Doctoral students are expected to take full responsibility for the access logistics and passing on the room key as necessary. All of the Doctoral Computer Rooms listed below are open ONLY for the use of doctoral students:

Economics	Nador u. 11 bldg.	Fourth floor, Room 416/B
Environmental Sciences	Faculty Tower bldg.	Sixth floor, Room 605
Gender	Nador u. 11 bldg.	Fourth floor, Room 401
History	Nador u. 11 bldg.	Third floor, Room 301
Legal Studies	Nador u. 11 bldg.	Ground floor, Room 001
Medieval Studies	Nador u. 11 bldg.	First floor, Room 118
Philosophy	Nador u. 11 bldg.	First floor, Room 116
Political Science	Nador u. 11 bldg.	First floor, Room 117
Sociology	Zrinyi u. 14 bldg.	Fourth floor, Room 409

All Doctoral Computer Rooms are open for use by doctoral students every day (including weekends) from 8:00 a.m.—12:00 a.m. (Student Helpdesk support is available between 9:00 a.m.—9:00 p.m. on weekdays and 11:00 a.m.—7:00 p.m. on weekends)

The rooms are closed on national and public holidays (see University Calendar) and occasionally for system maintenance.

HELPDESK SUPPORT FOR ALL COMPUTER FACILITIES

Ext. 3030 (Student Helpdesk)

Nador u. 9., Basement

Weekdays: 8:00 a.m.—9:00 p.m.

Weekends: 1:00 p.m.—7:00 p.m.

Ext. 2000 (Staff and Faculty Helpdesk) Weekdays only: 9:00 a.m.—5:00 p.m.

LOST AND FOUND BOX

The Helpdesk maintains a Lost and Found box. Any items left behind in the Nador u. labs are taken to this box.

For more IT News click on http://www.ceu.hu/it_news.html

PRINTING QUOTAS

- CEU students have a quota for the number of free pages they can print. As requirements differ from department to department, the exact quota depends on the department in which the student is enrolled.
- When the quota is used up, students may purchase further pages at the CEU Cash Desk. Upon presentation of the receipt to any of the IT Helpdesks, the student's quota is adjusted within a working day.
- In the event of a printer running out of toner, students should withhold their documents from printout. The Helpdesk should be notified immediately.
- Before printing, students should check their quota—the remaining number of pages can be checked in the Novell-Delivered Application Launcher.
- The printing quota is granted for the Academic Year; savings are carried over to the next Academic Year.

COMPUTER AND STATISTICS CENTER

The Computer and Statistics Center is an academic unit of Central European University which provides a variety of courses in computer science and statistics for members of the CEU community throughout the academic year. The courses cover MS Office applications, the Internet, HTML editors, database and statistics applications, thesis editing guidelines, observing the Electronic Theses and Dissertations (ETD) requirements. The courses are open to all CEU students, faculty and staff, free of charge. More information about courses, tutorials, etc. is available at: <http://www.personal.ceu.hu/comp/>

LOCATION: Nador u. 9 Building, Basement, Rooms 102, 103 and 104.

OFFICE HOURS:

Monday- Friday: 9:00 a.m.—5:00 p.m.

STAFF:

Laszlo Csirmaz

Head

Extension: 3013, Email: csirmaz@ceu.hu

Eszter Deli

Instructor

Extension: 2498, Email: delie@ceu.hu

Eva Barbara Bodogan

Coordinator

Extension: 6104, Email: bodogane@ceu.hu

CEU ACADEMIC BOOKSTORE

LOCATION: Zrinyi u. 12.

OPENING HOURS:

Monday—Friday: 10:00 a.m.—6:00 p.m.

Phone: 327-3096; Fax: 327-3875;

Email: bookshop@ceu.hu

COPY SHOP

LOCATION: Faculty Tower, Basement

Extension: 2038

The Copy Shop, located in the basement of Faculty Tower, is open from 9:00 a.m.—6:00 p.m. and 9:00 a.m.—4:00 p.m. on Fridays and provides photocopying services as well as sorting, stapling, cutting and booklet assembly. For copying needs after hours, a second center is located near the university at Alkotmany u. 18.

Phone: 312-7636, 332-2563, <http://www.copycat.hu>

FAX SERVICE

Students can send and receive faxes from a public fax machine at the Copy Shop in the FT Basement. The tariffs are set by the service-provider and indicated there.

LOCATION: Copy Shop, Faculty Tower, Basement

Fax number: (36-1) 302-0800

SPORTS CENTER

LOCATION: In the Hild Jozsef Elementary School, Nador u. 12.

Please check-in at the reception on the 2nd floor.

OPENING HOURS:

Monday - Friday: 3:00 p.m.—9:00 p.m.

Email: sportcentrum@ceu.hu

FOOD SERVICES

In the Nador u. 9 complex, there are several food services areas, as well as vending machines.

Ground Floor Cafeteria

Nador u. 9, Ground floor

Extension: 3015

OPENING HOURS:

Monday—Friday: 11:30 a.m.—4:00 p.m.

Tower Restaurant

Nador u. 9, Faculty Tower, 10th floor

Extensions: 2360, 2375

OPENING HOURS:

Monday—Friday: 8:00 a.m.—8:00 p.m.

Nadi's Buffet

October 6 u. 12, Ground floor

Extension: 2472

OPENING HOURS:

Monday—Friday: 9:00 a.m.—7:00 p.m.

Saturday: 9:00 a.m.—1:00 p.m.

Students' Lounge Area

Nador u. 9, Basement

(Details to be announced)

Terrace Cafe

Faculty Tower, in front of the Library, or Japanese Garden, during spring and fall

OPENING HOURS:

Monday—Friday: 10:00 a.m.—4:00 p.m.

CEU Residence Center Cafeteria

OPENING HOURS:

Monday—Friday: 7:00 a.m.—10:00 a.m.

11:30 a.m.—2:00 p.m.

6:00 p.m.—9:00 p.m.

Saturday—Sunday: 7:00 a.m.—10:00 a.m.

12:00 a.m.—2:30 p.m.

6:00 p.m.—9:00 p.m.

CEU Residence Center Coffee Lounge

OPENING HOURS:

Monday—Friday: 9:00 a.m.— 9.30 p.m.

Saturday—Sunday: 10:00 a.m.— 9.30 p.m.

WEEKLY MENUS:

Weekly menus are available on the Noticeboard for Students on the GroupWise network. Vegetarian selections are provided daily. On selected days, the cafeterias offer special national dishes. Students with special dietary requirements should turn to the Student Life Office.

IDENTIFICATION CARDS

Newly-enrolled students normally receive their ID card in their welcome package. If they have not submitted their photos prior to their arrival, students need to visit the ID Card Manager to order their card.

With the CEU Student ID card, students are allowed to use the following services:

- all CEU premises including the Sports Center, the Residence Center and other facilities
- library borrowing privileges

Gyorgy Finta

ID Card Manager

Extension: 2412, Email: fintagy@ceu.hu

LOCATION: Nador u. 11, Courtyard

OFFICE HOURS:

Monday—Friday: 1:00 p.m.—3:00 p.m.

LOST/DAMAGED ID CARD POLICY

Lost/Damaged ID Card replacement fee: 1,000 HUF. This fee should be paid in cash at the Budget and Finance Office. The receipt should then be presented to Gyorgy Finta, ID Card Manager, Nador u. 11, Courtyard, in order to receive a new card. Stolen CEU ID cards will be replaced without a fee if students present a police report.

MEDICAL SERVICES, HEALTH INSURANCE, FIRE REGULATIONS, POLICE EMERGENCY

Medical Center

The Medical Center at CEU is open to all students, faculty and staff. Access to the Medical Center requires valid student ID and medical insurance cards. There are two qualified English-speaking doctors (male and female) who hold regular consultation hours. At three time slots during the week (marked with * in the timetable—see Opening Hours), students, faculty and staff may visit the Medical Center by appointment.

LOCATION:

Nador u. 11, Courtyard

Phone: (36-1) 327-3695, 327-3815

OPENING HOURS:

Monday	8:30 a.m. —11:30 p.m.* 12:00 a.m.—3:00 p.m.
Tuesday	9:00 a.m.—12:00 noon 12:30 p.m.—3:30 p.m.
Wednesday	8:30 a.m.—11:30 a.m. 12:00 a.m.—3:00 p.m.
Thursday	9:00 a.m.—12:00 a.m. 3:00 p.m.—6:00 p.m.*
Friday	8:00 a.m.—11:00 a.m.* 2:00 p.m.—5:00 p.m.

The schedule with the individual doctors' names will be announced at the beginning of the academic year, and posted in front of the Medical Center. The consulting hours of doctors are subject to occasional change, of which students are informed in advance.

Important Note: To access the medical facilities that follow, all CEU students must have their CEU ID card and the Generali Providencia medical insurance card. Students who are insured by other providers must also have their medical insurance card. In the case of international health coverage purchased abroad, students may expect to be asked to pay for the medical treatment, and to claim reimbursement from their providers afterwards.

In case the medical center is closed and the physicians cannot be reached students should visit the following facilities, in the order suggested below.

1. Medicina Medical Center:
5th district, Hercegprimas u. 14-16, Phone: 428-8125, 428-8127.
Working Hours: Monday-Friday: 8:00 a.m.—2:00 p.m.
2. Semmelweis Clinic, Transplantation and Surgery Clinic :
8th district, Baross u. 23-25. (Open 24 hours)
3. National Traumatology Institute (Országos Baleseti Sürgősségi Intézet)
8th district, Fiumei u. 17, Phone: 333-7599
Outpatient department: 8th district, Dologhaz u. 4.
Phone: 299-7700 (open 24 hours)

In case of emergency:

National Ambulance Emergency: 104

This number may be dialed from any pay-phone, without a coin or card.

Pharmacies near the main CEU complex:

Nador u. 24, Phone: **312-6443**

OPENING HOURS:

Monday—Thursday: 8:00 a.m.—6:00 p.m.,

Friday: 8:00 a.m.—5:00 p.m.

Dorottya u. 13 Phone: **317-2374**

OPENING HOURS:

Monday—Friday: 8:00 a.m.—8:00 p.m.

TWENTY-FOUR-HOUR PHARMACIES IN BUDAPEST:

Szent Margit Gyogyszertar, II. District, Frankel Leo ut 22., Phone: 212-4406

Obuda Gyogyszertar, III. District, Vorosvari ut 86., Phone: 368-6142

Aranyhorgony Gyogyszertar, IV. District, Pozsonyi ut 19, Phone: 379-3008

Terez Gyogyszertar, VI. District, Terez krt. 41., Phone: 311-4439

Elefant Gyogyszertar, X. District, Pongrac ut 19., Phone: 431-9940

Fehervar Gyogyszertar, XI. District, Fehervari ut 12., Phone: 466-5891

Deli Gyogyszertar, XII. District, Alkotás ut 1/b., Phone: 355-4691

Maria Gyogyszertar, XIII. District, Beke ter 11., Phone: 320-8006

Ors Vezer Gyogyszertar, XIV. District, Ors Vezer tere Medical Center, Phone: 221-3861

HEALTH INSURANCE

All students are informed about health insurance upon admission to CEU. Information about the CEU Health Insurance Plan and other providers is available at http://www.ceu.hu/medical_services.html

FIRE REGULATIONS AND EVACUATION PROCEDURES

All students, employees and visitors should fully acquaint themselves with actions to be taken in case of fire, bomb alerts or other emergencies. Instructions are displayed in all rooms and elevators of the university complex detailing these actions. (“In case of Fire” notices)

A training session on fire safety, and on health and safety, is obligatory for every student and employee in each academic year. Drills are also organized in order to ensure that evacuation procedures can be carried out smoothly in case of emergency.

Smoke and fire detectors have been installed in all CEU buildings. Fires or areas of smoke will automatically sound the alarms. (*Hereby please note also that smoking is allowed only in the designated smoking areas.*)

Sprinkler systems have also been installed and will be activated in the event of fire. These are sensitive and should not be tampered with. No large items such as furniture should block the sprinkler units.

Fire escapes routes are marked in each building by international symbols of green/white lights. In case of a fire everyone should spread the alarm and evacuate the respective building immediately through the nearest emergency exit. The use of elevators is not allowed.

Anyone noticing a fire should call the dispatcher by dialing 2222 in the Nador complex or 5555 in the Residence Center, or use the nearest alarm box in the corridor. The Fire Marshall's emergency toll-free number in Hungary is 105.

In the case of a fire emergency call, the following information must be given:

- the exact location of the fire,
- what is burning,
- what is in danger,
- people injured or dead,
- the name of the person who is reporting the fire.

POLICE EMERGENCY

Criminal actions, potential criminal actions and other emergencies on campus should be reported immediately by dialing the following reception desks (CEU security guards) on the campus phones:

Nador u. 11	2240
Nador u. 9.	3090
Zrinyi u. 8-10.	2030
Zrinyi u. 14.	2075
Október 6. u. 12.	2104
CEU Residence Center:	5555

Students, faculty and staff members should make accurate and prompt reports in order to assist notifying the appropriate authorities. They should identify themselves and the location from which they are calling, as well as briefly describe the problem and the conditions of the situation. They should not leave—if possible—the location from which the emergency call was placed.

In case of sexual offenses/complaints it is important to report the incident as soon as possible. The victim should seek immediate medical attention. Upon receipt of a call, the security guards will initially investigate each reported incident, prepare and submit appropriate reports for use by CEU authorities and, potentially, the police. If a crime appears to have been committed, security guards shall immediately call the police and secure the location to protect evidence.

Off-campus police stations in the 5th district:

Szalay u. 11-13.	373-1000
Kecskeméti u. 6.	317-0711

The police emergency number is 107.

FINANCIAL SERVICES AND PROCEDURES

BUDGET AND FINANCE OFFICE

LOCATION: Nador u. 9 Building, Mezzanine floor

Adrienn Heining

Financial Assistant

Extension: 6198, Email: heiningera@ceu.hu

Judit Simardi

Student Service Officer

Extension: 2056, Email: simardij@ceu.hu

CASH DESK OPENING HOURS:

Monday—Friday: 9:00 a.m.—1:00 p.m.

Extension: 2260

FINANCE OFFICE OF THE CEU BUSINESS SCHOOL

LOCATION: Frankel Leo ut 30-34. Fourth Floor, Room 413

Ilona Zana

Financial Coordinator and Cash Desk

Phone: 887 5030, Email: zanai@ceubusiness.com

FINANCIAL INFORMATION

Students should consult the CEU website (http://www.ceu.hu/tuition_fees0708.html) for information about:

- Tuitions and Fees for Academic Year 2007/2008
- Estimated Living Costs in Budapest
- Financial Regulations and Payment Information

For CEU Fellowship Recipients information about banking is available at http://www.ceu.hu/financial_banking.html

ENROLLMENT PROCEDURES

STUDENT ORIENTATION (PRE-SESSION)

CEU has developed an Orientation Program for new students, designed to familiarize them with their academic departments, university services, and housing arrangements during their residence in Hungary. The Orientation Program comprises a series of in-person meetings upon arrival. Students not staying at the Residence Center are fully assisted in finding suitable accommodation during the first two weeks after arrival. The Budget and Finance Office advises on banking arrangements and various payment procedures. The Information Technology Department introduces students to the CEU computer network and user regulations, the Center for Academic Writing conducts an ongoing academic writing program.

The Online Orientation can be accessed at http://www.ceu.hu/online_orientation.html. The page is designed to help students gather pre-departure information about Budapest and the university and to find their way around once they are in Budapest.

REGISTRATION IN THE UNIVERSITY INFORMATION SYSTEM (UIS)

CEU has developed its own integrated information network, called the University Information System (UIS). Course registration, add/drop, grading and degree application are all computerized and students are responsible for conducting all necessary procedures in connection with their registration. UIS also provides on-line information about courses, grades, and class schedules, as well as information on rental accommodation available in the city.

The University Information System can be accessed at <https://infosys.ceu.hu>.

The Student Records Manual can be downloaded from http://www.ceu.hu/sro/SRO_manual.pdf

UIS INQUIRIES SHOULD BE DIRECTED TO:

Chrys Margaritidis

Student Records and Services Officer

Extension: 2194, Email: margaritidisc@ceu.hu

Location: Nador u. 9 Building, Ground floor, Student Services Center - upstairs

UIS Support

Extension: 2000, Email: support@infosys.ceu.hu

Location: Zrinyi u. 14, Sixth floor, Room 601

POLICY ON HOLDS

Failure to meet any obligation to the university, including those conditions set forth in the individual's enrollment confirmation form and financial obligations, will result in suspension of access to student services including—but not limited to—transcripts, diplomas, access to the CEU computer network, the CEU Library, medical services, the University Information System (rental accommodation database, matriculation form, class registration), research grants and fellowship stipends until the obligation(s) is/are met and is/are cleared by the office initiating the hold.

LEAVING PROCEDURE

At the end of the academic year, each student is required to fill out the on-line graduation form and submit a leaving form indicating that the individual has no outstanding debts or obligations to the university. Failure to submit the form, or unresolved obligations, will result in the withholding of the individual's diploma and other university services, according to the CEU Policy on Holds.

Those students who cut short their studies during the academic year (e.g. failed, enrollment terminated, left) will still be required to complete the 'Leaving Form'. Moreover, since their student status is terminated at CEU, these students must invalidate their visas at the Immigration Office in Budapest by personally visiting this office. It is CEU's obligation to notify the Immigration Office in writing about the changes in student status and students who fail to follow this procedure may face serious problems with the local authorities.

STUDENT-RELATED POLICIES

Student Rights, Rules, and Academic Regulations

The full text is available at <http://www.ceu.hu/downloads/studrights.doc>

CEU Doctoral Programs Academic Regulations

The full text is available at <http://www.ceu.hu/downloads/doctoralregulations.doc>

Code of Ethics of Central European University

The full text is available at http://www.ceu.hu/downloads/code_ethics_2004.doc

Annex I to the Code of Ethics: Section on Sexual Harassment

The full text is available at <http://www.ceu.hu/downloads/annex1.doc>

Student Union By-laws

The full text is available at <http://www.ceu.hu/downloads/subylaws.doc>

Non-degree and Visiting Students Policy

The full text is available at <http://www.ceu.hu/downloads/visiting.doc>

Guidelines for Use of Network and Computing Resources

The full text is available at <http://www.ceu.hu/downloads/network.doc>

Web Policy

The full text is available at <http://www.ceu.hu/downloads/web.doc>

CEU Residence Center Rules and Regulations

The full text is available at <http://www.ceu.hu/downloads/residence.doc>

Safety and Crime Prevention on Campus and in Budapest

The full text is available at <http://www.ceu.hu/downloads/safety.doc>

Notes on Sexual Harassment and Offences and Applicable Laws on Sexual Offences

The full text is available at <http://www.ceu.hu/downloads/harassment.doc>

Security Policy

The full text is available at <http://www.ceu.hu/downloads/securitypolicy.doc>

IMPORTANT EMERGENCY PHONE NUMBERS (CAMPUS AND CITY)

IMPORTANT EMERGENCY PHONE NUMBERS (CAMPUS EXTENSION ONLY)

(CEU Security Desks)

Nador u. 11	2240
Nador u. 9.	3090
Zrínyi u. 8-10.	2030
Zrínyi u. 14.	2075
Oktober 6. u. 12.	2104
Kerepesi u. 87.	5555

IMPORTANT CITY PHONE NUMBERS IN BUDAPEST

Please note that many of the individuals staffing these phone lines will only speak Hungarian.

Ambulance

To report an accident 104

Budapest Police Department

To report an emergency 107, 112

Off-campus Police Stations in the 5th district:

Szalay u. 11-13	373-1000
Kecskeméti u. 6	317-0711

Budapest Fire Department 105

Caritas Crisis Hotline 06 80 505 503

Budapesti Lelki Elősegély Telefonszolgálat

(Psychological Crisis Helpline Budapest)

Crisis Hotline (non-stop) 06 80 505 525*

**Note: Service in English is not available.*

NANE Association 267-4900, 0680-505101

Relief line for abused women and children

(toll-free number)

Daily 6:00 p.m.—10:00 p.m.

WHERE TO GO FOR ANSWERS

KEY: FT = Faculty Tower
 N9 = Nador u. 9. (Monument) Building
 N11 = Nador u. 11. Building
 Z14 = Zrinyi u. 14. Building

FOR QUESTIONS ABOUT:	OFFICE	LOCATION	EXTENSION	NAME/EMAIL
Academic appeals	Provost	N9 1 st floor	3003	Howard Robinson, robinson@ceu.hu
Academic transcripts, certificates	Student Records Office	N9 Ground floor	3061	Anna Mentsl mentsl@ceu.hu
Academic writing	Center for Academic Writing	N11, Rm 309	3817	Agnes Makary, makaryag@ceu.hu
Address registration	Student Life Office	N9 Ground floor	3088	Judit Radics, radicsj@ceu.hu
Admissions	Admissions Office	N9 Rm 204	3009	Zsuzsanna Jaszberenyi, Admissions@ceu.hu
Alumni	Alumni Affairs Office	Passageway to Okt 6.	6132	Serge Sych, sychs@ceu.hu
Bank accounts, bank cards	Budget and Finance Office	N9 Mezzanine floor	2056	Judit Simardj, simardj@ceu.hu
Cash desk	Budget and Finance Office	N9 Mezzanine floor	2260	
Public affairs	External Relations Office	N9 3 rd floor	3800	Ildiko Rull, rulli@ceu.hu
CEU web site/publications	External Relations Office	N9 3 rd floor	2321	Emil Iuga, iugae@ceu.hu
Change of advisor	Department coordinator	as applicable		
Change of course (drop/add)	Student Records Office	N9 Ground floor	3061	Anna Mentsl, mentsl@ceu.hu
Class registration	Student Records Office	N9 Ground floor	3061	Anna Mentsl, mentsl@ceu.hu
Classroom booking	Maintenance	N11 2 nd floor	3066	Judit Lang, langjud@ceu.hu
Computer services	IT Department	Z14, 5 th floor	2000	Helprequest@ceu.hu
Conferences/Special events	External Relations Office	N9 3 rd floor	3821	Krisztina Sebok, sebokk@ceu.hu
Copying services	Copy Center	FT Basement 106	2038	
Counseling service	Nador u. 11	N11, Rm 105	235-6127	Dr. Dora Perzel, perczel@ceu.hu Dr. Vera Varady, varadyv@ceu.hu
Fire & safety	Dispatcher	N9 Ground floor	2222	
Graduation	Student Records Office	N9 Ground floor	2194	Chrys Margaritidis, margaritidisc@ceu.hu
ID Cards	Maintenance	N11 Courtyard	2412	Gyorgy Finta, Fintagy@ceu.hu
UIS	University Information System	Z14	2000	support@infosys.ceu.hu
Medical service	Medical Center	N11 Courtyard	3695	Dr. Gabor Sandor, Dr. Monika Horvath
Overdue books	Library	FT 1 st floor	3099	
Residence center	Reception Desk		5555	Dora Sarosi, sarosid@ceu.hu
Student Union	Student Union Room	N9 Basement	2196	studentunion@ceu.hu
Switchboard operator			327-3000	
Tuition and payments	Budget and Finance Office	N9 Mezzanine floor	2065	Judit Simardj, simardj@ceu.hu

ACADEMIC DIARY
2007 / 2008

PERSONAL INFORMATION

PERSONAL

Name _____

Address (during the academic year) _____

Telephone / Mobile _____

Email _____

ENROLLMENT INFORMATION

Department _____

Student ID Number _____

Department Contact Person _____

MEDICAL INFORMATION

Doctor Name and Telephone _____

Health Insurance / Number _____

Blood Group _____

Essential Information / Allergies _____

In emergency, notify this person _____

Telephone / Mobile _____

Address _____

IMPORTANT DATES

OTHER

CALENDAR 2007

AUGUST

MON		6	13	20	27
TUE		7	14	21	28
WED	1	8	15	22	29
THU	2	9	16	23	30
FRI	3	10	17	24	31
SAT	4	11	18	25	
SUN	5	12	19	26	

SEPTEMBER

MON		3	10	17	24
TUE		4	11	18	25
WED		5	12	19	26
THU		6	13	20	27
FRI		7	14	21	28
SAT	1	8	15	22	29
SUN	2	9	16	23	30

OCTOBER

MON	1	8	15	22	29
TUE	2	9	16	23	30
WED	3	10	17	24	31
THU	4	11	18	25	
FRI	5	12	19	26	
SAT	6	13	20	27	
SUN	7	14	21	28	

NOVEMBER

MON		5	12	19	26
TUE		6	13	20	27
WED		7	14	21	28
THU	1	8	15	22	29
FRI	2	9	16	23	30
SAT	3	10	17	24	
SUN	4	11	18	25	

DECEMBER

MON		3	10	17	24	31
TUE		4	11	18	25	
WED		5	12	19	26	
THU		6	13	20	27	
FRI		7	14	21	28	
SAT	1	8	15	22	29	
SUN	2	9	16	23	30	

CALENDAR 2008

JANUARY

MON		7	14	21	28
TUE	1	8	15	22	29
WED	2	9	16	23	30
THU	3	10	17	24	31
FRI	4	11	18	25	
SAT	5	12	19	26	
SUN	6	13	20	27	

FEBRUARY

MON		4	11	18	25
TUE		5	12	19	26
WED		6	13	20	27
THU		7	14	21	28
FRI	1	8	15	22	
SAT	2	9	16	23	
SUN	3	10	17	24	

MARCH

MON		3	10	17	24	31
TUE		4	11	18	25	
WED		5	12	19	26	
THU		6	13	20	27	
FRI		7	14	21	28	
SAT	1	8	15	22	29	
SUN	2	9	16	23	30	

MAY

MON		5	12	19	26	
TUE		6	13	20	27	
WED		7	14	21	28	
THU	1	8	15	22	29	
FRI	2	9	16	23	30	
SAT	3	10	17	24	31	
SUN	4	11	18	25		

JULY

MON		7	14	21	28	
TUE	1	8	15	22	29	
WED	2	9	16	23	30	
THU	3	10	17	24	31	
FRI	4	11	18	25		
SAT	5	12	19	26		
SUN	6	13	20	27		

SEPTEMBER

MON	1	8	15	22	29	
TUE	2	9	16	23	30	
WED	3	10	17	24		
THU	4	11	18	25		
FRI	5	12	19	26		
SAT	6	13	20	27		
SUN	7	14	21	28		

NOVEMBER

MON		3	10	17	24	
TUE		4	11	18	25	
WED		5	12	19	26	
THU		6	13	20	27	
FRI		7	14	21	28	
SAT	1	8	15	22	29	
SUN	2	9	16	23	30	

APRIL

MON		7	14	21	28	
TUE	1	8	15	22	29	
WED	2	9	16	23	30	
THU	3	10	17	24		
FRI	4	11	18	25		
SAT	5	12	19	26		
SUN	6	13	20	27		

JUNE

MON		2	9	16	23	30
TUE		3	10	17	24	
WED		4	11	18	25	
THU		5	12	19	26	
FRI		6	13	20	27	
SAT		7	14	21	28	
SUN	1	8	15	22	29	

AUGUST

MON		4	11	18	25	
TUE		5	12	19	26	
WED		6	13	20	27	
THU		7	14	21	28	
FRI	1	8	15	22	29	
SAT	2	9	16	23	30	
SUN	3	10	17	24	31	

OCTOBER

MON		6	13	20	27	
TUE		7	14	21	28	
WED	1	8	15	22	29	
THU	2	9	16	23	30	
FRI	3	10	17	24	31	
SAT	4	11	18	25		
SUN	5	12	19	26		

DECEMBER

MON	1	8	15	22	29	
TUE	2	9	16	23	30	
WED	3	10	17	24	31	
THU	4	11	18	25		
FRI	5	12	19	26		
SAT	6	13	20	27		
SUN	7	14	21	28		

TIMETABLE

Monday	Tuesday	Wednesday	Thursday	Friday

Monday	Tuesday	Wednesday	Thursday	Friday

TIMETABLE

Monday	Tuesday	Wednesday	Thursday	Friday

Monday	Tuesday	Wednesday	Thursday	Friday

TIMETABLE

Monday	Tuesday	Wednesday	Thursday	Friday

Monday	Tuesday	Wednesday	Thursday	Friday

TIMETABLE

Monday	Tuesday	Wednesday	Thursday	Friday

Monday	Tuesday	Wednesday	Thursday	Friday

30 MONDAY

31 TUESDAY

1 WEDNESDAY

2 THURSDAY

3 FRIDAY

4 SATURDAY

5 SUNDAY

AUGUST

6 MONDAY

7 TUESDAY

8 WEDNESDAY

9 THURSDAY

10 FRIDAY

11 SATURDAY

12 SUNDAY

AUGUST

13 MONDAY

14 TUESDAY

15 WEDNESDAY

16 THURSDAY

17 FRIDAY

18 SATURDAY

19 SUNDAY

AUGUST

20 MONDAY

21 TUESDAY

22 WEDNESDAY

23 THURSDAY

24 FRIDAY

25 SATURDAY

26 SUNDAY

AUGUST

27 MONDAY

28 TUESDAY

29 WEDNESDAY

30 THURSDAY

31 FRIDAY

1 SATURDAY

2 SUNDAY

SEPTEMBER

3 MONDAY

4 TUESDAY

5 WEDNESDAY

6 THURSDAY

7 FRIDAY

8 SATURDAY

9 SUNDAY

SEPTEMBER

10 MONDAY

11 TUESDAY

12 WEDNESDAY

13 THURSDAY

14 FRIDAY

15 SATURDAY

16 SUNDAY

SEPTEMBER

17 MONDAY

18 TUESDAY

19 WEDNESDAY

20 THURSDAY

21 FRIDAY

22 SATURDAY

23 SUNDAY

SEPTEMBER

24 MONDAY

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

28 FRIDAY

29 SATURDAY

30 SUNDAY

OCTOBER

1 MONDAY

2 TUESDAY

3 WEDNESDAY

4 THURSDAY

5 FRIDAY

6 SATURDAY

7 SUNDAY

OCTOBER

8 MONDAY

9 TUESDAY

10 WEDNESDAY

11 THURSDAY

12 FRIDAY

13 SATURDAY

14 SUNDAY

OCTOBER

15 MONDAY

16 TUESDAY

17 WEDNESDAY

18 THURSDAY

19 FRIDAY

20 SATURDAY

21 SUNDAY

OCTOBER

22 MONDAY

23 TUESDAY

24 WEDNESDAY

25 THURSDAY

26 FRIDAY

27 SATURDAY

28 SUNDAY

OCTOBER

29 MONDAY

30 TUESDAY

31 WEDNESDAY

1 THURSDAY

2 FRIDAY

3 SATURDAY

4 SUNDAY

NOVEMBER

5 MONDAY

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

9 FRIDAY

10 SATURDAY

11 SUNDAY

NOVEMBER

12 MONDAY

13 TUESDAY

14 WEDNESDAY

15 THURSDAY

16 FRIDAY

17 SATURDAY

18 SUNDAY

NOVEMBER

19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

24 SATURDAY

25 SUNDAY

NOVEMBER

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 Thursday

30 Friday

1 Saturday

2 Sunday

DECEMBER

3 Monday

4 Tuesday

5 Wednesday

6 THURSDAY

7 FRIDAY

8 SATURDAY

9 SUNDAY

DECEMBER

10 MONDAY

11 TUESDAY

12 WEDNESDAY

13 THURSDAY

14 FRIDAY

15 SATURDAY

16 SUNDAY

DECEMBER

17 MONDAY

18 TUESDAY

19 WEDNESDAY

20 THURSDAY

21 FRIDAY

22 SATURDAY

23 SUNDAY

DECEMBER

24 MONDAY

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

28 FRIDAY

29 SATURDAY

30 SUNDAY

31 MONDAY

1 TUESDAY

2 WEDNESDAY

3 THURSDAY

4 FRIDAY

5 SATURDAY

6 SUNDAY

JANUARY

7 MONDAY

8 TUESDAY

9 WEDNESDAY

10 THURSDAY

11 FRIDAY

12 SATURDAY

13 SUNDAY

JANUARY

14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY

19 SATURDAY

20 SUNDAY

JANUARY

21 MONDAY

22 TUESDAY

23 WEDNESDAY

24 THURSDAY

25 FRIDAY

26 SATURDAY

27 SUNDAY

JANUARY

28 MONDAY

29 TUESDAY

30 WEDNESDAY

31 THURSDAY

1 FRIDAY

2 SATURDAY

3 SUNDAY

FEBRUARY

4 MONDAY

5 TUESDAY

6 WEDNESDAY

7 THURSDAY

8 FRIDAY

9 SATURDAY

10 SUNDAY

FEBRUARY

11 MONDAY

12 TUESDAY

13 WEDNESDAY

14 THURSDAY

15 FRIDAY

16 SATURDAY

17 SUNDAY

FEBRUARY

18 MONDAY

19 TUESDAY

20 WEDNESDAY

21 THURSDAY

22 FRIDAY

23 SATURDAY

24 SUNDAY

FEBRUARY

25 MONDAY

26 TUESDAY

27 WEDNESDAY

28 THURSDAY

29 FRIDAY

1 SATURDAY

2 SUNDAY

3 MONDAY

4 TUESDAY

5 WEDNESDAY

6 THURSDAY

7 FRIDAY

8 SATURDAY

9 SUNDAY

MARCH

10 MONDAY

11 TUESDAY

12 WEDNESDAY

13 THURSDAY

14 FRIDAY

15 SATURDAY

16 SUNDAY

MARCH

17 MONDAY

18 TUESDAY

19 WEDNESDAY

20 THURSDAY

21 FRIDAY

22 SATURDAY

23 SUNDAY

MARCH

24 MONDAY

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

28 FRIDAY

29 SATURDAY

30 SUNDAY

MARCH/APRIL

31 MONDAY

1 TUESDAY

2 WEDNESDAY

3 THURSDAY

4 FRIDAY

5 SATURDAY

6 SUNDAY

APRIL

7 MONDAY

8 TUESDAY

9 WEDNESDAY

10 THURSDAY

11 FRIDAY

12 SATURDAY

13 SUNDAY

APRIL

14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY

19 SATURDAY

20 SUNDAY

APRIL

21 MONDAY

22 TUESDAY

23 WEDNESDAY

24 THURSDAY

25 FRIDAY

26 SATURDAY

27 SUNDAY

APRIL

28 MONDAY

29 TUESDAY

30 WEDNESDAY

1 THURSDAY

2 FRIDAY

3 SATURDAY

4 SUNDAY

MAY

5 MONDAY

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

9 FRIDAY

10 SATURDAY

11 SUNDAY

MAY

12 MONDAY

13 TUESDAY

14 WEDNESDAY

15 THURSDAY

16 FRIDAY

17 SATURDAY

18 SUNDAY

MAY

19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

24 SATURDAY

25 SUNDAY

MAY

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

30 FRIDAY

31 SATURDAY

1 SUNDAY

JUNE

2 MONDAY

3 TUESDAY

4 WEDNESDAY

5 THURSDAY

6 FRIDAY

7 SATURDAY

8 SUNDAY

JUNE

9 MONDAY

10 TUESDAY

11 WEDNESDAY

12 THURSDAY

13 FRIDAY

14 SATURDAY

15 SUNDAY

JUNE

16 MONDAY

17 TUESDAY

18 WEDNESDAY

19 THURSDAY

20 FRIDAY

21 SATURDAY

22 SUNDAY

JUNE

23 MONDAY

24 TUESDAY

25 WEDNESDAY

26 THURSDAY

27 FRIDAY

28 SATURDAY

29 SUNDAY

JUNE/JULY

30 MONDAY

1 TUESDAY

2 WEDNESDAY

3 THURSDAY

4 FRIDAY

5 SATURDAY

6 SUNDAY

JULY

7 MONDAY

8 TUESDAY

9 WEDNESDAY

10 THURSDAY

11 FRIDAY

12 SATURDAY

13 SUNDAY

JULY

14 MONDAY

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY

19 SATURDAY

20 SUNDAY

JULY

21 MONDAY

22 TUESDAY

23 WEDNESDAY

24 THURSDAY

25 FRIDAY

26 SATURDAY

27 SUNDAY

JULY

28 MONDAY

29 TUESDAY

30 WEDNESDAY

31 THURSDAY

1 FRIDAY

2 SATURDAY

3 SUNDAY

AUGUST

4 MONDAY

5 TUESDAY

6 WEDNESDAY

7 THURSDAY

8 FRIDAY

9 SATURDAY

10 SUNDAY

August

11 Monday

12 Tuesday

13 Wednesday

14 Thursday

15 Friday

16 Saturday

17 Sunday

Notes:

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