



STUDENT RIGHTS, RULES, AND ACADEMIC REGULATIONS

I. RIGHTS AND RESPONSIBILITIES

The central functions of an academic community are learning, teaching and scholarship. By accepting membership in Central European University, an individual joins a community ideally characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others, and openness to constructive change. The rights and responsibilities exercised within the community must be compatible with these qualities.

The university has a special autonomy, and reasoned dissent plays a particularly vital part in its existence. All members of the university have the right to press for action on matters of concern by any appropriate means. The university must affirm, assure, and protect the right of its members to organize and join political associations, convene and conduct public meetings, publicize opinion by print, signed petitions and voice.

II. PROGRESS TOWARD THE DEGREE¹

Continuous registration and evidence that satisfactory progress is being made toward the degree are required of all candidates for graduate degrees offered by CEU. The "in-residence" requirements are specified by the programs, therefore they vary.

The standard credit requirements for degree programs are regulated by Senate documents. Individual departments and programs may institute additional criteria for receiving a degree.

All CEU students must make satisfactory progress in order to be eligible for any type of financial aid. Departments and programs must specify their acceptable levels of performance and must make these requirements known in written form by the time a student begins the program. As a general rule, the standard for satisfactory progress at CEU means regular class attendance. More than a week of unjustified absence, noted by an instructor and the department or program head, may result in the loss of a tuition waiver and/or financial aid.

The minimum GPA required to qualify for a Master's degree at CEU is 2.66, and 3.00 in a doctoral program in order to qualify for the comprehensive examination. Individual programs may apply higher thresholds.

Economics students whose cumulative GPA at the end of the first year of their studies is below 2.66 are not entitled to a living package and will get a 5% tuition waiver reduction.

The requirements necessary to qualify for a Master's degree are passing all mandatory courses, earning the number of credits and the overall GPA required, and a successful Master's thesis. The Master's thesis represents 25% of the final GPA (20% at the Department of Economics). The Master's thesis must be submitted within a maximum of two years of finishing the course-work of a program, with the head of the program's prior agreement if this has not been in due course.

¹ Amended by the CEU Senate, October 2003: *Unsatisfactory Progress Policy*

The requirements necessary to qualify for a doctoral degree are passing all mandatory courses and the comprehensive examination, earning the number of credits and GPA required, and successful defense of the doctoral thesis.

No student shall receive his/her degree until all outstanding financial responsibilities are met (e.g. tuition) and the Student Services Leaving Form is signed by all appropriate units.

A. Examinations and Grading

1. **Course syllabus.** Students are entitled to know at the beginning of each semester what will be expected of them in any particular course. Therefore a detailed course syllabus has to be provided by the departments and programs for each course. All students are entitled to receive reasonable feedback concerning written and oral course work and exams.

2. **Examination schedules.** Ordinarily, examinations will be administered within each department and program for the purpose of assessing individual performance of the students and their mastery of course material. University policy on such examinations is as follows:

The content of formal/mandatory examinations in any given program or course is determined by the Head of Department, Program Director or Departmental Committee. If more than one examination is scheduled per day, students may request a make-up day. Weekends may be assigned for make-up days.

Course grades must be assigned and communicated to the Students Record Office within one month of the final exam of the course.

All Master's theses must be graded within two months of the submission.

3. Types of examinations:

- a) *Restricted examination.* Students may not keep the examination questions after the end of the session.
- b) *Unrestricted examination.* Students may keep the examination questions after the end of the session.
- c) *Open book examination.* Students may consult any textbooks, articles and/or notes during the course of the examination.
- d) *Limited open book examination.* Students may consult specified materials during the examination. Before the examination due care must be taken to ensure that each student is aware which materials may or may not be consulted.
- e) *Closed book examination.*
- f) *Retakes.*

The minimum passing grade for a mandatory or an elective course is C+ (worth 2.33). This should represent a 50% performance in the overall course evaluation. Students failing a course have the right to one retake examination². If in the course assessment there was no examination component (**research- and discussion-oriented courses**³), the retake examination can be substituted by substantial written piece of work. Master's and doctoral students failing two or more compulsory courses will not be allowed to continue their studies.

² With the exception of Legal Studies where retake examinations are not allowed for elective courses. See: http://www.ceu.hu/legal/Information_Booklet.htm#Exams_Grading

³ See explanatory notes at the end of the document.

A satisfactory retake assessment (based on examination or written piece of work) means the demonstration of a passing performance. The maximum grade allocated in a retake assessment is “RP”, (worth 2.33 points). A fail in the retake assessment of a compulsory course leads to the automatic termination of the enrollment. A student failing the retake assessment in an elective subject will not be allocated the course’s credit numbers and the impact on the GPA will be 0.00 points.

For any courses only one retake assessment is allowed.

Failure to drop a course while not attending will result in the assignment of an “AF” (Administrative Failure) grade for the course. This grade earns no credits and affects the GPA with 0.00 points.

4. Exemption. Upon a formal written request from the student, the Head of Department or Program Director may exceptionally grant temporary exemption from taking examinations on the fixed date. Any student request to be excused from taking an examination may be granted in cases of: a) illness, b) family emergency, c) religious reasons. In each of the above cases the student alone will be responsible for providing adequate documentation in advance for the legitimacy of the request to be properly considered. Any student who has been excused from an examination shall take a special examination at a later date, at the discretion of the Head of Department or Program Director.

5. Retention of examinations. The university recognizes the right of students to view their examinations. Examinations are kept on file for one year, after which they may be destroyed.

B. CEU Grading System

Central European University uses the following grading system.

Grade	Name	Point	Credit
A	Outstanding	4.00	Yes
A-	Excellent	3.67	Yes
B+	Very Good	3.33	yes
B	Good	3.00	yes
B-	Satisfactory	2.67	yes
C+	Minimum Pass	2.33	yes
F	Fail	0.00	no

SPECIAL GRADES	Name	Point	Credit	Description
P	Pass		yes	Pass/Fail grading option which represents C+ or better. The official grade record is P, no equivalent letter grade will be released.
FL	Fail	F	no	Pass/Fail grading option which represents performance below the minimum pass (C+). The official grade record is FL.
RP	Retake	2.33	yes	Students failing a course have the right to one retake examination. Retake examination is graded on an RP/FL basis, where RP constitutes a grade worth the minimum passing grade C+ with 2.33 points for

				the course.
Ex	Exemption	dept	dept	Exemption based on equivalent qualifications or experience. Eligibility is to be determined by the appropriate department or program.
INC	Incomplete	0.00	no	Incomplete may be assigned to a student who has not completed all course requirements, if the work completed is of pass quality.
AF	Administrative Fail	0.00	No	Assigned for failure to either drop or complete course.
CF	Conditional Fail	(0.00)	(no)	Regarded as F if not completed in one year (applicable to the thesis).
DF	Deferred	(0.00)	(no)	Assigned to a student who is prevented from completing a course within the prescribed amount of time by circumstances beyond the student's control. Regarded as F if the course work is not completed in six weeks after the start of the next term.

ECTS GRADING SCALE

Grade	Students**	Definition	At CEU
A	10%	Outstanding performance with minor errors	A
B	25%	Above the average standard but with some errors	A-/B+
C	30%	Generally sound work with a number of notable errors	B+/B
D	25%	Fair but with significant shortcomings	B/B-
E	10%	Performance meets the minimum criteria	C+
FX	-	Some more work required before the credit can be awarded	INC
F	-	Considerable further work is required	F

** Percentage of successful students normally achieving the grade

GRADES NEITHER INCLUDED IN THE GPA NOR CARRYING CREDIT

AUD	Audit	Audit, no credit earned.
WP	Withdraw/Pass	Withdrawal while passing. Requirements are not completely fulfilled, but student does not need to repeat the course. Used in exceptional cases (e.g. health matters).
WF	Withdraw/Fail (late drop)	Withdrawal while failing—similar to INC in the sense that not all course requirements are completed, but the grade is not included in the GPA calculation. Can be used only to grade non-mandatory courses.
WN	Withdraw/No grade	Withdrawal with no grade when late drop occurs and neither WP nor WF can be assigned.

W	Withdraw	Assigned for unsatisfactory attendance or withdrawal from the audited course.
IP	In progress	Thesis status.
CNT	Continued	
***	Grade not available	Student is currently enrolled for the course or final grade is not submitted yet.
VIS	Visitor	Assigned to a non-CEU student for the audited course.

GRADE	POSTFIXES	in GPA	Credit	
Aud	Registered for Audit	No	no	Course taken by CEU student for audit only; grade is not yet available.
Vis	Registered for Audit	No	no	Course taken by non-CEU student for audit only; grade is not yet available.
R	Repeated Course	Yes	yes	Entire course is repeated. Only the most recent grade is included in the cumulative GPA; only the most recent credit, if any, is included in the cumulative credits earned.
H	Honors Course	yes	yes	High level course only for outstanding students.
X	Extra Credit	yes	yes	Designates extra credit.
I	Independent Study	Yes	yes	Denotes extra credit taken by independent study.
N	Non-Degree Credit	No	no	Credits do not count toward degree.
G	Degree Credit	No	yes	Counts as a degree credit but is not in the cumulative GPA.
T	Transfer Credit	dept.	yes	Courses passed with C+ or better at another accredited institution may be accepted for credit towards degree requirements at CEU, upon the approval of the department concerned.

Grades are normally composite values that may include test results, grades given for papers, in-class activity and other forms of student performance. The exact weight of the evaluation categories that make up the final grade has to be specified in the course syllabus.

In order to pass a course, a 50% performance should be demonstrated in both the final exam and other parts of the assessment (assignments, homework, etc.). This should be clearly stated in the program's grading policy.

C. Attendance Policy

Attendance practices for each course will be announced by the faculty member at the beginning of each term, and students are expected to adhere to the guidelines established.

D. Student Records

Students registered at Central European University have the right to review their educational records. This ordinarily includes admissions material, transcripts, examinations and other information on individual academic progress, plus notes on disciplinary action, counseling or written complaints and the official correspondence relating to these fields. A student who wishes to examine these records should make the request in writing at the relevant office, indicating which records are to be examined. If students wish to obtain photocopies of any part of their records, they must turn to the responsible person. Student records are to be kept in confidential files and may be consulted only by official persons with proper authorization. To protect confidentiality, students must show a valid CEU ID card to obtain their records.

III. UNSATISFACTORY RECORDS AND DISCIPLINE

A. Disciplinary and Grievance Committees

CEU has delegated to the Disciplinary and Grievance Committees the power to enforce the regulations of the university related to conduct within an institution of graduate education. In practice the Academic Pro-Rector and the Executive Vice-President handle the day-to-day administration of the university. However, the Disciplinary Committee considers all matters of discipline as outlined in the university's Code of Ethics.

The Disciplinary and Grievance Committees are composed of members of the university community as outlined in the university's Code of Ethics.

B. Unsatisfactory Record

A student whose record is below the CEU standards and/or the student's department/program requirements will be informed by the head of the department/program by the end of the term. Further enrollment will not be permitted and his/her degree candidacy will be terminated. If a student views the procedure leading to his/her dismissal from the program as unjust or unfair, he/she has the right to appeal this decision to the Academic Pro-Rector within two weeks of being informed. If this appeal is upheld, the student will be permitted to continue his/her studies, which may be subject to specific academic conditions which, if not fulfilled by the date specified, will result in the automatic termination of the enrollment and candidacy. During this limited period the student will be on formal academic probation.

IV. ACADEMIC DISHONESTY, PLAGIARISM AND OTHER OFFENCES

A. Definitions

Academic dishonesty involves acts which may subvert or compromise the integrity of the educational process at CEU. This includes any act by which a student succeeds or attempts to gain an academic advantage for himself or herself or another person by misrepresenting his or her or another person's work or

by interfering with the completion, submission or evaluation of work. These include, but are not limited to, accomplishing or attempting any of the following acts:

1. Altering of grades or official records.
2. Using any materials that are not authorized by the instructor for use during an examination.
3. Copying from another student's paper during an examination.
4. Collaborating during an examination with any other person by giving or receiving information without the specific permission of the instructor.
5. Stealing, buying or otherwise obtaining restricted information about an examination to be administered.
6. Collaborating on laboratory work, take-home examinations, homework or other assigned work when instructed to work independently.
7. Substituting for another person or permitting any other person to substitute for oneself in taking an examination.
8. Submitting as one's own any theme, report, term paper, essay, other written work, speech, totally or in part by another author.
9. Submitting work that has been previously offered for credit in another course, except with prior written permission of the instructors of both courses.
10. Plagiarizing, that is, the offering as one's own work of the words, ideas, or arguments of another person without appropriate attribution by quotation, reference or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgment or when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. It is the responsibility of all university students to understand the methods of proper attribution and to apply those principles in all materials submitted.
11. Sabotaging of another student's work.
12. Falsifying or committing forgery on any university form or document.
13. Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research.
14. Committing any willful act of dishonesty that interferes with the operation of the academic process.
15. Facilitating or aiding in any act of academic dishonesty.

For further information, please refer to the university's Code of Ethics.

B. Library Policies

A student who violates the lending policy of the library may be subject to disciplinary action. In particular, removal of a book from the library without authorization, or mutilation, intentional defacement, or abuse of any library book or library resources will ordinarily lead to a requirement to withdraw.

C. Use of Computers and Networks

Students who are provided access to the Budapest teaching site computer facilities and to the university-wide network, or to similar facilities at the Warsaw site, assume responsibility for their appropriate use. This is described in the Guidelines for Use of Network and Computing Resources. The Information Technology Support Unit grants access only to students who have taken a standard test of minimum computer skills. Computer programs should be regarded as literary creations and the same standards apply to the misrepresentation of copied work. More generally, responsible behavior is expected in the use of computer systems. Important, but not exclusive, concerns are in the following areas:

1. Privacy of information. Information stored on a computer system or sent electronically over a network is the private property of the individual who created it. Examination of that information without

authorization from the owner is a violation of the owner's rights to control his or her own property. Any attempt to circumvent the protecting mechanisms of computer systems and networks in order to gain unauthorized access to private information will be treated as a violation of privacy and will make a student eligible for disciplinary action.

2. Use of facilities. Computer and network facilities provided to students have tangible value. Consequently, attempts to circumvent accounting systems, to use the computer accounts of others, or to duplicate or use software without authorization, are forms of attempted theft. Students may not attempt to damage or degrade the performance of CEU's computers and network, should not disrupt the work of other users, and should respect the necessary storage restrictions.

Publicizing views, signs, pictures or any other material on the university network involves responsibilities on behalf of the sender that apply to other forms of public discourse. The use of computers and the network for non-academic purposes as determined by the Computer Committee will result in disciplinary action.

Students may not undertake any action which seeks to monopolize the attention of the CEU community, or which creates unnecessary and unsolicited extra work for members of the community. Such actions include, but are not limited to, mass mailings of a personal nature, such as personal advertisements or requests for help or information, chain letters, or any other form of mass correspondence which is unlikely to be of benefit to the majority of recipients. Messages and advertisements of a personal nature should instead be posted on the electronic notice boards accessible to the whole community. It is not permitted to undertake actions which monopolize computing resources at the expense of other users, such as unnecessary or excessive printing of any public or private documents, or any other action that might create unnecessary or inconvenient network traffic.

D. Drugs, Alcohol and University Property

The illegal use of drugs on the premises of the university (including the dormitory) is prohibited. Failure to comply with this rule automatically involves disciplinary action and ordinarily results in expulsion. Indoor smoking is permitted only in designated areas. The consumption, transfer and sale of alcohol is prohibited in teaching, research, and administrative areas of the university, except for festive occasions if a university official expressly authorizes it. No weapons, ammunitions, fireworks or dangerous chemicals of any kind may be brought onto university premises. Students are fully (financially) liable for damage incurred or the defacement of university property. Upon accepting housing in the dormitory students automatically accept the house-rules and are responsible for observing these.

E. Discrimination and Harassment

It is unlawful, contrary to CEU policy and clearly in violation of the principles established in the section on rights and responsibilities to discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, political beliefs, or disability unrelated to job or course requirements. CEU condemns all forms of discrimination and harassment, whether subtle or overt.

Students who believe that they are victims of any form of discrimination or harassment have recourse to grievance procedures which are summarized in the Code of Ethics and its annexes.

V. DISCIPLINARY ACTION

Failure to attend academic exercises regularly, failure to maintain a satisfactory academic record or to be making satisfactory progress toward the degree, neglect of academic work or requirements, violation of the rules of CEU, academic dishonesty, unacceptable social behavior, and other causes of disciplinary action will be dealt with by the Disciplinary Committee.

Sanctions: Sanctions which may be levied against a student are outlined in Section VIII of the Code of Ethics.

VI. GENERAL COMPLAINTS

Beyond cases of discrimination and sexual harassment, students have the right to lodge formal complaints on issues that they deem to fall under the authority of this document. Students are encouraged and expected to find less formal ways of redressing alleged wrongdoing, non-compliance with CEU rules or other offensive acts. Ideally, students should first discuss the problem with officials in a supervisory position (e.g. Vice President for Student Services, Head of Department, Program Director).

Formal written complaints should be addressed to the Rector, Academic Pro-Rector, Executive Vice-President or any member of the Disciplinary or Grievance Committees. If there is a disagreement between the two parties in the case concerning the basis of the complaint then the student(s) may ask the Disciplinary Committee to decide concerning the issue.

NOTES

[Retake of Research- and Discussion-Oriented Courses](#)

There are some courses that are essentially research- and discussion-oriented, in which the course grade is determined on the basis of class participation and/or regular assignments.

Students failing this type of course (for poor participation in the discussions, inadequate contribution to the scholarly project, etc.), or dissatisfied with the grade obtained, should be given the choice—if available—to take a similar seminar and thus make up for the lost credit. In case this option is not available, the instructor might define a written assignment (4000-6000 words) that might prove the adequate ability and scholarly preparation of the failed participant. The department head may request that one other faculty member read the additional assignment as well. If the student alleges personal or professional bias, the department head (or if the head is involved, the Academic Pro-Rector) should require a detailed justification of the grade from the instructor and pass judgment in consultation with at least one other faculty member on the issue. As in such classes regular attendance is essential (and this fact should be clearly stated in departmental programs/syllabi, etc.), it is the instructor's duty to inform the department head of any student's unexcused absences. The head then has to inform in writing the truant that more than two such absences may lead to failure. As a rule, no appeal is admissible against such a failure.

In extreme cases, when none of the above procedures is acceptable to the student, an appeal with detailed justification to the Academic Pro-Rector should be allowed. The Pro-Rector's decision (which may, but does not need to involve external experts) will be final.