

CENTRAL EUROPEAN UNIVERSITY

My  
Student Handbook & Academic Diary

2017 / 2018

.....  
NAME

Budapest 2017

## 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 and resources and facilities, this publication includes references to policies and procedures regarding student rights, rules and academic regulations. It is important that you become familiar with these texts. Please take some time to read them at the beginning of the Academic Year. For more information, please visit the Online Orientation website at [www.ceu.edu/oo](http://www.ceu.edu/oo).

With warm wishes for a successful and fulfilling year at Central European University,  
CEU Student Leadership and Service Team, Dean of Students Office

July 2017

### 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.

### Statement on photography and video at CEU

Please note that photography, voice recording or filming of events may take place at any time on CEU premises. By entering, you consent to your image and/or voice being recorded and included in audio/video/photography that may be published electronically or in print.

### 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 most recent information. All policies and procedures are current as of July 2017. Revisions may occur throughout the 2017/2018 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 [www.ceu.edu](http://www.ceu.edu). Such electronic updates will take precedence over the print copy.

The content of this Student Handbook is available as a PDF document at [www.ceu.edu/oo](http://www.ceu.edu/oo).

### Getting Around Campus

Located in the heart of Budapest, CEU occupies several buildings in a vibrant downtown neighborhood just blocks away from the Danube.

#### CEU Buildings

1051 Budapest, Nador utca 15., 13., 11., and 9. Nador utca 15 is the key entrance to the University and is home to the CEU Auditorium, the CEU Library, classrooms, a cafe and a restaurant. The building opened in fall 2016 with the neighboring Nador utca 13 building. The four interconnected buildings house classrooms, academic departments, administrative units, and student study spaces.

Due to the campus redevelopment project, several units have been temporarily rehoused in Vigyazo Ferenc utca 2, Oktober 6. utca 7, and Jozsef Attila utca 24. For more information, see [www.ceu.edu/campus](http://www.ceu.edu/campus).

To find your way around CEU, please check the most updated version of the campus map at: <http://www.ceu.edu/map>. To look up locations of CEU offices, see: [locations.ceu.edu](http://locations.ceu.edu)

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# Academic Calendar 2017/2018

2017

<b>AUGUST 1</b>   TUESDAY	Academic Year begins
<b>AUGUST 20</b>   SUNDAY	<b>Hungarian National Holiday / CEU is officially closed</b>
<b>AUGUST 26-27</b>   SAT/SUN	1st year MA students in the Department of Economics and Business arrive for pre-session Students of the Roma Graduate Preparation Program arrive (RGPP)
<b>AUGUST 28</b>   MONDAY	Pre-session begins for: 1st year MA students in the Department of Economics and Business (until September 15, Friday), Roma Graduate Preparation Program students (until September 8, Friday)
<b>AUGUST 31</b>   THURSDAY	End of 2016-2017 academic year for Mundus MAPP students (2015-2017 cohort) of the School of Public Policy
<b>SEPTEMBER 1</b>   FRIDAY	Fall Term begins for returning Executive MBA students
<b>SEPTEMBER 2-3</b>   SAT/SUN	1st year students from the following departments and schools arrive for pre-session: Cognitive Science, Environmental Sciences and Policy, Gender Studies, History, International Relations, Mathematics and Its applications, Medieval Studies, Nationalism Studies, Network Science, Philosophy, Political Science, Sociology and Social Anthropology, School of Public Policy
<b>SEPTEMBER 4</b>   MONDAY	Legal Studies students arrive for orientation Pre-sessions begin (until September 8, Friday) for: Cognitive Science, Environmental Sciences and Policy, Gender Studies, History, International Relations, Mathematics and Its Applications, Medieval Studies, Nationalism Studies, Network Science, Philosophy, Political Science, Sociology and Social Anthropology, School of Public Policy Visiting and Exchange Students Welcome Event
<b>SEPTEMBER 4-5</b>   MON/TUE	Orientation for Legal Studies students
<b>SEPTEMBER 6</b>   WEDNESDAY	Fall term for Legal Studies students begins
<b>SEPTEMBER 8</b>   FRIDAY	Pre-session ends (except the Department of Economics and Business) Welcome afternoon for all students
<b>SEPTEMBER 9-10</b>   SAT/SUN	2nd year master's students arrive for Zero Week, PhD students in the Department of Economics and Business arrive
<b>SEPTEMBER 11</b>   MONDAY	Zero Week begins (until September 15, Friday) Registration for Fall Term begins (until October 1, Sunday) Fall Term for Roma Graduate Preparation Program students begins (until December 8, Friday)
<b>SEPTEMBER 11-22</b>	Student Union elections in departments and schools
<b>SEPTEMBER 13-14</b>   WED/THU	MS students in the Department of Economics and Business arrive
<b>SEPTEMBER 15</b>   FRIDAY	15:00 Opening ceremony Zero Week ends Pre-session ends for MA students in the Department of Economics and Business Orientation day for all MS students in the Department of Economics and Business
<b>SEPTEMBER 18</b>   MONDAY	Fall Term begins (until December 8, Friday, except some departments)
<b>SEPTEMBER 28</b>   THURSDAY	First Student Union Assembly meeting
<b>OCTOBER 1</b>   SUNDAY	Registration for Fall Term ends
<b>OCTOBER 16</b>   FRIDAY	MA Travel Grant application deadline PhD Research and Travel Grants application deadline

<b>OCTOBER 16-22</b>	Mid-term week for Roma Graduate Preparation Program students
<b>OCTOBER 23</b>   MONDAY	<b>Hungarian National Holiday / CEU is officially closed</b>
<b>OCTOBER 24</b>   TUESDAY	Legal Studies mid-term exam period starts (until October 28, Saturday)
<b>OCTOBER 28-29</b>   SAT/SUN	Board of Trustees Meeting in Budapest
<b>OCTOBER 31</b>   TUESDAY	Erasmus + Faculty Mobility second round deadline for AY 2017-2018 Erasmus + Staff Mobility second round deadline for AY 2017-2018 Incoming Erasmus students application deadline for Winter and Spring Terms 2017-18
<b>NOVEMBER 1</b>   WEDNESDAY	<b>All Saints' Day / CEU is officially closed</b>
<b>NOVEMBER 2</b>   THURSDAY	Provost open-house meeting with CEU masters and non-degree students
<b>NOVEMBER 3</b>   FRIDAY	Provost open-house meeting with CEU doctoral students
<b>NOVEMBER 6</b>   MONDAY	Departments and schools to submit schedule and cross-listed courses for Winter Term to the Student Records Office
<b>NOVEMBER 9</b>   THURSDAY	ACADEMIC FORUM
<b>NOVEMBER 15</b>   WEDNESDAY	Teaching Development Grant application deadline for AY 2017-2018
<b>NOVEMBER 30</b>   THURSDAY	Internship requirement for the 1-year MAPP students of the School of Public Policy to be completed for 2016-2017 academic year End of 2016-2017 academic year for 1-year MAPP students of the School of Public Policy
<b>DECEMBER 1</b>   FRIDAY	SENATE
<b>DECEMBER 4</b>   MONDAY	Fall Term teaching classes in Roma Graduate Preparation Program end Registration for Winter Term begins (until January 14, Sunday)
<b>DECEMBER 4-8</b>	MA and Scholarship Applications Guidance week for Roma Graduate Preparation Program students
<b>DECEMBER 5</b>   TUESDAY	TOWN HALL MEETING
<b>DECEMBER 8</b>   FRIDAY	Fall Term ends (except for students in the departments of Economics and Business, Legal Studies, Environmental Sciences and Policy)
<b>DECEMBER 10</b>   SUNDAY	Exam period for the Environmental Sciences and Policy students (MESPOM and 1-year MS program) begins (until December 15, Friday)
<b>DECEMBER 11</b>   MONDAY	Exam period begins for students in the departments of Economics and Business and Legal Studies
<b>DECEMBER 11-15</b>	Fall Term exam week for students of the School of Public Policy (1-year MAPP, MPA, Mundus MAPP)
<b>DECEMBER 15</b>   FRIDAY	Fall Term ends at Department of Environmental Sciences and Policy (MESPOM and 1-year MS program) SENATE FALL-BACK DATE
<b>DECEMBER 16</b>   SATURDAY	Fall Term ends at the Department of Legal Studies
<b>DECEMBER 17</b>   SUNDAY	Fall Term ends for students in the Department of Economics and Business
<b>DECEMBER 18-22</b>	Offices with skeleton team / Library and Labs on weekend schedule
<b>DECEMBER 24</b>   SUNDAY	<b>Christmas Eve / CEU is officially closed</b>
<b>DECEMBER 25</b>   MONDAY	<b>Christmas Day / CEU is officially closed</b>
<b>DECEMBER 26</b>   TUESDAY	<b>Christmas Day / CEU is officially closed</b>
<b>DECEMBER 27-30</b>	Offices with skeleton team / Library and Labs on weekend schedule
<b>DECEMBER 31</b>   SUNDAY	<b>New Year's Eve / CEU is officially closed</b>

<b>JANUARY 1</b>   MONDAY	<b>New Year's Day / CEU is officially closed</b>
<b>JANUARY 5</b>   FRIDAY	Winter Term begins for Executive MBA Students (until April 15, Sunday)
<b>JANUARY 8</b>   MONDAY	Winter term begins (until March 30, Friday) Visiting and Exchange Students Welcome Event
<b>JANUARY 12</b>   FRIDAY	MA Travel Grant application deadline PhD Research and Travel Grants application deadline Undergraduate Summer Conferences application deadline for teaching units
<b>JANUARY 14</b>   SUNDAY	Registration for Winter Term ends
<b>JANUARY 15</b>   MONDAY	Deadline for submission of Fall Term grades
<b>JANUARY 31</b>   WEDNESDAY	Erasmus + Faculty Mobility third round deadline for AY 2017-2018 Erasmus + Staff Mobility third round deadline for AY 2017-2018
<b>FEBRUARY 15</b>   THURSDAY	Provost open-house meeting with CEU masters and non-degree students
<b>FEBRUARY 16</b>   FRIDAY	Provost open-house meeting with CEU doctoral students
<b>FEBRUARY 22</b>   THURSDAY	ACADEMIC FORUM
<b>FEBRUARY 28</b>   WEDNESDAY	Erasmus + Study Mobility – application deadline for AY 2018-2019
<b>MARCH 5</b>   MONDAY	Departments and schools to submit schedule and cross-listed courses for Spring Term to the Student Records Office Legal Studies Winter Term exam period begins (until March 9, Friday)
<b>MARCH 9</b>   FRIDAY	MA Travel Grant application deadline PhD Research and Travel Grants application deadline
<b>MARCH 10</b>   SATURDAY	Research period at the Department of Legal Studies begins (until April 2, Monday)
<b>MARCH 15</b>   THURSDAY	<b>Hungarian National Holiday / CEU is officially closed</b>
<b>MARCH 16</b>   FRIDAY	<b>Special Day Off / CEU is officially closed</b>
<b>MARCH 17-18</b>   SAT/SUN	Board of Trustees Meeting in New York
<b>MARCH 19</b>   MONDAY	Registration for Spring Term begins (until April 8, Sunday)
<b>MARCH 29</b>   THURSDAY	Winter Term ends (except for the Department of Economics and Business)
<b>MARCH 30</b>   FRIDAY	<b>Good Friday / CEU is officially closed</b> Research period at the Department of Legal Studies ends
<b>APRIL 1</b>   SUNDAY	<b>Easter Sunday / CEU is officially closed</b>
<b>APRIL 2</b>   MONDAY	<b>Easter Monday / CEU is officially closed</b>
<b>APRIL 2-6</b>	Winter Term Exam Week for students of the School of Public Policy (1-year MAPP, MPA, Mundus MAPP)
<b>APRIL 2-22</b>	Medieval Studies and Cultural Heritage Studies research break
<b>APRIL 3</b>   TUESDAY	Spring Term begins (until June 15, Friday) Exam period for Environmental Sciences and Policy students (MESPOM and 1-year MS program) begins (until April 8, Sunday) Exam period begins for students in the Department of Economics and Business
<b>APRIL 6</b>   FRIDAY	SENATE MEETING
<b>APRIL 8</b>   SUNDAY	Registration for Spring Term ends
<b>APRIL 9</b>   MONDAY	Spring Term begins for MESPOM students Spring Term begins for students of the School of Public Policy Spring Term begins for students of the Roma Graduate Preparation Programs (until June 15, Friday) Environmental Sciences and Policy MS Thesis Module begins

**APRIL 10** | TUESDAY**APRIL 15** | SUNDAY**APRIL 16** | MONDAY**APRIL 27** | FRIDAY**APRIL 30** | MONDAY**MAY 1** | TUESDAY**MAY 2** | WEDNESDAY**MAY 3** | THURSDAY**MAY 4** | FRIDAY**MAY 7** | MONDAY**MAY 18** | FRIDAY**MAY 20** | SUNDAY**MAY 21** | MONDAY**MAY 21-26****MAY 25** | FRIDAY**MAY 28** | MONDAY**MAY 31** | THURSDAY**JUNE 1** | FRIDAY**JUNE 4** | MONDAY**JUNE 7** | THURSDAY**JUNE 8** | FRIDAY**JUNE 11** | MONDAY**JUNE 13** | WEDNESDAY**JUNE 15** | FRIDAY**JUNE 22** | FRIDAY**JUNE 23-24** | SAT/SUN**JUNE 29** | FRIDAY**JULY 2** | MONDAY**JULY 13** | FRIDAY**JULY 18-21**

TOWN HALL MEETING

Winter term ends for students in the Department of Economics and Business  
Executive MBA 2018 I program ends

Spring Term begins for students in the Department of Economics and Business

Spring Term for 1-year MAPP and for Mundus MAPP students of the School of Public Policy ends  
SENATE FALL-BACK DATE

Erasmus+Internship Mobility- application deadline for AY 2018-2019

**Special Day Off / CEU is officially closed****Labor day / CEU is officially closed**

Teaching Development Grant application deadline for AY 2018-2019

ACADEMIC FORUM

Departments and schools to submit the list of their own courses for the AY 2018-2019 to the Student Records Office

Departments and schools to start negotiations on cross listing agreements (until May 18, Friday)

Deadline for submission of the Winter Term grades

Mid-term exams at the Department of Legal Studies begin (until May 11, Friday)

Departments and schools to submit the final list of courses including cross-listed courses for the AY 2018-2019 to the Student Records Office

Departments and schools to start scheduling courses for Fall Term 2018-2019

**Pentecost Sunday / CEU is officially closed****Pentecost Monday / CEU is officially closed**

Field Trip for Medieval Studies and Cultural Heritage Studies students

SENATE MEETING

Intensive Spring Term for Medieval Studies and Cultural Heritage Studies students begins (until June 8, Friday)

Incoming Erasmus students application deadline for Fall Term 2018-2019

Deadline for submission of the Spring Term grades of graduating students

Exam period for students in the Department of Economics and Business begins

Deadline for submission of the Spring Term grades of non-graduating students

PhD Research and Travel Grants application deadline

MA Travel Grant application deadline

SENATE FALL-BACK DATE

Spring Term Exam period at Legal Studies Department begins

Departments and schools to post final schedules, including cross-listed courses for Fall Term 2018-2019 and to update the course information on departments' and schools' websites

Spring Term ends (Except for Executive MBA 2018 II program)

COMMENCEMENT

Board of Trustees Meeting in Budapest

MESPOM 1st year ends

Erasmus + Faculty Mobility – first round deadline for AY 2018-2019

Erasmus + Staff Mobility – first round deadline for AY 2018-2019

Summer University begins

Final deadline for all course grades for AY 2017-2018

End-of-year presentations for students of the Roma Graduate Preparations Programs

<b>JULY 29</b>   SUNDAY	Executive MBA 2018 II program ends
<b>JULY 27</b>   FRIDAY	Summer University ends
<b>JULY 31</b>   TUESDAY	Academic year ends
	Environmental Sciences and Policy MS Thesis Module ends
<b>AUGUST 31</b>   FRIDAY	End of AY 2017-2018 for MS in Finance students
	End of AY 2017-2018 for MAPP students (2016-2018 cohort) of the School of Public Policy
<b>NOVEMBER 30</b>   FRIDAY	Internship requirement for 1-year MA in Public Policy students of the School of Public Policy to be completed for the AY 2017-2018
	End of AY 2017-2018 for the 1-year MA in Public Policy students of the School of Public Policy

## General University Information

### Central European University

**LOCATION** | Nador u. 9 | H-1051 Budapest

**PHONE** | 327-3000

**EMAIL** | [communications\\_office@ceu.edu](mailto:communications_office@ceu.edu)

**WEBSITE** | [www.ceu.edu](http://www.ceu.edu)

**OM (EDUCATION MINISTRY) IDENTIFICATION NUMBER** | FI27861

### CEU Residence Center

**LOCATION** | Kerepesi ut 87 | H-1106 Budapest

**PHONE** | 327-3150 | **FAX** | 327-3169

**EMAIL** | [resman@ceu.edu](mailto:resman@ceu.edu), [dormreception@ceu.edu](mailto:dormreception@ceu.edu)

**WEBSITE** | [residencecenter.ceu.edu](http://residencecenter.ceu.edu)

### Instructions for Calling CEU Phone Numbers

To call CEU from a **landline** within Budapest, dial the seven-digit number only: 327-3000.

From a **landline** in Hungary, outside Budapest, dial (06 1) in front of the number: 06 1 327-3000.

To call CEU from a **mobile phone**, dial (+36 1) in front of the number: +36 1 327-3000.

To call CEU from **abroad**, dial your international access number (usually 00 or +), followed by the country code (36), then the area code (1) and the number: 00 36 1 327-3000.

### Emergency CEU Phone Number

If you require emergency services or want to report criminal actions on campus please contact the central number of CEU by dialing (+36 1) 327-3000. This number is answered 24 hours a day by either a campus operator or security services officer. During non-business hours notification can be made by phone at (+36 1) 327-3000 extension 3911.

### 24-hour Medical Phone Number

In case of a medical emergency during the evening or weekend hours, please call (+36 30) 832-6260. Note that these calls should be for urgent or crisis situations only. For other concerns, you are encouraged to contact the Medical Center on the following business day.

### Direct Emergency Numbers

**GENERAL EMERGENCY NUMBER** | from a landline and mobile phone | 112

**AMBULANCE** | To report an accident | 104

**BUDAPEST POLICE DEPARTMENT** | To report an emergency | 107

**BUDAPEST FIRE DEPARTMENT** | To report a fire | 105

## ACCESS TO THE UNIVERSITY

### *Operating Hours and Campus Access*

The official operating hours of the University offices are Monday to Friday from 9:00 a.m. to 5:00 p.m. All visitors accessing 'non-public' areas of campus must have a Visitor Card. This must be coordinated via the Front Office. Please provide the Front Office with the name and arrival of your guest at least one day in advance. CEU community members are requested to welcome their guests at the reception desk in the lobby of the building in which their guests arrive. Visitors to campus using the public space or attending events in the public spaces are not required to have a CEU ID card. However, any open to public events that will have a reception in a 'non-public' area must have a registration list. For further information about CEU ID cards and eligibility, see CEU ID Card Policy: <https://documents.ceu.edu/documents/g-1608-1> Students, faculty and staff or visitors to the campus should be prepared to show their identification cards or their visitors' passes upon request.

### *Reception Desks*

#### **OPENING HOURS**

#### **NADOR U. 9 ENTRANCE**

**EXTENSION:** 3090 | Monday–Friday 7:00 a.m.–10:00 p.m. | Saturday–Sunday 10:00 a.m.–7:00 p.m.

#### **NADOR U. 11 ENTRANCE**

**EXTENSION:** 2240 | Monday–Sunday 7:00 a.m.–12:00 midnight

#### **NADOR U. 15 ENTRANCE**

##### **FRONTOFFICE**

**EXTENSION:** 3111 | Monday–Sunday 8:00 a.m.–8:00 p.m.

##### **SECURITY DESK**

**EXTENSION:** 6400 | Monday–Sunday 7:00 a.m.– 12:00 midnight

The designated public area (Ground, First and Second Floors to Library entrance) is open to the public from 8 a.m. to 8 p.m., every day except public holidays. For access before or after these times a valid CEU ID is required and will be checked by CEU Security.

#### **VIGYAZO FERENC U. 2 ENTRANCE**

**EXTENSION:** 2072 | Monday–Sunday 7:00 a.m.–10:00 p.m.

#### **OKTOBER 6. U. 7 ENTRANCE**

**EXTENSION:** 2071 | Monday–Sunday 7:00 a.m.–12:00 midnight

#### **JOZSEF ATTILA U. 24 ENTRANCE**

**EXTENSION:** 2533 | Monday–Sunday 7:00 a.m.–8:00 p.m.

#### **ZRINYI U. 14 ENTRANCE**

**EXTENSION:** 2075 | Monday–Sunday 7:00 a.m.–11:00 p.m.

#### **OKTOBER 6. U. 12 ENTRANCE**

**EXTENSION:** 2104 | Monday–Friday 5:00 a.m.–10:00 p.m. | Saturday–Sunday 7:00 a.m.–7:00 p.m.

### *Official Holidays*

Your access to CEU premises may be limited during official university breaks or during major public events in the vicinity. CEU is officially closed on the following national holidays and during university breaks:

August 20   2017	National Holiday
October 23   2017	National Holiday
November 1   2017	National Holiday
December 18   2017–January 1   2018	Winter Break (CEU is officially closed on December 24, 25, 26, 31 and January 1)
March 15   2018	National Holiday
March 30   2018	Good Friday (National Holiday)
April 1–2   2018	Easter (National Holiday)
May 1   2018	Labor Day (National Holiday)
May 20–21   2018	Pentecost (National Holiday)

### *Lost & Found*

**LOCATION:** Reception of Nador u. 11 | **EXTENSION:** 2240

Please visit the Lost & Found Desk from 8:00 a.m. to 8:00 p.m. to retrieve lost articles that may have been found by others.

### *Alcohol, Drugs and Weapons*

Individuals who appear intoxicated, or are carrying alcohol, drugs or weapons shall not be allowed to enter any CEU building and may be removed from the facilities. Please consult the CEU Alcohol and Drug policy for more information at [documents.ceu.edu](https://documents.ceu.edu).

### *Non Smoking Campus*

Smoking is not permitted in any CEU buildings, including the rooftop of Nador 13/15. Anyone smoking outside needs to be five meters from the doorway.

### *Personal Property*

CEU does not assume any responsibility for private belongings: you should not leave items unattended/unlocked anywhere on Campus. If you have any of your property lost at CEU, please contact the Lost & Found Desk at the Reception of Nador u. 11.

### *Facilities for Disabled Persons*

CEU aims to provide an environment in which there is convenient access to facilities for disabled persons. Throughout the campus, access is provided to individuals with mobility impairments along with designated washrooms. Additionally, in Nador 13 and 15, hearing loops and braille are provided. More information is available at: <https://www.ceu.edu/studentlife/disability>

## Central Administration: Offices and Locations

**MAIN NUMBER** | (+36 1) 327-3000 (enter extension, when prompted)

Michael Ignatieff | PRESIDENT AND RECTOR

**EXTENSION:** 6110 | **EMAIL:** [ignatieffm@ceu.edu](mailto:ignatieffm@ceu.edu) | **LOCATION:** Nador u. 9, 1st floor

Noemi Kakucs | EXECUTIVE ASSISTANT TO THE PRESIDENT AND RECTOR

**EXTENSION:** 6110 | **EMAIL:** [kakucs@ceu.edu](mailto:kakucs@ceu.edu) | **LOCATION:** Nador u. 9, 1st floor

Liviu Matei | PROVOST / PRO-RECTOR

**EXTENSION:** 3060 | **EMAIL:** [mateil@ceu.edu](mailto:mateil@ceu.edu) | **LOCATION:** Nador u. 9, 1st floor

Szilvia Kardos | EXECUTIVE ASSISTANT TO THE PROVOST / PRO-RECTOR

**EXTENSION:** 3896 | **EMAIL:** [kardos@ceu.edu](mailto:kardos@ceu.edu) | **LOCATION:** Nador u. 9, 1st floor

Andrea Katona | SENIOR ASSISTANT, OFFICE OF THE PRO-RECTOR FOR SOCIAL SCIENCES AND HUMANITIES, OFFICE OF THE PROVOST

**EXTENSION:** 2227 | **EMAIL:** [katonaa@ceu.edu](mailto:katonaa@ceu.edu) | **LOCATION:** Nador u. 9, 2nd floor

Eva Fodor | PRO-RECTOR FOR SOCIAL SCIENCES AND HUMANITIES

**EXTENSION:** 3508 | **EMAIL:** [fodore@ceu.edu](mailto:fodore@ceu.edu) | **LOCATION:** Nador u. 9, 2nd floor

Zsolt Enyedi | PRO-RECTOR FOR HUNGARIAN AFFAIRS

**EXTENSION:** 2188 | **EMAIL:** [hu\\_pro-rector@ceu.edu](mailto:hu_pro-rector@ceu.edu) | **LOCATION:** Nador u. 9, 2nd floor

Monika Soltesz | EXECUTIVE ASSISTANT TO THE PRO-RECTOR FOR HUNGARIAN AFFAIRS

**EXTENSION:** 3016 | **EMAIL:** [solteszm@ceu.edu](mailto:solteszm@ceu.edu) | **LOCATION:** Nador u. 9, 2nd floor

Zsuzsanna Bordas | ASSISTANT TO THE PRO-RECTOR FOR HUNGARIAN AFFAIRS

**EXTENSION:** 2188 | **EMAIL:** [bordaszs@ceu.edu](mailto:bordaszs@ceu.edu) | **LOCATION:** Nador u. 9, 2nd floor

Margaret Bolter | VICE PRESIDENT FOR ADMINISTRATION

**EXTENSION:** 3491 | **EMAIL:** [bolterm@ceu.edu](mailto:bolterm@ceu.edu) | **LOCATION:** Nador u. 9, 2nd floor

Aniko Kellner | EXECUTIVE ASSISTANT TO THE VICE PRESIDENT FOR ADMINISTRATION

**EXTENSION:** 3189 | **EMAIL:** [kellnera@ceu.edu](mailto:kellnera@ceu.edu) | **LOCATION:** Nador u. 9, 2nd floor

Tatiana Yarkova | ACADEMIC SECRETARY

**EXTENSION:** 3865 | **EMAIL:** [yarkovat@ceu.edu](mailto:yarkovat@ceu.edu) | **LOCATION:** Nador u. 9, 2nd floor

Maria Lieberman | EXECUTIVE ASSISTANT TO THE ACADEMIC SECRETARY

**EXTENSION:** 3267 | **EMAIL:** [liebermanm@ceu.edu](mailto:liebermanm@ceu.edu) | **LOCATION:** Nador u. 9, 2nd floor

Chrys Margaritidis | DEAN OF STUDENTS

**EXTENSION:** 2194 | **EMAIL:** [margaritidisc@ceu.edu](mailto:margaritidisc@ceu.edu) | **LOCATION:** Nador u. 11, 3rd floor

Fatime Plotar | EXECUTIVE ASSISTANT TO THE DEAN OF STUDENTS

**EXTENSION:** 2088 | **EMAIL:** [plotarf@ceu.edu](mailto:plotarf@ceu.edu) | **LOCATION:** Nador u. 11, 3rd floor

## Departments and Schools

DEPARTMENT OF COGNITIVE SCIENCE

**EMAIL:** [cogsci@ceu.edu](mailto:cogsci@ceu.edu) | **LOCATION:** Oktober 6. u. 7, 1st floor

DEPARTMENT OF ECONOMICS AND BUSINESS

**EMAIL:** [econbusi@ceu.edu](mailto:econbusi@ceu.edu) | **LOCATION:** Nador u. 13, 4-5-6 floors

DEPARTMENT OF ENVIRONMENTAL SCIENCES AND POLICY

**EMAIL:** [envsci@ceu.edu](mailto:envsci@ceu.edu) | **LOCATION:** Nador u. 13, 1st floor

DEPARTMENT OF GENDER STUDIES

**EMAIL:** [gender@ceu.edu](mailto:gender@ceu.edu) | **LOCATION:** Zrinyi u. 14, 5th floor

DEPARTMENT OF HISTORY

**EMAIL:** [history@ceu.edu](mailto:history@ceu.edu) | **LOCATION:** Nador u. 11, 1st floor

DEPARTMENT OF INTERNATIONAL RELATIONS

**EMAIL:** [ir@ceu.edu](mailto:ir@ceu.edu) | **LOCATION:** Vigyazo Ferenc u. 2, 2nd floor

DEPARTMENT OF LEGAL STUDIES

**EMAIL:** [legalst@ceu.edu](mailto:legalst@ceu.edu) | **LOCATION:** Nador u. 11, 5th floor

DEPARTMENT OF MATHEMATICS AND ITS APPLICATIONS

**EMAIL:** [mathematics@ceu.edu](mailto:mathematics@ceu.edu) | **LOCATION:** Zrinyi u. 14, 3rd floor



DEPARTMENT OF MEDIEVAL STUDIES  
CULTURAL HERITAGE STUDIES AND POLICY PROGRAM  
**EMAIL:** [medstud@ceu.edu](mailto:medstud@ceu.edu) | **LOCATION:** Oktober 6. u. 12, 2nd floor  
**EMAIL:** [culther@ceu.edu](mailto:culther@ceu.edu)

NATIONALISM STUDIES PROGRAM  
**EMAIL:** [nationalism@ceu.edu](mailto:nationalism@ceu.edu) | **LOCATION:** Oktober 6. u. 12, 1st floor

DEPARTMENT OF PHILOSOPHY  
**EMAIL:** [philosophy@ceu.edu](mailto:philosophy@ceu.edu) | **LOCATION:** Nador u. 13, 2nd floor

DEPARTMENT OF POLITICAL SCIENCE  
**EMAIL:** [polsci@ceu.edu](mailto:polsci@ceu.edu) | **LOCATION:** Oktober 6. u. 12, 3-4 floor

DEPARTMENT OF SOCIOLOGY AND SOCIAL ANTHROPOLOGY  
**EMAIL:** [sociology@ceu.edu](mailto:sociology@ceu.edu)  
**LOCATION:** Zrinyi u. 14, 4th floor

CENTER FOR NETWORK SCIENCE  
**EMAIL:** [cns@ceu.edu](mailto:cns@ceu.edu) | **LOCATION:** Nador u. 11, 6th floor

SCHOOL OF PUBLIC POLICY  
**EMAIL:** [spp@ceu.edu](mailto:spp@ceu.edu) | **LOCATION:** Oktober 6. u. 7, 2nd floor

DOCTORAL SCHOOL OF POLITICAL SCIENCE, PUBLIC POLICY AND INTERNATIONAL RELATIONS  
**EMAIL:** [ds@ceu.edu](mailto:ds@ceu.edu) | **LOCATION:** Vigyazo Ferenc u. 2, 2nd floor

## Get Oriented - Enrollment Procedures

### STUDENT ORIENTATION (PRE-SESSION)

Upon arrival, you will take part in our Orientation Program. You'll learn about academic departments, university services, housing arrangements, and other details that will help your transition to life in Hungary.

#### Key information includes:

- Visa and residence permit processes
- Healthcare and insurance

- Banking arrangements / Financial Aid Processes
- Information Technology (IT) and Network Services
- Academic program introductions

Don't hesitate to ask questions during the Orientation Program. For more information, visit the Online Orientation at [ceu.edu/oo](http://ceu.edu/oo) to help you get settled to CEU and Budapest.

### REGISTRATION IN THE UNIVERSITY INFORMATION SYSTEM (UIS)

CEU has its own integrated information network, called the University Information System (UIS). Matriculation, 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 on a CEU computer at <https://infosys.ceu.hu>
- | The online graduation form and course registration can be accessed from outside CEU at <https://studentinfo.ceu.hu>
- | The Student Records Manual can be downloaded from [sro.ceu.edu](http://sro.ceu.edu).

UIS inquiries regarding student records should be directed to:

### STUDENT RECORDS OFFICE

**EMAIL:** [registry@ceu.edu](mailto:registry@ceu.edu)

**LOCATION:** 11, 3rd floor | **OFFICE HOURS:** Monday-Friday: 12:30 a.m.-4:00 p.m.

### POLICY ON HOLDS

Any obligation to the university, including financial conditions set forth in your enrollment confirmation form and financial obligations, will result in suspension of access to various student services. A list of these services is available at [ceu.edu/studentlife/onlineorientation/leaving](http://ceu.edu/studentlife/onlineorientation/leaving). The Policy on Holds will be applied until the obligation is met and the hold is cleared by the respective office.

### STUDENT-RELATED POLICIES

Please make sure that you familiarize yourself with student-related policies, available at [www.ceu.edu/studentlife/onlineorientation/student-policies](http://www.ceu.edu/studentlife/onlineorientation/student-policies)

## Administrative Student Support Units

THE OFFICE OF THE VICE PRESIDENT FOR ENROLLMENT MANAGEMENT, CAREER SERVICES AND ALUMNI RELATIONS

**LOCATION:** Nador u. 9, Ground floor

The Office of the Vice President for Enrollment Management, Career Services and Alumni Relations oversees the following units:

### *Student Recruitment Office*

Dedicated to finding the best, most qualified master's and doctoral students from around the world to study at CEU through an extensive, global outreach program.

**EMAIL:** [student-info@ceu.edu](mailto:student-info@ceu.edu) | **LOCATION:** Nador u. 9, Mezzanine floor

### *Admissions Office*

Assists prospective students with their CEU application process, while also aiding accepted students with their visa applications, as well as other matters related to their acceptance to CEU.

**EMAIL:** [admissions@ceu.edu](mailto:admissions@ceu.edu) | **LOCATION:** Nador u. 9, Mezzanine floor

### *Financial Aid Office*

Guides prospective, admitted, and enrolled CEU students on financially supporting their studies through stipends, grants, external scholarships and the U.S. Federal Loan.

**EMAIL:** [finaid@ceu.edu](mailto:finaid@ceu.edu) | **LOCATION:** Nador u. 9, Ground floor | **OFFICE HOURS:** Monday-Friday: 10:00 a.m.-4:00 p.m.

### *Career Services*

Seeks to help CEU students and alumni reach their full potential in the international jobs market through career advising, events such as CEU Career Days & Fair, and resources such as the CareerNext online platform.

**CHECK ALUMNICAREER.CEU.EDU FOR LOCATIONS AND CONTACTS**

### *Alumni Relations*

Provides a direct link between CEU and its global alumni community, through communication, events and campaigns, fundraising and more.

**EMAIL:** [alumni@ceu.edu](mailto:alumni@ceu.edu) | **LOCATION:** Nador u. 9, Ground Floor | **OFFICE HOURS:** Monday-Friday: 10:00 a.m.-12:00 noon and 2:00 p.m.- 4:00 p.m. | **WEBSITES:** [alumnicareer.ceu.edu](http://alumnicareer.ceu.edu)

## DEAN OF STUDENTS

The Dean of Students is the person at central administration focusing on the quality of student experience at CEU. The DoS plans and develops a variety of programs and activities for students to realize their intellectual and personal potential in accordance with CEU's mission. Importantly, the DoS is the main source of student advisory on issues related their academic and non-academic life in Budapest and also acts as an advocate for students interests. The following units work together with the Dean of Students: the Dean of Students Office, Student Center, Student Leadership and Service Office, Student Records Office, CEU Residence Center, Medical Center, Psychological Counseling, Bard Undergraduate Study Abroad program, Human Rights Initiative.

**EMAIL:** [dos@ceu.edu](mailto:dos@ceu.edu) | **LOCATION:** Nador u. 11, 3rd floor

### **The Office of the Dean of Students oversees the following units:**

#### *Student Center*

Student Center is firmly committed to create welcoming and courteous atmosphere to assist all students on matters related to Health Insurance and Legal Residence Status. The Center provides effective service to all incoming and continuing students, and advises students on various student life related matters.

**EMAIL:** [studentlife@ceu.edu](mailto:studentlife@ceu.edu) | **LOCATION:** Nador u. 11, 3rd floor | **OFFICE HOURS:** Monday-Friday: 12:30 p.m.-4:00 p.m.

#### *Student Leadership and Service Office*

The Student Leadership and Service Office (SLSO) supports CEU's diverse student body by providing opportunities for leadership development, community involvement, and a variety of student life activities. It also serves as the main communication means to the Student Union. In developing different student-centered programs, SLSO works closely with HRSI.

**EMAIL:** [studentevents@ceu.edu](mailto:studentevents@ceu.edu) | **LOCATION:** Nador u. 11, 3rd floor | **OFFICE HOURS:** Monday-Friday: 12:30 p.m.- 4:00 p.m.

#### *Student Records Office*

The Student Records Office (SRO) provides a wide array of services related to the academic aspect of studying at CEU. The office is responsible for overseeing enrollment and course registration, the preparation of diplomas, as well as keeping students' academic records. It also monitors the submission of grades and administers the conferring of various academic achievement awards. Furthermore, SRO coordinates the Apostille procedure, provides assistance regarding course registration procedures, degree verification, and manages the functions of the University Information System related to academic matters.

**EMAIL:** [registry@ceu.edu](mailto:registry@ceu.edu) | **LOCATION:** Nador u. 11, 3rd floor | **OFFICE HOURS:** Monday-Friday: 12:30 p.m.-4:00 p.m.

### *CEU Residence Center*

The CEU Residence Center is a modern residence complex in the 10th district of Budapest – an easy distance to the buzz of the city center. The Residence Center offers comfortable, furnished, air-conditioned accommodation for over 400 graduate students.

**EMAIL:** [resman@ceu.edu](mailto:resman@ceu.edu) | **LOCATION:** Kerepesi ut 87, H-1106 Budapest | **OFFICE HOURS:** by appointment | **PHONE:** 327-3150

### *Human RightS Initiative (HRSI)*

The Human RightS Initiative is an awareness raising and capacity building organization. It was founded in 1999 by the students of the CEU Legal Studies Human Rights Program. Since then it has grown into an internationally recognized human rights organization, focusing on youth involvement, education and active student participation. For more information please visit:

[hrsi.ceu.edu](http://hrsi.ceu.edu).

**EMAIL:** [hrsi@ceu.edu](mailto:hrsi@ceu.edu) | **LOCATION:** Nador u. 11, 3rd floor | **OFFICE HOURS:** Monday-Friday: 9 a.m.-5:00 p.m.

### ACADEMIC COOPERATION AND RESEARCH SUPPORT OFFICE

The Academic Cooperation and Research Support Office (ACRO) is responsible for international academic cooperation and providing administrative support to research activities and projects. ACRO assists faculty, staff and students of CEU to seek and secure partnerships and support for their academic mobility, cooperation and research. It proposes and implements policies to ensure that externally funded research and CEU academic partnerships are in line with CEU's mission and values. ACRO hosts the CEU Erasmus Office and the Global Teaching Fellowship Program, and provides support to Doctoral Students to secure external research funding.

**EMAIL:** [acro@ceu.edu](mailto:acro@ceu.edu) | **LOCATION:** Jozsef Attila u. 24, 1st floor, Room 101 | **WEBSITE:** [acro.ceu.edu](http://acro.ceu.edu) | **HOURS OF OPERATION:** Monday-Friday: 9:00 a.m. - 5:00 p.m. | **FB PAGE:** [facebook.com/ceuacro](https://www.facebook.com/ceuacro)

### CEU GLOBAL TEACHING FELLOWSHIP PROGRAM

GTFP provides opportunities for advanced CEU doctoral candidates and recent doctoral graduates to teach complete courses at GTFP Partner Universities around the world for one semester or one academic year.

**EMAIL:** [gftp@ceu.edu](mailto:gftp@ceu.edu) | **LOCATION:** Jozsef Attila u. 24, 1st floor, Room 103 | **WEBSITE:** [acro.ceu.edu/gftp](http://acro.ceu.edu/gftp)

### *Erasmus Office*

The Erasmus+ Mobility Programs enable students to study for part of their degree in another country and opportunities are provided for students to undertake an internship period abroad. The Program also encourages teacher and staff mobility and promote transnational cooperation

projects among universities across Europe and recently outside Europe as well. For details about grants available for students, please visit: <https://acro.ceu.edu/erasmus-ceu-students>.

**EMAIL:** [erasmus@ceu.edu](mailto:erasmus@ceu.edu) | **LOCATION:** Jozsef Attila u. 24, 1st floor, Room 101-103

**WEBSITE:** [acro.ceu.edu](http://acro.ceu.edu) | **OFFICE HOURS:** Tuesday, Thursday: 2:00 p.m.–3:30 p.m. and Wednesday, Friday: 10.00 a.m.–12.00 noon or upon appointment.

### BUDGET AND FINANCE OFFICE

**LOCATION:** Jozsef Attila u. 24, 2nd floor, Room 208/209 | **OFFICE HOURS:** Monday–Friday: 10:00 a.m.–12:00 noon, 1:00 p.m.–3:00 p.m.

### CASH DESK

**LOCATION:** Nador u. 9 Basement | **HOURS OF OPERATION:** Monday–Friday: 10:00 a.m.–12:00 noon, 1:00 p.m.–3:00 p.m.

### COMMUNICATIONS OFFICE

The Communications Office is responsible for institutional branding, publications, the CEU website and social media channels, video, photography, and branded items. It publicizes news and information about the University to international and Hungarian media, and also facilitates communications with the CEU community, our worldwide network of supporters, and alumni in cooperation with other administrative units.

**EMAIL:** [communications\\_office@ceu.edu](mailto:communications_office@ceu.edu)

## Academic Support Units

### CEU LIBRARY

Detailed information about library rules, services, collections, and electronic resources is available on the library website.

**EMAIL:** [contactLibrary@ceu.edu](mailto:contactLibrary@ceu.edu) | **LOCATION:** Nador u. 15, 2nd floor | **PHONE:** 327-3099  
**FAX:** 327-3041 | **WEBSITE:** [library.ceu.edu](http://library.ceu.edu)

### VERA AND DONALD BLINKEN OPEN SOCIETY ARCHIVES AT CENTRAL EUROPEAN UNIVERSITY

The Vera and Donald Blinken Open Society Archives (OSA) is an archival, educational, research and cultural institution, which actively collects documents, films and books related to recent history, Cold War and Human Rights. In its “Galeria Centralis” exhibitions, film screenings, lectures, seminars and other public events are organized.

**EMAIL:** [info@osaarchivum.org](mailto:info@osaarchivum.org) | **LOCATION:** Arany Janos u. 32  
**PHONE:** 327-3250 | **FAX:** 327-3260 | **WEBSITE:** [www.osaarchivum.org](http://www.osaarchivum.org)  
**OSA TIMELINE** | <http://osaisceu.osaarchivum.org>

**HOURS OF OPERATION** | **OFFICES:** Monday-Friday: 9:00 a.m.-5:00 p.m.

**RESEARCH ROOM:** Monday-Friday: 10:00 a.m.-5:45 p.m.

**GALLERY:** Tuesday-Sunday: 10:00 a.m.-6:00 p.m., closed on Monday

#### CENTER FOR ACADEMIC WRITING

The Center for Academic Writing provides students with support and guidance to meet the exacting standards of graduate-level writing at CEU. Its goal is to equip students with the skills they need to be proficient, independent writers who can function effectively in the wider academic community after graduation. As well as courses in academic writing, the Center offers individual consultations on any aspect of academic or professional writing that students wish to improve. In one-on-one consultations, elements such as structure, argument and use of sources are discussed, and students are helped to identify their strengths and areas for improvement. The Center also offers language courses in Chinese, French, German, Hungarian, Italian, and Spanish throughout the academic year. Specific details can be found at [caw.ceu.edu/foreign-languages](http://caw.ceu.edu/foreign-languages).

**EMAIL:** [writing@ceu.edu](mailto:writing@ceu.edu) | **LOCATION:** Nador u. 15, 2nd floor | **WEBSITE:** [caw.ceu.edu](http://caw.ceu.edu) | **HOURS OF OPERATION:** Monday-Friday: 9:00 a.m. - 5:00 p.m.

For individual consultations please sign up online through the writing center's website at [ceu.mywconline.com](http://ceu.mywconline.com)

**FOREIGN LANGUAGE INSTRUCTORS:** [caw.ceu.edu/foreign-language-teachers](http://caw.ceu.edu/foreign-language-teachers)

**FOREIGN LANGUAGE ADMINISTRATIVE QUERIES OUTSIDE REGISTRATION PERIODS** | Tuesday-Friday 9:00 a.m.-12:00 noon | Appointments may be arranged by email: [foreign\\_languages@ceu.edu](mailto:foreign_languages@ceu.edu) | Specific office hours for the registration periods are posted on the website at [caw.ceu.edu/foreign-languages](http://caw.ceu.edu/foreign-languages)

#### COMPUTER AND STATISTICS CENTER

The Computer and Statistics Center provides a variety of courses in statistics and IT skills for members of the CEU community throughout the Academic Year. The Center takes part in the orientation of new students, introducing them to CEU's official Microsoft Office 365 suite and computer usage and also administers the Computer Proficiency Self-assessment Test. The Center's regular courses cover MS Office applications, database and statistics applications, thesis editing guidelines, observing the Electronic Theses and Dissertations (ETD) requirements. Most of the courses are facultative courses, taken for a Pass/Fail grade and designed to the very need of our students. The courses are open to all CEU community free of charge. More information about courses, tutorials, etc. is available at [www.personal.ceu.edu/comp](http://www.personal.ceu.edu/comp).  
**LOCATION:** Nador u.11, 6th floor, Rooms 606 /607 | **OFFICE HOURS:** Monday-Friday: 9:00 a.m.-5:00 p.m.

INFORMATION TECHNOLOGY DEPARTMENT (IT)

**MAIN NUMBER:** 327-3000 (*enter extension, when prompted*)

#### *IT Helpdesk within Library*

**EXTENSION:** 3030 | **EMAIL:** [helprequest@ceu.edu](mailto:helprequest@ceu.edu) | **LOCATION:** Nador u. 15, Room 405 (CEU Library) | **OFFICE HOURS:** Matching the office hours of Library

#### *Computer Facilities on the main campus*

Computer labs are available to all CEU students around campus:

- Nador utca 9 Building: basement, "Orange lab"
- Oktober 6. u. 7 Building: room 218 and room 441
- Oktober 6. u. 12 Building: room 112

**HOURS OF OPERATION:** Weekdays: 8:00 a.m.–10:00 p.m., Weekends: 1:00 p.m.–7:00 p.m.

**END-OF-SEMESTER EXTENDED HOURS AVAILABLE AT:** [it.ceu.edu](http://it.ceu.edu) | The labs are closed on national and public holidays (see University Calendar) and occasionally for system maintenance. Students are expected to present their ID card when using the computer labs as the lab operators and the security guards may ask students to show them for security reasons.

#### *Wi-Fi Access*

The large majority of the University main campus are covered by wireless Internet access. CEU members can authenticate with their username and password on the "CEU" network SSID. This authentication is only necessary once per device, then the device will remember the settings so it will not cause any further inconveniences for using Wi-Fi daily. For more information on Wi-Fi access at CEU, please check: [it.ceu.edu/wireless\\_network](http://it.ceu.edu/wireless_network).

#### *Laptop Services*

The main responsibility of the IT Helpdesk is to support CEU owned hardware and services. In addition, helpdesk operators assist students who have minor software problems on their laptops. Students should contact the Helpdesk for any laptop related questions. Staff will examine the problem and they will advise students regarding the best solution. If you have a valid CEU account, you can also reach your mailbox via [portal.office.com](http://portal.office.com).

#### *IT Services at CEU Residence Center*

| Computer Labs are located on the 1st floor.

| Open 24 hours.

| Assistance provided weekdays between 9:00 a.m.-10:00 p.m.; weekends: 1:00 p.m.-7:00 p.m.

| Wi-Fi and Print services are available all around the dormitory building with the same settings as on the main campus.

### **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 in the relevant building. 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 ensure that access and use of the rooms is secured for the rest of the doctoral students, including passing on the room key if necessary. The rooms are closed on national and public holidays (see University Calendar) and occasionally for system maintenance.

### **Lost and Found Box**

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

### **Printing Credit**

- | CEU students have a limit on the number of pages they can print free of charge. The limit depends on the department in which the student is enrolled.
- | When the limit is met, students may purchase more pages at the CEU Cash Desk.
- | Students can check their balance at the card reader terminals next to printers, after signing in with their ID cards.
- | The printing limit is granted for each semester; savings are carried over to the next semester or Academic Year.
- | More information on printing services: [it.ceu.edu/printing\\_facilities](http://it.ceu.edu/printing_facilities)

Please note that the CEU Network policy ([documents.ceu.edu](http://documents.ceu.edu)) applies to anyone using the CEU Network. For further useful information on IT Services at CEU, please visit the web site: [it.ceu.edu](http://it.ceu.edu).

## **Student Resources**

**MAIN NUMBER** | 327-3000 (*enter extension, when prompted*)

### **CEU IDENTIFICATION CARDS**

**LOCATION:** Nador u. 11, Courtyard | **OFFICE HOURS:** Monday-Friday: 1:00 p.m.-3:00 p.m.

Newly enrolled students normally receive their CEU 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 ID card, students will have access to:

- | all CEU premises including the Sports Center, the Residence Center and other facilities
- | library borrowing privileges
- | printing, copying, scanning possibilities

**Please note that the CEU ID card does not qualify for student discounts on the Budapest transport system.**

### **Lost/Damaged ID Card Policy**

Lost/Damaged ID Card replacement fee: 15 EUR. This fee should be paid in cash at the Budget and Finance Office Cash Desk. The receipt should then be presented to the ID Card Manager, to receive a new card. Stolen CEU ID cards will be replaced without a fee if students present a police report.

### **PASSPORT OR NATIONAL ID CARD**

Foreigners in Hungary are required by law to carry with them a proper identification and show it to the local authorities upon request. Students are advised to carry copies of their passport at all times: the Police can fine anyone up to 150,000 HUF for failing to show a valid passport (or a national ID card in case of EEA citizens).

### **COPY SHOP**

The Copy Shop provides photocopying services as well as sorting, stapling, cutting and booklet assembly. Please note that cash payment for services is required. For copying needs after operation hours, a branch office is located near CEU at Alkotmány u. 18 (district 5, Phone: 312-7636).

**EMAIL:** [copyshop@copycat.hu](mailto:copyshop@copycat.hu) | **LOCATION:** Oktober 6. utca 12, Ground floor | **EXTENSION:** 2038

**WEBSITE:** [www.copycat.hu](http://www.copycat.hu)

**HOURS OF OPERATION:** Monday: 9:00 a.m.-6:00 p.m., Tuesday-Thursday: 9:00 a.m.-5:00 p.m., Friday: 9:00 a.m.-4:00 p.m. (Friday hours may be shorter during summer.)

### **FAX SERVICES**

Students can send fax messages as e-mails to an addressee's fax number. Please note that for the fax to be forwarded correctly, students must send the message in HMTL format or as a PDF attachment. However, for receiving fax messages students need to contact their program coordinator. Please visit this site for detailed information: [it.ceu.edu/fax](http://it.ceu.edu/fax)

### **POSTAL SERVICES**

The closest post office (in Hungarian: Posta) is located near St. Stephen's Basilica – just two blocks from CEU. | **LOCATION:** Bajcsy-Zsilinszky ut 16, H-1054 Budapest

**BUSINESS HOURS:** Monday to Friday: 8:00 a.m.-8:00 p.m.

### **24-hour Post Office**

**LOCATION:** Baross ter 11/C, H-1087 Budapest district 8 (take metro M2, M4 to “Keleti pályaudvar”)

### **SPORTS CENTER**

**EMAIL:** [sportcentrum@ceu.edu](mailto:sportcentrum@ceu.edu) | **LOCATION:** Hild Jozsef Elementary School, Nador u. 12 | Please check-in at the reception on the second floor. | Please note that hours of operation apply for the training room. Opening hours for the Gym for ball games can be found at: [www.ceu.edu/](http://www.ceu.edu/)

*campus/sport-facilities.* | **HOURS OF OPERATION:** Monday-Friday: 3:00 p.m.-9:00 p.m. | **PHONE:** (+36 30) 996-6936 | **AVAILABLE:** Basketball, Badminton, Volleyball, Indoor Soccer, Bodybuilding (Weightlifting), Aerobics, Medicinal Gymnastics, Yoga, Salsation.

#### FOOD SERVICES

There are several food service areas, as well as vending machines available for the CEU community and visitors. Further details are available at <https://www.ceu.edu/campus/food-services>.

**GROUND FLOOR CAFÉ:** Nador u. 15, Ground floor

**SECOND FLOOR RESTAURANT:** Nador u. 15, Second floor

**GROUND FLOOR CAFETERIA:** Nador u. 9, Ground floor

**CAFETERIA, CEU RESIDENCE CENTER:** Kerepesi ut 87, Ground floor

**BAMBUS BAR, CEU RESIDENCE CENTER:** Kerepesi ut 87, Ground floor

#### STUDENTS WITH CHILDREN

Student parents face important challenges during their studies at CEU. The Dean of Students Office ensures that students with children receive the appropriate assistance. For more information please visit: <https://www.ceu.edu/studentlife/facilities/students-with-children>

To make special arrangements and accommodations, contact the Dean of Students Office at [studentlife@ceu.edu](mailto:studentlife@ceu.edu). CEU's facilities include baby changing rooms. You can find them at: [locations.ceu.edu](https://www.ceu.edu/locations.ceu.edu)

#### STUDENT EMPLOYMENT

Full-time students are eligible to work within CEU. The working hours may not conflict with University-related duties and should be structured in a way that they do not hinder students' academic success. The number of hours worked per week are regulated by CEU internal rules and by Hungarian employment regulations. Before signing any contract inside or outside CEU students must inform the Head of their Department for approval. If you are employed within the EU region, contact the Student Center since this type of employment may affect your insurance coverage. Before entering into an employment contract at CEU, visit the Human Resources Office's mini-site at [hro.ceu.edu/studentcorner](https://www.hro.ceu.edu/studentcorner) to consult the Student Employment Policy of CEU and the general guideline.

## Medical Services/Emergency Information

#### CEU MEDICAL CENTER

The CEU Medical Center is open to all, providing consultation by four doctors. Access to the

Medical Center requires a valid CEU ID and an insurance card. | **LOCATION:** Nador 11 Building, Courtyard | **PHONE:** 327-3815

#### **HOURS OF OPERATION:**

Monday 9:00 a.m.-12:00 noon | 1:00 p.m.-4:00 p.m. | 4:30 p.m.-6:30 p.m.

Tuesday 9:00 a.m.-12:00 noon | 1:00 p.m.-4:00 p.m. | 4:30 p.m.-6:30 p.m.

Wednesday 9:00 a.m.-12:00 noon | 1:00 p.m.-4:00 p.m. | 4:30 p.m.-6:30 p.m.

Thursday 9:00 a.m.-12:00 noon | 1:00 p.m.-4:00 p.m. | 4:30 p.m.-6:30 p.m.

Friday 9:00 a.m.-12:00 noon | 1:00 p.m.-4:00 p.m.

The doctors' schedules are posted outside the Medical Center. In case of change in the schedules updated information will be posted in advance. You can provide feedback to the services you received at the Medical Center at: <https://ceuedu.sharepoint.com/sites/dos/public>

If there is no emergency situation, patients covered by the CEU Health Insurance Plan (General insurance) must consult the CEU Medical Center first, and then visit a pharmacy or the suggested medical facility for further treatment. They may receive reimbursement for medical treatment, medical aid, and prescriptions given by the CEU doctors. When visiting an outside provider or purchasing medicine, they have to ask for an "ÁFA-s számla" (VAT invoice) for the medicines and services purchased, issued in the name of Adenium J.V. Kft., 1013 Budapest, Döbrentei utca 10 and a copy of all medical documents related to the insured event (e.g.: outpatient records, hospital discharge summary, examination records, laboratory records, prescriptions, etc.). The invoices and medical records must be signed by a CEU doctor before submission to Medical Assistant **Marta Verebes**. The reimbursement is completed in CEU.

**EMAIL:** [verebes@ceu.edu](mailto:verebes@ceu.edu) | **LOCATION:** Nador u. 13, Third floor, Room 310 | **OFFICE HOURS:** Tuesday and Thursday 12:00 noon-1:00 p.m.

In emergencies, you may directly visit the local district doctors or the listed medical facilities (page 28–29). When using medical services outside CEU, you may be expected to prepay the treatment (note that there is no set tariff for emergency services) and claim reimbursement from your insurance provider afterwards.

**In case event of an injury or condition requiring immediate emergency medical treatment or hospitalization, students must report to the CEU Medical Center within one week.**

**Erasmus Mundus** full scholarship recipients at CEU receive worldwide travel insurance from Marsh. For reimbursement claims: EUROPESE (policy GBC) | Consult the 'Claims Form' section on [www.marsh.be/mem](https://www.marsh.be/mem). In case of emergency situations, please contact De Europese Emergency Switchboard (+32 3 253 68 00).

## IMPORTANT MEDICAL EMERGENCY INFORMATION

### **24-Hour Medical Phone Number**

In case of a specific medical emergency during the evening or weekend hours, you can receive advice and assistance by calling +36 30 832-6260. Note that this line is for urgent situations only. For other concerns, you should contact the Medical Center on the following business day. In case of an emergency or if you are unable to reach the CEU Medical Center, you should contact any of the following medical services:

### **National Ambulance Service (Mentok) | PHONE: 104**

This number should be called only in case of a serious emergency or life-threatening situation, such as bleeding, serious accident, poisoning, etc. This number may be dialed free of charge from any phone. When making this call, it is very helpful to have a Hungarian speaker with you.

### **Local District Medical Emergency Offices (Ugyelet)**

In case of an emergency that is not life-threatening, you can contact the local district medical emergency office closest to your home for consultation with a doctor on duty. Students living in the Kerepesi dormitory may turn to the reception for assistance.

**1st and 12th district** | Beethoven u. 8. | **PHONE:** 212-6636

**2nd district** | Ret u. 3 | **PHONE:** 202-1370

**3rd district** | Vihar u. 29 | **PHONE:** 388-8501

**4th district** | Gorgey u. 40 | **PHONE:** 369-2600

**5th district** | Semmelweis u. 14/b, entrance from Gerloczi u. | **PHONE:** 311-6816

**6th and 7th district** | Dob u. 86 | **PHONE:** 321-0440, 321-0358

**8th and 9th district** | Haller u. 29/A | **PHONE:** 215-1644, 215-6983

**10th district** | Pongrac ut 19 | **PHONE:** 261-5834

**11th district** | Tetenyi ut 12-16. Bld. "A"

Ground floor, **PHONE:** 203-3615

**13th district** | Revesz u. 10-12 | **PHONE:** 349-8500

**14th district** | Hermina ut 7 | **PHONE:** 220-6693

**15th district** | Zsokavar u. 42-44 | **PHONE:** 307-2222

**16th district** | Beno u. 3 | **PHONE:** +36 70 370 3104

**17th district** | Egeszseghaz u. 3 | **PHONE:** 256-6272

**18th district** | Szent Lorinc setany 2 | **PHONE:** 290-4182

**19th district** | Petofi u. 49 | **PHONE:** 282-9692

**20th and 23rd district** | Torok Floris u. 219/A | **PHONE:** 283-8763, 285-6574

**21st district** | Gorgey Artur ter 8 | **PHONE:** 427-5120, 427-5190

**22nd district** | Kaldor Adolf u. 5-9 | **PHONE:** 229-1758

### **Transplantation and Surgery Clinic of Semmelweis University**

**LOCATION:** Baross u. 23-25, H-1082 Budapest | **PHONE:** 267-6000

In emergency cases, you can visit them, without the referral from the CEU Medical Center. You will receive immediate help on the spot or get advice on the procedure to follow.

### **Peterfy Hospital, Traumatological Center / Central Traumatological Emergency Center (Kozponti Baleseti Ambulancia)**

**LOCATION:** Fiumei u. 17, H-1082 Budapest (Entrance from Gazlang u.) | **PHONE:** 461-4700

In case of accidents, you may go to this traumatological center any day of the week around the clock.

### **Non-prescription medicine**

Medications, such as painkillers, remedies for fever and cramps can be purchased without prescriptions; however, most medicines can only be bought with prescription, including emergency contraception pills. In case you need such pills, visit the CEU Medical Center.

## PHARMACIES

### **Close to the CEU Complex:**

#### **Dorottya Gyogyszertar**

**LOCATION:** Dorottya u. 13, H-1051 Budapest | **PHONE:** 317-2374 | **HOURS OF OPERATION:**

Monday-Friday: 8:00 a.m.-8:00 p.m.

### **Close to the CEU Residence Center:**

**Benu Ors Vezer Pharmacy** (Open 24 hours, on duty at night) | **LOCATION:** Medical Center, Ors Vezer tere 23., H-1148 Budapest | **PHONE:** 221-3861

**HOURS OF OPERATION:** Monday-Friday: 8:00 a.m.–8:00 p.m., Saturday: 8:00 a.m.–2:00 p.m.

**Arkad Pharmacy** | **LOCATION:** 14th district, Arkad Shopping Mall, Ors vezer tere 25/A

| **PHONE:** (36-1) 434 8334

**HOURS OF OPERATION:** Monday–Friday: 9:00 a.m.–9:00 p.m., Saturday: 10:00 a.m.–9:00 p.m.,

Sunday: 10:00 a.m.–6 p.m.

### **Open 24-hour:**

**Terez Patika** | **LOCATION:** Terez krt. 41, H-1067 Budapest | **PHONE:** 311-4439

**Elefant Gyogyszertar** | **LOCATION:** Pongrac ut 19, H-1101 Budapest | **PHONE:** 431-9940

**Szena Ter Patika** | **LOCATION:** Szena ter 1., H-1051 Budapest | **PHONE:** 225 7830

**Benu Beketeri Gyogyszertar** | **LOCATION:** Lehel ut 70-76, H-1135 Budapest | **PHONE:** 320-8006

## HEALTH INSURANCE

During the Orientation Sessions all students are informed about health insurance coverage and options. Details about insurance-related issues are available at [www.ceu.edu/studentlife/online-orientation/health](http://www.ceu.edu/studentlife/online-orientation/health). If you have insurance-related problems to your insurance, please contact [studentlife@ceu.edu](mailto:studentlife@ceu.edu).

## PATIENT'S ADVOCATES

The CEU Patient's Advocates program is designed to provide an informal and confidential opportunity for students, staff, and faculty who are patients of CEU medical and psychological counseling services to resolve conflicts or misunderstandings that may arise between patients and CEU medical or counseling staff. Often these conflicts are caused or exacerbated by misunderstandings, temporary stress-related conditions, differences in cultural backgrounds, or differences in expectations or understanding of services provided. The program allows the patient to share his or her concerns with an independent advocate who can listen, provide advice, and initiate mediation if appropriate. The advocates aspire to facilitate communication between the parties involved and to reach an appropriate and fair resolution. For more information about CEU's Patients' Advocates program, please visit the Medical Center's website at: [www.ceu.edu/studentlife/services/medical/patients-advocates](http://www.ceu.edu/studentlife/services/medical/patients-advocates)

## COUNSELING AND PSYCHOLOGICAL COUNSELING

**LOCATION:** Nador u. 11, Room 201 A

Counseling and Psychological Services offer short counseling sessions to all CEU students upon request. Professional counselors can meet you to talk about personal, academic and career issues including: adjusting to school, dealing with family or relationships, coping with personal crises.

Many students benefit from just one or a few sessions of counseling. The maximum number of sessions will be determined by the counselors, based on the students' (omit treatment plan) counseling needs (up to maximum of 8 sessions per academic year if needed). If you need longer term counseling or specialized services, the counselors can help connect you with other mental health providers.

The sessions are 45 minutes long, and the counselors try to schedule an appointment within one week from the received email (if it is emergency - please specify in your e-mail).

**Berne Weiss** | PSYCHOLOGIST | **EMAIL:** [weissb@ceu.edu](mailto:weissb@ceu.edu) | **LOCATION:** Nador u. 11, Room 201 A

**OFFICE HOURS:** Monday 11:00 am - 6:00 pm; Wednesday 11:00 am - 6:00 pm.

**Laszlo Biro** | PSYCHOLOGIST | **EMAIL:** [birol@ceu.edu](mailto:birol@ceu.edu) | **LOCATION:** Nador u. 11, Room 201 A |

**OFFICE HOURS:** Tuesday 2:00 - 7:00 pm; Thursday 9:00 am - 2:00 pm.

Other appointment times are available by special arrangement in urgent or emergency cases.

## Fire Regulations and Evacuation Procedures

### *What to Do in Case of Fire*

Anyone noticing a fire or smoke should

- | call Nador 11 reception by dialing 3911 in the Nador complex or 5555 in the Residence Center
- | or use the nearest alarm box in the corridor
- | Fire or smoke also can be reported on a general Hungarian emergency line: (dial 0 first if calling from a CEU line) 112 (English speaking; please report any emergencies on campus to x 3911 first).

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

- | the exact location of the fire (town, street name, house number, exact location within the building)
- | what is burning how big the fire is
- | who and what is in danger
- | are people injured or non-responsive
- | the name and phone number of the person who is reporting the fire.

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 is obligatory for every student and employee each Academic Year. Fire drills are organized in order to ensure that evacuation procedures can be carried out smoothly in case of emergency. Fire escape 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. The escape routes and doors must not be blocked even for short periods of time. Smoke and fire detectors are installed in all CEU buildings. Fires or areas of smoke will automatically sound the alarms. Smoking is not permitted in any CEU buildings, including the rooftop of Nador 13/15. Sprinkler systems have also been installed and will be activated in the event of fire. These are sensitive systems and should not be tampered with.

## CAMPUS SECURITY

### **ON CAMPUS**

Criminal actions, potential criminal actions and other emergencies on campus should be reported immediately by dialing the Nador 11 reception desk: (+36 1) 327-3911.



Please try to make accurate and prompt reports to the extent you can to assist in notifying the appropriate authorities. Please identify yourself and the location from which you are calling, as well as briefly describe the problem and the conditions of the situation. You 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 also seek immediate medical attention through the CEU Medical Center or the 24-hour medical emergency number at (+36 30) 832-6260. 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

In case of emergency (criminal action, fire, accident, etc.) dial 112.

It is possible to call 112 free of charge from a mobile phone even without a SIM card.

#### OFF-CAMPUS POLICE STATIONS

**District 5** | Szalay u. 11-13 | **PHONE:** (+36 1) 373-1000

**District 10** | Harmat u. 6-8 | **PHONE:** (+36 1) 263-7200

## Community Initiatives

#### STUDENT ACTIVITIES

The University actively encourages and supports the interests and activities of students. The Student Leadership and Service Office works together with students on the different aspects of student experience at CEU. At the start of each Academic Year, we conduct surveys to find out more about students' interests. You are invited to submit proposals for new events and activities. Clubs are formed to focus on a wide range of activities, from chess and basketball, to film and literature.

CEU students participate actively in matters of governance. To ensure adequate student representation the student body elects a Student Union Assembly (SUA) every academic year. The SU actively works towards making the student experience at CEU memorable through organizing numerous activities and supporting students' initiatives. The SU helps organize the International Cultural Festival, the Spring Ball, and numerous parties and sport events.

Founded in 1999, the Human Rights Initiative (HRSI) awareness raising and capacity building organization focuses on youth involvement, education and active student participation. HRSI's mission is to promote social engagement through awareness raising and capacity building.

The Human Rights Initiative (HRSI) aims to create opportunities to the CEU community to volunteer and engage in community activities in Budapest. More information about Student Activities and the Student Union can be found at [www.ceu.edu/studentlife/clubs-activities](http://www.ceu.edu/studentlife/clubs-activities).

#### SUSTAINABLE CEU

Sustainability is important to CEU. The University is a signatory to the COPERNICUS University Charter for Sustainable Development and has its own Sustainable Development Policy. We invite you to share your ideas for campaigns, events, and activities – big or small – to improve sustainability in our community.

**EXTENSION:** 2089 | **EMAIL:** [sustainability@ceu.edu](mailto:sustainability@ceu.edu) | **LOCATION:** October 6. u. 7, 4th floor, 418

**MORE INFORMATION:** [www.ceu.edu/campus/sustainable/getinvolved](http://www.ceu.edu/campus/sustainable/getinvolved),

[www.ceu.edu/campus/sustainable](http://www.ceu.edu/campus/sustainable), [www.facebook.com/sustainable.ceu](https://www.facebook.com/sustainable.ceu)

*The Nador 13 and 15 Buildings: sustainable design and usage*

The newly-renovated Nador 13 and 15 buildings, which mark the first phase of CEU's Campus Redevelopment Project, are built to meet the sustainability standards of our University Sustainable Development Policy for generations to come. Together, the buildings comply with international standards and best practices for sustainable construction, design, and usage.

And because buildings are only as sustainable as its users, Nador 13 and 15 reach peak performance when you – its students – engage in smart and energy efficient behavior. Setting optimal room temperatures, hydrating smart, and using bicycles are just the beginning. To learn more about optimizing campus sustainability, consult the CEU Building User Guide at [ceu.edu/campus/sustainable/campussustainability](http://ceu.edu/campus/sustainable/campussustainability)

#### Recycling

Living waste-free is ideal, but if you must dispose of waste, please consider the appropriate bin!

The following recycling bins can be found in key areas across campus: **Paper, plastic, and**

**metal:** Campus-wide **Used batteries:** The marked green bin at Nador 11 building main

entrance **Glass:** The marked collection bins in the Nador 11 courtyard

#### Smart Hydration

Tap water at CEU meets all Hungarian and EU standards for safe and healthy drinking water.

Utilizing tap water for hydration purposes has significant environmental, health, and economic benefits. Currently filtered and chilled drinking water fountains can be found in the following locations:

**Nador 11 Building:** Main Entrance, 3rd floor | **Oktober 6. u. 7 Building:** 1st Floor Hallway near restroom entrance | **Nador 13 and 15 Buildings:** near restrooms on each floor of the buildings

### ***Bicycles***

CEU encourages the use of bicycles as a healthy and sustainable form of transportation, and many in our community are year-round users. If you commute by bicycle, you can utilize the Oktober 6. u. 7 building courtyard for daily parking purposes. The courtyard is located on the entrance level of the Oktober 6. u. 7 building, where the School of Public Policy and several CEU offices are located.

### ***Bicycle Repair***

All CEU community members can borrow bicycle repair tools from the Sustainability Officer's office in the Oktober 6. u. 7 Building, Room 418. A bike repair station which includes a repair rack and an air pump is located in the Oktober 6. u. 7 Courtyard.

### ***Green Living in Budapest Guide***

Wondering where you can buy local produce, find used clothing or books, and get involved in local community-based sustainability initiatives? Check out our starter guide for 'green living' in Budapest here: [www.ceu.edu/campus/sustainable/getinvolved](http://www.ceu.edu/campus/sustainable/getinvolved)

## **Important Information About Budapest**

### **SAFETY IN BUDAPEST**

Overall, Budapest is a safe city - it places third in Central and Eastern Europe according to the 2017 Mercer Quality of Living Rankings. As with any other popular destination however, there will always be tourist traps and tricks that you should know of. Stay vigilant, use common sense, and take precautions to ensure your safety at all times. The more prepared you are, the more enjoyable your experience will be. In case of an emergency, please contact campus security at (+36 1) 327-3000 extension 3911.

### ***Pickpockets, scam merchants***

Pickpockets tend to frequent public transport vehicles, metro escalators, crowded shops, and popular tourist places.

- | Carry only as much cash as you need for the day. Be vigilant of where you keep your money, cards, and other valuables as you move, ensuring your bags are closed and firmly secured on your person.
- | Be on the look-out for potential pickpockets. If you are aware of your surroundings, you are less likely to be disturbed.

- | Pickpockets and scam merchants usually work together to distract your attention. If you are approached by people with questionable intentions, it is best to walk away.
- | Be aware of people around you when using an automated teller machine (ATM, or 'bankomat' in Hungarian); it is not usual for others to stand right behind you. Always cover your hand when entering sensitive information via the number pad.

### ***Exchanging money***

It is best to exchange currency in any major bank (OTP, Unicredit, and K&H) or at certified exchange bureaus, which are usually marked with a red 'change' sign above them. Changing money on the streets and in informal settings is prohibited by law.

### ***Areas to avoid at night in Budapest***

Downtown Budapest (Castle District, districts V, VI, part of district VII along the Grand Boulevard) is fairly safe at night. As a general rule of thumb, avoid poorly lit streets and underpasses. Remember: you are always safer travelling with friends and in groups.

### **HOME AND PROPERTY INSURANCE**

It is highly advisable to insure your apartment or belongings (e.g. laptop) against loss, theft, accidental damage and fire. The University's health insurance policy (valid within the territory of Hungary) does not cover such items. It is important that you make a list of personal belongings for insurance purposes.

### **OTHER IMPORTANT PHONE NUMBERS IN BUDAPEST**

Please note that some of these phone lines will only speak Hungarian.

### ***Hungarian Red Cross***

**EMAIL:** [igazgato@voroskeresztbp.hu](mailto:igazgato@voroskeresztbp.hu) | **LOCATION:** Arany Janos u. 31, H-1051 Budapest  
**PHONE:** 311-3660

### ***NANE Association***

Relief line for abused women and children (toll-free number)  
**EMAIL:** [info@nane.hu](mailto:info@nane.hu) | Monday, Tuesday and Thursday, Friday: 6:00 p.m.-10:00 p.m.  
**PHONE:** (+36 80) 505-101

### ***24-hour Animal Hospital of Budapest***

**LOCATION:** Lehel u. 43, H-1135 Budapest | **PHONE:** 350-0361, 350-1166

## Where to go for Answers

**AJ32:** Arany Janos u. 32

**JA24:** Jozsef Attila u. 24

**N9:** Nador u. 9

**N11:** Nador u. 11

**N13:** Nador u. 13

**N15:** Nador u. 15

**O6 7:** Oktober 6. u. 7

**Z14:** Zrinyi u. 14

**O6 12:** Oktober 6 u. 12

FOR QUESTIONS ABOUT	OFFICE	LOCATION	EXTENSION	NAME / EMAIL
Academic transcripts, certificates	Student Records Office	N11 Rm 304	2401	<i>registry@ceu.edu</i>
Academic writing	Center for Academic Writing	N15 2nd floor	3817	<i>writing@ceu.edu</i>
Address registration	Student Center	N11 Rm 304	3688	<i>residenceinfo@ceu.edu</i>
Admissions	Admissions Office	N9 Mezzanine floor	3009	<i>admissions@ceu.edu</i>
Alumni	Alumni Relations	N9 Ground floor	3042	<i>alumni@ceu.edu</i>
Archival Research	Vera and Donald Blinken Open Society Archives (OSA)	AJ32 1st floor, Research Room	2455	<i>info@osaarchivum.org</i>
Bank account number modification for stipend payments	Budget and Finance Office	JA 24 2nd floor, Rm 208/209	2056	<i>bobort@ceu.edu</i>
Bike Parking and Services	Sustainability Officer	O6 7 4th Floor, 418	2089	<i>sustainability@ceu.edu</i>
Cash desk	Budget & Finance Office	N9 Basement	2260	
CEU ID Cards	Campus Services Group	N11 Courtyard	6111	<i>takacsi@ceu.edu</i>
CEU website	CEU Web Team	JA 24 1st floor	6120	<i>ceuwteamb@ceu.edu</i>
Change of course (drop/add)	Student Records Office	N11 Rm 304	2401	<i>registry@ceu.edu</i>
Computer services	IT Department	N15 Library, Rm 405	3030	<i>helprequest@ceu.edu</i>
Conferences Special events	External Relations Office	N13 Ground floor	3821	<i>ero@ceu.edu</i>
Copying services	Copy Shop	O6 12 Ground floor	2038	<i>copyshop@copycat.hu</i>
Erasmus	Academic Cooperation and Research Support Office	JA 24 Rm 103	2018	<i>erasmus@ceu.edu</i>
External Funding for PhD students	Academic Cooperation and Research Support Office	JA 24 Rm 103	2018	<i>gtfp@ceu.edu</i>
Foreign languages	Center for Academic Writing	N15 2nd floor	3817	<i>writing@ceu.edu</i>

FOR QUESTIONS ABOUT	OFFICE	LOCATION	EXTENSION	NAME / EMAIL
Graduation	Student Records Office	N11 Rm 304	2401	<i>registry@ceu.edu</i>
Health Insurance	Student Center	N11 Rm 304	3131	<i>studentlife@ceu.edu</i>
Human RightS	Human RightS Initiative	N11 Rm 309	2377	<i>hrsi@ceu.edu</i>
Institutional publications	Communications Office	TBA	3429	<i>communications_office@ceu.edu</i>
Medical services	Medical Center	N11 Courtyard	3815 , 3695	<i>medicalcenter@ceu.edu</i>
Library Information & Research	CEU Library	N15 2nd floor	3099	<i>contactLibrary@ceu.edu</i>
Psychological Counseling Services	Psychological Counseling	N11 2nd floor, Rm 201 A	235-6127	<b>Laszlo Biro</b> <i>biro@ceu.edu</i> <b>Berne Weiss</b> <i>weissb@ceu.edu</i>
Research and Travel Grants	Budget and Finance Office, Grants Management	JA 24 2nd floor, Rm 208/209	2078	<i>grants@ceu.edu</i>
Residence permits	Student Center	N11 Rm 304	3688	<i>residenceinfo@ceu.edu</i>
Residential life	Residence Center	Dormitory, 1st floor	5555, 3163	<i>resman@ceu.edu</i>
Sport facilities	Sports Center	N12, 2nd floor		<i>sportcentrum@ceu.edu</i>
Student Employment	Human Resources Office (HRO)	JA 24 1st floor	3819	<i>hro@ceu.edu</i>
Student Clubs and Activities	Student Leadership and Service Office	N11 Rm 305	2043 3088	<i>studentevents@ceu.edu</i>
Student Union				<i>studentunion@ceu.edu</i>
Sustainable CEU	Sustainability Officer	O6 7 4th Floor, 418	2089	<i>sustainability@ceu.edu</i>
Switchboard operator			327-3000	
Tuition and payments	Budget and Finance Office	JA 24 2nd floor, Rm 208/209	2056	<i>bobort@ceu.edu</i>
UIS	University Information System	Z14 6th floor	2552	<i>support@infosys.ceu.hu</i>

**ACADEMIC DIARY 2017-2018**

## Personal Information

### PERSONAL

Name .....

Address (during the academic year).....

.....

Telephone / Mobile.....

Email .....

### ENROLLMENT INFORMATION

Department.....

Student ID Number.....

Department Contact Person.....

### MEDICAL INFORMATION

Doctor's Name and Telephone.....

Health Insurance / Number.....

Essential Information / Allergies .....

In emergency, notify this person.....

Telephone / Mobile.....

Address .....

### IMPORTANT DATES

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### OTHER

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## Calendar 2017

### August

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	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	

### October

Mon	2	9	16	23	30
Tue	3	10	17	24	31
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

### May

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	

### June

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	

### November

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	
Sat	4	11	18	25	
Sun	5	12	19	26	

### December

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

### July

Mon	2	9	16	23	30
Tue	3	10	17	24	31
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	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	

## Calendar 2018

### January

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	

### February

Mon	5	12	19	26
Tue	6	13	20	27
Wed	7	14	21	28
Thu	1	8	15	22
Fri	2	9	16	23
Sat	3	10	17	24
Sun	4	11	18	25

### March

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	

### April

Mon	2	9	16	23	30
Tue	3	10	17	24	31
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

### 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







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18 | MONDAY | OFFICES WITH SKELETON TEAM / LIBRARY AND LABS ON WEEKEND SCHEDULE

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19 | TUESDAY | OFFICES WITH SKELETON TEAM / LIBRARY AND LABS ON WEEKEND SCHEDULE

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20 | WEDNESDAY | OFFICES WITH SKELETON TEAM / LIBRARY AND LABS ON WEEKEND SCHEDULE

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21 | THURSDAY | OFFICES WITH SKELETON TEAM / LIBRARY AND LABS ON WEEKEND SCHEDULE

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22 | FRIDAY | OFFICES WITH SKELETON TEAM / LIBRARY AND LABS ON WEEKEND SCHEDULE

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23 | SATURDAY

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24 | SUNDAY | CHRISTMAS EVE / CEU IS OFFICIALLY CLOSED

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25 | MONDAY | CHRISTMAS DAY / CEU IS OFFICIALLY CLOSED

Dotted lines for notes on Dec 25

26 | TUESDAY | CHRISTMAS DAY / CEU IS OFFICIALLY CLOSED

Dotted lines for notes on Dec 26

27 | WEDNESDAY | OFFICES WITH SKELETON TEAM / LIBRARY AND LABS ON WEEKEND SCHEDULE

Dotted lines for notes on Dec 27

28 | THURSDAY | OFFICES WITH SKELETON TEAM / LIBRARY AND LABS ON WEEKEND SCHEDULE

Dotted lines for notes on Dec 28

29 | FRIDAY | OFFICES WITH SKELETON TEAM / LIBRARY AND LABS ON WEEKEND SCHEDULE

Dotted lines for notes on Dec 29

30 | SATURDAY | OFFICES WITH SKELETON TEAM / LIBRARY AND LABS ON WEEKEND SCHEDULE

Dotted lines for notes on Dec 30

31 | SUNDAY | NEW YEAR'S EVE / CEU IS OFFICIALLY CLOSED

1 | MONDAY | NEW YEAR'S DAY / CEU IS OFFICIALLY CLOSED

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1 | TUESDAY | LABOR DAY / CEU IS OFFICIALLY CLOSED

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2 | WEDNESDAY

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3 | THURSDAY

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4 | FRIDAY

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5 | SATURDAY

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6 | SUNDAY

7 | MONDAY

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8 | TUESDAY

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11 | FRIDAY

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12 | SATURDAY

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13 | SUNDAY



14 | MONDAY

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15 | TUESDAY

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16 | WEDNESDAY

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18 | FRIDAY

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19 | SATURDAY

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21 | MONDAY | **PENTECOST MONDAY / CEU IS OFFICIALLY CLOSED**

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22 | TUESDAY

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23 | WEDNESDAY

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24 | THURSDAY

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3 | FRIDAY

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4 | SATURDAY

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