



STUDENT ENROLLMENT STATUS RELATED CATEGORIES:

DEPARTMENT INITIATES:

1. Absolutorium, thesis due
2. PhD defense due
3. Graduated
4. Graduated with MPhil
5. Failed

STUDENT INITIATES:

6. Re-Enroll
7. Extension
8. Leave of absence: personal
9. Leave of absence: voluntary
10. Suspended enrolment
11. Enrollment expired
12. Enrollment terminated
13. Withdrew permanently
14. Stopping the clock

1. Absolutorium, thesis due

Source: P-1 105-2 Student Rights, Rules and Academic Regulation

9.1 Transcripts shall contain the following data:

t) confirmation of the completion of the course-requirements (absolutorium);

2. PhD defense due

On December 5, 2012 CEU introduced this new category.

Excerpts from the e-mail announcing it (sent by Emese Boldizsar):

According to our Doctoral Regulations "Doctoral Students are required to submit their dissertation within six years from the date of the original enrolment." so it has always been an issue whether these student should remain in enrolled status after submitting their work.

To remedy this situation we came up with a solution by introducing a new enrollment status in Infosys indicating that a student has already submitted the dissertation as is only waiting for the defense to be scheduled. The new status "Phd Defense due" is already on the Change of status form under O:\COMMON\UNITS\SRO\Change of Status.

Please note the following regarding the new status:

- 1, can only be used for PhD students.
- 2, can only be used if dissertation is submitted and Online Leaving Form is completed in Infosys.
- 3, students with this status will still be able to use their email account at CEU.

Please inform us about the "PhD defense due" status via the Change of Status form in cases when students have already submitted their dissertation and completed their On Line Leaving forms.

Based on the information (exact date) on the CoS form the finance office will be able to calculate a proportional enrollment fee for these students only for the period until they've been enrolled.

3. Graduated

Source: DCs

Upon successful completion the department informs the Registrar

4. Graduated with MPhil

Source: P-1103-01v1202 Doctoral Regulations

6.5 MPhil

(a) The Master of Philosophy (MPhil) is an intermediate degree between the other academic master's

degrees and the Doctor of Philosophy. It is awarded to candidates in CEU's Ph.D. programs after completion of all requirements for the Ph.D. except the dissertation.

(b) A doctoral student who maintains a candidacy status throughout his or her enrollment and has

fulfilled all requirements except for the dissertation in a CEU Ph.D. program may apply for an MPhil.

The application is submitted to the DPC. After verifying that the conditions for an MPhil have been fulfilled, the DPC asks the Students Record office to register the award of MPhil.

P-1103-01v1202 Doctoral Regulations

(c) Award of MPhil means automatic termination of the student's enrollment in the doctoral program.

If the student awarded an MPhil subsequently submits his or her dissertation and receives a PhD in the same program, his/her MPhil degree is revoked (as only one degree can be awarded for the same curriculum).

(d) Those CEU doctoral programs that do not award the Doctor of Philosophy degree (e.g. SJD) may opt not to award an MPhil.

5. Failed

Source: P-1 105-2 Student Rights, Rules and Academic Regulation

6.3 Termination of studies due to unsatisfactory record

The termination of student status for Doctoral Students is regulated in the Doctoral Regulations.

What follows applies to other students. The head of department may decide to terminate the student status of students whose academic record falls below the academic standards set up by this Policy, other applicable policies or the relevant Program Specifications. The head of department should immediately notify students and the Student Record Office about the decision to terminate the student status and give the reason for this decision. After the notification the status of the student changes to 'Suspended enrolment' and he or she will not be allowed to register for new courses or to enroll for the next term.

A student has the right to appeal such a decision to the Provost within two weeks of being informed. The request should contain appropriate grounds for the appeal, such as procedural mistakes or unfair treatment, and should specify the expected outcome of the appeal. If the appeal is upheld, the student will be permitted to continue his or 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 student status. The student's status remains 'suspended enrolment' until the final outcome of the appeal is determined..

6. Re-enroll

Source: P-1103-01v1202 Doctoral Regulations

4.2. Submission beyond the enrolment period

(a) Students whose enrolment (including possible extensions) runs out and who fulfilled all requirements for the doctoral degree, with the exception of submitting their dissertation, can apply for re-enrolment at a later date in order to submit their dissertation. These students are not entitled to supervision for the period after their enrolment expires.

(b) If a former student wishes to re-enroll for submitting a dissertation, he or she needs to send the completed dissertation to the Doctoral Program Committee. The DPC should decide, through a procedure devised by them, whether the dissertation can indeed be submitted for a defense. There is no

obligation to justify a negative decision, nor is there a possibility of appeal. No resubmission is possible, regardless of whether the decision was positive or negative. Doctoral Programs will keep a record of all cases of submissions under this article.

(c) If the decision is positive, the student can re-enroll for the purpose of submitting a dissertation. The special re-enrolment fee that applies in this case is twice the amount of the yearly enrolment fee for Doctoral Students in their first three years. From the point of re-enrolment, the usual rules for dissertations apply.

4.4. Withdrawal & re-enrolment

(b) A candidate granted leave must request re-enrolment with the Doctoral Program Committee when the withdrawal period lapses. It is also possible to request re-enrolment before that time. The time of enrolment prior to withdrawal is counted towards the 6-year period within which a dissertation can be submitted.

7. Extension

Source: P-1103-01v1202 Doctoral Regulations

4.1 Extension

(a) Doctoral Students are required to submit their dissertation within six years from the original date of enrolment. There is a possibility of extending the length of the studies in cases of serious and unforeseeable interference with their studies (for example for medical reasons or unexpected changes in family circumstances). In case a foreseeable event prevents the student from making reasonable progress, he or she is advised to apply for a temporary withdrawal from the program (see 5.3 below).

(b) Up to two months, the extensions can be granted by the Doctoral Program Committee. Beyond that period, extension can be granted by the University Doctoral Committee. The maximum time that can be granted beyond the regular enrolment is 2 years.

(c) Students need to apply for an extension at least two months before their enrolment expires, stating clearly the reason for the extension and its requested length. A request for extension always has to be supported by the student's supervisor. Programs may require that the Doctoral Program Committee also supports the request. Students are asked to make sure that the appropriate supporting letters (by the supervisor, and if required, by the DPC), are sent to the University Doctoral Committee by the time the extension request is submitted.

8. Leave of absence: personal

9. Leave of absence: voluntary

Source: P-1 105-2 Student Rights, Rules and Academic Regulation

5. Leave of Absence

In case of personal circumstances (illness, childbirth, accident, etc.) that do not permit the student to study, she may request a leave of absence at any time after registering for a degree program.

In other cases, requests for a voluntary leave of absence can be made only after the successful completion of the first semester of studies.

Doctoral students should consult the Doctoral Regulations for the rules concerning the application for a leave of absence (under the category of 'withdrawing from the program').

For master's students, all requests for the leave of absence should be made to the head of department, who makes a decision based on the student's circumstances and the nature of the program. In case of approval, the head of department notifies the Students Record Office which changes the student's status to **'leave of absence: personal' (in case of personal circumstances preventing study) or 'leave of absence: voluntary' (in case of voluntary leave of absence)**.

The maximum total duration of all leaves of absence (granted to a student in one or several instances) is two academic years. The maximum total duration of voluntary leave of absence is one academic year.

Source: P-1103-01v1202 Doctoral Regulations

4.4. Withdrawal & re-enrolment

(a) A candidate may request permission from the Doctoral Program Committee to temporarily withdraw from the Doctoral Program for a period of up to 2 years. Such request should be properly justified, and the period of withdrawal clearly indicated (dd/mm/yy - dd/mm/yy). Some of the reasons that entitle to a withdrawal include parental duties, pressing family circumstances and other full-time obligations that prevent the student from making progress with their dissertation.

(b) A candidate granted leave must request re-enrolment with the Doctoral Program Committee when the withdrawal period lapses. It is also possible to request re-enrolment before that time. The time of enrolment prior to withdrawal is counted towards the 6-year period within which a dissertation can be submitted.

10. Suspended enrollment

Source: P-1 105-2 Student Rights, Rules and Academic Regulation

6.3 Termination of studies due to unsatisfactory record

The termination of student status for Doctoral Students is regulated in the Doctoral Regulations. What follows applies to other students. The head of department may decide to terminate the student status of students whose academic record falls below the academic standards set up by this Policy, other applicable policies or the relevant Program Specifications. The head of department should immediately notify students and the Student Record Office about the decision to terminate the student status and give the reason for this decision. After the notification the status of the student changes to 'Suspended enrolment' and he or she will not be allowed to register for new courses or to enroll for the next term.

A student has the right to appeal such a decision to the Provost within two weeks of being informed. The request should contain appropriate grounds for the appeal, such as procedural mistakes or unfair treatment, and should specify the expected outcome of the appeal. If the appeal is upheld, the student will be permitted to continue his or 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 student status. The student's status remains 'suspended enrolment' until the final outcome of the appeal is determined..

11. Enrollment expired

No reference in CEU policies

12. Enrollment terminated

Source: P-1103-01v1202 Doctoral Regulations

4.5. Termination

(a) The Doctoral Program Committee may terminate doctoral candidacy or probationary doctoral candidacy on the grounds of:

- unsatisfactory coursework grades;
- unsatisfactory research progress, or;
- failure to comply with the University and Program Doctoral Program regulations.

(b) Doctoral Candidates shall be warned in writing by the Doctoral Program Committee at least two months before such action may be taken.

(c) Doctoral Candidates shall have a right to present their case to the Doctoral Program Committee before such termination takes effect.

13. Withdrew permanently

No reference in CEU policies

14. Stopping the stipend

Source: P-1103-01v1202 Doctoral Regulations

4.3 Stopping the stipend

During the period in which the student receives the stipend, s/he can request to have the stipend transfer stopped for a certain period of time, while remaining enrolled in the program. Requests must be submitted to the Doctoral Program Committee, with adequate supporting reasons for the request and a clear indication of the period for which the stipend is to be stopped (dd/mm/yy – dd/mm/yy). The transfer of the remaining part of the stipend will be resumed once this period expires.

Those receiving HUNG state doctoral scholarships cannot stop the stipend clock.