



Department
of Public
Policy

CENTRAL
EUROPEAN
UNIVERSITY

Student Handbook

DPP General Information

DPP directory and contact information	4
CEU Medical Center	5
Counseling.....	5
General CEU and DPP information.....	6
Important CEU documents to consult:	6
Conditions of Acceptance	6
Conduct Within the DPP Community.....	6
Communication to Students from the Department	6
Student Guidance	7
Student Employment	7
Residence in Vienna	7
Residence Permit	7
Community Service	8
Careers	8
Student Representation.....	8
Student Representation at DPP	8
Tenure and Conditions of Tenure	9
Student Representation at CEU	9
Course Materials.....	9
Printing Policy	10
Curricular requirements and grading.....	10
Pre-session and Zero Week Requirements.....	10
Final Grading.....	10
Courses: requirements, options, policies, and grading	10
Course Terms	10
Registration Deadlines.....	10
Course Registration.....	11
Attendance.....	11
Auditing a Course.....	12
Course Requirements.....	12
Grading System	12
Grade Submission	13
Appealing a Grade.....	13
Academic Dishonesty.....	13
Evaluations.....	14
Phone and Laptop Use in Class	14

Change of Program within DPP programs	15
DPP academic calendar 2021/2022.....	16



DPP directory and contact information

Department Head

Martin KAHANEC

Professor

kahanecm@ceu.edu

MAIPA Program Director

Nick SITTER

Professor

sittern@ceu.edu

- MAIPA academic matters
- Approvals of student employment
- Approvals of leave
- Grade appeals

DPP Staff

Monika ZAY

Department Coordinator

zaym@ceu.edu

- Student-related matters
- Room and technical equipment reservation for student meetings
- Student initiatives and inquiries
- Stipend issues
- Thesis

Katalin HÁRSKÚTI

Academic Curriculum Coordinator

harskutik@ceu.edu

- Course scheduling, Course registration, Waiting lists, Course descriptions
- Grades, Exams, Course evaluations

Márton LEISZEN

Skills and Applied Learning Coordinator

leiszenm@ceu.edu

- Administrative matters related to Internship
- Skills for Impact modules and scheduling

Zoltán WÁGNER

Department Coordinator

wagnerz@ceu.edu

- MA thesis research grant

Ingy KASSEM

Department Coordinator

kassemi@ceu.edu

Pál BANDA

Department Coordinator (Mundus MAPP)

bandap@ceu.edu

CEU Medical Center

The on-campus Vienna [Medical Center](#) is available for the whole CEU community (students, faculty, and staff). Access to the Medical Center requires a valid CEU ID card and public or private health insurance in Austria.

The CEU Vienna Medical Center Vienna is located on the 3rd floor, Room A303.

Opening hours: Monday to Thursday 10.00 -13.00

Reserve an appointment time exclusively via email: johannakropej@outlook.com or online at www.larapartnernetzwerk.at

General (European emergency number): [112](#)

Ambulance: [144](#)

Counseling

[Student psychological counseling at CEU](#) is completely confidential and free of charge and may provide support on a wide range of issues. Students may make an appointment via email.

Laszlo Biro, Head of Psychological Counselling, student counsellor

Appointment: BiroL@ceu.edu

Julia Jellen

Appointment: JellenJ@ceu.edu

Lea Wiese

Appointment: WieseL@ceu.edu

General CEU and DPP information

Important CEU documents to consult:

- <http://myceu.ceu.edu/>
- [Student Records Manual](#)
- [Student policies](#)
- [All CEU policies](#)
- [Online orientation](#)

Conditions of Acceptance

By enrolling in the Department of Public Policy, students agree to abide by the rules and procedures outlined in this document, as well as the general rules and procedures of Central European University. Students are expected to familiarize themselves with CEU's student policies.

MyCEU app, an information guide for CEU students is now available for free download in both Android and iOS stores. The app contains useful information on the Budapest and Vienna CEU Campuses. In addition to **student-related services, resources, and facilities**, this app 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. Please note that the content of the app is also available online in a mobile-friendly version at <http://myceu.ceu.edu/>

Conduct Within the DPP Community

DPP is committed to diversity, tolerance and dignity within our Department community. No form of harassment, discrimination or prejudiced behavior is tolerated including that based on race, color, national origin, ethnicity, religion, gender, sexual orientation, sexual identity, disability, age, or any factors prohibited by law. The Code of Ethics (<https://documents.ceu.edu/documents/p-1009-1v2106>), and the CEU Policy on Harassment (<https://documents.ceu.edu/documents/p-1402-1v2103>) set out the guiding values and principles of the CEU community and the procedures that are followed when these are violated.

CEU is committed to ensuring equal educational opportunities and that students with disabilities receive appropriate support. For more information about CEU's services for disabled students and the Student Disability Policy visit <https://documents.ceu.edu/documents/p-1402v2001>

Communication to Students from the Department

Students receive important decisions relating to courses, programs, assessments, and Department/University events and opportunities primarily by email sent to their CEU email address. Barring technical failure, it will be assumed that students have read all information distributed by electronic means.

DPP's [website](#) contains detailed and routinely updated information about the Department, curriculum, current courses, schedules, faculty members, as well as events and other news. Students should check the website regularly, from where they can also download handbooks and forms.

Stay engaged with your department and community and follow the latest DPP news:

DPP is present on Facebook, Instagram, Twitter, LinkedIn and YouTube. Students are encouraged to like our pages and join our groups to stay up-to-date and discover the department's latest activities and success stories.

On the different platforms, DPP actively posts information about admissions, news and events, publications and achievements, student stories, interviews and public lectures as well as job and internship opportunities.

Follow us:

[Facebook](#)

[Instagram](#)

[LinkedIn](#)

[YouTube](#)

[Twitter](#)

Student Guidance

Students are encouraged to approach and discuss with DPP faculty problems, concerns, or feedback relating to course work, assessments, or the general learning environment. In the first instance, students should raise course/classroom related issues with the relevant faculty delivering the course. Alternatively, students can meet with their Program Director.

The Department Coordinator is also available to advise students and direct them to the relevant offices and procedures. In case of personal problems, it is recommended that students contact CEU Counselors. For specific administrative issues (such as residence permits, medical insurance, student records, etc.), students should approach the staff in the CEU Student Center.

Student Employment

Students wishing to undertake employment during the academic year must obtain written approval from the Program Director in advance. According to university policy, the employment of full-time students should not exceed 20 hours per week. Permission is normally granted to students who have already completed their coursework and have excellent results.

Residence in Vienna

Students are required to be in residence in Vienna throughout the academic year, until they submit their thesis (except for the period of their internship which they may spend outside Vienna).

Residence Permit

For the entire duration of their studies (i.e., for any period exceeding 3 months) a [residence permit](#) is required for all non-EEA citizens (in German: "Aufenthaltsbewilligung"; in Hungarian: "tartózkodási engedély"). For EEA citizens (with the exception of national citizens) a registration certificate (in German: "Anmeldebescheinigung"; in Hungarian: "regisztrációs igazolás") is required.

For further information please select the category that applies to you:

[Citizens of countries outside the European Economic Area \(EEA\)](#)

[Citizens of EEA member states](#)

[Extension of residence permits](#)

Community Service

The Department of Public Policy educates those committed to the collective good. Within the Department, this mission is promoted through student service for the (DPP) community during the year. Community service includes but is not limited to assistance with DPP's academic or social events, participation in recruitment activities, and administrative assistance with admissions. Students may also propose alternative meaningful types of community service. Besides DPP-specific activities, students are encouraged to participate in and contribute to CEU-wide events and activities.

Careers

The [CEU Career Services Office \(CSO\)](#) supports students and alumni in defining their personal professional goals and definitions of future success and assists them in gaining information, skills, and experiences that enhance their personal development, employability, and academic success.

The CSO advises students and alumni on all aspects of the career development process including:

- Conducting self-assessment and career research;
- Adopting a realistic and long-term approach towards career development;
- Expanding and managing professional networks;
- Crafting effective application materials for jobs, internships, and further studies;
- Preparing for interviews and conducting salary negotiations.

There are many ways for students to engage with the office:

- Career education sessions;
- Career events featuring employers and practitioners from various fields;
- [Individual career advising](#);
- [Internship support](#);
- [CareerNext](#): the CEU-exclusive job and internship portal;
- Online resources including the [Career Knowledge Hub](#);
- The [SPARK YOUR CAREER](#) career development certificate.

For information about graduate employment outcomes, check the [Facts and Figures](#) section of the Career Services Office website

Student Representation

Students are represented at the Department by Student Representatives, and at the university level via a Student Union.

Student Representation at DPP

Each cohort in DPP's four master's programs elects two representatives. (This means that the first-year MAIPA students and second-year MAIPA students will each elect two representatives.) These eight Student Representatives play an important role in the community and governance of the Department of Public Policy. They serve as a conduit between faculty and students, articulating student issues to faculty and staff, and Department developments to students. Student Representatives engage the diversity of student opinion, including by convening meetings with their cohort and by initiating mechanisms to ensure that they can appropriately and broadly solicit opinions, concerns, and feedback.¹

Collectively, the eight Student Representatives constitute the DPP Student Council, which meets at the determination of elected representatives to hear Department-wide issues.

Election Process

Student Representatives are elected in September at a student meeting where candidates present themselves and where fellow students may ask them questions on their credentials and platform. Students are present in person for the election and vote anonymously for their preferred candidate, with the election process facilitated by the Department Coordinator (MPA, MAIPA and one-year MAPP) / Mundus MAPP Senior Program Manager (Mundus MAPP).

Tenure and Conditions of Tenure

- Representatives serve a one-year term.
- Representatives are required to stand down on the instruction of the Head in the event of the following:
 - The Academic Integrity Committee of the Department determines that the student has committed academic misconduct
 - The Academic Integrity Committee or any relevant University committee deems the student guilty of misconduct or behavior that damages the reputation or institutional interest of the Department or CEU
 - The student's academic performance falls below passing grades

Student Representation at CEU

The CEU Student Union (SU) is the self-governance body of all students enrolled at Central European University. All enrolled students are members of the SU. Each year, students from different departments and programs elect representatives to the SU Assembly (SUA). The Assembly is the highest decision-making body of the SU and provides representation on academic, administrative, and/or disciplinary matters. The SU Board (SUB) is responsible for making decisions when the SUA is not in session. The SUB is the key executive body of the Student Union.

The purpose of the SU is two-fold. It plays the role of a respected partner of the CEU administration in the decision-making and policy-shaping process. This is achieved through student representation in university structures, including the Academic Senate and its Committees. The SU also prepares position papers on issues of particular concern to students, which are then sent to and discussed with the leadership of the University. These issues range from student stipends and dorm regulations to research and travel grants and opening a new student bar on the main campus.

More information on the CEU Student Union is available at <https://www.ceu.edu/studentlife/student-union>

Course Materials

Course materials are available through the CEU e-learning site <https://ceulearning.ceu.edu/> and can be accessed by students by logging in using their Microsoft password. The readings for courses can be printed from on-line sources.

In addition to the e-learning site, course instructors may place books for their courses on reserve at the [CEU Library](#). Students may work with these books in the library but cannot check them out.

Printing Policy

DPP is committed to environmental sustainability and encourages a responsible approach to printing. DPP students are entitled to a generous printing allowance of 2,700 pages per annum; Additional printing quota can be purchased through CEU's online payment portal <https://payments.ceu.edu/> (Please select reason for payment: "Printing quota - Vienna campus")

Curricular requirements and grading

Pre-session and Zero Week Requirements

During the **Pre-session Week** (September 6-10, 2021), orientation sessions are organized by CEU to help students settle in Vienna and at the University. Attendance is mandatory.

Zero Week (September 13-17, 2021) precedes the official beginning of the Fall term. Program Directors and the Head of the Department will provide presentation sessions with information about the Specializations. Students seeking course clarification and additional information may address their questions to faculty during these sessions. Syllabi for the Fall term will be available on Moodle prior to Zero Week.

Final Grading

Grades throughout the year will be combined in a Final Grade for the Master of Arts degree based on a cumulative Grade Point Average weighted equally for course work (80%) and for the master's thesis (20%). The Final Grade will be used to distinguish levels of achievement as follows:

- 3.67 to 4.00 Master of Arts with Distinction
- 3.33 to 3.66 Master of Arts Pass with Merit
- 2.66 to 3.33 Master of Arts Pass
- Below 2.66 Fail

Courses: requirements, options, policies, and grading

Course Terms

Fall Term	September 20 - December 10	2021
Winter Term	January 10 - April 1	2022
Spring Term	April 4 - June 17	2022

Registration Deadlines

During the registration period, the students can:

- add courses,
- drop courses,
- modify registrations (change from grade to audit and vice versa).

Note: Changes to course registration are not possible AFTER the registration end date

Term	Registration Begins	Registration Ends
Fall	September 13, 2021	September 27, 2021
Winter	December 13, 2020	January 17, 2022
Spring	March 21, 2022	April 11, 2022

Exam weeks

December 13-17

April 4-8

Course Registration

Students are required to register for courses online (SITS). Class sizes are limited. Registration for elective courses is on a first-come, first-served basis. The Department reserves the right to grant enrolment priority to certain students for some courses (such as courses on their thesis topic etc.).

Students are strongly discouraged from oversubscribing for courses and especially from registering for courses that they do not intend to follow. Students are automatically registered for all mandatory courses. Students must select their elective courses in line with the program credit requirements.

Course registration takes place in the fall term between September 13 and 27. During this time students will be required to register for all courses throughout the academic year — including their Winter and Spring term registration. Once the registration closes, changes will no longer be possible for the relevant academic term. The registration will open again for the Winter and Spring terms when students will be able to update their registration.

If a student wishes to drop a course after the registration period ends, the student must withdraw from the course and will receive a “W” on his/her transcript indicating that he/she withdrew from the course.

Please consult the [Student Records Manual](#) for detailed registration procedures and policy.

Attendance

Students are required to be in residence in Vienna throughout the academic year, until they submit their master’s thesis.

Regular class attendance is mandatory and recorded. We expect students to arrive punctually for all classes. Late arrivals are disruptive, and faculty have the right to turn late students away from a class. Students must secure the approval of the course instructor in advance if they need to be absent from a class for any reason. If students need to be absent for short periods (up to a few days) during the academic year, they must secure advance approval from their Program Director. In case of absence for medical reasons, students should inform course instructors as well as the Department Coordinator as soon as possible. A medical opinion (doctor’s note) must be submitted to the Department Coordinator who will keep it on file. Class absence(s) that have not been approved may result in a failing grade for the course.

Missed classes must be made up with an assignment, unless the absence occurred for medical reasons (sickness accompanied by a doctor’s note). The make-up assignment and submission date are determined by the course instructor.

Students are responsible for ensuring that they do not enroll in courses that have conflicting schedules and must ensure that they are able to attend all sessions of the courses for which they have registered. Students should also consider the workload and refrain from overcommit to

courses. Please note that due to the wide selection of courses, there are course overlaps in the schedule.

Professional etiquette, attendance and punctuality also extend to meetings outside of the classroom with faculty and administration. Faculty may deduct a student's grade if he/she disregards, or misses agreed upon meetings.

If students are interested in attending events at CEU that are of academic interest but conflict with a particular course for which they have enrolled, they must consult with their course instructor.

Auditing a Course

Students may register for a course without earning a letter grade or credit, if the course is not oversubscribed, and if they secure the approval of the course instructor.

Auditing students are expected to observe the same attendance rules as other students. In addition, they may have to fulfill the same requirements for the course as those who take it for a grade. The auditing requirements should be clarified with the course instructor at the beginning of the course.

When a student audits a course, no credit is earned, and the Grade Point Average (GPA) is not affected. Dropping an audit course follows the same rules as dropping a credit course. Changing audit to grade is possible throughout the whole course with the approval of the course instructor.

Course Requirements

The requirements for successful completion of individual courses include attendance and a Pass in course assignments. Other requirements are left to the discretion of the course instructors.

It is the responsibility of students to be fully aware of course requirements and relevant deadlines. If not specified otherwise, late submission will result in the final grade being reduced by a grade step (e.g., an A can become an A-) every 24 hours starting from the deadline. If a course has a sit-in exam, it is required that the student is present in person, unless the student secures an approval from the course instructor in advance.

Unexcused absence from a sit-in exam will result in an administrative fail – AF with no retake option.

Participation in voluntary scholarly activities conducted outside the curricular requirements (e.g., conferences or summer Schools) is not an excuse for failing to meet Department requirements or deadlines.

Grading System

CEU uses a system of letter grades and grade points for evaluating student work, including the thesis (please refer to the grade outline in the CEU Student Records Manual). Major assignments (i.e., term papers or final exams) graded “unsatisfactory” may be retaken once within a given time frame agreed upon between the faculty member(s) and the student. Students who fail to submit work, or whose work fails to meet the minimum requirements for the assignment, will receive a grade of “F.”

The lowest passing grade is C+. At the end of each course, course instructors distribute a detailed breakdown of the course grade components. Failing a mandatory (core) course results in termination from the program.

The letter grades correspond to the following numerical value bands:

A	3.68 - 4.00	100-96
A-	3.34 - 3.67	95-88
B+	3.01 - 3.33	87-80
B	2.68 - 3.00	79-71
B-	2.34 - 2.67	70-63
C+	2.33 - (minimum pass)	62-58

Grade Submission

After each academic term, students receive grades for the courses they took during that term. Once the course evaluation survey period is closed, faculty members submit final grades that are entered into the university information database, where students will be able to check their results (<https://sits.ceu.edu/>).

Grade corrections may be made when a clerical or computational error resulted in the submission of an incorrect grade. For any other change to a course grade, please consult the appeal procedure below.

Appealing a Grade

In exceptional circumstances students may appeal the grades they received for course work or exams. Appeals must be submitted to the appropriate Program Director and the relevant Department Coordinator via email within seven days of receiving grades and instructors' feedback. If feedback has not been received, the student should notify the Department Coordinator.

The written statement must set out in full the reasons for appealing the grade. The Program Director will assess the student's request for review of the grade, and if a review is merited, convene the Academic Integrity Committee (AIC). As with cases of misconduct, AIC members will be recused if this relates to a grade dispute on one of their courses. The AIC will determine the final grade. If the Program Director is responsible for the disputed grade they are recused from the AIC.

The Academic Integrity Committee will only accept cases for review in which the final grade is based on a judgment error by the grading lecturer. If the Academic Integrity Committee accepts the appeal, it will ask the grading professor to revise the grade. If the grading professor leaves the initial grade unchanged, the Academic Integrity Committee will ask a member of the faculty for a new review. The grade after this review will be final. Please note that the final grade may be worse than the initial grade.

This procedure does not affect the student's right to appeal to the Academic Pro-Rector, as set out in [CEU's Student Rights, Rules, and Academic Regulations](#)

Academic Dishonesty

CEU and the Department of Public Policy, as any other educational institute, takes academic misconduct (plagiarism and dishonesty) very seriously. It is by no means accepted and the Department of Public Policy stingily follows CEU's Policy on Plagiarism and its related penalties.

The offense of academic misconduct includes, but is not limited to, the following:

- 1) Representation of the work of others as one's own:
 - a) Using the ideas of others (even when fully paraphrased) without proper attribution
 - b) Word for word copying of phrases or paragraphs from someone else's work without proper attribution
- 2) Submission of identical or largely identical academic work as assignments for two or more courses taken for grade
- 3) Submission of identical or in part identical assignments by two or more students
- 4) Submission of a master's (or doctoral) thesis, previously submitted at another university/program, in English or in another language
- 5) Cheating during an exam:
 - a) Communicating with other students about the content of the exam
 - b) Using materials which are explicitly prohibited during the exam (e.g., textbooks, cheat sheets, SMSs)
 - c) Copying the work of another student

In the first instance, academic misconduct within the Department is raised by the Course Instructor with the Academic Integrity Committee (AIC). The AIC includes rotating faculty members and a member of the Center for Academic Writing. In cases where the misconduct relates to a course delivered by any member of the AIC, they are recused from committee service. Depending on the severity of the offence, or in cases where there has been a recurrence of misconduct or a student wishes to appeal AIC findings, the case may be escalated to the Dean of the Department or to the relevant disciplinary/ethics committee within CEU.

CEU's Policy on Plagiarism (<https://documents.ceu.edu/documents/p-1405-1>) details plagiarism and related penalties. Student work must be submitted through Turnitin, which highlights unattributed materials and their source.

Other cases of academic dishonesty, including submitting the same or similar course work for different courses, is regulated by the Code of Ethics (<https://documents.ceu.edu/documents/p-1009-1v1402-0>).

Evaluations

Students are requested to evaluate all courses they attend. This feedback is crucial in assessing and improving teaching and course quality. Short and anonymous online surveys will be administered at the end of each course with the target of reaching a response rate of 85%. Students should fill out the anonymous online forms when requested to do so. Course instructors may only access the anonymous student evaluations after they have submitted course grades. To prevent conflicts of interests, no grades are published until the course evaluation period has been closed.

Phone and Laptop Use in Class

The use of mobile phones in class is strictly forbidden. Laptops and tablet use is generally permitted in class only when it is related to the course. The use of all IT-related equipment is at the discretion of the course instructor. Any individual wanting to film, tweet, record audio or take photographs of a course and any other department meeting, must first obtain permission from the instructor and all other parties affected. Persistent misuse of IT equipment will be treated as academic misconduct.

Change of Program within DPP programs

In exceptional cases, students may transfer from one program to another, either within the same department or between different academic units. The transfer has to be approved in the first instance by the heads of the relevant academic unit(s). Further approval is needed by the Provost. A change between programs shall only be possible if the following minimum conditions are fulfilled: (a) the student meets all admission criteria of the new program; (b) the student can fulfil all requirements of the new program within the normal program duration; (c) the student has demonstrated outstanding academic performance, (d) no additional financial allocation is required. Academic units may define additional requirements. Fulfillment of the above stated conditions does not in itself mean the transfer will be granted. Decisions are made on a case-by-case basis.

For further information please consult with relevant CEU policy via this link: <https://documents.ceu.edu/documents/p-1105-2v1503>

DPP academic calendar 2021/2022

August 1	Academic Year starts
September 4-5	First-year students arrive
September 6-10	Orientation, Pre-session
September 1-12	Continuing students arrive
September 13	Departmental Orientation
	Registration for Fall Term begins (closes on September 27)
September 13-17	Zero week
September 16	CEU Opening Ceremony
September 20	Fall Term begins (ends on December 10)
September 20	Student Union elections at the department start (end on September 28)
September 27	Registration for Fall Term ends
October 3	End of add-drop period for courses
October 26	Austrian National Holiday, CEU is officially closed
November 1	All Saints' Day, CEU is officially closed
	Thesis title and supervisor form submission
December 8	Immaculate Conception Day, CEU is officially closed
December 10	Fall term ends
December 13-17	Exam week
December 13	Registration for Winter Term starts (ends on January 17)
December 24-26	Christmas, CEU is officially closed
December 27-January 31	Offices run with skeleton teams
December 31	New Year's Eve, CEU is officially closed
January 1	New Year's Day, CEU is officially closed
January 5	Research and Travel Grants application deadline for students
January 6	Epiphany Day, CEU is officially closed
January 10	Winter Term begins (ends on April 1)
January 17	Registration for Winter Term ends
	Deadline for submission of Fall Term grades
March 3	Research and Travel Grants application deadline for students
March 21	Registration for Spring Term starts (ends on April 11)
April 1	Winter Term ends
April 4	Spring Term begins (ends on June 17)
April 4-8	Exam week
April 11	Registration for Spring Term ends
	Spring Term starts for DPP students
April 17-18	Easter, CEU is officially closed
May 1	Labor Day, CEU is officially closed
May 9	Deadline for submission of Winter Term grades
May 26	Ascension Day, Vienna Campus is officially closed
June 3	Research and Travel Grants application deadline for students
June 5-6	Pentecost, CEU is officially closed
June 10	Deadline for submission of Spring Term grades
June 16	Corpus Christi Day, CEU is officially closed
June 17	Spring Term ends
	Thesis submission deadline
June 24	Commencement Ceremony
July 31	Academic Year ends