ACADEMIC YEAR 2026/2027

WELCOME

Central European University (CEU) welcomes visiting students from around the world through the **ERASMUS program**, which includes student exchanges, staff mobility, and joint curriculum initiatives.

The **Erasmus Office** offers guidance to partner universities and prospective students on the application and registration process.

All matters concerning Erasmus student exchanges are handled centrally by the Central European University Academic Partnership Office, at room C303 in Quellenstraße 51, Vienna, Austria:

Anna Theis Erasmus Coordinator / Student Mobilities	
Dóra Erdőgyaraki Erasmus Coordinator / Staff Mobilities	
Anna Szathmari Institutional Erasmus Coordinator	
General E-mail:	**Erasmus@ceu.edu**
Incoming mobility:	**ErasmusIncoming@ceu.edu**
Outgoing mobility:	**ErasmusOutgoing@ceu.edu**
Website:	**https://acro.ceu.edu/studying-ceu-erasmus-student**
Erasmus+ Code:	**A WIEN78**
Address: 1100 Vienna Quellenstrasse 51 Room C303	

ACADEMIC YEAR AND TERM DATES

CEU follows a trimester system with the following terms:

- **Fall Term:** September – December
- **Winter Term:** January – March
- **Spring Term:** April – June

For more details, please refer to the **Academic Calendar**.

NOMINATION

- **April 15 for Fall Term and Full Academic Year**
- **October 15 for Winter and Spring Terms**

Nomination forms are sent directly to coordinators, who will initiate the process accordingly. Please reach out to the Erasmus+ Coordinator of your home institution.

Students can be nominated for all terms or for the full academic year. Some specific regulations apply for winter and spring term:

- Graduate (MA) and doctoral (PhD) students may apply for the Winter and Spring Term separately. However, since the Spring term is mainly for thesis writing and individual consultations, few courses are offered, and students may not earn the required credits.
- Undergraduate (BA) students can only be nominated for the combined Winter and Spring terms, which represent a single semester spot.

APPLICATION

Students will be assigned to a specific **CEU department**, which will be their host department. **Admission is not automatic**; all nominated students must submit an application. The host department evaluates applications based on their quality, academic performance, and English proficiency.

Nominated students will receive the details about the application process via email. Once your home university approves your nomination to study at CEU, you must prepare and submit your application via the link you get after nomination

The application procedure is detailed **here**.

The deadline for submitting applications for the Fall Term is **April 30**.

The deadline for Winter and Spring Terms applications is **October 31**.

Application Requirements

Your application must be submitted without exception in English and include the following documents:

- Completed Application Form
- Study Plan
- Proof of English language proficiency (if applicable) *
- Statement of Purpose / Motivation Letter
- Curriculum Vitae (CV)
- Official or certified transcript of all completed semesters from your current higher education institution
    - *If the transcript is not in English, a certified English translation is required*

All applications are processed by the **CEU Admissions Office**.

ENGLISH PROFICIENCY

Accepted Proof of English Proficiency for Erasmus Applicants:

- Standardized test scores (e.g. TOEFL, IELTS, Cambridge) at CEFR level B2 or C1 (or equivalent)

You are exempted from the requirement of proving your English skills if:

- English is your native language
- You have completed a Bachelor's or Master's degree taught entirely in English
- Your home institution certifies your level of English according to the CEFR

To request an exemption, include a written request in your application package. Exemptions are granted at the discretion of the department's admissions committee and will be confirmed after the first stage of the selection process.

VISA

Students from European Union countries do not require a visa. For visa-related questions, please visit our **website** or contact the Student Center at **studentcenter@ceu.edu**.

ACCOMMODATION

Check out our **info board.**
The Student Center can assist students in finding **apartments to rent.**
For average price information, please visit **Cost of Living.**

HEALTH

Students from EU member states are covered for emergency or accident treatment through the European Health Insurance Card (EHIC). However, this insurance does not cover non-emergency care. For questions regarding health insurance, please check **here** or contact our Student Center at **studentcenter@ceu.edu**.

Students with disability or a chronic condition
CEU is committed to providing an inclusive and accessible learning environment for all students. If you face barriers associated with disability or a chronic condition, support and reasonable accommodations can be arranged to enable your full participation in academic and campus life.
To receive assistance, please contact the **Student Center** as early as possible at **studentcenter@ceu.edu** and provide relevant documentation. All information is treated confidentially.

For more details, please visit our **Accessibility and Inclusion page**.

ACADEMIC MATTERS

The 50% Rule

Erasmus students are required to complete 50% of their coursework within the host department. This percentage refers to the overall workload measured in ECTS credits, not the number of individual courses.

Please note that incoming PhD students must have a CEU supervisor arranged before their arrival. For assistance, they should contact the relevant **CEU department**.

DEPARTMENTS

At CEU, academic life is organized into departments, each focusing on a specific field of study — ranging from Political Science and History to Environmental Sciences and Legal Studies. As an incoming exchange student, you'll be hosted by one department but may take courses across others (depending on availability and approval).

You can explore all CEU departments and their offerings **here.**

COURSES

All courses at CEU are taught in English. Most are available to non-degree students within their respective study cycles, although some may have participation limits, prerequisites, or be reserved for specific student groups.

Undergraduate Students (Bachelor's)

Undergraduate courses available to BA students can be found **here**.

The list above includes some Graduate (Master's) courses which are available to undergraduate students. However, please note that some courses have prerequisites, so be sure you meet them before enrolling.

Important Course Access Information:

- *Visual Theory and Practice* courses are **not open** to non-degree (Erasmus+/Exchange/Visiting) students.
- Both course lists include filter options—by department, term, or CIVICA designation—for easier navigation.
- Always prepare backup course options, as some courses may have schedule overlaps.
- Enrollment in selected courses **cannot be guaranteed**, even if the course is a mandatory requirement at your university.

Credit System and Course Details:

- All credits at CEU follow the U.S. credit system (1 US credit = 2 ECTS).
- General credit recommendations can be found under the *Preliminary course list* section **here.**
- For detailed course descriptions, please refer to **this webpage**.

Please note:

- If a course is not listed on the webpage, it is likely new and awaiting a course description from the instructor.
- If you see a course on the webpage that is not included in the official course lists, it is **not available** to non-degree students.

Graduate Students (Master's)

You can find all courses offered **here.**

Students should take courses primarily hosted by their host department.

Please keep in mind that admission to courses is not automatic: some courses have prerequisites.

Most graduate level courses are open to incoming Erasmus students, however there are some exceptions. Always check the course description to see if a course is available to you before adding it to your Study Plan.

ORIENTATION AND ARRIVAL

To help you settle in and get to know life at CEU, the university offers a series of **Pre-session Orientation programs**. These sessions are designed to introduce you to the academic environment and student life at CEU.

Orientation Week, organized by the **Student Center**, is tailored for newly arrived students. It supports your transition to living in Vienna and studying at CEU through a range of events and activities. The program provides essential information about your studies and is a great opportunity to meet fellow students and explore both the university and the city.

During the Pre-session Orientation, you'll also be introduced to available courses in your host department, and **course registration will take place during this period**.

For more details about your arrival, please contact the **Student Center** and your **departmental coordinator**. A wealth of additional information is also available on **CEU's official website**.

GRADING

At the start of each semester, students have the right to know what is expected of them in every course. To support this, departments and programs provide a detailed **course syllabus** for each class. Also, after admission, you will receive a **Student's Handbook** which contains all relevant information regarding exams among others.

Keep in mind, that exams are administered during term time

Grading System at CEU

CEU Grading System				European Credit Transfer System Grading Scale			
Grade	**Name**	**Point**	**Credit**	**Grade**	**Students ***	**Definition**	**At CEU**
A	Outstanding	4.00	yes	A	10%	*Outstanding performance with minor errors*	A
A-	Excellent	3.67	yes	B	25%	*Above the average standard but with some errors*	A-/B+
B+	Good	3.33	yes	C	30%	*Generally sound work with a number of notable errors*	B+/B
B	Fair	3.00	yes			*Errors*	
B-	Satisfactory	2.67	yes	D	25%	*Fair but with significant shortcomings*	B/B-
C+	Minimum Pass	2.33	yes	E	10%	*Performance meets the minimum criteria*	C+
F	Fail	0.00	no	FX	-	*Some more work required before the credit can be awarded*	INC

				F	-	*Considerable further work is required*	F
				* Percentage of successful students normally achieving the grade			

SPECIAL GRADES		Point	Credit	Description
P	Pass		yes	Pass/Fail grading option which represents C+ or better. The official grade record is P; no equivalent letter grade will be released.
FL	Fail		no	Pass/Fail grading option which represents C or worse. The official grade record is FL, no equivalent letter grade will be released.
RP	Retake	2.33	yes	Retake examinations can be provided upon the authorization of the head of department or program to those students who have failed a course, except for their final examination. Retake examination is graded on an RP/FL basis, where RP constitutes a grade worth the minimum-passing grade C+ with 2.33 points for the course.
EX	Exemption	dept.	dept.	Exemption based on equivalent qualifications or experience. Eligibility is to be determined by the appropriate department or program.
INC	Incomplete	0.00	no	Incomplete may be assigned to a student who has not completed all course requirements, if the work completed is of pass quality
AF	Administrative Fail	0.00	no	Assigned for failure to either drop or complete course
CF	Conditional Fail	(0.00)	(no)	Regarded as F if not completed within one year (applicable to the thesis)
DF	Deferred	(0.00)	(no)	Assigned to a student who is prevented from completing a course within the prescribed amount of time by circumstances beyond the student's control. Regarded as F if the course work is not completed within six weeks after the start of the next term.

GRADES NEITHER INCLUDED IN THE GPA NOR CARRYING CREDIT

AUD	Audit	Audit, no credit earned
VIS	Visitor	Assigned to a non-CEU student for the audited course
W	Withdraw	Assigned for unsatisfactory attendance or withdrawal from the audited course
WF	Withdraw/Fail (late drop)	Withdrawal while failing - similar to INC in the sense that not all course requirements are completed, but the grade is not included in the GPA calculation. Can be used only to grade non-mandatory courses.
WP	Withdraw/Pass (late drop)	Withdrawal while passing – withdrawn with passing performance at time of withdrawal. Used in exceptional cases (e.g. health matters)

WN	Withdraw/No grade (late drop)		Withdrawal with no grade when late drop occurs and neither WP nor WF can be assigned.
IP	In Progress		Assigned if the student received permission for late submission of work for the course. Changes to F if the final course work is not completed by the deadline.
CNT	Continued		Continuing course (for courses that last more than one semester)
*****	Grade not available		Student is currently enrolled for the course or final grade is not submitted yet

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

Grading Overview

Grades typically combine test results, papers, class participation, and other assessments. The overall course grade follows the criteria outlined in the course syllabus.

For more details, please refer to the Student Rights, Rules, and Academic Regulations policy **here.**

TRANSCRIPTS

Transcripts are official documents listing the courses you have completed and your results. They are prepared by the Student Records Office and include your CEU grades along with ECTS credits, which count toward your degree at your home university.

Transcripts are sent directly to the student after all grades have been submitted and leaving formalities have been completed.

CONTACT

If you face any administrative, academic, or personal issues while in Vienna, please contact the Erasmus Office at CEU via **ErasmusIncoming@ceu.edu.** We are here to assist you.

You can visit us in person during office hours:
Tuesdays and Thursdays, 9:00–11:30 AM and 1:00–3:30 PM
Location: QS C303
Or by individual appointment.

Anna Theis
Erasmus Coordinator

Dora Stein
Erasmus Coordinator

Anna Szathmari
Institutional Erasmus Coordinator