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WELCOME

Welcome to the Department of Legal Studies of Central European University.

This Information Booklet provides information on the faculty and staff of the Department of Legal Studies, our degree and course requirements, the courses offered during the academic year, an overview of the examination and grading policy, and information about University facilities.

The website of the Department of Legal Studies is available at <http://legal.ceu.edu/>. Important information on departmental developments and individual courses is posted on the website throughout the year. Please check it regularly in order to be up-to-date as regards the latest events and requirements.

The E-learning site of the Department is available at <http://ceulearning.ceu.edu>.

Please do not hesitate to contact the administrative staff for further information.

We hope that the academic program of the Department of Legal Studies will meet your expectations and we wish you success in your studies.

The Faculty & Staff of the Department of Legal Studies



DEPARTMENT OF LEGAL STUDIES

1051 Budapest, Nádor u. 11., 5th floor

Tel: (361) 327-3142

Fax: (361) 327-3198

Email: legalst@ceu.edu

Web: legal.ceu.edu

www.facebook.com/groups/ceu.legal

Central European University

1051 Budapest, Nádor u. 9.

The details in this Information Booklet are accurate at the time of printing.

FACULTY AND ADMINISTRATION

HEAD OF DEPARTMENT

Károly Bárd (Hungary)
Professor, Chair of the Human Rights Program

PERMANENT FACULTY

Marie-Pierre Granger (France)
Associate Professor at the School of Public Policy and the Departments of International Relations and Legal Studies

Kristina Irion (Germany)
Associate Professor at the School of Public Policy and the Department of Legal Studies (on leave)

Csilla Kollonay-Lehoczky (Hungary)
Professor Emerita

Jessica Lawrence (United States of America)
Assistant Professor

Mathias Möschel (Austria/Germany)
Associate Professor, Director of the Doctoral Program

Sejal Parmar (United Kingdom)
Assistant Professor (on leave in the Fall Term)

Markus Petsche (Austria)
Associate Professor

Eszter Polgári (Hungary)
Assistant Professor (on leave in the Spring Term)

András Sajó (Hungary)
University Professor

Judit Sándor (Hungary)
Professor at the Departments of Political Science, Legal Studies and Gender Studies

Caterina Sganga (Italy)
Associate Professor

Tibor Tajti (Serbia)
Professor, Chair of the International Business Law Program

Renáta Uitz (Hungary)
Professor, Chair of the Comparative Constitutional Law Program

Tibor Várady (Serbia)
Professor Emeritus

ADMINISTRATION

Mónika Soltész (Hungary)	Department Coordinator
Lea Tilless (Hungary)	Program Coordinator
Nóri Kovács (Hungary)	Department Assistant
Fanni Spiró (Hungary)	Department Assistant
Tünde Szabó (Hungary)	Department LLM/MA coordinator

WHOM TO SEE

Károly Bárd Head of Department	Nádor St. 11, 5 th floor 502 bardk@ceu.edu
Mónika Soltész Department Coordinator	General issues related to the operation of the Department, admissions, website maintenance Nádor St. 11, 5 th floor 512 soltesz@ceu.edu
Lea Tilless Program Coordinator	Schedules, exams, grades, S.J.D. issues. Nádor St. 11, 5 th floor 508 tilless@ceu.edu
Nóri Kovács Department Assistant	Short Term Research Grants, organization of student field and research trips, updating/reviewing/editing departmental publications. Nádor St. 11, 5 th floor 512 KovacsNora@ceu.edu
Fanni Spiró / Department Assistant (until September 30, 2017) Tünde Szabó / Department LL.M/MA Coordinator (after October 16, 2017)	Readers, course registration, specializations, cross-listing, public events, thesis issues, course evaluations. Nádor St. 11, 5 th floor 508 spirof@ceu.edu / szabot@ceu.edu
* * *	
Viktória Magócsi Student Insurance, Health and Well-being Officer	Health insurance Nádor u. 11. 3 rd floor, Student Life Office magocsiv@ceu.edu
Richard Kartosonto Student Life Officer	Residence formalities, accommodations Nádor u. 11. 3 rd floor, Student Life Office kartoson@ceu.edu
Fatime Plótár Student Disability Services Officer	Nádor u. 11. 3 rd floor, Dean of Students Office plotarf@ceu.edu
Natália Nyikes / Edina Tipter / Gabriella Kulik Student Records Coordinators	Student Records Office Nádor u. 11. 3 rd floor, Student Records Office registry@ceu.edu
Gizella Rózsa Principle Cataloguer	Law library information Library (Nádor u. 15. 2 nd floor) rozsag@ceu.edu
Szilárd Bedecs Director of ITSU	Information Technology Support Unit University Information System (U.I.S) support, computer information, computer problems; programs, databases. Zrínyi St.14 5 th floor bedecssz@ceu.edu

LEGAL STUDIES ACADEMIC CALENDAR 2017/2018

Opening session for the Doctoral Program:

September 6, 2017 at 15.30 - room N13/301 (Nador 13, 3rd floor).

Weekly doctoral seminars:

The weekly doctoral seminars are organized in the period of September 2017 through graduation (mid-June 2018).

Unless otherwise stated, the weekly seminars run on Wednesdays from 3:30 through 5:00 p.m. in room N13/301 (Nador 13, 3rd floor). Students will be informed about all potential changes in due time.

Comprehensive exams and defenses:

The date and time of comprehensive exams and defenses are separately announced as discussed with the respective Program Chairs and the Director of the Doctoral Program.

2017

September 4-5 Monday-Tuesday	Orientation for Legal Studies students
September 6 Wednesday	Fall term for Legal Studies students begins (until December 8, Friday)
September 11 Monday	Registration for Fall Term begins (until October 2, Sunday)
September 11-22 Monday-Friday	Student Union elections in departments and schools
October 1 Sunday	Registration for Fall Term ends
October 23 Monday	Hungarian National Holiday, CEU is officially closed
October 24 Tuesday	Legal Studies Mid-term exam period begins (until October 28, Saturday)
October 28 Saturday	Legal Studies Mid-term exam period ends
November 1 Wednesday	All Saints' Day, CEU is officially closed
December 4 Monday	Registration for Winter Term begins (until January 14, Sunday)
December 8 Friday	Fall term ends at the Department of Legal Studies
December 11 Friday	Exam period for Legal Studies students begins (until December 16, Saturday)
December 18 Monday	Offices with skeleton team, Library and Labs on weekend schedule
December 19 Tuesday	Offices with skeleton team, Library and Labs on weekend schedule
December 20 Wednesday	Offices with skeleton team, Library and Labs on weekend schedule

December 21 Thursday	Offices with skeleton team, Library and Labs on weekend schedule
December 22 Friday	Offices with skeleton team, Library and Labs on weekend schedule
December 24 Sunday	Christmas Eve, CEU is officially closed
December 25 Monday	Christmas Day, CEU is officially closed
December 26 Tuesday	Christmas Day, CEU is officially closed
December 27 Wednesday	Offices with skeleton team, Library and Labs on weekend schedule
December 28 Thursday	Offices with skeleton team, Library and Labs on weekend schedule
December 29 Friday	Offices with skeleton team, Library and Labs on weekend schedule
December 30 Saturday	Offices with skeleton team, Library and Labs on weekend schedule
December 31 Sunday	New Year's Eve, CEU is officially closed
2018	
January 1 Monday	New Year's Day, CEU is officially closed
January 8 Monday	Winter Term begins (until March 30, Friday)
January 14 Sunday	Registration for Winter Term ends
March 5 Monday	Legal Studies Winter Term exam period begins (until March 9, Friday)
March 9 Friday	Legal Studies Winter Term exam period ends
March 10 Saturday	Research period at the Department of Legal Studies begins (until April 2, Monday)
March 15 Thursday	Hungarian National Holiday, CEU is officially closed
March 16 Friday	Special day off, CEU is officially closed
March 19 Monday	Registration for Spring Term begins (until April 8, Sunday)
March 30 Friday	Winter Term ends
April 1 Sunday	Easter Sunday, CEU is officially closed
April 2 Monday	Easter Monday, CEU is officially closed Research period at the Department of Legal Studies ends
April 3 Monday	Spring Term begins (until June 15, Friday)

April 8 Sunday	Registration for Spring Term ends
April 30 Monday	Special day off, CEU is officially closed
May 1 Monday	Labor day, CEU is officially closed
May 7 Monday	Mid-term exams at the Department of Legal Studies begin (until May 11, Monday)
May 11 Monday	Mid-term exams at the Department of Legal Studies end
May 20 Sunday	Pentecost Sunday, CEU is officially closed
May 21 Monday	Pentecost Monday, CEU is officially closed
June 11 Monday	Spring Term exam period at Legal Studies Department begins (until June 15, Friday)
June 15 Friday	Spring Term ends
June 22 Friday	Commencement

**CALENDAR OF THE DEPARTMENT OF LEGAL STUDIES
2017/2018**

	Dates	Mid-term exams	Exams	Max. number of credits students may take			
				IBL	CCL	HR MA	HR LLM
Orientation & Pre-Sessions	September 4 - 15, 2017 (8 teaching days)	n/a	September 18-19	0	0	3	3
Fall Term	September 20 - December 8, 2017 (52 teaching days)	October 24 - 28	December 11 - 16	10	9	12	13
Christmas break December 17, 2017–2018 January 7, 2018							
Winter Term	January 8 – March 2, 2018 (40 teaching days)	n/a	March 5-9	6	7	11	11
Research period	March 10 – April 2, 2018 Deadline for submitting short thesis: April 6, 2018						
Spring Term	April 3 – June 8, 2018 (41 teaching days)	May 7-11	June 11-15	7.5	11	12	11
June 8, 2018 is the last teaching day of the Academic Year 2017–2018							
Holidays:	October 23, 2017 (Monday) Hungarian National Holiday						
	November 1, 2017 (Wednesday) All Saints' Day						
	March 15-16, 2018 (Thursday and Friday) Hungarian National Holiday and a special day off						
	March 30, 2018 Good Friday						
	April 2, 2018 (Monday) Easter						
	April 30-May 1, 2018 (Monday and Tuesday) Special day off and Labor day						
	May 21, 2018 (Monday) Pentecost						
Events:	June 22, 2018 (Friday) Commencement						

REGISTRATION PERIOD:

For Fall Term: September 11 – October 1, 2017

For Winter Term: December 4, 2017 – January 14, 2018

For Spring Term: March 19 – April 8, 2018

ACADEMIC YEAR

At the Department of Legal Studies, the academic year starts at the beginning of September and is 10 months long.

The academic year is divided into three terms. The Fall Term starts at the beginning of September and ends in the mid-December. The Winter Term starts in January and ends in mid-March. The Spring Term starts at the beginning of April and ends at the second half of June. Between the Winter and the Spring Terms a short period is allocated for research for MA and LLM students. For further information on the calendar of the Academic Year, please refer to the Legal Studies Calendar and the University Calendar in this Booklet.

ACCREDITATION

The Department of Legal Studies was established in August 1991 in Budapest.

The S.J.D. degree offered by the Department of Legal Studies is conferred under the authority of the New York State Education Department. The Doctoral Program of the Department of Legal Studies was registered in 1997.

ATTENDANCE POLICY

Presence at CEU is required throughout the academic year regardless of the allocation of classes in the teaching schedule.

Regular class attendance is a precondition for taking exams.

Students who miss more than one 100-minute class session per credit (*i.e.* one class meeting) without justification may be excluded from the course by the Professor or the Program Chair. Persistent violation of this policy may lead to exclusion from CEU. Explanation for all absences is to be submitted to the Program Coordinator (Lea Tilless) at the earliest possible time, via telephone, email, or in person.

May grave medical or personal circumstances force a student to miss more than one 100-minute class session per credit, upon a justified request the Program Chair – in consultation with the student and the affected Professors -- may approve an individual study plan.

MAIN OBLIGATIONS OF DOCTORAL STUDENTS

Doctoral students are expected to conduct research for their doctoral thesis (dissertation), attend the weekly doctoral seminars, attend courses and participate in other doctoral activities (e.g. teaching, teaching assistance, exam supervision).

Doctoral students are expected to start their research and work on their thesis chapter drafts upon arrival to the campus without delay. On the details of the submission schedule please see 3.4.4. of the Doctoral Regulations of the Department of Legal Studies.

First year doctoral students (probationary doctoral candidates) have to contact their supervisors – or, until no supervisor is appointed – their Program Directors as early as possible in the school year related to the comprehensive (oral) exam, for approval on the masters courses to be taken, as well as for guidance on research and the Thesis Structure Proposal.

The Thesis Structure Proposal shall identify the main issues of the thesis, the main sources of research, a bibliography, and the anticipated table of contents of the dissertation. For further details see 3.4 of the Doctoral Regulations of the Department of Legal Studies.

Materials and instructions for the weekly doctoral seminars will be made available to the students prior to the respective meeting. For all the other types of doctoral activities, the students will receive separate notification.

The doctoral students should bear in mind that special doctoral courses may be offered during the academic year.

COURSE REGISTRATION

Students are required to complete their course registration through the University Information System (Infosys) during the registration period of each term, as indicated in the Academic Calendar, as well as in the Student Records Manual.

Only those who registered in the registration period or at least 3 days before the first class meeting can participate in the course.

A course may be dropped through Infosys on the day of the second class-meeting of the respective course without any charge.

The Department strongly discourages late registration for and/or late dropping of courses. However, in cases when this is necessary, please see the Department Assistant / Department LL.M/MA Coordinator (Fanni Spiró / Tünde Szabó). In case of late registration and/or dropping a course a fee of 5,000 HUF applies.

The latest day for dropping a course or altering registration in any way is the Monday of the last teaching week before a respective midterm and final term exam period. Students who neither take the final exam, nor drop the course will receive an Administrative Fail.

Certain courses have pre-requisites, as indicated in this Booklet. Pre-requisite courses have to be completed for Grade. Where offered, successfully passing a pre-test qualifies as passing the pre-requisite course. A successfully completed pre-test does not yield credit, unless stated otherwise.

For courses which span across more than one term students need to re-register separately in Infosys in each term. (For example, for a course which starts in Fall Term and finishes in Winter Term, students need to sign up for the same course in the registration periods for both Terms.) Credits for these courses count to the credit limit of the term where the exam takes place or the course ends.

Please note that in order to meet the requirements of interactive post-graduate education, class enrollment is limited. As a general rule, classes are limited to 20 students, however, Professors may prescribe further limitation on class size as indicated in the course offering. Professors may, upon their professional consideration, allow enrollment for additional students provided that enrollment is not precluded by other relevant departmental policies.

For more information on the registration scheme, please see the [Student Records Manual](#).

AUDITING CLASSES

If a student wishes to register for a course without earning a letter grade or credit, the course may be registered for as Audit. A student auditing a course is required to attend all classes and participate fully in the course (including reading, oral and written assignments). Auditing students are only excused from taking the midterm (if applicable) and the final exam.

A course taken for Audit appears on the student's transcript with the symbol AUD if attendance was regular, or W (withdraw) if attendance was unsatisfactory. In case of AUD, no credit is earned, nor is the Grade Point Average (GPA) affected.

Changing a course registration from Credit to Audit, or vice versa, is possible until the Monday of the last teaching week before the respective midterm or final exam period. Registration change requests are to be reported to the Department Assistant / Department LL.M/MA Coordinator (Fanni Spiró / Tünde Szabó) before the deadline.

Auditing classes without taking the pre-requisite course is generally not allowed. As an exception, justified cases are subject to prior permission from the Program Chair.

COMPREHENSIVE EXAMINATION OF DOCTORAL STUDENTS

Within 15 calendar months from the beginning of doctoral studies, first year doctoral students (probationary doctoral candidates) are required to pass a comprehensive examination. The comprehensive examination is an oral examination, taken before a three-member examination committee. For detailed rules on the comprehensive examination please see 6.1 of the Doctoral Regulations of the Department of Legal Studies, in this Booklet.

SUBMISSION OF COURSEWORK AND FINAL EXAMS

All coursework (written assignment, essay and final paper) is to be submitted electronically (*e.g.* through the E-learning site of the course) and/or in hard copy as requested by the Professor of the respective course. Coursework submitted via email to the Program Coordinator (Lea Tilless) or through the E-learning site will be automatically checked by a plagiarism-screening software (Turn It In) without further notice.

Students shall submit all final coursework (final papers, take-home exams, or re-typed final exams) to the Program Coordinator (Lea Tilless) in one electronic copy indicating only the student ID number, unless requested otherwise by the Professor of the course.

Late submission of coursework and final exams is not accepted, unless with the special permission of the Professor of the course. Late submission will result in an automatic grade reduction. For the scale please see under Grading.

Students are responsible for archiving the printed and/or electronic version of their coursework. In the case of electronically submitted papers, responsibility for keeping an original and a proof of electronic transfer rests with the student.

MID-TERM AND FINAL EXAMS

The Department makes its best efforts to avoid scheduling more than one exam per day for the same Program during the exam period. Nonetheless, given the number of courses this cannot always be achieved. Weekend days may also be used for exams.

In-class exams are held in the computer laboratories where students can answer the exam questions in typed format. As an exception in Fall Term students may decide to handwrite their in-class exams in case they do not feel comfortable with typing. During the Fall Term students are requested to sign up in advance to seek such an exemption. A sign-up sheet is provided on the Department's noticeboard. To improve typing skills, a special typing tutor program is available to all students.

Handwritten in-class exams must be re-typed for grading right after the given exam.

If a student has two exams in one day, both exams have to be re-typed after the end of the second exam. Both the handwritten and the typed versions of the exam have to be submitted to the Program Coordinator (Lea Tilless) for comparison. Only spelling corrections are permitted. Any other change or alteration amounts to academic dishonesty.

From the Winter Term students are required to answer the exam questions in typed format, and only typed exams are accepted. Students may handwrite their exams only on special permission from their Program Chair.

For closed book exams, no auxiliary materials can be used.

For the open book exams, the students may use the course reader, printouts of electronic course materials, their written/printed notes, and the E-learning site of the respective course. Note: during open book exams students

neither have access to internet, nor are they allowed to use USB flash drives, smart phones, tablets or similar electronic devices.

Late submission of final papers or take-home exams is not accepted, unless with the special permission of the Professor of the course. Late submission will result in an automatic grade reduction.

GRADING

The final grade for a course may be based on in-class or take-home final examinations or a final paper, and additionally on oral and/or written assignments, class participation, or a combination thereof, as determined by the Professor and announced in the course syllabus.

The Department of Legal Studies follows a grading-on-the-curve policy. The lowest passing grade is C+ (corresponds to 50% of overall course performance). The Legal Studies grading scale can be found in Appendix I of this Booklet.

Exams are deposited with the Program Coordinator (Lea Tilless) after grading. Students may only review their own exam. To review their own exam papers, students need to make an appointment with the Program Coordinator. In the case of courses taught by visiting professors, students may contact the Professor via email for feedback on their exams. Graded exams shall not be copied or scanned. Exams of other students cannot be reviewed.

Grades for the late submission of final papers and take-home final exams will be reduced as follows:

- Submission within 1 day after the deadline: the grade given by the Professor will be automatically decreased by one level on the grade point scale (*e.g.* B+ becomes B)
- Submission within 2 days after the deadline: the grade given by the Professor will be automatically decreased by one whole grade (*e.g.* B+ becomes C+)
- If the examination is not submitted within 3 days after the deadline, a Fail will be entered into Infosys as the final grade for the course.

Students who fail to achieve the minimum passing grade during an examination or for coursework are allowed one retake exam. If a student fails the retake of a mandatory course, his or her enrollment will be terminated, since the student will not be able to fulfill the degree requirements without the course in question.

Only one retake exam is permitted for each course. The retake exam must be requested within one (1) week after the final grade was entered into Infosys.

All retake examinations are graded on a pass or fail basis. If passed successfully, a retake exam yields a “Retake Pass” grade (worth 2.33 grade points). A retake failure means failing the course.

If more than one examination or assignment is failed during a given academic course, granting a retake is at the discretion of the Head of Department. In granting a retake, the size and the significance of the failed courses as well as the severity and the circumstances of the failure should be taken into account. No more than three (3) retakes are permitted per academic year.

COURSE OFFERINGS

The list of courses offered for Masters’ students in each module is available at the Legal Studies website: <http://legal.ceu.edu/Curriculum>.

The materials and instructions for the Wednesday doctoral seminars will be made available to the students prior to the respective meeting. For all the other types of doctoral activities, the students will receive separate notification.

First year students have to contact their supervisors – or, until no supervisor is appointed – their Program Directors as early as possible in the school year related to the comprehensive (oral) exam, for approval on the masters courses to be taken, as well as for the first research and Thesis Structure Proposal-related instructions.

The doctoral students are expected to start their research and work on their thesis chapter drafts upon arrival to the campus.

The doctoral students should bear in mind that special doctoral courses may be offered during the academic year.

The tailor-made doctoral courses are announced separately, in an email to doctoral students.

COURSE SCHEDULES

Course schedules are available at the Legal Studies website before the registration period of the respective module. Please note that there might be occasional revisions to the schedule, and it is the students' responsibility to stay informed about the changes by regularly checking the website. The most up-to-date schedule is also posted on the departmental notice board. <https://legal.ceu.edu/teaching-schedules>

COURSE MATERIALS

Short course descriptions, reading materials and syllabi are available on the CEU E-learning site at <http://ceulearning.ceu.edu>. In addition to electronic course materials, for the mandatory courses printed course readers are provided free of charge.

In order to respect copyright on materials posted on the E-learning site, students have access only to the E-learning site of the courses, in which they are enrolled in Infosys. Students, however, have an opportunity to review all syllabi during the registration periods.

Printed course readers for the restricted elective and elective courses can be ordered during the first week of the registration period. Students have to pay 90% of the printing costs for the materials of restricted and elective courses (the remaining 10% is paid by the Department). All requests for hard copies should be submitted to the Department Assistant / Department LL.M/M.A. Coordinator (Fanni Spiró / Tünde Szabó) via email. Course readers cannot be printed by the Department after this date.

Readers can be obtained at the office of the Department Assistant / Department LL.M/M.A. Coordinator (Fanni Spiró / Tünde Szabó) at Nádor 11, Room 508. The Department will not be able to reimburse returned materials, even if the course is dropped.

COURSE EVALUATION

During the last two weeks of each Term and in the exam periods, students are expected to complete a short online evaluation form through the Courseval platform for each course they have registered for. Note that the exact periods when the online course evaluation is available may differ for courses.

On-line evaluation forms are anonymous. Student evaluations are made available to Professors **after** the final grades for all courses of the Term have been submitted.

Personal login names and passwords for the Courseval platform will be distributed via email by the system administrator along with the necessary instructions and deadlines.

Feedback gained through the evaluation forms is crucial in assessing and improving teaching, course and supervision quality of both resident and visiting faculty. The Program Chair or the Head of Department discusses the evaluations' outcome with the respective Professor.

PROGRAM-SPECIFIC REQUIREMENTS

S.J.D. Program

Program Director: Professor Mathias Möschel
Contact: MoschelM@ceu.edu
+36-1-327-2547
Office: Nador 11 building /
Room 518

1. Name of Program

Three-Year Doctoral Program at the Central European University (CEU), Budapest, Legal Studies Department.

2. Degree to be Awarded

S.J.D.

3. Purpose and Goals of the Program

The primary purpose of the program is to educate – at the highest standard of Western universities – young legal scholars from emerging democracies and markets as well as from other parts of the world who are interested in pursuing a career in academia.

It is a fact that legal education especially in emerging democracies and economies are deficient in many respects. Even the countries that have become the Member States of the European Union are lagging behind. While the main challenge during the 1990s was to make the systems satisfy the requirements of the EU, today globalization has brought with it further complexities that are hardly addressed in legal education.

Yet democracies and efficient markets cannot be built without properly educated lawyers. The support and education to legal scholars who will educate future lawyers and policymakers is because of that an imperative.

4. Relationship of S.J.D. to Mission of CEU and LL.M. Program of the Legal Studies Department

The Legal Studies Department offers LL.M. degrees and a doctoral program based on equal considerations – both accredited by the New York State Board of Regents. The S.J.D. program is a three-year program. Especially during the first year the students are introduced into doing research and are expected to collect six credits – most by satisfying the requirements of various tailor-made doctoral seminars (eg. Great Books, Visiting Professors Seminar and Work in Progress). The education and the tools that are developed during this first year are crucial to the ability of the students to complete the second and third years of study, which are however primarily devoted to research and writing of the thesis.

5. Curriculum of the Program

The program is a three-year course of study involving one year of intensive classwork and two years of independent research-cum seminar work. (A three-year doctoral program is common in Europe.) The seminars and activities specifically designed for doctoral students are:

- great books seminars
- reading seminars
- visiting professors seminars
- work in progress seminars
- thesis-writing seminar
- yearly interdisciplinary or methodology seminars.

During the first year and the first semester of second year, each student will work with his/her mentor in Budapest to set the doctor's dissertation to the right track. Another mentor at a university in the U.S. or Western Europe will also be chosen, who is best suited to advise on the specific area of study.

During the following one or two semesters, each student will do intensive research and study at the university where his or her external mentor is.

During the third year, the student will continue his/her research and writing in Budapest, working with the Budapest-based mentor.

6. Unique Characteristics

The S.J.D. program offers unique opportunities to students not just due to its very international faculty and student body, but also based on a generous financial support. Additionally, the students will have the opportunity to do research and utilize the resources of leading law schools of the world, such as: University of California, Berkeley; New York University School of Law, Cornell University Law School, Emory University School of Law; Brigham Young University, Provo, or the Max Planck Institute affiliations in Germany.

7. Prospects for Employment/Further Education

It is expected that students completing the S.J.D. course of study will be in the position to get employment primarily as teachers or researchers at universities in their home countries.

8. Competencies

- Having satisfied all the requirements and having successfully defended the thesis, the students:
- will possess the skills and expertise necessary to teach law applying the methods employed by leading law schools of the world (like the Socratic method, inter-activity; heuristic method, use of electronic devices and programs like power point presentations);
- will be able to introduce new courses that fit better the needs of a globalized world and which will not be limited in scope to local law;
- will have a knowledge that is very interdisciplinary and based on exposure to challenges coming from the side of other professions (e.g., law and economics, [behavioral] finance, sociology and anthropology);
- will be in the position to conduct research and contribute with publications in their local and in English language to knowledge in their respective fields not just by bringing their countries closer to the international community but also to constructively contribute to debates ongoing on international level;
- will also be in the position to serve as advisors of their governments on reform of laws or to advise local companies to become more prepared for doing business internationally.

9. Program level learning outcomes:

- Great Books Seminars:
Aims: To discuss with students classics of jurisprudence or other social sciences. The selection of books is reviewed each year and the students have the right to make proposals for the inclusion of titles.
- Visiting Professors' Seminars:
Aims: The invited guest professors are asked to propose and discuss with the students a recently written book, chapter of a book, or article written by the invited scholar or another expert in the field. The aim is to expose the students to cutting edge topics and to allow discussion of challenging topics with renowned authors and leading experts.
- Reading Seminars:
Aims: The articles and other materials to be discussed are, in principle, proposed by the doctoral students. Faculty may also make such proposals but the ultimate choice remains with the S.J.D. students.
In order to help the preparation of the seminar, the students' proposal is to be submitted accompanied by a short written note indicating the reasons behind the proposal and the name(s) of the professors whom the students would like to invite for the session. The proposal should reach the LEGS Doctoral Program Director at least two months prior to the date of the planned seminar, who will, in turn, make contact with and invite the proposed guest professor.
- Work in Progress Seminars:
Aims: To provide the students with the possibility to present their research results and thus to expose them to the critical evaluation of their peers.
- Thesis writing course
Aims: To introduce the students to the CEU requirements as far as style, structure, and citation are concerned. The course will also deal with the main problems and dilemmas likely to be encountered as well as writing styles.
- Annual doctoral workshops:
Aim: These weeklong workshops are organized as a rule once per academic year specifically for doctoral students to allow them to focus on particular interdisciplinary topics necessary for doing doctoral research and writing a doctoral dissertation. Top international experts are invited to deliver these courses. Typical themes include: comparative law and methodology, law and literature, or law and economics.

ACADEMIC MISCONDUCT

Code of Ethics of the Central European University [Excerpts]

The full text of the Code of Ethics of the Central European University is available at <http://documents.ceu.edu/documents/p-1009-1v1402-0>.

Annex 4 MISCONDUCT

ACADEMIC DISHONESTY

Academic dishonesty involves acts which may subvert or compromise the integrity of the educational process at the CEU Group. Acts of academic dishonesty include, but are not limited to, accomplishing or attempting any of the following acts:

Acts of forgery or fabrication, including:

- (a) Altering of grades or official records, falsifying or committing forgery on any university form or document;
- (b) Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research.

Acts of cheating, including:

- (c) Using any materials (e.g. textbooks, cheat-sheets, SMSs) that are not authorized by the instructor for use during an examination;
- (d) Copying from another student's paper during an examination;
- (e) Collaborating during an examination with any other person by giving or receiving information without the specific permission of the instructor;
- (f) Stealing, buying or otherwise obtaining restricted information about an examination to be administered;
- (g) Collaborating on laboratory work, take-home examinations, homework or other assigned work when instructed to work independently;
- (h) Substituting for another person or permitting any other person to substitute for oneself in taking an examination.
- (i) Submitting of identical or in part identical assignments by two or more students;
- (j) Submitting work that has been previously offered for credit in another course, except with prior written permission of the instructors of both courses.
- (k) Submission of a thesis or dissertation that has been previously submitted at another university/program, in English or in another language.

Acts of plagiarism, including:

- (l) Representation of the work of others as one's own, by offering of the words, ideas, or arguments of another person without appropriate attribution through quotation, reference or footnote, whether intentional or not;
- (j) Submitting as one's own any theme, report, term paper, essay, other written work, or speech, written or prepared totally or in part by another person;

Plagiarism occurs both when the words of another are reproduced without acknowledgment, and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. It is the responsibility of all students to understand the methods of proper attribution and to apply those principles in all materials submitted.

Specific recommendations for handling plagiarism are included in the CEU's Policy on Plagiarism. In cases of a disciplinary proceeding because of plagiarism, the body to act in the first instance is the academic unit's Committee on Academic Dishonesty as spelled out in the CEU's Policy on Plagiarism. In plagiarism cases the present Code shall only be applicable in cases which cannot be clarified under the CEU's Policy on Plagiarism.

Other acts of academic dishonesty:

- (a) Deliberate mis-shelving, hiding, damaging or theft of library materials;
- (b) Improper use of library facilities to advantage one's academic position, nuisance to other users, and undue delay in returning materials promptly when asked to do so;

- (c) Improper use of the computer facilities, including misappropriation of another user's data, password or software, illegal copying of computer programs and games at the expense of the University, disregard for the finite capacity of the system, unreasonable interference with the activity of other users, and any attempt to subvert or obstruct the operation of any computer or network system;
- (d) Sabotaging of another student's work;
- (e) Committing any willful act of dishonesty that interferes with the operation of the academic process;
- (f) Complicity, facilitation or aiding in the commission of any of the above-mentioned acts of academic dishonesty.

Other acts of misconduct

- (a) Knowing disclosure of false information to or about the CEU Group or to other academic institutions or spreading of false allegations in general;
- (b) Deception, including falsification of letters of recommendation and misrepresentation of a person's academic accomplishments and deceptions;
- (c) Verbal or physical threat to a member of the University Community;
- (d) Conduct which threatens or damages the personal safety or health or assets of others;
- (e) Bullying or threatening conduct against others;
- (f) Abuse of another's property, including theft, vandalism or temporary or permanent appropriation of another's property, undue interference with CEU Group functions, and unauthorized use of CEU Group facilities or entry into or occupation of University Premises;
- (g) Discrimination and harassment based on race, color, religion, national origin, disability, age, gender, sexual orientation, or any other form of discrimination prohibited by law;
- (h) Sexual harassment as defined in the Sexual Harassment Policy;
- (i) Other types of harassment or discrimination as defined in other University policies;
- (j) Breaches of public or private law when the interests of the University Community or one of its members as defined in this Code are adversely affected;
- (k) Retaliatory conduct against any individual who has filed a complaint, who has reported witnessing an offense, or who has participated in a complaint procedure;
- (l) Failure of a member of the Disciplinary Committee to inform the chairperson of the Disciplinary Committee about a complaint lodged with him or her;
- (m) Disclosure of the confidential documents to any unauthorized person;
- (n) Complicity in the commission of any of the above-mentioned acts;
- (o) Other misconduct that in the judgment of the Disciplinary Committee seriously deviates from standards of the academic community.

Ongoing offences

Ongoing offences are offences which are either repeatedly committed or where the “results” (such as a title or a mark) of a violation (such as plagiarism or cheating etc.) are used or abused by the person who perpetrated the violation.

Central European University's Policy on Plagiarism

The full text of the Policy on Plagiarism, including the Guidelines, is available at: <http://documents.ceu.edu/documents/p-1405-1>.

Article 1 – What is Plagiarism?

Plagiarism is a form of academic misconduct. It is a practice that involves taking and using another person's work and claiming it, directly or indirectly, as one's own. Plagiarism occurs both when the words of another are reproduced without acknowledgment and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. Further clarification and examples can be found in the Guidelines (Annex 1). CEU's Code of Ethics also recognizes as academic dishonesty the submission of work previously submitted for credit to another course without the permission of the lecturer; and the submission of theses or dissertations that have been previously submitted to a university or program in any language. Such submissions will be treated in a similar way to plagiarism and be subject to the procedures and measures outlined in this Policy. Plagiarism, as a form of academic dishonesty, is in breach of Annex 4 of the CEU's Code of Ethics. [...]

Article 2.1 – Responsibilities of Students

It is the responsibility of students:

- to ensure that work submitted for purposes of assessment is their own;
- to ensure that the words and arguments of others are appropriately cited and referenced using an accepted referencing system; and
- to ascertain if academic units allow the submission of work that has been previously submitted in whole or in part and, where it is allowed, to gain permission from the relevant faculty member prior to submission.

Annex 1 – Guidelines

Table 1: Offending Strategies in Writing

Severity of Offense	Example
Serious Plagiarism	<ul style="list-style-type: none">• Submitting as one's own work a text largely or wholly written by another person or persons.• Copying or paraphrasing substantial sections¹ from one or more works of other authors into one's own text, without attribution, that is, omitting any reference to the work(s) either in the body of the text, in footnotes, or in the bibliography/reference list• Submitting a thesis as part of masters or doctoral requirements which has been previously submitted to another institution in English or in another language.
Less serious plagiarism	<ul style="list-style-type: none">• Paraphrase of a substantial section or several smaller sections of another text or texts without any reference in the body text, but the work is included in the bibliography/reference list.• Copying verbatim two or three not necessarily consecutive phrases, or one or two not necessarily consecutive sentences, from the work of others without attribution.• Copying verbatim one substantial or several smaller sections from another text without quotation marks but with reference provided within the student's text.• Submitting without permission one's own work that has been largely or wholly submitted for credit to another course.
Poor Scholarship	<ul style="list-style-type: none">• Copying verbatim one substantial or several smaller sections from another text without quotation marks but with reference provided within the student's text.• Summarizing an author's ideas at length but only mentioning the author or the source at the end of the paragraph.

¹ The word 'section' is understood here to mean more than one consecutive sentence. A copied section that has had a small number of extra words inserted by the student may still be considered as copied.

	<ul style="list-style-type: none"> • Mentioning an author with appropriate citation in an early sentence but no attribution in subsequent sentences, so that it is unclear whether the author's ideas are continuing or the writer's own comments being offered. • Including a correctly referenced short fragment from another text but without quotation marks. • Using an author's work with incomplete reference (eg. page number is missing, or the work appears only in a footnote/parenthesis and is missing from the reference list).
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Measures to be taken in cases confirmed as plagiarism

(1) In the case of a first offense classified as less serious plagiarism, the student should normally:

- a. receive an oral or written reprimand,
- b. rewrite the assignment and receive a lowered grade.

(2) In the case of a second, subsequent minor offense, or in the case of a first offense that in the department's opinion is more serious, the student should normally:

- a. receive a written reprimand (not reflected on the transcript)
- b. rewrite the assignment, receive a lowered grade or receive the lowest passing grade, with or without being given a fail grade.

(3) In the case of continuing offences, or of a serious offence, students should normally receive a

- a. written reprimand (that will usually appear on the student's transcript)
- b. fail grade, with or without the possibility of retake (often depends on whether the course is compulsory or elective).

(4) In very serious cases such as plagiarizing a major part of an assignment, or persistent plagiarism despite written warnings and other sanctions described above, the department should consider initiating formal procedures towards expelling the student from the University in accordance with the applicable policies.

In the case of multiple simultaneous minor offences, the department should decide whether these repetitions stem from ignorance (in which case they may be treated as a single offence) or the intent either to deceive or to avoid work, either of which may justify more severe action.

The offenses in the last category (Poor Scholarship) may often be attributable to poor ability, unclear thinking or carelessness. If so, they should not be considered academic dishonesty as such but should be penalized in the same way as other poor quality work, namely by a decrease in the final grade commensurate with the negative impact they have on the assignment as a whole. If such offenses are considered to be a deliberate attempt to achieve a higher grade, more serious action should be considered.

Other Academic Regulations in Force at CEU

For more information about policies and procedures at CEU we recommend that you read carefully the CEU Student Handbook, distributed by the CEU Office of Student Services, and the Student Records Manual, distributed by the CEU Student Records Office.

A selection of university regulations and policies is also available at: <http://www.ceu.edu/administration/policies>.

APPENDIX I: CEU Department of Legal Studies Grading Scale

The CEU Department of Legal Studies grading scale is the following:

Letter Grade	Grade Point
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
F	0.00 (no credit)

The lowest passing grade is C+. Students receiving a failing grade (F) for mandatory and restricted elective courses must retake those courses for Pass/Fail provided that in case of a restricted elective course retake is permitted. A "Retake Pass" for such a retake exam is worth 2.33 (C+) grade points.

For other courses graded Pass/Fail, a "Pass" grade is calculated into the cumulative GPA of that student at the end of the academic year at the same grade point as the cumulative GPA.

The CEU Department of Legal Studies requests its professors to use the following grading curve when calculating final course grades:

15 percent of the class	A or A-
25 percent of the class	B+
30 percent of the class	B
20 percent of the class	B-
10 percent of the class	C+

F does not count on the grade curve.

Exception can be granted by the Program Chairs considering the size of the class.

APPENDIX II: Guidelines on Written Final Exams

Guidelines for computer-based, in-class exams

Student Responsibilities

- There is only one scheduled time-slot for the exam, therefore it is mandatory to attend.
- It is the responsibility of the student to be on time (as announced in the exam schedule) for the exam. It is advised to arrive 10-15 minutes earlier before the exam starts. If a student is late, the delay will be counted against total test time.
- Bring your exam login name and password.
- Review carefully exam guidelines.
- Be aware of time limits on your exams and keep track of the time.
- Bring any irregularities to the attention of the proctor immediately.
- Students are responsible to have their computers ready by the start of the exam in compliance with the following guidelines.

Exam guidelines

- Login with your login name (such as: legalexam01) and password (such as: asdfg). (Login names and passwords will be sent out before the first exam week by the Program Coordinator – Lea Tilles.)
- Open the word document and go to **Office Button/Save as...** save your work to the **P** drive (the name of the P drive is the login name, in this case LEGALEXAM01...) The exam should be saved under the student's **ID number!!**)
- Insert a header row containing ID number and the name of the course as well as page numbers in the footer (**INSERT/ Header**) & (**INSERT/ Page numbers**)
- Save your work in regular time intervals and also set *Office Button/Word Options/Save/Save Auto Recover Information every: 1 minute*
- When the exam is over save your exam and close the document.
- Closed book exams: you have a separate login name and password for the closed book exams. Make sure you use the proper login name.
- Open/restricted open book exams: you have to use the open book exam login name and password. During the exam you will have access to the E-learning site of the course, where you can use the course materials/readers. If you asked for a printed reader, you are allowed to use this version of the reader as well.

Please note that there is no internet access during the exam and the use of electronic devices such as smart phones, laptops, flash drives, hard disk, soft disk etc. are NOT allowed, either. Please make sure to print out - before the exam - all the materials you might need in case of an open book exam.

Guidelines for hand-written exams

Handwritten in-class exams must be retyped right after the given exam. If a student has two exams in one day, both exams have to be retyped right after the end of the second exam. Both the handwritten and the typed versions are submitted to the Department for comparison. Only spelling corrections are permitted. Any other change amounts to academic dishonesty (for reference see also: CEU Code of Ethics). After the exam the Proctor will make a copy of the exam, keeps the original and hands the copy to the student for retyping.

Here's what you should observe when **retyping the exam**:

- Insert a header line where you write your ID number (no names please) and the name of the course and also insert page numbers.
- Retyping means writing down the exact same text that can be found on your handwritten exam paper. The **ONLY adjustments you can make** is correction of spelling mistakes as well as write words in full length whenever you use abbreviations in the handwritten text. Do not change word order and do not exchange words (not even slight modifications like "however" instead of "but"). Of course you need not to retype words/sentences which you crossed out on the handwritten version, and things that you inserted later and wrote at the bottom of the page can be inserted where they belong.

Please note: The authenticity of the typed version will be certified before grading. Any discrepancies between the handwritten original and the retyped version beyond the correction of spelling mistakes will result in an automatic fail.

Proctors' Guidelines for Computer-based Exams

Proctors' Responsibilities:

- ▶ Upon receiving the exam package from the Program Coordinator, Proctors are expected to arrive to the exam room 10 minutes before the exam starts.
- ▶ Check the exam roster to make sure that every student arrived.
- ▶ Do not place students in close proximity. Have them seated in alternate seats – if possible.
- ▶ Review each exam instruction for special requirements requested by the instructor. Please, check that the students used the proper login name for the exam, and please, check whether they saved the document to the right place/drive.
- ▶ Exams should start on time, questions distributed face down.
- ▶ Write the student's start time and projected finish time on the board, if possible.
- ▶ The proctor is not responsible for providing any support/resource materials for the student related to the exam and the proctor may not provide any assistance in completing the contents of the examination.
- ▶ The proctor must remain in the room with the student(s) throughout the completion of the examination.
- ▶ In case of **closed book** exams students shall be instructed to put all their books and bags aside either to the back or to the front of the room (not next to them).
- ▶ In case of **open book exams**, students are permitted to use the e-learning site of the source, but are NOT allowed to use internet. Proctors are expected to monitor and enforce this limitation at all times during open book exams.
- ▶ The proctor must report any indiscretions of the student related to the examination to the Program Coordinator. The behavior/evidence should be noted and/or collected, and turned in with the exam.
- ▶ Save the exam **from the 'Q' drive to the 'O' drive** (use Total Commander or My computer). In case of closed and open book exams, save the documents separately.
- ▶ When collecting the exams, open the document and ask the student to confirm the number of pages he/she wrote and check whether the saved document is the right one.
- ▶ Ask the students to sign the attendance sheet.
- ▶ Collect the exam questions back from the students
- ▶ If a computer freezes, crashes down, etc. the students need to get as much extra time - on top of the regular exam time - as required to solve the computer problem.
- ▶ In case of power cut, stay calm and don't let the students talk or move from their seats. Once help arrived the exam can continue.