



STUDENT HANDBOOK

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INTRODUCTION

Aquincum Institute of Technology provides a unique study abroad experience for North American undergraduates majoring in computer science, software engineering, and related disciplines. AIT's curriculum integrates design, entrepreneurship, and foundational courses in computer science, which all have a focus on interactivity and creativity. In addition, humanities courses related to Hungary's rich cultural heritage are offered. The program at AIT is small and friendly; enrolling around 70-90 U.S. and 10-15 Hungarian students each semester, with approximately 5 to 25 students in a typical class. The campus and all student apartments are located in the thriving metropolis of Budapest. Students will have many opportunities to engage in Hungarian culture and various activities outside of class.

Arrival Process

If you provide the time, date, and location of your arrival to the airport or railway station, an AIT representative will meet you upon arrival. The AIT representative will take you directly to your apartment in Budapest, will meet with you and your landlord to help you sign the lease agreements, and will provide you with an orientation of your neighborhood.

The 3-day long AIT orientation organized right before the kick of semester is obligatory for all students. At the orientation, students get to know one another, become familiar with the city center of Budapest, check out the AIT campus, and learn about all of the academic course offerings for the semester, as well as be provided with practical information needed to have a safe and enjoyable stay in Budapest.

AIT Campus

Facilities

The AIT campus is located in Aquincum, the old Roman town of Budapest, on the banks of a beautiful branch of the Danube River. AIT's building is located in a state-of-the-art business park whose tenants include many IT and R&D companies, such as Microsoft, SAP, Servier, Canon, Sybase, and Graphisoft. In the park, you will find three cafeterias that are perfect for lunch and several snack bars. In addition, the AIT building has a big kitchen, student lounge, computer lab, design studio and complimentary Wi-Fi. There is also a large grocery store within walking distance. It takes about 30-50 minutes from the AIT campus to reach the city center by public transportation.

Address

Graphisoft Park, Building U3
Záhony utca 7.
1031 Budapest
Hungary

Getting to AIT

AIT can be conveniently reached by the HÉV suburban railway, several municipal bus lines, and a railway line; all connect to the city's Metro (subway) system. Students can also use the business park's shuttle bus service to shorten the commute between Graphisoft Park and Budapest downtown.

AIT Staff

The AIT staff is available in their office on weekdays from 8:30am-6:00pm. In case of emergency all staff members can also be reached by phone after office hours. AIT staff is assisting students with both academic and non-academic matters.

Staff members:

Barbara Rotter – Program Director
Dorka Székely – Director of Student Services
Greg Borsa – Counsel
Bori Kovács – Student Coordinator
Anita Bánhalmi – Program Assistant
Blanka Székely – Program Assistant

Staff contact:

To reach out to AIT Staff please contact office@ait-budapest.com or +36 1 815 3451.

LIVING IN BUDAPEST

Budapest is a pulsing international center with great cultural life and unique neighborhoods. There are many interesting museums, lively concerts and festivals, and stunning architecture throughout the city. With over 15 universities in Budapest, it is a great place to study and offers the opportunity to meet many other students from Hungary and around the world.

Climate

Budapest experiences four distinct seasons. Fall and spring tend to be mild and pleasant, with rain showers on occasion. Winter is rather cold and gray, with a modest amount of snow, and the average temperature from December-February hovers around freezing. Summers can get very hot (but typically not humid), with temperatures often reaching over 85 degrees Fahrenheit in July and August. Come prepared with proper winter gear, including a good winter coat, hat, gloves, scarf and durable shoes/boots. It is also advisable to have a water resistant jacket for the spring and fall.

Language

Hungarian is said to be one of the most challenging languages to learn, but don't get discouraged. You will have great Hungarian language instructors at AIT, and Hungarians are appreciative when non-native speakers at least try to use their language (even if it is not perfect). You should not have trouble finding people who speak English around Budapest though. It is very likely to find services downtown where people speak English, and it is fairly common for the younger generation to speak English.

Transportation

Public Transportation

Budapest is very well connected by public transportation, much more so than most U.S. and European cities. There are underground metro lines, a suburban railway line (the HÉV), trams, and bus routes, which can get you to every part of the city. The 4/6 tram runs 24 hours around Budapest downtown, and there are also many night buses that run after midnight. BKK is the Budapest transportation company, and you can refer to the following website for routes and timetables: <https://bkk.hu/en/news/> or download the official app, BudapestGO for [iOS](#), [Android](#) or [Windows Phone](#).

A monthly transportation pass is recommended and allows you unlimited access to all forms of public transportation in Budapest. You can buy your monthly pass in most metro stations using cash or credit card. As a student, you can purchase the monthly pass with a huge discount. Always have your pass and student ID with you, and be prepared to show them to the controllers on the vehicles or at the top of the escalators when riding the metro.

Cabs

Taking a cab is always safe with major cab companies. Avoid cabs not displaying the logo of the known companies listed below because some drivers have been reported to overcharge foreigners. If you would like to call to arrange a ride, you can specifically ask for an English-speaking driver.

The following companies are reliable: TAXI4, City Taxi, FőTaxi

You can also use Bolt, which is a mobile application similar to Uber. This might be the most convenient way to call a taxi. Their rates are usually the same as regular cabs, but arranging pickup location and payment is easier.

Housing

AIT helps students find reasonable accommodation in the center of Budapest for the duration of their stay, but AIT does not charge nor handle any fees associated with living arrangements. AIT helps arranging apartments and supervises lease contracts. Students are welcome to arrange their own housing or homestay, but arrangements must be completed one month prior to the beginning of the semester and information provided to AIT staff.

Following acceptance to AIT, students should complete the Room Match Form electronically on the website to submit preferences regarding apartments and roommates. AIT makes a concerted effort to accommodate all preferences, but it is not always possible to fulfill all requests. By filling the room match form students agree to participate in AIT's housing program and abide by its rules including the conditions for changing apartments.

Apartments arranged by AIT are equipped with internet connection, linens, towels, a washing machine (dryers are rarely used in Hungary), an equipped kitchen, and a monthly cleaning service. These amenities are all included in the rental fee. The housing lease is between you (the student) and the landlord. If you encounter any problems with your housing, you can speak directly to your landlord. After contacting your landlord, if the problem is not being solved, then please come and speak to AIT staff about it.

Changing apartments

While there never is a compromise on safety and quality, there may be differences between apartments regarding a number of factors, including but not limited to the proximity of supermarkets, food options, nearest metro station, or different public transport.

AIT staff members do acknowledge these differences and work to match students' preferences with the apartments available, hence the importance of filling out the room match forms carefully.

Even with the most careful planning and consideration, there may be instances where a student may find an apartment assigned to them less to their liking. In these instances, AIT staff will work to remedy any complaint - talking to the landlord to supply/remove furnishings and appliances, point out different points of interests in the neighborhood (restaurants, produce markets, etc.) - but generally there is very little room to accommodate requests for changing apartments based on personal preferences. This of course does not mean that if the safety and quality requirements are compromised, AIT would not take action. On the contrary, if an apartment becomes unsafe or the quality drops to an unacceptable level AIT will promptly identify alternatives and provide a solution without haste.

For this, all students are encouraged to talk to the staff members about any issue they may see with their living situation so that AIT staff can provide support early on. We are asking the support of the student community as well to help sorting out any difficulties that their classmates may encounter. Part of this effort is to get to know your neighborhood and share knowledge with each other about the best places to eat, do groceries, shop, etc. and generally look after each other while living in Budapest. Please do understand that changing apartments is often extremely difficult or impossible because of the limited number of options available. Students wanting to change their accommodations for personal preference should also keep in mind that a binding and enforceable contract had been signed and submitted to immigration for approval, therefore it is their duty to notify the immigration authority about the change in their living arrangements and supply the necessary paperwork, and they may lose their deposit if the contract is terminated before its expiration. Please note that non-compliance with any element of the housing policy may pose a risk to the students' safety and well-being, therefore it is taken very seriously and may lead to disciplinary action. Non-compliance includes making false claims and misrepresentations about personal conditions in order to force other students and/or AIT staff to make unnecessary modifications to the living arrangements and will result in disciplinary action.

In summary, the apartments are all different in many ways, but none of them are below standard in safety and quality, and the AIT staff is there to help with any and all apartment-related issues. The entire AIT staff remains dedicated to the safety and well-being of the students and is there to help everyone who needs support with settling into their new environment.

Payments

It is the student's responsibility to pay the landlord directly for the security deposit, monthly rental fee, and monthly utilities. The security deposit, which can be paid in USD or HUF (cash only), should be paid upon arrival to the apartment for incidental damages and if there is no damage, it will be returned upon moving out. Utilities include internet, gas, electricity, water, and building fees, and will be split among those living in each apartment. Rent is due between the first and fifth of the month and must be paid in cash (HUF) to the landlord. Directly after arrival in Budapest, you will be given the opportunity to retrieve Hungarian Forints from an ATM or go to a money exchange office in order to make all necessary cash payments.

Roommates

For those students living with roommates, please be considerate of their space and preferences. Even though there is a cleaning service that comes in to deep clean once each month, it is important that everyone keeps the apartment tidy so all parties feel comfortable in their living environment. Also, be considerate about noise for both the sake of your roommates and your neighbors. It is OK to have friends over to your apartment, but do consider going to a nearby café or restaurant if planning to have a large gathering of people. If you encounter problems with your roommate, try to speak directly to them to see if you can come up with a solution. If the problem persists, then you should come speak to AIT staff.

Guest Policy

You may host house guests in your apartment for up to five days at a time, but you must notify your roommate(s) ahead of time and receive approval from them. Out of respect for others, please keep visits to a minimum of one or two per month. It would be best to arrange these visits with your roommate(s) ahead of time, in order to coordinate your schedule fairly.

Phone and Internet

All students are required to have a working voice and data service on their phones and to provide a phone number to AIT staff upon arrival where they can be reached at all times throughout the duration of the program. It is the student's responsibility to maintain the voice and data service for the entire duration of the program and inform the AIT staff, should their contact details change. The simplest solution is to purchase a SIM-card-only package in Budapest if you have an unlocked cell phone, but you can also buy a phone if needed. You only need your passport to purchase a SIM card.

Cost of Living

The cost of living in Budapest is quite affordable for those coming from the US. The Hungarian currency is known as the Forint (HUF), and the value of \$1 USD historically varied between 250 - 380 HUF. Credit cards are accepted in all stores and restaurants, with very few exceptions. ATMs be found all over Budapest and in smaller towns as well. Exchange offices can also be found all around the city but it is recommended to check exchange rates before using them. Exchange rates are typically the worst at the airport exchange booths, so we do not recommend using them.

You will find that the cost of everyday things (groceries, entertainment, and transportation) is less expensive than in the United States.

Estimated Student Costs

For an updated table of estimated student direct costs see [this link](#).

Student Discounts

AIT students will receive a Hungarian student ID for the semester. You can use your ID card to receive discounts on your monthly transportation pass, domestic and international rail/bus travel, museums, cinemas, swimming pools, gyms, etc. Whenever you are buying some type of ticket or membership, always ask if they have a student rate. The discount is usually 50% off the full price, and sometimes even more. You may also opt to buy an International Student Card (ISIC) when you arrive in Hungary, which is widely accepted throughout Europe for discounts on travel-related purchases (transportation, museums, event tickets, etc.). You can purchase an ISIC card online (<https://isic.hu/en/>).

Visa and Residence Permit

Hungary belongs to the Schengen Area (Europe's passport-free travel area) where U.S. citizens (and many more) do not need a visa for a stay of less than 90 days. As your stay will be longer than 90 days, however, you should either apply for a visa from a Hungarian Embassy or Consulate (application may be submitted in person in Washington, DC; New York, NY, Chicago, IL, or Los Angeles, CA) or apply for a residence permit upon arrival to Hungary.

In the latter case, as the residence permit will not have been issued prior to your travel, we recommend that you have a modifiable return ticket with a return date that is within 90 days of your initial arrival, as that information may be requested from you during the entry procedure into the Schengen Area that has recently been made more rigorous in some airports in Europe.

AIT staff will assist you in applying for your residence permit if you enter without a visa and answer your questions regarding entry rules and procedures.

More detailed information on immigration will follow in the info letter sent to you upon receiving your deposit and please check AIT's website [here](#) for current information. If you have any questions, please do not hesitate to contact AIT Staff.

For our Summer Term participants who do not intend to stay in Hungary for longer than 90 days, no visa or residence permit will be required as long as their citizenship allows them to enter Hungary without a tourist visa (such as EU and US citizens).

If you are a non-North American citizen, please check with your home country consulate and the Hungarian Consulate General's Office about special documentation requirements before departure.

If you decide to extend the length of your stay for the summer (whether for an internship or personal reasons), it is your responsibility to gather the appropriate paperwork and apply for an extension to your residence permit.

Travel

There is much to see in Hungary and Europe, and getting around is easy and affordable. When you plan a trip outside of Budapest, before your departure you are required to share your itinerary and contact information of your traveling companions with AIT staff so we have an idea about your whereabouts if an emergency arises.

Travel Form Policy

All students are required to fill out a travel form once a week (preferably on Thursdays) to inform the staff about their travel plans for the weekend. Students must indicate if they stay in Budapest too. If they leave Budapest, they are requested to provide information about their plans (such as destination, duration of their trip, accommodation, means of transportation to the destination, etc.). The link to the travel form is shared with everyone during Orientation Weekend and students are regularly reminded to fill the form weekly.

Should a student repeatedly fail to fill out the travel form they may be subject to disciplinary action, which may include notifying the home school and dismissal from the program.

ACADEMIC AFFAIRS

- The AIT curriculum is based on small classes with a high-level of interaction among all participants. Successful candidates should therefore have the confidence and maturity to participate actively in such an environment. Also, AIT students are expected to have computational and mathematical sophistication including: At least one course that involves programming (in any modern language)
- Exposure to concepts in data structures
- Mathematical maturity developed through a college mathematics course beyond calculus (e.g. linear algebra, discrete mathematics, etc.)

Academic Calendar

AIT offers a fall and spring semester program, as well as a short-term intensive summer program. The entire academic calendar can be viewed on the AIT website, [here](#).

Fall

The fall semester starts around the beginning of September, and has 14 weeks of classes, with a one-week break at the mid-semester point. Classes are held Monday-Friday between 9 am - 6 pm.

Spring

The spring semester starts at the beginning of February, and has 14 weeks of classes, with a one-week break at the mid-semester point. Classes are held Monday-Friday between 9 am - 6 pm.

Summer

The five-week summer term begins in early June and offers two classes, making up six credits. The classes meet Monday-Friday from 9 am - 3 pm.

Course Credit

Fall and Spring full-time students are expected to select academic courses with an average load of 16-20 contact hours a week (approximately 4-5 classes). Academic courses will meet twice a week, for two hours per occasion. Therefore, 14-week courses typically correspond to 4 credits at most North American colleges and universities. There are no additional fees for taking on a heavier load, but those wishing to take more than 26 contact hours a week must first receive approval.

Full-time student status at AIT requires 12 credits.

Summer students are expected to take both courses offered, totaling six credit hours.

AIT is fully accredited by the Budapest University of Technology and Economics (BME). BME will provide a credit transfer and an official transcript on behalf of AIT. BME is one of the largest and oldest universities in Hungary, founded in 1782 as the first engineering institution at the university level in Europe.

Most of AIT's partner schools have already pre-approved AIT's curriculum for easy credit transfer. You should check with your academic advisor and/or your study abroad office to find out what's involved in transferring credits from AIT to your home school.

In addition to the official transcript issued by BME (which lists grades in the Hungarian grading scale), AIT also issues a certificate for each student which will list the courses taken and grades earned in the form of the American grading scale, in order to help home institutions better handle credit and grade transfers.

Academic Deadlines and Refunds

Dropping Classes

- Students can add or drop any courses within the first two weeks of the fall or spring semester.
- After the second week of the semester students can drop or switch a course to audit only with the consent of their home institutions by filling the Course Dropping Form (available at the AIT Office).
- The final deadline for dropping courses is the end of the second week after the mid-semester break.
- After the final deadline students will receive 'F' for unfinished courses and no credit will be awarded.
- Students can choose to switch a course to 'Audit' no later than the second week after the mid-semester break. If a student chooses to audit a course they will not receive a grade or course credit. Audited courses will not show up on your official transcript.
- If a student is considering auditing a course or has any issues with their classes they should speak with AIT's Academic Director, András Recski, either in person or via email (arecski@ait-budapest.com).

Tuition, Withdrawals and Refunds

Deadlines for tuition payment:

- Fall term tuition should be received between July 1 and 15.
- Spring term tuition should be received between December 1 and 15.
- Summer term tuition should be received between May 1 and 15.

Withdrawals and Refunds:

If a student withdraws from the entire program after they have been notified of their acceptance, but before July 15 for the following Fall term or before December 15 for the following Spring or before May 15 for the following Summer term, they will receive full tuition refund minus the deposit.

If a student withdraws from the entire program after July 15 for the following Fall term or before December 15 for the following Spring or after May 15 for the following Summer term, but before arrival to Budapest, they will receive an 85% tuition refund.

If a Fall or Spring term student withdraws from the entire program after arrival to Budapest but before the last day of the first month of the semester, they will receive a 75% tuition refund.

If a Fall or Spring term student withdraws from the entire program after the first month of the semester, they will not receive any type of tuition refund.

Because the summer term is so short, if a student withdraws from the program after a week of participating, they will not receive any tuition refund.

If a student withdraws due to serious medical reasons before the mid-term break, and health conditions are certified by a doctor, they will receive a 50% tuition refund.

Time of withdrawal	Tuition refund amount
After acceptance, before July 15 for the Fall or before December 15 for Spring and before May 15 for Summer	100% , tuition refund minus deposit
After July 15 until arrival to Budapest for the Fall or after December 15 and arrival to Budapest for the Spring or after May 15 until arrival to Budapest for the Summer	85% tuition refund
After arrival to Budapest until the last day of the first month of the semester for the Fall and Spring terms and after arrival to Budapest until the last day of the first week of the Summer term	75% tuition refund
After the last day of the 1 st week of Summer term and after last day of the 1st month of the Spring or Fall term	No tuition refund
Withdrawal due to serious medical condition before the mid-term break in the Spring or Fall term if certified by a physician	50% tuition refund

Attendance

AIT offers a rigorous academic program with the expectation of a high level of student participation. Class sizes are small to allow for discussion and group work, which increases the importance of attending all classes. If you cannot attend class due to illness or other personal reasons you should email your professor and AIT staff to let them know. If you miss three or more days of classes in a row due to illness, a note from a doctor is required (and should be presented to AIT staff upon your arrival back at school). Attendance dropping below 80% will severely affect your class grade.

It is expected that students arrive at class on time. Late arrival causes disruption to everyone. Computer use should be kept to class-related business only.

Grades and Assessment

Assessment is ongoing throughout the semester. Particular forms of assessment for each course can be found in their respective syllabus. Any questions regarding the progress of your grade during the semester can be directed to your professor.

Grades will be given by the professors on the standard American grading scale: A, B, C, D, and F (including +/-), but these grades will only show up on your AIT-issued certificate. The AIT-issued certificate is not an official document; it serves as a guideline or “dictionary” to help interpret the official transcripts. The official transcripts issued by BME present grades according to the Hungarian grading system: 5, 4, 3, 2, 1; and no audits will be seen on this document. Below is a translation of the Hungarian grading system into the U.S. system:

5 = A 4 = B 3 = C 2 = D 1 = F

Course Evaluations

At the end of every semester, students are asked to fill out a course evaluation form that addresses all aspects of a given course. Candid feedback on evaluations allow AIT to improve the quality of lectures and the overall academic environment.

HEALTH and SAFETY

Waiver Agreement

In order to participate in the AIT program, each student is required to sign the AIT Waiver Agreement. The Waiver Agreement will be emailed to all students upon acceptance and needs to be signed and returned to AIT via fax or email before arriving. In addition, the original "wet ink" signed hard copy of the Waiver Agreement should be mailed to AIT NA PO Box 1244, Claremont, CA 91711 before arrival.

Students under 21 years of age are also required to have the agreement signed by at least one parent or guardian. The parent/guardian signature also needs to be original, and not a copy or electronic signature.

AIT Health Care Plan

AIT has partnered with a private health care service provider called Swiss Clinic and developed a plan specifically for the needs of international students speaking English and staying in Hungary for one semester. This plan provides access to Swiss' 24/7 English speaking emergency assistance and response service and includes 12 non-emergency doctor appointments throughout the semester at Swiss' private clinics in different locations across Budapest. The AIT health care plan is included in the AIT tuition from the 2022 Fall semester. All students are automatically enrolled in the AIT health care plan from the moment they arrive in Hungary.

Insurance in Hungary

Beyond the AIT health care plan it is mandatory for all students to have medical insurance for two reasons:

1. to cover such treatments that are not included in the AIT health care plan (emergency medical care, surgeries, hospitalization, etc.)
2. and to fulfill the Hungarian immigration authority requirements.

The Hungarian immigration authority requires students to hold a medical insurance that meets the so-called "Schengen visa requirements".

This means that if someone has health insurance from the U.S. that meets the requirements, they may opt to show that as proof of insurance for immigration purposes. In this case, the student does not have to buy a separate insurance policy in Hungary. We kindly ask every student to check with their insurance company - or your study abroad office if the insurance is sponsored by their school - whether the current insurance policy meets the Schengen visa requirements.

These requirements are:

- A minimum coverage of at least 30,000 EUR (approximately 35,290 USD)
- Covers all member states of the Schengen Area
- Covers any expenses which might arise in connection with repatriation for medical reasons, urgent health attention, and/or emergency hospital treatment or death, including repatriation of remains

Students using their insurance from the U.S. will have to obtain a short letter from their insurance company explaining the details of their coverage, which can be presented at the Consulate when applying for a visa, or to the Hungarian immigration authority upon arrival.

Those having insurance from the U.S. that does not meet the "Schengen visa requirements" may opt to purchase a Hungarian insurance policy through AIT.

Medications and Pre-Existing Conditions

If you have any pre-existing medical conditions, it is important that you come prepared with the necessary medications and appropriate medical records. It can be difficult to find the same exact medications in Hungary as in the United States, so it is preferable to bring enough medication for the entire time of your stay. If you do not have enough for the entire stay, you should make early inquiries about whether the medication is available in Hungary, and if it is not, then arrange it with your home doctor to have some sent before you run out.

In order to have complete information on file during a medical emergency, it is required that students provide a written explanation of any pre-existing medical conditions to AIT staff. A **medical information form** will be sent to you prior to arriving in Hungary and should be filled out and returned to AIT staff (this does not need to be filled out by a doctor).

Relaying false information about physical and mental health either through misrepresentation or omission in the medical form is grounds for immediate dismissal from the program at AIT.

Mental health

AIT has an on-site psychologist who is providing professional assistance for students free of charge. Psychiatric treatment is provided by the Swiss Clinic and is covered in AIT's health care plan.

COVID rules

AIT's COVID rules, contact tracing method, big spaces, small class sizes, and frequent testing have been successfully preventing transmission on the AIT campus. AIT's COVID handbook is available [here](#).

Emergency hotline Each student will receive a survival guide upon arrival which contains useful information including staff contact info and emergency hotline numbers. AIT staff provides 24/7 availability for students.

Safety in Budapest

Budapest is a safe city compared to many other capitals in Europe or urban centers in the United States, but caution is still advised. According to AIT's surveys, which are done at the end of each semester, students feel safe in the city of Budapest. Although petty theft and pick-pocketing can be a problem, especially on public transportation or in crowded squares or venues. One should use common sense such as keeping money and valuables either at home or in hidden view, and out of hand's reach. To help reduce the chance of burglary, students are also advised to keep apartment doors locked at all times, and not allow strangers into their building or apartment. Students should also consider being in groups when going out at night. The legal drinking age in Hungary is 18, but we advise students to use caution and moderation if choosing to drink.

STUDENT RESPONSIBILITIES

AIT Building Rules

- Keep the **kitchen** clean, which means put dirty dishes into the dishwasher; clean up any spills, and clean out your old food from the fridge.
- If you have anything you would like to keep at school, you can use a **locker** at no charge.
- Take responsibility for your **key card**. The first key card is free, but any additional cards will cost 5,000 HUF each.
- Students are able to use the AIT building **24 hours** a day, but if you are the last one to leave, you are responsible for making sure all windows are closed, lights are turned off and the door is locked behind you.
- Students can borrow any **course books** for the semester, but if you would like to write in the book then you will need to purchase it.
- **Laptops** can be borrowed for use in the AIT building at no charge.
- Students can use the **printer** in the AIT office for school-related assignments at no charge.

Student Code of Conduct

Respect for Others

Respect for the rights, integrity and opinions of others is essential in fostering a healthy and open learning community. Each member of the AIT community should be free from harassment, intimidation and discrimination in the classroom, social, recreational, and residential environment. Abusive or harassing behavior, verbal or physical, which threatens or injures another because of personal characteristics or beliefs that include but are not limited to race, religion, sex, sexual orientation, gender, ethnicity, economic status or disability, will be regarded as a serious offense and handled as such. AIT values and encourages expression of individual opinions, but in expressing those opinions it is important to always exhibit sensitivity and mutual respect.

Notice of nondiscrimination and sexual misconduct policy

AIT believes that students, faculty, staff and visitors, regardless of gender, sexual orientation, sexual preference have the right to be free from gender-based discrimination, sexual harassment and sexual violence. AIT further believes that students, faculty, staff and visitors have the right to be free from retaliation for reporting or participating in the investigation of alleged violations of this policy or in any related proceeding, including a criminal proceeding or a proceeding with a government agency.

AIT prohibits, and does not tolerate, gender-based discrimination, sexual harassment, sexual violence, or retaliation. Individuals who engage in such conduct will be subject to disciplinary and other remedial action under this policy. In addition to violating this Policy, such conduct also may violate certain civil and criminal laws. Even though AIT is an institution operating under the laws of Hungary and the European Union and it is not subject to U.S. federal laws in the matter, AIT chooses to voluntarily comply with U.S. federal regulations including but not limited to Title IX of the Education Amendments of 1972 to the extent it is permitted by national and EU laws and commits itself to act in the spirit of those laws whenever possible and when not directly against national or EU laws. AIT does not discriminate on the basis of gender in its

education program and extracurricular activities so as to ensure the equal enjoyment of benefits, programs and aids provided by AIT.

AIT is committed to procedures that are equitable for everyone involved, including the reporting party the responding party. AIT strives to impartially and reliably investigate alleged violations of this Policy, and take prompt and appropriate action when violations are found to have occurred so as to prevent their recurrence and remedy their effects.

AIT requires faculty and staff (except those exempted as privileged confidential resources or confidential resources, identified below) to promptly report conduct that may violate this Policy to the director of student services or any other member of the student support staff.

AIT also strongly encourages students and visitors to promptly report conduct that may violate this policy. Even when a report is not made, AIT will promptly and appropriately address conduct of which it becomes aware that may violate this policy. Finally, AIT strongly encourages the prompt reporting of any conduct that may be criminal in nature to law enforcement.

Respect for Place and Property

At AIT we want to create a close-knit community and a shared physical space where you feel comfortable and at home. By opening up 'our home' to you, we in turn ask for your concern and care for the space and people around you. Please take responsibility in cleaning up after yourself and avoiding disruptive behavior that could negatively affect others present at AIT. Acts of theft or property damage will be taken very seriously by AIT administration.

Academic Integrity

AIT believes in an academic environment where there is respect for individual achievement, honor and fairness. Much of the responsibility in keeping a fair and intellectual environment lies with the students and their commitment to contribute academic work and ideas that are their own. Plagiarizing, cheating, lying and aiding in academic dishonesty directly threatens and devalues the academic culture, and will not be tolerated.

Financial Responsibility

Students are expected to fulfill all financial obligations to the school and other vendors throughout the semester. This encompasses payments such as tuition, rent, housing costs, health care expenses, and any other applicable charges. Failure to settle these charges in full may result in the school withholding transcripts and certificates until all arrears are resolved. It is the responsibility of each student to manage their finances responsibly and ensure timely payment of all dues to avoid any disruption to their academic progress or certification process.

Misconduct Resolution Process

The following outlines the policies, process and procedures governing the resolution of student misconduct occurring during a semester abroad at AIT. *The process outlined below has been modified from the misconduct resolution process developed by the University of Texas at Austin's Study Abroad Office (and permission was given to do so).*

The disciplinary process below will be initiated when a student is suspected of violating any of the following rules, laws, or policies:

- AIT's expectations for conduct as dictated in the Student Code of Conduct and Sexual Misconduct Policy;
- A provision included in the students' home institutions Study Abroad Office's Code of Conduct;
- Any municipal, regional, or country law and/or statute applicable to the program's location.

For the purposes of this document, the terms "student" and "participant" include any individual enrolled at AIT.

Reporting Misconduct

Any individual may report allegations of student misconduct to an AIT staff member. Upon receiving an allegation of student misconduct, an AIT staff member may initiate the disciplinary process as contained in this document.

Investigation and Misconduct Resolution Conference

Following receipt of an alleged misconduct violation, an AIT staff member will investigate the situation. Typically, this investigation will involve the Student Adviser or Coordinator meeting with the student to discuss the allegation in a disciplinary conference. At this time an incident report will be filled out and signed by both the student in violation and the staff member meeting with the student. This will then be kept on file.

During the disciplinary conference, the AIT staff member should discuss the nature of the allegation, the regulations or policies allegedly violated, the disciplinary resolution process, and the student's response to the allegations. At his or her discretion, the AIT staff member may also choose to speak with any witnesses deemed relevant or review any written materials related to the misconduct allegation. If, following the investigation and disciplinary conference, the staff member determines that the greater weight of credible evidence supports a finding that the student violated the regulation or policy at issue, they may impose any of the disciplinary actions listed below.

Disciplinary Actions

AIT staff may take the following actions:

Verbal Warning: AIT may issue a verbal warning if they observe or have determined that a student's behavior is not in accord with the rules, laws, or policies identified above. The staff member should have a frank discussion with the student regarding expectations and consequences. Upon determining that the student is in violation, the staff member may issue a verbal warning that includes the likelihood that more severe disciplinary action will be taken if further violations follow.

Written warning: Upon determining that the student is in violation, the AIT staff member may issue a written warning. While written warnings typically occur in situations where a student has engaged in misconduct following a verbal warning, they can be issued for first violations when deemed appropriate. Written warnings constitute notice that a student's behavior is

unacceptable and that further violations will result in the student's dismissal from the program. If deemed necessary, AIT staff may restrict the activities of the student if such activities are directly related to the violation at issue.

A written warning should include:

- a. Date and time that written warning was communicated;
- b. Location;
- c. Detailed description of the undesired behavior, and why it was considered inappropriate;
- d. Clearly stated expectations and consequences (including restricted activities, if applicable) that will remain in effect for the duration of the program; and
- e. An indication that this is the final warning and any continuation of the undesirable behavior will result in immediate dismissal with possible financial penalties, including but not limited to loss of any program fees

Written Warnings, whenever possible, will be faxed, emailed or otherwise communicated to the SAO within 48 hours of the occurrence.

Dismissal from AIT

A participant may be dismissed from AIT's program if they either fail to meet the conditions of a prior Written Warning or commits a violation warranting immediate dismissal.

Behaviors that may lead to dismissal include, but are not limited to: academic misconduct, eviction from housing on grounds of inappropriate conduct, exceeding the number of unexcused absences from class allowed for the program, destruction of property, posing a safety hazard to oneself or others, abusive or harassing behavior, and/or criminal conduct.

If, after the investigation and disciplinary conference, the Program Representative believes that dismissal is appropriate, they will contact the SAO to discuss the situation and receive authorization to proceed.

The student's home institution SAO may choose to conduct an independent investigation of the incident and may request additional information.

Dismissal Notice

If a decision to dismiss the student from the program is made, AIT staff will issue a Dismissal Notice to the student. The Dismissal Notice should state the study abroad conduct violation(s) and notify the student that they are no longer considered a participant in the program and must leave the contracted housing by a designated date and time. AIT staff should have the student sign a statement indicating that they understand that they are no longer a participant in the AIT program.

If the student refuses to sign the statement, the AIT staff member should have a witness sign a statement indicating that the student has been verbally informed of the dismissal but refuses to sign the statement.

Sample acknowledgment statement:

"I understand that due to my inappropriate behavior in violation of the AIT Code of Conduct, I am no longer eligible to participate in this program. I understand that effective immediately I am no longer an AIT participant under the sponsorship of my home institution and that my insurance coverage and all privileges will be terminated in three days."

Fax or scan of the Dismissal Notice will be e-mailed to the SAO within 48 hours. The SAO will be responsible for informing any other appropriate campus offices or officials.

Appeal

The accused student may appeal the misconduct resolution decision and/or sanction assessed by the AIT staff member by submitting a written appeal to AIT within 24 hours from the time the misconduct resolution was communicated. The written appeal must state the specific reasons for the appeal and must include any related argument, including relevant documents or witness statements. AIT may approve, reject, or modify the misconduct resolution decision or sanction(s) in question. Before making a decision on the appeal, the AIT Program Representative may at his/her discretion, communicate with the students' home institution SAO, the accused student, or any witnesses by phone.

The action of AIT will be communicated in writing to the accused student, and SAO within 24 hours of receiving the accused student's written appeal. AIT may take additional time in making a decision on the appeal if justified by the circumstances. If the accused student's appeal is received over a weekend or school holiday, AIT's decision will be communicated by the close of business on the next full workday. The decision of AIT will be final.

In circumstances where a student is appealing AIT's decision to dismiss the student from the study abroad program, the staff member may, at his/her discretion, ban the student's presence from any premises directly affiliated with the AIT program until the appeal is resolved.

Consequences of Dismissal

Upon issuance of a Dismissal Notice, the student's participation in the AIT program shall be concluded immediately. Dismissal of a student from the program shall not diminish or otherwise affect the student's obligation to make any and all payments to AIT and possibly his/her home institution. Dismissal from the program will result in grades of F being assigned to all coursework. Further action may be taken by the student's home institution.

In addition, the student will not be entitled to a refund of any fees, and is responsible for all non-recoverable costs incurred by AIT as well as all personal financial obligations, e.g., utility bills, rent, etc. A student's registration at their home institution may be blocked pending fulfillment of all such financial obligations and/or disciplinary action.

Once a student has been dismissed from the program, they shall be required to immediately leave all premises used by AIT and is expected to return within three days to the United States and at his or her own expense. Notice of the student's dismissal from AIT and expectation to leave the country will be given immediately to the Hungarian Consulate.