

Service Fees, Annex to Regulation on Student Fees and Benefits
(Volume III.2 of the Organisational and Operational Rules)
valid from 23 August 2021

Table of Service Fees for the Academic Year 2021/2022¹
valid from 23 August 2021

No.	Fee description	Fee amount (Ft)
I.1.	Failure to upload or provide the mandatory data required by the Higher Education Information System (Hungarian abbreviation: FIR) to the Neptun Education Administration System (following two Neptun reminders). In case of further failure to upload/provide the data, the fee may be charged every month. The amount charged again is twice the previous month's fee.	3 000
I.2.	Failure to upload or provide the mandatory data (not required by FIR) to Neptun (following two Neptun reminders). In case of further failure to upload/provide the data, the fee may be charged every month. The amount charged again is twice the previous month's fee.	3 000
I.3.	Certificate in English (other)	5 000
I.4.	Application for transfer (from another higher education institution)	10 000
I.5.	Fee for the validation sticker in case of loss of the student ID card	3 500
I.6.	Ornate diploma (Faculty of Law)	18 500
I.7.	Honorary diploma (in a foreign language)	9 000
I.8.	Registration for lectures, seminars, consultations, practices, field practice for the 2 nd time (valid from 1 September 2014)	2 000
I.9.	Registration for lectures, seminars, consultations, practices, field practice for the 3 rd time (valid from 1 September 2014)	2 500
I.10.	Registration for lectures, seminars, consultations, practices, field practice for the 4 th time, only with dean's equity (valid from 1 September 2014)	5 500
I.11.	Fee for a course taken/completed in addition to the required credits, in case of self-funded students who started their studies after 1 September 2009	Tuition fee /30 credits multiplied by the number of credits of the course(s) taken
I.12.	Fee for a course taken/completed in addition to the required credits, in case of self-funded students who started their studies before 1 September 2009	Tuition fee /60 credits multiplied by the number of credits of the course(s) taken
I.13.	Fee for passive semester(s) set ex-officio by the registrar. It is payable before registration for the next active semester (according to the number of passive semesters)	6 500 ²
I.14.	Fee for a language course taken but not completed	5 000 Ft/month; altogether 5 months/semester
I.15. ³		
I.16.	Fee for a retake exam at the student's request	2 500

¹ Amended by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

² Amended by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

³ Deleted by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

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I.17.	Certificate of education (in Hungarian) other than the forms printed out from Neptun or provided by the Hungarian Treasury or National Health Insurance Fund of Hungary ⁴	1 000
I.18.	Certificate of education (in a foreign language) other than the forms printed out from Neptun or provided by the Hungarian Treasury or the National Health Insurance Fund of Hungary ⁵	2 000
I.19.	Certificate of education, credit certificate, transcript (course record book extract) for individuals no longer having a student status (in English)	4 500
I.20.	Certificate of education, credit certificate, transcript (course record book extract) for individuals no longer having a student status (in Hungarian)	3 800
I.21. ⁶		
I.22. ⁷		
I.23.	Late submission of a certificate (required for an internship, for establishing another student status or for the completion of the academic requirements (within 8 days)	1 500
I.24.	Late submission of a certificate (required for an internship, for establishing another student status or for the completion of the academic requirements (beyond 8 days)	3 500
I.25.	Unjustified absence from an exam	4 500
I.26.	Fee for courses taken in addition to the free credits in case of state-supported students or those funded through a Hungarian state scholarship who started their studies after 1 September 2009	Tuition fee/30 credits multiplied by the number of the credits of the course(s)
I.27. ⁸		
I.28.	Fee for a repeated exam, basic exam, comprehensive exam, final exam – 3 rd and further examination(s)	4 500
I.29.	Application for preferential study order (except ERASMUS students)	4 500
I.30.	Forms used to issue education and training documents for the 2 nd or subsequent times	5 000
I.31.	Request for adding a course without its prerequisite	3 800
I.32.	Request for adding a course and its prerequisite in the same semester	3 800
I.33.	Late payment of the residence hall fee (within 15 days)	1 800
I.34.	Late payment of the residence hall fee (beyond 15 days)	3 900
I.35.	Residence hall fee for guests (provided that the fee is to be paid through the Neptun joint account of the student who lives in the residence hall of the university)	2 500
I.36.	Late payment of the tuition fee	10% of the tuition fee not paid on time

⁴ Amended by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

⁵ Amended by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

⁶ Deleted by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

⁷ Deleted by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

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		up to a maximum of 5 pct of the minimum wage for full-time work ^{9 10}
I.37.	Credit transfer request; (per request) (except ERASMUS students)	4000
I.38.	Replacement of the course record book	5 000
I.39.	Duplicate of the course record book in Hungarian (500 Ft/page)	500
I.40.	Certificate in Hungarian (other)	3 000
I.41.	Request for equity	2 000
I.42.	Application for changing the study programme, the work schedule or the location of the training	10 000
I.43.	Fee for a language course (26 § (5) of the Academic and Exam Regulation) Reduced semester fee	15 000 ¹¹
I.44. ¹²		
I.45.	Contribution to the costs of the graduation ceremony	6 375
I.46.	Official copy / duplicate of the diploma	10 000
I.47.	Diploma supplement in English for students who took their final exam between 1 July 2003 and 1 March 2006	10 000
I.48.	Diploma supplement in Hungarian and in English for students who took their final exam before 1 July 2003	50 000
I.49.	Diploma supplement in Hungarian and in English for students who took their final exam before 1 March 2006	5 000
I.50.	Application for passive semester after the registration period (in case the student has failed to register for passive semester in Neptun during the registration period, as defined in 37 § (2) of the Academic and Exam Regulation	4 000
I.51.	Late submission of the thesis work ¹³	3 800
I.52.	Changing the thesis topic and/or the consultant/supervisor	4 100
I.53.	Thesis topic submission after the deadline ¹⁴	3 800
I.54.	Specialisation/minor/module change from the 2 nd time	5 000
I.55.	Late registration for specialisation/minor/module	5 000
I.56.	Fee for renting the robe for the graduation ceremony	5 000
I.57.	Fee for the courses taken by guest students according to 31.§ of the Academic and Exam Regulation	tuition fee of the relevant academic year / 30 credits multiplied by the number of credits of the course(s) taken ¹⁵
I.58.	Late enrolment / late registration in Neptun	4 200
I.59.	Other invoicing-related administrative charges ¹⁶	5 000
I.60.	Subsequent subject registration (adding or dropping a subject)	4 500

⁹ Five percent of the minimum wage for full-time work in 2021: 164.400 Ft.

¹⁰ Amended by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

¹¹ Amended by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

¹² Deleted by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

¹³ Amended by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

¹⁴ Amended by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

¹⁵ Amended by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

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I.60a.	Fee for subsequent final exam application (in case of a completely submitted thesis work) ¹⁷	3 800
I.61.	Student administration outside the official office hours	3 000
I.62.	Application for an exam outside the examination period (except ERASMUS students or in case of force majeure)	5 000
I.63.	Fee for withdrawal of the final exam application according to 78 (5) § of the Academic and Exam Regulation, or for not attending the final examination (except for health reasons or unavoidable external reasons which must be certified within 5 days) ¹⁸	5 000
II. Fees relating to doctoral programmes		
II.1.	Admission fee (in case of doctoral programmes according to the applicable laws)	9 000
II.2.	Fee for diploma duplicate	0,1 x the amount of the current minimal wage
II.3.	Application for doctoral degree acquisition procedure in Hungarian after termination of the student status	2,0 x a the amount of the current minimal wage
II.4.	Application for doctoral degree acquisition procedure in a foreign language after termination of the student status	3,0 x a the amount of the current minimal wage
II.5.	Application for doctoral degree acquisition procedure in Hungarian in individual training	1,0 x the amount of the current minimal wage
II.6.	Application for doctoral degree acquisition procedure in a foreign language in individual training	1.000 USD
II.7. ¹⁹		
II.8. ²⁰		
III. Fees concerning LLM study programme²¹		
III.1.	Application fee for LLM study programme	100 EUR
IV.²² Fees for naturalization and recognition procedures²³		
IV.1. ²⁴	Administrative service fee in the proceedings at first instance under Chapters III., IV. and V. of the Act on the recognition of foreign certificates and degrees	45 000
IV.2. ²⁵	Administrative service fee in the proceedings at second instance under Chapters III., IV. and V. of the Act on the recognition of foreign certificates and degrees	15 000

¹⁷ Amended by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

¹⁸ Amended by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

¹⁹ Deleted by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

²⁰ Deleted by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

²¹ For foreign citizens according to 44 § (2) of Government Decree 423/2012. (XII. 29.)

²² Added by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

²³ Act C of 2001 on the recognition of foreign certificates and degrees, and Annex 4 of EMMI Decree No. 12/2013 (II.12) on the administrative fees of administrative procedures related to the operation of higher education and the state-recognised language examination system

²⁴ Added by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.

²⁵ Added by Senate Decision No. 184/2021. (VI.30.), effective from 23 August 2021.