

## Charges and service fees valid as of 1<sup>st</sup> August 2019

Title	Fee
Fee for missing an administrative deadline	HUF 3,500
Fees for issuing academic verification forms from the Neptun system (taking into consideration exceptions laid out in Chapter 14 of Government Decree 87/2015. (IV. 9.))*	HUF 1,000/copy
Fees for issuing academic verification forms from a platform other than the Neptun system (taking into consideration exceptions laid out in Chapter 14 of Government Decree 87/2015. (IV. 9.))*	HUF 2,000/page, max. HUF 10,000
Issuing a duplicate degree certificate, duplicate annex of the degree certificate, duplicate programme certificate	HUF 10,000 (+HUF 2,000 extra charge)
Missing a payment deadline (late payment fee)	HUF 3,500/item
Submission of a transfer request (students requesting transfer from another higher education institution)	HUF 8,000
Registration for a subject after the course registration period (during the late registration period)	HUF 3,000/subject
Absence from an exam without official justification	HUF 3,500
Submission of a new thesis/portfolio in the case of a thesis/portfolio graded fail or rejected over plagiarism	HUF 10,000
Fee payable for a repeated final exam in the case of an unsuccessful final exam, failure to show up to a final exam (except if the student has failed to obtain the pre-degree certificate until the final exam), or failure to deregister from the final exam by the specified deadline	HUF 10,000
Second registration for a course	HUF 3,000/course
Third or additional registration for a course	HUF 7,000/course
Credit exceeding fee (over 110%) Excluded from the 110%: <ul style="list-style-type: none"> <li>• 2<sup>nd</sup>, 3<sup>rd</sup> or additional registration of a course which the student paid for</li> <li>• Specialised college courses</li> </ul>	HUF 4,300/credit

**\* Documents to be issued free of charge based on the cited government decree:**

- the first issuance of all documents concerning the training programme and the obtainment of the doctoral degree are free of charge [Nftv. Article 82 (1) point f)], in addition:
- the first issuance of a degree certificate and its annex not issued throughout the duration of the student status shall also be free of charge for former students [Vhr.<sup>1</sup> Article 34 (6)];
- the issuance of all forms pertaining to a student's status with the University shall be free of charge throughout the duration of the student status [Vhr. Article 40 (7)];
- the certification of the details of subjects and curricular units registered for in a given semester (name, code, name of instructor, credit value, method of assessment, contact hours, class type, evaluation, class hours, name of instructor responsible for evaluation) and the details of the completion of a semester per programme (date of completion, number of registered credits, number of credits completed, (cumulative) weighted academic average, credit index, corrected credit index, totalised corrected credit index) shall be free of charge once per semester [Vhr. Article 41 (1) point d)]

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<sup>1</sup> Vhr.: Government Decree 87/2015. (IV.9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education, [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=174936](http://njt.hu/cgi_bin/njt_doc.cgi?docid=174936)