

## CHARGES AND SERVICE FEES AT THE FACULTY OF HUMANITIES OF EÖTVÖS LORÁND UNIVERSITY

**In the resolution of No. XXXIV/2020. (V. 28.), the Senate has determined the amount of charges and service fees mentioned in Section 133. of ELTE SZMSZ Academic Regulations for Students Vol 2. (HKR) in what follows.**

(The changes compared to the document valid from 1st August 2020 are marked with *italics*. The reason for the modification is the change in the law.)

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 no. 87/2015. (IV. 9.))*	HUF 1,000/copy
Fees for issuing academic verification forms from a platform other than the Neptun system (for former students who have no valid student status) (Taking into consideration exceptions laid out in Chapter 14 of Government Decree no. 87/2015. (IV. 9.))*	HUF 2,000/page but max. HUF 10,000/document
Issuing a duplicate degree certificate, duplicate attachment of the degree certificate, duplicate programme certificate	HUF 10,000 (+HUF 3,000 extra charge for revenue stamp) <sup>1</sup>
Issuing a new degree certificate due to a change made in the birth certificate	HUF 10,000
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 expiration of the course 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 failed or rejected over plagiarism	HUF 10,000
Fee payable for a repeat 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 de-register for the final exam by the specified deadline	HUF 10,000
Second registration for a course <sup>2</sup>	HUF 3,000/course
Third and any additional registration for a course <sup>2</sup>	HUF 7,000/course
Credit exceeding fee for registering for credits exceeding the possible 110% (Nftv.Section49. (2a) a) Excluded from the 110%: <ul style="list-style-type: none"> <li>• 2nd, 3rd or additional registration of a course which the student paid for</li> <li>• Specialised college courses</li> <li>• Courses completed in frames of honoration or tutoring</li> <li>• Courses of the 60-credit module offered by the Faculty of Informatics</li> </ul>	HUF 4,300/credit

<sup>1</sup> The modification regarding the revenue is inserted regarding the change in the provisions of the Act CXVIII of 2020. Valid from 1st January 2021.

<sup>2</sup> To be calculated by taking into account earlier course registration

\* Documents to be issued free of charge: - the first issuance of all documents concerning the training programme and the obtainment of the doctoral degree are free of charge [Nftv.<sup>3</sup> Article 81 (1) point f)], in addition: - the first issuance of a degree certificate and its attachment not issued throughout the duration of the student status (shall also be free of charge for former students) [Vhr.<sup>4</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)]

### **OTHER CHARGES AND SERVICE FEES VALID FOR STUDENTS OF THE FACULTY OF HUMANITIES**

Title	Fee
Fee payable for the organisation of a repeat training practice in the cases of disciplinary pedagogical training or the cohesive independent pedagogical training module**	HUF 12,000
Change in the payment deadline of a fee issued by the Quaestura Student Service Office ***	HUF 1,000
Repeated validation of a student ID within the same semester ***	HUF 3,500
Postage of a new or validated student ID as certified mail ***	HUF 1,200
Postage of the verification form replacing the temporary student ID from 1 January 2012 as registered mail ***	HUF 1,000
Postage of a Neptun ID and password as registered mail ***	HUF 1,000
Postage of a verification form concerning the student status as registered mail ***	HUF 1,000

\*\* Payment issued by the Teacher Training Centre

\*\*\* Payment issued by the Quaestura Student Service Office

<sup>3</sup> Nftv.: Act CCIV of 2011 on National Higher Education, [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=142941](http://njt.hu/cgi_bin/njt_doc.cgi?docid=142941)

<sup>4</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=174936.367315](http://njt.hu/cgi_bin/njt_doc.cgi?docid=174936.367315)