

Charges and service fees (Annex 1 to Article 51 of the Code) Effective as of 15 December 2021				
Bases for payment		Remarks	Amount	Utilisation of revenue
LINE	<b>Omission or late completion of administrative obligations</b>			
1,	Late submission of gradebook	within 8 days	2000 HUF	90 % Faculty Student Union 10 % Registrar's Office
2,		over 8 days	2000 HUF + from day 9 HUF 600/day, but 11,000 HUF at most	
3,	Late submission of certificates	within 8 days /Sections 55 (4), 57 (2) of the CSE [TVSZ] /	2000 HUF	90 % Faculty Student Union 10 % Registrar's Office
4,		over 8 days /Sections 55 (4), 57 (2) of the CSE [TVSZ] /	2000 HUF + from day 9 600 HUF/day, but 11000 HUF at most	
	<b>Missing the deadline of payment obligations</b>			
5,	Defaulting on tuition fee/self-financing fee payment	According to Article 52 (1) of the Code	6% of the amount of the tuition fee/self financing fee affected by the defaulting	100 % Faculty
6,	Late payment of dormitory fee (Effective until: August 31, 2018.)	within 8 days	400 HUF	100 % Dormitory
7,		over 8 days	1200 HUF	100 % Dormitory
8,	Late payment of dormitory fee (From September 1, 2018.)	within 8 days	5 % of the dormitory fee, rounded up to 5 Ft.	50% Dormitory, 50% USC
9,		over 8 days	20% the dormitory fee, rounded up to 5 Ft.	50% Dormitory, 50% USC
10,	Service fee	According to the agreement on services.	According to agreement.	100 % Dormitory
11,	Fee of notice	Notice given to students in case of breach of the House Rules or the Dormitory Regulations	2000 HUF	in case of dormitory residents managed by USC: 100% USC Other cases: 100% Dormitory
12,	Procedural fee of extraordinary termination	according to the Dormitory Agreement	10.000 HUF	100 % Dormitory
13,	Entry fee of dormitory visitors	In case of visitors not having a dormitory placement, visiting between 23:00-06:00	1000 HUF / occasion/ visitor	100 % Dormitory
	<b>Omission or late completion of academic requirements</b>			
14,	Late completion of mid-term assignments	If late completion is permitted by the announcement under Section 40 (3) of CSE [TVSZ], but not more than two weeks	1000 HUF/week	90 % Faculty Student Union 10 % Registrar's Office
15,	Late submission of thesis		1000 HUF/day	90 % Faculty Student Union 10 % Registrar's Office

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Charges and service fees (Annex 1 to Article 51 of the Code) Effective as of 15 December 2021				
Bases for payment		Remarks	Amount	Utilisation of revenue
<b>Course registration and examination fees</b>				
16,	Differential fee for instructing a course not in Hungarian	If the course-unit is in Hungarian in the curriculum, on student's choice. The Faculty shall publish the amount.	acquisition cost	100 % Faculty
17,				
18,	Third and any further examination in the same course-unit	under Sections 82 (2) of the NHEA [Nftv.] and 53 (7) of the CSE	2500 HUF	100 % Faculty Student Union
19,	Final/complex/proficiency examination fee (in case of students attending non-doctoral trainings)	first two tries are free, following that the each try is:	2500 HUF	100 % Faculty Student Union
20,	Final closing examination fee	the final closing examination is free of charge for students having student status concerning the related training	10000 HUF	100 % Faculty
21,		every attempt to take the examination for students not having student status concerning the related training		100 % Faculty
22,	Course taken up in visiting student status	in case of fee-paying students paid by the student / in case of state-funded students paid by the sending institution	5000-35000 HUF/credit	80% Faculty 20% Registrar's Office
23,	Course to be completed simultaneously with graduate training	in the case of courses prescribed during the admission procedure by the CTC [KÁB] on the basis of the programme completion and exit requirements	acquisition cost	100 % Faculty
24,	Uncertified non-attendance at an examination under Section 49 (9) of the Code of Studies and Examinations	If the student does not attend the examination s/he has registered for and fails to name and certify the cause of non-attendance.	2000 HUF	45 % Faculty Student Union, 10 % University Student Union, 30 % development of sports facilities, 15 % Registrar's Office
25,	Second and every further registration for a course unit	regarding the stipulations in Section 42 (3) of the CSE [TVSZ]	500 HUF/credit, but 3000 HUF at most/course unit and 10000 HUF at most/student/semester	50 % Faculty Student Union, 50 % Faculty
<b>Replacement, translation and authentication of academic documents, certificates</b>				
<b>For students having student status</b>				
26,	Reproduced materials	Materials produced with the tools and equipment of the institution (Section 125 (3) b) of the HEA [Ftv.]).	acquisition cost	100 % Faculty
27,	Forms used for issuing documents related to training	On the first occasion free of charge (Section 125 (1) f) of the HEA [Ftv.]. To be published in an announcement at the Faculty	Cost of the form/rounded up to 100	100 % Registrar's Office
28,	Authentication of the photocopy of a gradebook		50 HUF/page	100 % Registrar's Office
29,	Issuance of a duplicate of a gradebook in Hungarian language		500 HUF/page	100 % Registrar's Office
30,	Student card validation by post	According to the regulations on student cards	1500 HUF/validation sticker	100 % Faculty/Centre for Academic Affairs

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Charges and service fees (Annex 1 to Article 51 of the Code) Effective as of 15 December 2021				
Bases for payment		Remarks	Amount	Utilisation of revenue
<b>For students NOT having student status</b>				
30.	Forms used for issuing documents related to training	On the first occasion free of charge (Section 125 (1) f) of the HEA [Ftv]. To be published in an announcement at the Faculty	Cost of the form/rounded up to 100	100 % Registrar's Office
31.	Authentication of the photocopy of a gradebook		250 HUF/page	100 % Registrar's Office
32.	Issuance of a duplicate of a gradebook in Hungarian language		500 HUF/page	100 % Registrar's Office
33.	Certification of the term of studies and student status in Hungarian language	over 8 days /Sections 55 (4), 57 (2) of the CSE [TVSZ] /	1000 HUF/copy	100 % Registrar's Office
34.	Certification of the term of studies and student status in English language		1000 HUF/copy	100 % Registrar's Office
35.	Authentication of the photocopy of a degree certificate		2000 HUF/copy	100 % Registrar's Office
36.	Issuance of the duplicate of a diploma	a duty of 2,000 HUF under point VIII of the Appendix of Act XCIII of 1990	5000 HUF + duty	100 % Registrar's Office
37.	Other certificates in Hungarian language		1000 HUF/copy	100 % Registrar's Office
38.	Other certificates in English language		2000 HUF/copy	100 % Registrar's Office
39.	Description of certain educational items (courses, course-units etc.) in Hungarian language		500 HUF/page	100 % Registrar's Office
40.	Issuance of an honorary degree certificate in a foreign language		9000 HUF	100 % Registrar's Office
41.	Issuance of a diploma supplement in Hungarian, in English	first issue is free of charge	2500 HUF	100 % Registrar's Office
42.	Issuance of a diploma supplement in another foreign language		15000 HUF	100 % Registrar's Office
43.	Issuance of a diploma supplement in Hungarian for persons attending university training or higher technical college	first issue is free of charge	2500 HUF	100 % Registrar's Office
44.	Issuance of a diploma supplement in foreign language for persons attending university training or higher technical college		15 000 HUF	100 % Registrar's Office
<b>Other service fees (For all students having student status and former students)</b>				
45.	Graduation ceremony participation fee	under Section 64 (2) of the CSE [TVSZ] /graduation gown rental, etc./	3500 HUF	100 % Faculty

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Charges and service fees (Annex 1 to Article 51 of the Code) Effective as of 15 December 2021				
Bases for payment		Remarks	Amount	Utilisation of revenue
<b>Special provisions pertaining to the students of the Medical School</b>				
46,	Late enrolment in compulsory course- units	Section 2/A (2) of Annex 2 of the CSE [TVSZ] pertaining to the MS	4900 HUF/course-unit	100 % Registrar's Office
47,	Late submission of academic forms at the Registrar's Office (thesis declaration form, application form for summer practice, certificate of completion of summer practice, etc.)	within 8 days	2000 HUF	100 % Registrar's Office
48,		over 8 days	2000 HUF + 600 HUF/day from day 9 but 4900 HUF at most	100 % Registrar's Office
49,	Defaulting on tuition fee payment		6% of the tuition fee instalment defaulted	100 % Faculty
50,	Individual tuition fee of visiting students applying to practical training	Special provisions of CCB (TJSZ) pertaining to the Medical School, Article 60/D	200 USD/week	80% Faculty, 20% Registrar's Office
<b>Special provisions pertaining to the students on the Foreign Language Programmes of the Medical School</b>				
<b>Omission or late completion of administrative obligations</b>				
51,	Presentation of residence permit and address card at the Registrar's Office later than week 13 of instruction period		3000 HUF/week started	100 % Registrar's Office
52,	Failure to communicate data registered under Annex 3 of Act CCIV of 2011 (Nftv.) within the deadline		3000 HUF/piece of information	
<b>Omission or late completion of academic requirements</b>				
53,	Late completion of mid-term assignments	If late completion is permitted by the announcement under Section 40 (3) of CSE [TVSZ], <i>but not more than two weeks</i>	4900 HUF/week	100 % Registrar's Office
54,	Late submission of the thesis	With regard to the time limit set out in Article 59 (9) of the CSE [TVSZ], <i>but not more than one week</i>	1500 HUF/day	100 % Registrar's Office
<b>Charges in connection with course registration and exams</b>				
55,	Unjustified failure to sit the exam		4900 HUF	100 % Registrar's Office
56,	Unjustified failure to sit a final exam		4900 HUF	100 % Registrar's Office
57,	Third and following exams in the same subject		4900 HUF	50 % EGSC 50 % Registrar's Office
58,	Final/complex/proficiency examination fee ( <i>in case of students attending non-doctoral trainings</i> )	first two tries are free, following that the each try is:	4900 HUF	50 EGSC 50 / Registrar's Office
59,	Final closing exam fee	for those who no longer have student status in the given degree programme (the final closing exam is free of charge for those who have student status in the given degree programme)	15000 HUF	50 % EGSC 50 % Registrar's Office

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Bases for payment		Remarks	Amount	Utilisation of revenue
<b>Replacement, translation and authentication of academic documents, certificates</b>				
<b>For students having student status</b>				
60,	Issuance of a duplicate of a gradebook in Hungarian language		15000 HUF	100 % Registrar's Office
61,	Description of certain educational items (courses, course-units etc.) in the language of instruction	in case it cannot be found on the homepage of the University	100 HUF/page (gross 1,300 characters)	100 % Registrar's Office
62,	Issuance of diploma supplement in Hungarian, English or German languages	first copy is free of charge	7500 HUF	100 % Registrar's Office
63,	Administrative procedural fee of a credit transfer request for the recognition of studies pursued in a foreign higher education institution (with the exception of studies pursued as a student of the UPMS within the framework of visiting student status, Erasmus or other agreement concluded with the University or the Faculty)		7000 HUF/course-unit to be recognised	50 % Faculty, 50 % Registrar's Office
<b>For students NOT having student status</b>				
64,	Authentication of the photocopy of a gradebook		250 HUF/page (but a minimum of 1000 HUF)	100 % Registrar's Office
65	Issuance of the duplicate of a gradebook in the language of the training	first copy is free of charge	15000 HUF	100 % Registrar's Office
66	Certification of the term of studies and student status		2000 HUF/copy	100 % Registrar's Office
67	Description of certain educational items (courses, course-units etc.) in Hungarian language	in case it cannot be found on the homepage of the University	1000 HUF/page (gross 1,300 characters)	100 % Registrar's Office
68	Issuance of diploma supplement in Hungarian, English or German languages	first copy is free of charge	7500 HUF	100 % Registrar's Office
69	Assessment of application for transfer		9000 HUF/Faculty	100 % Faculty
70	Administrative procedural fee of a credit transfer request for the recognition of studies pursued in a foreign higher education institution (with the exception of studies pursued as a student of the UPMS within the framework of visiting student status, Erasmus or other agreement concluded with the University or the Faculty)		7000 HUF/course-unit to be recognised	50 % Faculty, 50 % Registrar's Office

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Bases for payment		Remarks	Amount	Utilisation of revenue
<b>Special provisions pertaining to the students of the Faculty of Music and Visual Arts</b>				
71,	Musical instrument rental fee	for percussion instruments	<b>800 HUF/month</b>	100 % Faculty
72,		for other instruments	<b>1700 HUF/month</b>	100 % Faculty
73,	One-off fee of the magnetic card for entry to the Institution of Musical Arts		<b>3000 HUF</b>	100 % Faculty
74,	Replacement fee of the magnetic card for entry to the Institution of Musical Arts		<b>5000 HUF</b>	100 % Faculty
75,	Registering for the semester past deadline (semester activation)		<b>1000 HUF/request form</b>	50 % Faculty Student Union 50 % Faculty
76,	Procedure fee for late enrolment and cancellation of a course announced before the end of the registration period specified in the academic year's timetable		<b>2500 HUF/course</b>	50 % Faculty Student Union 50 % Faculty
<b>Special provisions pertaining to the students of the Faculty of Business and Economics</b>				
77,	Special procedural fee of enrolling for and dropping a course-unit beyond deadline	Section 1 of Annex 7 of the CSE [TVSZ] pertaining to the Faculty of Business and Economics	<b>4900 HUF/course-unit</b>	50 % Faculty Student Union, 50 % Registrar's Office
78,	Delay fee for late report on professional practice	Section 3/A of Annex 7 of the CSE [TVSZ] pertaining to the Faculty of Business and Economics	<b>1000 HUF/day</b>	90 % Faculty Student Union, 10 % Registrar's Office
79,	Late submission of forms related to professional practice and thesis work (consultant's declaration form, thesis declaration form, etc.)		<b>1000 HUF/form</b>	90 % Faculty Student Union, 10 % Registrar's Office
80,	Pursuant to Article 64 (2) of the CSE [TVSZ] (cost to rent the gowns, cost of the CD) (Bachelor's: gown; Master's, one-tier: robe, concrete tulip).	Pursuant to Article 64 (2) of the CSE [TVSZ] (cost to lend robes, cost of the CD)	<b>4000 HUF</b> <i>Bachelor's:</i> <b>4000 HUF</b> <i>Master's, one-tier:</i> <b>6000 HUF</b>	100 % Faculty
81,	Enrollment after beginning of semester	within 8 days after the beginning of semester, with regard to the stipulations concerning deadlines in Section 38 (3) of the CSE [TVSZ]	<b>2000 HUF</b>	90 % Faculty Student Union, 10 % Registrar's Office
82,	Enrollment after beginning of semester	between day 9 and 21 of semester, with regard to the stipulations concerning deadlines in Section 38 (3) of the CSE [TVSZ]	<b>2000 HUF + from day 9 600 HUF/day, but 11000 HUF at most</b>	90 % Faculty Student Union, 10 % Registrar's Office
83,	Preliminary review of credit transfer request of course-units completed in a higher education institution outside of UP	for students not having student status, upon Faculty decision	<b>500 HUF/course-unit, but 4,000 HUF at most</b>	100 % Faculty
84,	Authentication of the photocopy of a gradebook		<b>250 HUF/page</b>	100 % Faculty
85,	Submission of request forms after deadline	with regard to the stipulations concerning deadlines announced on the form downloadable from the Faculty's homepage	<b>1000 HUF/request form</b>	100 % Faculty
86,	Obligatory course-unit to be completed simultaneously with Master's	in the case of courses prescribed during the admission procedure by the CTC [KÁB] on the basis of the programme completion and exit requirements	<b>Bachelor's: 6000 HUF/credit, Master's: 10000 HUF/credit</b>	100 % Faculty

87,	Courses covering specific subfields of studies	Section 21/A of the CSE [TVSZ]	Bachelor's: 6000 HUF/credit, Master's: 10000 HUF/credit	100 % Faculty
88,	Taking extra-curricular credits in excess of 10% of the number of credits required for the degree	Section 51 (2) of the CSE [TVSZ]	Bachelor's: 6000 HUF/credit, Master's: 10000 HUF/credit	100 % Faculty
89,	Taking credits outside the chosen specialisation (in another specialisation) in excess of 10% of the number of credits required for the degree	Section 51 (2) of the CSE [TVSZ]	15000 HUF/credit	100 % Faculty
<b>Special provisions pertaining to the students of the Faculty of Law</b>				
90,	Final closing examination fee	free of charge for students having student status concerning the related training	10000 HUF	100 % Faculty
91,		for students not having student status concerning the related training		
92,	Special procedural fee of enrolling for and dropping a course-unit beyond deadline		4900 HUF/course-unit	50 % Faculty Student Union 50 % Registrar's Office
93,	Enrollment (Registration) after beginning of semester	CSE [TVSZ 38 (3)]	5000 HUF	50 % Faculty Student Union 50 % Registrar's Office
94,	Individual examination arrangements authorised under the preferential study and examination scheme		5000 HUF	50 % Faculty Student Union 50 % Registrar's Office
	The service fee for applications submitted by students to the KÁB [Credit Transfer Committee]	TVSZ 9. §	1000 HUF/course-unit but a maximum of 15000 HUF	100%
95,	Students not having a student status			
	Copy of the degree certificate		15000 HUF	100 % Registrar's Office
<b>Special provisions pertaining to the students of the Faculty of Humanities</b>				
96,	Enrollment (Registration) after beginning of semester	8-21 days after the beginning of the semester, CSE [TVSZ] 38 (3)	2000 HUF	90 % Faculty Student Union, 10 % Registrar's Office
97,	Graduation ceremony participation fee		5.500 HUF	100 % Faculty
98,	Guest entry tickets for the graduation ceremony		500 HUF/ticket	100 % Faculty
99,	Special procedural fee of enrolling for and dropping a course-unit beyond deadline		2000 HUF/course-unit	50 % Faculty Student Union, 50 % Registrar's Office
<b>Special provisions pertaining to the students of the Faculty of Pharmacy</b>				
100,	Taking a compulsory subject after the deadline	Article 2/A (2) of the CSE's [TVSZ] special provisions on the Faculty	4900 HUF/course-unit	100 % Registrar's Office
101,	Late submission of study forms to the Registrar's Office (e.g. consular declaration, practice application forms, certificates of practice)	within 8 days	2.000 Ft	100 % Registrar's Office
102,		over 8 days	2000 HUF + 600 HUF/day from day 9 but max 4900 HUF	100 % Registrar's Office
103,	Defaulting on tuition fee payment		6% of the tuition fee instalment defaulted	100 % Faculty
<b>Special provisions pertaining to the students in the English programs of the Faculty of Pharmacy</b>				
<b>Omission or late completion of administrative obligations</b>				
104,	Showing the residence permit and the address card at the Registrar's Office after the thirteenth week of the semester		3000 HUF/week started	100 % Registrar's Office
105,	Failure to communicate data registered under Annex 3 of Act CCIV of 2011 (Nftv.) within the deadline		3000 HUF/piece of information	100 % Registrar's Office



Omission or late completion of academic requirements				
106.	Late completion of mid-term assignments	If late completion is permitted by the announcement under Section 40 (3) of CSE [TVSZ], <i>but not more than two weeks</i>	4900 HUF/week	100 % Registrar's Office
107.	Late submission of the thesis	With regard to the time limit set out in Article 59 (9) of the CSE [TVSZ], <i>but not more than one week</i>	1500 HUF/day	100 % Registrar's Office
Charges in connection with course registration and exams				
108.	Unjustified failure to sit the exam		4900 HUF	100 % Registrar's Office
109.	Unjustified failure to sit a final exam		4900 HUF	100 % Registrar's Office
110.	Third and following exams in the same subject		4900 HUF	50 % EGSC 50 % Registrar's Office
111.	Final/complex/proficiency examination fee ( <i>in case of students attending non-doctoral trainings</i> )	first two tries are free, following that the each try is:	4900 HUF	50 EGSC 50 / Registrar's Office
112.	Final closing exam fee	for those who no longer have student status in the given degree programme (the final closing exam is free of charge for those who have student status in the given degree programme)	15000 HUF	50 % EGSC 50 % Registrar's Office
Replacement, translation and authentication of academic documents, certificates				
For students having student status				
113.	Issuance of a duplicate of a gradebook in Hungarian language		15000 HUF	100 % Registrar's Office
114.	Description of certain educational items (courses, course-units etc.) in the language of instruction	in case it cannot be found on the homepage of the University	100 HUF/page (gross 1,300 characters)	100 % Registrar's Office
115.	Issuance of diploma supplement in Hungarian, English or German languages	first copy is free of charge	7500 HUF	100 % Registrar's Office
116.	Administrative procedural fee of a credit transfer request for the recognition of studies pursued in a foreign higher education institution (with the exception of studies pursued as a student of the Faculty of Pharmacy within the framework of visiting student status, Erasmus or other agreement concluded with the University or the Faculty)		7000 HUF/course-unit to be recognised	50 % Faculty, 50 % Registrar's Office
For students NOT having student status				
117.	Authentication of the photocopy of a gradebook		250 HUF/page (but a minimum of 1000 HUF)	100 % Registrar's Office
118.	Issuance of the duplicate of a gradebook in the language of the training	first copy is free of charge	15000 HUF	100 % Registrar's Office
119.	Certification of the term of studies and student status		2000 HUF/copy	100 % Registrar's Office
120.	Description of certain educational items (courses, course-units etc.) in the language of instruction	in case it cannot be found on the homepage of the University	100 HUF/page (gross 1,300 characters)	100 % Registrar's Office
121.	Issuance of diploma supplement in Hungarian, English or German languages	first copy is free of charge	7500 HUF	100 % Registrar's Office
122.	Assessment of application for transfer		9000 HUF/Faculty	100 % Faculty



123.	Administrative procedural fee of a credit transfer request for the recognition of studies pursued in a foreign higher education institution (with the exception of studies pursued as a student of the Faculty of Pharmacy within the framework of visiting student status, Erasmus or other agreement concluded with the University or the Faculty)		7000 HUF/course-unit to be recognised	50 % Faculty, 50 % Registrar's Office
<b>Special provisions pertaining to the students of the Faculty of Sciences</b>				
<b>Omission or late completion of academic requirements</b>				
<b>Charges in connection with course registration and exams</b>				
124.	<b>Not attending a camp of field exercise based on Article 6 of Annex 13 of the CSE [TVSZ] and not justifying the absence (effective from: 01 September 2018)</b>	If the student does not attend the camp or field training for which he/she has registered in the Learning System and has not excused his/her absence by the last day of the examination period of the relevant semester stating a valid reason and providing proof of absence.	<b>20000 HUF</b>	100 % Faculty
<b>Special provisions pertaining to the students of the Faculty of Engineering and Information Technology</b>				
125	Enrollment (Registration) after beginning of semester	CSE [TVSZ 38 (3)]	5000 HUF	90 % Faculty Student Union, 10 % Registrar's Office
126	Submission of requests after the deadline	The fee is payable after the deadline indicated on the request form in Neptun. This fee does not apply to requests for the final closing examination after the deadline.	1000 HUF/request	100 % Faculty
127	Late registration for the final closing exam	after the deadline specified in the timetable for the academic year, but no later than the 15th day following the last day of this deadline, in the case of requests from students or persons who are not students	4000 HUF/request	100 % Faculty
<b>Replacement, translation and authentication of academic documents, certificates</b>				
<b>For students having student status</b>				
	Description of certain educational items (courses, course-units etc.) in the language of instruction	in case it cannot be found on the homepage of the University	100 HUF/page (gross 1,300 characters)	100 % Faculty
<b>For students NOT having student status</b>				
<b>For students having student status</b>				
	Description of certain educational items (courses, course-units etc.) in the language of instruction	in case it cannot be found on the homepage of the University	100 HUF/page (gross 1,300 characters)	100 % Faculty

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