

Charges and service fees (Annex 1 to Section 51 of the Code) Effective as of September 1, 2017

	Bases for payment	Remarks	Amount	Utilisation of revenue
LINE	Omission or late completion of administrative obligations			
1.	Late submission of gradebook	within 8 days	2000 HUF	90 % Faculty Student Council 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 Council 10 % Registrar's Office
4.		within 8 days /Sections 55 (4), 57 (2) of the CSE [TVSZ] /	2000 HUF + from day 9 600 HUF/day, but 11000 HUF at most	
	Missing the deadline of payment obligations			
5.	Defaulting on tuition fee/self-financing fee payment	According to Article 52 (1) of the Code	6% of the amount of the tuitionf 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
	Omission or late completion of academic requirements			

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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 Council 10 % Registrar's Office
15.	Late submission of thesis		1000 HUF/day	90 % Faculty Student Council 10 % Registrar's Office

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Course registration and examination fees			
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.	Enrolment for courses exceeding 10%	According to Article 41 Section (3) of the CSE.	acquisition cost 100 % Faculty
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 Council
19.	Final/complex/proficiency examination fee (in case of students attending non-doctoral trainings)	the first and second attempts to take the examination are free of charge, all further examinations	2500 HUF 100 % Faculty Student Council
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 Council, 10 % Student Council of the University, 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 Council, 50 % Faculty
Replacement, translation and authentication of academic documents, certificates			
For students having student status			
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

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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

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For students NOT having student status			
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		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

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Bases for payment	Remarks	Amount	Utilisation of revenue	
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
Other service fees				
(For all students having student status and former students)				
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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Bases for payment		Remarks	Amount	Utilisation of revenue
Special provisions pertaining to the students of the Medical School				
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 + from day 9 600 HUF/day, 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
Special provisions pertaining to the students on the Foreign Language Programmes of the Medical School				
Omission or late completion of administrative obligations				
51.	Late submission of the gradebook	within 8 days	4900 HUF	100 % Registrar's Office
52.		over 8 days	4900 HUF + from day 9 600 HUF/day, but 11000 HUF at most	100 % Registrar's Office
53.	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
54.	Submission of receipt certifying the payment of tuition fee	within 8 days	4900 HUF	100 % Registrar's Office
55.		over 8 days	4900 HUF + from day 9 600 HUF/day, but 11000 HUF at most	100 % Registrar's Office
56.	Failure to announce personal data to be registered under Appendix 3 of Act CCIV of 2011 (NHEA) until the deadline		3000 HUF/data	100 % Registrar's Office

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Omission or late completion of academic requirements			
57. 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

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	Bases for payment	Remarks	Amount	Utilisation of revenue
58.	Late submission of thesis	with regard to the stipulations concerning deadlines in Section 59 (9) of the CSE [TVSZ], <i>but not more than one week</i>	1500 HUF/day	100 % Registrar's Office
	Enrolment and examination fees			
59.	Uncertified absence from examination		4900 HUF	100 % Registrar's Office
60.	Uncertified absence from final examination		4900 HUF	100 % Registrar's Office
61.	Third and any further examination in the same course-unit		4900 HUF	50 % EGSC - 50% Registrar's Office
62.	Final/complex/proficiency examination fee (in case of students attending non-doctoral trainings)	the first attempt to take the examination is free of charge, all further examinations	4900 HUF	50 % EGSC - 50% Registrar's Office
63.	Final closing examination fee	for students not having student status concerning the related training (free of charge for students having student status concerning the related training)	15000 HUF	50 % EGSC - 50% Registrar's Office
	Replacement, translation and authentication of academic documents, certificates			
	For students having student status			
64.	Issuance of a duplicate of a gradebook in Hungarian language		15000 HUF	100 % Registrar's Office
65.	Issuance of an academic transcript in the language of the training	first copy is free of charge	1000 HUF/semester to be certified	100 % Registrar's Office
66.	Description of certain educational items (courses, course-units etc.) in Hungarian or in foreign language	in case it cannot be found on the homepage of the University	1000 HUF/page (gross 1,300 characters)	100 % Registrar's Office
67.	Issuance of diploma supplement in Hungarian, English or German languages	first copy is free of charge	7500 HUF	100 % Registrar's Office

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	Bases for payment	Remarks	Amount	Utilisation of revenue
68.	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
For students NOT having student status				
69.	Authentication of the photocopy of a gradebook		250 HUF/page (but a minimum of 1000 HUF)	100 % Registrar's Office

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	Bases for payment	Remarks	Amount	Utilisation of revenue
70.	Issuance of the duplicate of a gradebook in the language of the training		15000 HUF	100 % Registrar's Office
71.	Certification of the term of studies and student status		2000 HUF/copy	100 % Registrar's Office
72.	Issuance of an academic transcript in the language of the training		2000 HUF/semester to be certified	100 % Registrar's Office
73.	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
74.	Issuance of diploma supplement in Hungarian, English or German languages	first copy is free of charge	7500 HUF	100 % Registrar's Office
75.	Assessment of application for transfer		9000 HUF/Faculty	100 % Faculty
76.	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
	Special provisions pertaining to the students of the Faculty of Music and Visual Arts			
77.	Musical instrument rental fee	for percussion instruments	800 HUF/month	100 % Faculty
78.		for other instruments	1700 HUF/month	100 % Faculty
79.	One-off fee of the magnetic card for entry to the Institution of Musical Arts		3000 HUF	100 % Faculty
80.	Replacement fee of the magnetic card for entry to the Institution of Musical Arts		5000 HUF	100 % Faculty
	Special provisions pertaining to the students of the Faculty of Business and Economics			
81.	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	4900 HUF/course-unit	50 % Faculty Student Council, 50 % Registrar's Office
82.	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	1000 HUF/day	90 % Faculty Student Council, 10 % Registrar's Office

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83.	Late submission of forms related to professional practice and thesis work (consultant's declaration form, thesis declaration form, etc.)		1000 HUF/form	90 % Faculty Student Council, 10 % Registrar's Office
84.	Graduation ceremony participation fee	under Section 64 (2) of the CSE [TVSZ] <i>/Undergraduate training: graduation gown rental; Graduate training, undivided training: graduation gown rental, concrete tulip)</i>	<i>Undergraduate training: 4000 HUF Graduate and undivided training: 6000 HUF</i>	100 % Faculty
85.	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]	2000 HUF	90 % Faculty Student Council, 10 % Registrar's Office
86.	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]	2000 HUF + from day 9 600 HUF/day, but 11000 HUF at most	90 % Faculty Student Council, 10 % Registrar's Office
87.	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	500 HUF/course-unit, but 4,000 HUF at most	100 % Faculty
88.	Authentication of the photocopy of a gradebook		250 HUF/page	100 % Faculty
89.	Submission of request forms after deadline	with regard to the stipulations concerning deadlines announced on the form downloadable from the Faculty's homepage	1000 HUF/request form	100 % Faculty
90.	Obligatory course-unit 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	undergraduate training: 6000 HUF/credit, graduate training: 10000 HUF/credit	100 % Faculty
91.	Courses covering specific subfields of studies	Section 21/A of the CSE [TVSZ]	undergraduate training: 6000 HUF/credit, graduate training: 10000 HUF/credit	100 % Faculty
Special provisions pertaining to the students of the Faculty of Law				
92.	Final closing examination fee	free of charge for students having student status concerning the related training	10000 HUF	100 % Faculty
93.		for students not having student status concerning the related training		

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Bases for payment	Remarks	Amount	Utilisation of revenue
Special provisions pertaining to the students of the Faculty of Humanities			
94.	Graduation ceremony participation fee		5.500 HUF
			100% Faculty