

# RECTOR'S DIRECTIVE

## Special Administrative Fees

**Effective from:** 1 August 2025

**Issued by:** Dr Gábor Iványi, Rector

Replacement of a Transcript Book Previously Issued to the Student	9 000 Ft
Fee for Issuing a Credit Certificate Upon Student Request	3 000 Ft
Late Submission of Data Reporting Obligations	3 000 Ft
Submission of Transfer Requests (for Students Transferring from Other Higher Education Institutions)	3 000 Ft
Diploma Certificate Issuance Fee	3 000 Ft
Doctoral Degree Fee	90 000 Ft
Resubmission of Thesis / Diploma Work / Portfolio in Case of a Failing Grade or Rejection Due to Plagiarism	15 000 Ft
Fee for Grade Acceptance in Neptun by the Registrar's Office	3 000 Ft
Application fee	150 EUR
Taking More Than One Retake Examination in a Single Semester	3 000 Ft
Late Course Registration/Drop, Charged Per Course for the First Week After the Course Enrollment Period Closes	3 000 Ft
Late Course Registration/Drop, Charged Per Credit for the Second Week After the Course Enrollment Period Closes	3 000 Ft
Late Payment of Tuition Fees (per item)	5 000 Ft
Fee for Exceeding Credit Limit <sup>1</sup> (per credit)	5 000 Ft

<sup>1</sup> A student is required to pay a **credit overrun fee** if the total number of credits completed exceeds the number required for the degree by more than 10%. When calculating the total number of credits completed within the given programme, **all completed courses must be taken into account**, including those completed as electives. Credits awarded through accreditation of prior studies, credits earned through credit replacement schemes, and credits obtained during mobility programmes are not included in this calculation.

Fee for Credit Transfer (per course)	2 000 Ft
Request for Exceptional Consideration (addressed to the Rector)	3 000 Ft
Consultation and Administrative Fee for Theses Submitted Outside the Graduation Semester (after student status is terminated by completed studies)	55 000 Ft
Issuance of Diploma Supplement or Certified Copy of Diploma	9 000 Ft
Administrative Fee for the Retroactive Settlement of an Unregulated Student Status (e.g., Enrollment Beyond the Official Registration Deadline)	3 000 Ft
Final/Professional Exam Retake (after failure)	15 000 Ft
Thesis Late Submission Fee	9 000 Ft
Fee for Failure to Declare Specialization	3 000 Ft
Specialization/Curriculum Change or Transfer Request Fee	3 000 Ft
Second Retake Exam Fee (per course)	3 000 Ft
Fee for the Second and Further Retake Examinations Intended to Improve a Previously Passed Grade (per course)	3 000 Ft
Issuance of an Officially Certified Copy of the Course Syllabus (per course)	3 000 Ft
First Exam-Only Course Retake Fee (per course)	3 000 Ft
Second Exam-Only Course Retake Fee (per course)	4 000 Ft
Comprehensive Exam Re-enrollment Fee (from 2nd attempt)	6 000 Ft
Change of Chosen Exam Appointment After the Closure of the Neptun System, Facilitated by the Registrar's Office	3 000 Ft
Issuance of an Officially Certified Copy of the Final Certificate	9 000 Ft
Unexcused Exam Absence	4 000 Ft