



BUDAPESTI  
**METROPOLITAN**  
EGYETEM

3/2021. (VIII. 1.) Rector's Decree on the

# PROCEDURAL RATES OF ADMINISTRATION AND FURTHER SERVICES

In force: 1 September 2021



Subject to Provision 707-708 of the Student Requirement System, I hereby determine the procedural rates of administration and further services of the Budapest Metropolitan University – for students participating in state-funded, Hungarian state scholarship, self-financed and fee-paying bachelor and master training programs, higher education vocational training, and postgraduate specialist training programmes, as well as for all those who participate or participated in higher-level vocational training by accepting the Student Requirement System of the Budapest Metropolitan University – as defined below.

### **Free of charge documents and services**

issuance of a permanent student card	free of charge
student loan administration	free of charge
e-lecture notes	free of charge
replace a forgotten password (student identification code)	free of charge
issuing a student status certification	free of charge
credit transfer for subjects completed within the University	free of charge
issuing Transcript of Records (in Hungarian and English)	free of charge
confidential treatment of a thesis (encryption)	free of charge
issuance final certificate (for students who completed their status)	free of charge
issuance final certificate (for students who completed their studies)	free of charge
issuance final examination and diploma certificate	free of charge

### **Examination- related fees**

retake examination fee (first retake of an unsuccessful exam in the given examination period) in case of students financed through scholarships granted by the Hungarian state and guest students	free of charge
retake examination fee (first retake of an unsuccessful exam in the given examination period) in case of self-financed/fee-paying students	6 000 HUF
repeat retake examination fee (second retake of an unsuccessful exam in the given examination period)	6 000 HUF
grade improvement examination fee (successful examination in a given examination period an examination to improve your grade) in case of students financed through scholarships granted by the Hungarian state and guest students	free of charge
grade improvement examination fee (successful examination in a given examination period an examination to improve your grade) in case of self-financed/fee-paying students	6 000 HUF



missed examination fee (absent from the exam, was not present without justification for the first time) - in case of students financed through scholarships granted by the Hungarian state and guest students	10 000 HUF
missed examination fee (absent from the exam, was not present without justification for the second time) - in case of students financed through scholarships granted by the Hungarian state and guest students	16 000 HUF
missed examination fee (absent from the exam, was not present without justification) - in case of self-financed and fee-paying students	16 000 HUF
repeated final examination fee (in case of missed or failed final examination)	16 000 HUF

### **Default charges, surcharges**

surcharge due to missed deadlines (registration, change of status, course registration, course cancellation, application to specialization, submission of degree thesis topic, final exam registration, or fulfilment of other administrative duties after the deadline)	6 000 HUF
late submission of a thesis HUF/working day, calculated from the working day following the deadline (the thesis may be accepted late up to the final deadline set by the University, but not more than one week)	6 000 HUF
a HUF/day/book fee for returning books after the deadline (charged from the first working day after the deadline, per day, per book)	100 HUF
late delivery of equipment, sports equipment, teaching equipment and other equipment belonging to the university inventory HUF/working day (per working day from the last day of the deadline)	6 000 HUF
paying tuition fee after the deadline	6 000 HUF
paying tuition fee after the deadline (extra fee after 2 weeks of the deadline of the official payment)	10 000 HUF

### **Application fees**

transfer request (for students transferring from another higher education institution)	free of charge
submission of a leniency application to the Dean (the amount imposed in the leniency resolution is also to be paid)	16 000 HUF
request for exemption from a language subject based on a	4 000 HUF

language exam	
request for a preferential study schedule	6 000 HUF
approving of the fourth, fifth, sixth application for a subject (HUF/subject)	7 000 HUF
credit transfer request from another institution (per course)	4 000 HUF
request for changing the work schedule, place of studies or training programme	16 000 HUF
submission of a leniency application to the Rector (the amount imposed in the leniency resolution is also to be paid)	50 000 HUF

### Other fees

graduation ceremony registration	16 000 HUF
fee for other services per semester	5 000 HUF
certified description of a training unit (course, subject descriptions) in the training's language (HUF/course, up to a maximum of HUF 100 000)	4 000 HUF
certified description of a training unit (course, subject descriptions) in a language other than the language of the training (HUF/course, up to a maximum of HUF 100 000)	10 000 HUF
replacement of a lost student card validation sticker	3 500 HUF
replace of a lost copy card	3 000 HUF
other forms and certificates to be issued in a language other than the language of training	4 000 HUF
handling fee in case the tuition fee is returned to a Hungarian bank account	16 000 HUF
handling fee in case the tuition fee is returned to an international (SEPA) bank account	100 EUR
credit fee for students studying in Hungarian	9 000 HUF
credit fee for students studying in English	17 000 HUF
diploma folder fee for the graduation ceremony (only for students who have already received their diploma)	1 700 HUF
resubmission of thesis (in case of unsuccessful first thesis)	25 000 HUF
administration fee of repeated subject registration	9 000 HUF
group student counselling fee	free of charge
fee per semester (per counselling) for failure the group student counselling	6 000 HUF

### Fees of documents, certificates for those without a student status

certified description of a training unit (course, subject descriptions) in the language of the training (HUF/course, up to HUF 100 000)	4 000 HUF
certified description of a training unit (course, subject descriptions)	10 000 HUF



in a language other than the language of the training (HUF/course, up to HUF 100 000)	
issue a new diploma due to incorrect data	16 000 HUF
other forms and certificates to be issued in a language other than the language of training	4 000 HUF
issue a duplicate diploma	16 000 HUF dues + 2 000 HUF
issue a second and subsequent editions of the Diploma Supplement	16 000 HUF

The tax is paid by pre-purchasing a tax stamp.

This present table of fees shall enter into force on September 1, 2021, at the same time the Rector's Decree no. 9/2020 (IX. 1.) on procedural rates of administration and further services is repealed.

Budapest, 1 August 2021

**Dr. Bálint Bachmann DLA**  
rector