Registration number: MATE-K/498-40/2026
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HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES

HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES

ORGANISATIONAL AND OPERATIONAL REGULATIONS

3rd VOLUME

REQUIREMENTS FOR STUDENTS

3.2 STUDENT FEES AND BENEFITS

APPENDIX 1

III.2.1. SPECIAL PROCEDURE AND SERVICE FEES FOR STUDENTS

Published on 1 February 2021

Modified and effective from: 27 April 2023

Modified and effective from 15 August 2025

Modified and effective from 28 August 2026

Service and request fees[1,2]

Service and request fees should be paid even if the request was rejected.[3,4]

Name of fee	**Effective regulation**	**Price**
Application For Programme Transfer (from another HEI)	Appendix 4 of SER	10.000 HUF
Request for reclassification	Appendix 4 of SER	Free of charge
Request for equity	Appendix 4 of SER	16.140 HUF/request
Request for changing to dual training	Appendix 4 and 5 of SER	Free of charge
Request for cancell dual trainig	Appendix 4 and 5 of SER	Free of charge
Request for changing placement in dual training (changing partner)	Appendix 4 and 5 of SER	Free of charge
Request for an appeal	Appendix 4 of SER	Free of charge
Request a midterm make-up exam during the exam period	Appendix 4 of SER	5.000 HUF
Request for registration of a student with a disability	Appendix 2 of SER	Free of charge
Request for registration due to long-term illness or chronic illness	Appendix 2 of SER	Free of charge
Request for registration of a student with special needs	Appendix 2 of SER	Free of charge
Request for disability benefits	Appendix 4 of SER	Free of charge
Termination of student status upon the student's own request (Fill it in Neptun SYS, but hand in on paper to Registrar's Office)	Appendix 4 of SER	Free of charge
Request for printed document (student status certificate, transcript, extract of master file, temporary student ID, pre-degree certificate)	Appendix 4 of SER	Free of charge , but the fee of certificates has to be paid
Request for reduced timetable	Appendix 4 of SER	2.500 HUF/subject

Name of fee	**Effective regulation**	**Price**
Request for belated specialisation selection	Appendix 4 of SER	10.000 HUF
Request for belated thesis topic selection	Appendix 4 of SER	5.000 HUF
Request for belated final exam registration	Appendix 4 of SER	16.140 HUF
Request for raising objection	Appendix 4 of SER	Free of charge
Request for a course of a subject from expired curriculum	Appendix 4 of SER	Free of charge; but 5.000 HUF/subject in case of undue application.
Request for changing course of a subject	Appendix 4 of SER	2.500 HUF/subject
Request for registration of subjects out of curriculum	Appendix 4 of SER	Free of charge, but 5.000 HUF/subject in case of undue application
Request for subject recognition based on prior work experience	Appendix 4 of SER	5.000 HUF/request
Request for 4th or more registration of a subjects at the Georgikon Campus and the Károly Róbert Campus and Kaposvár Campus for students who started their studies before the academic year 2020/21	Appendix 4 of SER	Free of charge
Request for paying reduced tuition fee	Appendix 4 of SER	Free of charge
Request for partial studies	Appendix 4 of SER	Free of charge
Request for changing specialisation (subfield-courses, specialisation, industry-specific technology, modul, field of culture)	Appendix 4 of SER	5.000 HUF/request
Application form for professional practice	Appendix 1 and 4 of SER	Free of charge
Request for completion of professional practice in earlier semester than in curriculum	Appendix 1 and 4 of SER	Free of charge, but 5.000 HUF in case of undue application
Request for permission to write thesis in English (in programmes conducted in Hungarian)	Appendix 4 of SER	Free of charge
Request for belated registration of Thesis writing related subject for students registered for final exam	Appendix 4 of SER	10.000HUF/subject

Name of fee	**Effective regulation**	**Price**
Request for changing thesis topic and/or supervisor	Appendix 4 of SER	Free of charge
Request for belated registration of professional practice related subject for students registered for final exam	Appendix 4 of SER	10.000 HUF/subject
Request for accepting scientific student conference (TDK) paper as thesis	Appendix 4 of SER	Free of charge
Request for programme transfer (changing major, work schedule, training site, language, within MATE)	Appendix 4 of SER	10.000 HUF
[5]Request for subject recognition (Replacing a subject which can be found in the curriculum)	Appendix 4 of SER	- for students transferred from another HEI**, or former graduated students of another HEI**: 5.000 HUF/subject; The fee is transcribed after decision. - for subjects completed when changing program within MATE or continuing studies in same University, from higher vocational education to bachelor, or readmission to same program, and part-time training of the University: Free of charge.
Subject recogniton request (optional (C) subjects)	Appendix 4 of SER	- for students transferred from another HEI**, or former graduated students of another HEI**: 5.000 HUF/subject; The fee is transcribed after decision - subjects fulfilled when changing program within MATE or continuing studies in same University, from higher vocational education to bachelor, or readmission to same program, and part-time training of the University: Free of charge.
[6]Request for simple subject recognition – for transfer students and multiple subjects	Appendix 4 of SER	- in the case of admission to a bachelor's program from a higher education vocational program: Free of charge; - in the case of an application for the recognition of courses

Name of fee	Effective regulation	Price
		completed in an identical program (major) at another institution: 5,000HUF/subject; in the case of re-admission to the same program at the University or its legal predecessor: Free of charge.
Request for guest student status	Appendix 4 of SER	Free of charge
Request for exam period extension (exam after exam period)	Appendix 4 of SER	5.000 HUF/request
[7]Thesis confidentiality request	Appendix 4 of SER Appendix 4 of SER	25.000 HUF/approved request
Request for registration of a student under age 30, married with children	Appendix 4 of SER	Free of charge
Request for registration of subjects above 45 credits	Appendix 4 of SER	5.000 HUF/request
Language proficiency assessment for study abroad or admission to the Future Leaders Program	-	10.000 HUF/occasion

Late payment and omission charges[8,9]

Name of fee	Effective regulation	Price
Late submission of any other mid-semester study requirements, (excluding the special items described in this table)		5.000 HUF
Retaken exam fee		4.000 HUF/occasion
Retaken grade up exam fee at training sites out of EU		1.000 HUF/occasion
Unjustified absence from the exam		16.140 HUF/occasion
Request for changing of status of the term to active after deadline	Appendix 4 of SER	5.000HUF
Request for changing of status of the term to passive after deadline	Appendix 4 of SER	Free of charge
[10]Request for multiple times consecutive passive semester	Appendix 4 of SER	Free of charge
Request for temporary (exceptional) deactivation of student status	Appendix 4 of SER	5.000 HUF
Request for belated subject registration	Appendix 4 of SER	5.000 HUF/subject

Name of fee	Effective regulation	Price
Request for dropping a subject after deadline	Appendix 4 of SER	5.000 HUF/subject
Request for belated subject registration (optional (C) subjects)	Appendix 4 of SER	5.000 HUF/subject
Request for dropping a subject after deadline (optional (C) subjects)	Appendix 4 of SER	5.000 HUF/subject
Late submission of Professional practice documentation (acceptance letter or internship report)		10.000 HUF
Failure to meet the deadline for fulfilling student obligations related to the completion and settlement of foreign student mobility organized by the University	Regulation of Partial studies	16.140 HUF
Request for belated thesis topic selection	SER	5.000 HUF
Request for subsequent registration of the thesis/diploma thesis/portfolio/final project topic (where the student has not selected a topic via the NEPTUN Student Administration System but has an approved topic)	SER	16.140 HUF
Late submission of thesis/diploma thesis/ portfolio/final project	SER	16.140 HUF/week
Supplementation of missing documents relating to the final project/thesis/diploma thesis/portfolio and the related annexes and declarations after submission of the paper, until the deadline specified in Section 95(7b) of the Academic and Examination Regulations.	SER	16.140 HUF
Repeating final exam the first time		25.000 HUF
Repeating final exam the second or more time		50.000 HUF
Late payment of tuition fee (counting from deadline of payment)	SFB	10.000 HUF/item
Late payment of fee, what is more than 10.000 Ft, without permission (counting from deadline of payment)	SFB	5.000 HUF/item
Replacement of lost student ID sticker		3.500 HUF

Fees related to credits[11,12]

Name of fee	Effective regulation	Price
Excess credits (10 % above KKK),		8.000 HUF/credit,

Name of fee	Effective regulation	Price
		For subjects completed and accepted during part-time studies: free of charge
Fee of part-time studies – Hungarian programmes (excluding: specific field of culture training for teachers)	SER	Until 10 credits 140.000 HUF, above 10 credits: 14.000 HUF/credits
Tuition fee for training of specific field of culture for graduated teachers	SER	150.000 HUF/semester
Fee of part-time studies – English programmes (excluding: specific field of culture training for teachers)		Until 10 credits 800 EUR, above 10 credits: 80 EUR/credits
Subject re-registration		2.000 HUF/subject, maximum 40.000 HUF/subject
Guest student status – per credits (for self-financed students)		8.000 HUF/credit

Fees of authentication and copies of documents[13,14]

Name of fee	Effective regulation	Price
Certified copy of syllabus in Hungarian		4.000 HUF/subject
Not certified copy of syllabus in Hungarian		2400 HUF/subject
Certified copy of gradebook – per page		600 HUF/page
Certified copy of degree certificate		4,000 HUF, but for foreign students who obtained their degree during the final exam period of the semester, for apostille administration free of charge
Identical copy of gradebook		25.000 HUF
Identical copy of degree certificate		25.000 HUF
Identical copy of diploma supplement		25.000 HUF
Printing academic transcript		for students with live (active/passive) student status each semester one copy is free of charge, any other copies or for graduated students are 5.000 HUF/copy
Registry extract in Hungarian		or students with live student status each semester one copy is free of charge, any other copies or for graduated students are 25.000 HUF/copy

[15]The amendment to this annex was initiated by the Senate of the Hungarian University of Agricultural and Life Sciences through electronic decision-making with its Resolution No. 37/2023 (20.IV.). The amendment to these regulations was approved by the Board of Trustees of the Hungarian University of Agricultural and Life Sciences Foundation, as the Maintainer, on April 26, 2023, by Resolution No. 14/2023 (26.IV.). The amendments shall enter into force on the day following the date of the decision or on a later date specified in certain parts.

The amendment to these regulations was approved by the Senate of the Hungarian University of Agricultural and Life Sciences throught electronic decision-making on July 31, 2025, with Resolution No. 145/2025 (31.VII.). The amendments are effective from August 15, 2025.

[16]The amendment to this Annex was adopted by the Senate of the Hungarian University of Agriculture and Life Sciences by Resolution No. 129/2026 (VIII.27.) of 27 August 2026. The amendments shall enter into force on the eighth day following their adoption.

Gödöllő, 27 August 2026

Dr. Csaba Gyuricza
rector, President of the Senate

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[1] Amended by Senate No 145/2025 (31.VII.), effective from 15 August 2025.
[2] Amended by Senate No 145/2025 (31.VII.), effective from 15 August 2025.
[3] Inserted by The Board of Trustees Resolution No 14/2023 (26.IV.), effective from 27 April 2023.
[4] Amended by Senate Resolution No. 128/2026 (VIII. 27.), effective from 28 August 2026.
[5] Amended by The Board of Trustees Resolution No 14/2023 (26.IV.), effective from 27 April 2023.
[6] Inserted by The Board of Trustees Resolution No 14/2023 (26.IV.), effective from 27 April 2023.
[7] Amended by The Board of Trustees Resolution No 14/2023 (26.IV.), effective from 27 April 2023.
[8] Amended by Senate No 145/2025 (31.VII.), effective from 15 August 2025.
[9] Amended by Senate Resolution No. 128/2026 (VIII. 27.), effective from 28 August 2026.
[10] Inserted by The Board of Trustees Resolution No 14/2023 (26.IV.), effective from 27 April 2023.
[11] Amended by Senate No 145/2025 (31.VII.), effective from 15 August 2025.
[12] Amended by Senate Resolution No. 128/2026 (VIII. 27.), effective from 28 August 2026.
[13] Amended by Senate No 145/2025 (31.VII.), effective from 15 August 2025.
[14] Amended by Senate Resolution No. 128/2026 (VIII. 27.), effective from 28 August 2026.
[15] Inserted by The Board of Trustees Resolution No 14/2023 (26.IV.), effective from 27 April 2023.
[16] Amended by Senate Resolution No. 128/2026 (VIII. 27.), effective from 28 August 2026.