

No. 3/2022. (10.12) President's and Chancellor's Circular Letter

Information on action steps of the mandatory energy savings plan

1. To comply with Government Decree No. 1438/2022 (09.09) on further commitments in relation to the procurement of natural gas by central budgetary institutions, and due to mandatory energy saving directives for central budgetary institutions, the Academy has devised the following action plan.

2. In order to save energy, the following buildings of the Academy will be placed under maintenance heating, i.e. the Semmelweis building (1052 Budapest, 12 Semmelweis Street) and the Vörösmarty building (1064 Budapest, 35 Vörösmarty Street). Due to the aforementioned measures, educational activity, from the buildings in question, will be transferred to the Main building (1061 Budapest, 8 Liszt Ferenc Square) and to the Ligeti building (1077 Budapest, 52 Wesselényi Street).

3. The deadline to transfer all educational activity, as per point (2) of this Circular Letter, is **28 October 2022**. Professors of the Academy shall receive detailed information about this process via this Circular Letter.

In order to comply with the above, moreover, taking into account the current timetable and room reservations, the updated Timetable and Room Reservation information will be available as of **17 October 2022** (Hungarian Timetable available here: <https://lfze.hu/hallgatoknak/orarend-117391>, the English Timetable will be sent by email).

The new timetable and room reservations come into effect as of **2 November 2022**.

4. Main Subject lessons are held in-person under the following regulations:
The second Main Subject lesson is to be held in a workshop-format for two students per class.
In addition to the above, students have the option to participate in online personal consultations once a week. Personal consultations are held on an individual basis, for one student at a time.

5. In order for all classrooms to operate at full capacity, professors must immediately report all absences to the Department Administrator, due to, in particular but not limited to, illness, concerts, business trips.

To make up for missed classes, room reservations can be made by contacting the Department Administrator via e-mail at teremfoglalas@academy.liszt.hu.

Room reservations can only be made for make-up sessions, not for regular classes part of the Timetable.

6. Chamber Music Groups can make reservations by including information on their group members at the following e-mail address: teremfoglalas@academy.liszt.hu.

Non-Academy affiliated Chamber Music Groups may not make reservations for Academy Practice Rooms.

7. Students may only book practice rooms, apart from the ones on the 3rd floor of the Ligeti building, via teremfoglalas@academy.liszt.hu. Piano students can practice individually in the empty rooms according to the regulations as before.

8. Further information can be requested from the Head of Department and from the Department Administrator.

9. This Circular Letter is valid until recalled.

Budapest, 12 October 2022

Dr. Vigh Andrea
President (signed)

Szentgyörgyvölgyi László Zoltán
Chancellor (signed)