

Room Booking and Timetables with ASIMUT

ASIMUT is the new scheduling and room booking software the staff, professors and students of the Liszt Academy of Music will be using.

Booking practice rooms or scheduling classes (by teachers) are available in the following buildings:

LF8 – Main building

W52 – Ligeti building

S12 – Semmelweis street building

V35 – Old Academy

Kö – Köztelek street building

The booking of the 3rd floor practice rooms in W52 is still done using the website gyakorlas.lfze.hu

How to log into ASIMUT

Go to the website **lfze.asimut.net**

You need to use the same credentials to log into ASIMUT as the ones used to access Neptun.

If you forgot your Neptun password, then navigate to the Neptun website, and request a new password there, before accessing ASIMUT.

Timetable

Every professor and student see their entire timetable for the semester in ASIMUT.

For those classes where students are able to choose between different times, they will see all possible times at once in the system, so they can decide which one to attend. Please note, that students may only keep attending the same class, which is held at the same time weekly, after they picked one.

For all individual lessons, students may see the professors' entire schedules and may attend the lesson after scheduling a time with the professor personally.

Students may see the timetable information regarding elective courses in the curriculum on the website of the academy.

If any professors wish to cancel an appointment, they need to contact the study administrator, because booked classes can only be cancelled by an administrator.

Practice room booking

Booking rules:

You can only use rooms outside of the scheduled timetable by booking them using ASIMUT.

Professors may book rooms 10 days in advance.

Students may book rooms 14 days in advance.

The daily quota for booking is 3 hours.

Everyone may book at least 30 minutes for practice.

You can find the detailed rules about booking and using the rooms on the website.

Students belonging to certain sub-departments may have priority while booking specific rooms (based on what instruments are available in the room).

There are some practice rooms that may only be booked by students belonging to a specific sub-department.

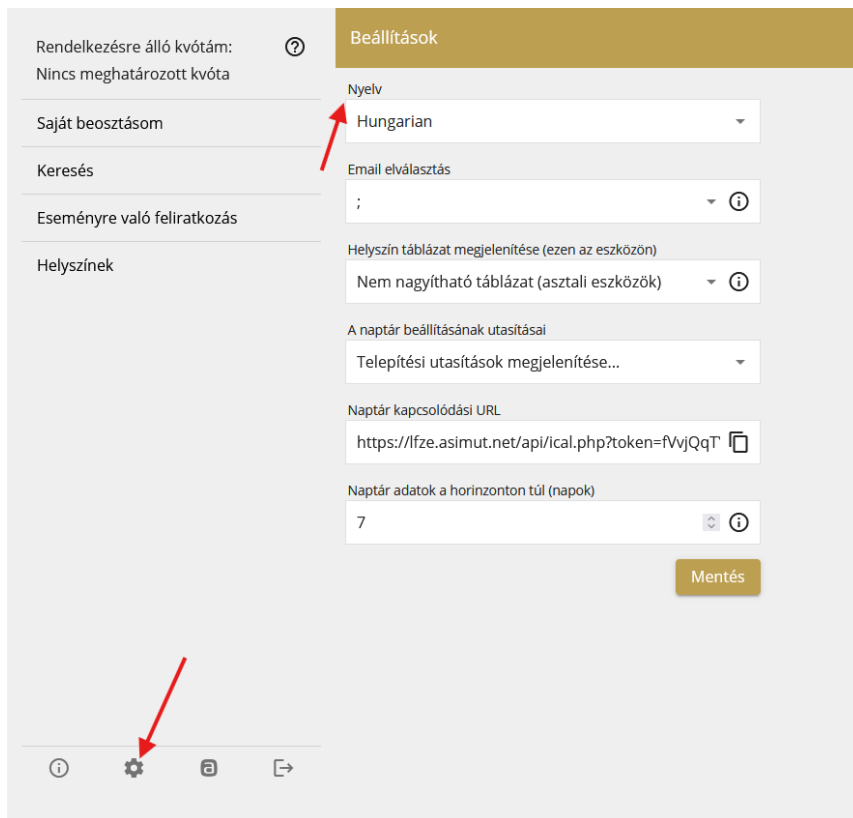
Everyone also has something called a “rolling quota”. The rolling quota allows everyone to overall book 8 hours of practice time in 10 days’ time. When your practice time is done, those booked hours get added back into the 8 hours again and can be used.

If you wish to book the same room after you are done practicing, you have to wait 30 minutes to book it again. You may also extend your previous booking.

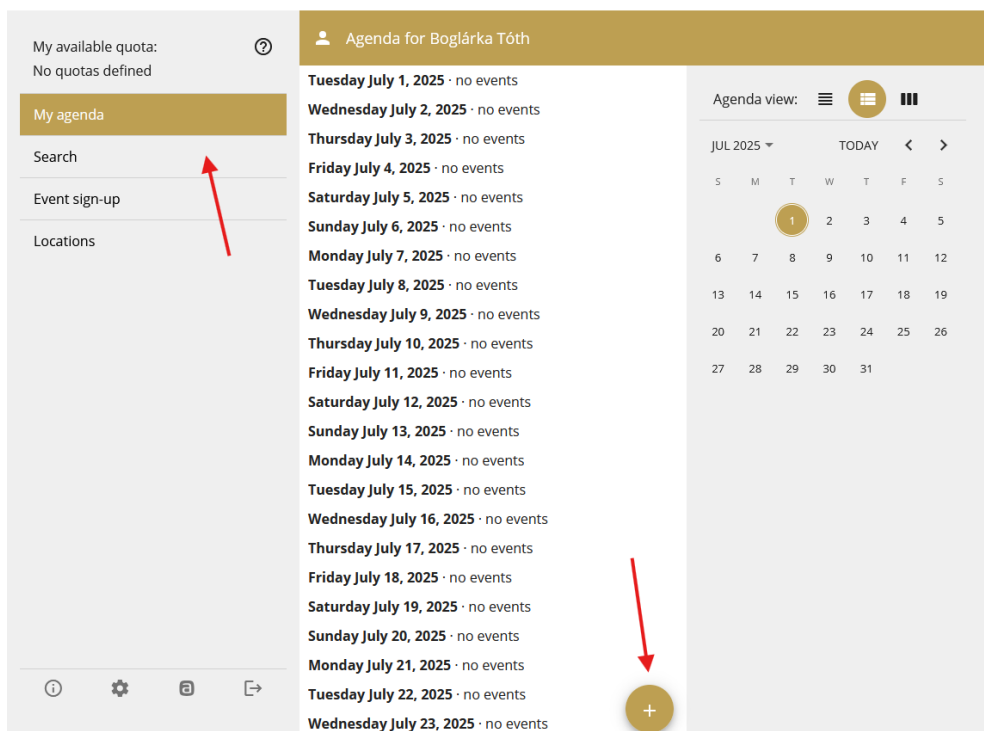
How to book a room in ASIMUT

1. Log into your account on the ASIMUT website (**lfze.asimut.net**) using your Neptun credentials.

2. If the website is automatically in Hungarian, please click on the gear icon on the bottom left of your screen, and change the language.



3. Navigate to “My agenda” on the side-menu, and then click on the “+” on the right. If you click on a specific day on the calendar on the right, the system will start to create a booking for that day instantly.



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4. The booking interface will then open. Please pick a location. The first options allow you to see all locations within a specific building, but if you scroll down, you can see specific rooms.

< Foglalás (Reservation)

Tuesday 7/1/25

Insert time...

Select location

×

LF8 épület

W52 épület

V35 épület

F - XL - kamu (Kupolaterem - kamu)

F - VI

Save

This event does not currently have a location

←

5. This opens a calendar view. The times are visible on the top, while the names of the specific rooms are listed on the left side. Please note that you may be able to see the other bookings on the visible rooms as well.
6. To book a room, simply click on a white square.

Please select an available time and location											
Tuesday, September 16, 2025											
	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	4 pm	5 pm		
We-018	Általános zenetörténet - History of Music					Magyarország zenekultúrája - Musical Culture of Hungary		Redd délutáni zenetudomány - Redd Afternoon Musicology			
We-019		Korrepitáció (magánének) - Coaching									
We-020		Stílusismeretek - Style Knowledge	Korrepitáció (magánének) - Coaching					Magánének főtárgy - Singing as Main Subject			
We-021		Korrepitáció (magánének) - Coaching					Korrepitáció (magánének) - Coaching				
We-022		Művészeti menedzsmet ismer - Music Management Introduction	Művészettörténet - History of Music						Annyelvvel ismeretek és szakmai nyelvi - Foreign Language Knowledge and Professional Language		
We-113		Szolfézs-zeneelmélet - Solfege		Szolfézs-zeneelmélet - Solfege				Magyar nyelv - Hungarian as Foreign Language			
We-114		Szolfézs-zeneelmélet - Solfege		Szolfézs-zeneelmélet - Solfege			Magyar nyelv - Hungarian as Foreign Language				
We-115	Szolfézs-zeneelmélet - Solfege	Szolfézs-zeneelmélet - Solfege				Szolfézs-zeneelmélet - Solfege	Zeneelmélet - Music Theory	Zeneelmélet - Music Theory	RTK		
We-119		Szolfézs-zeneelmélet - Solfege			Német szakmai nyelv - German Professional Language	Német szakmai nyelv - German Professional Language		Szakmai nyelv (német) - Professional Language (German)	Szakmai nyelv (német) - Professional Language (German)		
We-120	Művészettörténet - History of Music									Stílusismeretek - Style Knowledge	
We-121											
We-122											
We-123		Tanítási módszertan (középfok) - Teaching Methodology (Secondary Education)	A zongorajáték - Piano Playing	Zongora főtárgy - Piano as Main Subject							
We-124	Zongora - Secondary Piano							Kamarazene - Chamber Music			
We-125		Kamarazene - Chamber Music									
We-126											
We-105			Zeneoktatás és digitális kultúra - Music Education and Digital Culture			Zeneoktatás és digitális kultúra - Music Education and Digital Culture	Kutatásmódszertan - Research Methodology				

7. This will bring up the reservation page again, but with your booking specifics filled in.

< Foglalás (Reservation)

Tuesday 9/16/25 11:30 AM – 12:00 PM

We.-121 X

Description...

Résztevő: Boglárka Tóth (toth.borlarka)

– You are not allowed to create or modify bookings in We.-121 that end later than 7/4/25, 3:42pm

– Save

We.-121

Inventory

1 zongora/1 piano

Regular opening hours

Monday 08:00 am - 09:00 pm

Tuesday 08:00 am - 09:00 pm

Wednesday 08:00 am - 09:00 pm

Thursday 08:00 am - 09:00 pm

Friday 08:00 am - 09:00 pm

Saturday 08:00 am - 06:00 pm

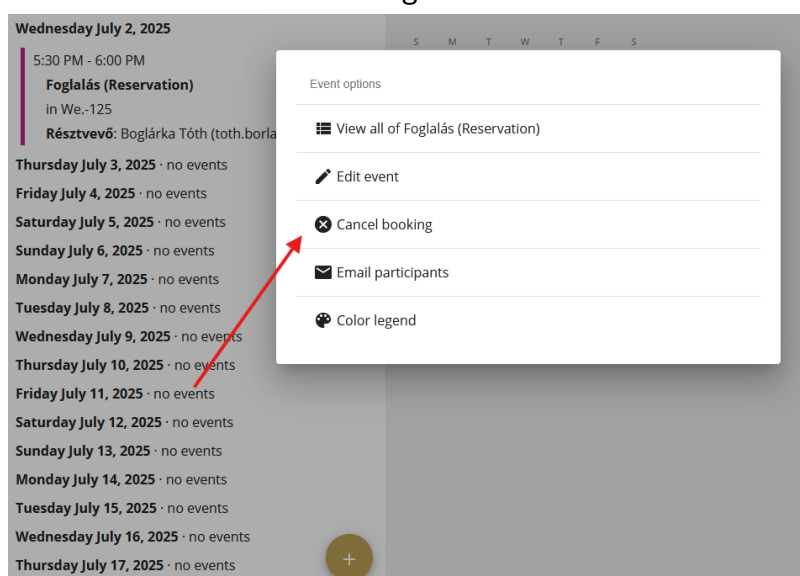
Sunday 08:00 am - 06:00 pm

You can change the length of your booking by clicking on the time slot in the middle. If there are no problems, then you will see a checkmark next to “save”, and you will be able to finalize your booking.

8. You will see your own bookings, as well as your lessons in the timetable under the “My agenda” tab. Individual reservations will be indicated by a purple colour in the system.

Cancelling your booking

1. In “My agenda” click on the three dots next to the booking you wish to delete, then click on “Cancel booking”.



2. Your cancelled booking will still be visible in your agenda, but it will be crossed out.

Tuesday July 1, 2025 · no events	
Wednesday July 2, 2025	
5:30 PM - 6:00 PM	⋮
Foglalás (Reservation)	
in We. 125	
Részvevő: Boglárka Tóth (toth.borlarka)	
Thursday July 3, 2025 · no events	
Friday July 4, 2025 · no events	
Saturday July 5, 2025 · no events	
Sunday July 6, 2025 · no events	
Monday July 7, 2025 · no events	

FAQ

Do I need to book every room for practice?

Yes, all the rooms in the system available for booking need an active booking to use.

What is the rolling quota? How does it work?

The rolling quota means the maximum amount of schedulable time you can have at the same time. Each booking detracts from your quota and gets added back in once the booking has ended.

Why is the rolling quota good?

The rolling quota prevents people to book a lot of rooms at the same time far into the future, so more people have an opportunity to book rooms for themselves, by checking ASIMUT often. Overall, rolling quotas give everyone an equal opportunity to book according to their needs, within limits.

Do I need to cancel my booking if I do not wish to use the room I booked?

It's not mandatory, but heavily recommended. If you delete your booking in time, your booked hours will be added back into your quota, and others may book the room instead.

How can I book a concert hall? (The Grand Hall, The Solti Hall, Room X, V35 Chamber music hall, etc.)

For the diploma concerts and master classes, the old rules still apply only the administrators of the student department, or members of the concert- and event management team may book these rooms.

For how long can we book rooms?

Overall, 8 hours at the same time (from your rolling quota) and maximum 3 hours a day.

If one of the classes in the timetable is cancelled, will it show in ASIMUT?

Only if the professors let the administration know they wish to cancel their class, and have it cancelled.