LISZT ACADEMY
FOUNDED 1875

PRACTICAL GUIDE FOR STUDENTS

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LISZT ACADEMY
FOUNDED 1875

WELCOME TO LISZT FERENC ACADEMY OF MUSIC (STATE UNIVERSITY)

We are happy to welcome you to the Liszt Ferenc Academy of Music in Budapest, Hungary.

This practical guide was compiled by the administrative staff of the Liszt Academy to help international students manage their studies. It also features important practical information students might find useful during their stay in Hungary.

In the case of topics not covered in this guide, the administrative staff members are glad to assist anyone with further questions or problems.

BASIC INFORMATION

OFFICIAL ADDRESS
Liszt Ferenc Academy of Music
H-1061 Budapest, Liszt Ferenc tér 8.
Hungary

POSTAL ADDRESS
Liszt Ferenc Academy of Music
H-1077 Budapest, Wesselényi utca 52.
Hungary

WEBSITES
Central website: https://lisztacademy.hu/
University (EN): https://uni.lisztacademy.hu/
Concert Centre (EN): https://concert.lisztacademy.hu/

PHONE NUMBERS
Central phone number: +361 462 4600
Liszt Academy Concert Centre ticket office: +361 321-0690

BANK ACCOUNT DETAILS

In case you would like to transfer your tuition fee (or any other payment) from an international account to the Academy's bank account, please use the following data:

Name of beneficiary: Liszt Academy of Music
Name of Bank: Magyar Államkincstár (Hungarian State Treasury)
(some banks list it as National Bank of Hungary)
Address of bank: H-1054 Budapest, Szabadság tér 8/9
Address of Liszt Academy: 1061 Budapest, Liszt Ferenc tér 8.

Please make sure you pay your tuition fee in the given currency, and to the account that accepts that given currency.
EUR based bank account number (for EUR transfers made from Hungarian bank accounts):
10032017-01426768-06010014
EUR based IBAN (for EUR transfers made internationally):
HU34 1003 2017 0142 6768 0601 0014
HUF based account number (for HUF transfers made from Hungarian bank accounts):
10032000-01426768-00000000
HUF based IBAN (for HUF transfers made internationally):
HU22100320000142676800000000
Swift code (SWIFTBIC): MANEHUHB or HUSTHUHB (or HUSTHUHBXXX if the system requires 11 characters to input)
(or HUSTHUHBXXX if the system requires 11 characters to input)

When making the transfer, please clearly quote the student's full name, their study programme, and the type of transfer (Example: John Smith, MA Piano, tuition fee).

BUILDINGS OF THE LISZT ACADEMY

ADDRESSES AND MOST COMMON ABBREVIATIONS:

Ligeti building (1077 Budapest, 52 Wesselényi Street), WE
Main building (1061 Budapest, 8 Liszt Ferenc Square), L8 / LF8
Vörösmarty building (1064 Budapest, 35 Vörösmarty Street), VÖ
Semmelweis building (1052 Budapest, 12 Semmelweis Street), SE
Köztelek building (1091 Budapest, 8 Köztelek Street), KÖ
More information about the buildings: https://uni.lisztacademy.hu/contact-us/venues-114541

FACILITIES IN THE BUILDINGS:

Main building
Grand Hall / Solti György Chamber Hall / Library / President's Office / Chamber Music Rooms / Classrooms (piano, strings, vocal music, winds, conducting, composition, percussion, double bass, harp, organ) / Practice Rooms (piano) / Doctoral School / Café

Ligeti building
Study Department / International Sub-Department / International Affairs and Development / President's Office / Concert and Event Centre / AVISO Studio / IT Center / Office of Assistant to the Orchestra / Finance Directorate / Cashier's Office / Communications and Media Contents Development Directorate / Technical and Asset Management Directorate / Internal Audit Unit / Classrooms / Practice Rooms (piano, harp, empty rooms) / Café / Copy Room

Vörösmarty building ('Old Academy')

Concert Hall / Liszt Ferenc Memorial Museum & Research Centre / Music History Research Library / Church Music Department / Organ Room ('Bach Room') / Harpsichord Classroom /Chamber Music Classrooms / Strings and Guitar Classrooms

Semmelweis building
Folk Music Department / Classrooms (cimbalom, accordion, percussion, theory, winds, vocal music)

Köztelek building
Jazz Department

ENTERING THE BUILDINGS:

The buildings of the Liszt Academy are closed to the general public during the day. The buildings with concert halls are opened to the general audience one hour before the concert starts.
Students of the Liszt Academy may request entry permissions for their acquaintances from the Head of the Study Department.
For guided tours go to https://concert.lisztacademy.hu/services/guided-tours-113048

ALWAYS HAVE YOUR ACCESS CARDS WITH YOU WHEN YOU ARE ENTERING THE BUILDINGS.

REPORTING MAINTENANCE ISSUES IN THE MAIN BUILDING:

Students are encouraged to report any issues in the Main building regarding cleaning, maintenance and problems with the available pianos via e-mail.
More information: https://uni.lisztacademy.hu/notifications/reporting-maintenance-issues-in-the-main-building-118416

STUDY DEPARTMENT

The Study Department and the University Registrar's office are in Room 010 of the Ligeti building, where the administrative staff assists Hungarian students with their administrative tasks. **The International Sub-Department is in Room 014 of the same building**, where international students can get administrative assistance in foreign languages.

INTERNATIONAL SUB-DEPARTMENT (ROOM 014)

Staff members
Boglárka TÓTH / toth.boglarka@zeneakademia.hu / +361 462 4616
Specialties: Stipendium Hungaricum
Zsófia VÉGH / vegh.zsofia@zeneakademia.hu / +361 462 4615
Specialties: student contracts, financial matters for self-financed students
Katalin FREY / frey.katalin@zeneakademia.hu / +361 462 4617
Specialties: ERASMUS

Consultation hours

Monday-Thursday	11a.m to 1 p.m and 3 p.m to 5 p.m
Friday	11a.m to 1 p.m

No consultation outside office hours.

Appointments are appreciated to be made via email in the following cases:
- if you have an issue that requires a discussion that would take more than 15 minutes
- if you need a certificate issued by the Liszt Academy

STUDENTS' UNION

The Liszt Academy Students' Union's office is in Room 009 of the Ligeti building. There is always one member responsible for communicating with international students in English, so feel free to turn to them if you have any questions or requests.

Opening hours: Mon-Fri / 14:00-15:00
Website: https://hok.lfze.hu/en/home/

ACADEMIC CALENDAR

For the most up-to-date information about the academic calendar, see the following page:
uni.lisztacademy.hu > FOR STUDENTS > ACADEMIC CALENDAR

The registration period for the first (autumn) semester starts at the end of August, and the first semester starts in early September. The second (spring) semester starts in February and ends in late June. The timeframes are set in the academic calendar.

ACCESS CARD

In the first few weeks, all new students receive an access card used for entering the buildings and the practice rooms of the Liszt Academy. On the card are written the full name of the student and their NEPTUN* code. (Until your access card is issued, please show your Letter of Acceptance to the receptionists when you want to enter a building of the Liszt Academy.)

*NEPTUN = electronic study system (central online education portal) in Hungary, for managing administrative matters of university students (students manage their own subject registration, requests, financial matters)

The NEPTUN code and a personal password are used for entering the NEPTUN system and the online practice room reservation system. The NEPTUN codes are sent to students before the beginning of the academic year, and they are also printed on every student's access card.

The automatically generated password for entering the online systems is Ne + [your birth date without spaces or dots], which you can change at neptun.lfze.hu/hallgato/login.
Please note that your Neptun password and the 3rd floor practice room booking password and the wi-fi password are the same.

In case you forget or lose your password, contact the staff of the International Sub-Department immediately.

The access card students are given is a non-transferable personal document. Students must not give or lend it to anyone. The abuse or misuse of the access card may result in disciplinary proceedings.

Lost or damaged access cards

In case the access card is lost or damaged within 3 years after being issued, students are required to pay a replacement fee of 5500 HUF. Ask the security staff at the entrance of the Ligeti building for an access card request form (HU: 'belépőkártya igénylőlap') and pay the replacement fee through your Neptun account or direct bank transfer. For help, you can turn to the staff in Room 014. Until your new card is issued (in 1-2 days), you are given a temporary card valid for a week that can be used to access the buildings of the Liszt Academy and to open the practice rooms.

LIBRARY

The Central Library is on the ground floor of the main building, and the multimedia collection of CDs, DVDs and vinyl records is in the Semmelweis building. Non-degree and ERASMUS/guest students are required to pay a deposit of 30.000 HUF, which can be reclaimed at the end of their programme at the library. Further information, online catalogue: uni.lisztacademy.hu > LIBRARY

COPY ROOM

Copying and printing services are available for students at Room -106 (basement level) of the Ligeti building for a service fee.

COMPUTER ROOM AND WIFI

In the Ligeti building there is a computer room (Ligeti building basement level, Room -109) that students can enter by using their access card.

There is also a student wifi network.
Network name: LFZE-ETR or CP
Password: student's own password (= NEPTUN code for reserving practice rooms)
If you need more help with the wifi network's configuration, see the notice board opposite Room 014.

ONLINE SERVICES

University website: https://uni.lisztacademy.hu/en
Concert centre website: https://lisztacademy.hu/
Practice room reservation website: gyakorlas.lisztakademia.hu and lfze.asimut.net
Neptun (online study system for full-time and guest students): https://uni.lisztacademy.hu/for-students/neptun-117324

NEWS AND NOTIFICATIONS

Students are notified via the official website (especially the news section under 'for students'), e-mail and the Notice Board for Students on Facebook. It is highly recommended that students regularly check both their inbox (and spam folder) and Facebook account for news and notifications about their studies. In urgent cases we prefer to contact students via phone, so make sure to provide a (Hungarian) mobile phone number that staff members can reach you at.

Major mobile phone service providers in Hungary:
Yettel / en.yettel.hu
One / one.hu/english
T-mobile / telekom.hu/lakossagi/english

Link to the English language news page for international students: uni.lisztacademy.hu > FOR STUDENTS > NEWS

Liszt Academy Instagram account: www.instagram.com/zeneakademiaofficial

PRACTICE AVAILABILITY

PRACTICE ROOMS AT THE LISZT ACADEMY

The practice rooms can be found on the 3rd floor of the Ligeti building. Rooms can be reserved by using the online reservation system with your NEPTUN code and password (see **ACCESS CARD**)

Online reservation system of the Ligeti practice rooms: gyakorlas.lisztakademia.hu

How to use the online reservation system:
uni.lisztacademy.hu > FOR STUDENTS > TIMETABLE AND PRACTICE > Individual practice room reservation

For other rooms, reservation is available through the ASIMUT system: lfze.asimut.net

You can find a guide to ASIMUT on the website: uni.lisztacademy.hu >FOR STUDENTS> TIMETABLE AND PRACTICE

ROOM RESERVATION POLICY FOR CHAMBER MUSIC GROUPS

Chamber Music practice reservation is also available in ASIMUT.

Please note:
- The room key is to be returned to the security staff immediately after leaving the room.

PRACTICE OPPORTUNITY OUTSIDE THE LISZT ACADEMY

Opera Zongoraterem ('Opera Piano Hall')
1065 Budapest, Nagymező utca 25.
Availability: Mo-Fri: 10:00-17:30, Sat: 10:00-13:00
Website: zongora.info/en
E-mail: operazongoraterem@zongora.info

ROOM RESERVATION FOR MAKING AUDIO/VIDEO RECORDINGS

Students can reserve rooms using the ASIMUT system. Some specific Halls and Rooms are only available to room in special cases. For further information please see the information present in ASIMUT, or inquire from the International Office (international.office@zeneakademia.hu)

After the reservation is made, students have to write to the head of Communications and Media Contents Development Directorate (kommunikacio@zeneakademia.hu), to ask for permission for recording, after they have booked the room they would like to use for making a recording.

Students have to include in the message:
- a short self-introduction (what do they study, who is their professor, etc.),
- why they need to make the recording,
- specifics of their recording equipment,
- place (building, room nr.) and time of recording,
- name of the competition(s), audition(s) etc. they are preparing for,
- name(s) of your assistant(s) who will help them make the recording, if there are any

Permissions are usually granted, but it is necessary to ask for it in a formal letter. Requests are to be sent as soon as possible, preferably 5 workdays before the recording.

LOCKERS

Lockers are available in the Ligeti building's ground floor lobby. Please turn to the Students' Union (Room 9 of the Ligeti building) for assistance.
The lockers must be cleared of all items until every Monday, 8 p.m.
Instruments, hard copies of books, sheet music, and electronic devices found during maintenance are temporarily stored and can be collected from the Students' Union during opening hours (2 pm-3 pm on weekdays, Room 009). Any other item found will be disposed of.
After multiple tries of opening the locker with the wrong code, the locker will temporarily close itself for several minutes and it starts blinking in red. The locker can only be opened when the key pad does not blink in red. Turn to security or administrative staff for help when you cannot access your items stored in the locker.

The Liszt Academy is not responsible for any valuables kept in the lockers.

TICKET PURCHASE POLICY FOR STUDENTS

Students of the Liszt Academy may receive free tickets (1 ticket/event/person) for events held at the Academy's concert halls:
Grand Hall: 48 seated tickets for Balcony II
György Solti Chamber Hall: 5 seated tickets for Balcony I

The free tickets can be reserved as soon as tickets go on sale until 2 days before the event. The reservation can be made in person at the ticket office (Main Building, 1061 Budapest, 8 Liszt Ferenc Square) or via email (with the student's name and NEPTUN code) at zeneakademia@interticket.hu. Tickets can only be collected on the day of the event, and no later than 60 minutes prior to the start of the event.
Students of the Liszt Academy may also receive free seated tickets for events at the Grand Hall. These free tickets can be requested 60 minutes before the event starts.

If there are tickets left right before the events start, they can be collected without reservation.

In all cases, students must prepare their access card (with their name and NEPTUN code) to show at the ticket office or in the concert hall.

Tickets are non-transferable and students may be asked to show their access cards upon entering the halls.

ADMINISTRATIVE TASKS OF STUDENTS

REGISTRATION FORM

Enrolment: all new students need to submit a registration form at the beginning of their study programme and submit it signed at the office (014). Degree students must submit a registration form in Neptun and then print it. Non-degree students must download their registration form from the website https://uni.lisztacademy.hu/notifications/information-about-enrolment-and-studies-at-the-liszt-academy-127927. Submitting the registration form is also a prerequisite of getting a certificate of enrolment (necessary for visa procedures, etc.).

Non-degree students must submit a registration form at the beginning of every academic year.

Printing your enrolment form (for full-time students only): login to your Neptun account, enrol, then submit it to us during registration period.
Neptun guides: lfze.hu/for-students/neptun-117324

CURRICULUM

Full-time study programmes are credit based, which means that students are required to collect a certain number of credits to complete their studies.

uni.lisztacademy.hu > FOR STUDENTS > CURRICULUM
https://uni.lisztacademy.hu/for-students/curriculum-116343

Bachelor of Music programmes consist of **180 ECTS credits** and are ideally completed in 3 years (6 semesters).
Master of Music programmes consist of **120 ECTS credits** and are ideally completed in 2 years (4 semesters).

Both types of programmes consist of *compulsory subjects, elective subjects,* and in some cases *compulsory elective subjects*.

With certain conditions, students can register for subjects that are not part of their own study programme - in this case, the International Sub-Department must be notified. Credits for subjects completed this way will count towards the necessary number of credits for elective subjects.

All students are responsible for regularly consulting their curriculum and checking their progress, to make sure they complete all the compulsory subjects and collect the minimum number of credits for elective subjects.

Note: in case of students with home institutions other than the Academy (Erasmus, guest students, etc.) there is no maximum number of credits or lessons determined by the Academy, however, they must complete at least one course per semester. They must abide by the rules of their home institution regarding the number of credits they need to collect during their guest studies.

TIMETABLE

Students may see their individual timetables in the ASIMUT System. The guide for the system can be found on the website: uni.lisztacademy.hu >FOR STUDENTS> TIMETABLE AND PRACTICE

EVALUATION

The Liszt Academy has a credit-based teaching system. The various ways of testing the acquired knowledge as indicated in the syllabus include semester grades, examinations, comprehensive examination, complex comprehensive examination, consultations with the supervisor of the thesis paper, diploma concert and/or complex final examination.

The Academy uses a 5-scale evaluation system:
excellent (5), good (4), satisfactory (3), poor (2), fail (1).

In case of practical courses, making a sincere effort to participate actively during classes is very important and contributes to the overall grade at the end of the semester. Attendance is also very

important, and usually there is an attendance sheet to be signed at the end of a class. After three missed classes, the instructor of the course might deny completion of the course.

Note: exchange students (e.g. Erasmus) of the Academy are exclusively evaluated based on the system detailed above. It is the students' home institution's responsibility to transfer and validate the number of credits and type of subjects that the Academy provides students during their studies.

More information: uni.lisztacademy.hu > FOR STUDENTS > ECTS

CREDIT TRANSFER

In case students wish to have credits transferred from their previous studies, credit transfer requests must be submitted as soon as possible or by the first day of classes, at the latest. Necessary documents for submission: transcript of studies, course descriptions. Staff in charge of credit transfer matters: Ms. Edit KOVÁCS. Contact: kovacs.edit@zeneakademia.hu, Ligeti building (WE), Room 013.

COURSE REGISTRATION

Full-time and guest students

Full-time and guest students can register for courses in the online study system, NEPTUN.

The course registration period is usually the last week of August and the first week of September. Outside the course registration period it is not possible to register for (or cancel) courses in the given semester.
Note that you have to do the enrolment/registration procedure first; otherwise you cannot register for courses.
Visit the Academy's website to download the curriculum, where you can check which courses you are required to register for during the course of your study programme in order to complete it. You can also get a printed copy in Room 014.

Curriculums: uni.lisztacademy.hu > FOR STUDENTS > CURRICULUM

To register for courses/subjects, please log into your Neptun account, and go to Subjects > Registering for subjects.
For detailed instructions see Pages 9 to 17 of the material 'Introducing Neptun to International Students'.

Non-degree students

Non-degree students may apply for extra modules besides their guaranteed main subject lessons until July for the autumn semester, and until January for the spring semester. For the application form and further details please turn to administrative staff at Room 014.

MEETINGS TO FIX CLASS TIMES

At the beginning of the semester, instructors of one-to-one classes (and some small-group courses) hold meetings to fix the time of their classes with their students. The date, time and place of these meetings are announced on the website (uni.lisztacademy.hu > FOR STUDENTS > NEWS). It is the students' responsibility to follow notifications, attend the meetings, and create their personal timetable.

NOTES ABOUT SOME COURSES

Chamber music

Chamber music is a compulsory course in both BA and MA curriculums for full-time students.
For details and number of classes to be taken, please consult your curriculum and closely follow notifications about chamber music classes on the website and via e-mail.

Erasmus, guest and non-degree students: participation in chamber music groups and lessons is only allowed if students are guaranteed to stay for full semesters (September-January and/or February-June). As closing department concerts and exams are essential parts of the curriculum, all members of chamber music groups are obliged to perform at the end of the semesters.

For further details see the website of the Liszt Academy, or turn to the study administrators.

Master Course

Master courses held by renowned Hungarian and international musicians are organized regularly for students of the Liszt Academy during the academic year. You can earn credits for them if you register for the "Master Course" subject at the beginning of the semester in which you plan to take one. Credits are awarded when the head of the relevant department confirms participation by signing the index (mark book) for the subject. If you are not in regular contact with the head of the relevant department, you can get his/her signature at the time of the main subject examinations at the end of the semester.

Secondary Instrument

Request by full-time and guest students for adding a secondary instrument is only possible if consented by the head of the relevant Sub-Department and the professor teaching the subject. The Secondary Instrument Request form (available from Neptun) is to be submitted by the first week of the semester when you intend to take the subject. It is strongly recommended that you consult the staff of Room 014 by 15 July for the Autumn Semester and by 15 January for the Spring Semester, about capacity and contact information, if you are not in regular contact with the teaching staff of the secondary instrument of your choice. (https://uni.lisztacademy.hu/for-students/neptun-117324)

COMPLETION OF COURSES

Please make sure that you register for the courses that you want to complete, in the course registration period. It is not possible to register for (or cancel) courses outside the course registration period, and if you do not register for courses in the course registration period, you cannot get credits and a grades for them, even if you attended the classes during the semester.

To check your results in a given semester, go to the following page in your Neptun account:
"Studies" > "Gradebook" > "Print fulfilment page".

Registered, but unattended courses count as failed classes in the general average of grades.

*Non-degree students do not need to get marks and signatures for the courses that they have registered for. They do not have to take tests and examinations; their only responsibility is to attend classes regularly.

FINANCIAL MATTERS

TUITION FEE

Tuition fees are to be paid by the given deadline of each semester. Minimum payment is the fee of one semester*. Non-degree students are required to pay at least the basic tuition fee of 1400 EUR per semester until 31 August and 31 January, and pay the rest of their tuition fee after their classes have been confirmed. Fees can be transferred to the Academy's bank account.

*Instalment plan may be requested from the second semester on for full-time students. The request form is available at Room 014.

STUDENT BANK ACCOUNT

As the university transfers state-subsidised and Hungarian state scholarship receiving students their monetary scholarship, having a Hungarian bank account for them is a must.
It is highly recommended to have a Hungarian bank account for other students, as well, as monetary prizes for Hungarian music competitions etc. are usually transferred to Hungarian bank accounts only. Also, in case of transferring the tuition fee from a Hungarian bank account to the Liszt Academy's account there is less or no transfer fee.

Major banks in Hungary:
Raiffeisen Bank / raiffeisen.hu/web/english (foreigner friendly bank)
ERSTE Bank / erstebank.hu (currently only available in Hungarian)
OTP Bank / otpbank.hu/portal/en/Retail
CIB Bank / cib.hu/en

TAX NUMBER

Students need to have a tax number to be able to receive any kind of money through legal work, competition or support* during their stay in Hungary.
For all types of support, students need to provide the following details to the study administrators:
- a Hungarian bank account number and account details where the money can be sent
- a Hungarian TAX NUMBER
Students who need help with applying for a tax number might turn to the staff of the International Sub-Department. The Students' Union is responsible for processing applications for social support and merit-based support.
*State-subsidised and Stipendium Hungaricum/SCY scholarship students, besides not having to pay tuition fee, also get a small amount of monthly monetary support from the Academy. More detailed information about monetary support is sent out by e-mail at the beginning of the academic year and it is also available at the Study Department.

SCHOLARSHIP TRANSFER SCHEDULE

Students who receive their monetary scholarship (Stipendium Hungaricum, SCY, or state-subsidized studies) through the Liszt Academy may expect the following transfer schedule during the academic year:
September, February: 3rd or 4th week
October, November, December, January, March, April, May, June, July, August: between the 2nd and 10th day of each month

Scholarship students who finish one study programme and continue their scholarship studies in another one at the Liszt Academy are entitled to the monthly monetary support in the summer months between the two study programmes, however, they receive their support for July and August along with the support for September, after they signed the scholarship contract for the new study programme.

STAYING AND STUDYING IN HUNGARY

RESIDENCE PERMIT

Immigration Office opening hours, appointment booking: https://oif.gov.hu/

Residence permit for Citizens of the European Union (EU) and the European Economic Area (EEA):
Officially, those who enter Hungary for study purposes have to apply for a residence permit – even if they are a citizen of an EU or EEA country – within 90 days upon their arrival.

Residence permit for Citizens of non-EU or EEA countries:
The entry permit (visa) is valid for a single entry and usually up to 90 days of stay in Hungary. Within one month upon arrival, students have to register their address and apply for a residence permit at the Immigration and Asylum Office in Budapest. The issuing of the residence permit takes about 30 days.

RESIDENCE PERMIT PROCEDURES

For new students:
Students with D5 visa and students from EU or EEA countries have to apply for a residence permit at Branch Office Nr.5 of the Office of Immigration and Nationality's ('OIN'), after they get the necessary documents from the Liszt Academy. For residence permit renewal/extension, replacement, or any other changes, old students are also required to turn to the OIN's Branch Office Nr.5.

Address: 1135 Budapest, Szegedi út 35-37., ground floor (Twin Office Centre)
Phone nr.: +36 1 463 9100
E-mail: bpkir5@bah.b-m.h

Appointment booking is available here: http://bmbah.hu/index.php?lang=en

Further information about applying for a residence permit:
http://bmbah.hu/index.php?lang=en, Residence in Hungary > Residence Permit for the Purpose of Study
uni.lisztacademy.hu > APPLICATION > VISA, RESIDENCE PERMIT

ACCOMMODATION

The Liszt Academy cannot provide accommodation for international students. The International Sub-Department's Office, however, is doing its best to provide assistance in finding an apartment that suits the needs of students. The staff members are constantly working on putting together a list of apartments that are close to the Academy and also provide students with a possibility to practice. The list is made available to all new students from mid-July by e-mail. Websites that may be useful when looking for apartments:

Short term:
airbnb.com
booking.com

Long term:
budapestrent.com/apartments
alberlet.hu/en
roommatesbudapest.com
realestatehungary.hu
property.hu
tmc.co.hu
towerbudapest.com/en/student-apartments
apartmentsofbudapest.com/en/budapest-apartment-for-rent

IMPORTANT PHONE NUMBERS

General emergency service phone number: 112
Police: 107
Ambulance: 104
Fire service: 105

24-hour English language crime hotline: +361 438 8080
Central help number: 112
Tourist Police (0-24): +36-1-438-8080
24-hour medical assistance in English (Falck SOS Hungary): +36-1-2000-100
24-hour pharmacy: District 6, Teréz körút 41. (phone: +36-1-311-4439)
Airport Ferihegy - general (flight information) number: +36-1-296-7155

Also, you should always have on you the phone number and address of the embassy or consulate of your country in Hungary.

BUDAPEST, THE CITY

Budapest is a relatively safe city, however, since petty theft is common especially in the city centre and crowded places, people should always watch their belongings when they travel or sit in a public facility, restaurant, etc. Bags should not be taken off, or should be put in the lap when sitting down. Walking alone at night in the city is best to be avoided, just to be safe. Be cautious when withdrawing money: ATMs at well-known tourist spots and outside the premises of bank offices might be rigged and you might be the victim of skimming.

Do not ever hand personal documents such as passport, ID card, credit card, or belongings (mobile phone, wallet/purse etc.) to anyone on the street unless you are asked to do so by a police officer, who should always identify themselves with their badge and ID number.

In case your belongings are stolen, it must be reported to the local police headquarters as soon as possible. It is also advised to turn to the embassy or consulate of your country.

Report the loss of your passport to the following 24-hour authority:
Budapest and Pest County Directorate of the Office for Immigration and Citizenship
Address: H-1117 Budapest, Budafoki út 60., Phone nr.: +361 463-9165, +361 463-9181

GETTING TO KNOW BUDAPEST

We Love Budapest, a popular city guide:
welovebudapest.com/en
facebook.com/welovebudapest.en

TRANSPORTATION

TAXI

Taxi cabs should be ordered by phone from certified and trusted taxi companies, to avoid 'private taxis' that charge unusually high fares. Taxis ordered on short notice will arrive within 15 minutes.

Some of the major taxi companies in Budapest:
budapesttaxi.hu
fotaxi.hu
6x6taxi.hu

PUBLIC TRANSPORTATION

The public transportation system of Budapest is managed by BKK (Budapesti Közlekedési Központ, or *Budapest Transportation Centre)*.

English language information about public transportation in Budapest: bkk.hu/en

For more information about the public transportation system:
Timetables and route planners: https://bkk.hu/en/journey-planning/
Prices: https://bkk.hu/en/tickets-and-passes/prices/

If you have a smartphone, you can also use the BudapestGO Public transport app to buy your city pass or ticket: https://bkk.hu/en/tickets-and-passes/budapestgo/

HEALTHCARE AND MEDICAL SERVICES

General emergency service phone number: 112; ambulance: 104.
It is advised that students look up medical care options in Hungary before beginning their studies.

PUBLIC HEALTHCARE

Citizens of the EU, Ireland, Norway, Liechtenstein and Switzerland are entitled to subsidized healthcare with certain conditions in Hungary, in case they hold a valid European Health Insurance Card (EHIC). More information:
oep.hu/data/cms1004771/Health_Care_Services_Available_During_Temporary_Stay_in_Hungary_form.pdf

Major insurance companies in Hungary where study abroad health insurance is available for non-EU citizens:
Allianz
Generali
Aegon (currently only available in Hungarian)

Public general practitioners work in clinics in every district of Budapest. Information is usually only available in Hungarian, therefore in case students need immediate help, they can turn to the International Sub-Department for information about medical services.

Pharmacies in Budapest have varying opening hours. A notice on the door of pharmacies indicates the address of the closest 24-hour pharmacy.

24/7 CLINIC, URGENT MEDICAL CARE

Inter Ambulance Service: interambulance.hu/ugyeletek.html
(the nearest centre to the Academy: 1073 Budapest, Dob u. 86.)
25.000 HUF is charged for medical services. For EHIC holders, emergency treatment is provided free of charge.

PRIVATE CLINICS

Private healthcare companies with centres in Budapest:
Medicover: medicover.hu/en
Buda Health Center: en.bhc.hu
First Med Center: firstmedcenters.com
Swiss Clinic: swissclinic.hu/en
Rózsakert Medical Services: rmc.hu/en
Dr. Rose: drrose.hu/en
Diagnostic centre: affidea.hu/en

STUDENT CARD

To be able to purchase a student pass and use the public transport system of Budapest and certain other services for a reduced price, you have to verify your student status*, and depending on your study programme, there are several ways to do that.

*Non-degree students (except for preparatory SPCYP scholarship students) are not entitled to a student card or document verifying student status, and therefore are not eligible for student discounts outside the Liszt Academy. However, they are entitled to student tickets for concerts of the Liszt Academy Concert Centre.

GUEST/EXCHANGE (EU, EEA or Swiss citizens) and ERASMUS students (with student card issued by an institution in the EU, EEA or Switzerland) can verify their student status with either of the following three documents:

1. Student card issued by their home institution (it must be validated for the relevant semester by the home institution)

OR

2. International student card (ISIC) (for further information about ISIC, visit: isic.org) validated by their home institution

OR

3. Temporary student certificate (to be renewed every two months, available at Room 014; temporary Hungarian address is needed). It can be issued to Erasmus students from non-EU countries, too.

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GUEST/EXCHANGE students with citizenship other than EU, EEA or Swiss can verify their student status with a temporary student certificate (to be renewed every two months, available in Room 014).

FULL-TIME students

Full-time students have to apply for a Hungarian student card, in the following way.

Step 1: Go to the nearest Office of Government Issued Documents ('okmányiroda' in Hungarian), and ask for a NEK datasheet ('NEK adatlap') to be filled out, and an official ID photo to be taken there. Bring your passport or EU ID card (and residence permit card if you already have one), and your Hungarian address card (white paper card received during immigration procedures).

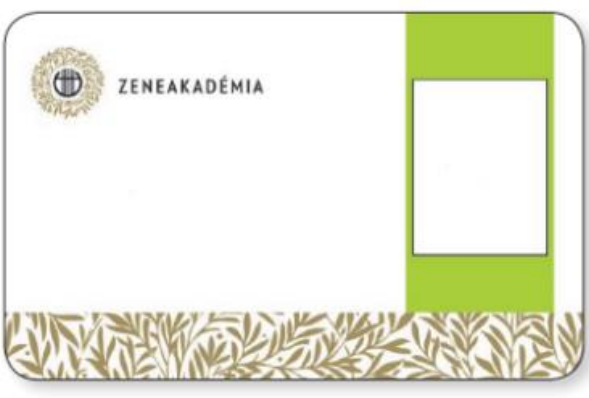
Address of the Office of Government Issued Documents in District 7 (nearest to the Liszt Academy): 1073 Budapest, Erzsébet körút 6. (open weekdays from 8 a.m.; closing hours vary).
If you need information about Offices of Government Issued Documents in other districts, you may turn to administrative staff for assistance.

Step 2: Fill in the student card application data fields in Neptun (under "Administration" > "Student Card request"), using the data on the NEK datasheet, and submit your request. Study Department administrators may see the further phases (whether the application was accepted, or is being processed, etc.). You can find a graphic guide here: uni.lisztacademy.hu > FOR STUDENTS > NEPTUN

After you have submitted your student card request in Neptun, you can ask for a temporary student certificate (printed by the staff of the International Sub-Department, A4 format sheet), which you may use as a student ID document for student discounts, until your permanent card arrives. The procedure might take some time, and the temporary student certificate expires after two months, so please make sure to renew the certificate after two months if necessary, at Room 014.

*Please do not forget that your **student card** and your **access card** are two different documents, and they are not interchangeable. For the public transport or for reduced price services, you must use your student card or temporary student certificate.*

access card (since 2014)



student card (since 2012)

STUDENT PASS (DISCOUNT COUPON) FOR THE PUBLIC TRANSPORT SYSTEM

With the student cards and the temporary certificate described above, you can buy a discounted pass for public transport in Budapest, called the *30-day pass for students attending higher education institutions* (HU: 'Havi Budapest-bérlet felsőoktatásban tanulóknak') for 3450 HUF, or the Semester Budapest-pass for students (HU: Szemeszterre szóló Budapest-bérlet felsőoktatásban tanulóknak) for 16200 HUF - both can be purchased at cashier's booths of metro stations. You may also buy a pass for Pest county called a *Pest County Pass (discounted, Hungarian student ID required)* (HU: *Pest vármegyebérlet, kedvezményes (tanulóknak, nyugdíjasoknak)*) for 945 Ft.
Tell the cashier the first day of the period of validity and your student card/certificate registration number which will be printed onto the pass coupon. You can also buy passes and tickets from vending machines at metro stations and some bus and tram stops by entering your student card registration number by yourself. The vending machines accept cash (HUF) and bank cards.
You may also get an electronic ticket using the BudapestGo application. For further information, please visit: https://bkk.hu/en/tickets-and-passes/budapestgo/

More information about the pass coupons:
https://bkk.hu/en/tickets-and-passes/prices/monthly-passes/
More information about the vending machines: bkk.hu/automata

For unlimited travel in Hungary, you have the option to purchase a Hungary Pass (discounted, Hungarian student ID required) (HU: *Országbérlet, kedvezményes (tanulóknak, nyugdíjasoknak*) for 1890 HUF. This can be bought at train stations.

Rules of using the public transport system

Please always make sure that you have a valid student card (valid sticker on the back) or temporary student certificate and a valid pass coupon. The number of the card/certificate must be written on the pass coupon itself. If you do not have a valid pass coupon or a student card/certificate, only you can be held responsible. The number to be used in case of the temporary certificate is written after the words '*OM azonosító*' (Ministry of Education Identity Number).

Also note that you always have to carry your student card or original copy of your temporary student certificate. Photocopied certificates are invalid, and you will be fined if you do not have the original copy on you when inspected.

If you are fined for not having the necessary travel documents with you (pass coupon and/or student card), you only need to pay a reduced fine if you show your travel documents within two days of having been fined at the public transportation office. If you show your documents after the two days have passed, you have to pay the full amount of the fine.

Due to the number of incidents reported regarding BKV's (public transport service provider company in Budapest) fining policy, we would like to ask you to do the following when you feel that you are unjustly fined for a supposed breach of the rules of public transport:
Ask for the ticket inspector's name and ID number (these should be clearly displayed on their name tag of their uniform) and write them down for yourself. This way, when you appeal against the decision the ticket inspector can be identified and held accountable.

You can read more about fines and the fining procedure here:
https://bkk.hu/en/tickets-and-passes/prices/penalty-fares/

About accidents and damages that have occurred while using the public transport system

In case you have been in an accident (on escalators, on vehicles, or while boarding or leaving any vehicle) leaving you injured and/or your belongings (e.g. your instrument) damaged, and you would like to report it to the public transport service provider company (BKV) in order to have compensation for your damages, loss, etc. (quote from BKV'S homepage):
"Irrespective of who caused the damage to the passenger, we are going to help our passengers to settle the case also in the future. When an accident happens, please report it - as in the past - to BKV in 15 days ("Forgalombiztonsági és Ellenőrzési Osztály" 1980 Budapest 8. Pf.: 11.) or by phone (06/1/334-1964, 06/1/461-6500 extension 244-69) or in writing to any branch of Generali-Providencia or to Invest Broker International Kft. assigned for the assessment of damages (1089 Budapest, Orczy út 34. Phone: 06/1/461-6500 extension 244-60)."
(bkv.hu/en/travel_insurance_conditions)

To be eligible for insurance you must:
- have a valid pass or ticket at the time of the accident
- have a valid student card / student certificate
- report the accident immediately to the driver or any BKV staff, so that it can be officially registered. This is probably the only way you will have strong evidence that the accident has actually happened and your damages were caused by the BKV.
- besides having the official report about the accident, it is also suggested that you take a photo of the damages caused in your valuables.

Before contacting the BKV, the staff at the Study Department in Room 014 can help you write and address the letter. The official reply is expected to arrive within 30 days.

In case you cannot meet any of the first three requirements mentioned above, you can still try to report your claim to the BKV's insurance company, but there is a lesser chance that your claim will be accepted.
Uniqa Insurance Group
E-mail: kar@uniqua.hu
Customer centre: 1134 Budapest Róbert Károly körút 70-74.
Phone: +361 544 5555

POSTAL SERVICE

When students expect mail sent from abroad to their Hungarian address, they have to make sure their full name is clearly displayed on their mailbox of their place of residence. In case of registered letters and packages, a note is dropped in the mailbox as notification, if the recipient is not home. The note is to be taken to the post office branch indicated on the note, where the letter or package can be collected.
In case of large-sized international packages, an official letter is sent by the post to the recipient that informs them that they might have to pay customs duty before they can collect their package at the designated post office. Customs duties are usually lifted in case of international students who receive packages from home, if they submit a certificate of enrolment when they want to collect their package at the post office. The staff at the International Sub-Department can help translate the official letter and issue a certificate of enrolment for this purpose.
Further information about postal services: posta.hu/international
In special cases, packages may be addressed to the International Sub-Department, but please always ask about the availability in advance.

Nearest post office to the Liszt Academy:
1074 Budapest, Hársfa utca 47., Opening hours: Mon-Fri 08.00 – 18.00

MUSIC STORES

Rózsavölgyi Music Store
1052 Budapest Szervita tér 5.

Kodály Zoltán Music Store
1053 Budapest, Múzeum körút. 21.
Opening hours: Mon-Fri 10:00-18:00, Sat 10:00-14:00

Kvartett Music Store
2100 Gödöllő, Petőfi tér 14.
Opening hours: Mon-Fri 09:00-18:00, Sat 09:00-13:00

INSTRUMENT (RENTAL) SHOPS

Budapest Piano Gallery
1082 Budapest, Leonardo da Vinci utca 12.
Email: info@tuttohangszer.hu
Phone: +36 30-9890760
budapestzongora.hu/content/15-zongora-kolcsonzes

Eldorado Music
1055 Budapest, Nyugati tér 7.
Opening hours: Mon-Sun 10:00-20:00

Hollósy Piano Room
1067 Budapest, Teréz körút. 37.
Opening hours: Mo-Fri 10:00-18:00, Sat 10:00-13:00
hollosyzongoraterem.hu/index_eng.htm

Szonáta Piano Hall
1085 Budapest, Üllői út 16/a
Email: info@szonatapiano.hu
Opening hours: Mon-Fri 10:00-17:30, Sat 10:00-13:00
szonatapiano.hu/en

Adrián Juniku (piano tuning and renting)
Facebook page: facebook.com/adrian.juniku
E-mail: adrian.juniku69@gmail.com
Phone: +36 70-2117978

INSTRUMENT RENTAL OFFICE OF THE ACADEMY

Address:
1066, Budapest, Teréz Krt. 2-4., 2nd floor, door no. 3
You can enter the building by using the telephone entry system, please look for the label 'Hangszertár' (Instrument Rental).

Opening hours:
Mon - Fri: 9 a.m. to 3 p.m.

Making an appointment beforehand is compulsory.
https://apps.lfze.hu/netfolder/StudentNet/Id%C5%91pontfoglal%C3%A1s
(Log in: Neptun details.)

Staff member in charge: Balázs Kökényesy
E-mail: kokenyesy.balazs@zeneakademia.hu
Phone number: +36/70-984-1824

STUDIO (AUDIO & VIDEO)

AVISO Studio of the Liszt Academy
1077 Budapest, Wesselényi utca 52., 2nd floor, Room 211
E-mail: Ms. Zsuzsanna MUNKÁCSI / munkacsi.zsuzsa@zeneakademia.hu
Phone: 462-4660, 462-4600 / 263
Consultation hours: Mo: 13.00-16.00, Wed: 10.00-12.00, Fri: 10.00-14.00

Zanza Studio
1142 Budapest, Erzsébet királyné útja 108.
E-mail: info@zanzastudio.com
Phone: +36206202466
zanzastudio.com

Stella Hangstudio (with Yamaha C7 concert piano)
1239 Budapest, Orbánhegyi dűlő 44.
E-mail: Mr. István DOMINKÓ / dominkoistvan@gmail.com
Phone: +36302366822
stellahangstudio.hu

Classic-Sound Studios (with Yamaha Clavinova)
1065 Budapest, Hajos utca 9.
Phone: +36 1 453 2649
classic-sound.hu/en

Inita Recording Studio
1037 Budapest, Farkastorki út 38.
E-mail: tius@inita.hu
inita.hu/contact/?lng=en