

Tasks regarding MA diploma concerts and BA diploma concerts

MA DIPLOMA CONCERTS

MA STUDENTS' RESPONSIBILITIES

Students must request the venue of their diploma concert by themselves at the Concert and Event Management.

MA STUDENTS' RESPONSIBILITIES* BEFORE THE DIPLOMA CONCERT

1. Students must send the followings to diplomafoglalas@zeneakademia.hu **at least 90 calendar days before the concert:**
 - a. About the diploma concert:
 - i. the final program of the diploma concert according to Annex IV
 - ii. all performers' names
 - iii. the titles, the lengths and the arrangements of the pieces performed
 - b. Specifics that have preliminarily been indicated in the venue request form:
 - i. tuning request (if necessary; in case of harpsichords: pitch and temperament as well)
 - ii. instrumentation request (if necessary)
 - iii. stage setting (number of chairs, music-stands, besetzung)

It is recommended that special stage and instrumentation requests are made as soon as possible. Otherwise, it is not guaranteed they can be granted.

- c. Confirm and clarify on the venue request form the already indicated need for sound and video recording.

In case the required data is missing, or the request form is submitted late, the University cannot guarantee the technical needs, nor the ordered sound and video recording, or other services.

2. The student must send any changes to the planned concert program to the above e-mail address (point 1.) no later than **60 calendar days** before the diploma concert. Failure to do so will result in the original date being cancelled and the student will not be able to receive a new date, except for the following semester.
Changes to the concert program between 60 and 30 days before the concert may only be made in exceptional and justified cases.
3. The conditions set out in Annex 2 apply to the making of external video recordings and the use of the recordings.
4. The diploma concerts are announced on the website 30 days prior the date of the event. 30 days prior to the concert, the latest, students have to send the final program and the performers' names to diplomafoglalas@zeneakademia.hu according to Annex IV. Concerts are only to be announced on the website if the venue can hold guests other than the ones already invited.
The University will only publish diploma concerts held at the Old Academy or in smaller halls on the website if there is room in the hall for external guests in addition to the guests invited by the graduating student.
5. Simultaneously **or 30 days prior to the date of the event**, the latest, students have to send **the event's final program** to the head of the department or sub-department AND the International Sub-Department's staff (Room 014, international.office@lisztacademy.hu).

* The rules above do not apply to students of orchestra conducting, choral conducting, composition, and organ. They must consult their main subject teachers and the head of the department about the arrangements.

BA DIPLOMA CONCERTS

Reservation requests for BA diploma concerts (group concerts) are to be submitted by professors to the department administrators who fix the dates with the Event Management Sub-Division. Group (BA) diploma concerts CANNOT be booked by students. Audio recordings according to the department's needs are requested by the department administrators. Individual requests for such recordings are not possible.

BA STUDENTS'S RESPONSIBILITIES* BEFORE THE DIPLOMA CONCERT

1. All students – except students of choir conducting, orchestra conducting, organ, composition – must send a message to diplomahangverseny@zeneakademia.hu **90 days prior to the date of the event the latest** with the following details of the event:

- programme (format indicated in Annex 4)
- participants
- length and the instrumental arrangements of the pieces performed
- instrumentation
- tuning (in case of harpsichord: pitch and temperament as well)
- instrument requests
- stage arrangement (chairs, music-stands, besetzung, etc.)

In case of incomplete or late submissions, requests about technical needs and recordings may not be granted.

Please read the rules and conditions of recordings made by outside persons in Annex II.

2. Simultaneously or 60 days prior to the date of the event the latest, students are to send the event's final programme to the head of the department or sub-department AND the International Sub-Department's staff (Room 014, international.office@lisztacademy.hu).

At the Academy's venues, banquets cannot be held after the concert, and performances including dancing are not allowed.

Changes to the concert program **between 60 and 30 days prior** to the concert may only be made in exceptional and justified cases.

3. If the graduating student does not send the data requested in accordance with paragraph (1), incompletely or late, the University does not guarantee that the technical requirements will be met or that any ordered audio recording will be made.
4. The conditions specified in Annex 2 apply to the making of external video recordings and the use of the recording.
5. The University publishes the diploma concerts on the Liszt Academy website one month before the concert. To this end, graduates are required to send the final program of the concert and the contributors to the address diplomahangverseny@zeneakademia.hu in the usual format on the Liszt Academy website (Annex 4) **no later than 30 days** before

the concert. Diploma concerts held at the Old Academy of Music or in smaller halls will only be posted on the University website if there is space in the hall for external guests in addition to the guests invited by the graduate.

6. The **final program of the diploma concert** must be sent by e-mail to the head of department/head of department and the academic lecturer **no later than 30 calendar days** before the diploma concert.

* The rules above do not apply to students of orchestra conducting, choral conducting, composition, and organ. They must consult their main subject teachers and the head of the department.

Annex I

Information about the discount recording and the video and sound recordings

What is the diploma discount?

Since the academic year 2000/2001, the Liszt Academy of Music has been offering full-time students obtaining their first MA diploma the recording of their diploma concert by the AVISO studio free of charge. Students receive an edited CD within 30 days after their diploma concert free of charge. The discount diploma concert recording includes the following: recording of concert without the recording of the main rehearsal, mastering, burning the material to a CD-R.

Steps to be taken

Students must fill in the AVISO discount recording request form and also have it signed by the main subject teacher(s), the head of the department and a staff member of the International Sub-Department. The completed forms are to be submitted to the AVISO studio (Ligeti building, Room 209). Incomplete or late submission will not be accepted.

What are the further copyright conditions related to the discount recording?

Copyright of all the diploma concert recordings belong to the Liszt Academy of Music. Making over 100 copies of the recording without the permission of the Liszt Academy of

Music and commercial distribution is prohibited. One copy of each recording is archived in the AVISO studio and is accessible for researchers.

Other services provided by the AVISO Studio

There is a possibility of ordering further services (recording of the main rehearsal, recording in a HD video-format, etc.), but these are not free of charge. The deadline for orders is 30 days before the diploma concert, for all other details please turn to the AVISO Studio by submitting the AVISO recording request form.

All requests may be granted only if students send their final program, length of pieces and instrument arrangements to aviso.diploma-ugyintezes@zeneakademia.hu 30 days prior to the event the latest. Orders can be considered final if students receive a confirmation email from the AVISO Studio.

Please read the rules and conditions of recordings made by outside persons in Annex II.

Annex II

Policy on audio and video recording, photography at diploma concerts and their use (private & AVISO Studio)

1. Policy on audio and video recording

In case the AVISO Studio cannot grant a student's video recording request due to lack of capacity, or the student prefers to have the event recorded by outside persons, they must submit a request to the Communications, Marketing and Media Contents Development Directorate 10 days before the event at the latest. The requests are to be sent to kommunikacio@zeneakademia.hu using the following format:

Dear Director of the Communications Directorate,

I would like to ask permission for a video recording of my BA/MA diploma concert with the following details:

time:

venue (building, room):

type of recording (photography/video/audio):

equipment for recording:

name of contributor(s)

name of company (if applicable)

phone number(s):

I declare that the recording(s) serves archival and study purposes. I understand that the recording or even its segments cannot be broadcast or shared with the public on my personal page or social media platforms and cannot be used for professional or commercial purposes without the special and permission of the Communications Directorate beforehand.

Best regards,

signature

Authorised students and outside persons must comply with the technical specifications described below. The lack of permission or disregarding the rules may result in being denied making a recording by the security staff at the event.

2. Photography policy

Please read the previous section.

3. Authorised technical parameters for recordings made by outside crews

In the Academy's rooms outside crews can only make recordings by using only one camera that is to be placed behind the last row of seats on a stand. Photographs can be taken from behind the last row of seats or from the sides from row nr. 5 to the last row of seats without disturbing the audience. Persons recording the event must not move during the concert and may only leave the venue during breaks or intervals when the audience is clapping. Outside persons must not enter the stage. The use of flash, AF lightning, or serial exposure is prohibited. The use of mute mode and muzzle for the camera is advised. Audio recordings made by outside crews are only to be made with the permission of the Communications Directorate and with parameters approved by AVISO Studio. The photographers must wear formal black clothing.

4. Policy on the use of recordings

Recordings (audio, video, photography) made in the Academy's rooms can only be used for private, archival or study (demo, competitions) purposes. Only one movement or a 5-minute segment may be released or shared from watermarked video recordings made by

the AVISO Studio. Any recordings made by outside crews must not be released, broadcast or shared due to the lack of quality assurance. Other uses of recordings must be authorised by the AVISO Studio. Requests (with details such as the recording(s), time, place, etc.) are to be sent to aviso.gyartas@zeneakademia.hu 5 working days before the planned date the latest.

Annex III

Services provided by the Liszt Academy

Venues available for booking

Old Academy (35 Vörösmarty Street)
Kamaraterem ('Chamber Hall')

Main Building (8 Liszt Ferenc Square)
Solti Chamber Hall
Room X

Kupolaterem ('Dome Hall') - only for percussionists and only on weekends.
Grand Hall - Reservations for classical instrumental and vocal performance diploma concerts are to be initiated by professors and/or relevant heads of departments according to the Academy's procedures in the beginning of the academic year with the approval of the President or the Vice President of the Academy. Please do not make requests at the Study Department, at the Cultural Division or any other departments or members of the management of the Liszt Academy.

Semmelweis building (12 Semmelweis Street)
Room 110

Any other venue outside the Liszt Academy

Students who would like to hold their diploma concert at a venue not listed above have to make arrangements for the concert venue, the orchestra (if needed) and any equipment by themselves. The Academy does not incur any expenses in this case. The venue request form indicating the date and venue of the diploma concert, however, is still to be submitted by the deadline.

The Liszt Academy offers only the services detailed here free of charge, provided that they are applied for in accordance with the rules and by the given deadline, and the application has been confirmed. The Liszt Academy does not bear any other costs related to the

diploma concert (performance fee of collaborating artists, renting fee of orchestra materials, costs of promotional materials, costs of technical equipment, etc.)

Services free of charge (basic equipment of the concert venue of the Liszt Academy) provided that the application has been made in accordance with the rules and by the deadline, and there is capacity to meet the request:

1. **Old Academy Concert Hall** (weekdays 9 a.m. to 9 p.m., Saturday 3 p.m. to 6 p.m., max. nr. of performers: 23, max. number of guests: 130)

- music sheet stands, chairs
- piano, harpsichord (other instruments: upon request)
- podium for conductor, choir
- piano and harpsichord tuning
- stage equipment (upon previous consultation 14 days prior to the event)
- cloakroom staff

2. **Semmelweis Street Room 110** (weekdays 6 p.m. to 8.30 p.m., Saturday 2 p.m. to 5.30 p.m., max. nr. of performers: 10, max. nr. of guests: 49)

- music sheet stands, chairs
- 2 pianos, piano tuning

3. **Liszt Square Room X** (max. nr. of performers: 12)

- music sheet stands, chairs
- 1 piano, harp (other instruments such as percussion instruments may be available upon request)
- piano tuning

4. **Liszt Square Solti Chamber Hall** (max. nr. of performers: 35)

- music sheet stands, chairs
- piano (other instruments such as harp, percussion instrument may be available upon request)
- piano tuning
- podium for choir
- conductor's platform (1.2 x 1.2 m), conductor's stand
- stage equipment (upon previous consultation 14 days prior to the event the latest)
- ticket collectors, hostesses

5. **Liszt Square Dome Hall** (only for diploma concerts of percussion instruments held on weekends, max. number of performers and guests combined: 80)

- music sheet stands, chairs, conductor's platform
- 2 pianos (other instruments such as harp, percussion instrument may be available upon request)
- piano tuning

6.Liszt Square Grand Hall (max. nr. of performers: 90, max. nr. of guests: 800)

- music sheet stands, chairs
- 2 pianos, harp (other instruments: may be available upon request)
- piano tuning
- podium for choir
- conductor's platform (1.2 x 1.2 m), conductor's stand
- stage equipment (upon previous consultation 14 days prior to the event at the latest)
- ticket collectors, hostesses

The Grand Hall's organ is not part of the basic equipment and may only be used upon special approval.

Extra instruments and equipment, services beyond the basic services may be requested by MA students only.

Annex IV

Protocol for using names and titles in the diploma concert programme for publication on the website of the Liszt Academy

COMPOSER

- Only the family name of the composer is to be used, except when:
 - the composer is alive; in this case, the full name is to be displayed,
 - if there are multiple distinguished musicians with the same family name, e.g. J. S. Bach, C. P. E. Bach.

Certain special cases

- For names with Cyrillic original spelling, use the international transcription, e.g. Rachmaninov

- Schönberg to be spelled with an ö, Händel with an ä

TITLE OF PIECE (IN HUNGARIAN WITH OP. NR. AND)

- In case of ordinal numbers of pieces, use the No. 1, 2, etc. format. E.g.: Symphony No. 8, Rhapsody No. 15
 - In case of Mozart piano concertos and Beethoven sonatas, please include the ordinal number as well as the Köchel or opus numbers.
- In the case of symphonies, indicate the ordinal number as well as the key; the key is to be written in parentheses directly after the ordinal number, e.g. Symphony No. 9 (D minor), Symphony No.8 (F major)
- In case of pieces without ordinal number (or we do not use them), the key is indicated without parentheses, e.g. Piano Concerto in D minor, Piano Quartet in G minor
- The letters of the notes are to be written in capital letters, and the type of the key in lowercase letters, e.g. G minor, D major
- After the ordinal number, the key and the genre title, write the opus or the catalogue number (no opus number in case of Haydn, Mozart and Schubert, where only the catalogue numbers are used). As the opus number is assigned by the composer, it is part of the title of the piece, and it follows the title separated by a comma. The right spelling is “op.” with lowercase letters, e.g. Symphony No. 5 (D major), op. 107; Symphony No. 9 (D minor), op. 125
- If a piece has an ordinal number within an opus, the number is to be written separated with a slash, and the “no.” format is not used, e.g. String Quartet in A minor, op. 44/1 (and not: op 44 no.1)
- As the catalogue number is not part of the title, it is to be written in parenthesis after the title, e.g. Piano Concerto in D minor (K. 466)
- Put a full stop after the abbreviation of the catalogue name e.g. K.467, D.956. No full stop is used after catalogue names with multiple letters e.g. BWV 988, RV 271, BB 95.
- If a piece has an unofficial popular name, there are two options:
 - the piece does not have an ordinal number; in this case the popular name is written after the key, e.g. String Quartet in C major (“Dissonanzen”) (K. 467); Sonata in C sharp minor (“Moonlight Sonata”), op. 27/1
 - the piece has an ordinal number; in this case the ordinal number is followed by the key in parentheses, and the popular name is written in parentheses after the title, e.g., Sypmhony No. 5 (D major), op. 107 (“Reformation”)
- In case only one movement is or some movements are performed of a piece, that is to be indicated after the full title of the piece separated by a dash, and the number of

the movement is written with Arabic numbers, e.g. Cello Suite in C major (BWV 1009) – Prelude; Piano Quintet in C minor, op. 1 – movement 1.

- In case undefined excerpts from a piece are performed, the word “excerpts” is to be written in parentheses after the full title of the piece, e.g. Seven Bagatelles for Trombones (excerpts); in case there are already parentheses in the title due to the catalogue number, the “excerpts” note is to be written within the same parentheses separated with a dash, e.g. 44 Violin Duos (BB 104 – excerpts).
- When possible, use the official English language title of the piece, or in case of well-known original titles, the original title.

COLLABORATORS

The instrument of the collaborating performers is to be indicated within parentheses after the name of the performer, and in case of multiple performers playing on the same instrument, the names are to be separated by comma and followed by the name of the instrument in parentheses. E.g. John Smith, Kálmán Kovács (violin); Martha White (piano); singers: Katalin Fekete (soprano).