



ZENEAKADÉMIA

ALAPÍTVÁ 1875

**REGULATION ON THE
DETERMINATION OF SERVICE
AND REIMBURSEMENT FEES**

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Preamble

The Liszt Ferenc Academy of Music (hereinafter referred to as: the University) intends to enforce regulations ensuring the same set of conditions for all organizational departments of the University by consolidating the method of determination of the various service, reimbursement and special procedure fees in its current regulations, within the framework of this Regulation on the Determination of Service and Reimbursement Fees (hereinafter referred to as: Regulation). The only exception that is not subjected to this set of rules is the Béla Bartók Conservatory of the Liszt Academy of Music, for which the service and reimbursement fees are determined separately under a different framework of regulations.

The legal regulations, the complex departmental structure of which certain departments and units are at separate locations, and the wide array of activities done by the University require a considerable internal regulatory background. Due to this, it is necessary to generically determine the fees related to certain university services, as well as the methods and conditions for their calculation, in relation to educational, research, artistic and management activities as well.

This Regulation is based on the Act CCIV/2011 on National Higher Education (Nftv.), Government Decree 51/2007 (26 March) on grants available for higher education students and fees payable by them, as well as the following internal regulations:

- Organizational and Operational Regulation,
- Management Regulation,
- Asset Management Regulation,
- Organizational and Operational Regulation of the Library of the Liszt Ferenc Academy of Music,
- Organizational and Operational Regulation of Liszt Ferenc Memorial Museum and Research Centre,
- Regulation on Room Use,
- Regulation on Calculating the Self-financed Tuition Fee,
- Instructions and circular letters of the President and the Chancellor related to the above mentioned regulations.

Article 1 Aim of the Regulation

The aim of this regulation is to regulate, in the already existing regulatory framework of the University, the method and conditions of calculation of the service and reimbursement fees related to the services specified therein, as well as the special procedure fees related to the failure to comply with obligations, in a generalized manner concerning the entire core business of the University, and to generally include all available services and activities of the University besides the obligations of the payment of fees.

Article 2 Scope of the Regulation

- (1) The scope of this Regulation extends to all students and doctoral students participating in a higher education or doctoral programme (hereinafter: students), as well as to doctoral candidates¹, public employees and employees of other statuses of the University, internal and external parties using certain services of the University. Furthermore, the Regulation also extends to all departments and activities specified in the Organizational and Operational Regulation of the University in connection with the price formation, provided that deviating from the Regulation and making exceptions other than what is set in the Regulation is only possible in the determined method and form is in terms of this Regulation.

¹ Doctoral candidate: a student of the University with a status that is longer active registered, who has completed all credit points of the respective study programme of the University, and is before the submission of the doctoral dissertation within one year of the completion of credits, or within 2 years in the case of an extension of the deadline granted on an equitable basis by the Doctoral Committee.

In the definitions of the Regulation, employees, including those employed under student and doctoral employment contracts and trainees, are treated in the same way as public employees.

- (2) The scope of this regulation does not extend to the Béla Bartók Conservatory of the Liszt Academy of Music, or its activities, students and employees working there.

Article 3 General Provisions

- (1) The scope of this regulation affects the following University activities and services:
- a) the usage of the facilities and resources of the University outside of free of charge service,
 - b) the renting, transportation, tuning, on call tuning services of instruments, instrument accessories, other accessories (e.g. bows, musical instrument cases) (hereinafter referred to as: instruments) under the asset management of the University,
 - c) the usage of the University Library and using the services rendered by the Library,
 - d) using the services of the Liszt Ferenc Memorial Museum and Research Centre, and the Zoltán Kodály Memorial Museum,
 - e) a matter or object produced by the resources of the University, provided by the University to the student, which becomes the property of the student,
 - f) the teaching of the knowledge in a non-Hungarian language of something that is determined and taught in Hungarian in the curriculum in the bachelor's and master's degree programmes, based on the student's choice,
 - g) university services and activities that form the basis of special procedure and other student fees.
- (2) Sanctions or conditions of delay or failure of obligations shall also be determined in connection with the individual services and activities within the framework of this Regulation.
- (3) The principle of the specification of payments, service and special procedure fees in the Regulation is binding, deviating from them is only possible based on the authorization of the relevant legal provision, according to the conditions set therein, furthermore, a regulation or a decision accepted by the Senate, a decision of the Doctoral Committee of the University, an Instruction of the President or the Chancellor, but only in such ways that this Regulation allows.
- (4) Considering Article 82 point (3) and Article 83 point (2) of Act CCIV/2011 on National Higher Education (Nftv.) the University determines the order of certain payments in the Regulation on Fees and Allowances with the following restrictions:
- a) in the case of a state-subsidized (or partly subsidized) programme the cumulative amount of the payments cannot be more than half of the tuition fee, except for the education in a non-Hungarian language of the knowledge that is determined and taught in Hungarian,
 - b) in the case of a state-subsidized (or partly subsidized) programme the payment obligation for non-fulfillment or late fulfillment of the obligations specified in the Academic and Examination Rules may not exceed five percent of the mandatory minimum wage established for full-time work,
 - c) In the case of self-financed studies the student and the University records the amount of the payment obligation in a contract.
- (5) The University ensures students with an extra ten percent of all prescribed credits in the student's individual curriculum – without an extra payment or tuition fee –, furthermore, an extra ten percent of all prescribed credits to be able to register subjects taught in a non-Hungarian language.
- (6) The determination of the terms and conditions of certain service, reimbursement and special procedure fees specified by this Regulation is different for the students, public employees, employees and employees with other statuses of the University (hereinafter referred to as: employees), as well as for non-University institutions, companies, other legal and natural persons (hereinafter collectively referred to as: external partners) according to the followings:
- a) students participating in higher education may be obliged to pay a service, reimbursement and

- special procedure fee only in the case and under the conditions of the activities subject to the payment fees set out in the Academic Regulations for Students, as well as the non-fulfillment and late fulfillment of the obligations set out therein,
- b) the payment and conditions of certain service fees established for the staff of the University, which are governed by the provisions of the internal regulations of the University,
 - c) the determination of the service fees related to external partners, which shall be determined individually, provided that in the case of any possible discounts, the Regulation shall specify the relevant possibilities and conditions.
- (7) In the case of certain service, reimbursement and special procedure fees, different rates may be set by the departments of the University performing the same activity, if this is justified by the infrastructure, the quality of the service and the geographical location.

Article 4

Use of the facilities and equipment outside of free of charge services of the University

- (1) The obligation of the University is to use the available resources in an appropriate and economical manner, the protection of the intellectual and other assets, as well as selecting the utilization methods that supply the University in the most efficient way. During the utilization of assets, the University shall only use those utilization methods that are in accordance with the activities determined in the Deed of Foundation.
- (2) Regarding its properties and resources under its asset management, the University is entitled to reimbursement or service fee outside of free of charge services, if the use of the resources in connection with each of its activities:
- a) is considered a fee-paying activity based on legal provisions or instruction of the President/Chancellor,
 - b) does not clash with the primary tasks of the University's core activity,
 - c) is partly or entirely independent of the activities of the University, and is for only personal use,
 - d) is implemented in the framework of a separate contract where the assets are used by external parties (except for events and programmes that are in the interest of the University),
 - e) is in connection with other services that are not part of the educational and outcome requirements, and are not part of the completion of study obligations of the curriculum.
- (3) In connection with service and reimbursement fees of certain specified topics related to educational, research and other professional activities, the **President**, in connection with asset management, the **Chancellor**, shall grant conditions that differ from present regulation based on the methods and conditions set therein, stipulating that in case of regulations affecting the payments of students, the approval of the **Senate** is necessary.

Article 5

Regulation on Instrument Rental

- (1) In order to fulfill the requirements of the educational and artistic life at the University on the highest level, the University is operating an Instrument Rental Office. Those instruments are in the permanent stock of the Instrument Rental Office, that are under the asset management of the University for rental purposes specifically, and to be used during concerts organized by the University. It is possible to rent other instruments under the University's asset management only in a particularly justified case, based on the decision of the Vice-President of Education, by reallocating the instrument to the temporary stock of the Instrument Rental Office. The permanent and temporary stock of the Instrument Rental Office described above form the rentable stock of the Instrument Rental Office together.
- (2) Rules of instrument rental applicable to students:
- a) All students with an active registered student status are entitled to use the Instrument Rental Office. Furthermore, students with former active student statuses, who have finished their studies but have not completed their final examination, are entitled to use the Instrument Rental Office until the last day of the examination period of the next consecutive semester. Students with a

passive student status of the University are to submit a request through the Study Department and based on the decision of the Vice-President of Education they may be granted eligibility to use the services of the Instrument Rental Office.

- b) In an exceptional case of a student who has previously had an active registered student status with the University, they may receive eligibility to use the instrument of the Instrument Rental Office, depending on the decision of the Vice-President of Education, based on a request submitted to the Study Department if:
 - ba) the purpose of rental is participation in performances and rehearsals organized or partly organized by the University, or
 - bb) the circumstances call for special consideration.
- c) Parties eligible under points a) and b) of paragraph (2) of this article – unless otherwise specified – may rent instruments from the Instrument Rental Office for a rental fee. The amount of instrumental rental fees and late payment fees are determined by the decision of the Senate, its publication is arranged by the chancellor.
- d) At the time of renting, by signing the rental contract. the renter assumes full financial responsibility for the instrument received. The obligatory contract form to be used is stored in the Document Sample Collection. The task of maintaining the sample contract necessary for instrument rental is the joint task of the Director of Finance and the Director of Legal Affairs.
- e) In order to change the amount of instrument rental fees and late payment fees, the approval of the Senate is necessary each time.
- f) After the conclusion of the instrument rental contract, with the approval of the competent main subject professor (or in the case of a secondary instrument, the teacher teaching the subject) and the head of the department, the Instrument Rental Office gives the renter the instrument selected from the rental stock of the Instrument Rental Office, exclusively for the renter's own use. During the period of the use of the instrument the renter is entitled to use the instrument without restrictions domestically. International use may only be possible with the joint written permission of the Vice-President of Education and the Chancellor.
- g) In the case of instruments in the permanent stock of the Instrument Rental Office, the rental period is for a definite period of time up to the date specified in the contract. At the end of the period, by presenting the instrument, the instrument may be rented again under a new contract.
- h) The renter is only entitled to use the services of the Instrument Rental Office if they have fully complied with all previous instrument rental fees and have no other debts or other payment obligations.
- i) The instrument may be received after the signing of the instrument rental contract. Simultaneously with receiving the instrument, the instrument rental fee will be administered, which must be settled financially within 8 days. Based on a request regarding the instrument rental fee, by the permission of President, the student may be granted an instalment payment relief.
- j) It is the renter's duty to keep the rented instrument intact and to use it with increased care. The renter shall reimburse all damages for which they are responsible in accordance with the provisions of this Regulation.
- k) The renter is obligated to immediately inform the University of the loss, destruction or deterioration of the instrument and to take the necessary measures.
- l) In the case of the loss, destruction, deterioration of the instrument – provided that the renter is responsible for it – the renter is obliged to reimburse the University for the replacement value indicated by the Instrument Rental Office at the time of receiving the instrument.
- m) Based on the recommendation of the main subject professor, in the case of a recommendation to grant permission for instrument usage related to the activities at the University, with the consent of the main subject professor and the competent head of the department, the President may allow

the renter to be exempted from paying the instrument rental fee for the period specified in the recommendation. The exemption from paying the instrument rental fee does not affect the other obligations of the renter.

- n) It is considered instrument use related to the activities of the University if the student with an active registered status has a registered subject in the given semester related to one of the following instruments:

	<i>Programme (specialization):</i>	<i>Instrument:</i>
na)	Violin	Viola
nb)	Flute	Piccolo, alto flute
nc)	Oboe	English horn
nd)	Clarinet	E-flat clarinet, bass clarinet
ne)	Bassoon	Contrabassoon
nf)	Trumpet	piccolo (B) trumpet, E-flat trumpet, flugelhorn
ng)	Trombone	Alto trombone, bass trombone
nh)	Tuba	C-tuba, B-tuba

In the above mentioned cases the student may rent the instrument related to their programme **without the separate request regarding the free of charge rental**, for which a certificate issued by the Study Department is needed to be shown to the administrator of the Instrument Rental Office. The Document Sample Collection contains the certificate sample. The administrator of the Instrument Rental Office must keep a record of the instruments rented free of charge.

- o) Extension of the rental is possible in the framework of a contract modification before the last day of the expiration of the rental, in person, by presenting the instrument. Extension of rental is not possible if there is a claim for the instrument approved by the main subject professor and the head of the department, or the renter has debts.
- p) The rented instrument must be returned to the Instrument Rental Office without a notice until the end of the rental period. Failing to do so the University sends the renter a letter of notice. Following a notice with no response, the University shall enforce its claim legally.
- q) If returning the instrument by the renter is delayed, the renter is obligated to pay a late fee on top of the instrument rental fee determined in the instrument rental contract. Until the renter does not fulfill their instrument rental fee, late fee, and other payment obligations that are stipulated in this Regulation, and until there is an instrument in their possession after the expiration of the rental period according to the records, they are not eligible for further instrument rental.
- r) When calculating the instrument rental fee, each month that has begun is considered a full month.
- s) The student may not receive a graduation certificate until there is outstanding instrument rental debt, or late fee unfulfilled, and the rented instrument(s) is not returned to the Instrument Rental Office in an unobjectionable condition (or, in the event of failure to fulfill the latter obligation, until they have not fully complied with their obligations resulting from it).
- t) The student is entitled to request a claim at the Instrument Rental Office for an instrument selected by them, by the approval of the main subject professor and the head of the department. At the availability of the instrument the renter is informed electronically by the Instrument Rental Office. The Instrument Rental Office preserves the instrument for the claimant for 5 days after the notification of availability.
- u) Having the instrument repaired is only possible based on the written consent of the Instrument Rental Office. Any repairs done without the written consent of the Instrument Rental Office, the renter shall bear the expenses, and is solely responsible for any and all damages done during the repair. Besides the expenses of a repair resulting in inadequate quality without the consent of the Instrument Rental Office, the renter shall bear the expenses of a possible future repair that may be needed as well.

- v) In case the Instrument Rental Office has given its written consent in advance to have the instrument repaired, and the Instrument Rental Office certifies with the consent that the repair is necessary due to no fault of the renter, the expenses of the repair shall be paid in advance by the renter, and the University shall bear the expenses according to the amount that is determined in the consent, which is reimbursed to the renter provided they submit an invoice of the paid amount and within 45 days of submitting the invoice, the University shall complete the reimbursement transaction. The University only accepts invoices which were issued by the music repair shop specified in the consent, and issued to the name and address of the University. The University shall not complete a reimbursement based on any other type of invoice or receipt.
- w) During the same rental period, a maximum of 2 instruments may be rented for one student at a time, in this respect accessories required for the sounding and protection of the instruments do not qualify as separate instruments (e.g. bow, case) in case they are rented with the instrument simultaneously. The student is only allowed to rent an instrument with a case in order to protect its condition.
- x) The Vice-President of Education and the Director Legal Affairs shall ensure the issuance and maintenance of other forms and sample documents required for the rental of musical instruments:
- according to point a) paragraph (2) of the this article, the request form for the instrument rental of students with a passive student status,
 - according to point b) paragraph (2) of the this article, the request form for the instrument rental of graduating students,
 - according to point f) paragraph (2) of the this article, the sample document of “Declaration of ownership and permission to use an instrument out of Hungary”,
 - according to point i) paragraph (2) of the this article, the request form for paying the instrument rental fee in instalments,
 - according to point m) paragraph (2) of the this article, the request form for the recommendation to grant permission for instrument usage related to activities at the Academy free of charge,
 - according to point t) paragraph (2) of the this article, the request form to approve an instrument claim

are contained by the Document Sample Collection and the website.

Article 7

The services of the Library of the Liszt Academy of Music

- (1) This Regulation contains rules that affect the Library of the Liszt Academy of Music and the following branch library:
 - a) Central Library (Liszt Square 8 Budapest 1061), Audio-Visual Collection and Liszt Ferenc Research Library (Vörösmarty Street 35 Budapest 1064) (hereinafter referred to as: Central Library),
- (2) The service fees and discounts of the library shall be determined based on the data of the year before, considering the cost accounting, by examining the services offered and the maximalized income of the activities of the library.
- (3) If the reader replaces the lost document according to the Regulation on the use of the Library, they are exempt from additional payment obligations caused by the loss.
- (4) The Library counts the late fee based on the number of days with opening hours. Automatic notification is sent to the borrower from the e-mail address of the reference department

(olvasoszolgalat[at]lisztakademia.hu) regarding documents that are close to expiration. Late fee increases until the Library hands over the debt to the Legal and Public Procurement Department based on the Organizational and Operational Regulations. At this time, the process of borrowing ends, the document is considered lost. The accumulated late fee up to this point, as well as the cost of postal notification and other costs of debt collection, the replacement or sentimental value of the document, and the administrative costs of the loss shall be borne by the reader.

- (5) Service and reimbursement fees for students at the Central Library:
- a) At the time of registration, depending on the level of eligibility of library usage, students shall pay a registration fee or use the service related to the general library card without paying a fee. Non-degree (part-time) students and Erasmus or other international students of a scholarship programme are required to pay a deposit when registering for a general library card, which may be returned upon finishing their studies after returning their borrowed items.
 - b) Service and reimbursement fees for students are approved by the Senate, their publication is arranged by the Chancellor.
 - c) Service and reimbursement fees for doctoral candidates are the same as for students.
- (6) Service and reimbursement fees for University employees:
- a) When registering, employees and retired employees of the University are not obligated to pay a registration fee.
 - b) The Instruction of the President and the Chancellor contains the fees applicable to University employees.
- (7) Service fees for external partners of the Central Library:
- a) When registering, external partners are obliged to pay a registration fee. Active and retired public employees of cultural and artistic fields and retired performance and music teachers are exempt from the payment of the registration fee.
 - b) Instruction of the President and the Chancellor contains the fees applicable to external partners.

Article 8

Services of the Liszt Ferenc Memorial Museum and Research Centre

- (1) Fees of the Liszt Ferenc Memorial Museum and Research Centre for students are approved by the Senate, based on which their publication is arranged by the Chancellor.

Article 9

Zoltán Kodály Memorial Museum

- (1) Fees of the Zoltán Kodály Memorial Museum and Research Centre for students are approved by the Senate, based on which their publication is arranged by the Chancellor.

Article 10

Pricing and services of the Audiovisual and Theater Technology Department

- (1) The Audiovisual and Theater Technology Department (hereinafter referred to as: AVISO) as an organizational unit operating special technological systems offers the following services in connection with the activities of the University:
- a) professional audio and video studio technology,

- b) scenic stage, audio, lighting and visual technology,
 - c) instrument rental related to production.
- (2) All orders must be written.
- (3) AVISO shall determine the service fee for the services provided for the order, which the customer is obligated to settle.
- (4) In the application of this Article up to Article 10/D:
- a) *service*: an activity of a service done by AVISO for order,
 - b) *unit of account*: the unit of the quantitative indicator in connection with each service (hours, items, occasions),
 - c) *timescale*: the pre-calculated period of time, working hours, required to provide one unit of account,
 - d) *correctional multiplier*: a percentage indicator proportional to the capacity of the technological system required for the performance of the given activity, the utilization of the equipment and the complexity of the technical assembly,
 - e) *flat rate of indirect costs*: the fee of costs not directly related to the services provided to the given clientele specified in Article 10/A of this Regulation,
 - f) *labour cost*: the value of the performance of the employee(s) directly in connection with carrying out the given service, its size per unit of account (hours) is set in this Article,
 - g) *equipment rental fee*: in the case of services provided to the clientele specified in Article 10/C, the fee per unit of time for the use of the devices (audio, video, scenic sound, lighting, and visual technology, etc.) that make up a functional unit of AVISO.
- (5) In the application of this Article up to Article 10/D, the followings shall be considered in-house orders, orders that are in the interest of the institution:
- a) an order from a student who has a student status with the University, who is studying in any programme or major, who gives a doctoral concert and is related to their doctoral studies,
 - b) individual orders of a University employee that is related to their duties and tasks,
 - c) a group order (as in ordering it together) if at least 50% of the members of the clientele individually meet one of the criteria set out in points a) and b),
 - d) orders that are in the interest of the University and are professionally approved by the President, based on the decision of the Chancellor.
- (6) In the application of this Article up to Article 10/D, any orders outside of the scope of paragraph (5) shall be considered an external order.
- (7) In the application of this Article up to Article 10/D, services provided for performance groups or providing a service related to a type of production activity for them should be considered group orders. Individual clients who are artistically separate, are in the interest of a soloist production are an exception (e.g. soloist of a concert).

Article 10/A

Pricing of services offered in interest of the institution as in-house orders

- (1) Pricing of services offered in the interest of the institution as in-house orders are determined as follow:
- $$\text{labour cost} = \{\text{timescale}\} \cdot \{\text{number of employees}\} \cdot \{\text{hourly wage of the employee}\}$$
- $$\text{flat rate of indirect costs} = \{\text{labour cost}\} \cdot 30\%$$
- $$\text{service fee} = \{\text{labour cost}\} + \{\text{flat rate of indirect costs}\}$$
- (2) In the case of a service offered in the interest of the institution as an in-house order, the hourly wage (flat) of the employee is **1500 HUF + VAT / HOUR**.
- (3) In accordance with the provisions of this Regulation, the University shall not charge a service (reimbursement) fee for the audio recording and certain related services of the diploma concert of students participating in state-subsidized study programmes and doctoral concerts.
- (4) In the case of a service offered in the interest of the institution as an in-house order, AVISO does not establish a claim for a service fee related to instrument rental that is needed for concerts.

Article 10/B

Free of charge studio services related to the diploma concert of state-subsidized students

- (1) Based on the Regulation the University provides free professional audio recordings of diploma concerts of full-time university students and doctoral candidates participating in a state-subsidized bachelor's study programme or supplementary education above, provided that the diploma concert is held in the Grand Hall, Solti Hall or the Chamber Hall of the Old Academy.
- (2) Based on paragraph (1), the following services are offered free of charge:
- a) audio recording of a diploma or doctoral concert (without the main rehearsal);
 - b) mastering of the recording of the concert (editing of the recorded audio material on CD);
 - c) CD burning, CD-R disc (1 copy).
- (3) In the application of Article 10/B
- a) *diploma discount*: based on paragraph (2), those services that may be requested free of charge,
 - b) *claimant*: based on paragraph (2), a student or doctoral candidate who requests the service,
 - c) *audio recording*: the recording resulting from the services referred to in paragraph (2), regardless of its quality, medium or method of storage.
- (4) In order to request discount for the diploma concert, the claimant has to fill in the "AVISO Free of Charge Audio Recording Request Form" accurately (hereinafter referred to as: Request form). The Document Sample Collection contains the sample of the Request.
- (5) The claimant must validate the Request form with their signature, the signature of the main subject professor, the head of the department and the competent administrator of the Study Department.
- (6) By filling in the Request form, the graduating student and the doctoral candidate acknowledge and accept the conditions for the use of the diploma discount, in particular with regard to copyright issues.
- (7) The graduating student and the doctoral candidate may request the diploma discount only in person, not through a representative.
- (8) It is necessary to attach to the Request form an attachment detailing the exact programme of the diploma concert.

- (9) The Request form must be completed, validated and sent to AVISO no later than 20 working days before the date of the concert, where the application is registered and the available capacity is checked.
- (10) In case the requirements set out in paragraphs (4) to (9) are not met, the head of AVISO may refuse to fulfill the request (order).
- (11) The head of AVISO may refuse to fulfill the request (order) received in accordance with the provisions of paragraphs (4) to (9) only in the absence of available capacity (request to record several concerts simultaneously, etc.). Regarding the request rejected due to lack of capacity, the head of AVISO shall notify the affected student or doctoral candidate, the President, and the Chancellor simultaneously.
- (12) By taking the offer of the diploma discount, the student and the doctoral candidate acknowledge and agree that:
 - a) the copyright of the audio recording made in the framework of the diploma discount (hereinafter referred to as: audio recording) belongs to the University,
 - b) the audio recording or a copy thereof may not be reproduced or transmitted without the prior consent of the University by any procedure,
 - c) the audio recording may not be distributed, public access may not be provided without the consent of the University, e.g. by uploading it, putting it on the market, or offer it for sale on a shareable online storage space.
- (13) The audio recording may only be used for personal use, in this context the provisions of Act No. LXXVI. of 1999 cannot be interpreted broadly regarding usage and copyright. Free use is allowed and is also free of charge, if it is not prejudicial to the proper use of the work and does not unreasonably harm the legitimate interests of the University, as well as if it meets the requirements of fairness and is not directed to a purpose incompatible with the purpose of free use. The maximum length is 3 minutes that may be used from the audio recording, with the permission of the University and indicating the University as the producer of the audio recording (the source is to be indicated accordingly: audio recording done by AVISO Studio of the Liszt Ferenc Academy of Music) in each case.
- (14) The reproduction, distribution and public access to the audio recording according to points (b) and (c) of paragraph (12), upon the written request of the claimant, may be permitted jointly by the President and the Chancellor based on the recommendation of the head of AVISO.
- (15) One copy of the audio recording shall be stored in the production archive of AVISO, to which the University reserves the right to grant public access to (for research work, etc.) and to place a digital copy from the archive copy in the Central Library of the University.

Article 10/D

Standard services, differences in pricing

- (1) The joined Instruction of the **President and Chancellor** contains the so-called range of standard services that are most commonly offered by AVISO.
- (2) The following services, other than those referred to in paragraphs (3) and (4), shall be included in the standard services:
 - a) instrument rental services,
 - b) CD burning, copying,
 - c) DVD burning, copying.
- (3) In the case of services requiring time expenditure other than the standard services specified in advance,

the head of AVISO is entitled to determine the timescale in proportion to the task and to determine the service fee based on the calculation in Articles 10/A and 10/C.

- (4) The application of a correctional multiplier other than the standard services specified in advance is authorized by the **Chancellor** based on the proposal of the head of AVISO.
- (5) Based on the consideration of business policies, the **Chancellor** may grant a discount of up to 15% of the service fee for external orders on the basis of a proposal from the head of AVISO.
- (6) Discounts may not be granted for internal orders that are in the interest of the University.

Article 11/B

Rules on using printers and other information technology devices

- (1) The photocopying and printing equipment of the various departments of the University may only be used for the copying and printing of official documents related to the operation of the given department. The heads of the departments, and professors, teachers may take the documents needed for their work from their respective department (Central Copy Service, Study Department, Library).
- (2) In each case of personal use, or if the student needs copying, printing related to their studies for personal use, the services are only available for a fee.
- (3) The fees for the use of photocopying equipment and other IT devices in the case of students shall be determined and changed by the decision of the Senate, their publication is arranged by the Chancellor. The fees to be paid by the staff of the University are determined and changed by issuing an instruction of the President and the Chancellor.
- (4) The fee of photocopying is to be paid only in cash in exchange for a receipt.

Article 11/C

Determination of fees for students without an active registered student status and graduates

The specifically determined fees for graduates and students without an active registered student status of the University – enrolment certificates, copies, duplicates of documents related to their studies in particular –, are published in an instruction of the President and the Chancellor.

Article 12

Determination of special and other procedure fees

- (1) In case of failures to comply with obligations or negligence arising from the student's student status, the student is obliged to pay a special procedure fee.
- (2) The special procedure fees and other fees that are to be paid by the student shall be determined and changed by the decision of the Senate on the basis of the Academic Regulations for Students, its publication is arranged by the Chancellor.

Article 15

Determination of fees for special tickets of events held at the University

- (1) Attendance at events held on the premises of the University deemed appropriate for performance is open to the staff of the University, as well as to University students and third parties in accordance with the following rules. In terms of this Article retired teachers, employees, as well as the employees of the institution maintained by the University are all considered as staff of the University.
- (2) This Article shall also apply to events organized by the University itself or in cooperation (own event of

the University), as well as to events based on a contract or other commitment entered into by the University in respect of student and professional tickets (housing an event).

- (3) It is considered an event if it takes place in the framework of a concert or other performance activity where entry is granted by an admission ticket, and is either held at the Grand Hall of the Liszt Academy of Music (Liszt Ferenc Square), the Solti György Concert Hall, the Old Academy of Music, other halls of the University, or an external venue where the event is organized by the University.
- (4) Pursuant to the Regulation, the following discounted tickets may be issued in accordance with the conditions set out in the Regulation:
 - a) artist ticket,
 - b) complimentary ticket,
 - c) professional tickets (own event or in the case of housing an event): professional, teaching/employee ticket, technical staff ticket, press ticket,
 - d) free of charge and fee paying ticket for students,
 - e) discounted employee ticket,
 - f) contributor ticket,
 - g) tickets for individuals with disabilities and their companions,
 - h) companion ticket,
 - i) group discount ticket,
 - j) one-off discount ticket,
 - k) compensatory ticket,
 - l) sponsor ticket,
 - m) prize ticket,
 - n) pensioner ticket and
 - o) combined ticket.
- (5) Student tickets are to be request in person at the Ticket Office.
- (6) Tickets for individuals with disabilities and their companions are to be purchased in person at the Ticket Office.
- (7) Tickets that are available based on the Regulation may be requested within 1 (one) calendar month prior to the date of the given event, except for student tickets, which may be requested from the starting date of the sale of the tickets.
- (8) An instruction of the President and Chancellor contains the fees of special tickets for events held at the University.

Article 16 **Closing provisions**

- (1) Under the provisions of Act CXXVII of 2007 on Value Added Tax (hereinafter referred to as: VAT Act), it is not necessary to issue an invoice or receipt for services outside the scope of general sales tax prescribed by the VAT Act, it is sufficient to issue an accounting document. An invoice or receipt must be issued for tax-free activities, the invoice must state the reason for the tax exemption.

Among services related to education, the followings are public activities and therefore the transactions are outside the scope of VAT:

- a) issuing a school report card, a degree certificate and training course certificate by a higher education institution, school certificate in a foreign language, issuing a certificate,
- b) issuing a student card,
- c) submitting an appeal to the Student Legal Redress Committee.

Special procedure fees are outside the scope of the VAT Act since they impose sanctions. Mark books are issued free of charge the first time, hence they are outside the scope of the VAT Act. Fees for the replacement of mark books, as well as registration for a specialization, preparation for a subject, final examination for students not having an active student status are tax-free on the basis of point i) paragraph (1) Article 85 of the VAT Act.

- (2) The Chancellor is entitled to determine the rules for other fees not covered by the Regulation, which apply to employees and external partners, in a separate instruction.
- (3) The Regulation shall enter into force on 1 August 2020. Simultaneously with the entry into force of the Regulation, the Regulation on the Determination of Service and Reimbursement Fees of the Liszt Ferenc Academy of Music, effective from 12 June 2018, shall be repealed.

8 July 2020, Budapest

Dr. Andrea Vigh
President