



Completion and Certification of Masterclasses

General notice

General Information

The Academy offers a wide range of masterclasses each semester. The announcements are published on the Academy's website: uni.lisztacademy.hu/master-classes.

You can apply for individual courses as specified in their announcement.

Different courses may have different credit values. The number of credits a class is worth is based on the duration and nature of the class.

The course instructor is responsible for the execution, professional supervision, and completion verification of the advertised masterclass and is appointed by the Head of Department/Departmental group leader who advertises that masterclass.

Course registration and certificate of completion

The Masterclass course will not be listed in Neptun during the course registration period; the students will not be able to sign up for it. Registration for specific courses should happen based on the course description, via the specified contact information.

Completion of a masterclass must be certified by using the Masterclass Certificate. The course coordinator specified in the course description is authorized to certify completion. The Certificate can be downloaded from Neptun, under Administration/General forms.

The filled out and signed certificate must be submitted at the Academy's Study Department with the responsible study administrator. Based on this, the study administrator will register the student for the course in Neptun. The completion of a masterclass is certified by a grade entered by the course instructor at the end of the semester.

Further Information

The credit value of the course indicated in the course description is only applicable in case of active participation. The prerequisites for active participation and the requirements of successful completion of the classes are included in the class announcement. In cases of passive participation or partial completion, students may receive a different number of credits based on the duration of their participation, which the course instructor will recommend by filling out the Masterclass Certificate, in proportion to the original credit value of the course. This recommendation must be accepted and signed by the Head of Department or Departmental group leader.

Students cannot receive credits for their participation in external (those not offered by the Academy) masterclasses.



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The course description must include:

Name of the course

Name of the instructor

Date, location

Duration of the course (number of classes)

Maximum credit value (in case of active participation)

Course responsible instructor

How to apply

Prerequisites for active participation

Requirements of successful completion

Brief description, curriculum

Appendix:

Certificate template



Masterclass Certificate

After completion of the masterclass, the certificate should be submitted to the specific departmental study administrator, who will register the course for the student. The completion of the class will be verified by the course responsible instructor at the end of the semester.

In cases of passive participation or partial completion, the course responsible instructor can recommend a different number of credits, based on the duration of participation, in proportion to the original credit value of the course. This recommendation must be accepted and signed by the Head of Department or Departmental group leader.

Name of student:

Field of study:

Name and instructor of masterclass:	
Date, location:	
Number of classes, max. credit value:	
Completed number of classes, manner of participation (active/passive):	

Student signature

CERTIFICATE

filled out by instructors

I verify the completion of the mastercourse.

How many credits would you like to give to the student? ☐ 1 credit ☐ 2 credits ☐ 3 credits ☐ 4 credits

Course responsible instructor signature

Head of Department / Departmental group
leader signature

Dated: _____, _____ year _____ month _____ day
