



**ZENEAKADÉMIA**  
ALAPÍTVÁ 1875

Liszt Ferenc Zeneművészeti Egyetem  
1061 Budapest, Liszt Ferenc tér 8.  
Tel.: (+36 1) 462 4600  
www.zeneakademia.hu · www.lfze.hu

## **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](http://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.

If a student participates in a masterclass that is not organised by the Liszt Academy, and the student wished to get credit for it, then the student must ask Head of the Department or Head of Sub-department for approval. If the masterclass is approved by the Head of the Department or Sub-department, then the course can be submitted for credits with a participation certificate. The number of credits also has to be approved by the Head of the Department or Sub-department.

#### 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.

In the case of masterclasses not organised by the Liszt Academy, the certificate of completion must be filled out based on the participation certificate, and it must be signed by the Head of the Department or Sub-department. In this case, the participation certificate also has to be submitted.

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.



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### 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.

### 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 subject then is approved by the professor responsible for the specific masterclass by grade. 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: .....[automatically filled out by Neptun].....

Field of Study: .....[automatically filled out by Neptun].....

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

\_\_\_\_\_  
Student signature

### Certificate

filled out by the instructors

I verify the completion of the masterclass.

How many credits?       1 credit       2 credits       3 credits       4 credits

\_\_\_\_\_  
course responsible instructor signature  
(must be a member of the department)

\_\_\_\_\_  
Head of Department/ Sub-department  
signature

(in the cases of: passive participation, partial participation, external courses)

Kelt: \_\_\_\_\_, \_\_\_\_\_ year \_\_\_\_\_ month \_\_\_\_\_ day