

**Students' responsibilities regarding their diploma concert
(based on the following regulation: 17/2019. (IX.24.))**

Nr.	Deadline	Responsibility	Where to submit	What to submit	Notes	Regulations
1.	set in advance, time published on the website (usually between the middle of September and middle of October)	MA graduates (except for students majoring in conducting, choral conducting, organ, composition, opera singing) making appointment individually in advance	In person at the Concert and Event Management in Ligeti Building, room 009 or to diplomafoglalas@zeneakademia.hu	Filling in and discussion of „Venue request form for MA diploma concert.”	In case of missing the deadline of submitting the form, the Academy is not obliged to grant a time in the current semester, only in the next semester.	2. § (1) 2. § (4) 3. §. 4. §
2.	Within maximum 21 days after the time discussed in the previous point (1).	Submission of the „Venue request form for MA diploma concert”, the „AVISO Free of Charge Audio Recording Request Form” and the „AVISO Discount Video Recording Request Form” (if needed)	The „Venue request form for MA diploma concert” must be submitted to Concert and Event Management in Ligeti Building, room 009. The „AVISO Free of Charge Audio Recording Request Form” and the „AVISO Discount Video Recording Request Form” must be submitted to the Audiovisual and Stage Technology Department in Ligeti Building, room 209.	<ul style="list-style-type: none"> - Filled in and signed Venue request form for MA diploma concert - Filled in and signed „AVISO Free of Charge Audio Recording Request Form” - Filled in and signed „AVISO Discount Video Recording Request Form” 	In case of submitting the „Venue request form for MA diploma concert” after the deadline, the Academy has the right to cancel the reserved time of the diploma concert.	3. § (6)
3.	90 days prior to the diploma concert	MA, BA graduates' detailed information about the diploma concert	To diplomahangverseny@zeneakademia.hu	<ul style="list-style-type: none"> - The programme of the concert - Participants - Length and the instrumental arrangements of the pieces performed 	<ul style="list-style-type: none"> - In case of submitting the information after the deadline, the Academy has the right to cancel the reserved date of the diploma concert and is not willing to grant a new date - In case of not submitting the information or submitting with insufficient information or submitting after the deadline, the Academy is not obliged to grant the technical parts of the concert, including audio and video recording 	4. § (1) 6. § (1) 8. § (1)

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4.	90 days prior to the diploma concert	MA, BA graduates' information about technical requirements regarding the diploma concert	To diplomahangverseny@zeneakademia.hu	Technical requirements: - tuning (in case of harpsichord: pitch and temperament as well), - instrument requests, - stage arrangement (chairs, music-stands, besetzung)	Same as point 3.	2. § (13) 2. § (14) 3. § (5) 4. § (1) 6. § (1) 8. § (1)
5.	90 days prior to the diploma concert	MA graduates' information about the programme of the diploma concert	To Heads of Departments/Heads of Sub-Departments and the study administrators	The programme of the diploma concert	Same as point 3.	4. § (1) 8. § (1)
6.	90 days prior to the diploma concert	MA graduates' audio and video technical requirements	To diplomahangverseny@zeneakademia.hu	Ensuring the audio and video technical requirements	Same as point 3.	2. § (10) 3. § (4) 4. § (1) 8. § (1)
7.	90 days prior to the diploma concert	MA, BA graduates' requests of further services from AVISO	To diplomahangverseny@zeneakademia.hu	Requests of further services from AVISO	The graduate will be informed of the decision and the cost of granting the services by AVISO between 5 days after the request and 45 days before the diploma concert	2. § (14)
8.	60 days prior to the diploma concert	MA, BA graduates' changes concerning the diploma concert	To diplomahangverseny@zeneakademia.hu and to Heads of Departments/Heads of Sub-Departments and the study administrators	All the changes concerning the programme, technical requirements (audio, video, tuning, instrument requests, stage arrangements, etc.)	Same as point 3.	4. § (3) 6. § (2) 8. § (3)

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9.	30 days prior to the date of the diploma concert	Submission of the final programme of the concert for MA, BA students (in order to publish it on the website)	To diplomahangverseny@zeneakademia.hu and to head of department/head of sub-department and to the relevant study administrator.	The final version of the diploma concert programme and its participants.		4. § (6) 6. § (5) 8. § (6)
10.	30 days prior to the date of the diploma concert	Students holding their concert in Grand Hall or Solti Hall have to submit a requested number of tickets	To the student's own administrator at Concert and Event Centre in e-mail	Number of invited guests at the diploma concert		2. § (16)
11.	20 working days prior to the date of the diploma concert	Request of free of charge sound recording and video recording with a discount from AVISO, if needed.	To diplomafoglas@zeneakademia.hu and diplomahangverseny@zeneakademia.hu	AVISO Free of Charge Audio Recording Request Form	AVISO video recording requests depend on capacity and requests are processed continuously (first come first served)(15 days prior to the diploma concert, students are obliged to indicate if they cannot meet any of the requirements)	2. § (10) Section no.1
12.	21 days prior to the date of the diploma concert	Reservation of rehearsal dates	To diplomafoglas@zeneakademia.hu	Request for rehearsal date in a smaller room with the requested equipment.		2. § (7)
13.	15 days prior to the date of the diploma concert	Cancellation of diploma concert date, main rehearsal (if needed)	To diplomafoglas@zeneakademia.hu	In case there is a cancellation, 15 days prior to the diploma concert date is the last time students may cancel the concert, main rehearsal without legal repercussion.	After the deadline the Academy is not obliged to provide a new date for the diploma concert.	2. § (8)
14.	10 days prior to the date of the diploma concert	Permission for own video recording, photography	To the Communications Directorate at kommunikacio@zeneakademia.hu	Request for own video recording and/or photography according to the given guidelines.		2. § (11) 4. § (5) 8. § (5) Section no.2.