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| <b>On the House Rules of the Corvinus University of Budapest</b>  |  |   |

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**On the House Rules of the Corvinus University of Budapest**

**Preamble**

**1. §**

- (1) The Presidential Committee has defined the House Rules (hereinafter referred to as: House Rules) of the educational buildings of the Corvinus University of Budapest (hereinafter referred to as University) as set out below.
- (2) The main purpose of the House Rules is to lay down the basic provisions necessary for the smooth and safe use of the University's buildings for the purposes of teaching and research.

**General provisions**

**Scope:**

**2. §**

- (1) <sup>1</sup>The territorial scope of the House Rules covers all property owned or used by the University, located at the University's registered seat and business premises (hereinafter: University territory), and all their separable or non-separable accessories, furnishings:  
Registered seat of the University: 1093 Budapest, Fővám tér 8. (hereinafter referred to as Building "E")  
Business premises of the University: 1093 Budapest, Közraktár utca 2–4. (hereinafter referred to as Building "C")  
1093 Budapest Fővám tér 13-15 (hereinafter referred to as Building "S")  
8000 Székesfehérvár, Budai út 43.  
(hereinafter jointly referred to as: University buildings).
- (2) The personal scope of the House Rules extends to all persons - in particular employees, persons employed under other employment relationships, students, their relatives, guests, employees of entities supplying goods or services under a contractual relationship with the University, tenants, visitors to the University for tourism purposes - who use the University premises for any reason or enter or stay there (hereinafter collectively referred to as "visitor").
- (3) By entering, the visitor accepts the House Rules and agrees to act in accordance with them.
- (4) The behaviour of minors and incapacitated persons is the responsibility of the persons accompanying them or supervising them.
- (5) The organisational unit hosting the foreign guests shall be responsible for making sure that they are informed.
- (6) The House Rules shall apply from the date of their entry into force.

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<sup>1</sup> Amended by: Resolution No. ET-145/2022. (20 October. In force as of 1 November 2022.

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- (7) The House Rules are available on the University's website in Hungarian and in English. In addition, the link to the House Rules shall be posted at the entrance of the University buildings in the form of a QR code and on paper by Campus Services.

**Related documents**

**3. §**

- (1) The House Rules are subject to the following legislation and regulatory documents and shall be applied in conjunction with such legislation and internal regulatory documents:
- Act CCIV of 2011 on National Higher Education;
  - Act I of 2012 on the Labour Code
  - Act V of 2013 on the Civil Code
  - Act XLII of 1999 on the protection of non-smokers and on certain rules for the consumption and marketing of tobacco products
  - Employment Regulation and regulations, provisions governing employment
  - Rules for the organisation of student events, additional event organisation regulations, provisions
  - Provisions of the Presidential Committee on camera surveillance
  - Directive of the Presidential Committee on the management of premises
  - Provisions of the Presidential Committee on the use of the University's registered seat and the rental of University buildings
  - Provisions of the Presidential Committee issued in cases of force majeure (including the case of a pandemic).

**Persons, organisational units competent to act**

**4. §**

- (1) Campus Services has the competence and responsibility to enforce and monitor compliance with the House Rules and to initiate any necessary procedures.
- (2) There is a 24-hour security service in uniform in the University building, with guards wearing a uniform. The security service is in charge of monitoring the buildings, handling the keys to the premises and preventing unauthorised access. In case of fire or other damage, they are in charge of calling for help, of rescuing from the lifts. They perform general security tasks, manage the camera system and keep the corresponding operational logs. They patrol the building. They record their activities and procedures as necessary and upon reasonable request of any visitor, at the same time notifying the Head of Campus Services.
- (3) The Head of Campus Services and, where possible, the person authorised in writing by the Head of Campus Services (employee/entity providing the service) has the power to take an action specified in the House Rules against any person who breaches the House Rules.

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- (4) If a breach of the House Rules is of such a serious nature that the University employee believes that the police and/or other authorities should be notified, this should be reported to the security guard and/or receptionist in person or by telephone (**Building E: 482-5199, Building C: 482-7373, Salt House 482-7620**), who will make the notification. If the circumstances do not allow for the involvement of reception, reception shall be informed without delay of such notification having been made, in order to enable the security guard and/or the receptionist to escort the responding authority to the appropriate place. The Head of Campus Services will immediately notify the members of the Presidential Board and the Legal Director of any cases requiring police and/or official action.
- (5) If the police and/or other authorities are notified by another visitor, including a student, the procedure is as set out in (4).
- (6) If it is necessary to take a measure specified in the House Rules, but a police and/or administrative procedure is already underway at anyone's initiative, the security service shall act in accordance with the instructions of the police and/or the authorities and in cooperation with them, in accordance with the applicable legislation in force.
- (7) If anyone notices any irregularities or anomalies in the observance of the House Rules, they may report them to Campus Services orally and/or in writing using the contact details provided. The contact details will be posted by the Head of Campus Services in the University buildings along with the House Rules so that they are easily accessible to all.
- (8) The notification under (7) can also be made via a security guard and/or the reception desk.
- (9) If the irregularity or anomaly is suspected of giving rise to disciplinary, indemnity or civil or criminal liability, the security guard and/or receptionist will inform the Head of Campus Services and the Head of Legal Affairs, who shall immediately take action to contact the competent executive.

**Principles, responsibilities****5. §**

- (1) The buildings of the University and all their accessories and furnishings, whether separable or not separable, are protected. All visitors to the University are obliged to protect them, to preserve their condition, cleanliness, and to use them as intended.
- (2) When accessing or using the University buildings, the authority of the University must be respected and behaviour should be worthy of the University. The conduct must not be contrary to good morals and must not harm the reputation and competitiveness of the University.
- (3) All visitors must respect the fact that teaching and scientific research activities are taking place in the building they are visiting and must behave in a way that does not disturb these activities.
- (4) Visitors must behave in such a way as not to interfere with, harm or endanger the work, duties, safety, health or property of the persons present.

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- (5) It is prohibited to engage in any activity or conduct that is contrary to the law or that violates the standards of civilised coexistence, public morality or the personal rights of others.
- (6) Gambling of any kind is prohibited, as well as party political activity and religious activity that goes beyond the scope of individual religious practice, proselytism, as well as any activity that is incompatible with the values of the University.

**6. §**

- (1) <sup>2</sup>The competent staff member of Campus Services and/or the security service provider engaged by the University shall monitor compliance with the House Rules, may carry out random checks including the inspection of bags, clothes' pockets in areas closed to public traffic, may request anyone to show the contents of their bag and may draw the attention of the rule-breaker to the violation and ask him/her to stop it immediately.
- (2) The offender must be asked to comply with the Rules of Procedure and to discontinue the non-compliant behaviour.
- (3) Serious or multiple offenders and/or visitors who do not cease their misconduct despite being asked to do so should be asked to leave the building (shall be expelled), and in case of disobedience, should be evicted from the building, if necessary with the assistance of the authorities.
- (4) <sup>3</sup>The competent staff member of Campus Services shall refuse access to any visitor who engages in the conduct described in 8. §(1).
- (5) In the case of employees and students, the procedure and the consequences to be applied must take into account the other rules applicable to the person concerned (in particular the Employment Regulations or the Student Requirements).
- (6) If the irregularity or anomaly in violation of the House Rules raises suspicion of ethical, disciplinary, indemnity or civil or criminal liability, the security guard and/or reception staff will notify the Head of Campus Services, who will assess the irregularity, consult the head of legal affairs if necessary, and, on the basis of their joint professional opinion, will take action to refer the matter to the competent executive/board. In this case, the matter is taken over by the competent executive/body.
- (7) Any employee or student who violates the House Rules (6) shall be dealt with primarily on the basis of the Code of Ethics, the Student Disciplinary and Damages Regulations, the Staff Disciplinary Regulations, the Collective Agreement, the Nftv. and/or the Mt.. Ethical, disciplinary, redressive and/or employment law measures may be initiated or taken on the basis of these regulations.
- (8) If the Student Disciplinary and Damages Committee suspends a student from further studies by means of an interim measure or disciplinary sanction under the Student Disciplinary and Damages Regulations, the suspended student may only stay in the

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<sup>2</sup> Amended by: Resolution No. ET-145/2022. (20 October. In force as of 1 November 2022.

<sup>3</sup> Amended by: Resolution No. ET-145/2022. (20 October. In force as of 1 November 2022.

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building as a guest during the period of suspension, otherwise he/she may only enter the building to exercise the rights he/she has during the period of suspended student status.

- (9) In the event of causing a damage, the visitor who caused the damage must compensate for the damage, including paying any fines imposed by the authorities as a result of any irregularities. In such a case, the liability for damages may be determined in accordance with the provisions of the Nftv. and the Student Disciplinary and Damages Regulations in the case of students, and the staff disciplinary regulations, the Collective Agreement and the Mt. in the case of staff members.
- (10) The University shall not be liable for any damage caused by the visitor to others.
- (11) The University may refuse to provide a service to the person who violates the House Rules.

**7. §**

- (1) In the event of any damage or threat of damage to the University building, the University's employees, persons employed under other legal relationships and students shall immediately report it to the security guard and/or the reception desk.
- (2) The University shall not take responsibility for the property of visitors.
- (3) The University shall not be responsible for the integrity and functionality of any machinery, equipment or facilities that are not owned and/or operated by the University.

**Using the building****Opening hours of the buildings, access, general rules for use****8. §**

- (1) Anyone may enter the University's buildings that are open to the public during opening hours in compliance with the House Rules, provided that the University reserves the right to refuse entry, in particular:
- a) Persons attempting to bring in devices that represent a particular threat to public security<sup>4</sup>, as defined in Government Decree 175/2003 (28 October), unless the device is used or carried for the purpose of performing official duties;

**4 The following shall constitute particularly dangerous devices for public security:**

- (a) firearms, ammunition, gas and alarm weapons, any piercing or cutting devices with a piercing length or cutting edge exceeding 8 cm, and throwing stars, spring knives and other devices for launching piercing or cutting instruments or other objects capable of inflicting bodily harm (in particular: drawn bows, crossbows, flick knives, spear gun, slings, slingshots), irrespective of the size of the piercing length or cutting edge;
- (b) any device which may be used for striking and which increases the force or impact of the blow (in particular: coshes, brass knuckles);
- (c) sticks, weights connected by chains or other flexible material;
- (d) a device from which a substance can be sprayed to irritate the eyes, mucous membranes or the skin (gas spray), to produce a state in which a person is unable to attack;
- (e) a device which, by reason of the nature and scale of the imitation, is deceptively similar to a firearm (imitation firearm);
- (f) a device capable of producing, by means of electric voltage (electric shock device) a state in which a person is unable to defend him/herself;

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- b) persons arriving in clothing, in a condition or with devices on them that violate of the rules of these House Rules;
- c) persons who have previously been expelled from the building for breaching the House Rules on at least three previous occasions.
- (2) <sup>5</sup>The opening hours of the buildings are as follows:
- Opening hours of educational buildings on working days:
- Monday to Friday: open 7 am to 9 pm;
- Opening hours of educational buildings on Saturdays:
- Building “C” and Building “S” are open from 7 am to 9 pm, Székesfehérvár open from 7 am to 7 pm;
  - Building “E” is closed.
- All educational buildings are closed on Sunday.
- (3) <sup>6</sup>Building “E” has one entrance (South gate) during the heating season and two entrances (North and South) outside the heating season. During the two-gate period, the North gate closes at 7:30 pm and the South gate at 9:00 pm.
- (4) Outside the opening hours, outside of operating and after-hours, only staff on duty (e.g. security, cleaning services) may be staying in the buildings. Others should request a special permission from Campus Services using the electronic request form.
- (5) <sup>7</sup>Only staff on duty (e.g. security, cleaning services) may be staying in any of the educational buildings on Sunday and in Building “E” On Saturday. Others should request permission from Campus Services using the relevant electronic request form. The Chancellor and the President or the Chancellor and the Rector shall have competence to grant permission on the basis of the four-eye principle.

**Rules of using the premises**

**9. §**

- (1) The rules for the management of premises are laid down in separate Provisions of the Presidential Committee.
- (2) The fire keys to the rooms are kept in the key cabinet at the reception.
- (3) The receipt and delivery of keys shall be documented in the key assigning register, against signature, after verification of the right of access. The right to access keys shall be defined by the heads of the organisational units. Campus Services shall be tasked with procuring new keys at the initiative of the head of the organisational unit or the staff member authorised by him/her. The list of persons with access rights to a given room can be

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(g) any device used to illegally open or break locking mechanisms (in particular: skeleton keys, mechanical or electric lock opening devices).

<sup>5</sup> Amended by: Resolution No. ET-145/2022. (20 October. In force as of 1 November 2022.

<sup>6</sup> Introduced by: Resolution No. ET-145/2022. (20 October. In force as of 1 November 2022.

<sup>7</sup> Introduced by: Resolution No. ET-145/2022. (20 October. In force as of 1 November 2022.

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submitted to the reception. Keys will be issued by the guard service according to the available access list. It is the responsibility of the relevant organisational unit to keep the access list up to date.

- (4) The loss of a key must be reported immediately to the reception desk so that Campus Services can take the necessary measures.
- (5) Meeting rooms and kitchens in the University building are for the use of University employees only. Meeting rooms can be booked electronically on the O365 platform.
- (6) Lockable areas may only be used by authorised persons to perform work, to teach or for other purposes appropriate to their function.
- (7) No food or drink is allowed in the computer rooms or in rooms where there is a sign indicating such prohibition.
- (8) The lavatories may be used by employees of the University, persons employed under another legal relationship, students, the relatives and guests of the foregoing, and the employees and tenants of the entities University who provide goods or services to the University under a contractual relationship. The lavatories of the building are not for use by other visitors, in particular tourists.
- (9) Other open areas may be used by authorised users according to their function.
- (10) Bringing in or consuming drugs, illicit doping substances, other mind-altering substances, narcotics as well as drug abuse is prohibited in University buildings.
- (11) <sup>8</sup>Alcohol may be brought in and consumed in the University buildings only on the occasion of authorised events, including, but not limited to, balls, gala dinners, Christmas parties, ceremonial sessions of the Senate, awards ceremonies. The Chancellor and the President or the Chancellor and the Rector shall have competence to grant permission to bring in alcohol on the basis of the four-eye principle. The relevant electronic request form provided by Campus Services may be used to seek permission.
- (12) All activities that create excessive noise, odour, dust or other environmental nuisance and disturb others are prohibited, excluding renovation work and other work in the building that has such effects and that is in the interest of the University and has been authorised by Campus Services.
- (13) The use of naked flame or any other activities that may cause fire are prohibited.
- (14) Pursuant to Government Decree No. 175/2003 (28 October), possessing objects or other devices that are particularly dangerous to public safety or that are capable of causing alarm, as well as bringing in any object or device that may harm or endanger the physical integrity of others is prohibited.
- (15) Unauthorised commercial activities, advertising and propaganda (e.g. displaying billboards, stop signs, wall stickers and flyers) are prohibited in the University buildings. Authorisation may be granted by the Head of Campus Services or a staff member authorised preferably in writing by the Head of Campus Services.

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<sup>8</sup> Amended by: Resolution No. ET-145/2022. (20 October. In force as of 1 November 2022.



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- (16) Begging is prohibited in the University buildings. Fundraising is possible with the permission of the Head of Campus Services or the staff member authorised preferably in writing by the Head of Campus Services.
- (17) The rules for organising and staging events are specified in separate regulations and/or Provisions of the Presidential Committee.

**Wi-Fi network****10. §**

- (1) A wireless network (Wi-Fi) is available throughout the building. Students, staff and their guests can access it via the Cornet-EAP network. Guests can use the dedicated interface to create an ID with a weekly validity.
- (2) The University, as a party to the Eduroam agreement, also allows connection to the Eduroam network with an Eduroam ID.
- (3) Using the University's Wi-Fi network to access and share illegal content, to burden and disrupt it unnecessarily is prohibited, it is not permitted to disturb teaching and research activities even through legal activities.

**Waste collection and cleaning****11. §<sup>9</sup>**

- (1) Littering is prohibited in University buildings. Waste may be deposited only in the waste containers designated for this purpose, taking into account their functionality (waste sorting bins).
- (2) Hazardous waste may be disposed of only in connection with work performed at the university, in the separate collection containers provided for this purpose in the building, and must be treated separately in accordance with the regulations.
- (3) Batteries are collected in the containers provided for this purpose.
- (4) Other hazardous waste generated in the offices will be handled by Campus Services on the basis of a separate notification.
- (5) Cleaning and building hygiene are provided by the cleaning staff of Campus Services, who are on duty during the opening hours of the buildings.

**Smoking****12. §**

- (1) Smoking, the use of electronic cigarettes or electronic devices imitating smoking is prohibited in all University buildings.
- (2) A no-smoking sign must be posted at the main entrance of the building.

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<sup>9</sup> Deleted by: Resolution No. ET-145/2022. (20 October. In force as of 1 November 2022, thereby altering the numbering of sections

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- (3) Smoking areas may be designated outside a distance of 5 metres from the entrance.
- (4) Everyone is obliged to respect the smoking ban.

**Bicycles, other means of transport**

**13. §**

- (1) Bicycles are not allowed in the building. They can be stored in bicycle lockers located near the entrances of the buildings. The University is not responsible for bicycles stored in the storage facilities.
- (2) You may bring a scooter or roller skates into the buildings, but they must be carried in your hand and not used inside the building.

**Pets**

**14. §**

- (1) Pets, with the exception of guide dogs or other medical therapy dogs, may only be brought in by employees within the limits defined in this paragraph.
- (2) In student areas, the Library and open spaces pets may only be led on a leash, transported in a cage or otherwise securely and in compliance with all public health requirements (chipping, vaccination, etc.).
- (3) The presence of pets in enclosed office premises is only allowed if the pet is accommodated securely and in compliance with all public health requirements (chipping, vaccination, etc.) and every employee working in that particular office gives his/her consent.
- (4) At the same time only one pet is allowed per office (including offices with several units connected with internal doors).
- (5) Campus Services must be notified before a pet is brought in for the first time.
- (6) Each pet owner is responsible for ensuring that the pet does not harm or endanger the health or physical integrity of others, contaminate or damage the building and/or its furnishings.
- (7) The employee brings the pet into the University building at his/her own risk and is liable for any damage caused by the pet to the University or anyone else.

**Reporting and handling lost and found objects**

**15. §**

- (1) Lost and found objects may be turned in and collected at the reception desk during the opening hours of the buildings.
- (2) The person finding the object is obliged to turn it in at the reception service without delay.
- (3) If the owner is on the spot, the lost and found object must be returned to the owner without delay, after proper proof of ownership and identity. The definition of ownership is essential for restituting any item. To do this, you need to provide:

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- b) the time and place of losing the item,
- c) the characteristics of the lost object, e.g.: its appearance (colour, size, branding, etc.).
- (4) In case of doubt, it may be necessary to specify other identifiers known only to the owner.
- (5) If the identity of the person entitled to receive the object cannot be established, the University shall keep the object for three months from the date of receiving it or, if this is not possible, shall hand it over to the competent notary within eight days of receiving it.
- (6) If the rightful claimant does not come forward within three months, the University or the notary will sell the object in question.
- (7) The reception service shall enter a record of the lost and found and turned in object in the numbered paper-based register provided for that purpose and in the e-monitoring logbook, which contains the details of the person who found the item, the exact description of the object and the place and circumstances of its discovery. Lost and found objects stored for a longer period of time shall be kept in a locked cabinet at the building's reception. The fact that the item was returned to its owner must be recorded.
- (8) Any items found in a University building will be reported by the porter to Campus Services so that the University can take the necessary action.
- (9) Otherwise, the University will act in accordance with the relevant legislation with regard to lost and found objects.

**Camera surveillance**

**16. §**

- (1) The University operates a camera surveillance system for reasons of personal and property security within the framework provided by legislation. The detailed rules of operation are laid down in separate Provisions of the Presidential Committee.
- (2) By entering the University premises, the visitor expressly consents to video recording throughout the University premises, which may show any visitor in his/her capacity as a visitor.

**Data management**

**17. §**

- (1) The rules on data management in relation to the House Rules are set out in a separate Privacy Notice, which is available on the University's website.

**Miscellaneous and final provisions**

**18. §**

- (1) Exceptional rules for force majeure situations shall be laid down in separate Provisions of the Presidential Committee.
- (2) These Provisions shall enter into force on 1 June 2022.