



**PÁZMÁNY PÉTER CATHOLIC UNIVERSITY
FACULTY OF INFORMATION TECHNOLOGY AND
BIONICS**

PÁZMÁNY 1635
— s i n c e

DEAN'S OFFICE

H-1083 Budapest, Práter u. 50/a
Tel: (36-1) 886-4700 FI: 79633
dekani.hivatal@itk.ppke.hu

STUDENT CODE OF CONDUCT: RULES AND REGULATIONS

People entering the premises of the University are expected to exhibit a conduct that reflects the ethics and spirituality of Pázmány Péter Catholic University (PPCU).

Lecture halls and laboratories are kept closed outside teaching activities. The keys of classrooms can be received at the reception according to the key handling order. The usage of conference rooms is regulated by the Dean's Office.

Rules and regulations in connection with entering and staying at the premises of PPCU

- Entrance to the premises is possible only with validated student card (entrance card).
- When entering, every student is obliged to use their own entrance card. Dodging the electronic gate or using one's card for someone else is forbidden. The student who has not been issued an entrance card yet (or left it at home or lost it) are to identify themselves and can enter the building afterwards.
- Students – during academic period, exam period, autumn and spring breaks – are entitled to stay at the premises of PPCU Faculty of Information Technology and Bionics (FIT) between 7am and 8pm. To remain in the building till 10pm is allowed in case an official program is organized by the University or with the written permission of the Head of Registrar. Staying in the building after 10pm or during weekends, bank and summer holidays is not permitted.
- Personal data (name, date of entrance and departure, receiving person or organization) of those not having an entrance card will be recorded at the reception by the receptionist in an Entrance Log that is developed for this purpose and corresponds to the referring regulations.
- Receptionists will not notify students in case they have visitors. Visitors have to inform students on about their arrival and can stay at the premises of PPCU in case student signing Entrance Log takes full responsibility for them.
- Any kind of gambling, or such a conduct (loud, offensive, etc.) that might disturb educational and research activities are strictly forbidden.
- Rules and Regulations referring to the usage of laboratories, gym and the library are exhibited in these places.
- The usage of mobile phones is prohibited in lecture halls, classrooms and the library.
- The roof terrace of the fourth floor cannot be used by students.

Rules and regulations referring to programs

- Programs need to be reported to the Dean's Office in writing three days prior. Any program can be started only in case the consent of Dean's Office has been provided in writing.



**PÁZMÁNY PÉTER CATHOLIC UNIVERSITY
FACULTY OF INFORMATION TECHNOLOGY AND
BIONICS**

PÁZMÁNY 1635
s i n c e

DEAN'S OFFICE

H-1083 Budapest, Práter u. 50/a
Tel: (36-1) 886-4700 FI: 79633
dekani.hivatal@itk.ppke.hu

-
- The organizer of the program holds full responsibility for the program and also for the participants' conduct and its being problem free.
 - Organizing any political program is forbidden in the premises of the PPCU FIT that would infringe the country's Fundamental Law or the Human Rights or the Catholic Church. The usage of forbidden signs (e.g.: Nazi swastikas, communist red star) is strictly prohibited.

 - Meals, smoking, drugs**
 - Eating is not allowed in the lecture halls, classrooms, computer labs and the library. Kitchens that are to be found on every floor to be used only by the teaching staff and PhD students.
 - The building of PPCU FIT is a non-smoking place. Smoking is allowed outside the building at a designated area.
 - It is forbidden to take, consume, sell, buy or offer to others any alcoholic drink or drug of any kind, or any substances that qualifies to be a kind of drug either in the building or on its grounds.
 - The student who is apprehended in the act of consuming, buying or selling drugs either in or outside the University will be immediately expelled. In case of drug trafficking the Dean's Office shall act according to the referring Hungarian regulations in force.

Fire protection and Occupational and Health Safety

- Keeping fire protection and occupational and health safety regulations is obligatory for everyone at the Faculty.
- The reception service is obliged to provide assistance in case of emergency (phoning ambulance services, relatives, maintenance).

Safeguarding

- Students are obliged to take care of equipment used for educational and research purposes, and use them according to their original purpose. (Not to put their feet or step on, not to hit or eat on computers or desks; lecturers foldable chairs are not to be hit, the walls should not be graphitized...). In case of any damage someone from the teaching staff or the student representative must be notified who will report the case to the maintenance in the record book for damages placed at the reception.
- Privately owned equipment can be utilized at the Faculty according to the referring regulations but the University cannot be held responsible for any damage in them. Those students who wish to use any technical equipment (except laptop and mobile phone) for their educational or research activities are obliged to request a permission in writing at the Registrar's Office in three copies. The request has to contain the piece of equipment's data (name, type, factory number and other identification data). One copy of the written



**PÁZMÁNY PÉTER CATHOLIC UNIVERSITY
FACULTY OF INFORMATION TECHNOLOGY AND
BIONICS**

PÁZMÁNY 1635
s i n c e

DEAN'S OFFICE

H-1083 Budapest, Práter u. 50/a
Tel: (36-1) 886-4700 FI: 79633
dekani.hivatal@itk.ppke.hu

permission has to be given to the Registrar's Office, one to the reception, and one is given to the person requesting the permission. The permission can be granted for a period or just for one single occasion. The receptionist has the right to check the equipment taken from the University, the student cannot refuse the check. Any refusal of the check will mean the further denial for requests to use the equipment at the University.

Library

- Opening hours, use.
 - The use of the library for students and PhD students is free,
 - Those books cannot be borrowed that have only one copy in the library, except for PhD students in case it is duly reasoned,
 - The library is open during the academic period Monday and Wednesday from 8.00 to 16.00, Tuesday and Thursday from 9.00 to 17.00 and Friday from 9.00-to 15.00. Borrowing as well as staying in the library is possible only during these hours. The copy machine in the library outside opening hours can be used with the permission of the librarian.
 - To use the library students might need to identify themselves with their student card,
 - In case of borrowing a book the student's data are recorded in a register used for this purpose,
 - The student who does not return a borrowed book in spite of a warning from the library cannot request the closure of their studies or receive their absolution until the book is returned.
 - In case a borrowed book is lost, 150% of its original value have to be paid to the library, if the lost book cannot be replaced (e.g.: it is from abroad, or it will not be published in the foreseeable future), ten times of its original value has to be paid.

Liability

- Students' financial liability is defined by the Student Payments and Allowances Regulation which is available in the internal network.
- Students who do not fulfil their financial obligations cannot start their examinations until their debts are cleared.
- Students are obliged to pay compensation for any caused damage.
- Students are liable for the consequences for any illegal software installed at a computer or computers at the University.

Lost and found property

- Found property, in case their owner cannot be found, has to be handed over to the buildings security and surveillance service. Objects over the value of 10000 Forints will be handed over to the Registrar's Office for safekeeping.



**PÁZMÁNY PÉTER CATHOLIC UNIVERSITY
FACULTY OF INFORMATION TECHNOLOGY AND
BIONICS**

PÁZMÁNY 1635
s i n c e

DEAN'S OFFICE

H-1083 Budapest, Práter u. 50/a
Tel: (36-1) 886-4700 FI: 79633
dekani.hivatal@itk.ppke.hu

-
- In case a student's privately owned object is lost, the fact and the circumstances have to be reported at the building security and surveillance service where a notice is taken along with all necessary actions.
 - In case the damage occurred at an other educational or hired location the responsible person has to be notified immediately. If this is not possible those present draw up minutes and notify the police. One copy of the minutes has to be forwarded to the head of the institution within 24 hours.

Rules and regulations concerning external educational site

- The main building of the Faculty can be found at Práter street 50/a. Apart from this educational and research activities take place at other external laboratories. At these educational and research sites the local rules and regulations have to be observed according to the owner's expectations. Their observation is obligatory just as the rules and regulations concerning the main building.

Student Rules and Regulations are valid for all students and visitors of the Faculty.

Infringing the Student Rules and Regulations of the Faculty will result in disciplinary procedures.

April 1, 2015, Budapest

Szolgay Péter

dean