Pázmány Péter Catholic University
Faculty of Information Technology and Bionics

ACCESS CONTROL SYSTEM REGULATIONS

19 March 2025

Created by	Dean's Office, Faculty Quality Assurance Committee,	
Approved by	Faculty Quality Assurance Committee (KMBB)	
Accepted by	Faculty Council	Decision 7 of 18 March, 2025 of the Faculty Council
Entry into force	19 March, 2025	

The Faculty of Information Technology and Bionics of the Pázmány Péter Catholic University (hereinafter referred to as the Faculty) establishes the following regulations for individuals entering and staying within the Faculty buildings.

Part I
General provisions

Purpose of the Regulation

Article 1
These Regulations define the management of access rights, methods of entry, and the rights and obligations of authorized persons within the Faculty buildings and premises.

Scope of the Regulation

Article 2
(1)[1] This Regulation applies to all persons entering or staying within the Faculty buildings, regardless of whether they have a legal relationship with the Faculty or the University.
(2)[2] The Regulation covers premises (doors and garage doors) equipped with electric locks, electromagnetic latches or turnstiles and accompanied by an RFID reader. These doors must remain locked at all times (including the grated door leading up from the garage).

Part II
Use of the Access Control System

Entry Identification Device

Article 3
(1) Access control is managed through an RFID identification device, which may be a key fob or card (hereinafter referred to as an "entry tag").
(2) An entry tag is provided to all individuals affiliated with the Faculty or University (students, lecturers, researchers, and staff) who require regular access to the building.
(3) In the case of guests requiring extended stays or multiple entries, a guest entry tag is issued.
(4) A guest entry tag may be requested by a member of staff who is employed by the Faculty. The entry tag is linked to the requester, who assumes responsibility for the guest's movement within the building and any potential damage caused.
(5) Family members and relatives may apply for a permanent entry tag. This entry tag is linked to the requester, who assumes responsibility for their movement within the building and any potential damage caused.
(6) The Faculty does not provide entry tags for occasional visitors.
(7) Upon termination of the legal relationship, the entry tag and all linked entry tags must be returned to the Faculty no later than the termination of the legal relationship.
(8)[3] The entry tag and all linked entry tags must be invalidated on the next working day following the termination of the legal relationship.

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[1] Amended by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.
[2] Enacted by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.
[3] Enacted by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.

(9)[4] Access to the underground garage is granted through two types of access devices: an older model push-button remote control or a garage access card (entry tag). Garage access cards are the property of the Faculty. To request one, prior email approval from the Dean is required. The request must include the applicant's name, phone number, vehicle registration number, make, and color. The authorized person may use the garage access device for another vehicle if they provide its registration number, make, and color. If the vehicle is to be stored in the garage beyond regular access hours (overnight or weekends), the ignition keys and necessary identification must be handed over to the security desk in a sealed, labeled envelope (with name, telephone number and registration number) for emergency measures. Long-term storage requires special permission from the Dean under exceptional circumstances.

Article 4
An entry tag is a device with a unique identifier which
- a) is personal and must be kept by the holder after entering the building;
- b) may not be transferred to another person or be pawned;
- c) may only be used for the holder's own entry and must not be used to grant access to others;
- d) [5] is the property of the Faculty or the University; the holder must pay a deposit before receiving it. Employees and self-funded students may be exempted from the deposit;
- e) [6] must be used exclusively by its designated holder and may not be transferred to another person;
- f) must not be duplicated. Violating this rule will result in sanctions as described in Article 14.

Article 5[7]
For the management of access rights, the Faculty stores the following data associated with the issued entry tag:
- a) Name
- b) Neptun code (if available)
- c) ID card number, passport number (in the absence of Neptun code)
- d) Authorization level and access rights
- e) Legal status (reason for issuing the ID)
- f) Entry tag of the person requesting access (in the case of a guest or a relative's entry tag)
- g) Events associated with an entry tag (exit/entry, passage).

Provision of Entry Tag

Article 6
(1) Upon the establishment of a legal relationship, the responsible organizational unit shall ensure the initial issuance of the entry tag:
a) Students: Academic Administration Office
b) Doctoral students: Doctoral and Habilitation Office
c) Students participating in international programs: International Relations Office
d) Lecturers, researchers and administrative staff: Finance Office / Dean's Office.
(2) In cases not listed in paragraph (1), the entry tag can be requested from the Dean's Office at belepteto@itk.ppke.hu for the following:

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[4] Enacted by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.
[5] Amended by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.
[6] Amended by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.
[7] Amended by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.

a) permanent entry tag for guests;
b) permanent entry tag for family members;
c) replacement of a stolen or lost tag;
d) exchange of a damaged or faulty tag.

(3) When submitting a request under paragraph (2), the applicant must provide the data specified in Article 5.

(4) For requests under paragraphs (2) a) and b), the request must be submitted at least two working days before the guest's or family member's arrival. In addition to the requirements of paragraph (3), the duration of authorization must also be specified.

(5) In the case of a request under paragraph (2) c), the holder forfeits the paid deposit, and a new deposit must be provided for the replacement entry tag.

(6) In the case of a request under paragraph (2) d), the damaged or malfunctioning entry tag must be returned upon receiving the new one. If the old tag is not returned, the request will be treated as a replacement for a lost tag.

Article 7 [8]

The requested and issued entry tag shall be:
a) Handed over by the organizational unit that initiated the request process or by the Dean's Office, following prior notification.
b) Collected upon payment of a deposit, which covers the cost of issuing the tag. The deposit is refunded when the entry tag is returned upon the termination of the legal relationship. (In case of a lost or unreturned tag, the deposit is not refunded.) If the entry tag is not returned, the deposit amount is transferred to the ownership of ITK. The Faculty may waive the deposit requirement.
c) Collected within 30 working days after notification. After this period, the requested entry tag must be invalidated.

Lost Entry Tag

Article 8

(1) In the event of a lost entry tag, the Dean's Office must be notified immediately at belepteto@itk.ppke.hu, including the fact of the loss and the data listed in Article 5.

(2) The lost entry tag will be invalidated.

(3) Any damages or consequences resulting from a delayed report shall be borne by the holder of the entry tag.

(4) A notification pursuant to paragraph (1) is also considered a request for replacement under Article 6 (2) (c). If the notifier does not require a replacement, this must be indicated in the notification.

Verification of Access Authorization

Article 9

Access authorization must be verified at the points specified in Appendix 1. Entry points equipped with an electric lock, electromagnetic lock, turnstile, or garage door (hereinafter referred to as entry points) are classified into two categories:
a) external entry points
b) internal entry points

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[8] Amended by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.

Article 10

(1) The use of an entry tag is required when passing through an external entry point. If the individual does not possess a tag, access is granted by the Security Service:

    a) [9] For occasional guests, the Security Service notifies the host, and the guest must wait until the host arrives. Faculty employees, lecturers, PhD students, and doctoral candidates may receive occasional guests without restriction. Faculty students may receive an occasional guest only with prior written authorization from the Dean's Office, which must be requested at least three working days in advance.

    b) For guests with regular access authorization, the Security Desk verifies their access credentials with the requesting individual or the Dean's Office. If the guest is authorized, their entry will be logged in accordance with Section (2).

    c) In all other cases (student, lecturer, employee), the guest may be admitted upon presentation of a student ID and provision of the Neptun code, with entry logged in accordance with Section (2).

(2) [10] When admitting a guest arriving at an external entry point without an entry tag, the Security Desk must notify the individual whom the guest is visiting. If the guest is visiting a specific organizational unit rather than an individual, the security staff shall inform the relevant unit of the guest's arrival. The organizational unit is responsible for ensuring that a staff member meets the guest at the entrance. The guest may not proceed further into the building until the designated host arrives at the Security Desk, at which point the host assumes responsibility for the guest's movement within the building.

(3) For security reasons, the Security Desk must record the details of guests who do not use an entry tag in the electronic log after verification. The recorded data shall include:

    a) name
    b) ID card number or NEPTUN code
    c) name of the organizational unit or individual being visited
    d) issued guest entry tag number

Article 11

(1) At internal entry points, only individuals with a valid entry tag and the appropriate authorization may pass through.

(2) Cleaning staff must also use an entry tag at these entry points.

(3)[11] In the event of a malfunction, authorized individuals may use keys provided by the Security Desk subject to written instructions from the Dean's Office. The issuance and return of keys must be logged.

(4) Heads of laboratories may have a key to their respective laboratories, which they can use to lock the laboratory in justified cases.

Entitlements

Article 12

(1) a) The access authorizations granted to each group and their validity periods are specified in Appendix 2.

b)[12] If a student enrolled in a Bachelor's or Master's program also holds a fixed-term employment contract, their access authorization shall be determined based on their student status.

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[9] Amended by Decision 7 of 18 March, 2025 of the Faculty Council. Effective as of 19 March, 2025.
[10] Amended by Decision 7 of 18 March, 2025 of the Faculty Council. Effective as of 19 March, 2025.
[11] Amended by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.
[12] Enacted by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.

(2) In addition to the default authorizations assigned to each entry tag, additional authorizations may be requested and modified. Requests shall be submitted to the Dean's Office via belepteto@itk.ppke.hu for processing.

(3) All requests must include a justification and specify the expiration date of the requested authorization.

Article 13

(1) Entry at external access points is subject to time restrictions, as detailed in Appendix 2.

(2) Beyond the time period specified in paragraph (1), entry and exit are only permitted with written authorization from the Dean's Office.

(3) Outside the authorized time period, individuals with an entry tag cannot access the premises through the access control points.

(4) Unauthorized stay beyond the permitted time should be recorded by the Security Desk in the Entry Log, including the individual's details and the fact of their departure outside the authorized period

(5) The Security Desk shall report any exit occurring beyond the permitted time to the Dean's Office.

Part III
Sanctions

Violation of the Regulations

Article 14

In the event of a violation of these Regulations, depending on the severity and frequency of the offense, the violator may be subject to:

    a) warning,

    b) disciplinary action (which may include reporting the violation)

Final provisions

Article 15

Upon the entry into force of these regulations, the "Regulation on the Use of the Access Control System at the Faculty of Information Technology and Bionics of PPKE," which came into effect on October 1, 2015, shall be repealed.

Appendix 1
RFID access points

Access Points at the Práter Street Building of the Faculty

External access points: [13]
- Bicycle storage
- Main entrance (revolving villa)
- Entry point between the garage and the staircase
- After approval by the Dean, the applicant will receive the appropriate access authorisation for the existing entry fob together with the access authorisation for opening the garage door
- Staircase A (entrance from the staircase to the main lobby)
- Garage door

Internal access points: [14]
- R&D laboratories (204, 321, 324, 339, 340, 341, 341/A, 341/B, 342, 420)
- Library (203)
- Teachers' club (228)
- Studio (234, 235, 236)
- PC laboratories (219, 220, 222, 322, 302, 422)
- Server room (015).

Appendix 1b [15]
Access Points Requiring Authentication Without RFID Identification

The following access points in the Faculty's Práter Street building do not require an entry tag but require the same access authorization management as card-based entry points:

- R&D laboratories (044, 221, 241, 328-329, 330, 332, 333, 334/A, 334/B)

Appendix 2
User Groups and Access Rights

User groups and the duration of access rights: [16] [17]
- *Student* (full-time students with student status): 7:00 AM to 8:00 PM, Monday to Friday
- *Part-time Student* (part-time students with student status): 12:00 PM to 8:00 PM Friday; 7:00 AM to 8:00 PM Saturday
- *PhD student* (PhD students with student status, doctoral candidates): 7:00 AM to 10:00 PM, Monday to Saturday
- *Lecturer/Researcher* (employees with teaching or research contracts): 7:00 AM to 8:00 PM, Monday to Saturday
- *Staff* (employees with other contracts): 7:00 AM to 8:00 PM, Monday to Saturday
- *Guests*: 7:00 AM to 8:00 PM, Monday to Friday
- *Administrative leader access:* No time restrictions, access at all entry points.

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[13] Amended by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.
[14] Amended by Decision 7 of 18 March, 2025 of the Faculty Council. Effective as of 19 March, 2025.
[15] Enacted by Decision 7 of 18 March, 2025 of the Faculty Council. Effective as of 19 March, 2025.
[16] Amended by Decision 35 of 16 December, 2022 of the Faculty Council. Effective as of 16 December, 2022.
[17] Amended by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.

The Dean, Vice-Deans and the Head of the Dean's Office are automatically granted administrative leader access. [18]

- This access includes unrestricted access to the Library, R&D Laboratories, and PC Laboratories.[19]

The Dean may assign any user group or access rights with justification.

Default Access Permissions for User Groups: [20]

	Main entrance Staircase (at the Gate)	Bicycle storage	Teachers' club
Student	X		
Part-time student	X		
PhD student	X	X	X
Lecturer/Researcher	X	X	X
Staff	X	X	X
Guest	X		
Leader access	X	X	X

Requestable Permissions and the Request Process

The following tables summarize the permissions that can be requested in addition to the default permissions, as well as the request process. The requester is always entitled to initiate the revocation of the permission. The permissions described here will be automatically revoked if the entry tag is invalidated.

Permission	Bicycle storage
Eligible users [21]	Students, part-time students
Request process	Can be requested by the user for themselves in accordance with the provisions of Article 12.
Duration	Until revoked

Permission	Entry point between garage and staircase
Eligible users	PhD students, lecturers/researchers, staff members, guests with entry tag
Request process	Can be requested by the user for themselves in accordance with the provisions of Article 12, via letter addressed to the Dean
Duration	Until revoked

Permission	Library
Eligible users	PhD students, lecturers/researchers, staff members

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[18] Amended by Decision 35 of 16 December, 2022 of the Faculty Council. Effective as of 16 December, 2022.
[19] Enacted by Decision 35 of 16 December, 2022 of the Faculty Council. Effective as of 16 December, 2022.
[20] Amended by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.
[21] Amended by Decision 30 of 9 November, 2023 of the Faculty Council. Effective as of 13 November, 2023.

Request process	Can be requested by the user for themselves in accordance with the provisions of Article 12.
Duration	Until revoked

Permission	R&D Laboratories
Eligible users	PhD students, lecturers/researchers, staff members, guests with entry tag
Request process	Can be requested by the head of the respective laboratory, in accordance with the provisions of Article 12.
Duration	For the semester specified in the request

Permission	Studio
Eligible users	PhD students, lecturers/researchers, staff members
Request process	The head of the Visual Workshop (Vizmü), in accordance with the provisions of Article 12.
Duration	For the semester specified in the request

Permission	Server room
Eligible users	Staff
Request process	Head of the IT Department or Operations Department, in accordance with the provisions of Article 12
Duration	For a period specified in the request, or until revoked

Permission	PC Labs
Eligible users	PhD students, lecturers/researchers, staff members, guests with entry tag, guests without entry tag
Request process	**Students** - With the approval of the Academic Administrations Office and the lecturer of the relevant course, the student requests the access at least one business day before the start of the requested period. - The Reception Service provides access to the PC lab entry tag, based on notification from the Dean's Office. **PhD students, Lecturers/Researchers** - For the current semester, it is requested by the Academic Administrations Office, based on the Neptun registry. - The access is assigned to the entry tag**.** **Guests with entry tag, guests without entry tag** - For the current semester, it is requested by the Academic Administrations Office, based on the Neptun registry, in the form of a list submitted to the Reception Service. - No access rights are assigned to the guests' entry tag. Instead, the Reception Service provides the entry tag for the classroom required.

	For staff members
	- Requested by the Dean's Office, if the employee's job requires access
Duration	For students: on an ad hoc basis In all other cases, for the semester specified in the request