



SZTE TIK POLICY

01 August 2021, Szeged

SZTE JÓZSEF ATTILA STUDY AND INFORMATION CENTRE (SZTE TIK) POLICY AND VISITORS' INFORMATION

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1. 1. Introducing the SZTE TIK

The SZTE József Attila Study and Information Centre (abbreviated: SZTE TIK) has been open to our University students and lecturers since 9 December 2004. It also welcomes all University workers, residents of Szeged and any visitors interested. Two main institutions with different functions are hosted by the Centre, the Congress Centre of our University and the Klebelsberg Library. Still the SZTE TIK is regarded as a unified complex ensuring numerous services.

As the SZTE TIK was declared to open, a unique Library of the region came into existence with the union of more than 70 University libraries of the departments and faculties. For further information on the Klebelsberg Library, please visit their website:

<http://www.ek.szte.hu/?lang=en>

The lecture rooms of the University of Szeged Congress Centre give place to university lectures from Monday to Wednesday while from Thursday to Saturday different events are held there.

For further information on the events held in the Congress Centre, please visit its official Facebook site (<https://www.facebook.com/SZTETIK>). Once you are in the Centre, information on the relevant programmes can be found on the screens at the Central Customer Service.

2. Names

The official names of our Centre are as follows:

Full name:

University of Szeged József Attila Study and Information Centre

Official short names:

SZTE József Attila Study and Information Centre

SZTE TIK

3. Opening hours

The general opening hours of SZTE TIK:

Monday-Friday: 08:00-22:00

Saturday: 09:00-20:00

Sunday: closed

We differentiate more types of opening hours besides the general opening hours. They are the following:

Short Opening hours are usually after the exam period of the spring semester, before the summer opening hours and after the summer opening hours for one or two weeks. This time the Centre is open from 8 a.m. to 4 p.m.

During the summer opening hours our Centre is closed for 4-6 weeks depending on the decision of The Board.

The winter opening hours usually apply from Christmas to New Year's Day, depending on the Board's decision.

Special shortened opening hours might occur owing to events held at the Centre. Notice about these events is posted on the internet and in the Centre, too at least before the event.

During the Bank holidays our Centre is closed.

Staying in our building after the official opening hours is only allowed with the permission of the director of the Centre. In the e-mail asking for the permission, the exact day and the aim of the stay should be included. Only the leaders of the services found in the Centre are allowed to stay longer than the opening hours with their prior notice to the Security Service Office.

4. Entrance and access in the Centre

Generally entering the Centre is possible through the main entrance. The following services can be used without entering the secured area:

- Lecture rooms during the semester
- SZTE Shop (pick-up point)
- Central Customer Service
- Exhibition hall (functions as a meeting and learning space equipped with chairs and tables)
- Foyers
- Bathrooms
- Bancomat
- Babies' room
- Cloakroom
- Left-luggage lockers
- Information Point of the University Life Counselling Centre

The entry point is located next to the Central Customer Service, where the staffs of the SZTE Security Service Office provide registered access to the library area based on the barcode. **At the security system, one can prove their identity with:**

- valid Hungarian student card
- valid University ID Card of the University of Szeged
- valid University Guest ID Card of the University of Szeged
- library card
- Erasmus card
- Alma Mater card

It is forbidden to enter the protected area in a jacket. According to this policy, coat is an item of clothes which is not necessary to be worn and it is not part of the outfit. Its judgement is the competence of the staff of the SZTE Security Service Office working at the entrance gate of the Centre. Exceptions are those entering the protected area and they are permanently accompanied by the Centre's staff in the secured area. At the end of the visit, the guest must leave the library through the security gates.

It is only possible to enter into the protected area with a bag which size is appropriate for the given size at the entrance gate. Bigger bags, laptop bags, and closed folders can be placed in the free-of-charge wardrobe or in the left-luggage lockers. Tools necessary for the studying (laptop, writing materials) in the library can be taken inside in transparent bags.

The employees of the SZTE TIK and other workers of the University, as well as their guests can enter the building at two places. On one hand, from the main entrance and then through the access gates which work with a rotary arm and a card reader, if they have one of the university cards issued by the University of Szeged and the necessary authority is activated on the card. In the absence of this card, the security staff will help with the entry. On the other hand, the building is accessible from the employee entrance. Here the Security Service will help with the orientation and they can also inform the co-worker of the SZTE TIK, whom the guests arrived to. Thus, a standalone entry is only possible with a university or guest identification card programmed for this purpose.

The employee and the directorial entrance at Zászló Street can only be used by our employees with a university identification card or those arriving in office cases (entrepreneurs doing the maintenance, cleaning and other services under contract, representatives of companies, external and internal postal service providers).

In case of events organized in our Centre, the service and contracting partners can enter in the building with a card called *SZERVEZŐ*. These cards are available at the Central Customer Service or in the Security Service's Office which is approachable from the employee entrance. At the end of the event the cards must be given back at the Security Service's Office.

There are several areas in our institution, such as the offices and the bookstacks which are qualified as protected area with a card access system and it is closed from the visitors. In these areas only authorized colleagues are allowed to enter and as a general rule visitors are not allowed to enter unless they are visiting a colleague working in a protected area. It is the right and the responsibility of the co-worker of the Security Service Office or the colleague waiting for the guest to let the guest

enter the protected area without any university or guest identification card programmed for this purpose.

5. Exit from the secured area

Visitors of the Centre must leave the area through the security gates. The security gates indicate the unauthorized export of non-deactivated books. If the gates give a sound and light signal during the passage, the security colleague will check the rental according to the rules. If the rental process is missed for some reason, the security colleague who is serving is entitled to the action. In all cases, a report is made about the alarm of the gates.

6. Services for visitors

In addition to the Library, our Centre has a number of services which ensure the students at the University of Szeged to manage their cases more easily and with less time.

6.1. SZTE Klebelsberg Library

For further information on the Klebelsberg Library's services (including the use of the computer cabinet), its opening hours and rules please visit their website: <http://www.ek.szte.hu/?lang=en> or you can ask for information at the library's information desk personally.

6.2. Student Service Office (HSZI)

The offices and the customer service can be found downstairs in the area of the Atrium after passing through the access gates.

6.3. SZTE Shop

Information about the SZTE Shop can be found at www.szteshop.hu. The Shop is located on the ground floor, in the office at the side entrance.

6.4. University Life Counselling Centre

It is located on the ground floor in a room with a glass wall next to the Central Customer Service. It is open only in a shortened on-call time. Information on the opening hours can be found on their website.

6.5. Central Customer Service

The Central Customer Service is located next to the entrance gates. Our customer service staff will assist visitors to the Centre; provide information to all students and visitors. Our colleagues at the Central Customer Service are at your disposal with the following issues during the opening hours:

- giving general information – what can be found in the centre, etc.

- claiming cards used in the Centre
- preparing university ID card and university guest ID card
(data recording: Mon-Fri: 09:00-10:00 and 14:00-18:00)
- preparing Alma Mater card
(data recording: Mon-Fri: 09:00-10:00 and 14:00-18:00)
- handling notices in connection with the cards mentioned above
- information on our rooms
- information on the events held in the Centre
- registering and handling technical problems
- lost properties
- handling notices in connection with the left-luggage lockers

Cards available at our Central Customer Service

6.6. University Identification Card

The University Identification Card is available for every jobholder of the University of Szeged. In order to apply for the card, an employer certificate which is not older than one month or an assignment which is not older than half a year is required. A digital photo is needed for the card which is taken at the Customer Service. The first card is free of charge. The replacement of the card costs 3500 Ft in case the card is lost, damaged or any changes happened in the data printed on the card. The replacement of the cards made more than 15 years old, which have a level of abrasion that is no longer suitable for identification, is free of charge.

As the card is owned by the University of Szeged, please send the found card back to our Central Customer Service!

6.7. University Guest Identification Card

This card is available for those employees of the University of Szeged who are not employed in a jobholder status. In order to apply for the card an employer certificate is always required that the employee's work is related to the university. There are two options to present this certificate:

- At the initiation of the card's application, the employee presents the employer certificate to the Central Customer Service in printed form.
- The employer sends an official certificate about the employment of the cardholder in the form of an e-mail to ugyfelszolgalat@tik.u-szeged.hu before initiating the card's application.

The cost of the University Guest Identification Card is 3500 Ft. The reprint of the card also costs 3500 Ft in case the card is lost, damaged or any changes happened in the data printed on the card.

As the card is owned by the University of Szeged, please send the found card back to our Central Customer Service!

Any other information about the use of the card can be found on the order form of the university identification card.

6.8. Alma Mater membership card

The free of charge SZTE Alma Mater membership card is available for all officially registered SZTE Alma Mater members. The registration is possible on the <http://www.sztealmamater.hu> website taking into account the rules and the privacy statement. A digital photo is needed in order to make the membership card which will be taken at the Central Customer Service but it is possible only after getting the approval email. The approval email should be received within 24 hours after applying for the membership card.

6.9. Erasmus card

Foreign students who are guest students of the University of Szeged under the International Erasmus program with the participation of the SZTE Mobility Office may apply for an Erasmus card. The making of the card and the necessary data collection take place at the Central Customer Services of the SZTE József Attila Study and Information Centre at a pre-agreed time.

The card must be given back to the Central Customer Service of our Centre at the end of the Erasmus program. The charge of the card is 2500 Ft which is paid off by internal transfer. In case the card is lost or damaged, its replacement must be provided by the Erasmus student and the demand for a new card must also be indicated at the Central Customer Service of the SZTE TIK.

6.10. CHIP

Chip can be applied by university citizens (students) who are not entitled to apply for a University Identification Card, but it is essential to use a chip at their workplaces. The department or institute which employs the student/students can apply for the chip. On one side of the chip, there is a self-adhesive, plastic-coated IT tool that can be glued on any card (e.g. student ID) and set up with the appropriate permissions of the departments where access control is used.

The chip costs 800 Ft. In case of loss or damage, the replacement of the chip will cost 1500 Ft. Its payment can happen by an internal transfer or in cash against receipt.

The administration of the chip happens via the ugyfelszolgalat@tik.u-szeged.hu e-mail address. Information required in order to make the chip: name, number of the student card (if there is no student card, ID card), the name of the department or institute, name and availability of the administrator (email address, phone number).

7. Parking

Parking for the staff of SZTE in the underground garage of the SZTE TIK is regulated by the rules of parking procedure. Parking is provided in the vicinity of the Centre according to the rules of the SZKT.

8. Eating

It is forbidden to bring food and drink (except mineral water) into the reading rooms and special collection parts. Drinks purchased from vending machines should be consumed in their surroundings!

9. Technical data of the SZTE TIK

9.1. Operation

The building of the SZTE TIK is so-called intelligent building with heating and cooling systems, ventilation and lighting which work with building management software. The system is designed to work the most economically and optimally.

It is our technical staffs' task to notice smaller failures during their building traversal before the opening hours in the morning and after the closing time in the evening which they then report to the competent partner. User-specific requests are not considered justified.

9.2. Heating-cooling

The building has a cooling-heating network with fan-coils, and where the heat sensation - large external window surfaces - justifies it, with convector heating. In the rooms in addition to the basic heating and cooling, heated and cooled ventilation is provided throughout the summer and winter period, providing the necessary internal air conditions.

9.3. Temperature

There are three guiding rules for temperature values. One is the University's recommendation, the other is the recommendation of National Public Health and Medical Officer Service and the third is the guidelines' of the University concerning to the use of energy.

In the summer period – taking the physiological and energy saving aspects into consideration – the inside temperature is 7-10 °C less than the outside temperature while in the winter it is between 21°C. This may change in case of extreme temperature (around 40 °C), so we try to provide a temperature of 26-27°C. In the summer we reduce the amount of incoming sunlight with the outdoor lamellar blinds and the inner textile shades which can be found at the end of the Atrium. The measured temperature in the SZTE TIK means an average temperature but it never goes below 21 °C in the winter. Of course, the temperature values in each area may be different, which may be influenced by the location of the room inside the building, the interior height, and the number of exothermic devices (e.g. computers) in the space.

9.4. Bathrooms

Our building has bathrooms on all of the floors which are available for every visitor. As the Centre is available for disabled people, there are also toilets for them.

The bathrooms are cleaned in the hours before the opening of the Centre, and during the daytime the cleanliness is also maintained by the on-call colleagues. Any comment in connection with the cleanliness of the bathrooms should be indicated at the Central Customer Service.

9.5. Elevators

There are 5 elevators in the building. Everybody can use the elevators at their own responsibility. In case of fire alarm, the elevators automatically start going downstairs and stay there according to their programming. After that it is not possible to use them.

9.6. Public areas

The public areas are available for every visitor. The connectors in these areas can be used to charge the computers and mobile phones but when connecting short-circuit and technically faulty machines, the power supply can be automatically terminated due to the operation of the safety relays. Its restoration can only be performed by technicians.

9.7. Technical problems

It is our technical staffs' task to notice smaller failures during their building traversal before the opening hours in the morning and after the closing time in the evening which they then report to the competent partner. We would appreciate the notices of the visitors and users about failures and faults should they have any.

We would like to ask you to indicate your notices to the Central Customer Service in connection with the followings:

- fan coil operating loudly
- wrong light bulbs
- failure of the cable or connector of the electric equipment
- noticed technical problems in the bathrooms
- notice of water leakage

The Central Customer Service forwards your notices to the Technical Service.

10. Other services

10.1. Cloakroom and the left-luggage lockers

The recourse of the Centre's cloakroom is free of charge and it is compulsory to use it in order to access to the library's area. The cloakroom is also recommended for storing larger packages and suitcases. Further information on the Cloakroom's rules of procedure can be found in the appendix of the Policy. Besides the cloakroom, it is possible to use the left-luggage lockers. Lockers operate with any card which has a barcode on it (student card, library card etc.) according to the description on the sides of the lockers. We would like to ask you to indicate your notices to the Central Customer Service in connection with the left-luggage lockers.

10.2. Lost and found item

We do not take responsibility for objects left in the community areas. The staffs of the SZTE Security Office check the luggage lockers only at the end of each day. The personal values found in the lockers will be placed in the cloakroom -after taking a report- after one week of preservation. Found items can be given to the Central Customer Service, and the staff can decide on its guarding according to the value of the item (e.g. laptop, mobile phone) or its assumed importance (e.g. handwritten notes). The provisions of Chapter XVII, section 5: 54 of the Civil Code shall govern the handling of found objects.

Please do not leave your laptop and other values unattended in the reading rooms. The colleagues in the reading rooms can be asked to place the laptop into a locker even for 5 minutes. Please take advantage of this service!

10.3. Bancomat

Outside the Atrium's entrance gates, there is an OTP ATM for visitors. Only the company operating the ATM is responsible for the refilling and maintenance of the machine. If you have any problem or question, please call the phone number which is on the machine.

10.4. Soft drink, snack and coffee machines

Only the company operating the vending machines is responsible for the refilling and maintenance of the machines. If you have any problem or question, please call the phone number which is on the vending machines. Our Centre is not responsible for the malfunction of the machines, and the Central Customer Service's staff cannot help in case of reporting an error.

10.5. Babies' room

In the basement of the Centre you can find a room called Babies' Room. You can ask for its key at the Central Customer Service.

10.6. Recreational services

At our Central Customer Service you can rent blankets and board games or it is also possible for anyone to use the table soccer on the second floor.

Our colleagues at the Customer Service can ask the name and phone number of the person who wants to rent any of the above mentioned services so that if you forget to return them, we can remind you on the given phone number.

10.7. Posters and advertisements

On the notice boards of SZTE TIK only those posters can be placed which are in connection with the public life of the University of Szeged, e.g. university lectures, university cultural programs, faculty lectures, university sport events, university freshers' balls, faculty open days and any other events that attract the students of our University. All advertisements need to be presented at the

Central Customer Service, where our colleagues stamp them. A maximum of three copies can be posted. All other commercial posters are forbidden on the notice boards.

Posters lacking stamps and/or which do not fulfil the above requirements are removed without any previous notice and the cost of the removal will be posted to the address on the advertisement.

It is possible to place non-university announcements after paying the of the poster's placement. If you have any question please write an email to the following email address: rendezveny@tik.u-szeged.hu.

According to the ethical regulations of the University, posters about politics cannot be posted in any case.

10.8. Selective waste collection

The collection of the waste generated in our Centre happens selectively, about which a description can be found in the area of every dustbin. Please select the waste accordingly. There is a battery collecting vessel at the cloakroom the transport of which is provided by the SZTE TIK Directorate.

10.9. Changing rooms

In 2010 and 2011 our institution was awarded the title of Cyclist Friendly Workplace thanks to the changing rooms available for our staff in the Centre, which also provide a shower for our colleagues before they start working.

However, the capacity of the changing rooms does not allow us to provide this opportunity smoothly to our visitors, so this way we cannot let our visitors and guests use the changing rooms.

10.10. Private lessons

It is possible to study individually or in groups in the community areas of our institution, however, it is not possible to monopolize and book a table for this purpose. In case of giving a lesson in a group, please inform us in advance via email (ugyfelszolgalat@tik.u-szeged.hu) or on phone (06 -62-546-600).

10.11. Taking picture and sound recording

We would like to inform you that during the event taking place in our Centre today, picture and sound recording might be taken. Therefore, by staying in the area of the Centre you give your consent to be recorded and also for the recording to be used for the purpose of the University of Szeged.

11. Surrounding area and the park

The park and pavement of the SZTE TIK means approximately 5,000 square meters of green space around the building. The maintenance of the park is coordinated by the Directorate of the SZTE TIK via an external entrepreneur. Statues, monuments, benches, outdoor dustbins can be found in the park which are in the property of the University so their destruction and appropriation entail a report.

The park is a private area open to visitors. The University reserves the right to let the visitors take their dogs for a walk in the park area only by leash, as it is outlined in the warning signs. Please avoid drinking alcohol in the park.

The park is monitored by several outdoor cameras and the staff of the SZTE Security Service Office checks the park one or two times a day during the opening hours and every hours after closing the Centre, and may warn those who interfere the work in the University, the residents in the area, and others in the park with their behaviour.

12. Bicycle service

Our institution is easily accessible by bicycle. Bicycles can be stored in the bicycle storages in front of the main entrance or on Zászló Street.

13. Useful information

In order to preserve the library's assets, there are rules in the SZTE TIK that are mandatory for all visitors. Please take note that in many cases it is the responsibility of the staff of the SZTE Security Service Office to make sure that the rules are complied with by the visitors and they have the right in the case of rules considered subjective, to form an opinion which should be normative in this particular case. If you have any questions, the team of the Central Customer Service can help you. The Directorate of the SZTE TIK and of the Klebelsberg Library have agreed with the rules described in the Policy and they share the same principles in any case so they cannot provide individual judgement.

According General Assembly's Regulation of 28/1999 (VI. 14.), it is forbidden to import and keep dogs in the SZTE TIK; except for unique cases (e.g.: guide-dog). It is also forbidden to import or keep cats in our Centre.

13.1. General safeguarding

The Security Service is on duty 24 hours a day in the Study and Information Centre. Their overall task is to secure the safety of those staying in the building and to protect the university values placed there and to take the necessary action in case of unlawful behaviour or activity.

Our Security Service may ask visitors - even beyond the security zone - for the certificate proving they have checked out library property.

On the whole area of the Study and Information Centre a private video camera system operates for security reasons. The recordings of the cameras placed in visible locations can be followed on the screens in the security service office and are videotaped. The system keeps these recordings for three days and deletes them automatically. During videotaping the recordings there is data management, therefore, only the person(s) in charge, the executive of the SZTE Security Service Department, in their absence the safeguarding leader are entitled to watch the videotapes.

The security staff may refuse the entry of any visitor into our institution or may instruct a visitor who is already in our institution to leave it who disturbs the peace of the participants of an event or any visitors who use any service of the SZTE TIK by their appearance, or offensive behaviour.

13.2. Fire drill

On the territory of the Study and Information Centre all visitors must obey the fire service obligations.

The centre is equipped with a fire alarm system, all rooms with a separate alarm. In case of fire the system gives sound signals and everyone has to leave the building immediately. Should you notice fire, you can signal it with the help of the manual fire alarm.

All open (e.g. reading rooms) and enclosed spaces (e.g. offices, bathrooms, public areas) are equipped with smoke detectors. The fire detection system detects all kinds of smoke, so even smoke coming from a single cigarette may sound the fire blasts. The fire alarm system protects a highly flammable building, and it keeps a continuous connection with the fire brigade. Please note that smoking is forbidden inside the building. In case of a fake alarm the University may devolve the incidental costs to the causer of the alarm.

13.3. Damages

On the territory of the University of Szeged Study and Information Centre everyone is obliged to take care about their own and others' safety and health, furthermore about the institution and its fixtures.

In case of deliberate damage the causer of the damage must pay for the complete cost of the damage.

Among others, the followings are considered to be damages:

- damaging desks, chairs and other seats, blackboards, plates
- damages in the bathrooms
- ruining computers and their hardware e.g. mouse or mouse pads
- damages in books or newspapers
- messing walls
- ruining outdoor properties.

The damage is governed by Section 371 of the Criminal Code (CC). The causer of the damage is obliged to compensate for it.

13.4. First-aid

For the treatment of a minor injury the first-aid kit located in the Security Service Office can be used. At the Central Customer Service a semi-automated defibrillator can be found ready for operation, which may serve as a life-saver in case of a sudden cardiac dysrhythmia happening in the institution. Customer service colleagues are trained to operate the defibrillator professionally. The device is located behind the customer service counter, on the left-hand side wall.

13.5. Smoking

Rules in connection with smoking and non-smoking can be found in Appendix I.

All users of the University of Szeged József Attila Study and Information Centre accept and acknowledge this Policy during their stay in the Centre as well as in the Park.

01 August 2021, Szeged

Gyarmati László
director

14. Appendixes

Appendix 1.

Directorial provision on executing the ordinance No. XLII. of 1999. in connection with the protection of non-smokers and on the consumption and the marketing of the tobacco products.

1.§. Territorial scope of the provision

The territorial scope of this provision covers the building of SZTE TIK located in 10 Ady Square, 6722 Szeged.

2.§. Personal scope of the provision

The personal scope of this provision covers all of the employees of the SZTE TIK as well as the students of the University and the visitors in our building.

3.§. Rules in connection with smoking

(1) Smoking is forbidden in the whole area of the building of the SZTE TIK and within a distance of 5 meters from the entrance of the building, except for the designated place.

(2) Places designated for smoking: in the outer smoking area of the University Café and the bicycle storages located in front of the main entrance of the building, and at two places beyond the 5 meter-distance from entrance at Zászló Street.

(3) The non-smoking areas and the designated smoking areas must be clearly marked by using standard prohibition tables or pictograms.

4.§. Enforcement of the regulation

This provision shall enter into force on the day of its publication. The announcement is made through the internal and external (employee, tenant) mailing lists of the SZTE TIK and on the Facebook site of the Centre.

Appendix 2.

On the legal status of persons employed by the institution of higher education as defined in section 5.4. of the University of Szeged Founding Regulation effective from the 1st of August 2021.

	foglalkoztatási jogviszony employment status	jogviszonyt szabályozó jogszabály legislation regulating employment
1.	munkaviszony employment	a munka törvénykönyvéről szóló 2012. évi I. törvény Law No. I. of 2012 in the Employment Code
2.	megbízási jogviszony contract of employment	a Polgári Törvénykönyvről szóló 2013. évi V. törvény Law No. V. of 2013 in the Civil Code
3.	egészségügyi szolgálati jogviszony healthcare service employment	az egészségügyi szolgálati jogviszonyról szóló 2020. évi C. törvény Act C of 2020 on Healthcare Service Relationship
4.	önkéntes jogviszony voluntary employment	2005. évi LXXXVIII. törvény a közérdekű önkéntes tevékenységről Act LXXXVIII of 2005 on voluntary activities in the public interest
5.	szakképzési munkaszerződéssel foglalkoztatottak jogviszonya employment of vocational education and training	2019. évi LXXX. törvény a szakképzésről Act LXXX of 2019 on Vocational Education and Training

Appendix 3.

RULES OF THE SZTE TIK CLOAKROOM

Use of the cloakroom

There are two cloakrooms in our Centre, Cloakroom I and Cloakroom II.

Usually the Cloakroom I is at our visitors' disposal. In case of conferences, or predictable, known events, the Cloakroom II can also be used.

The use of the Cloakrooms is free of charges, but compulsory in case one would like to enter the secured area.

The use of the Cloakrooms is not compulsory if one comes to their lectures held in the lecture rooms or stays outside of the secured area.

Our Cloakrooms are not to be used in case the aim of the visit is not the use of our services.

Rules Regarding the items placed in the cloakrooms

We do not take responsibility of any of the items, objects or property and valuables placed in the Cloakrooms.

Special storage places are used for placing *folders, laptops, other IT equipment and briefcases* in the Cloakroom. The owner of these items gets a cloakroom tag in return. Should one need their items again, one can get it after handing the cloakroom tag to our colleague.

As for the size of the *bag* to be allowed within the secured area, please check our Policy.

Coats are not allowed within the secured area. It is the duty of the security guard at the entrance of the secured area to decide whether the worn item of clothes is a coat or not.

Suitcases or any objects bigger than the lockers can be placed in a special part of the Cloakroom, please ask our colleagues for help. In return of the suitcases or big objects, one gets a cloakroom tag which is to be shown at the time of collection.

Wet *umbrellas* can be put only in the holders placed outside of the Cloakroom for this purpose.

Food and drinks can be placed in the Cloakroom only if they are wrapped properly.

Any *other items, objects* can be placed in the lockers. Information on the use of the lockers can be found at the end of each line of lockers.

The cloakroom tag

Items of clothes, objects, properties and valuables can be placed in the Cloakroom only in return of a

cloakroom tag.

Cloakroom tags are not to be taken out of the Centre.

Please make sure that you keep the cloakroom tag on you throughout your stay in our Centre.

Should the cloakroom tag be lost, its replacement fee must be paid by the claimant.

The replacement fee of the cloakroom tag is 500 Ft. It has to be paid at the Central Customer Service.

In case the cloakroom tag is lost, the owner should precisely identify their objects or items of clothes.

After the identification, a report is written about the case and the replacement fee of the cloakroom tag has to be paid by the claimant at the Central Customer Service. In case the fee is not paid, the claimant might not be allowed to enter the secured area.

Opening hours of the Cloakroom

Study period Monday-Wednesday: 7:30-22:00

Study period Thursday-Friday: 8:00-22:00

Saturday: 9:00-20:00

In the exam period of the spring semester the opening hours are the same as of the opening hours of the Centre.

Changes in the above mentioned opening hours might occur in case of conferences. In such cases we inform our visitors in advance.

Handling lost and found items in the Cloakroom

All items should be collected by their owners on the day they were placed in the cloakroom. Any items of clothes, objects or valuables left in the cloakroom will be handled as defined in the Policy (section 10.2) of SZTE TIK.