

POLICY OF SZENT ISTVÁN CAMPUS, GÖDÖLLŐ

I. Purpose of the policy

The purpose of this policy is to establish rules at the Szent István Campus (hereinafter referred to as "campus") of the Hungarian University of Agriculture and Life Sciences (hereinafter referred to as "MATE") that ensure the proper functioning of the campus in Gödöllő, the smooth conduct of teaching and research activities and the existence of a community life worthy of the spirit of MATE.

II. Scope of the policy

- (1) The policy applies to the entire area and buildings of MATE Szent István Campus as well as to other training locations outside the geographical area and under the supervision of the campus, with the exception of facilities with their own policy.
- (2) The house rules shall be applied and interpreted in accordance with the other regulations of MATE for teachers, students and employees, in particular the Requirements for Students which is part III of the Organisational and Operational Regulations, and III.1 Study and Examination Regulations.
- (3) In addition to the above, the scope of this policy shall also apply to all other persons entering and staying on the campus who are not in a legal relationship with MATE (e.g. visitors to events, users of sports facilities, persons engaged in leisure activities on the campus or persons passing through the campus by car).

III. Establishment, amendment, publication and application of the policy

- (1) The Campus Director shall draw up and publish the policy on the campus webpage and shall ensure that it is posted in the major buildings on campus.
- (2) The current rules shall be reviewed by 30 June each year, and any changes in legislation and adopted amendments shall be implemented. Proposals for amendments may be submitted in writing by citizens of the university to the Campus Director between 1 and 15 June. Proposals will be considered once a year, between 16-30 June.
- (3) In the event of an exceptional situation (e.g. epidemic), an exceptional modification may be made at a different time from the above, at the initiative of the Campus Director or upon written request, which shall also be decided by the Campus Director.
- (4) All citizens of the university shall be informed of the current rules of conduct when they start work or on the Neptun interface when they enrol for the first time, shall be obliged to read and take note of them and to accept them as binding.

IV. Opening hours, access to buildings, general rules

- (1) The major buildings on campus are open during the following hours:
 - a. Main building: Monday to Friday from 7 AM to 7 PM (due to ongoing renovation work the Main building's entrances are closed)
 - b. Restaurant: at times determined by the operator
 - c. Institute of Technology Centre of Engineering Informatics and training workshops: Monday to Saturday from 7 AM to 7 PM
 - d. Seminar building: Monday to Friday from 7 AM to 7 PM, on Saturdays on request, according to the teaching schedule
 - e. Auditorium building: Monday to Sunday 24 hours a day
 - f. Knowledge Transfer Centre: Monday to Friday from 7 AM to 7 PM, on Saturdays on demand, according to the teaching schedule
 - g. Museum of the History of Agricultural Equipment and Machinery: according to its own operational rules
 - h. Sports hall: at times determined by the operator (due to ongoing renovation work currently it is closed)
 - i. Institute of Genetics and Biotechnology (former Agricultural Biotechnology Research Institute): Monday to Sunday 24 hours a day (permanent reception and guard duty)
 - j. Dormitory building G (office building): Monday to Friday from 7 AM to 7 PM, on Saturdays on request, according to the teaching schedule
 - k. Gödöllő, Tessedik Sámuel road building: premises reception: Monday to Sunday 24 hours a day, building A: Monday to Sunday from 6 AM to 6 PM, building B: Monday to Sunday 24 hours a day (reception service).
 - l. Dormitories: according to their own house rules
 - m. Botanical Garden: Monday to Thursday from 8 AM to 4 PM, Friday from 8 AM to 2 PM, on weekends in accordance with prior arrangements
 - n. the opening hours of other buildings shall be decided by the institute located in that building.
- (2) Cultured behaviour and speech in the buildings and throughout the campus, in accordance with the spirit of the institution is generally expected. The proper use of the premises (rooms) is compulsory for all university citizens.
- (3) Smoking on campus is permitted only in designated areas.
- (4) The consumption of alcoholic beverages on campus is permitted only in the catering facilities or, in the case of a licensed event, on the premises of the catering facilities. The use of mind-altering substances is prohibited on the entire campus.
- (5) It is prohibited to bring, to possess or to use on the campus territory any item - including in particular, objects classified by law as posing a particular threat to public safety - that may endanger the life, physical integrity, or safety of others, with the exception of equipment necessary for educational, research, or work purposes (e.g., laboratory cutting tools), which may be used exclusively at the location of the activity in question and under the supervision of the responsible instructor or supervisor.
- (6) Bicycles, scooters may be stored only in designated storage facilities at the owner's own risk and are not allowed inside the buildings. The campus shall not be liable for any means of transport placed in the storage facilities.
- (7) Charging of privately owned electric vehicles (including bicycles and scooters) from the electricity network of the campus is prohibited throughout the campus.
- (8) Compliance with traffic regulations is mandatory on campus, with particular regard to parking regulations. Parking on green areas or grass is not permitted.
- (9) The use of taps and showers in rooms and offices in Dormitory building G is prohibited.
- (10) Legally certified assistance or therapy horses and dogs may be brought onto the campus after prior notification to campus.titkarsag.godollo@uni-mate.hu, specifying the exact area (outdoor area, building, office) and date where and when the animal will be present. In case of other pets brought onto campus premises - for educational or other reasons - a permission have to be also asked by sending an e-mail to the same address and providing the above details. Animals may only be brought in on a leash, in a cage or otherwise securely transported, provided that they are healthy and meet all legal and public health requirements (e.g. chip, vaccination, protection against external and internal parasites, etc.) appropriate to their species/breed. Live animals may only be introduced into an experimental facility or laboratory under its own rules and must be authorised by the facility. Dogs may be walked on campus only if they are kept on a leash.
- (11) MATE Szent István Campus is a pet-friendly campus. Employees may bring their pets into a closed office space on their own responsibility, provided that all colleagues working in the office agree, the pets can be kept safely and the legal and public health requirements are met (chip, vaccinations, protection against external and internal parasites, etc.). One pet (excluding companion animals) may be present in an office at any one time (except for species/breeds which can be kept in co-existence exclusively), and permission must be requested from the Campus Secretariat at the e-mail address indicated in point (8) before bringing them in.
- (12) No advertisement or poster may be placed on any billboard on the campus without a permit. Advertisements must be submitted to the Campus Secretariat for approval. Permitted advertisements may only be placed on billboards; no other place (door, window, wall, etc.) may be used for advertising. Advertising in the buildings may only be carried out with the permission of the Media Centre.
- (13) Doorkeepers may not accept packages for safekeeping. The campus shall not be responsible for valuables brought onto the campus premises. Lost and found items must be turned in to the Szent István Campus Student Government Office.
- (14) Only professors, faculty and staff members may pick up lecture hall, room and office keys from the doorkeepers, with the exact time of pick-up and drop-off noted and signed for. No keys or keycards may be issued to students.
- (15) Throughout the campus, energy conservation should be achieved by switching off unnecessary lighting, appliances and equipment, and by controlling heaters. The use of individual heaters is expressly prohibited for fire safety reasons.
- (16) In the event of violent or threatening behavior on campus, the University Security Service must be notified by calling the following numbers:
 - a. Aula and Main Building (0-24): +36 30 9 222-16,
 - b. Institute of Genetics and Biotechnology (former ABR) (0-24): +36 30 1 335-187,
 - c. Tessedik Sámuel road Building „A” (06-18): +36 30 0 877-913,
 - d. Tessedik Sámuel road Building „B” (0-24): +36 30 1 335-374,
 - e. Knowledge Transfer Centre (07-19): +36 30 1 335-407.

The security officer responsible for personal and property protection will take the necessary measures against any person acting in a threatening or violent manner. In the event of an accident on campus, the main reception desk must be notified in person or by calling the above phone number.

V. Health Regulations

- (1) Health regulations shall be governed by university regulations/instructions in effect at the time.
- (2) Adherence to personal hygiene is required and mandatory for all persons entering the campus, regardless of current health status. This includes frequent handwashing with soap or alcohol-based hand sanitizer and adherence to cough etiquette.

VI. Action in the Event of a Violation of the Policy

- (1) A violation of the provisions set forth in the Policy may result in the initiation of disciplinary proceedings or the imposition of disciplinary measures under labor law.