

SEMMELWEIS UNIVERSITY
FACULTY OF HEALTH SCIENCES

House Rules and Regulations



Resolution 8/2007. (V. 24.) ETK. KT.
Resolution 32/2009. (IX.17.) ETK.KT.
Resolution 39/2011. (VI.16.) ETK.KT.
Resolution 13/2012. (III.22.) ETK. KT.

The House Rules and Regulations refer to the use of the buildings of Semmelweis University Faculty of Health Sciences (hereinafter: Faculty).¹ Following the regulations is compulsory for everybody, including all employees of the Faculty without regard to the type of their employment, all students of the Faculty and all external visitors using the Faculty building.

I. The opening hours of the buildings

1. To stay in the Faculty buildings is allowed only during the opening hours.
2. The opening hours: 6 a.m. – 10 p.m. every day; the buildings are closed on holidays.
3. The dormitory buildings are open continuously.
4. ²The Dean's Office can make special modifications to the opening hours on the summer holidays and on other school holidays.
5. Outside opening-hours, only the Faculty's instructors and employees can stay on the premises, students can stay only with relevant written permission.
6. ³Permission can be issued by
 - the Dean or the Vice Dean(s),
 - the Heads of Departments or their deputies.
7. The permissions are assessed and forwarded to the Reception/ security service by the Custodian's Office.
8. The permission can refer to
 - one occasion,
 - several occasions, for a limited time period.
9. Permissions cannot be issued for an unlimited time period.

II. The use of the premises

1. Every university citizen is obliged to protect the condition, cleanliness and order of the buildings, rooms, furnishings and equipment.
2. On the premises of the Faculty, students are supposed to behave in a way which does not disturb educational work.
3. Students can listen to their own audio-technical devices (radio, tape-recorder, etc.) only by using headphones.
4. ⁴The civil-defence as well as fire- and work- safety regulations of the Semmelweis University and the Faculty are included in a separate set of regulations. Complying with fire- and work-safety regulations is obligatory. The keys to the rooms leased under contract to long-term use are to be kept in the fire-box of the Faculty. In case of not complying with these regulations, any damages due to getting into the rooms will fall on the user.
5. Selective waste in the central building is collected with sacks of different colours. Blue sacks are for paper waste, grey sacks are for PET bottles and white sacks are for collecting household waste.
6. Windows and doors are to be kept shut when air-conditioning is in operation.
7. **Smoking and open flame are forbidden on the whole territory of the building/s/.**
8. Any failure or fault detected in the building has to be reported immediately to the Custodian's office or to the security service at the Reception.
9. ⁵Bicycles cannot be brought into the buildings of the Faculty of Health Sciences. Bicycles can only be stored on a place designated for this purpose. Any damages due to not complying with this rule will fall on the user and the owner of the bicycle jointly.
10. ⁶Sitting on the ledges of the windows, staircases and the central hall of the building of the Faculty of Health Sciences, or putting any objects or equipment on the ledges is strictly forbidden because of increased accident danger. Failure to comply with this rule will be qualified as disciplinary offence.

III. Court, garden

1. The garden can be used during the opening hours of the building.
2. It is compulsory to keep the good condition, cleanliness and order of the garden and its facilities.
3. Noisy activities can be performed in the garden only outside education time.

¹ Modified by the 32/2009. (IX.17.) ETK.KT. Resolution

² Modified by the 32/2009. (IX.17.) ETK.KT. Resolution

³ Modified by the 32/2009. (IX.17.) ETK.KT. Resolution

⁴ Modified by the 32/2009. (IX.17.) ETK.KT. Resolution and 39/2011. (VI.16.) ETK.KT. Resolution

⁵ Introduced by the 39/2011. (VI.16.) ETK.KT. Resolution

⁶ Introduced by the 39/2011. (VI.16.) ETK.KT. Resolution

IV. Vehicles – Car Parking Regulations¹

1. The vehicle entrance is protected by a gate operated by the Reception service.
2. ²Entering the Faculty's court by a vehicle is possible only with permission (card).
3. ³Permanent entrance permission can be attained in the Dean's Office, single-entry permission at the Custodian's Office.
4. The reception or the security service is entitled to inspect the vehicle on entering or leaving.
5. ⁴The parking places can be taken according to the Parking Order in force.

V.1. Classrooms, demonstration rooms

1. Only students with authorisation can stay in the classrooms.
2. Entering the rooms is possibly only by collecting the key at the Reception.
3. ⁵Authorisation for collecting the key is determined by the Reception/security service on the base base of the list given by the Dean's Office.
4. For the reception's request the person asking for a key is obliged to identify him/herself by presenting his/ her identity card, address card, passport, driving licence.
5. Collecting and returning keys have to be recorded in the logbook at the Reception- without exception.
6. The key cannot be transferred to anybody else.
7. When leaving a room, the last instructor/student/guest has to shut the window(s), switch off the lamp, turn off the tap.
8. Entering the gymnasium /gym/ in street shoes is forbidden.
9. Until the opposite is proven, the person recorded in the logbook of the Reception to have collected the key is liable for any damages caused in the room.
10. The instructor is responsible for the proper use of locked rooms. The instructor is entitled to open and lock these rooms.
11. ⁶Eating and drinking in rooms where students use or may use any kind of technical devices are forbidden
12. ⁷
13. ⁸During classes, it is forbidden to behave in the classrooms in a way that disturbs education. In case of experiencing disturbing behaviour or holding up education or student work, the instructor is entitled to send the problematic student out of the classroom, which automatically draws all the consequences of non-attendance of the class.
14. ⁹Facilities – of the Faculty or not of the Faculty – used in the classrooms can be applied according to the laws in force. Programmes and documents on them cannot violate copyright and neighbouring rights laws. Facilities that do not belong to the Faculty can be used only if a written statement is made previously. Failing to make a statement, the lecturer and the head of the taught subject's organisational unit will be jointly responsible for the possible consequences.

V.2. Furniture, equipment

1. Everyone is expected to use furniture and appliances according to their purpose.
2. Removing the furniture/appliances from the rooms, or storing them in the corridors is forbidden.
3. If the furniture/appliances are rearranged in the room, their original arrangement has to be set back at the end of the class.
4. Audio-, video- and projection equipment belonging to the rooms has to be stored in closets. Only instructors are entitled to have keys to them.

V.3. Laboratories, students' kitchen

1. The use of laboratories and the students' kitchen is regulated by rules of their own.

¹ Modified by the 32/2009. (IX.17.) ETK.KT. Resolution

² Introduced by the 32/2009. (IX.17.) ETK.KT. Resolution

³ Modified by the 32/2009. (IX.17.) ETK.KT. Resolution

⁴ Introduced by the 32/2009. (IX.17.) ETK.KT. Resolution

⁵ Modified by the 32/2009. (IX.17.) ETK.KT. Resolution

⁶ Modified by the 32/2009. (IX.17.) ETK.KT. Resolution

⁷ Repealed by the 32/2009. (IX.17.) ETK.KT. Resolution

⁸ Introduced by the 32/2009. (IX.17.) ETK.KT. Resolution

⁹ Introduced by the 1/2012. (III.22.) ETK.KT. Resolution

V. 4. Library

1. The use of the library is regulated by the rules of its own.
2. It is prohibited to be noisy or listen to loud music in the library.
3. It is strictly prohibited to eat, drink or use open fire on the whole territory of the library.
4. ¹The librarian is entitled to ask the person violating the rules of the above point to leave the library.
5. The use of the audio-technical devices and computers placed in the library is regulated by the Library Regulations.

V. 5. Cloakroom

1. The use of the Faculty's cloakroom is compulsory for all students and all visitors of the Faculty.
2. Taking big bags, backpacks and umbrellas into the building is forbidden.
3. The cloakroom is available during the opening hours of the Faculty building, storing coats and bags there is free of charge.
4. The Faculty does not take responsibility for the valuables left in the coats and/or bags. Valuables are to be placed in the safe room next to the Reception.
5. Things found are handled by the Reception/security service. They make a list of them which is published on the Faculty's website. Things found are stored for a maximum of one month.

VI. Events

1. ²Any events (concert, ball, exhibition, symposium, film-show, and other cultural or scientific programs) on the premises of the Faculty of Health Sciences can be organised only with the Dean's permission. For organising events, included but not limited for announcing, arranging and safeguarding them, the rules of the Semmelweis University Program-Organising Regulations act as a guideline.
2. It is compulsory to keep all relevant (police, copyright, safety, health) regulations during conducting the event.
3. The organiser of the event is responsible for keeping the regulations.
4. ³At least 45 days before the day of the event, a special form has to be filled out and submitted to the Dean's Office by the organiser of the event (or by the person responsible for the event) in order to announce the event.
5. The announcement of the event is part of the permission request procedure. Therefore, failing to announce the event may result in not getting the permission.
6. Requests for rooms for an event are approved by the Faculty on the basis of the chronological order of the announcements.
7. Political events cannot be held on the premises of the Faculty.

VII. Advertisements

1. Advertisements and posters can be placed in the Faculty's buildings only on the specially marked notice boards. Placing advertisements on other places than the notice boards is strictly forbidden.
2. Places for advertising:
 - notice boards of units of instruction and other organisational units,
 - notice boards of the Students' Union,
 - students' notice boards.
3. Advertisements placed on other places than the notice boards have to be removed. The Custodian's Office is responsible for removing such advertisements.
4. ⁴On the boards of the departments or other organisational units, advertisements can only be placed with the permission of the department and with its stamp on them. Advertisements – including the stamp of the organisational unit – can be placed on notice boards only with the permission of the department/ organisational unit
5. On the premises of the Faculty, placing advertisements of political nature or advertisements violating human rights is strictly forbidden.
6. Students of the Faculty can place their private advertisements on the students' notice board.

¹ Introduced by the 32/2009. (IX.17.) ETK.KT. Resolution

² Modified by the 32/2009. (IX.17.) ETK.KT. Resolution and 39/2011. (VI.16.) ETK.KT. Resolution

³ Modified by the 32/2009. (IX.17.) ETK.KT. Resolution

⁴ Modified by the 32/2009. (IX.17.) ETK.KT. Resolution

7. Advertisements placed on the Faculty's notice boards or electronic board – provided they meet the above criteria – are considered as official.

VIII. Fire and accident protection

1. ¹
2. Accidents have to be reported to the Reception/security service or to the Custodian's Office.
3. In case of need, First Aid boxes can be found at the :
 - Custodian's Office,
 - secretariats of departments/ institutes,
 - Reception.
4. ² Tools and objects (especially but not only bicycles) whose usage, storage or placement is not in harmony with the regulations of the present House Rules and Regulations, and/ or is in contrary to the fire – and work safety regulations can be removed by the measures of the Custodian's Office on the responsibility of the tool/object's owner/ user. Any measure of such kind is to be reported to the Dean's Office without delay.

IX. Mixed orders

1. Those violating the House Rules and Regulations have to undergo disciplinary action, those causing damage have to compensate for it.
2. ³The Faculty Board accepted the present regulations with the 8/2007. (V.24.) ETK. KT, Resolution and amended with 13/2012. (III.22.) Resolution. The regulation – in unified structure with the amendments – is in force since 2 April 2012.
3. ³In questions not regulated in the present House Rules and Regulations the laws in force and the regulations of Semmelweis University will act as a guideline.

¹ Repealed by the 32/2009. (IX.17.) ETK.KT. Resolution

² Introduced by the 39/2011. (VI.16.) ETK.KT. Resolution

³ Modified by the 13/2012. (III.22.) ETK. KT. Resolution

³ Introduced by the 39/2011. (VI.16.) ETK.KT Resolution