Pannon Egyetem
University of Pannonia

# REGULATION ON SECURITY SERVICES AND PROPERTY PROTECTION

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Table of Contents

Table of Contents....3
Introduction....5
Chapter I....5
GENERAL PROVISIONS....5
Purpose of the Regulation....5
Scope of the Regulation....6
Chapter II....6
DUTIES AND POWERS....6
Organisational Structure of the Security Services....6
Security Services and Property Protection Responsibilities....7
Chapter III....13
THE OPERATION AND DUTIES OF THE SECURITY SERVICES AND PROPERTY PROTECTION ORGANISATION....13
Security Systems....13
The Duties of Security Service and Property Protection Staff....13
Chapter IV....15
RULES OF SECURITY SERVICES AND PROPERTY PROTECTION....15
Foot Traffic and Protection of Personal Property....15
Rules for Access with Motor Vehicles and Parking....16
Procedure for the Removal of University-Owned Materials and Equipment....17
Delivery of Materials and Equipment to the University....18
Rules for Changing Rooms....19
Rules for Storage and Handling of Found Objects....19
Opening, Locking of Buildings and Key Management Procedures....19
Rules on Being on University Premises Outside Working Hours, Authorisation Procedure for the Use of Rooms, Premises and Areas....20
Events....21
Rules on Intoxicating Substances....21
Damages Procedure....22
Handling Theft of University-Owned Tangible Assets....23
Procedure for Opening a Sealed Room....25
Rules for External Businesses, Contractors....26
Chapter V....26
MEASURES IN EMERGENCY SITUATIONS....26
Measures in the Event of a Bomb Threat....26
Measures to be Taken in the Event of an Extraordinary Situation....27
Duties Related to Ordering Increased Security Presence....27

Ensuring the Protection of Persons and Property in the Event of a Labour Strike....28
Chapter VI....28
Provisions with Regard to Entry into Force....28
Chapter VII....28
Transitional and Final Provisions....28

# Introduction

The Regulation on Security Services and Property Protection (hereinafter referred to as: "**Regulation**") issued by the University of Pannonia (hereinafter referred to as: "**University**") on the basis of the University's Organisational and Operational Rules (hereinafter referred to as: "**OOR**"), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: "**OORP**") approved by the Senate of the University of Pannonia and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders' and ownership rights (hereinafter referred to as: "**Operator**") and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees is as follows:

## Chapter I

## GENERAL PROVISIONS

### 1. §

### Purpose of the Regulation

(1) The purpose of this Regulation is to define the security services and property protection functions required by law for the operation of the University, to protect and safeguard property owned by the University or third-party property used by the University, and to promote the protection of personal possessions within University premises.
(2) To pursue the above objectives, it is necessary to satisfy in particular:

(a) Organising surveillance, guarding and security of the University facilities, equipment and materials.
(b) Prevention and detection of property damaging events and preventing the continuation of such detected incidents.
(c) Taking immediate action in the event of damage or incidents, assist with damage control, securing the scene and restoring order, investigating the circumstances and taking necessary preventative measures.
(d) Establishing and monitoring compliance with the rules governing the movement of persons and vehicle traffic, as well as the entry and exit of materials, tools and equipment at the University's sites of operation.
(e) Controlling that transportation and storage of hazardous materials (flammable, explosive, radioactive, toxic, etc.) are done safely.
(f) Determining the opening and closing hours of the University's facilities, monitoring adherence, and determining the rules for after-hours use of facilities.
(g) Operating, developing, managing and controlling the electronic security systems of the University and the central guard services (Veszprém, 'B' -Aula reception cubicle).

(h) Implementation of specific measures and cooperation with official security services, when increased security presence is mandated (e.g. when a person with a personal protection detail visits the premises).
(i) Specification of the authority of security personnel in the performance of their duties.
(j) Specifying the responsibilities of university citizens in relation to protection of property and the organisation of training in this subject matter.

## 2. §

## Scope of the Regulation

(1) The personal scope of this Regulation includes all movable and immovable property owned and/or used by the University.
(2) The personal scope of this Regulation includes employees, students, visitors, guests, persons in other work-related relationship with the University, tenants using University premises, employees of other business entities when they are working on University sites and premises, whether under agency, work or other contract.

# Chapter II

# DUTIES AND POWERS

## 3. §

## Organisational Structure of the Security Services

(1) The Chancellor is responsible for the management of the University's security services and property protection activities, the specification of duties and the control of implementation thereof.
(2) The Chancellor delegates responsibility for the execution of these duties to the Technical and Operational Director.
(3) The direct management of these responsibilities is assigned to the Head of the Department of Facility Management and Security (hereinafter '**DFMS**') in Veszprém.
(4) In Veszprém, the operational tasks of security service and property protection are carried out by the DFMS through its security specialists, while in Zalaegerszeg and in Nagykanizsa they are carried out by Heads of the Janitorial and Facilities Management Groups.
(5) The DFMS works in close cooperation with the security service and property protection providers at the University Centres.
(6) Private security firms may also be contracted to carry out manned guard duties. Security guarding may be carried out by an external contractor under contractual agreement, in the manner and under the conditions laid down by law and internal regulations.

## 4. §

## Security Services and Property Protection Responsibilities

(1) The primary responsibilities of the Chancellor are:

a) As the University's representative, ensuring the protection of the movable and immovable property under the management of the institution. Facilitating the protection of personal property of university citizens.
b) Ensuring the performance of security services and property protection activities.
c) Drawing up contingency plans for each organisational unit in preparation for a state of national crisis, state of emergency or state of danger.
d) Directing the assessment of the incident, convening a technical committee and determining in writing the person authorised to make a statement on the event.
e) Authorising the release and use of institutional and personal data, information, images and sound recordings in the context of security services duties.
f) Ordering inspections and audits, at own discretion, to ensure that the immovable property and assets owned and/or used by the University are used exclusively for the purposes set out in the OOR.
g) The Chancellor or a person designated in writing by the Chancellor shall have the right to initiate security-related investigations and checks with the authorities, and to take action on the basis of the results of such investigations and checks.
h) In collaboration with the Rector, making disclosures or releasing statements to the public regarding events covered by the Regulations.
i) Exercising the right to consent to the issue of filming permits.
j) Granting parking privileges to companies, external organisations and individuals associated with the University.

(2) The primary responsibilities of the Rector are:

a) As the representative of the University, ensuring the protection of University property in the organisational units under the Rector’s supervision, and compliance with the security services and property protection regulations.
b) Facilitating the protection of the personal property of university citizens in the organisational units under the Rector’s supervision.
c) Collaborating with the Chancellor in making disclosures or releasing statements to the public about security incidents.
d) Issuing, in collaboration with the Chancellor, filming permits for University premises.

(3) The primary responsibilities of the Director of Economic Affairs are:

a) Contributing to finding the financial resources necessary to provide and develop security services and property protection activities.

b) Approving the proposed level of compensation in case of misconduct causing damage to property.
c) Authorising removal of equipment or objects of high value (over HUF 500,000) or materials in large quantities (exceeding HUF 500,000 in total value) from University premises, not including tangible assets made available for personal use.
d) Authorising renting out University-owned equipment and facilities.
e) Authorising private use of University-owned equipment and facilities for hire, excluding tangible goods provided for the personal use of employees.

(4) The primary responsibilities of the Technical and Operational Director are:

a) Ensuring the availability of personnel and material resources for performing security services and property protection.
b) Contributing to finding the financial resources necessary to provide and develop the activities.
c) Supervising the implementation of security services and property protection measures, and reporting to the Head of the DFMS.
d) Decides on the use of the University car parks and on the issuance and revocation of access cards/vehicle access permits in case of violation of the parking and access regulations set out in this Regulation.
e) Initiating action against those who break the rules of security services and property protection and those who cause damage.
f) Proposing to the university leadership the amount of compensation to be paid in the event of misconduct causing damage to property.

(5) The primary responsibilities of Deans, Heads of comprehensive organisational units (except for University centres) are:

a) Ensuring the protection of University property in the organisational units under their supervision, and compliance with the security services and property protection regulations. Responsible for protection of property in the areas within their jurisdiction, for drawing up of regulations and ensuring they are observed and enforced.
b) Additional responsibilities are the same as those of the Heads of organisational units.

(6) The primary responsibilities of the Heads of organisational units are:

a) Safeguarding the movable and immovable property entrusted to their care, as the head of an organisational unit.
b) Facilitating the protection of personal property of university citizens through organisational measures.
c) Managing the property protection activities within their jurisdiction and defining responsibilities.
d) Authorising removal of university-owned equipment, instruments and materials for off-campus university use up to a value of HUF 500,000. This provision does not apply to tangible personal property (e.g. mobile phone, laptop, etc.)
e) Being responsible for the operation of the property protection security equipment.

f) Defining the opening and closing regime for the premises (buildings, corridors, rooms), determining the persons authorised to pick up keys and the persons responsible for the areas in question, checking compliance with key management rules.
g) Ordering or authorising, in writing, justifiable use of premises outside working hours and giving prior written notice thereof to the DFMS.
h) Initiating, where necessary, the introduction of specific rules to assist security services and property protection during internal events organised by them or within their purview.
i) If within their purview, applying for the issue of parking and access cards and the granting of vehicle access permits.
j) In their area of operation, ensuring that the requirements laid down in the law and university regulations are communicated, complied with and regularly monitored.
k) In the area within their purview, taking additional measures, if necessary, to ensure compliance with security and property protection requirements (e.g. house rules, access control systems, etc.).
l) Paying special attention to the security of premises where high-value equipment and environmentally hazardous materials are stored.
m) Helping to eliminate factors that may foster criminal behaviour and violations which damages university property and personal property. In the event of a crime or offence, taking measures to secure the scene, notify the DFMS and the police, and assess the damage. Within their purview, taking preventative measures to avoid incidents.
n) In the event of a breach of the regulations, arranging for an investigation and for further actions in accordance with the law and university regulations. Taking part in the investigation of incidents and being present as witnesses at the opening of sealed premises of the organisational unit.
o) Making proposals for compensation and, in the case of students, for disciplinary actions.
p) Participating in security and property protection audits, and if prevented from attending, ensure representation by a person authorised to make statements and take action.

(7) The primary responsibilities of the Head of the Department of Facility Management and Security are:

a) Defining and supervising the duties of security service and property protection staff in the workplace and preparing security and property protection reports.
b) Professionally managing the security and property protection activities of the University Centres.
c) Giving opinions on the installation of security equipment and the property protection and security service regulations of the organisational units. Initiate the suspension of the operation of installed devices should these not be compatible with the university system.
d) Defining the necessary conditions for the security of events (number of organisers, security guards, health and safety personnel on-call, regulations on health and safety at work and fire safety). Where justified, initiating the introduction of additional rules.
e) Processing parking and vehicle access permit applications, and ensuring that permits are revoked when they are no longer justified.
f) Liaising with the managers of external security service providers, monitoring and appraising security guard performance, and suggesting changes where necessary.
g) Monitoring compliance with relevant legislation and university regulations, and initiating the necessary measures in the event of any breach of these.
h) If justified, initiating a breathalyser test.

i) In the case of extraordinary events, taking immediate action to represent and protect the interests of the University in accordance with legal and regulatory requirements. If severity of the incident warrants it, he/she must promptly notify his/her superiors.
j) In the event of an incident, initiating a report to the police if required.
k) In the performance of duties, the Head is eligible to enter any premises and take any necessary measures (after informing the head of the unit concerned).
l) The Head has the right to request information in connection with security service and property protection tasks, and to conduct a hearing with a record of the proceedings if justified.
m) The Head has the right to give an opinion on security services and property protection and to suggest remedies for shortcomings.
n) If there is evidence of misconduct, the Head is entitled to initiate an investigation and, if necessary, to propose disciplinary actions against the culpable student.
o) In circumstances where measures can prevent damage to persons and/or property, the Head has the right to requisition assets of other organisational units. The Head must report the dispositions orally to his/her superior immediately after handling the extraordinary incident and in writing within 48 hours.

(8) The primary responsibilities of the security specialist are:

a) Monitoring compliance with security services and property protection rules on university premises.
b) Taking action when irregularities are detected.
c) Drawing up professional guidelines.
d) Investigating and recording incidents concerning security and property protection.
e) Taking preventive actions.
f) Monitoring and directing the daily work of the reception services responsible for guarding the premises and providing them with the necessary information.
g) Reviewing the guard instructions for external security service companies and making necessary adjustments.
h) Taking alarm calls from the reception services.
i) In the event of an incident, notifying the competent bodies and taking necessary measures.
j) Issuing and keeping records of parking and access cards and defining vehicle entry rights. In the event of parking or entry violations, initiating the revocation of the parking or access card, or the termination of vehicle access privileges.
k) Participating in security services and property protection procedures (opening sealed premises, breathalyser tests, etc.).
l) Monitoring the university's foot and vehicle traffic and the transport of goods, and taking action if necessary.
m) Checking installed security devices, supervising their maintenance, initiating necessary repairs, proposing their improvement.
n) Defining specific security requirements for the presence of non-university organisations carrying out work on University premises and authorises the entry of the persons necessary for their work.

(9) The primary responsibilities of the Head of the Janitorial and Facilities Management Group:

a) Organising and coordinating the implementation of the security and property protection activities of the University Centre and supervising the work of external contractors.

(10) The primary responsibilities of the Dormitory Director are:

a) General responsibilities are the same as those of the Head of an organisational unit.
b) Managing, through the dormitory teachers, seniors and members of the dormitory management committee, the observance and enforcement of the Regulation on Security Services and Property Protection.
c) Based on reporting from dormitory teachers and seniors, initiating enforcement of accountability against those who violate the security and property protection regulations or cause damage.
d) The Dormitory Director is responsible for the provisional registration of overnight guests from countries outside the European Union.

(11) The primary responsibilities of University employees are:

a) Employees of the University (including persons in other work-related relationship with the University and members of research groups operated by the University) must comply fully with the provisions of the Regulation on Security Services and Property Protection.
b) All employees of the University shall ensure the personal safety and security of any guest they bring onto University premises to an extent that can generally be expected under the circumstances.
c) All employees are responsible for the protection and proper use of the materials and equipment entrusted to them and used by them. They must ensure that the materials and equipment provided for use are protected.
d) They are obliged to report any occurrence of damage to university or personal property, which they become aware of on the University premises to the head of the workplace or to the university's security and property protection services (reception services, DFMS).
e) When called upon to do so, all University employees must provide credible proof of their identity to persons entrusted by the University with security and property protection duties.
f) For the protection of property, offices, laboratories and other workplaces must not be left unattended and must be locked even if the employee leaves for a short period of time.
g) The last person to leave at the end of the work must ensure that doors to the premises of the organisational unit are locked and that security devices are activated.
h) When entering or leaving the premises after working hours or on public holidays, the employee must inform the security organisation on duty or the reception services of the entry or departure. When the building is opened after normal working hours, it is the responsibility of the employee entering the building to ensure that the building's property is adequately secured during his/her stay and after he/she leaves.

(12) The primary responsibilities of the Chairman of the Students' Union, and of the Doctoral Students' Union are:

a) Liaising with university security and property protection services.

b) Informing the representatives of the Students' Union, and the Doctoral Students' Union (hereinafter: '**Representatives**') of the rules of security services and property protection, and informing all students of the availability of the relevant University regulations through the Representatives.
c) Prior coordination of events organised by the Students' Union, and the Doctoral Students' Union with the Head of the DFMS, with regard to security services and property protection.
d) Specifying the persons and members of volunteer groups who are entitle to access the premises and equipment used or owned by the University, those who are entrusted with the management of the Students' Union during working hours, outside working hours and on public holidays, and who are entitled to pick up keys to the premises. Providing a list of those, who are entitled to receive keys to the premises, to the DFMS.
e) Participating in the investigation of security and property protection incidents involving students.
f) In the event of an incident within the Chairman's jurisdiction, informing security services taking action, and arranging for and assisting in activities of damage control.
g) Initiating proceedings against those who break the rules of security services and property protection and those who cause damage, and informing DFMS thereof.

(13) The primary responsibilities of University students are:

a) All students are required to learn and comply with the rules of security services and property protection.
b) Their duty is to protect university objects, assets and property. If they notice a situation that could potentially lead to damage or harm, they must report it to the head of the relevant organisational unit, the students' union, the DFMS or the reception services.
c) When called upon to do so, all University students must provide credible proof of their identity to persons entrusted by the University with security and property protection duties.
d) Outside working hours or during non-working days and on public holidays, students are only allowed to stay on premises used by the students' union, in PC labs, study rooms and dormitories reserved for students without supervision or special permission, and in accordance with the house rules.
e) For entry outside University working hours, during non-working days and on public holidays, students must obtain written permission from the head of the organisational unit concerned. Prior written notification of the authorisation shall be given to the DFMS.
f) All students shall ensure the personal safety and security of any guest they bring onto University premises to an extent that can generally be expected under the circumstances.
g) University students are required to turn off their mobile phones during lectures, seminars, practicals, laboratory classes and examinations, unless the instructor explicitly requests the use of mobile phones.
h) Students must collaborate in protecting their property and cooperate with the institution.

## Chapter III

## THE OPERATION AND DUTIES OF THE SECURITY SERVICES AND PROPERTY PROTECTION ORGANISATION

### 5. §

### Security Systems

(1) When operating security systems, particular attention must be paid to the observance of and compliance with the data protection provisions of the applicable legislation and the provisions of the University's Privacy and Data Security Policy.
(2) Modes of protecting property:
   a) Manned guarding means the use of security guards and receptionists to protect property.
   b) Mechanical protection involves constructing reinforced (i.e. walls, floors, ceilings, doors and windows, grilles, shutters, locks, padlocks, safes and filing cabinets) rooms and storage spaces for protection and operation of equipment and materials. The provisions of the National Urban Development and Building Requirements shall apply to buildings. When choosing doors, windows and locks, attention shall be paid to match their level of protection with the value of assets stored in the room. Where appropriate, windows should be fitted with bars and doors should be reinforced.
   c) Electronic security systems include access control, alarm, CCTV (motion detection, video recording) systems and any combination thereof.
(3) Electronic alarm systems, card-based access control systems and CCTV systems operate on University premises, which must be displayed for all to see when entering the premises.
(4) The head of the organisational unit must ensure the use of security systems by employees.
(5) The DFMS, the reception services and any security organisation contracted by the University are responsible for monitoring the electronic alarm systems and to take action in case of alarms.
(6) The deployment, expansion, continuous development, operation and maintenance of the security systems fall under the responsibility of the DFMS.
(7) The introduction of new security measures or the expansion or improvement of existing systems may be initiated by the head of the territorially competent organisational unit at the DFMS.
(8) In a newly constructed or substantially remodelled building, the installation of security systems is the responsibility of those, who introduce the system, and they must consult the DFMS already at the design stage.
(9) The data relating to electronic security devices are processed and stored by the DFMS.

### 6. §

### The Duties of Security Service and Property Protection Staff

(1) The primary responsibilities of the DFMS are:
   a) Managing the protection of University assets.
   b) The administration of property protection procedures.

c) Supervision of reception services provided by external service providers.
d) Supervising the work of external security service provider.
e) Ensuring the operability of access control and barrier systems, issuing and revoking access cards and parking permits.
f) Regulating internal traffic and parking arrangements.
g) Supervising university and external events.
h) Taking the necessary measures in the event of incidents, reporting on those.
i) Preparing and maintaining the University's Regulation on Security Services and Property Protection.
j) Provide safety and property protection training for the students of the institution, which takes place within the framework of the Security Day.

(2) The head of the external service provider in Veszprém is responsible for the organisation, management and control of the reception services provided by the external service provider. The professional guidance and supervision are provided by the DFMS.

(3) The primary responsibilities of the Central Reception:
a) Continuous monitoring of the surveillance systems connected to the installed property protection and fire protection equipment; taking the necessary actions in case of malfunction or alarm.
b) Assisting with the security arrangements of university events.
c) Monitoring compliance with entry and parking regulations on university premises; taking action against violators; performing traffic control duties when necessary.
d) Operation and management of the barrier access control systems.
e) Providing patrol services.
f) Verifying the identity of suspicious individuals.
g) Calling offenders to cease unlawful actions; preventing further violations; detaining the perpetrator and securing the scene until authorities arrive.
h) In case of emergency or criminal acts, promptly notifying the fire department, ambulance service, and police as needed, and informing the DFMS.
i) Recording all incidents and observations during the shift in the incident log.
j) The specific duties of reception desk staff are detailed in the service instructions.

(4) The primary responsibilities of the reception services are:
a) The general duties of the reception services are the same as those of the Central Reception. Greeting, informing and directing arrivals in a courteous manner, accompanying them in person if necessary, or informing the person they came to see by telephone.
b) Monitoring and documenting the movement of foot traffic and deliveries.
c) Reporting behaviour out of the ordinary, sighting of unknown packages, unidentified objects, breaches of law and order or security regulations to the DFMS and the reception services.
d) Immediately notifying the DFMS in the event of an incident or crime.
e) Contributing to the implementation of emergency measures.
f) Supervision and management of alarm and fire protection systems, keeping the related documentation up-to-date.
g) Checking rights to access after working hours.

h) Unlocking and locking doors and gates according to specific instructions.
i) Handing out, taking back keys and documenting this, while observing the rules of key pickup.

(5) The University may use the services of an external contractor for security services and property protection tasks, in accordance with the applicable contract.

(6) Locations and times of the Central Reception:

a) Aula 'B' 00:00-24:00
b) Entrance 'N' 18:00-06:00
c) Library entrance 'M' during the opening hours of the Library and Knowledge Centre of the University of Pannonia

(7) Reception services:
a) Reception 'I': 06.00-22.00
b) Reception 'A': 06.00-22.00
c) Reception 'C': 06.00-18.00
d) Reception 'M': 06.00-18.00
e) Reception at the Institute of Physical Education and Sports: 06.00-22.00
f) Magister Dormitory: 24/7
g) Central Dormitory: 24/7
h) Jedlik Dormitory: 24/7

## Chapter IV

## RULES OF SECURITY SERVICES AND PROPERTY PROTECTION

### 7. §

### Foot Traffic and Protection of Personal Property

(1) Access to University premises and its organisational units is determined by the head of the organisational unit at the appropriate level, taking into account the responsibilities and normal working hours of that unit.
(2) Employees of the University are normally allowed to enter their workplace during University working hours. Access to the premises and work outside the working hours specified in the work schedule is only permitted with prior authorisation by the head of the relevant organisational unit. The authorisation must be sent (in hard copy or by email) to the DFMS. The DFMS shall inform the competent reception services of the authorisation.
(3) Persons entering University premises must provide proof of identity at the request of the reception services.

(4) The University is committed to the protection of personal property.
(5) In addition to articles of clothing and other personal belongings, equipment normally required for work or study, a university citizen may only bring other objects onto University premises with a permit issued upon request (hereinafter '**Permit**').
(6) The request must be submitted to the organisational unit.
(7) The University shall not be liable for any damage caused to objects brought onto the premises without a Permit or if the conditions set out in the Permit have been breached.
(8) National traffic rules [Hungarian KRESZ] apply when driving on University premises. Pedestrians are obliged to use pavements and designated pathways. Pedestrians and cyclists are not allowed to enter the premises by going or driving under the barriers used to control motor vehicle traffic! Pedestrians and cyclists may enter the car park via the appropriate entrance (if there is one) next to the barriers.
(9) Bicycles or electric scooters are not allowed inside the buildings. Bicycles and electric scooters must be parked in designated bicycle storage facilities.
(10) Riding scooters is not allowed inside the buildings.
(11) It is prohibited to charge privately owned electric bicycles, scooters, motor scooters, motorcycles, and other motor vehicles from the University's electrical network.
(12) Unauthorised persons are not allowed to enter the operating areas closed to foot traffic.
(13) No dogs, except guide dogs and assistance dogs, are allowed in University buildings.

## 8. §

## Rules for Access with Motor Vehicles and Parking

(1) National traffic rules must be followed on University premises, the maximum speed limit is 20 km/h.
(2) Motor vehicles may park in designated parking areas on University premises, while observing safety distances, in particular to building exits, fire hydrants, stairs, fire lanes, and marked emergency zones. Pedestrians, mopeds and cyclists can access the car park via the appropriate entrance (if there is one) next to the barriers
(3) Car parks are unguarded and the University is not liable for vehicles or valuables stored in them.
(4) In Veszprém, regular use of the car parks of the buildings on Egyetem street and Wartha Vince street is only possible if the vehicle is registered in the number plate recognition and access control system.
(5) In Zalaegerszeg, the use of the courtyard parking areas belonging to the buildings is only possible through a license plate-based registration and monitoring system.
(6) Natural persons and legal entities are eligible to request registration for parking in the number plate based and card-based systems. The parking permit application form (*Annex 1*) shall be submitted by the applicant organisational unit to the DFMS. A copy of the vehicle registration document must be attached to the application. If the name of the applicant does not appear on the vehicle registration document, the entitlement requires either the declaration of immediate family status or the written authorisation of the owner of the vehicle. A person may only use the University car parks with one vehicle at a time.
(7) Persons entitled to regular entry by motor vehicle:
   a) Employees of the University.
   b) Natural and legal persons who have other work-related relationship with the University.
   c) Doctoral students at the University.

d) Officers of the Students' Union at the University.
e) Students with reduced mobility.
f) With the permission of the DFMS, service providers carrying out contracted work and maintenance.
g) Representatives of companies, external organisations and private persons associated with the University may only be admitted in particularly justified cases, subject to a special authorisation issued on the request of the Head of the organisational unit in charge of the contact and with the approval of the Chancellor (hereinafter: '**Special Permit**').

(8) Termination of eligibility:
a) Termination of employment, contractual relationship or doctoral student status.
b) Termination of Students' union officer status.
c) Revocation of the permit by the DFMS.
d) As set out in the Special Permit.

(9) Single occasional vehicle access to the car parks (guests, service providers) is possible upon prior submission of the name and vehicle registration number to the DFMS, or upon immediate confirmation (by telephone or in person) by the inviting party.
(10) Correspondence students may use the car parks on teaching and examination days (during scheduled activities in their timetable), outside normal university working hours (Monday to Thursday after 16:00, Friday from 13:30 and Saturday from 07:30) without a special permit.
(11) Parking reservations for guests of events can be requested in advance from the DFMS in writing. The event organiser is responsible for directing guests to their designated parking places.
(12) For the accommodation of vehicles of guests arriving for the events, the DFMS may introduce special rules, which will be agreed with the organiser in advance.
(13) The provision of VIP parking must be applied for from the DFMS in advance in writing, stating the name and vehicle registration number.
(14) University car parks are open on school and working days:
a) Veszprém, Egyetem str. 10. lower car park 06:00-22:00
b) Veszprém, József Attila str. 34. Wartha Vince str. 1. 06:00-22:00
c) Zalaegerszeg 07.00-19.00
(15) Outside opening hours, during public holidays and at weekends, vehicles may only be on University premises with special written permission.
(16) The reception services in Veszprém and the DFMS must be notified in the event of an incident related to the traffic or parking of vehicles.
(17) Parking offenders may be warned by the reception services to respect the parking rules.
(18) In case of violation of the parking regulations, the DFMS may initiate the revocation of the parking permit. The University has the right to request official action and to initiate proceedings against parking offenders.

## 9. §

## Procedure for the Removal of University-Owned Materials and Equipment

(1) The materials, tools, equipment and instruments listed in the university register are intended for university related work purposes.

(2) The removal of university-owned materials, tools and equipment — for use in the interest of the university outside the university premises — is only possible with transport documents (delivery note, removal permit, receipt, etc.) issued upon permission by the authorised superior (head of organisational unit up to HUF 500,000, Director of Economic Affairs above HUF 500,000). A copy of the transport document must be left at the reception services. The head of the organisational unit is responsible for transport documents be issued and available. The head of the organisational unit concerned must check that the equipment removed from the premises with said permission is returned in the right quantity and condition within the deadline, and notify the DFMS of the return. This provision does not apply to tangible personal property (e.g. mobile phone, laptop, etc.)

(3) The transport document must indicate the character, type, inventory number, quantity, condition, time of removal and return of the material, equipment, and the name of the receiving organisation. The document must be signed by the person authorised to order the transport and bear the stamp of the organisation.

(4) The lease for use of University-owned equipment shall be authorised by the Director of Economic Affairs, after prior request, on the basis of a written professional recommendation and proposal by the Head of the workplace, against payment. The fee shall be determined by the lessor on a case-by-case basis, in agreement with the DFMS, by taking into account the interests of the University and ensuring reimbursement of costs incurred. In particularly justified cases (e.g. in the case of granting use to a public benefit organisation), the Chancellor may authorise the use free of charge on the recommendation of the Technical and Operational Director. The head of the organisational unit concerned must check that the equipment leased for use is returned in the right quantity and condition within the deadline, and notify the DFMS of the return.

(5) A transport document must be issued for equipment leased for use.

(6) The lease for private use of University-owned equipment shall be authorised by the Director of Economic Affairs, after prior request from the employee, on the basis of a written recommendation and consent by the Head of the workplace, against payment. The fee shall be determined by the Head of the workplace on a case-by-case basis, in agreement with the DFMS, by taking into account the interests of the University and ensuring reimbursement of costs incurred. The head of the organisational unit concerned must check that the equipment leased for private use is returned in the right quantity and condition within the deadline, and notify the DFMS of the return.

(7) A transport document must be issued for the equipment leased for private use.

## 10.§

## Delivery of Materials and Equipment to the University

(1) In case of delivery of materials, equipment and tools by an external company, the external company is obliged to hand over the transport documents to the recipient.

(2) The contractor shall draw up a list of all materials, equipment and tools required for work on University premises and which are not to be delivered, installed or mounted, and shall hand over said list to the person, who ordered the work. The client contracting the contractor shall forward the list of equipment to the DFMS.

## 11.§

## Rules for Changing Rooms

(1) The changing rooms provided by the University must be used in accordance with the norms of hygiene, fire safety, protection of property and rules of coexistence.
(2) Any malfunction or damage noticed in the changing rooms or bathrooms must be reported to the responsible manager immediately.
(3) Employees are only allowed to use the locker, which is assigned to them.
(4) The employee is responsible for locking the changing room or locker provided to him/her in a way that provides adequate protection and keeping the locker clean.

## 12.§

## Rules for Storage and Handling of Found Objects

(1) Items and cash found on the University premises must be handed in at the nearest reception's desk or at the DFMS.
(2) The found object and money shall be registered by the one receiving it in the presence of the person handing them in.
(3) The found object or money shall be handed over by the reception services to the DFMS on the next working day.
(4) If the person entitled to take possession of the found object cannot be identified, the DFMS shall keep the found object in its custody for 3 months or, if this is not possible, hand it over to the notary of the competent local government within 8 days.
(5) The DFMS is responsible for initiating measures to search for the rightful owner of the found object or cash. The return of the object or money to the owner may take place after the credible proof of ownership has been provided and recorded in writing.

## 13.§

## Opening, Locking of Buildings and Key Management Procedures

(1) The entrance doors to university buildings and the doors of the centrally maintained rooms must be locked after the end of working hours. The doors should be locked by the reception services.
(2) The last person to leave the premises of an organisational unit must always lock the doors of the premises, disconnect the power and arm the security devices.
(3) For emergency situations, a copy of the key to each room — clearly identifiable — must be kept in a key cabinet at the organisational unit or at the reception's desk. These keys may be used by the reception services in justified cases (in case of actual or suspected fire or calamity).
(4) The key to the main entrance door of the organisational units must be deposited with the security guards or reception services responsible for the area.
(5) The head of the organisational units concerned is responsible for the depositing, availability and up-to-date usability of the keys (in the event of a change of lock, the keys must be replaced).

(6) The head of the organisational unit determines who is/are eligible to receive a certain key and submits it to the DFMS. The relevant reception services shall be informed by the DFMS.
(7) The reception services shall keep a record of the keys handed out; the record shall contain the key identifier, the legible name of the recipient, the date and time of handing it out and returning the key. The pickup and return of keys must be confirmed by signature.
(8) The reception services may only hand out keys on the basis of the person's eligibility to hold a certain key, as determined by the head of the organisational unit concerned, and no key may be given to anyone whose name is not on the list.
(9) To check eligibility, the reception services may ask the recipient to verify his/her identity.
(10) Keys in use on University premises may only be copied with the permission of the head of the organisational unit concerned, in accordance with the procurement procedure.
(11) Any lock may only be changed by the DFMS.

## 14.§

## Rules on Being on University Premises Outside Working Hours, Authorisation Procedure for the Use of Rooms, Premises and Areas

(1) After working hours, at weekends and during public holidays, University citizens may remain on the University premises for work purposes only with permission.
(2) Reasonable presence after working hours, at weekends or during public holidays shall be ordered or authorised by the Head of organisational unit, who also shall inform the DFMS in hard copy or by email.
(3) The permit shall include:
   a) The name(s) of person(s) authorised to enter the premises.
   b) The purpose of being on the premises, the name of the person responsible.
   c) Designation of the room, area to be used.
   d) The timeframe of being on the premises.
   e) Where required, any special rules to be observed.
   f) The name, signature and stamp of the ordering or authorising person and the stamp of the organisational unit.
(4) The Library and Knowledge Centre of the University of Pannonia may be frequented in the opening hours.
(5) It is the duty and responsibility of the person requesting the room, space or area to negotiate the conditions of use, obtain the necessary permits, and when returning the keys, compensate for any damage of property.
(6) If the DFMS considers that the person's presence or use of the room does not contravene university regulations, it will sign the permit and forward it to the security guards/reception services.
(7) If the DFMS has reason to believe that the person's presence or use of a room may conflict with university regulations, it shall notify the head of the organisational unit concerned. The permit can only be issued after consultation.
(8) In the event of any misconduct during the stay or use of the room, the security guards/reception services are obliged to take action and report the incident to the DFMS.

## 15.§

## Events

(1) The University's security system, the security services and property protection organisation and the response procedures serve to provide secure conditions for the day-to-day normal operation of the institution.
(2) It is the responsibility of the organiser of an event to ensure compliance with additional security requirements in connection to the event and to take measures.
(3) The determination of security measures is the responsibility of the DFMS, and the requirements must be set out in writing.
(4) Only legally compliant security service providers may be used to provide security for events organised at the University.
(5) The organisation of events at the University must be authorised depending on the size and nature of the event. The event may only be authorised, after prior consultation with the DFMS, by the head of the organisational unit in the case of an event that only involves the organisational unit, and by the head of the comprehensive organisational unit in the case of an event that involves people from outside the organisational unit. In the case of university-wide events, the Rector may authorise the event with the consent of the Chancellor.
(6) The permit shall include:
   a) The name and nature of the event.
   b) Name and contact details of the person responsible for the event.
   c) Indication of the room or area to be used.
   d) The time and duration of the event.
   e) Special rules to be observed.
(7) A copy of the authorisation shall be sent to the DFMS.
(8) The organiser of the event is responsible for ensuring that the event does not interfere with the normal functioning of the University.
(9) For events organised by the University, room reservations must be made with the head of the organisational unit concerned, in the case of shared rooms in Veszprém with the University Centrum Ltd. contracted by the University, and in Zalaegerszeg and Nagykanizsa with the Directors General of the University Centres.
(10) For events not organised by the University, the provisions related to the booking and renting of rooms are set out in the Asset Management Regulation.
(11) Jointly organized events (by an organisational unit of the University and an external organization, institution, company, etc.) may be held on University premises only with the permission of the Chancellor or the Rector with the consent of the Chancellor.
(12) For events with more than 500 participants, the organiser must make on-call on-site medical assistance available.
(13) The organiser is responsible for notifying the authorities and obtaining permits for the event.

## 16.§

## Rules on Intoxicating Substances

(1) General rules on substances classified as intoxicants:
   a) In those organisational units, which procure, store or use above substances, a person responsible for narcotic substances must be appointed in writing to ensure that the activity is carried out in accordance with the law and applicable standards.

b) The appointment must include details of the person responsible for the narcotic substances and his/her personal liability. In the absence of an appointment, responsibility lies with the head of the organisational unit.
c) In all cases, conditions must be provided for keeping the substances locked away safely and ensuring that those substances are only handled by persons, who are eligible to do so. The materials should be kept separately, preferably in a safe or a metal cabinet that can be locked securely.
d) The procedures of documentation must be developed to ensure that material flows can be tracked and that responsibility lies only with one person at each stage.

(2) Procedure for dealing with drug dealers and consumers:
a) Any incident involving the distribution or consumption of drugs must be reported immediately to the security guards/reception services and the DFMS. The DFMS will notify the police in all cases.
b) Consumption of narcotic drugs or being under the influence of narcotics on University premises is prohibited! A person who is under the influence of an intoxicating substance, narcotic drug or psychoactive substance must be prohibited from working or exercising his/her rights as a student for as long as he/she is under the influence of the drug. Drug impairment must be established on the basis of a medical opinion.
c) Medical care for a person under the influence of drugs should be provided if necessary.

(3) Handling of drunk and intoxicated persons:
a) No alcohol is permitted on University premises, except at events, where it is authorised.
b) No drunk or intoxicated person may enter the University premises.
c) A breathalyser test may be initiated by the person in charge of the work management, and in justified cases by the DFMS.
d) The test is carried out by the DFMS in the presence of an independent witness. The person in charge of the work management may also be present during the test.
e) The employee shall cooperate with the University in the verification of fitness for work.
f) In all cases, a record of the test shall be drawn up and the employee shall be informed of the results of the test.
g) The test should be carried out with due respect for personality rights and preferably in a separate room.
h) If the result of the breathalyser test is positive and the person subjected to the test does not acknowledge alcohol consumption, a laboratory blood test must be instigated.
i) In the event of a positive result of a breathalyser test or blood test, or if the person subjected to the test acknowledges having consumed alcohol, the employee shall be exempted from work and from being on duty for the day. The same shall apply to any person who refuses to cooperate in the test. In both cases, the employer must take action against the employee concerned.

## 17.§

## Damages Procedure

(1) Theft of University property, embezzlement, fraud, damage to a motor vehicle, damage to machinery, fire, lightning, storm damage, other damage, or damage to any property is considered to be damage incurred by the University.

(2) It is the duty of every university citizen to report immediately to the head of the organisational unit concerned, any damage, any damaging behaviour or suspected intent to cause damage, which he/she becomes aware of.
(3) Depending on the nature of the damage, the head of the organisational unit concerned, in consultation with the DFMS, shall take action to clarify facts about the incident, the identity of the perpetrators and the manner in which the damage was inflicted. The scene must be secured until the investigations are completed. Actions taken and findings must be kept on record.
(4) The DFMS shall notify the Director of Economic Affairs and the Chancellor, and, if necessary, the Rector of any incident or act that damages university property.
(5) In the event of damage, the report to be submitted to the police is prepared by the DFMS and signed by the Chancellor.
(6) A report must be made to the police in the cases stipulated in the relevant legislation, and with regard to:
   a) crimes against property and violent crimes against property,
   b) crimes against life and limb,
   c) other incidents or acts that directly or indirectly cause damage to property.
(7) In the event of damage, the head of the organisational unit must carry out an internal investigation and, if necessary, bring the culpable person to justice.
(8) Incidents of damage to personal property must also be reported to the DFMS. The scene must be secured until the investigations are completed. The DFMS shall keep a record of the incident. The report to the police must be made by the victim.
(9) In the course of the police investigation, the DFMS shall hand over the available evidence concerning the incident to the police.

## 18.§

## Handling Theft of University-Owned Tangible Assets

(1) If the theft occurs on the University premises:
   a) Any person who discovers the theft of movable property belonging to the University must immediately report the incident to the head of the organisational unit.
   b) If the head of the organisation unit cannot be reached, the event must be reported immediately to the DFMS.
   c) The head of the organisational unit shall notify the DFMS.
   d) Notifications made in person or by telephone must also be made in writing during the following working day.
   e) In order to expedite an effective investigation, the head of the organisational unit must, if necessary, secure the scene until the arrival of the police.
   f) A member of the DFMS (the security lead in charge of security services or, in his/her absence, the head of organisational unit) shall draw up a record of the incident by consulting the persons concerned. The record must contain the circumstances relevant to the case (when did the incident occur or was discovered; who noticed the theft; were there any witnesses; is there a suspected perpetrator; were the premises locked according to regulations; if there is an alarm system, was it armed; details of the stolen equipment, type, serial number, inventory number, approximate value, etc.).
   g) Depending on the extent of the damage, a member of the DFMS will report the incident to the police by phone. If it serves an effective investigation of the case, the report to the police

may also be made by the person who witnessed the incident or by the head of the organisational unit. The DFMS must be notified of this fact.

h) The DFMS will arrange for securing of potential evidence.

i) The DFMS will prepare the written report to the police. The report is signed by the Chancellor.

j) One copy of the report must be sent to the local police authority with jurisdiction, one should be given to the head of the organisational unit, and one copy must be kept in the archives of the DFMS.

k) The DFMS is responsible for tasks and requests to the University from the police during the police investigation. In the course of the investigation, the available evidence (physical evidence, CCTV footage, alarm code data) shall be handed over to the investigating authority against a seizure report.

l) If the police investigation has been closed, the DFMS shall notify the head of the organisational unit and send a copy of the police decision suspending, closing or terminating the police procedure.

m) The head of the organisational unit must conduct an internal investigation to establish responsibility.

n) If an internal investigation establishes that a university employee or student is responsible for the occurrence of the incident, the head of the organisational unit is obliged to initiate compensation proceedings, and in the case of a student, disciplinary action.

o) A report of the internal investigation and its findings shall be recorded.

p) Following the conclusion of the police investigation, and depending on its outcome, the head of the organisational unit shall initiate, in writing addressed to the Chancellor, the removal of the stolen asset from the fixed asset register.

q) The letter must be accompanied by the following documents:
   qa) A printed current copy of the register card of the fixed asset.
   qb) The copy of the report submitted to the police.
   qc) A copy of the police decision or court judgment that closed the case.
   qd) A copy of the internal investigation report.

r) The letter of deregistration, with the Chancellor's authorisation, and the related documents must be forwarded to the Directorate for Economic Affairs, where the deregistration will be carried out.

s) If the Chancellor imposes a condition for deregistration (e.g. payment of compensation), deregistration can only be carried out after such conditions have been fully met.

t) The Directorate for Economic Affairs shall notify the head of the organisational unit and the DFMS of deregistration of the fixed asset via the locally customary channel (e.g. in hard copy, electronically, etc.).

(2) If the theft occurs outside the University premises (when working outside the University premises, at home, during travel etc.):

a) Anyone who discovers the theft of a device must immediately report it by telephone to the local police authority with jurisdiction where the incident is believed to have taken place (the emergency number 112 can be used to contact the relevant police station).

b) The scene must be secured and evidence preserved until the police arrive.

c) If the incident occurs abroad, 1 copy of the record of the theft must be obtained from local authorities. The record must also contain the information necessary to identify the stolen asset.

d) The head of the organisational unit and the DFMS must be notified immediately of the incident.

e) During the next working day at the University, DFMS shall be visited, where a report will be taken on the incident.
f) The DFMS prepares the report and sends it to the police after it has been signed by the Chancellor.
g) If, in addition to the theft of property belonging to the University, the user of the property has also suffered damage of his/her own (e.g. burglary of a dwelling, break-in of a car, etc.), the report to the police must be made by the individual, who was the victim of the incident. The theft of university-owned equipment must also be recorded in the report to the police, along with the details needed to identify the equipment.
h) The head of the organisational unit must conduct an internal investigation to establish responsibility. The DFMS and the Department of Legal Affairs and Procurement may also be involved in the internal investigation.
i) In the course of the investigation, particular attention should be paid to whether the user of the asset had a permit to remove the asset from and use it outside the premises of the University, corresponding to the asset's value.
j) If the internal investigation establishes that the user of the equipment carries responsibility for the occurrence of the damage, the head of the organisational unit must initiate compensation proceedings.
k) A report of the internal investigation and its findings shall be recorded.
l) The removal of the fixed asset from the register is initiated by the head of the organisational unit after the conclusion of the police investigation, depending on the outcome of the investigation (or, in the case of theft abroad, after the user returns home in possession of the report from the foreign authorities).
m) The procedure hereinafter is the same as that set out in paragraph (1).

(3) Arrangements for the replacement of stolen university property shall be made by the head of the organisational unit.
(4) When assets acquired with a prohibition of alienation or with an obligation to make use of them are deregistered or replaced, the removal from the register shall be governed by the conditions set out in the call for proposals or the grant agreement.

## 19.§

## Procedure for Opening a Sealed Room

(1) Except for an emergency situation, a sealed room may only be opened in the presence of a committee.
(2) The members of the committee are:
a) the head or representative of the organisational unit concerned,
b) the representative of the DFMS,
c) a witness.
(3) In an emergency, the head of the organisational unit concerned, the head of the DFMS or the representative of the authority arriving to deal with the emergency may give the order to open the door.
(4) Emergency situations are:
a) fire,
b) damage by natural forces,
c) technical breakdown causing damage,

d) criminal offense.
e) The opening of the sealed room must be recorded by the committee.

## 20.§

## Rules for External Businesses, Contractors

(1) Contracts with businesses should include a specific section on university requirements for property protection. The contact point for external companies is the Asset Management and Technical Department.
(2) Employees of businesses are subject to the same rules of security and property protection as university citizens.
(3) The Asset Management and Technical Department and the DFMS are responsible for monitoring compliance with the rules of security and property protection by the employees of the businesses.
(4) The manager of the company shall designate in writing, before the start of the work, a representative who shall liaise with the security guards/reception services and the DFMS during the work.
(5) Contractor activities outside normal working hours may only be carried out after prior agreement with the DFMS.
(6) The Contractor shall provide, in advance and in writing, the names of the workers, the registration number and type of vehicles, a list of machine tools, gas cylinders and machinery brought onto University premises during the works, so these can be clearly identified.

# Chapter V

# MEASURES IN EMERGENCY SITUATIONS

## 21.§

## Measures in the Event of a Bomb Threat

(1) In the case of a bomb or explosive threat, the person receiving the threat call must immediately report the threat to the police.
(2) In order to make a credible report, the words of the threatening person shall be written down, if possible.
(3) Then the evacuation of the affected building or premises shall be organised immediately.
(4) During working hours, the evacuation is organised by the DFMS or the manager responsible for the area concerned and outside working hours by the reception services.
(5) In order to do this during working hours, first the DFMS must be informed, then all organisational units in the building must be informed and asked to evacuate the building.
(6) Outside working hours, the occupants of the building must first be asked to evacuate the building, after which the DFMS must be informed.
(7) Evacuation should be organised through the main entrances and designated emergency exits and escape routes.

(8) In the event of a bomb threat, everyone must evacuate the building immediately. Behave in a disciplined way, keep calm and avoid panic.
(9) The evacuation organiser must make sure that no one is left in the building.
(10) The person organising the evacuation must ensure that no one is allowed to enter the premises until the police arrive.
(11) You may return to the building to continue your work, studies or events only after the building has been inspected and after you have received permission from the police.
(12) The Technical Director, the Chancellor and the Rector must be informed immediately of the bomb threat.

## 22.§

## Measures to be Taken in the Event of an Extraordinary Situation

(1) A witness to an extraordinary situation must report it to the head of the organisational unit concerned immediately or, in the absence of his/her availability, to the reception services.
(2) The head of the organisational unit and the reception services must ensure that security measures appropriate to the nature of the incident are undertaken.
(3) Any extraordinary situations must be reported to the DFMS, in appropriate cases to the Technical and Operational Director, the Chancellor and the Rector.
(4) The head of the institution (Chancellor, Rector) must notify the minister responsible for higher education immediately by telephone and within 24 hours in writing of a serious extraordinary situation.
(5) Further action is taken by the Chancellor, the Rector, the Technical and Operational Director or the Head of the DFMS to mitigate the effects of the extraordinary situation.

## 23.§

## Duties Related to Ordering Increased Security Presence

(1) The Minister responsible for higher education or the Chancellor may, if circumstances call for it, order increased security presence.
(2) An increased security presence should be ordered:
   a) when an extraordinary situation occurs,
   b) when a person with a personal protection detail visits the university.
(3) Main measures to be taken when ordering increased security presence:
   a) Tightening the control of entry and exit, movement of materials and goods, internal movement.
   b) Increasing the guarding and protection of the facility and the areas.
   c) Organise increased monitoring, deployment of specialist services.

## 24.§

## Ensuring the Protection of Persons and Property in the Event of a Labour Strike

(1) When exercising the right to strike, employers and employees must cooperate to ensure the safety of persons and property.
(2) The Chancellor, through the DFMS, ensures the security of the buildings and, through the Technical and Operational Director and the Head of the Department of Information Technology, the continued operation of equipment whose failure would cause irreparable damage.

# Chapter VI

## Provisions with Regard to Entry into Force

(1) This Regulation shall enter into force on 10th March 2025.
(2) By virtue of Senate Resolution No. 42/2025 (II.27), this Regulation has been adopted by the Senate.
(3) Upon entry into force of this Regulation, the Regulation adopted on 8th December 2022 by Senate Resolution No. 235/2022.(XII.08) shall cease to have effect.

# Chapter VII

## Transitional and Final Provisions

(1) The provisions of the Regulation shall apply to any procedures launched after the Regulation enters into force.

Annexes to the Regulation:
Annex 1: Application for Parking Permit
Annex 2: Parking Rules

Dated in Veszprém, on 27th February 2025

Dr. János Abonyi
Rector

Zsolt Csillag
Chancellor

*Annex 1*

# Application for Parking Permit

| | |
|---|---|
| **Organisational unit applying for permit:** | |

| **Identity details of the applicant** (to be filled in based on identity card, address card and contract): | |
|---|---|
| Name | |
| Registered address | |
| Telephone number (mobile) | |
| Legal status (employee, contractor, etc.) | |
| Duration of the legal relationship | |

| **Vehicle owner's details** (to be filled in based on the vehicle registration document) | |
|---|---|
| Vehicle registration number | |
| Make, type | |
| Operator's/owner's name | |
| Operator's address, registered seat, site | |

**If the applicant is not the owner of the vehicle:**

1. I declare that the natural person owning the vehicle and the applicant are immediate family members, as the natural person is: ..... to the applicant.
2. For the company car, I enclose a statement from the owner of the vehicle authorising its use.

I enclose a copy of the vehicle registration document with the application.

.....

Applicant's signature

**I request the parking permit for the following locations:**

.....

For the parking card the following topic number (cost centre) should be charged:

.....

head of organisational unit applying for permit

Date: .....

For companies, organisations and individuals not employed by the University, I authorise the issue of the parking permit subject to the following conditions:

.....

.....

Date:..... Chancellor

To be filled in by Department of Facility Management and Security.
Parking permit issued (parking card, number plate recognition).

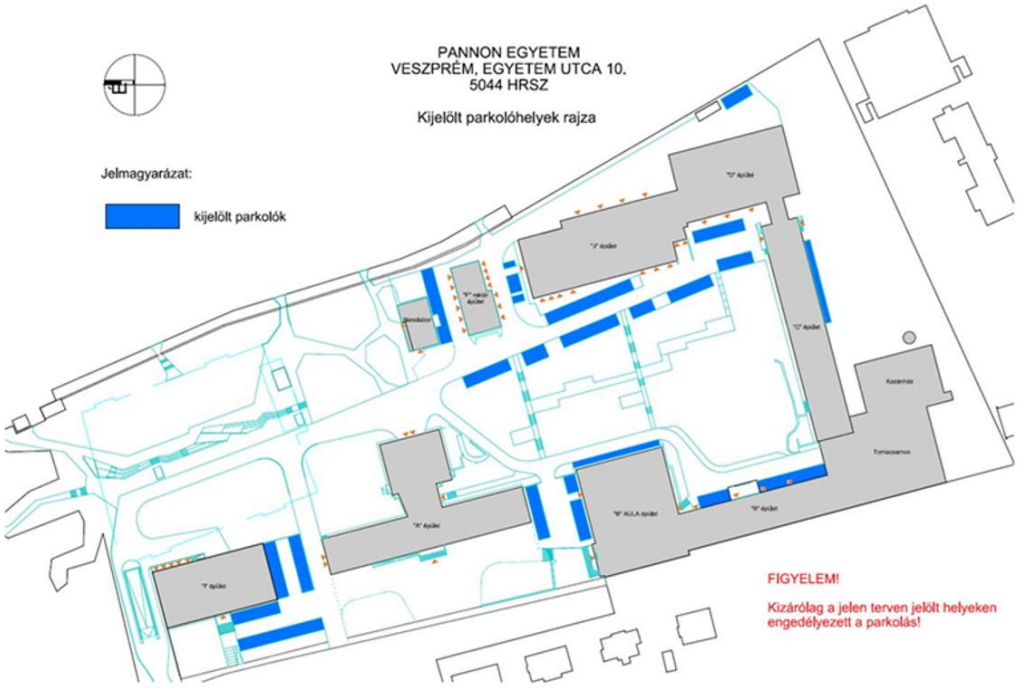
| | |
|---|---|
| Parking card number | |

…….. ……

date signature

Annex 2

## Parking Rules




You are kindly requested to:

- use the designated parking spaces available on paved surfaces,
- pay attention to “No stopping” traffic signs and their supplementary signs,
- not park on landscaped areas, as this damages the vegetation and sprinkler heads,
- not park in fire department access zones,
- use parking spaces designated for people with disabilities only if you have a valid permit,
- use parking spaces for electric vehicle charging only for the purpose of charging.

Parking is prohibited next to the sports fields, behind buildings ’A’ and ’I’, and in all areas where no parking spaces are designated!

## Information regarding the underground parking garage

In case of malfunction or temporary failure of the license plate recognition entry and exit system, the barrier can also be opened using QR code identification on the reader located on the control column. The QR code can be accessed as follows:
1. Log in at https://start.uni-pannon.hu using your KCA access details on your phone's web browser.
2. If you have valid parking authorization, a menu item titled “Underground Garage Veszprém” will appear in the hamburger menu, and a QR code icon will be visible in the top right corner of the homepage.
3. By clicking either the menu item or the QR code icon, QR codes corresponding to the license plate numbers assigned to your profile will be displayed.
4. These QR codes can be scanned using the QR code reader at the garage entry.

The underground garage is accessible 24/7. However, between 10:00 PM and 6:00 AM, it operates in night mode for security reasons. In this mode, the entrance ramp is secured with a retractable gate and the pedestrian entrances leading to the stairwells are locked and cannot be opened from the outside by simply pressing the handle. In night mode, the gate on the ramp opens automatically for those authorized to enter and the pedestrian doors can be opened from the outside using the aforementioned secondary QR code. On exit, the gate lifts automatically when the exit barrier opens. From the inside, pedestrian doors can still be opened by pressing the handle, even in night mode.