

Regulations for the use of the doctoral students' common room and the doctoral students' office on the 4th floor of the Mediaworks building.

John von Neumann Faculty of Informatics at Óbuda University offers students of the Doctoral Programme of the Doctoral School of Applied Informatics and Applied Mathematics (AIAMDI) the opportunity to use the common room and the doctoral office on the 4th floor at the MediaWorks Building (address: 1034 Budapest, Bécsi út 122-124).

I. Access to the common room:

1. There is a card-based access system on the floor. It is necessary to formally request access and the intended use of the space in advance - at least 5 working days before the intended period of use - by sending an email to biro.angelika.georgina@nik.uni-obuda.hu
2. Students will be notified by email of the activation of their access and, if necessary, of the date and place of card collection.
3. The access card is for personal use only, and it is strictly forbidden to transfer or lend it to another person.
4. In the event of loss, theft, or damage to the card, it must be reported immediately to biro.angelika.georgina@nik.uni-obuda.hu
5. The common room is available from Monday to Sunday during the opening hours of the building, from 06:00 to 20:00, subject to availability.
6. Reservation system on the <https://nik.uni-obuda.hu/> website can be accessed under the **PhD office reservation** section in the **Services** menu. For booking, every doctoral student's official email address listed in the university directory will be used. We kindly ask all students to book only for the periods when they are actually present.

II. Rules for the use of the doctoral office:

1. The first student to arrive will receive the key to the doctoral office from the reception. This fact will be recorded in the key register.
2. There are 12 workstations in the office. Common cabinets are available for storage, and each workstation has one lockable drawer cabinet that can be used. The department does not take responsibility for the items stored in the cabinets.
3. Upon completion of the PhD programme or termination of student status the access card must be returned immediately.
4. Due to the open office nature of the space, desktop computers are not provided.
5. WiFi access is available in the room. The WiFi network is password-protected, and the password is posted on the notice board for all authorized users.

6. Wired network access is freely available in the room for all PhD students. Freely accessible Ethernet ports are available via recessed floor sockets and provide a stable and reliable internet connection.
7. Any technical or network problems should be reported to support@uni-obuda.hu. Problems will be dealt with by the IT Office staff.
8. The last person to leave is responsible for ensuring that all equipment is switched off and windows are locked. They must lock the room with a key, which must be returned to the reception, where they confirm the return by signing the key register.

III. Rules for the use of common areas:

1. Each student is obliged to make proper use of the furniture and equipment in the rooms and to keep them in good condition.
2. Perishable food brought from home must be kept in the fridge for no more than one day. Food in the fridge must be kept in airtight containers. It is advisable to label the container with the name of the owner.
3. The contents of the fridge must be checked regularly, and any spoiled food (along with the container) must be thrown away.
4. Food should preferably be consumed in designated areas (dining room, kitchen area).
5. Coffee, tea, water, sugar, etc. may be brought individually.
6. The last person to leave is responsible for switching off the electrical appliances in the kitchen.
7. In case of theft or misappropriation (food), the organizational unit will not be held responsible.
8. Proper use of the toilets is mandatory.
9. Each student is expected to respect the rules of hygiene.

IV. Principles of behavior and conduct:

1. It is the duty of every student to be respectful and considerate of others.
2. Everyone is responsible for the cleanliness and tidiness of the common areas (kitchen, dining room, waiting room, toilets).
3. It is forbidden to disturb each other with loud noises.
4. The organizational unit is not responsible for personal belongings or equipment.
5. Any damage or deterioration of the equipment or premises due to normal use must be reported to the following e-mail address: biro.angelika.georgina@nik.uni-obuda.hu.
6. In the event of willful damage or vandalism, the student will be held financially responsible for the damage caused. In the event of a dispute, the Director of the Organizational Unit has the right to take legal action.
7. In matters not specified in these regulations, the principles set out in the Code of Ethics of the Óbuda University apply and are considered binding.

<https://uni-obuda.hu/szabalyzatok/minosegbiztositas/2-az-obudai-egyetem-etikai-kodexe/>

V. Final provisions:

1. In case of violation of the rules, the head of the organizational unit is entitled to issue a warning or to temporarily withdraw the right of access.
2. In the case of serious or repeated violations, the head of the organizational unit reserves the right to revoke access permanently.
3. The Head of the Organizational Unit has the sole right to modify or add to the rules.
4. Every student is obliged to familiarize themselves with the rules and to abide by them.

