

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

1. Introducing the SZTE TIK

The SZTE József Attila Study and Information Centre (abbreviated: SZTE TIK) has been open to our University students and lecturers since 9th of December 2004. It also welcomes all University employees, residents of Szeged and any visitors interested. The building houses several university units and functions:

- Klebelsberg Library
- SZTE Informatics and Services Directorate
- Event organization (SZTE NKI)
- Student Services Office
- SZTE Shop
- Café TIK

The lecture rooms of the University of Szeged Congress Centre give place to university lectures from Monday to Wednesday and it holds different kinds of events from Thursday to Saturday.

2. Names

The official names of our Centre is used in official documents, articles, references, publications, posters and flyers as follows:

Full name:

University of Szeged József Attila Study and Information Centre

Official short names:

SZTE József Attila Study and Information Centre

SZTE TIK

3. Opening hours

The general opening hours:

Monday-Friday: 08:00-22:00

Saturday: 09:00-20:00

Sunday: closed

Different opening hours may apply, e.g. at the beginning of the academic year, during the exam period, during the summer period or on the basis of instructions from the university management. Extraordinary shortened opening hours may also occur due to various events held in the building. We will inform our visitors about the opening hours at least one week before the event on the social media platforms of SZTE TIK and SZTE Klebelsberg Library, and on posters placed at the entrance of the building as well.

Outside the building's opening hours, you can only stay inside with the written permission of the responsible unit managers. When requesting a permit by e-mail, the purpose and duration of the stay must be justified. The exception to this is the managers of the units in the building, who must notify the security staff of their stay beyond opening hours when they pick up the keys.

4. Entrance and access in the Centre

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

- lecture rooms during the semester (I. and II Lecture rooms, Lecture hall, Congress hall)
- SZTE Shop (pick-up point)
- Central Customer Service
- Exhibition hall (functions as a meeting and learning space equipped with chairs and tables)
- Foyers
- Bathrooms
- Bancomat
- Babies' room
- Cloakroom
- Left-luggage lockers
- Café TIK's services

The entry point is located next to the Central Customer Service, where the staff of the SZTE Security Service Office provide registered access to the library area based on the barcode. A valid registration in the SZTE Klebelsberg Library is required to enter the security gates. At the security system, one can prove their identity with:

- valid Hungarian student card
- valid University ID Card of the University of Szeged
- library card
- valid University Guest ID Card of the University of Szeged
- Erasmus card
- Alma Mater card
- a virtual reading ticket made on the basis of the cards listed above

Exceptions are made for those who come to the reception units located within the protected area (e.g. Student Services Office) for the purpose of handling administrative matters. This exception is only valid during the opening hours of the office.

Another exception is guests entering the protected area who are permanently accompanied by employees working in the affected area. This includes guests arriving as part of organized group visits and library tours, who are accompanied throughout by SZTE Klebelsberg Library staff. Groups cannot be accepted without prior application and the presence of staff members.

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

The employee entrance and the directorial entrance at Zászló Street can only be used by our employees with a university identification card or those arriving in office cases (entrepreneurs

doing the maintenance, cleaning and other services under contract, representatives of companies, external and internal postal service providers).

5. Exit from the secured area

Exiting the protected area takes place through security gates in all directions. At the end of the visit, visitors and guests can leave through the goods protection gate. Service providers arriving at the Economic and Side entrance on Zászló street and other persons listed above can also leave by passing through the gates.

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

6. General rules in the SZTE TIK

6.1. In the entire area of the building, it is desirable to respect each other's work and peace of mind, and to observe the standards of expected community behavior in regards to each other.

6.2. The library is a place for in-depth study and work. The reading rooms are spaces for quiet study, the spaces for group study are used for joint work (left wing, III. floor), the café (ground floor) can be used for meals. For conversations at normal volume, the atrium, exhibition area or the lobby can be used.

6.3. Computers operated by the university in the area of the building may only be used for permitted services (related to studies, information or communication). It is forbidden to watch content that disturbs, upsets or offends public taste (e.g. aggression, violence, pornographic content) on these devices or on your own devices.

6.4. The principles and rules related to information security are determined by the Information Security Regulations of the University of Szeged.

6.5. We may temporarily or permanently, partially or completely withdraw the use of the building and/or the services of the SZTE Klebelsberg Library from users who violate the policy or the rules for the use of the library. To this end, in the event of a violation of the policy or library use rules, the staff of the SZTE Security Office are entitled to request the presentation of the card used for entry.

6.6. Our visitors can contact the information desk of the building with their reviews and complaints regarding the use of the building, or they can contact the employees of the reading service of the SZTE Klebelsberg Library. Complaints received in writing can be received at the library's ground-floor lending and information desks, as well as at the upstairs reading room desks. After investigating the complaints, we will respond to all notices.

7. Services of SZTE TIK for visitors

7.1. SZTE Klebelsberg Library

Visitors can find information about the library's services, opening hours and conditions of use on the website www.ek.szte.hu and they can also ask for information in person at the library's information desks. The [Enrollment Policy](#) and the [Library Use Policy](#) provides more information on the terms of enrollment and library use.

7.2. Student Service Office (HSZI)

All information about HSZI is available at www.hszi.u-szeged.hu. The offices and the information desks can be found downstairs in the area of the Atrium after passing through the access gates.

7.3. SZTE Shop

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

7.4. Central Customer Service

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

- applying for free and chargeable cards issued by SZTE and any administration related to them (e.g. replacement, entitlement)
- requesting a valid parking card for the building's underground garage
- information about class-schedule
- information on the events held in the Centre
- questions arising in relation to events announcement of guests arriving to staff working in the building
- notification of detected technical and cleaning problems
- handling notices in connection with the left-luggage lockers

The data collection required for the cards can be completed by email:

ugyfelszolgalat.tik@szte.hu.

7.5. University Identification Card

The University Identification Card is available for every jobholder of the University of Szeged or an employee in a health service legal relationship. In order to apply for the card, an employer certificate which is not older than one month or an assignment which is not older than half a year is required. A digital photo is needed for the card which must be sent by email to ugyfelszolgalat.tik@szte.hu. The first card is free of charge. The replacement of the card costs 3500 Ft in case the card is lost, damaged or any changes happened in the data printed on the card. The amount can be settled by bank transfer or by internal transfer. All further information can be found in the procedures for the identification card of the University of Szeged.

The replacement of the cards made more than 10 years ago, which have a level of abrasion that is no longer suitable for identification, is free of charge. As the card is owned by the University of Szeged, please send the found card back to our Central Customer Service.

7.6. University Guest Identification Card

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

- When initiating the card application, the employee presents a document certifying work related to the SZTE headquarters (to the e-mail address also indicated below) or any other location via e-mail.
- The employer sends an official certificate about the employment of the cardholder in the form of an e-mail to ugyfelszolgalat.tik@szte.hu before initiating the card's application.

The cost of the University Guest Identification Card is 3500 Ft. The reprint of the card also costs 3500 Ft in case the card is lost, damaged or any changes happened in the data printed on the card. The cost of the card can be settled by bank transfer or by internal transfer. Any other information about the use of the card can be found on the order form of the university identification card.

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

7.7. Alma Mater membership card

The free of charge SZTE Alma Mater membership card is available for all officially registered SZTE Alma Mater members. The registration is possible on the <http://www.uniszegegedalumni.com> website taking into account the rules and the privacy statement. The data required to apply for the card is also entered on the online interface. The approval email should be received within 24 hours after applying for the membership card via ugyfelszolgalat.tik@szte.hu email - adress.

7.8. CHIP

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

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

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

8. Parking

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

9. Eating

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

10. Technical data of the SZTE TIK

10.1. Operation

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

10.2. Heating-cooling

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

10.3. Temperature

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

If there are no other regulations in force, we maintain a minimum temperature of 21°C in the center area in winter.

In the summer period the inside temperature is 7-10 °C less than the outside temperature. This may change in case of extreme temperature (around 40 °C), so we try to provide a temperature of 26-27°C. In the summer we reduce the amount of incoming sunlight with the outdoor lamellar blinds and the inner textile shades which can be found at the end of the Atrium. The measured temperature in the SZTE TIK shows an average temperature but it never goes below 21 °C in the winter.

Of course, the temperature values in each area may be different, which may be influenced by the location of the room inside the building, the interior height, and the number of exothermic devices (e.g. computers) in the space.

10.4. Bathrooms

Our building has bathrooms on all of the floors which are available to every visitor. As the Centre is available to disabled people, there are also toilets for them. The bathrooms are cleaned in the hours before the opening of the Centre, and during the daytime the cleanliness is also maintained by the on-call employees. Any comment in connection with the cleanliness of the bathrooms should be indicated at the Central Customer Service.

10.5. Elevators

There are 5 elevators in the building. Everybody can use the elevators at their own responsibility. In case of fire, the elevators automatically start going downstairs and stay there according to their programming. After that it is not possible to use them. The library freight elevator can only be used by the library or it can be used by the employees of the building or those working in TIK occasionally.

10.6. Public areas

The public areas (lobby, exhibition area, foyers) are available for every visitor. The connectors in these areas can be used to charge computers and mobile phones but when connecting short-circuit and technically faulty machines, the power supply can be automatically terminated due to the operation of the safety relays. Its restoration can only be performed by technicians. It is forbidden to unplug the cables of the electronic devices operating in the building for charging your own electronic devices.

10.7. Technical problems

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

We would like to ask you to indicate your notices to the Central Information Desk in regards to the following:

- fan coil operating loudly
- wrong light bulbs
- failure of the cable or connector of the electric equipment
- technical problems in the bathrooms
- notice of water leakage
- other errors, e.g. faulty chairs, replaced floor mats, etc.

11. Other services

11.1. Cloakroom and the left-luggage lockers

The use of the Centre's cloakroom is free of charge. It is compulsory to use for larger packages and suitcases. Further information on the Cloakroom's rules and procedures can be found in the appendix of the Policy. Besides the cloakroom, it is possible to use the left-luggage lockers. Lockers operate with any card which has a barcode on it according to the description on the sides of the lockers. We would like to ask you to indicate your notices to the Central Information Desk in regards to the left-luggage lockers.

11.2. Lost and found items

We do not take responsibility for objects left in the community areas. The staff of the SZTE Security Office check the luggage lockers only at the end of each day. personal values found in the lockers will be placed in the cloakroom -after taking a report- after one week of preservation.

Found items can be given to the Central Information Desk, and the staff can decide on how to keep it depending on the value of the item (e.g. laptop, mobile phone) or its assumed importance (e.g. handwritten notes). The provisions of Chapter XVII, section 5: 54 of the Civil Code shall govern the handling of found objects.

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

11.3. Bankcomat

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

11.4. Soft drinks, snacks and coffee machines

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

11.5. Babies' room

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

11.6. Posters and advertisements

The only posters which can be placed on the notice boards of SZTE TIK are ones in connection to events which are taking place in SZTE TIK or which are in connection with the public life of the University of Szeged. All advertisements need to be presented to the event organizers, where our employees stamp them. Information about the building's opening hours, posters of events taking place in the building, or other posters can be displayed outdoors after consultation and paying for the poster's placement. Only information related to the operation, services and programs of the library may be posted on notice boards marked with the library's logo.

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

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

11.7. Selective waste collection

The collection of waste generated in our Centre happens selectively, about which a description can be found in the area of every dustbin. Please select the waste accordingly. There is a battery collecting vessel at the cloakroom; the transport of which is provided by the ugyfelszolgalat.tik@szte.hu the University of Szeged.

11.8. Private lessons

It is possible to study individually or in groups in the community areas of our institution, however, it is not possible to monopolize and book a table for this purpose.

11.9. Educational activities, examinations

Educational activities and examinations can take place after prior consultation. Rooms suitable for teaching in the building can be requested from a member of the International and Public Relations Directorate of SZTE at rendezveny.tik@szte.hu

Computer-based exams and other activities can be held in the first floor cabinet (e.g. surveys, competitions), the room must be requested from the SZTE Klebelsberg Library at vizsgaztatas@ek.szte.hu.

11.10. Taking picture and sound recording

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

Marketing and commercial, or taking pictures and sound recordings for artistic purposes is only possible with permission requested in advance. The permit must be requested in a letter to sajto@szte.hu and pr@ek.szte.hu.

12. Surrounding area and the park

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

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

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

13. Bicycle service

Our institution is easily accessible by bicycle. Bicycles can be stored in the bicycle storages in front of the main entrance. The storage at the staff entrance of the building on Zászló street is reserved for the employees.

14. Useful information

In order to preserve the library's assets, there are rules in the SZTE TIK that are mandatory for all visitors. Please take note that in many cases it is the responsibility of the staff of the SZTE Security Service Office and the employees of Klebelsberg Library to make sure that the rules are complied with by the visitors and they have the right in the case of rules considered

subjective, to form an opinion which should be normative in this particular case. If you have any questions, the team of the Central Customer Service can help you.

The SZTE TIK and of the Klebelsberg Library have agreed with the rules described in the Policy and they share the same principles in any case so they cannot provide individual judgement.

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

14.1. General safeguarding

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

Our Security Service may ask visitors - even beyond the security zone - for the certificate proving they have checked out library property. On the whole area of the Study and Information Centre a private video camera system operates for security reasons. The recordings of the cameras placed in visible locations can be followed on the screens in the security service office and are videotaped. During videotaping the recordings there are for data management, therefore, only the person(s) in charge, the executive of the SZTE Security Service Department, in their absence the safeguarding leader are entitled to watch the videotapes.

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

14.2. Fire drill

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

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

All places are equipped with smoke detectors. The fire detection system detects all kinds of smoke, so even smoke coming from a cigarette may sound the fire blasts. The fire alarm system protects a highly flammable building, and it keeps a continuous connection with the fire brigade. Please note that smoking is forbidden inside the building. In case of a fake alarm the University may devolve the incidental costs to the causer of the alarm.

14.3. Damages

On the territory of the University of Szeged Study and Information Centre everyone is obliged to take care about their own and others' safety and health, furthermore about the institution and its fixtures, computer equipment and document files. In case of deliberate damage the causer of the damage must pay for the complete cost of the damage.

Among others, the following are considered to be damages:

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

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

14.4. First-aid

For the treatment of a minor injury the first-aid kit located in the Security Service Office can be used.

At the Central Customer Service a semi-automated defibrillator can be found ready for operation, which may serve as a life-saver in case of a sudden cardiac dysrhythmia happening in the institution.

14.5. Smoking

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

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

Appendix 1.

Directorial provision on the execution of Act XLII. of 1999. laying down certain rules relating to the protection of non-smokers and the consumption and marketing of tobacco products.

Considering the provisions of Act XLII. of 1999. laying down certain rules relating to the protection of non-smokers as well as the consumption and marketing of tobacco products – hereinafter referred to as „Act” – and Regulation No. 6/2009. (III.03.) of the General Assembly of Szeged regarding the building of the József Attila Study and Information Center of the University of Szeged - hereinafter referred to as „SZTE TIK” – compliance with the following is mandatory.

1.§. Territorial scope of the provision

This provision shall apply in the building of SZTE TIK located at 10 Ady Square, 6722 Szeged.

2.§. Personal scope of the provision

This provision shall apply to anyone employed at the building of SZTE TIK (whether through a contract of employment, or any other contract) as well as the students of the University and the visitors of the building.

3.§. Rules in connection with smoking

(1) According to this provision, smoking is considered the burning of tobacco products resulting in smoke production.

(2) Smoking is prohibited in the entire area of the SZTE TIK building and within 5 meters of its entrance, with the exception of designated smoking areas.

(3) Designated smoking areas: the outer smoking area of the University Café, the bicycle storages located in front of the main entrance of the building, and two areas beyond the 5 meter distance from the entrances at Zászló Street.

(4) The non-smoking areas and the designated smoking areas must be clearly marked by standardised prohibition signs or pictograms.

4. §. Inspection of the regulations relating to the protection of non-smokers, procedure in case of a violation

(1) Employees of the SZTE Security Service Office are authorized to inspect the compliance with the regulations relating to the protection of non-smokers.

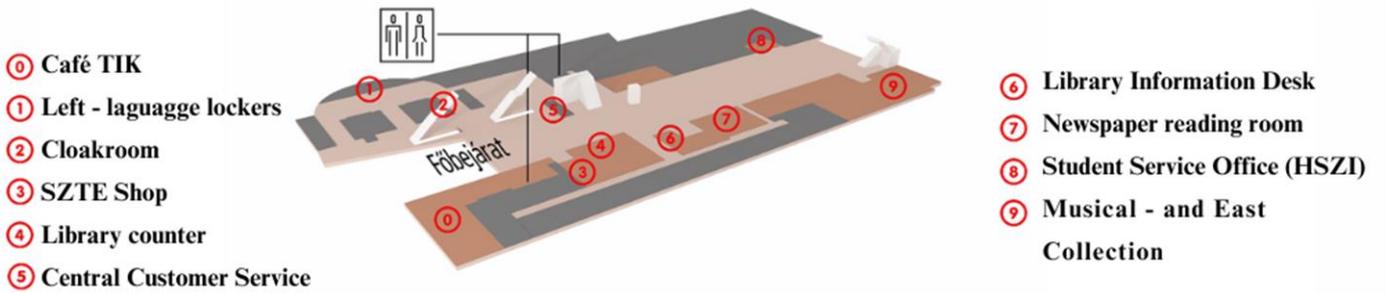
(2) In the event of a violation of the regulations relating to the protection of non-smokers, employees, students or visitors of the building will be warned to immediately stop their behavior.

(3) In case the aforementioned warning proves to be ineffective, according to article 7 of the Act proceedings to issue health protection penalty or – if authorized - disciplinary proceedings will be initiated against the offender. Details of the incident must be recorded in writing containing in particular the description of the offence, time and place of the offence, and the personal data of the offender. If requested offenders must also identify themselves as stated in article 3 (2) of the Act.

5.§. Commencement

(1) This provision shall enter into force on the day of its announcement. It will be announced through the internal and external (employees, tenants) mailing lists of the SZTE TIK and the Facebook site of the Centre.

Appendix 2.
SZTE TIK ground floor plan



Appendix 3.

RULES OF THE SZTE TIK CLOAKROOM

Use of the cloakroom

There are two cloakrooms in our Centre, Cloakroom I and Cloakroom II. Usually the Cloakroom I is at our visitors' disposal. In case of conferences, or predictable, known events, the Cloakroom II can also be used. The use of the Cloakrooms is free of charges, but compulsory in case one would like to enter the secured area. The use of the Cloakrooms is not compulsory if one comes to their lectures held in the lecture rooms or stays outside of the secured area. Our Cloakrooms are not to be used in case the aim of the visit is not the use of our services.

Rules Regarding the items placed in the cloakrooms

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

Special storage places are used for placing folders, laptops, other IT equipment and briefcases in the Cloakroom. Systematization is done by numbering and specially reserved tickets. As for the size of the bag and transparent bag to be allowed within the secured area, please check our Policy.

Employees of the cloakroom are not required to take in heavily contaminated items of clothing.

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

Food and drinks can be placed in the Cloakroom only if they are wrapped properly. Any other items, objects can be placed in the lockers. Information on the use of the lockers can be found at the end of each line of lockers.

The cloakroom tag

Items of clothes, objects, properties and valuables can be placed in the Cloakroom only in return of a cloakroom tag. Cloakroom tags are not to be taken out of the Centre. Please make sure that you keep the cloakroom tag on you throughout your stay in our Centre. Should the cloakroom tag be lost, its replacement fee must be paid by the claimant. The replacement fee of the cloakroom tag is 500 Ft. It has to be paid at the Central Customer Service. In case the cloakroom tag is lost, the owner should precisely identify their objects or items of clothes. After the identification, a report is written about the case and the replacement fee of the cloakroom tag has to be paid by the claimant at the Central Customer Service. In case the fee is not paid, the claimant might not be allowed to enter the secured area.

Opening hours of the Cloakroom

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

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

Saturday: 9:00-20:00

In the exam period of the spring semester the opening hours are the same as of the opening hours of the Centre. Changes in the above mentioned opening hours might occur in case of conferences. In such cases we inform our visitors in advance.

Handling lost and found items in the Cloakroom

All items should be collected by their owners on the day they were placed in the cloakroom. Any items of clothes, objects or valuables left in the cloakroom will be handled as defined in the Policy section 11.2. of SZTE TIK.