	STUDENT REQUIREMENTS PART 7	Version number: 00 Effective from: 10 July 2022 Reference number: JISZ-SZ/10/2022
---	--	---

Accident Prevention Regulations for Students

Person responsible for professional aspects:	Kornél Tóth	Head of Fire and Safety
Professional aspects checked by:	Ákos Tiringér	Head of Campus Services
Legal aspects checked by:	Emese Katalin Balogh	Lawyer
Decision-making body:	Senate	
Person responsible for editing and publishing the text	Anikó Erős	<signature>
		Higher Education Expert

Version number	Date of publication	Effective date	Version tracking
00	30. 06. 2022	10. 07. 2022	publication Resolution No. SZ-41/2021/2022. (2022. VI. 21.)


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS PART 7	Version number: 00 Effective from: 10 July 2022 Reference number: JISZ-SZ/10/2022
Accident Prevention Regulations for Students		

Table of Contents

SCOPE OF THE REGULATION.....	3
RELATED REGULATORY DOCUMENTS.....	3
DEFINITIONS.....	4
STUDENTS' RIGHTS AND OBLIGATIONS REGARDING ACCIDENT PREVENTION	4
OBLIGATIONS OF EMPLOYEES	6
SAFETY EDUCATION FOR STUDENTS.....	6
GENERAL ACCIDENT PREVENTION REQUIREMENTS FOR EDUCATION.....	7
REPORTING, INVESTIGATING AND RECORDING STUDENT ACCIDENTS	8
RULES APPLICABLE TO INTERNSHIPS.....	8
DATA PROCESSING.....	9
FINAL PROVISIONS	9

Accident Prevention Regulations for Students

SCOPE OF THE REGULATION

1.§

- (1) The Regulations for the Prevention of Student Accidents and the Rules to be followed in case of Accidents (hereinafter: “Regulations”) apply to the lecturers, other employees and students of Corvinus University of Budapest (hereinafter: “University”), as well as to persons who do not have student status but are participating in other programmes and are, under the relevant legislation, obliged to fully comply with the rules for the prevention of student accidents and the rules to be followed in case of accidents.
- (2) These Regulations apply to persons who perform acts at the University in order to fulfil their obligations or exercise their rights (e.g. to take a final examination) arising from their previous student status.
- (3) These Regulations do not apply to accidents occurring during students’ free time or during a suspension of student status; students staying at dormitories during a suspension of student status are, however, covered by these Regulations.
- (4) These Regulations do not apply to accidents that occur in connection with students’ actions during their internships or at companies involved in dual programmes.
- (5) The territorial scope of these Regulations covers the facilities and areas owned, managed and operated by the University.
- (6) The scope of the present Regulations does not cover programmes delivered within the framework of adult education subject to Act LXXVII of 2013 on Adult Education.

RELATED REGULATORY DOCUMENTS

2.§

- (1) Enabling legislation for formulating the Regulations: Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Nftv.)
- (2) Related legislation and internal regulatory documents:
 - a) Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: ‘Nftv.’),
 - b) Act XCIII of 1993 on Occupational Safety (hereinafter referred to under the Hungarian abbreviation: ‘Mvt.’),
 - c) Decree No. 5/1993. (XII. 26.) of the Minister of Labour Affairs on the implementation of certain provisions of Act XCIII of 1993 on Occupational Safety (hereinafter: Decree),
 - d) Student Disciplinary and Compensation Regulations,
 - e) Health and Safety at Work Regulations,
 - f) Fire Safety Regulations,
 - g) The General Terms and Conditions of the University’s dormitories and the colleges for advanced studies operating in the dormitories, the Standard House Rules of Dormitories and other regulations.

Accident Prevention Regulations for Students

DEFINITIONS

3.§

- (1) Work-related accidents of students are accidents that are suffered by students as employees employed under employment contracts for students or doctoral students of the University at the University as employer during or in connection with their practical training as part of an internship or programme under Point (a) of Paragraph (1) or Point (a) of Paragraph (5) of Section 44 of the Nftv. During this period, students shall also be subject to the rules applicable to employees. According to the University's Health and Safety at Work Regulations, these accidents shall be reported, investigated and recorded in the same manner as an accident at work.
- (2) A student accident is an accident that occurs in the context of the student status of a student, not in the course of practical training or session. The University shall investigate and keep records of such accidents under its own authority. An accident culpably caused by the (injured) student to himself/herself is not considered a student accident.
- (3) Student accidents include accidents that happen to students
 - a) in university education,
 - b) while lawfully staying at the University or in facilities or areas rented by the University,
 - c) during meals and activities organised by the University or services provided by the University (organised sports, cultural or other events, camping, study trips or voluntary work),
 - d) during activities carried out by the student at the instructions of the University,
 - e) while travelling in a vehicle owned or hired by the University, and
 - f) as accidents in dormitories, if caused by a defect or reason attributable to the University.

STUDENTS' RIGHTS AND OBLIGATIONS REGARDING ACCIDENT PREVENTION

4.§

- (1) Students have the right to
 - a) training circumstances that are safe and do not put their health at risk as well as the protective measures required by law,
 - b) acquire the knowledge required for a training that is safe and does not pose health risks,
 - c) use the equipment, work equipment and protective equipment necessary for the training in question.
- (2) Students may not be penalised for taking action to ensure that the requirements for studying in circumstances that are safe and do not pose health risks are met or for reporting in good faith any alleged failure to act on the part of the University, provided

Accident Prevention Regulations for Students

that the report is made in accordance with the requirements of good faith, fairness and collaboration.

- (3) Students shall
- a) show up for classes and practical training free from the effects of harmful addiction and in a state fit for continuing their studies,
 - b) collaborate with other students and study and generally behave in a way that does not interfere with the studying of others or cause material damage,
 - c) acquire and apply the necessary knowledge of safety at work and accident prevention, and attend accident prevention training and apply what they learn there,
 - d) behave in a safe manner that does not put health and physical integrity at risk, maintain discipline, order and cleanliness, and provide assistance in case of need (accident),
 - e) report any accident or illness immediately to the lecturer or to the university employee present, or, if prevented from doing so by their state of health, the person detecting this shall do the same,
 - f) make sure, in the way they are expected to, that the equipment provided to them is in a safe condition and report any detected wear, damage or loss of protective capacity to the lecturer in charge of the session without delay,
 - g) protect and use, according to the instructions of the lecturer in charge of the session, the technical equipment, other equipment and personal protection equipment they are put in charge of,
 - h) report any dangerous irregularities or system breakdowns and to eliminate them or reduce the danger as far as they are reasonably able to do so until action is taken,
 - i) be attentive and careful in order to prevent accidents in the classroom, move in a coordinated way, recognise visible defects in equipment and any irregularities in its technical condition and report them to the lecturer,
 - j) in order to prevent accidents during sporting activities, attend classes in a sufficiently rested physical and mental state, behave carefully and in a disciplined manner, fully comply with the instructions of the PE teacher, and wear appropriate clothing for outdoor activities in accordance with the weather conditions;
 - k) fully comply with the rules on road traffic (pedestrian and vehicle traffic) and the use of public transport in order to prevent traffic accidents, by using only the designated pedestrian routes and roads within the University premises; to report road defects (traffic and escape routes) within the University premises and the lack of anti-slipping in the winter period to the University's facility management bodies.
- (4) Students who do not use the required and provided protective equipment shall be banned from further practical activities.
- (5) Students who break the rules on accident prevention (safety at work) commit a disciplinary offence. The disciplinary proceedings are subject to the provisions of the Student Disciplinary and Compensation Regulations.

Accident Prevention Regulations for Students**OBLIGATIONS OF EMPLOYEES****5.§**

- (1) The lecturer in charge of the session shall check the condition of the equipment provided and used for accident prevention purposes before the session. Students are not allowed to work with dangerous or damaged devices or equipment, even under direct supervision. In addition, the condition of electrical appliances subject to heavy use should be particularly monitored.
- (2) The lecturer in charge of the session shall clearly formulate and implement accident prevention instructions, check the effective functioning of safety equipment and require the use of personal protection equipment as intended.
- (3) It is the responsibility of the operators of university facilities to post warning signs and information as required by the relevant legislation and to take the necessary operational measures to ensure compliance with safety regulations in order to prevent accidents.
- (4) Those involved in the prevention of student accidents must collaborate in the performance of their duties.

SAFETY EDUCATION FOR STUDENTS**6.§**

- (1) Pursuant to the Mvt., students must be familiarised with the basic rules of safe living, safe working without health risks in the context of school education.
- (2) At the time of enrolment, all first-year students are notified in the onboarding information materials of Student Services of the online availability of the University's fire safety, civil protection and disaster management training, which is prepared and updated by the Head of Fire and Safety.
- (3) Online teaching is provided through a system with unique identification, which contains the most important fire protection and accident prevention information in Hungarian and English. Once the training is completed, the system sends confirmation to the students, the Head of Fire and Safety and Student Services. The system records the completion of the training in a digital register.
- (4) Fire safety and accident prevention training is compulsory for all new students who have not attended any training at the University during their previous or current studies.
- (5) Students are entitled and obliged to learn about the University's current fire safety and occupational safety activities from the notice, which informs them about fire safety, civil protection and disaster management regulations, the standards of conduct to be followed and their duties.
- (6) Dormitory residents will receive online information on the fire safety and health and safety at work rules related to the dormitory when they move in, and they will confirm their awareness of these rules after identifying themselves online. Student information

Accident Prevention Regulations for Students

containing the rules in force in the dormitories are provided to students and registered in the NEPTUN study system.

- (7) In practical education, accident prevention and work safety education should be included in the curriculum for the first semester, if possible, and the necessary studies should be required for all students for the subject to which it is inherently linked. Students shall demonstrate their general work safety knowledge incorporated in the theoretical subjects in the course of the related exam.
- (8) Students who have not attended the specific health and safety training for the subject or internship in question may not participate in practical education. This is monitored by Student Services.
- (9) In the case of an internship with an employer outside the University, the employer shall provide the work safety training.
- (10) Changes of hazards and safety rules shall be communicated to the students concerned in a timely and documentable manner.

**GENERAL ACCIDENT PREVENTION REQUIREMENTS FOR
EDUCATION****7.§**

- (1) With its services, the University contributes to ensuring that students lead healthy lives free from harmful addictions, and provides an information and counselling system to help students integrate during their studies. Where justified by the nature of the hazard, the University will use safety and health protection signs.
- (2) The University shall ensure the organisational and material conditions for healthy and safe training, the identification and elimination of the causes of student accidents, and the enforcement of work safety documentation requirements.
- (3) Students should only be assigned tasks for which they are mentally, physically and healthily fit in terms of healthy and safe learning and have the necessary knowledge to carry it out safely and without endangering their health.
- (4) If the circumstances of education pose a direct threat to the life, physical integrity or health of any person, it is prohibited to teach or give instructions for teaching until the emergency situation has ceased.
- (5) Any hazard shall be indicated in such a way that it is recognisable to all and ensures that they can avoid the hazard. This can be done by placing a warning sign or by any other appropriate means.
- (6) In the event of any malfunction which the lecturer or the student is not authorised to repair, the device must be taken out of service immediately and the necessary measures must be taken to repair it.

Accident Prevention Regulations for Students**REPORTING, INVESTIGATING AND RECORDING STUDENT ACCIDENTS****8.§**

- (1) The University shall investigate and record accidents involving students in accordance with legislation in force.
- (2) The injured student or the student who notices the accident shall immediately report the accident to the person in charge of the organised activity (lecturer or session instructor), or if this is not possible, to Student Services, and, at the same time, provide information about any remaining hazards. Students who suffer an injury should report immediately to their primary care doctor or the relevant outpatient clinic, if their condition allows. The student shall produce the document proving the care received and attach it to the report.
- (3) The lecturer or practical supervisor who is in charge of the activity causing the accident shall take measures to immediately eliminate the existing danger, rescue the injured person, provide first aid and further care, and in the case of a serious accident, working with the porter service, notify the ambulance and relatives and secure the accident scene.
- (4) The person in charge of the organised activity shall draw up a report of the accident, in accordance with the Health and Safety at Work Regulations, which shall be forwarded without delay to the Head of Fire and Safety.
- (5) Investigations of accidents involving students and covered by these Regulations shall be the responsibility of the Head of Fire and Safety but shall involve the staff member designated by the Head of Student Services. If necessary, a representative of the department concerned should be involved in the investigation. The representative of the Student Union has the right to participate and comment in the investigation of student accidents.
- (6) The investigation shall take place without delay, but no later than fifteen (15) days after the accident.
- (7) Reporting (and forwarding) of reported student accidents is carried out by the Head of Fire and Safety in compliance with the relevant legislation.
- (8) Keeping records of student accidents is the responsibility of the Head of Fire and Safety.
- (9) Reports of student accidents must be kept by the Head of Fire and Safety for 5 years. One copy of the report shall be kept in the student's personal file, and the other copy shall be kept by the University. At the student's request, Student Services shall make a copy of the report and send it to the student via Neptun.
- (10) The Head of Fire and Safety shall investigate all student accidents brought to his/her attention and record the outcome.

RULES APPLICABLE TO INTERNSHIPS**9.§**

- (1) Student accidents occurring during internships or while working for external employers are governed by the provisions of the Mvt. applicable to employees.

Accident Prevention Regulations for Students

- (2) If the accident at work occurs to the student during the practical training necessary to obtain his/her qualification and not at the University, the employer is understood to be the person who employs the student. The University and the employer may deviate from this in a contract. The employer shall notify the University of any accident at work involving a student and allow the University to participate in the investigation of the accident. The Head of Fire and Safety will act on behalf of the University in these matters.

DATA PROCESSING

10.§

- (1) The University, as the data controller, has a data processing notice pursuant to Articles 13 and 14 of the GDPR available on the NEPTUN student platform, setting out the detailed circumstances of its data processing activities within the scope of these Regulations. By signing the enrolment form-training contract, the student acknowledges the contents of the notice.

FINAL PROVISIONS

11.§

- (1) The present Regulations were adopted by the Senate at its meeting of 21 June 2022. At the same time, the Accident Prevention Regulations for Students adopted under Resolution SZ-82/2020/2021. (2021. VI. 22.) of the Board of Trustees shall be repealed.
- (2) These Regulations shall enter into force on 10 July 2022.
- (3) Any procedures launched after its entry into force shall be governed by the present Regulations.
- (4) Any matters pending at the time of its entry into force of shall be governed by the Regulations referred to in Paragraph (1).
- (5) The present Regulations shall constitute Part 7 of the Student Requirements.
- (6) The present Regulations are a supplement to the Fire Safety Regulations and the Health and Safety at Work Regulations.