 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS 7. PART	Version number: 00. Entry into force: From 01.09.2021 Reference number: JISZ-SZ/12/2021
Students' Accident Prevention Rules		

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 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS 7. PART	Version number: 00. Entry into force: From 01.09.2021 Reference number: JISZ-SZ/12/2021
Students' Accident Prevention Rules		

Table of contents

SCOPE OF THE REGULATION.....	3
RELATED REGULATORY DOCUMENTS.....	3
DEFINITIONS.....	4
SAFETY RIGHTS AND OBLIGATIONS OF THE STUDENTS.....	4
OBLIGATIONS OF THE EMPLOYEES	6
LABOUR SAFETY COURSE FOR STUDENTS.....	6
GENERAL REQUIREMENTS FOR ACCIDENT PREVENTION DURING THE EDUCATION	7
REPORTING, INVESTIGATION AND KEEPING RECORD OF STUDENT ACCIDENTS.....	8
APPLICABLE RULES DURING INTERNSHIP.....	9
CLOSING PROVISIONS	9

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS 7. PART	Version number: 00. Entry into force: From 01.09.2021 Reference number: JISZ-SZ/12/2021
Students' Accident Prevention Rules		

SCOPE OF THE REGULATION

Article 1

- (1) The scope of this Regulation on the procedure to prevent student accidents and in the event of accidents (hereinafter referred to as the Regulation) covers the lecturers, other employees and students of Corvinus University of Budapest (hereinafter referred to as: University), as well as persons participating in other programmes but not having a student status, who are obliged to fully comply with the regulations on the procedure to prevent student accidents and in the event of accidents.
- (2) The scope of this Regulation applies to persons who perform acts at the University in order to fulfil their obligations arising from their previous student status or to exercise their rights (e.g. completion of the final examination).
- (3) The scope of this Regulation does not cover accidents occurring during the student's free time and during the suspension of the student status, provided, that students stay in the dormitory during the suspension of their student status is covered by this Regulation.
- (4) The scope of this Regulation does not cover accidents related to the students' internship or a dual study programme with a corporate partner.
- (5) The territorial scope of this Regulation covers to the headquarters and sites owned and operated by the University.
- (6) The scope of this Regulation does not cover training programmes provided in the framework of adult education governed by Act LXXVII of 2013 on Adult Education.

RELATED REGULATORY DOCUMENTS

Article 2

- (1) Legislative, internal regulatory document authorizing the adoption of the Regulation: Act CCIV of 2011 on National Higher Education (hereinafter: National Higher Education Act or HEA).
- (2) Related legislation and internal regulatory documents:
 - a) Act CCIV of 2011 on National Higher Education (hereinafter: National Higher Education Act or HEA).
 - b) Act XCIII of 1993 on Labour safety (hereinafter referred to as: Labour safety Act or Mvt.),
 - c) MÜM Decree no. 5/1993 (XII.26.) on the Implementation of Certain Provisions of Act XCIII of 1993 on Labour Safety (hereinafter referred to as: Decree),
 - d) Student disciplinary and compensation regulations,
 - e) Labour safety Regulations,
 - f) Fire safety Regulations,
 - g) Organizational and operational rules of the dormitories of the University and the colleges for advanced studies operating in the dormitories,

Students' Accident Prevention Rules

- h) infrastructure management provisions on the procedure of the student accident and labour safety course,
 - i) infrastructure management provisions on the procedure for reporting, investigating and keeping record of student accidents.
- (3) In connection with points e)–h), infrastructure manager's information and implementation guides may be issued.

DEFINITIONS


Article 3

- (1) Student labour accidents are those occurring at the employer to students employed under a student or doctoral student employment contract as part of the internship or the programme in accordance with Article 44 (1) a) or (5) a) of the HEA during their practical courses or at the University in connection with it. During this period, the rules applicable to employees shall also apply to the students. Such accidents must be reported, investigated and recorded in the same way as labour accidents according to the University's Labour Safety Policy.
- (2) Student accidents are accidents that occur in connection with the students' student status, but not in the course of practice period or practical sessions. The University investigates and keeps record of such accidents in its own competence. Accidents caused by students and attributable to the (injured) student him/herself shall not be considered an accident.
- (3) Student accidents include accidents that occur to students:
 - a) during university education;
 - b) during their lawful stay at the University or in facilities or areas rented by the University;
 - c) during the catering, other activities, services provided by the University (organized sports, cultural or other events, camping, study trips, social work);
 - d) during activities carried out by the student at the direction of the University;
 - e) while travelling with the University's own or rented vehicle, as well as
 - f) accidents in a Dormitory if occurred due to deficiencies attributable to the University.

SAFETY RIGHTS AND OBLIGATIONS OF THE STUDENTS

Article 4

- (1) Students are entitled to:
 - a) safe conditions that do not endanger their health in the course of their training, and to the protective measures required by law;
 - b) acquire the knowledge required for safe training that does not endanger their health;
 - c) use equipment, work and protective equipment necessary for the given programme.
- (2) Students may not suffer any disadvantages for activities meeting the requirements of safe learning that do not endanger health, or for making a report in good faith due to a


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS 7. PART	Version number: 00. Entry into force: From 01.09.2021 Reference number: JISZ-SZ/12/2021
Students' Accident Prevention Rules		

suspected failure by the University, provided that such report is made in under the requirements of good faith and fairness.

(3) Students are obliged to:

- a) attend classes and practical sessions in a state free from the effects of any addiction and suitable do conduct their studies;
- b) cooperate with others, conduct learning and generally behave in a way that does not interfere with the learning of others and does not cause material damage;
- c) to acquire and apply the necessary occupational and accident prevention knowledge and to participate in accident prevention courses and to acquire and apply the instructions learned;
- d) to behave in a safe manner that does not endanger health and physical integrity, to maintain discipline, order and cleanliness, and to provide assistance if necessary (in accidents);
- e) report any accident or sickness immediately to the lecturer or the university staff member present, or if their health condition prevents them from doing so, then the person noticing the incident is obliged to do so;
- f) make sure about the safe condition of the devices made available to them with due diligence, and to notify the lecturer in charge of the session without delay, detecting wear, damage and loss of capability to protect;
- g) protect and use the devices and personal protection equipment as well as the technical equipment provided in accordance with the instructions of the lecturer in charge;
- h) to report anomalies or malfunctions posing a danger, to eliminate them or to reduce the danger in a way that can be expected from them until action is taken;
- i) behave with due care and diligence in order to prevent accidents related to classroom sessions, to move in a coordinated manner, to detect visible defects in the equipment and any irregularities in their technical condition and to report them to the lecturer;
- j) in order to prevent accidents during sport sessions, students must appear in classes in a physically and mentally well-rested state, to behave in a prudent and disciplined manner, to follow all the instructions of the physical education teacher, and in the case of outdoor work to wear clothes appropriate to the prevailing weather conditions;
- k) in order to prevent traffic accidents, to fully comply with the rules on the use of road transport (pedestrian, vehicle) and public transport, provided, that during walking on foot in the territory of the University, only the road section and route laid or designated for pedestrian traffic may be used; road defects within the University (traffic and escape routes) and the lack of anti-slip measures during the subzero winter period must be reported to the bodies operating the University's facilities.

(4) Students who do not use the required protective equipment provided to them shall be prohibited from further practical activities.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS 7. PART	Version number: 00. Entry into force: From 01.09.2021 Reference number: JISZ-SZ/12/2021
Students' Accident Prevention Rules		

- (5) Students who violate the accident prevention (health and safety) rules commit a disciplinary offence. The provisions of the Student Disciplinary and Compensation Regulations shall apply to the disciplinary proceeding.

OBLIGATIONS OF THE EMPLOYEES


Article 5

- (1) The lecturer in charge is obliged to check before sessions the condition of the regular and applied equipment from the point of view of accident prevention. Even under direct supervision, students must not work with dangerous, damaged devices or equipments. In addition, special attention should be paid to the condition of electrical appliances exposed to frequent use.
- (2) The lecturer in charge must clearly formulate and execute the accident prevention instructions, check the effective functioning of the safety devices, and require the use of personal protection equipment in accordance with its intended purpose.
- (3) It is the responsibility of the operators of the university facilities to display warning signs and inscriptions required by the relevant legislation in order to prevent accidents and to take the operator's measures related to compliance with the safety requirements.
- (4) Those involved in the prevention of student accidents shall cooperate in the performance of their duties.

LABOUR SAFETY COURSE FOR STUDENTS

Article 6

- (1) According to the Mvt., the basic rules of safe living, healthy living and safe working must be introduced to students in the framework of the education in the school type system.
- (2) Upon enrolment, all freshmen receive the University Fire protection, Civil and Disaster Management Regulations (hereinafter referred to as "Guidelines"), which the Head of Fire and Labour Safety shall prepare and update. The accident prevention and labour safety course is mandatory for all new students who have not attended any University training during their earlier or current studies.
- (3) Students who do not speak or understand the Hungarian language properly are provided with information material in English.
- (4) The Student Services shall deliver to students and keep record of the student Guidelines.
- (5) From the guidelines, the students are entitled and obliged to get to know the fire and occupational safety activities of the University, receive information about the fire protection, civil and disaster protection regulations, the standards of conduct and tasks to be followed. After receiving and reading the guidelines, students confirm that the contents are acknowledged by their signature.
- (6) Dormitory residents shall receive written information about the fire and labour safety rules related to the dormitory upon moving in, and by signing it their acknowledgement is

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS 7. PART	Version number: 00. Entry into force: From 01.09.2021 Reference number: JISZ-SZ/12/2021
Students' Accident Prevention Rules		


given. It is the responsibility of the competent head of the dormitory to hand over and keep record of the student information containing the rules applicable in the dormitory.

- (7) If possible, the accident prevention and labour safety course should be included in the curriculum for the first semester and the necessary studies should be required for all students in the course to which it is essentially related. If this is not possible, the course shall be provided to the students in an online course in addition to the curriculum during the registration week or must be presented via Neptun. It is the responsibility of the Head of the fire and labour safety to determine, continuously update the syllabus of the course and to send it to the leader of the responsible department.
- (8) Students should report the general occupational safety knowledge inclined in the academic subjects within the framework of the examination of the subject.
- (9) Students who have not participated in labour safety lecture related to the given subject or internship may not participate in practical sessions. It is the responsibility of the Student Services to verify this.
- (10) In the case of an internship at an employer outside the University, the labour safety course must be given by the employer.
- (11) Changes in hazards and safety rules must be communicated to the students concerned in a timely manner and in a documentable way.

GENERAL REQUIREMENTS FOR ACCIDENT PREVENTION DURING THE EDUCATION

Article 7

- (1) Through its services, the University contributes to ensuring the healthy and non-addictive activities, and through its information and counselling system, it helps students to integrate during their studies. Where justified by the nature of the hazard, the University shall apply safety and health signs.
- (2) The University shall ensure the healthy and safe, organisational and material conditions of the course, that the causes of the student accidents are discovered and eliminated in order to prevent them, and the documentation requirements related to labour safety are enforced.
- (3) Students may only be assigned to perform a task that is mentally, physically and healthily suitable for the healthy and safe learning, and has the knowledge necessary to perform the task safely and without endangering health.
- (4) If the educational circumstances are such that the life, physical integrity or health of any person is directly endangered, it is forbidden to give lectures or give instructions to do so until the danger has ceased.
- (5) All sources of danger must be indicated in such a way as to be recognisable to all and to ensure that the danger can be avoided. This can be done by placing a warning sign or by any other appropriate means.


 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS 7. PART	Version number: 00. Entry into force: From 01.09.2021 Reference number: JISZ-SZ/12/2021
Students' Accident Prevention Rules		

- (6) In case of any malfunction for which the lecturer or student is not authorized to repair, the device must be immediately taken out of service and the necessary measures must be taken to repair it.

REPORTING, INVESTIGATION AND KEEPING RECORD OF STUDENT ACCIDENTS

Article 8

- (1) The University investigates and keeps record of the accidents suffered by the students in accordance with the relevant legislation in force.
- (2) The student injured or who detects the accident must immediately report the accident to the person managing the organized activity (lecturer, leader of the session), and if this is not possible, to the Student Services, and at the same time inform them of any danger still existing. If the condition allows, the injured student must immediately report to the health care provider or to the competent out-patient centre. The student must present the document certifying the medical care and it must be attached to the minutes.
- (3) The lecturer and practical leader managing the activity causing the accident shall arrange for the immediate elimination of any existing danger, rescue, first aid and further care of the injured person, and in the event of a serious accident, in cooperation with the gate service, for the notification of the ambulance and the relatives and the provision of the accident scene.
- (4) The person controlling the organized activity shall draw up a report on the accident in accordance with the Labour safety Regulations, which must be sent to the Head of fire and labour safety without delay.
- (5) The Head of fire and labour safety is responsible for the investigation of accidents involving students under the scope of these Regulations, however, the investigation must also involve a staff member appointed by the Head of Student Services. If necessary, the representative of the organisational unit concerned and his/her labour safety representative shall also be involved in the investigation. The representative of the Student Union is entitled to participate in the investigation of student accidents and to make comments.
- (6) The investigation shall be carried out immediately, but no later than fifteen (15) days after the accident occurred.
- (7) The report on the reported student accidents (and their submission) is kept by the Head of fire and labour safety in compliance with the relevant legal regulations.
- (8) The registration of student accidents is the responsibility of the Head of fire and labour safety.
- (9) Student accident reports shall be kept by the Head of fire and labour safety for a period of 5 years. One copy of the minutes shall be placed in the students' personal file and the other copy shall be filed by the University. Student Services will make copies of the accident report at the student's request, which must be sent to the student via Neptun.

 BUDAPESTI CORVINUS EGYETEM	STUDENT REQUIREMENTS 7. PART	Version number: 00. Entry into force: From 01.09.2021 Reference number: JISZ-SZ/12/2021
Students' Accident Prevention Rules		

- (10) The Head of fire and labour safety takes measures to investigate all student accidents that it becomes aware of and records the results thereof.

APPLICABLE RULES DURING INTERNSHIP

Article 9

- (1) Student accidents occurring in the course of work performed in the framework of internship at external employers shall be governed by the provisions of the Mvt. applicable to employees.
- (2) If the labour accident does not occur at the University during the practical training required for the students to obtain their professional qualification, employer shall mean the student's employer. The University and the employer may deviate from this by contractual agreement. The employer shall notify the University of any labour accident suffered by the students and shall allow Corvinus to participate in the investigation of the accident. In such matters the Head of fire and labour safety shall act on behalf of the University.

CLOSING PROVISIONS

Article 10

- (1) These Rules were adopted by the Senate at its session on 22 June 2021, and at the same time the Student Accident Prevention Regulations adopted by Resolution no. 31/2020. (08.18.) of the Board of Trustees shall be repealed.
- (2) These Rules shall enter into force on 1 September 2021.
- (3) These Rules shall apply to proceedings that commence after its entry into force.
- (4) Matters pending at the time of entry into force of these Rules shall be conducted in accordance with the rules set forth in paragraph (1).
- (5) These Rules constitute part 7 of the Student Requirements.
- (6) These Rules are an addition to the Fire Protection and Labour safety Regulations.