

**UNIVERSITY OF VETERINARY MEDICINE
ORGANISATIONAL AND OPERATIONAL REGULATIONS**

I. VOLUME

Organizational and Operational Order

Rulings Concerning Student Event Organization



2016. August

I. GENERAL PROVISIONS

1. §

(1) The good name and safety of education of the University of Veterinary Medicine (hereinafter: University) demands that events organized by the Student Government and other student organizations (hereinafter called HÖK) on and outside of the university campus are carried through in a civilized manner. The aim of these rulings is that the events falling under the authority of these rulings – independently of their character – could fulfil the goals of the organisers while staying within the limits of these rulings. They should ensure the rights, personal and material security of the participants, not offend the independency and good name of the university, and not endangered the material security and safety of any property owned or used by the university during the entirety of the event.

(2) The personal and material effect of these rulings is the following:

- a) events organized by HÖK on the University campus,
- b) events organized by HÖK off the University campus,
- c) events organized by a student or group of students of the University on the University campus, furthermore
- d) events organized by the HÖK, but executed by an external partner (contractor).

(3) These rulings include event organization and approval obtaining protocols, and forms of university supervision and documentation.

2. §

Legislation serving as the basis of these rulings

Legislation used for the establishment of the University of Veterinary Medicine's Student Event Coordination Rulings (hereinafter Rulings):

- a) The Fundamental Law of Hungary
- b) Act C of 2012 on the Criminal Code
- c) Act V of 2013 on the Civil Code of the Republic of Hungary
- d) Act XXXIV of 1994 on the Police
- e) Act III of 1989 on the Freedom of Assembly
- f) Act CXXXIII of 2005 on Rules of Personal and Property Protection and Private Investigations
- g) Act I of 2004 on Sport
- h) Act I of 1988 on Ground Transportation
- i) Act CXXVIII of 2011 on Disaster Management and Modifications of Related Regulations
- j) Act CLIV of 1997 on Health

- k) Act II of 2012 on Misdemeanour Offense, Misdemeanour Procedures and Register of Criminal Records
- l) Government Decree No 54/2004 (III.31.) on the safety of sports events
- m) Government Decree No 16/1999 (II.5.) on the paid service activities of the Police
- n) Government Decree No 162/2011 (VIII.18.) on Modifications of Governments Decrees No 54/2004 (III.31.) and No 16/1999 (II.5.)
- o) Government Decree No 329/2007 (XII.13.) on Police agencies and the function and authority of Police agencies
- p) Government Decree No 234/2011 (XI.10.) on the execution of the Act CXXXVIII of 2011 on Disaster Management and Modifications of Related Regulations
- q) Ministry of Interior Regulations No 54/2014 (XII.5.) on National Fire Protection Regulations
- r) Government Decree No 23/2011 (III.8.) on increasing the safety of music and dance related events
- s) Government Ruling No 1032/2011 (II.8.) on implementations for increasing the safety of music and dance related events
- t) Statute of the Student Government

II. ORGANIZATION OF HÖK EVENTS

3. §

(1) Student events can only be organized by elected HÖK office-holders, or by HÖK office-holders authorized by the HÖK President.

(2) Events organized by HÖK:

- a) Freshman camp
- b) Freshman ball
- c) Equus days
- d) other music and dance related events
- e) other student happenings

4. §

Preparation, authorization and supervision of events

(1) The organiser of the event is obliged to annunciate and commission the event according to these rulings.

(2) The organizer of the event is obliged to report the event to the HÖK President and the Rector's Secretariat.

(3) Authorization is done by the head of the Rector's Secretariat.

- (4)** Student events have to be planned on a semester basis, and the plan has to be submitted to the University Student Government prior to the beginning of the semester.
- (5)** The technical manager has to be contacted on information about fire safety regulations (allowed number of participants, evacuation regulations), work safety regulations and possible safeguarding tasks.
- (6)** The organizer has to take care of the building of connections necessary for the execution of the event (strong current, weak current, water supply) in a way approved by the technical and operational manager.
- (7)** The organiser must contact the technical and operational manager on information about the details and safety of the technological requirements.
- (8)** Events can only be organized in accordance with the permits obtained.

5. §

- (1)** The organisers have the authority to exclude those individuals from the event, who violate the rules, or bother other participants with their behaviour or appearance.
- (2)** Individuals excluded in (1) cannot turn to the organisers with any ethical or financial demands.
- (3)** For any damage caused during the event the perpetrator is responsible according to the Act on the Civil Code.

6. §

- (1)** The HÖK President is obliged to do a full supervision of the events and report the findings in writing to the Rector's Secretariat.

7. §

- (1)** The organiser is responsible for the orderliness of the event.
- (2)** The duty of the organiser is to provide the order of the event, and – if necessary – contact the Police and provide available medical care.
- (3)** If the participants' behaviour endangers the legality of the event and the order cannot be restored by other means, the organiser is obliged to disband the event.
- (4)** The participants' must leave the event venue at the time set as closure of the event and must restore the venue to its original state.

- (5) The organiser has to follow the disaster management guidelines during the event.
- (6) Given that it has been announced prior to the music and dance related event, the organiser can restrict the entry of underage individuals to the event by requesting age confirmatory documentation upon entering.
- (7) The organiser is responsible for obtaining the required permits, and giving the necessary notifications. The organisers have authority to take necessary measures. The organiser is present at the venue for the duration of the event in order to facilitate orderly conduct and policing, and is obliged to guarantee the upholding of these rulings.
- (8) The organiser is responsible for communicating with the providing contractor(s).

8. §

The responsibilities of the event organisers

- (1) If the organiser fails to fulfil the duties related to organizing the event, or acts against these rulings, the HÖK President – in line with the Statute of the Student Government – has the right to:
- a) issue verbal or written warning,
 - b) decrease or completely revoke benefits
 - c) issue suspension from the HÖK
 - d) issue revocation from the HÖK
 - e) take disciplinary actions.

9. §

Freshman camp

- (1) The HÖK has the right to organize the freshman camp.
- (2) The HÖK members do their duties as volunteers both during the organisation and the execution of the event.
- (3) The rules of freshman camp are mandatory for every individual, who
- a) signed up for the camp and signed the liability statement in Appendix 2,
 - b) attends the event as the University's student (senior/ team leader/ mentor, camp leader, organiser, freshman) or
 - c) attends at the request of the organisers,

d) contributes as a provider,

e) visits the camp.

(4) The camp rules (hereinafter rules) (Appendix 1.) has to be read to every individual present at the camp and has to be obeyed at all times.

(5) The camp leader is responsible for:

a) the execution of the event at the venue,

b) the control of the organisers' work, and for the familiarization and compliance of relevant laws and regulations,

c) the respect of basic human and personal rights.

(6) In the event of rule violating behaviour, the camp leader is obliged to take immediate measures to cease the said behaviour. The camp leader is responsible for the proper investigation of these happenings and taking appropriate actions.

(7) Organiser is every student entrusted by the camp leader as organiser, helper or team leader.

(8) Only those can hold team leader positions, who attended the educational meeting and professional selection prior to the camp.

(9) Given that any participant or organiser of the freshman camp violates rules set forth in the liability statement, the camp rules or in these rulings, proceedings may be instituted against said individual.

(10) The freshman camp is a closed event, at which besides the freshman only individuals approved by HÖK can be present.

(11) Freshmen are entitled to attend if they present documentation of the paying the camp fees based on their application.

(12) The organiser of the camp is obliged to provide identification measures (eg. wrist band, ticket etc.) for the attending participants mentioned in paragraph (3) a)-e).

(13) Freshmen have to be registered upon arrival to the camp. At registration, besides showing documentation of identification, the following documents should be filled out:

a) statement regarding the recognition of and compliance with the camp rules

b) liability statement

c) transfer declaration (if necessary).

(14) Given that an individual is present at the camp location without permission, the camp leader can ask the said individual to leave. If the request is denied, the camp leader has the right to ask for police intervention.

(15) Any individual attending the camp as a freshman student cannot be forced to do anything, especially not the following:

- a) consume alcohol,
- b) violate his/her moral and ethical code,
- c) illegal activities.

III. MISCELLANEOUS AND CLOSING REMARKS

10. §

In the implementation of these rulings:

(1) *Event*: every social program operating under the authority of these rulings, especially music and dance related events, sport events and professional gatherings.

(2) *Licensor*: HÖK President, Rector's Registrar

(3) *Authorized staff*: that number of participants that can be safely evacuated from the event venue in the legally determined amount of time during the case of an emergency

(4) *Evacuation calculations*: the determination of the time interval, in which the event venue can be evacuated in case of an emergency taking into account the permeable capabilities of the accessible doors and windows and the number of participants.

(5) *The event's organiser*: student or other responsible individual, who has been reported as the event organiser following these rulings.

(6) *First aid service*: the service providing basic health care that is accessible at the event venue for the given period of time.

(7) *Security personnel*: those individuals, who are responsible for keeping the order during the given period of the event. Those providing the organized security measures of the premises (gatekeeper, guard, patrol) should not be included in this category.

11. §

(1) Permit documentation of the event has to be retained for three years both by the organizers and the HÖK.

(2) The regulations of this ruling should be applied in synchronisation with the operative law and the University regulations.

(3) The Senate of the University of Veterinary Medicine approved this Ruling by its decree No .../2015/2016 SZT on 2016. August 12.

(4) This Ruling comes into effect following the Senate's approval, the day after the Chancellor's agreement.

On behalf of the University Senate

dr. Battay Márton
Secretary of Senate

Dr. Sótonyi Péter
President of Senate

In agreement

Budapest, 2016.

dr. Bohátka Gergely
Chancellor

I. RULES OF THE FRESHMAN CAMP

1. Participants of the freshman camp (hereinafter camp) are ethically and financially responsible for their own and others' physical safety, for the safekeeping of camp equipment and for upholding the norms of cultured behaviour during the period of the camp.
2. The used accommodation and camp equipment has to be handed over in the same quality and quantity as when received.
3. The camp participants have to, at all times, wear their camp wrist bands they received from the organisers at the beginning of the camp, and willingly show it to the authorized personnel when requested.
4. The camp participant is obliged to refund any caused damaged.
5. The participants must oblige the fire safety regulations, meaning that starting fire is forbidden within all buildings and tents, and smoking is only prohibited at the assigned areas.
6. Littering is forbidden on camp grounds, waste can only be collected at the assigned areas.
7. Consumption of illegal drugs during the camp is strictly forbidden and leads to police report!
8. Leaving the camp area is allowed only with permission from the camp leaders.
9. Those violating the camp rules can be excluded from participation, in which case, they must leave the camp area immediately after the decision was made. The violators cannot take action against the organisers with any ethical or financial demands.
10. Camp rules have to be read to all participants prior to the signing of the liability statement.

II. LIABILITY STATEMENT

I, undersigned (Mother's name:);

address:; ID number:

TAJ/insurance number:) declare under penalty of perjury that I have been read the rules of the freshman camp (location, date) organized by the University of Veterinary Medicine Student Government, which I accept and oblige. I accept financial responsibility for any damage I cause. I accept responsibility for my personal safety and health. I vouch that, at registration, I reported all my health problems, allergies, drug sensitivity etc. to the organisers. I declare that I attend all programmes at my own responsibility. I vouch that I will not blame the organisers for any incident I suffer from my own fault.

Date:

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signature