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Regulation No. **32/2026**	**Internal Regulation of the Institute of Technology and Business in Prešov**

Directive VŠTE No. 32/2026 on the Introduction of a Uniform Procedure in the Event of a Registered School Accident and on the Recording of Dangerous Incidents (originally Directive No. 4/2015)

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			doc. Ing. Jakub Horák, MBA, PhD., Chair of the Board of Trustees		
Prepared by (submitted by)			Rector of VŠTE in Prešov (proposal under Section 31(2) of Act No. 300/2025 Coll.)		
			doc. ThDr. PaedDr. Marek Storoška, PhD., Rector		
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Directive on the Introduction of a Uniform Procedure in the Event of a Registered School Accident and on the Recording of Dangerous Incidents

Institute of Technology and Business in Prešov

Directive VŠTE No. 32/2026 on the Introduction of a Uniform Procedure in the Event of a Registered School Accident and on the Recording of Dangerous Incidents at the Institute of Technology and Business in Prešov (Smernica VŠTE č. 32/2026 k zavedeniu jednotného postupu pri vzniku registrovaného školského úrazu a pri evidencii nebezpečných udalostí na Vysokej škole technickej a ekonomickej v Prešove)

2026

In accordance with Methodological Guideline of the Ministry of Education of the Slovak Republic No. 4/2009-R on the introduction of a uniform procedure for schools, school facilities and higher education institutions in the event of a registered school accident and on the recording of dangerous incidents, Section 18(1), Section 75(4) and Section 93(3)(a) of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), as amended by Act No. 121/2026 Coll. (hereinafter the "Act"), Act No. 124/2006 Coll. on Occupational Safety and Health and on Amendments to Certain Acts, as amended, the Statute of the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov") and Directive VŠTE No. 14/2026 Organisational Rules (Smernica VŠTE č. 14/2026 Organizačný poriadok), this Directive "on a uniform procedure in the event of a registered school accident and on the recording of dangerous incidents" is issued; it is binding on all university teachers, other employees and students of VŠTE in Prešov.

Article 1 Introductory Provisions

(1) The Directive on the registration of school accidents and the recording of dangerous incidents (hereinafter the Directive) regulates the uniform procedure in the event of a registered school accident and the recording of dangerous incidents in the conditions of VŠTE in Prešov.

(2) This Directive is binding on all students, teachers and other professional staff who complete, provide and organise studies at VŠTE in Prešov. It applies, as appropriate, also to participants in lifelong learning and to participants in short-cycle study programmes under Section 66 of the Act.

Article 2 School Accident

(1) A registered school accident is damage to the health (hereinafter accident) of a student (hereinafter student) if it occurred:

- a) during educational activities at VŠTE in Prešov or optional activities organised by VŠTE in Prešov or in direct connection therewith,
- b) during activities not listed in point a) if the student performed them on the instruction or with the consent of a university teacher or an authorised employee of VŠTE in Prešov.

(2) A registered school accident (Section 17(4) of Act No. 124/2006 Coll. on Occupational Safety and Health and on Amendments to Certain Acts, as amended) is an accident which is the reason for the student's

absence from VŠTE in Prešov, on the basis of the opinion of the attending physician, lasting more than three days, or the death of the student.

(3) VŠTE in Prešov draws up the record of a registered school accident set out in Annex No. 1 no later than four days after notification of the occurrence of the registered school accident.

(4) An accident of a student which occurred during practical training, work placement or a final internship carried out at a natural person or legal person on the basis of an agreement, temporary work or other activity is not a registered school accident. Such an accident is considered a registered occupational accident (Section 17(2)(a) of Act No. 461/2003 Coll. on Social Insurance, as amended; Methodological Guideline No. 4/2009-R). A student who undergoes practical training or a final internship at a practical-training provider is subject to the provisions on occupational safety and health under Section 75(4) and Section 83 of the Act; the responsibility of that provider and of VŠTE in Prešov is governed by the agreement on practical training or on the final internship and by Directive VŠTE No. 2/2026 on Work Placement (Smernica VŠTE č. 2/2026 o odbornej praxi).

(5) An unregistered school accident is an accident which is the reason for the student's absence from VŠTE in Prešov, on the basis of the opinion of the attending physician, lasting less than four days, or where the student is not absent from VŠTE in Prešov but his or her health is damaged by an accident.

(6) Investigation of an accident means establishing all the circumstances and causes of the accident, the place of the accident, the witnesses to the accident, documenting the place of the accident in the case of a serious accident, stating the name and surname of the university teacher or other employee who was supervising at the time of the accident, or the name and surname of the employee who instructed the student to carry out the activity which led to the accident.

(7) In educational activities delivered by the distance method (Directive VŠTE No. 26/2026 on the Distance Method and E-Learning), only in-person activities organised by VŠTE in Prešov on its premises or at a place determined by it (e.g. an in-person block session or an in-person examination) are deemed to be educational activities at VŠTE in Prešov under paragraph 1(a); paragraph 1(b) remains unaffected. An accident suffered by a student during independent study or while taking part in online teaching, an online examination or another online activity from a place chosen by the student and at which VŠTE in Prešov does not exercise supervision is not a school accident under this Directive unless it is an activity under paragraph 1(b).

Article 3 Notification of an Accident and of a Dangerous Incident

(1) University teachers, employees and students of VŠTE in Prešov are obliged to notify the occurrence of a school accident and the occurrence of a dangerous incident immediately after becoming aware of it.

(2) The occurrence of a registered school accident, an unregistered school accident and a dangerous incident is notified to the Chancellor's Office of VŠTE in Prešov and subsequently to the employees' representative for occupational safety and health. In the absence of the Chancellor of VŠTE in Prešov and the employees of the Chancellor's Office, the accident or dangerous incident is notified to the Rector's Office (Rector's secretariat, rektorat@vste.sk). The notification may also be submitted electronically from the assigned e-mail address of the student or employee or through the academic information system AiS2 (hereinafter "AiS2") (Section 95(4) of the Act).

Article 4 Records of Unregistered School Accidents

(1) The Chancellor's Office of VŠTE in Prešov keeps records of unregistered school accidents.

(2) The records contain:

- a) the first name,
- b) the surname,
- c) the date of birth of the student who suffered the accident,
- d) the day, hour, month and year of the accident,
- e) the place where the accident occurred,
- f) a brief description of how the accident occurred,
- g) the nature of the accident,
- h) the witnesses to the accident,
- ch) the name and surname of the university teacher or other employee who was supervising at the time of the accident,
- i) the date of entry of the accident in the records of unregistered accidents.

(3) The data from the records are used when drawing up the record of a registered school accident if the consequences of the accident become apparent later.

(4) The data in the accident records and in the accident reports are personal data, including data concerning health; VŠTE in Prešov processes them for the purpose of fulfilling its obligations under Act No. 124/2006 Coll. and this Directive, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) and Act No. 18/2018 Coll. on Personal Data Protection and on Amendments to Certain Acts; only authorised employees have access to them.

Article 5 Drawing Up the Record of a Registered School Accident

(1) The record of a registered school accident is drawn up by the university teacher or other employee who was supervising at the time of the accident or, if that is not possible, by another employee authorised by the Chancellor of VŠTE in Prešov, immediately after the accident or, if that is not possible (the state of health of the injured person does not permit it), no later than 3 days after the accident.

(2) VŠTE in Prešov investigates every accident which happens to a student during the activities referred to in Article 2(1). It establishes whether the accident meets the nature and requirements of a registered school accident. At the same time, it establishes the cause of the accident, who caused it and the circumstances of its occurrence, and adopts and implements the measures necessary to prevent the recurrence of a similar accident. In doing so, it proceeds in accordance with Article 2(6) of this Directive.

(3) If the student has suffered grievous bodily harm (Section 123 of Act No. 300/2005 Coll., the Criminal Code, as amended) or if the student has died, VŠTE in Prešov sends the notification of the registered school accident and the documents from its investigation to the Ministry of Education, Research, Development and

Youth of the Slovak Republic (hereinafter the "Ministry") within one month of the drawing up of the record of the accident.

Article 6 Statistical Records of Student Accidents

(1) For statistical purposes, the Chancellor's Office of VŠTE in Prešov is obliged, within 7 calendar days of the occurrence of each school accident, to record it through the web application Úr (MŠ SR) 1-01 or through another information system designated by the Ministry.

(2) The statistical records of school accidents are kept on an ongoing basis only in the web application; no other return is completed at the end of the academic year.

Article 7 Dangerous Incident

(1) A dangerous incident is an incident in which the safety or health of a student was endangered but no damage to his or her health occurred.

(2) The Chancellor's Office of VŠTE in Prešov keeps records of dangerous incidents.

(3) After notification of a dangerous incident, the Chancellor's Office of VŠTE in Prešov takes without delay the measures necessary to prevent any further threat to the life and health of the student.

Article 8 Related Regulations

(1) This Directive builds in particular on the following legal regulations:

- Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), as amended by Act No. 121/2026 Coll., in particular Section 18(1), Section 75(4), Section 83, Section 93(3)(a) and Section 95,
- Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 205/2026 Coll. implementing certain provisions of the Higher Education Act,
- Act No. 124/2006 Coll. on Occupational Safety and Health and on Amendments to Certain Acts, as amended,
- Act No. 461/2003 Coll. on Social Insurance, as amended,
- Act No. 300/2005 Coll., the Criminal Code, as amended (Section 123),
- Decree of the Ministry of Labour, Social Affairs and Family of the Slovak Republic No. 500/2006 Coll. laying down the template of the record of a registered occupational accident,
- Methodological Guideline of the Ministry of Education of the Slovak Republic No. 4/2009-R,
- Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) and Act No. 18/2018 Coll. on Personal Data Protection and on Amendments to Certain Acts,
- Act No. 395/2002 Coll. on Archives and Registries and on Amendments to Certain Acts, as amended.

(2) This Directive builds on the following internal regulations of VŠTE in Prešov:

- Statute of VŠTE in Prešov (Štatút VŠTE v Prešove),

- Directive VŠTE No. 14/2026 Organisational Rules,
- Directive VŠTE No. 21/2026 Study Rules (Smernica VŠTE č. 21/2026 Študijný poriadok),
- Directive VŠTE No. 26/2026 on the Distance Method and E-Learning (Smernica VŠTE č. 26/2026 o dištančnej metóde a e-learningu),
- Directive VŠTE No. 2/2026 on Work Placement (Guidelines for Work Placement),
- Directive VŠTE No. 11/2026 on Human Resources Management and Personnel Work (Smernica VŠTE č. 11/2026 pre riadenie ľudských zdrojov a personálnu prácu),
- Directive VŠTE No. 35/2026 Records Management Rules of VŠTE in Prešov (Smernica VŠTE č. 35/2026 Registratúrny poriadok VŠTE v Prešove).

Article 9 Repealing Provisions

This regulation repeals Directive No. 4/2015 on the Introduction of a Uniform Procedure in the Event of a Registered School Accident and on the Recording of Dangerous Incidents at the Vysoká škola medzinárodného podnikania ISM Slovakia v Prešove.

Article 10 Final Provisions

(1) The Chancellor's Office of VŠTE in Prešov keeps the record of a registered school accident, the record of an unregistered school accident and the record of a dangerous incident for five years from the occurrence of the accident or dangerous incident, unless the Records Management Rules of VŠTE in Prešov lay down a longer retention period.

(2) The original wording of this Directive (Directive No. 4/2015) entered into force and effect on the day of its signature by the Chairman of the Board of Trustees of the Vysoká škola medzinárodného podnikania ISM Slovakia v Prešove.

(3) Amendments to the provisions of this Directive, where they result from changes to generally binding legal regulations, will be made in the form of a supplement to this Directive.

(4) Annex No. 1 (Record of a Registered School Accident) and Annex No. 2 (Template of the Record of a Registered School Accident) form annexes to this Directive. Annexes and forms are updated together with this Directive; the current templates are published by VŠTE in Prešov on its website (www.vste.sk).

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(5) This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector (Section 31(2)(g) of the Act) on 29 October 2026. Effective from 29 October 2026.

Prešov, 29 October 2026



doc. Ing. Jakub Horák, MBA, PhD.

Chairman of the Board of Trustees of VŠTE in Prešov

Annexes:

- 1) Record of a Registered School Accident,
- 2) TEMPLATE of the Record of a Registered School Accident.

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Annex No. 1 Record of a Registered School Accident

Higher education institution: ..... telephone number:

Address: Postcode

Legal person operating as a private higher education institution (name, registered office):

No.	Item
1	Name and surname of the injured person. Date of birth, study programme, semester
2	Residence of the injured person. Marital status. Number of dependent children of the injured person's parents – for married students
3	Name, surname and residence of the legal guardian, if the injured person is a minor
4	Hour ..... day ..... month ..... year of the accident. Place where the accident occurred ..... Type of injury (Section 123 of Act No. 300/2005 Coll., the Criminal Code, as amended) ..... Injured part of the body .....
5	Is it a fatal accident? Did the injured person die immediately? Or later (date) ..... Is it an accident involving grievous bodily harm?
6	Description of the course of the accident. Source of the accident (to be completed in accordance with Decree of the Ministry of Labour, Social Affairs and Family of the Slovak Republic No. 500/2006 Coll.) – Source code. Cause of the accident – Cause code
7	Who was carrying out pedagogical supervision at the time and place of the accident and in what manner? How, when and by whom was the injured person instructed on the principles of safe conduct in relation to the accident?
8	What was in an incorrect or dangerous condition at the place of the accident at the time of the accident? Which regulation did the higher education institution breach?
9	What did the injured person do in an incorrect or dangerous manner? Which regulation did the injured person breach?
10	Was the accident caused or influenced by another person (name and address), or did it occur as a result of natural forces or animals?
11	Did the injured person suffer damage to property, and what damage? What damage did the higher education institution suffer as a result of the accident?

Date of drawing up the record of the registered school accident:

Date of investigation of the registered school accident:

Statement of the student's legal guardian (if the student is a minor) on the accident:

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..... Signature of the injured person (where possible); for a minor, also the signature of the legal guardian

..... Signature of the employee carrying out pedagogical supervision

..... Signature of the Chancellor, stamp of VŠTE in Prešov

Signatures of witnesses .....

..... Signature of the employees' trustee

No.	Item
12	To remove the causes of the accident, the management of VŠTE in Prešov will take the following measures: a) organisational and technical – Deadline: b) educational. ..... Signature of the employee responsible for the implementation of the adopted measures
13	Statement of the works council or the employees' trustee on the proposed measures (12). ..... Stamp and signature
14	Record of the check of the measures implemented. Date of the check: Name, surname and signature of the person who carried out the check:
15	Address of the healthcare facility where the injured person was treated
16	Further additional data, number of teaching days missed as a result of the accident

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Annex No. 2 Template of the Record of a Registered School Accident

TEMPLATE

Record of a Registered School Accident

School: Gymnázium ..... telephone number: 02/59345685

Address: Staromestská 25, Bratislava Postcode 813 556

Superior body, founder (address): Regional School Office in Bratislava, Teplická 4, 831 02 Bratislava

No.	Item
1	Name and surname of the injured person: Viera Gašparová. Date of birth 23 August 1987. Class, year, semester I.A
2	Residence of the injured person: P. Horova 95, 841 07 Bratislava. Marital status: single. Number of dependent children of the injured person's parents – for married pupils: 0
3	Name, surname and residence of the legal guardian, if the injured person is a minor: Ján Gašpar, P. Horova 95, 841 07 Bratislava
4	Hour ....10.15..... day .....14..... month .....September..... year .....2006..... of the accident. Place where the accident occurred: ..gymnasium..... Type of injury (Section 123 of Act No. 300/2005 Coll., the Criminal Code, as amended): .....fracture..... Injured part of the body: ..right upper limb – wrist.....
5	Is it a fatal accident? NO. Did the injured person die immediately? NO. Or later (date) ...-..... Is it an accident involving grievous bodily harm? YES
6	Description of the course of the accident: During a PE lesson the injured person landed badly when jumping for the ball. In the subsequent fall she hit her right hand. Immediately after the accident the injured person was given first aid – immobilisation of the hand – and was taken to the surgical department at Kramáre. Source of the accident (to be completed in accordance with Decree of the Ministry of Labour, Social Affairs and Family of the Slovak Republic No. 500/2006 Coll.) – Source code XI - 73. Cause of the accident – Cause code 12
7	Who was carrying out pedagogical supervision at the time and place of the accident and in what manner? PE teacher – Eva Rosinská. How, when and by whom was the injured person instructed on the principles of safe conduct in relation to the accident? Before the PE lesson by the teacher and at the beginning of the school year by the class teacher (see the entry in the class register)
8	What was in an incorrect or dangerous condition at the place of the accident at the time of the accident? Everything was in order. Which regulation did the school breach? The school did not breach any regulation.

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9	What did the injured person do in an incorrect or dangerous manner? The injured person proceeded in the usual safe manner. Which regulation did the injured person breach? The injured person did not breach any regulation.
10	Was the accident caused or influenced by another person (name and address), or did it occur as a result of natural forces or animals? No.
11	Did the injured person suffer damage to property, and what damage? No. What damage did the school suffer as a result of the accident? None.

Date of drawing up the record of the registered school accident: 19 September 2006

Date of investigation of the registered school accident: 14 September 2006

Statement of the pupil's legal guardian on the accident: I have no comments

.....Ján Gašpar..... Signature of the injured person (where possible); for a minor, also the signature of the legal guardian

.....Eva Rosinská..... Signature of the employee carrying out pedagogical supervision

.....Ing. Igor Haluška..... Signature of the school head or the dean of the higher education institution and stamp of the school

Signatures of witnesses .....Eva Findová..... .....Milan Kokina.....

.....Jozef Hrivňák – employees' representative..... Signature of the employees' trustee

No.	Item
12	To remove the causes of the accident, the school management will take the following measures: a) organisational and technical: No measures were adopted. Deadline: - b) educational: No measures were adopted. ..... Signature of the employee responsible for the implementation of the adopted measures
13	Statement of the school board or the works council or the employees' trustee or the trade union committee on the proposed measures (12): I agree with the investigation of the accident. .Jozef Hrivňák – employees' trustee. Stamp and signature
14	Record of the check of the measures implemented. Date of the check: Name, surname and signature of the person who carried out the check:
15	Address of the healthcare facility where the injured person was treated: Kramáre, Limbová 3, Bratislava.
16	Further additional data, number of teaching days missed as a result of the accident: 10. Further treatment – rehabilitation: 40 days