

# Enrolment into 1<sup>st</sup> year of study

Faculty of Social Sciences, Charles University, Smetanovo nabrezi 6, Prague 1

Study programme: \_\_\_\_\_

Type of study:      Master                      Bachelor

Form of study:      Full-time

Ac. Degree:              First name:                      Family name(s) (capital letters):

\_\_\_\_\_

Maiden name: \_\_\_\_\_

Date of birth: \_\_\_\_\_              Place of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_              Passport No.: \_\_\_\_\_

Permanent address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_              Phone No.: \_\_\_\_\_

Delivery address in Czechia:

\_\_\_\_\_  
\_\_\_\_\_

- All changes to be announced immediately to International Degree Programmes Office, Smetanovo nábřeží 6, 110 01 Prague 1.
- **Change** of the **contact address** is obliged to be recorded in **SIS**
- The faculty Gmail address will be noted as a **primary contact address** in the SIS and will be the **main communication channel** of the faculty towards students.
- I hereby confirm that I have read and agreed to the Matriculation Oath and I have been instructed in occupational safety and fire protection (see enclosed documents).

In (Place and Date):

Signature

\*I declare that all data are true, I have not concealed any facts and I am aware of all the consequences resulting from the submission of untrue data. I have been informed that the Faculty of Social Sciences is a processor of the personal data of natural persons and ensures their protection in accordance with the Czech legal system, in particular with the European Parliament and Council Regulation (EU) no. 2016/679 of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, Act no 101/2000 coll., On the Protection of Personal Data, as amended. I have been further informed that FSV UK will, for the duration of my studies and for the necessary time after my studies, process my personal data, including photographs of my person in connection with the study and in accordance with the Act no. 111/1998 coll., On Universities, as amended. For more information on personal data protection, visit [www.cuni.cz](http://www.cuni.cz).

Surname, name:

Date of birth:

## **Matriculation Oath**

I promise to properly exercise the rights and fulfil the duties of a member of Academic Community of Charles University.

I promise to respect the glorious humanistic and democratic tradition of Charles University, to regard its good reputation and to study so that my activity brings universal benefit.

Date:

Signature:



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## **Information on Occupational Safety and Fire Protection**

### **Occupational Safety**

The basic obligations of any school facility include the obligation to ensure the safety and health protection of all persons who are on its premises or carry out activities under the direction of such school facility.

Fulfilling obligations in the field of occupational safety is also based on international agreements required by the European Union, which put great emphasis on these obligations. It considers non-compliance as serious violations of international agreements and as unjustified competitive advantages. According to the principles of the European Union, the notion of occupational safety concerns not only the safety of the work process itself, but also the safety of buildings. Furthermore, the impact of the facility on its surroundings, that is not only by outflow of harmful factors (noise, emissions), but also how the facility affects social ties in its vicinity (e.g. employment, purchasing power, standard of living, etc.).

Ensuring safety and health concerns both the condition of buildings and other objects and their technical equipment, machinery and other equipment; furthermore, occupational safety also includes organizational measures to prevent damage to health and property.

### **Obligations of Students**

Students are obliged to take care of their health as well as the health of other persons who could be endangered by the student's behaviour. They must behave in such a way that their health or that of others is not harmed. They are obliged to observe the principles of safe behaviour in the school buildings and during events organized by the school. This means being careful when walking around the building, not running in hallways and on staircases, as there is a risk of tripping and falling, being careful when handling and relocating objects to prevent injury, especially from dropping objects, hitting an obstacle, doors, etc. Any inappropriate pranks that could cause personal injury are prohibited.

Furthermore, students are not allowed to enter the technical workplaces of the school (e.g. power switch room, boiler rooms, etc.). They must not handle machines and equipment unless their handling is part of the coursework or other similar activities (except for vending machines, public photocopiers, etc.). Students are obliged to observe the specified operating instructions and guidelines issued by the manufacturer or trade organization for the use of machines, equipment and generally all products which they must be familiarized with. All machines, equipment, substances, materials and others can be used by students only in the specified way and for the purposes specified by the manufacturer in the operating documentation (operating instructions).



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They may not use unauthorized electrical and thermal appliances in school buildings. Students without electrical qualifications may only switch on or off lights, electrical devices and electrical appliances up to 240 V, or plug in or unplug the power cord from the socket. High-voltage electrical appliances may only be switched on and off at the teacher's direct command. Any interference with electrical equipment is strictly prohibited. They may not handle gas appliances unless they have received a direct order to do so. Students are obliged to use personal protective work aids if their use is specified for the performed activity (e.g. during temporary work organized by the school).

It is forbidden to smoke in school buildings. It is also prohibited in the school buildings to consume alcoholic beverages and other addictive substances, and attend classes and school-organized events under their influence.

It is forbidden to bring weapons, ammunition and any pyrotechnic items (explosives) to the school buildings and events organized by the school.

Students are obliged to comply with orders and prohibitions (written and oral), especially of teachers and school staff. These orders also include safety and fire tables.

Students are obliged to maintain order and cleanliness in the school buildings (especially on their foot-paths) in order to prevent possible falls of persons, not to limit the free passage, not to restrict access to fire extinguishers, fire hydrants, electric boxes, etc.

Students are obliged to report to their teacher any damage to health (even minor injuries) that occurs during the class or during an organized event.

### **Act on Technical Requirements for Products No. 22/1997 Coll.**

According to the European legislation, the manufacturer, importer or seller is obliged to issue a declaration of conformity for dangerous products. This declaration of conformity means the product has been marked as functional, reliable and safe (i.e. it is labelled with a CE conformity mark).

The validity of technical standards is regulated by the above-mentioned act. Breach of safety provisions from technical standards (ČSN) is a breach of the principles of safe behaviour at the workplace according to § 135 para 4 letter c) of the Labour Code.

### **Act on Chemical Substances and Preparations**

Hazardous chemicals and preparations are explosive, oxidising substances which, in contact with other (particularly flammable) substances, increase their flammability. They can be extremely flammable, highly flammable or flammable, very toxic or toxic, harmful, corrosive, irritant, sensitizing or allergizing (i.e. after inhalation or skin penetration they may cause hypersensitivity of the organism), carcinogenic or mutagenic (i.e. may cause or increase the frequency of occurrence of genetic damage), toxic to reproduction (i.e. may cause damage to reproductive function in men or women), or dangerous for the environment.



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All containers with these substances and preparations must bear the label of the contents and their hazard warning with the appropriate mark, the label indicating the danger of the contents (R-phrases) and instructions on how to prevent the risk of harm to health (S-phrases), instructions for handling residues and empty packaging. In particular, all replacement packaging must be properly labelled, the original content label must be torn off or re-labelled to avoid confusion (especially in the case of popular PET bottles).

Care should be taken when handling hazardous chemicals and preparations and it is necessary to follow the instructions on packaging. It is forbidden to eat, drink, smoke or handle open fire while working with them. Cleaning detergents should be stored in designated locations.

### Principles of First Aid

In the event of skin contact, wash the stained area thoroughly, remove the stained clothing and wash it. In case of contact with the eye, wash out the affected eye with plenty of clean water and induce vomiting if hazardous substance has been swallowed. In any case, it is necessary to seek professional medical assistance. Prior to the treatment, the physician should be told what type of substance has affected the person (if it can be demonstrably claimed).

### Fire Protection

Everyone is obliged to behave in such a way that s/he does not cause a fire and does not endanger the lives and health of persons or animals, property or the environment, and to comply with the provisions of the fire alarm directives, evacuation plan and other fire protection documents. Care should be taken when using thermal, electrical, gas and other appliances, or when storing and handling flammable substances and oxidizing substances and open flame. Another general obligation is to maintain the fire protection regulations, to follow the instructions in the manuals and instructions for the use and operation of the equipment and hazardous substances issued by the manufacturer or a commercial organization. Each person is obliged to comply with the orders and observe the prohibitions at the designated places, in particular the ban on smoking and manipulation with open fire.

When handling and using flammable liquids, it is not allowed to smoke or handle open flames. Clothes and other materials must not be dried on heaters.

When fighting fires and other accidents, it is the responsibility of each participant to provide personal or factual assistance to the fire brigade, unless important circumstances prevent it.

Students may not perform activities that could lead to fire. They may not misuse and damage fire protection equipment (fire extinguishers, unreasonable summoning of fire protection unit, etc.), violation of the ban is fined. They are obliged to observe **the ban on smoking** on the faculty's premises. Furthermore, they are obliged to comply with the provisions of the fire alarm directives, evacuation plan and other fire protection documents, including the rules of college dormitories, training centres, etc.



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### **What to Do in Case of Fire**

In case of fire, it is the obligation of everybody to inform all persons who could be endangered by fire. Usually this is done by calling “**FIRE**”. The fire participant is obliged to try to extinguish the arising fire, to remove flammable and other fire hazardous substances from its vicinity and to prevent fresh air from reaching the fire if possible. If one cannot extinguish the fire on his/her own, the fire must be immediately **reported to the fire alarm office (at the reception on the faculty premises), in person or by telephone:**

**In the Hollar building 222 112 255**

**In the building in Opletalova street 222 112 303**

**In the buildings Pekařská 10 and Pekařská 16 please call directly 150**

When reporting a fire to the reporting office, it is necessary to report: the location of the fire, what is burning, one’s name and telephone number from which the person is reporting the fire and wait for verification from the reporting office.

When a fire alarm is triggered, all persons **immediately** leave the hazardous area, except for those carrying out fire or evacuation work.

**It is the obligation of everyone to notify the head of the faculty’s operational department personally (room number 1 in the Hollar building) or at the line number 222 112 213 of any fire, even if s/he extinguished it herself/himself.**

### **Use of Portable Fire Extinguishers**

Before using the fire extinguisher, be aware of the risk of electric shock. It is strictly forbidden to extinguish electrical equipment with water or a foam fire extinguisher. Powder fire extinguishers are intended for all kinds of fires, including electrical equipment. Snow fire extinguishers are designed for extinguishing electrical equipment, food, libraries, etc.

The fire extinguisher should be activated only before it is immediately used, after releasing the fuse at the valve release lever. In any case, follow the instructions given on each fire extinguisher.

Prague, 1. 10. 2020