



SEMMELWEIS UNIVERSITY

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Subject: Information about the CSÉB Insurance Plan to the students and employees of Semmelweis University

To all University Citizens

Semmelweis University has renewed its contract with insurance company Allianz Biztosító Zrt. One of the key elements of the insurance plan is that each student and employee of our institution is covered by a group life and accident insurance policy provided by the university.

The insurance package contains the following benefits:

the amount of benefit	fracture	40 000 Ft
	accident surgery	150 000 Ft
	progressive disability due to an accident	1 000 000 Ft
	accidental death	1 500 000 Ft
	death due to any cause	800 000 Ft

Claims related to insured events can be submitted using the service claim form available on our website.

Submit the completed claim form to the staff members working in the insurance department of the Directorate of Services, János Bakó and Judit Kikillai, in the event of a bone fracture, surgery required due to an accident, or disability resulting from an accident. Insurance events have to be reported to the insurer within 8 working days of their occurrence.

Both students and employees can designate a beneficiary entitled to receive the insurance benefits for the two benefit elements of the insurance related to a death event using the appropriate form. Designating a beneficiary means that in the unfortunate event of a death as an insured event, the insurance amount paid by the insurer will be directly transferred to the designated beneficiary, therefore the process that would otherwise make the insurance amount

accessible through probate proceedings becomes shorter. In other words, the beneficiary will receive the determined insurance amount quickly. This can provide significant financial assistance in covering unexpected expenses during such an extraordinary situation.

If no beneficiary is designated, the amount of the insurance benefit becomes part of the estate. The heirs may only use it when the probate proceedings are completed. For the death benefit elements, a beneficiary can be a person other than the legal heir, and it is also possible to designate multiple beneficiaries. In such cases, the full amount of the insurance benefits must be distributed without remainder, based on the percentage allocation specified for each beneficiary.

Employees can primarily make beneficiary designations electronically through the online document service portal magyarorszag.hu. In exceptional cases, manually submitted hard copies are also accepted and we forward them to the insurer.

Employees who submit their beneficiary designation in writing can hand it to their local HR administrator or directly to the Directorate General of Human Resources. Students who are Hungarian citizens can submit their hard copies to their respective student office (TO) if they do not use the designated electronic administration option.

Employees and students who are foreign nationals may only submit their beneficiary designation in hard copy in the way detailed above.

When using the electronic government portal (magyarorszag.hu), the beneficiary designation statement can be made using the Document Authentication Based on Identification (AVDH) function. Detailed instructions on the upload process are available on the same site. Using the AVDH function is convenient and straightforward, as it requires no witness signatures, and there is no need for printing, mailing, or handling matters in person.

Beneficiary designations are primarily recorded by the insurer; however, it is important to note that Semmelweis University, as the contracting party with the insurer, must also sign the documents. Therefore, Semmelweis University retains the personal data contained in the statements for 30 days. After the electronic transfer of the beneficiary designation statement to the insurer, the University destroys the document.

Further information about this insurance plan is available on our website.

With this updated insurance package, Semmelweis University wants to show its support and appreciation for its employees and students.

Dr. Béla Merkely, Rector

Dr. Livia Pavlik, Chancellor