



Register of VSK forms

According to

ISO 9001:2015_QMS

Š-SAAVŠ for VSK and ŠP

Issue_2_30.8.2022 Change_8

Issue Processor:

prof. Imrich Dufinec

Subject to change:

Yes

Edited by:

prof. Imrich Dufinec, representative of VSK

10.7.23

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Approved:

prof. Marián Mesároš, rector

0. List of forms_patterns

Note to **_SM02**:

The forms are identical to **F001_SM06 to F006_SM06**

The Representative for VSK is responsible for maintaining the current content of the document, or a VŠBM employee authorized by him

Marking	The name of the document	Processor Released		Last change
F01_PK	Document of decisions_policy, strategy and VSK	Z-VSK	06/22	
F02_PK	Document of guidelines, regulations and other standards VSK	Z-VSK	06/22	
F03_PK	Statutes and similar documents	Z-VSK	06/22	
F04_PK	Record of internal trainings	Z-VSK	04/22	
F05_PK	Letterhead_President	1. vice-rector	04/22	
F06_PK	Letterhead_Universal	1. vice-rector	04/22	
F07_PK	Internal record of the organization	Z-VSK	04/22	
F08_PK	Management review report	Z-VSK	04/22	
F09_PK	Report on the activities of the professional council, organizational unit	Z-VSK	04/22	
F001_SM01	A request	1. vice-rector	05/22	
F002_SM01	Subject information sheet	1. vice-rector	05/22	
F012_SM02*(06)	Assignment of bachelor's thesis	PR-Education	04/22	
F013_SM02*(06)	Publication of diploma thesis	PR-Education	04/22	
F014_SM02*(06)	Packaging ZP	PR-Education	04/22	
F015_SM02*(06)	Title page ZP	PR-Education	04/22	
F016_SM02*(06)	Opinion of the head of ZP	PR-Education	04/22	
F017_SM02*(06)	Opinion of the opponent ZP	PR-Education	04/22	
F018A_SM02*(06)	Assessment of DzP theses (tutor)	PR-Education	04/22	
F018B_SM02*(06)	Assessment of DzP theses (opponent)	PR-Education	04/22	
F019A_SM02*(06)	DzP assessment (trainer)	PR-Education	04/22	
F019B_SM02*(06)	DzP opinion (opponent)	PR-Education	04/22	
F020_SM02	Application for distance form of education_IŠP	PR-Education	04/22	
F021_SM02	CV sample	PR-Education	04/22	
F022_SM02	Application for recognition of	PR-Education	04/22	
F023_SM02	examination Application for	PR-Education	04/22	
F024_SM02	recognition of credit Application for transfer of examination/credit	PR-Education	04/22	
F025_SM02	Rector's exception to the transfer of the exam	PR-Education	04/22	
F026_SM02	Rector's exception to credit transfer	PR-Education	04/22	
F027_SM02	Rector's exemption from the exam	PR-Education	04/22	
F028_SM02	Credit in an extraordinary term	PR-Education	04/22	
F029_SM02	Exam in an extraordinary term	PR-Education	04/22	
F030_SM02	Interruption of studies	PR-Education	04/22	
F031_SM02	Dropping out of studies	PR-Education	04/22	
F032_SM02	Repetition of the year	PR-Education	04/22	
F033_SM02	Thematic plan RS	PR-Education	04/22	
FO34_SM02	Thematic plan IŠ.	PR-Education	04/22	
F045_SM02	Record of hospitalization	PR-Education	04/22	
F045-1_SM02	Evaluation of the teacher's performance	PR-Education	04/22	

0. List of sample_forms, continued

The Representative for VSK is responsible for maintaining the current content of the document, or a VŠBM employee authorized by him

Marking	The name of the document	Processor Released		Last change
F051_SM02	Subject information sheet	PR-Education	04/22	
F071_SM02	Self-assessment questionnaire	PR-Education	04/22	
F105_SM02	Annual evaluation of the doctoral student	PR-Education	04/22	
F106_SM02	Doctoral student study plan - DF	PR-Education	04/22	
F107_SM02	Doctoral student study plan - EF	PR-Education	04/22	
F108_SM02	Application for dissertation examination	PR-Education	04/22	
F109_SM02	Protocol on the dissertation examination of the subject	PR-Education	04/22	26/04/2023
F110_SM02	Changing the title of the dissertation	PR-Education	04/22	
F111_SM02	Application for permission to defend the DP	PR-Education	04/22	
F112_SM02	Proposal for dissertation examination of the subject	PR-Education	04/22	26/04/2023
F113_SM02	Proposal for the committee and opponent of the dissertation examination	PR-Education	04/22	
F114_SM02	Proposal for the commission and opponent of the DP defense	PR-Education	04/22	
F115_SM02	Change of form of study	PR-Education	04/22	
F116_SM02	Payment of school fees in installments	PR-Education	04/22	
F117_SM02	Replacement term ŠS	PR-Education	04/22	
F118_SM02	Entry after interruption of studies	PR-Education	04/22	
F120_SM02	Request for later payment	PR-Education	04/22	
F121_SM02	Request for issuing a duplicate index Request	PR-Education	04/22	
F122_SM02	for issuing a duplicate diploma Request for	PR-Education	04/22	
F123_SM02	issuing a supplement to the diploma Request for	PR-Education	04/22	
F124_SM02	refund of tuition fees	PR-Education	04/22	
F125_SM02	Confirmation of the student's professional experience	PR-Education	04/22	13/10/2022
F126_SM02	Report on the student's professional practice	PR-Education	04/22	13/10/2022
F01_SM03	Top of the institutional project	PR-R&D	04/22	
F01_SM03/A	Proposal of IP	PR-R&D	04/22	
F02_SM03	IP Solution Evaluation Report	PR-R&D	04/22	
F02_SM03/A	Periodical report of IP	PR-R&D	04/22	
F03_SM03	Final IP rating	PR-R&D	04/22	
F03_SM03/A	Final report of IP	PR-R&D	04/22	
F04_SM03	IP opponent	PR-R&D	04/22	
F04_SM03/A	Final opposition of IP	PR-R&D	04/22	
F05_SM03	IP grant confirmation	PR-R&D	04/22	
F05_SM03/A	Conformation of grant for IP	PR-R&D	04/22	
F06_SM03	Confirmation of participation in the project	PR-R&D	04/22	
F06_SM03/A	Conformation of participation on IP	PR-R&D	04/22	
F07_SM03	Confirmation of internship	PR-R&D	04/22	
F07_SM03/A	Confirmation of internship	PR-R&D	04/22	
F08_SM03	Application to ŠVOÿ	PR-R&D	04/22	

Edited by:

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Approved:

prof. Marián Mesároš, rector

0. List of sample_forms, continued

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Marking	The name of the document	Processor Released		Last change
F09_SM03	VPCH worker_Graduation plan	PR-R&D	04/22	
F10_SM03	Summary graduation plan	PR-R&D	04/22	
F11_SM03	Basic research topics		04/22	
F12_SM03	Characteristics of creative activity outputs	PR-R&D	04/22	
F13_SM03	Consent of the person concerned (author of the contribution to KBR)	PR-R&D	01/23	21.1.2023
F14_SM05	Document of decisions_policy, strategy and VSK	PR-R&D	01/23	21.1.2023
F14A_SM05_AJ Form	for reviewer	PR-R&D	01/23	21.1.2023
F01_SM04	Internationalization strategy	PR-R&D	04/22	
F01_SM05	Student application for the program	PR-R&D	04/22	
F02_SM05	Student_traineeship application	PR-R&D	04/22	
F03_SM05	Study plan during mobility	PR-R&D	04/22	
F04_SM05	Mobility contract	PR-R&D	04/22	
F05_SM05	Internship contract	PR-R&D	04/22	
F05_SM05/A	Contract on mobility_A	PR-R&D	04/22	
F06_SM05	Agreement on the provision of financial support	PR-R&D	04/22	
F07_SM05/A	Mobility program	PR-R&D	04/22	
F08_SM05	Mobility_training program	PR-R&D	04/22	
F08_SM05/A	Mobility_training_A program	PR-R&D	04/22	16.6.2023
F09_SM05	Contract on grant_employee	PR-R&D	04/22	16.6.2023
F10_SM05	Bank details	PR-R&D	04/22	
F11_SM05	Acceptance letter_A	PR-R&D	04/22	
F12_SM05	Confirmation_employees	PR-R&D	04/22	
F13_SM05	Confirmation	PR-R&D	04/22	
F14_SM05	Confirmation_students	PR-R&D	04/22	
F15_SM05	Transcript of records	PR-R&D	04/22	
F16_SM05	Transcript of records_student	PR-R&D	04/22	
F001_SM06	Submission of Bachelor thesis	1. vice-rector	05/22	
F002_SM06	Assignment of Diploma Thesis	1. vice-rector	05/22	
F003_SM06	Assessment of the supervisor of the final work	1. vice-rector	05/22	
F004_SM06	Opinion of the opponent of the final thesis	1. vice-rector	05/22	
F005_SM06	Sample cover of ZP	1. vice-rector	05/22	
F006_SM06	Sample cover letter ZP	1. vice-rector	05/22	
F007_SM06	Dissertation supervisor's opinion	1. vice-rector	05/22	
F008_SM06	Opinion of the opponent of the dissertation	1. vice-rector	05/22	
F01_SM07	Purchase request	Bursar	04/22	
F02_SM07	Database of approved suppliers	Bursar	04/22	
F03_SM07	Evaluation of suppliers	Bursar	04/22	
F04_SM07	Book of orders and invoices	Bursar	04/22	

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Approved:

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0. List of sample_forms, continued

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Marking	The name of the document	Processor Released		Last change
F01_SM08	List of documents for recording publication activities	PR-R&D	04/22	
F02_SM08	Records of the book publication as a whole	PR-R&D	04/22	
F03_SM08+W8:AA33 Record	Record of parts of the whole	PR-R&D	04/22	
F04_SMO8	Record of articles in the magazine		04/22	
F05_SM08	Record of responses between ýREP records	PR-R&D	04/22	
F06_SM08	Record of responses between records outside ýREP	PR-R&D	04/22	
F01_SM09	Management review report	1. vice-rector	05/22	
F02_SM09	Activity report (of the professional council)	1. vice-rector	05/22	
F01_SM10	A request	1. vice-rector	04/22	
F02_SM10	Record of the result of the admission procedure	1. vice-rector	04/22	
F03_SM10	Qualification card	1. vice-rector	04/22	
F04_SM10	Employee education plan (Graduation plan) Application	1. vice-rector	04/22	
F001_POR08	for social scholarship	PR-Education	12/22	1.12.2022
F002_POR08	Decision on awarding a social scholarship	PR-Education	12/22	1.12.2022
F003_POR08	Decision not to award a social stipend Request for re-	PR-Education	12/22	1.12.2022
F004_POR08	evaluation of the awarded social stipend. Scholarships Affidavit of	PR-Education	12/22	1.12.2022
F005_POR08	unemployment period Affidavit of persons living	PR-Education	12/22	1.12.2022
F006_POR08	with the student Affidavit of income for the last 3 months	PR-Education	12/22	1.12.2022
F007_POR08	Affidavit of alimony Affidavit that the facts have not changed	PR-Education	12/22	1.12.2022
F008_POR08		PR-Education	12/22	1.12.2022
F009_POR08		PR-Education	12/22	1.12.2022
F010_POR08	Confirmation of the employer on the provision of financial compensation	PR-Education	12/22	1.12.2022
F011_POR08	Minutes on the waiver of the right to appeal	PR-Education	12/22	1.12.2022
F012_POR08	Decision on incentive scholarship Application	PR-Education	12/22	1.12.2022
F013_POR08	for pregnancy scholarship	PR-Education	12/22	1.12.2022
F014_POR08	Decision on awarding a pregnancy scholarship	PR-Education	12/22	1.12.2022
F015_POR08	Decision not to award a pregnancy scholarship Application	PR-Education	12/22	1.12.2022
F016_POR08	for a scholarship subsidy	PR-Education	12/22	1.12.2022
F017_POR08	Application for a subsidy_pregnancy scholarships	PR-Education	05/23	4/5/2023

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Approved:

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1. Shift management

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Change no.	Description of the change	He made the changes	Day
01/22	Completion of forms no. 125_SM02 and no. 126_SM02	Dolphin	13/10/2022
02/22	Completion of social forms. and incentive scholarship_POR08 Addition of	Dolphin	1.12.2022
03/23	forms F13, F14, F14A to SM03	Dolphin	21.1.2023
04/23	Update of formals and register_change of logo and unification	Dolphin	31.3.2023
05/23	Canceled forms F109 and F112 of the SM02 directive	Dolphin	26/04/2023
06/23	Addition of form F017_POR08	Gerojová	4/5/2023
07/23	Updating the text of F08 and changing the name and text of F09_SM05	Staňová (R&D)	16.6.2023
07/24	Update of forms F003, F004, F007, F008 SM06	Loshonczy	18.3.2024