



Management responsibility
**INTERNAL QUALITY
ASSURANCE SYSTEM**
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Internal Quality Assurance System of the University of Security Management in Košice

1. History and present

The University of Security Management in Košice (USM in Košice) since its establishment in from 2006 until today is developmentally oriented towards higher education in the field of Security Sciences in the study program Management of Security Systems in 3-5 profiles according to the requirements of practice.

Until 2018, the university provided this education in two levels of education, Bachelor's degree (Bc.) and Engineering degree (Ing.) in full-time and part-time form of study.

In 2018, as part of the accreditation process the university received accreditation for the third level of education, Doctoral studies (PhD.) in full-time and part-time form again.


USM in Košice built a management system from September 2011 to March 2012 and upgraded it to the level of a management system for the management of its entire organization.

The certification audit was carried out by the prestigious Austrian certification company Quality Austria in March 2012 with a result of which the relevant certificates of conformity with the requirements of international standards were awarded. In the next three certification cycles re-certifications took place in accordance with the amendments to the ISO 9001 standard.

The fourth certification cycle started on 29/03/2021 and lasts until 28/03/2024 with the issuance of a certificate of conformity by the certification body G-CERT-i from South Korea.

In December 2021 the European Society for the Development of Quality in Switzerland recognized the university long-term efforts to develop the quality management system and awarded it the Gold Award for the development of the quality management system which was accepted in Dubai (United Arab Emirates) by the commissioner for IQS and the vice-rector for science and research of USM in Košice.

The ambition of the university is its continuous development which does not concern its size but above all its quality and the quality of educational processes. This ambition is expressed in the Long-Term Development Plan and the Quality Policy, reflected in the management system and its processes. With this ambition the management of USM in Košice decided to enter the accreditation process in 2023 while

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considering the internal quality assurance system (IQAS) alignment with the standards of the Slovak Accreditation Agency for Higher Education (SAAHE) as its key aspect.

2. Systemic measures for IQAS alignment with SAAHE standards

1. [Representative for the internal quality system](#)
2. [Quality Council](#)
3. [Council for Study Programs](#)
4. [Council for Accreditation of Study Programs](#)
5. [Code of Ethics USM in Košice](#)

3. Structure of the internal quality assurance system

The structure of the internal quality assurance system of USM in Košice

1. [Statute of the University of Security Management in Košice](#)
2. [The long-term intention of the development of USM in Košice](#)
3. [Quality policy of USM in Košice](#)
4. **Manual of the internal quality assurance system of the USM in Košice**

The statute of USM in Košice the long-term plan and the quality policy are the university basic and highest-ranking documents the content of which is reflected in the internal quality system manual in an appropriate form and to an appropriate extent. Through the activities according to the manual these documents are maintained and updated in a controlled manner.

4. Manual of the internal quality assurance system of the USM in Košice

The structure of the internal quality assurance system manual of USM in Košice

1. INTERNAL QUALITY SYSTEM
2. STRATEGIC PLANNING IN THE CONTEXT OF THE ORGANIZATION_Goals and tasks
3. RISK ANALYSIS of IQS_Goals and tasks
4. LONG-TERM DEVELOPMENT PLAN OF USM_2020-2030_Goals and tasks
5. PROCESSES FOR IMPROVING IQS USM_Audit and Management review
6. IQS GUIDELINES_IQS documented procedures and forms



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1. INTERNAL QUALITY SYSTEM

1.1 Vision, mission, policy, strategy, scope of IQS and management commitment

1.2 [Process approach of the quality system](#)

1.3 [IQS process map](#)

1.4 IQS processes

1.5 Organizational structure of IQS

1.6 List of IQS employees

1.7 IQS responsibility matrix

1.8 IQS competence matrix

1.9 Guarantee matrix_Bc study

1.10 Guarantee matrix_Ing study

1.11 PhD study guarantee matrix

1.12 Correlation of IQS standards (S-SAAHE and ISO 9001)

1.13 IQS quality manual

1.13.1_The mission and function of the manual

1.13.2_Working with the manual

1.13.3_Terminology, dictionary and abbreviations

1.13.4_Context of the organization

1.13.5_Leadership

1.13.6_Strategic planning

1.13.7_Support, resources, **teachers**

1.13.8_ **Operation**, product implementation, **education**

1.13.9_Evaluation of performance

1.13.10_Improvement

1.14 IQS communication matrix

1.15 IQS information systems

1.16 Register of legal standards IQS

1.17 Register of technical standards IQS

1.18 IQAS documentation register

1.19 Register of IQAS directives and regulations

1.20 Register of IQAS forms

2. STRATEGIC PLANNING IN CONTEXT OF ORGANIZATION

2.1 Context of the organization

2.2 Interested parties

2.3 Risk criteria



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2.4 Organizational risk analysis and assessment of risks_matrix

- 2.4.1_Market risks
- 2.4.2_Personal risks
- 2.4.3_Economic risks
- 2.4.4_Technical risks
- 2.4.5_Legal risks
- 2.4.6_Property risks
- 2.4.7_Risks administrative
- 2.4.8_Social risks
- 2.4.9_Natural risks
- 2.4.10_Information risks
- 2.4.11_Systemic risks
- 2.4.12_Environmental risks

2.5 Strategic goals in the context of the organization (two-year)

2.6 Tasks for strategic goals

3. ANALYSIS AND ASSESSMENT OF IQS RISKS

3.1 IQS Risks

- 3.1.1_Risks of quality assurance
- 3.1.2_Risks of quality policy
- 3.1.3_Risks of SP management
- 3.1.4_Risks of the SP teaching methodology
- 3.1.5_Risks of SP teaching processes
- 3.1.6_Risks of resources (teachers)
- 3.1.7_Risks of resources (support, infrastructure)
- 3.1.8_Risks of documented information
- 3.1.9_Risks of publishing information
- 3.1.10_Risks of monitoring SP
- 3.1.11_Risks of external evaluation of IQS
- 3.1.12_Risks of monitoring the effectiveness and efficiency of IQS

3.2 Quality objectives for the relevant year

3.3 Tasks for quality objectives


4. LONG-TERM DEVELOPMENT PLAN OF USM_2020-2030

4.1 Long-term development plan 2020-2030_description and comment

4.2 SWOT analyses

4.3 Spider chart SWOT analysis

4.4 Development tree and root analysis

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4.5 Development tasks for the respective year

5. IQAS IMPROVEMENT PROCESSES

- 5.1 Process approach to IQS
- 5.2 Correlation of IQS standards
- 5.3 Evaluation of standards for IQS
- 5.4 Evaluation of standards for the study program
- 5.5 Program of internal audits
- 5.6 Internal audit plan
- 5.7 Checklist IA_system
- 5.8 Checklist IA_processes
- 5.9 Report from IA
- 5.10 Record of non-alignment
- 5.11 Checklist for inspection of teaching workplaces
- 5.12 Register of corrective and preventive measures
- 5.13 Management review_Management review

6. IQAS GUIDELINES AND ORGANIZATION RULES

- 1.18_IQAS documentation register
- 1.19_Register of IQAS directives and regulations
- 1.20_Register of IQAS forms

6.1 IQAS guidelines

- SM 01_Draft, modification, and approval of SP
- SM 02_Ensurement the quality of education
- SM 03_Management of science and research
- SM 04_International cooperation
- SM 05_ERASMUS programs
- SM 06_Submitting and recording graduation theses
- SM 07_Management of university operation resources
- SM 08_Bibliographic registration
- SM 09_ Monitoring the satisfaction of interested parties



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SM 10_ Human resource management_teachers

SM 11_Support of applicants and students with specific needs

SM 12_Operation of information systems

6.2 Organization rules

POR 01_Organizational order

POR 02_Work order

POR 03_Rules of procedure

POR 04_Disciplinary procedure

POR 05_Study regulations

POR 06_Registrar regulations

POR 07_Library regulations

POR 08_Scholarship regulations

6.3 IQAS Forms

DATA FORMS_file

Final provision

The internal quality assurance system of USM in Košice based on its documented procedures and their alignment is binding for all employees of USM in Košice at all levels of management and all workplaces.

The representatives of relevant interested parties are adequately familiar with the internal quality assurance system of USM in Košice.

In Košice, 23/08/2022

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