



ORDERS  
**Organizational order**  
Number: POR 01\_v2\_2.5.2022\_z2

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## Organizational order

	He elaborated	He checked	Approved	Number printout:
Function	member of the board of directors	Representative for IQS	Chairman of the Legal Council	
Name	Ing. Gabriel Hrubý, DBA, LL.M	Imrich Dufinec, Dr.h.c. prof. Ing. CSc., DBA, MBA	Marián Mesároš Dr.h.c. prof.h.c. prof. Ing. DrSc. MBA LL.M.	
A date	18/09/2023	18/09/2023	18/09/2023	
Signature				



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## 1. Instructions for using the order

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- *Acquaintance*
  - the order is an internal documented procedure that is made available to employees on the [IQS website](https://moodle.vsbm.sk/) in the Moodle system ( <https://moodle.vsbm.sk/> )
  - every employee who is affected by the given process is obliged to familiarize himself with the content of the order and to familiarize his subordinates with it.
  - as long as training is carried out for the given order, the Commissioner for IQS keeps records of this training (record as evidence).
- *Storage and manipulation*
  - [the original of the order in printed form with the signatures of the responsible persons](#) is stored with the Commissioner for IQS, who is responsible for its preservation and controlled changes.
  - in addition to the printed original, an electronic original of the current version is also prepared, which is stored at the Authorized Representative for IQS and its backup on a stored portable disk.
  - The IQS Plenipotentiary and Vice-Rector for Informatics, who places the documentation there, is responsible for the fact that only the valid version of the rules is available on the USM website.
  - The printed order without signature (pdf\_format from the page) is a working version that is not subject to changes and in this sense is an informative document for a third party, which can only be accessed with the written consent of the rector.
  - the head of the workplace is responsible for the existence of the printed version and for handling it.
- *Control*
  - senior employees are obliged to consistently demand and control compliance with this order and, upon detection of defects, to remove these defects within their authority.
  - in the event that there is a need to change the rules or its appendices, the manager together with the creator of the rules initiates the change, which is carried out in a controlled manner by the Commissioner for IQS in printed and electronic form.
- *Changes*
  - every employee who discovers the need to change the order or part of it is obliged to submit a request for its revision to the Commissioner for IQS as stated above.
  - if the order as a whole, or a part of it, does not fulfill its mission, the executive will submit a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.

## 2. Purpose

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These regulations (hereinafter referred to as O) define the rights and obligations of the organization and management of USM in Košice.

O stipulates:

- The main organizational breakdown of USM and defining the scope, tasks and powers of the university's key bodies.
- File service rules,



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- Rules of circulation of documents,
- Management and disclosure of fees,
- Rules for further documentation used in the management and operation of USM organizational units

### 3. Scope

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This regulation applies on the day it is signed by the statutory representative of USM, which is also the day of its issue and applies to all employees of USM and interested parties.

### 4. Terms and abbreviations

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#### Concepts

- ❑ **The President of the USM** - is the statutory representative of the USM in Košice and the chairman of the Administrative Council of the USM.

#### Abbreviations

<b>IQS</b> - Internal quality system	<b>USM</b> - USM Quality Council
<b>BSP</b> - Board for study programs of the USM	<b>QC</b> - Quality Commissioner
<b>SPAC</b> - Study Program Accreditation Council	<b>BD</b> - Board of Directors of USM in Košice
<b>O</b> - order	<b>EC</b> - European Community

### 5. Organizational order

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#### Art. 1 Basic provisions

The organizational rules of the University of Security Management in Košice (hereinafter referred to as the "rules") regulate the structure, management, internal relations and activities of the university in accordance with the Statute of the University of Security Management in Košice.

#### Art. 2 Organizational breakdown of USM

1. The University of Security Management (hereinafter "USM") is divided into the following organizational components and officials' offices (Appendix No. 1):
  - a) Board of Directors (headed by the Chairman of the Board of Directors)
  - b) Academic Senate



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- c) Quality Council (QC)
- d) Study Programs Council (SPC)
- e) Study Programs Accreditation Council (SPAC)
- f) Rector
- g) Vice Chancellors
- h) Bursar
- i) Academic library
- j) Institutes and workplaces:
  - I. Institute of Humanities and Technological Sciences
  - II. Institute of Security Sciences
  - III. Training center for survival in difficult conditions
  - IV. USM support center
- i) Lower organizational units:
  - I. Departments
  - II. Departments
  - III. Laboratory
  - IV. Computer classrooms
  - V. Dedicated workplaces and facilities

**Art. 3**  
**Management of USM**

1. The chairman of the board of directors – the president is the statutory body of the university, he manages its operation, represents it and acts on its behalf.
2. The rector is responsible for the field of education at the university, manages it in this matter, represents it and acts on its behalf. The position of the rector of a private university is regulated in Act no. 131/2002 Coll. on universities and on amendments to certain laws as amended (hereinafter referred to as "the law") and in the USM Statute.
3. In addition to the powers established by law, the rector manages the vice-rector and vice-rectors, and assigns them tasks and controls their activities. Through the vice-chancellors, he directs the heads of USM departments listed in art. 3 in the field of academic duties and teaching.
4. In accordance with the regulations of the Internal Quality System (IQS), the Rector submits applications to the Board of Directors of USM for the filling of teaching positions. The Board of Directors decides on filling the position.
5. The rector, in accordance with the regulations of the Internal Quality System (IQS), submits to the bursar requirements for the material and technical provision of the educational process, which resulted from direct requests from employees or from the cyclical monitoring of processes within the IQS.
6. In accordance with the areas of activity, as well as with regard to the number of employees and students, four vice-chancellors are appointed, who act on behalf of the university and



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manage workplaces in accordance with par. 7 to 10 of this article. They are appointed and dismissed by the rector.

7. Vice-rectors represent the rector in the following areas of the university's activities:
  - a) Vice Chancellor
  - b) Vice Chancellor for Education
  - c) Vice-Rector for Science and Research
  - d) Vice Chancellor for Foreign Relations
8. The vice-rector fulfills the role of the first vice-rector and represents the rector for the field of education at the university. If no vice-rector is appointed, the role of the first vice-rector is assumed by the vice-rector for education.
9. From the point of view of the organization of education at USM, the vice-rector for education directly manages the university department and methodically manages individual institutes and their teaching staff. He proposes tutors for individual years to the rector, who appoints them for a specified period.
10. The vice-rector for science and research directly manages the department of science and research and in this direction methodically manages individual institutes. It organizes student scientific and professional activities. It ensures the leadership and management of the administration of research projects.
11. The vice-rector for foreign relations ensures the field of foreign relations in the field of education, research and mobility. In this direction, he methodically manages individual institutes and cooperates with the vice-rector for education.
12. The bursar is a senior employee of the university. The legal status and tasks of the bursar are regulated in § 14 of the Act on Universities and the functional content of the bursar's activity, which is set by the Chairman of the Board of Directors. The Bursar represents the Board of Directors in business-legal, property-legal, labor-legal (only for USM employees), administrative-legal matters to the extent determined by the Board of Directors. The Bursar ensures and is responsible for the economic operation of the university and methodically manages the senior staff of USM. The Bursar is appointed to the position by the President of USM in agreement with the Rector based on the results of the selection process. He is removed from his position by the President of USM.
13. The Bursar is responsible for:
  - a) preparation of plans for development and maintenance work, and financial and material support for the operation of USM,
  - b) ensuring the breakdown of approved plans and subsidies for USM components and workplaces, while coordinating their implementation and preparing a proposal for the necessary changes,
  - c) compliance with the financial management of USM in accordance with valid legal regulations,
  - d) securing and carrying out economic and administrative activities,



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- e) supervision and ensuring administrative capacity, technical readiness and training in the field of occupational safety, fire protection, civil protection, protection of personal data and other obligations established by law,
  - f) preparation of documents for the decision of academic officials and academic bodies of the university,
  - g) carrying out filing and archival activities,
  - h) preparation and implementation of investment activity, for operation and maintenance of buildings, for energy management,
  - i) management of movable and immovable property owned by the university, rental of temporarily unnecessary property, decommissioning and liquidation of unnecessary property, drawing up depreciation plans for USM property,
  - j) preparation and management of the agenda in the field of organization and management,
  - k) management of personnel agenda,
  - l) management of sports and recreational facilities and classrooms and training facilities,
  - m) agenda and organization of public procurement activities,
  - n) management and financing of purpose-built facilities, if they are established.
14. The director of the institute is the representative of the institute, manages the institute, represents it and acts on its behalf. The method of management and the legal status of the director of the institute is the content of the organizational regulations of the institutes. The director of the institute is appointed and dismissed by the rector.
15. Head of workplace within the meaning of Art. 2, par. 1, letter j) and i) of this order is the responsible head of the relevant workplace, and he is responsible for his activities to the rector, respectively. to the vice-rector, the bursar, to whom the rector has delegated the relevant authority. The head of the workplace is appointed by the rector. The rector dismisses him from his position.

**Art. 4**  
**File and archive service**

1. The heads of these workplaces are responsible for the organization and proper operation of the file service at individual USM workplaces.
2. The reception and sorting of shipments, labeling of files, preparation and sending, storage and shredding of files are governed by an internal regulation within the IQS.
3. The files, the contents of which are to be classified, are regulated by a special directive of the President of USM.
4. Documentary material (written, pictorial, symbolic, three-dimensional, documentation resulting from the use of computing technology of automated management systems) that has historical, scientific or technical-operational value for all USM workplaces must be archived.



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5. Documentary material of an archival nature is professionally stored as needed at USM workplaces. When gathering documentary material, it is necessary to observe the criteria of record and identification of the material so that no confusion can occur.
6. The collection, storage, archiving and shredding of documentary material is regulated by the IQS regulation.

**Art. 5**  
**Circulation of documents**

1. Ensuring the circulation of documents is governed by individual IQS regulations.
2. All workplaces of the university participate in the circulation of documents under the conditions of USM in Košice which prepare, check, examine and approve documents.
3. In the circulation of documents, the legal obligations and rules for the protection of personal data of the persons concerned and the entitlement of employees and other persons to familiarize themselves with this data are observed. The rules and authorization are dealt with by SR legislation and a special regulation and are supervised by the bursar. The concurrence of several legal regulations, such as e.g. Law no. 131/2002 Coll. on universities, Act no. 269/2018 Coll. on ensuring the quality of higher education, Act no. 18/2018 Coll. on personal data protection, EC regulations on GDPR, Criminal Code, etc.
4. University documents can only be released to a third party with the consent of the rector and the bursar.
5. The proper circulation of documents must be organized in such a way as not to disrupt the functions that the relevant legal regulations determine for the information system.
6. Accounting documents are fundamentally examined before their settlement from the point of view of substance, formality and admissibility of operations.

**Art. 6**  
**Fees associated with the study**

1. The fees associated with the study are approved by the Board of Directors of USM.
2. The amount of tuition and fees associated with the study is determined by the Board of Directors and published on its website.
3. The amount of fees associated with the study is listed in Annex no. 2. of this order.
4. The fees associated with the services of the USM Academic Library are listed in document O 07 - Library Regulations and are approved by the USM Board of Directors.



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**Art. 7**  
**Management and process documentation**

1. Operating regulations relating to the use of buildings, workshops, laboratories, transport and others are issued by the bursar and the head, whose competence includes the operational right to manage the building or equipment.
2. The protection of entrusted property, the guarding of buildings and the obligations of informants are governed by the IQS's internal regulation, which is the responsibility of the bursar.
3. The heads of workplaces and institutes are the bearers of the USM product implementation processes, which are recorded in the process map. They are responsible for the management and improvement of entrusted processes and, in the event that it turns out to be necessary, they develop documented procedures for the implementation of entrusted processes. Other organizational directives and regulations of USM must be developed in accordance with IQS and the quality manual.
4. The Academic Senate of USM has the right to request changes in all governing documents, however, it must follow the rules of the IQS.

**Art. 8**  
**Common and Final Provisions**

The organizational rules are approved by the Academic Senate of the USM in Košice. Only after his positive statement does it become a valid and binding governing document of USM.

**6. Exchange service**

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Only the Board of Directors of the USM is authorized to approve changes in these regulations, based on the approval of the USM quality commissioner (QC). The record of the change is kept by the IQS representative.

**7. Related documentation**

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Law no. 131/2002 Coll. on universities, as amended  
Law no. 269/2018 Coll. on ensuring the quality of higher education, as amended  
Statute of USM in Košice





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## 8. Attachments

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Annex no. 1\_Organizational structure of USM

Annex no. 2\_The amount of fees associated with the study

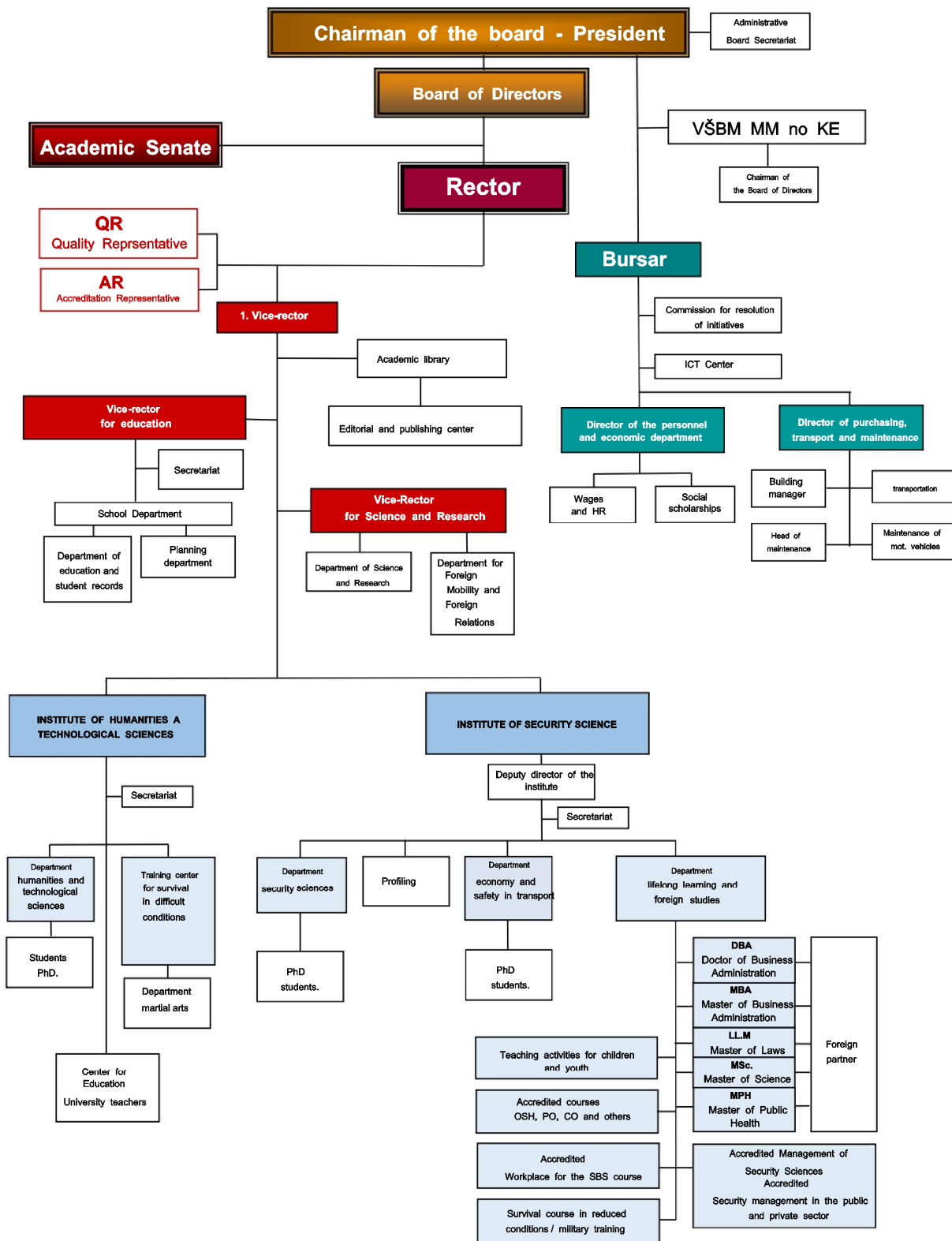
.....  
Dr. hc prof. hc prof. Ing. **Marián Mesároš**, DrSc. DBA MSc. MBA LL.M.  
President – Chairman of the Board of Directors of USM in Košice



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Annex no. 1.



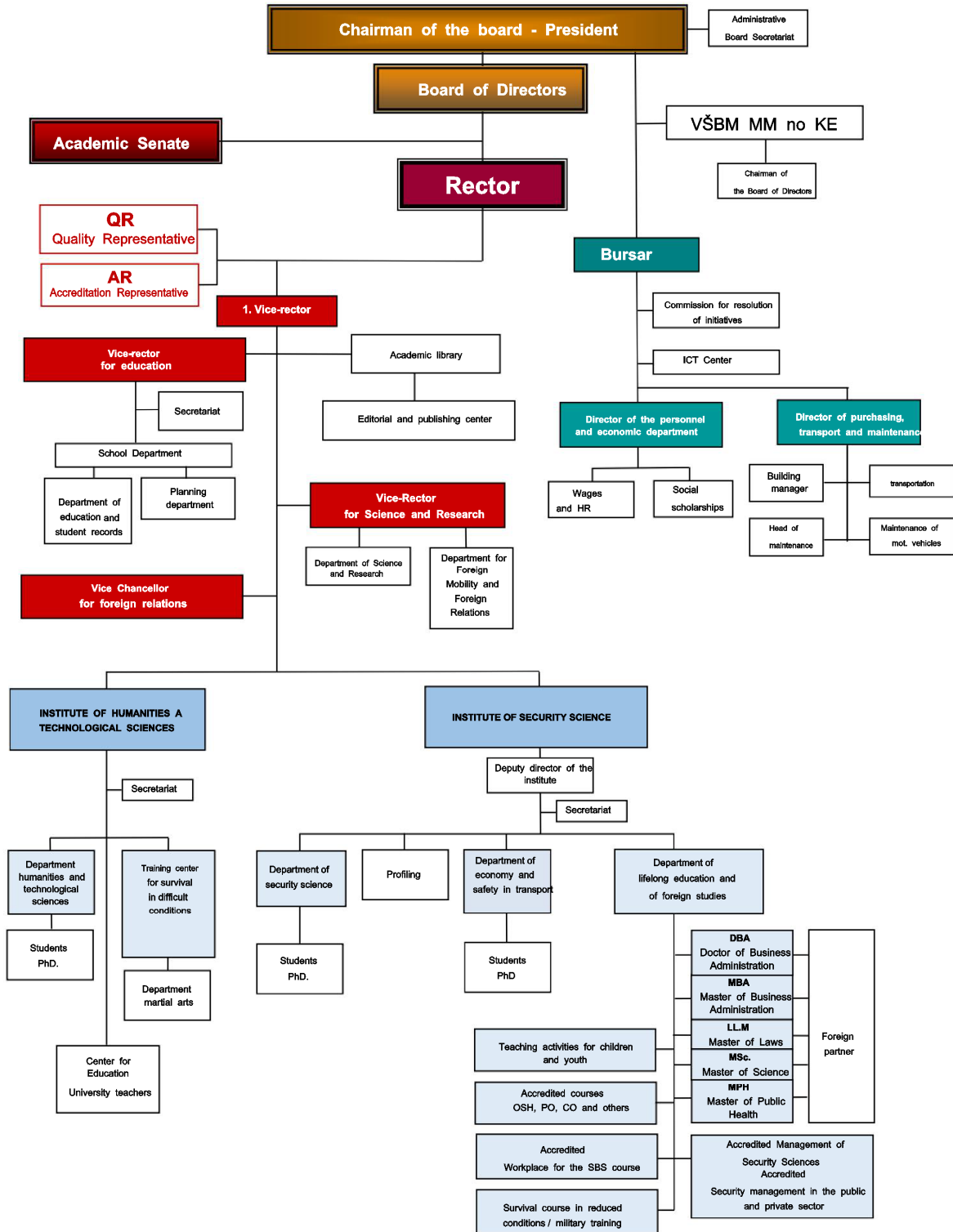


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## Organizational structure of USM in Košice

as of 1. October 2023





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Appendix No. 2.

### The amount of fees associated with the study

Action / document	the amount
Application for university studies, preparation of the admission procedure	€25
Study report - index, duplicate copy	€20
Statement of study results	€10
Request to take the state exam - at the first level of higher education	€30
Request to take the state exam - for II. University degree	€30
Approval of the request to postpone the date of the state exam	€20
Issuance of a duplicate certificate of state examination	€30
Issuance of a duplicate diploma on the state examination	€30
Issue of a duplicate supplement to the diploma	€30
Application for repeating the grade	€20
Credit/examination in an extraordinary term (after the exam period)	€10
Credit/examination for rector's exemption	€10
State exam in the second revision period	€100
State exam in an alternate term	€100
Issuance of an ISIC student card	€27
ISIC extension stamp	€17