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# Rules of Procedure

Rules of procedure of the Academic Senate of the USM in Košice  
Rules of procedure of the USM Disciplinary Commission in Košice  
Rules of procedure of the Departmental Commission for the field of study of doctoral study  
9205 security sciences Study program Management of Security Systems USM in Košice  
Rules of Procedure of the Scientific Council of the USM in Košice

	He elaborated	He checked	Approved	Number printout:
<b>Function</b>	1. Vice-rector	Representative for IQS	Rector	
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<b>A date</b>	27/04/2022	29/04/2022	30/04/2022	
<b>Signature</b>				

## 1. Guidelines for using the directive

### ➤ Acquaintance

Documented information of USM is the intellectual property of USM in Košice.  
They may be issued or otherwise published to persons outside USM only with the consent of the rector of USM in Košice



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- the directive is an internal documented procedure that is made available to employees on the website of IQS in the Moodle system ( <https://moodle.vsbm.sk/> )
  - every worker affected by the given process is obliged to familiarize himself with the content of the directive and to familiarize his subordinates with it.
  - as long as training is carried out for the given directive, the Commissioner for IQS keeps records of this training (record as evidence).
  - *Storage and manipulation*
    - the original of the directive 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 fact that only the valid version of the directive is available on the USM website is the responsibility of the IQS Plenipotentiary and Vice-Rector for Informatics, who places the documentation there.
    - the printed directive without a 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 that 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 require and control compliance with this directive and, upon detection of defects, to remove these defects within their authority.
    - in the event that the need to change the directive or its appendices becomes apparent, the executive together with the creator of the directive 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 directive or part of it is obliged to submit an initiative for its revision to the Commissioner for IQS as stated above.
- if the directive as a whole, or part of it, does not fulfill its mission, the executive will submit, through the creator of the directive, a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.

## 2. Purpose

This directive, regulation (hereinafter referred to as D) defines the procedure in the deliberations of the academic senate of USM in the KE, the disciplinary commission of the USM in the KE, and the union commission for the doctoral study field 9205 Security Sciences study program Management of security systems of the USM in the KE and the scientific council of the USM in KE.

The D stipulates:

- The form and basic structure of the content of the activity related to the rules of procedure.



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- Procedure in the field of management of the relevant activities leading to the fulfillment of the rules of procedure by both the organization and the participants in the negotiation.
- Uniform procedure for approval, review, identification, updating, changes, ensuring availability and readability, download, archiving and shredding of documentation.

### 3. Area of validity

This D is valid on the day it is signed by the rector, which is also the day it is issued, and it applies to all USM employees, external board members and interested parties who come into contact with the creation and management of study programs.

### 4. Terms and abbreviations

#### Concepts

- ❑ **Quality management system** – a management system for guiding and managing the organization with regard to quality.
- ❑ **Work rules** - methods and approaches of behavior of the employer and the employee in relation to all internal regulations of USM V KE, which take into account the legal framework of the management of the organization and which are subject to revisions and amendments.
- ❑ **Directive** – defines activities at the level of the company's departments, establishes responsibilities and relations between departments. SMs have an unlimited time effect.
- ❑ **Form** – a form for recording important data that is processed and evaluated during the implementation of processes.
- ❑ **Internal forms** - are those prepared by individual sections of the company to obtain information for planning, management and improvement of QMS.
- ❑ **External forms** - are available in the organizational norms and legal regulations of the governing economic and state bodies, which are prescribed and related to the planning, management and improvement of education processes.
- ❑ **External documentation** – documents of external origin used in the company, e.g. laws, STS, ES, ISO standards, other legal regulations, etc.

#### Abbreviations

**QMS** - Quality management system  
**QM** - Quality manual  
**D** – Directive  
**STS** - Slovak technical standard  
**USM** – University of Security Management  
**V KE** in Košice  
**F** – Form (USM in KE)  
**ED** – External documentation  
– Study Field Commission

**DD** - Director of Department  
**QC** – Quality Commissioner  
**SC** - The scientific Council  
**ES** - European standard  
**PD** – Personnel department  
**S&R** - Science and research  
**VRSR** - Vice-Rector for Science and Research



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## Rules of Procedure of Academic Senate USM in KE

The Academic Senate of the University of Security Management in Košice (hereinafter referred to as "USM in KE") pursuant to § 8 and 9 paragraph 1 letter b) The Statute of the University of Security Management in Košice was approved by the following Rules of Procedure of the Academic Senate of USM in Košice as an internal regulation of the university:

### 1 Introductory provision

- (1) The rules of procedure of the Academic Senate of the USM in Košice (hereinafter referred to as "the rules of procedure") are drawn up in accordance with the wording of § 8 of the Statute of the USM in Košice.
- (2) The legal status and powers of the Academic Senate of USM in Košice (hereinafter referred to as "AS USM in KE") are given in § 8 and § 9 of the Statute of USM in KE. In accordance with the principles of elections to AS, the election of members is carried out according to the internal regulations of the USM in KE in Košice.

### 2 Constitutive meeting of AS USM in KE

- (1) The constituent meeting of AS USM in KE is called by the chairman of the administrative board or the previous chairman of AS USM in KE, or in his absence, functionally the oldest member of the previous senate, which he presides over until a new president is elected.
- (1) AS USM in KE elects the chairman and vice-chairman from among its members at the first constitutive meeting of the relevant term of office by direct secret ballot.
- (2) Every member of AS USM in KE can apply for the position of chairman and vice-chairman.
- (3) AS UM in KE first elects its chairman and then vice-chairman.

### 3 Method of election of the chairman and vice-chairman

The election of the chairman and vice-chairman is governed by the following rules:

- a) AS USM in KE will decide on the election of the chairman or vice-chairman by secret ballot with the participation of at least 3/4 of the members of the senate, while a majority of all members of the senate is required for election,
- b) if none of the candidates receives the necessary number of votes, the elections are continued with further rounds as necessary; when advancing to the next round, the candidate is eliminated, or candidates with the lowest number of votes obtained,
- c) if during the voting a situation arises that cannot be resolved according to letter b) of this paragraph, the vote is repeated in that case; if the number of candidates is reduced to two and none of them received the necessary number of votes, the voting is repeated; if even three-fold voting does not lead to a decision on the candidate for chairman, or the vice president, AS USM in KE will decide on the next course of action.



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#### 4 Participation in negotiations

- (1) Meetings of AS USM in KE are convened by the chairman or the vice-chairman authorized by him. Negotiations are held as needed, at least twice per academic year.
- (2) The chairman is obliged to call an extraordinary meeting if he requests it:
- (3) at least 50 percent of the school's academic community members,
- (4) at least five members of the senate,
- (5) rector; if the chairman of AS USM in KE does not do it, the rector will call a meeting of AS USM in KE,
- (6) The proceedings of the senate are public. The Senate may declare part of its deliberations closed.
- (7) A member of AS USM in KE who cannot participate in the meeting is obliged to apologize in writing to the chairman of AS USM in KE...
- (8) In case of unexcused non-participation of a member of AS USM in KE at the meeting, the senate has both the right and the obligation
- (9) to inform the relevant academic community of USM in KE, which is represented by the absent member of AS USM in KE, with this fact.
- (10) The rector or, on his behalf, the vice-rector or the bursar, has the right to speak at a meeting of the AS USM in KE at any time when he requests it.
- (11) Members of AS USM in KE and guests confirm their presence at the meeting by signing the attendance sheet. The chairman of the AS USM in the KE controls the decision-making capacity of the senate at the beginning of the meeting and before each vote.

#### 5 Preparation and meeting agenda

- (1) Schedule of regular meetings of the AS
- (2) USM in KE is prepared by the chairman and approved by AS USM in KE.
- (3) The agenda of the meeting is prepared by the chairman. As a rule, members of the senate can submit comments and proposals for the senate's session within 5 days before the meeting date.
- (4) The program of regular negotiations has the following binding points:
  - a. opening of negotiations,
  - b. determination of registration verifiers,
  - c. updating the negotiation program and its approval, checking the implementation of conclusions and decisions from the previous negotiation,
  - d. discussion of agenda items and approval of resolutions,
  - e. conclusion of the negotiation.
- (5) Materials on which the AS USM in KE is to comment should be submitted to the chairman of AS USM in KE in writing and in accordance with §8. The chairman presents the materials to the members of the senate, as a rule, no later than 10 working days before the meeting date.

#### 6 Proceedings of the negotiation

- (1) The course of negotiations is managed by the chairman or vice-chairman of AS USM in KE.
- (2) Every member of the senate and an invited guest have the right to speak at the meeting of AS USM in KE. A member of the public may speak with the approval of the chairman.



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- (3) Each point of the program is discussed separately.
- (4) A member of the AS USM in KE has the right to ask the senate for an opinion or a decision on the problem he submitted for discussion.
- (5) The chairman of the meeting ensures that the meeting is conducted in a constructive and factual manner. The Senate can decide on the time limit for individual performances.
- (6) During the meeting, the chairman includes short breaks if necessary due to the length of the meeting.
- (7) If the negotiation does not end within 5 hours from its beginning, it will be adjourned to the agreed date.

## 7 Decision making

- (1) The Senate has a quorum if at least 2/3 of its members are present at the meeting.
- (2) Decisions of the AS USM in the KE are valid if at least a majority of the members of the senate present vote for them.
- (3) If there are comments, additions or counter-proposals to the draft resolution, the voting procedure is as follows:
  - a) if the proposer accepts comments or additions to his proposal, or withdraws his proposal in favor of a counter-proposal, only the thus amended proposal is voted on,
  - b) if the proposer does not accept comments or additions, the undisputed part of the proposal is voted on first; the disputed part is voted on by first voting individually on the supplements in the reverse order of their sounding,
  - c) if counter-proposals are submitted, they are voted on individually in the reverse order to which they were heard; in case none of the counter-proposals was approved, the original proposal is voted on.
  - d) if no proposal receives the necessary number of votes, a debate may be opened, after which the proposer may submit another proposal, which is voted on again; the smallest number of votes by which such a proposal is accepted must be more than half of the number of members of the senate.
- (4) If the method of voting does not follow from the law a  
At least one member of AS USM in KE does not request the status of USM in Košice, or a secret vote, the vote is public.
- (5) AS USM in KE can also adopt a resolution by Per rollam vote.

## 8 Competences of the rector of USM in KE and AS USM in KE

- (1) The agenda, which is within the competence of the AS USM in the KE for approval and negotiation, is presented for discussion by the rector or a member of the management of the USM in the KE authorized by him in compliance with the meeting plan of the AS USM in the KE.
- (2) Agenda according to par. 1 of this paragraph, the senate deliberates at the next scheduled meeting or at a meeting specially convened according to § 4 par. 2 of these rules of procedure.
- (3) If AS USM in KE does not approve the submitted proposal, which falls within its approval competence, then the proposer:



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- a) requests a re-discussion of the original proposal with additional justification,
  - b) submits a new proposal for discussion.
- (4) The rector has the final decision-making authority in matters discussed by AS USM in KE.
- (5) In matters that AS USM in KE approves or with which it expresses its agreement, AS USM in KE has the final decision-making authority.

## 9 Record of proceedings

- (1) A record shall be made of the course of the negotiations and the decisions taken. The correctness of the record is verified by two members of the senate before its publication and confirmed by the chairman of AS USM in KE.
- (2) Resolutions will be delivered to all members of the AS USM in KE, the rector, directors of institutes, and upon request, also to the guests present, and will be published on the university's website.

## 10 Common and Final Provision

- (1) AS USM in KE has the right to establish working committees of the senate from members of the academic community and, as necessary, experts from outside the academic community, in the interest of an objective and rational assessment of the discussed problems and materials submitted for negotiation.
- (2) AS USM v KE has the right to change these rules of procedure of AS USM v KE.



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# Rules of procedure of the Disciplinary Commission USM in KE

The University of Security Management in Košice (hereinafter USM) publishes in accordance with the § 48 par. 1 letter kl) of Act no. 131/2002 Coll. on universities and on the amendment and addition of certain laws and as amended, these Rules of Procedure of the Disciplinary Commission.

## 1 Mission of the disciplinary commission

- (1) The USM Disciplinary Committee discusses disciplinary offenses of students enrolled in USM study programs.
- (2) The Commission proceeds in accordance with the disciplinary regulations for USM students

## 2 Status of the disciplinary commission

- (1) The chairman and members of the USM disciplinary commission are appointed by the rector from among the members of its academic community after approval by the USM Academic Senate
- (2) When constituting the USM disciplinary commission, each institute shall propose one candidate from the ranks of teachers and one candidate from the ranks of students as a member of the commission.
- (3) The commission has six members. Half of the committee members are students.
- (4) The term of office of members of the disciplinary commission from the ranks of teachers is four years.

## 3 Procedure and rules of negotiation

- (1) All teachers have the obligation and the right to submit a proposal for disciplinary proceedings, employees and students who discovered a serious offense in terms of or. 3 disciplinary order.
- (2) The chairman of the commission is obliged to convene a meeting of the commission within 14 days of receiving the proposal for disciplinary proceedings.
- (3) Disciplinary offenses are discussed by at least a 4-member panel of the disciplinary commission composed of the chairman of the commission and two members, half of which are students.
- (4) Proceedings on a disciplinary offense before the disciplinary commission are oral presence of the student. Action may be taken if a student fails to appear without a proper excuse even without his presence. The disciplinary commission is obliged to find out the facts of the matter and allow the student to take his position on it.





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- (5) The USM disciplinary commission submits a proposal for a decision to the rector.
- (6) The proposal for a resolution of the disciplinary commission to impose a disciplinary measure is decided by a public vote without the presence of the student whose offense the commission is discussing. In case of equality of votes for and against the proposal to impose disciplinary measures are decided by the vote of the chairman of the commission.
- (7) A disciplinary measure can be imposed on a student within one year from the date of the offense disciplinary offense.



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# **Rules of Procedure of Study Field Commission for the study field of Doctoral studies 9205 security sciences Study program Management of Security Systems USM in KE**

## **1. Position of the Study Field Commission**

(1) The University of Security Management (hereinafter referred to as USM in KE) is established for the purposes of managing and securing doctoral studies according to § 54 par. 17 of Act no. 131/2002 Coll. on higher education institutions as amended (hereinafter referred to as "the Act") the trade union committee (hereinafter referred to as SFC) in the field of study 9205 security sciences for the study program Management of Security Systems.

(2) SFC is established for the study field (hereinafter also "accredited study field"), which according to § 102 par. 3 letters e) of the Act, the Minister of Education of the Slovak Republic, following the statement of the Accreditation Commission, granted the right to award the academic title "doctor" ("philosophiae doctor", abbreviated "PhD.") to graduates of a doctoral study program in a given field of study, which takes place at the faculty in accordance with § 30 par. 1 letter c) University of Law.

(3) The SFC appoints and dismisses the rector of USM in KE after granting the right to conduct doctoral studies in the mentioned study program of the Ministry of Education and Culture of the Slovak Republic on the basis of approved accreditation and after approval by the scientific council of the faculty.

(4) SFC is governed by the law and the Study Regulations for the third level of university studies at USM in KE (hereinafter referred to as "USM in KE guideline – study regulations 3rd level").

(5) SFC according to § 54 par. 17 of the Act and Art. 1 paragraph 10 of the USM in KE directive – the 3rd degree study schedule monitors and evaluates doctoral studies in a given field of study.

(6) Doctoral studies are coordinated by the vice-rector for science and research, who represents the rector in this activity.

## **2. Composition of the Study Field Commission**

(1) The members of the SFC are internationally recognized scientific personalities of the relevant or related field. At least one of the members of the commission must have the scientific-pedagogical title of professor, or the scientific title of Doctor of Sciences, or must be a researcher with a recognized scientific qualification level I. or II a. Other members may be associate professors, visiting professors, employees with the academic title PhD., (or its older equivalent), or qualified practitioners who have been awarded this academic title (or its older equivalent).

(2) The members of the SFC are proposed by the rector of the USM in KE. The Rector's proposal is approved by the Scientific Council of the USM in KE. A member of the SFC is appointed for the period of validity of the accreditation of the study program. If a new SFC is



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not established after the approval of the new accreditation of the study program, the original SFC continues its activities until the new commission is established.

(3) A change in the composition of the SFC is subject to approval by the scientific council of USM in KE. New members are approved for the period until the expiration of the period of activity of the SFC according to par. 2. The chairman of the SFC informs the other members of the SFC about this fact.

(4) The minimum number of commission members is 5 .

(5) At least 1/4 of the members of the commission are not employees of USM in KE. These members are employees of another institution, which, however, operates in the relevant or related field of study or applies it in practice.

(6) Administrative and organizational work of SFC is ensured by the secretary of the commission. The secretary does not have to be a member of the commission. In this case, he does not have the rights and obligations of a member of the commission. The secretary keeps minutes of the negotiations, ensures the drawing up and distribution of invitations and background materials for the committee meeting and other tasks assigned by the chairman of the committee.

### 3. Officials and bodies of the commission

(1) The permanent official of the SFC is its chairman.

(2) The chairman of the SFC is the guarantor of the study program and is appointed by the rector of USM in KE.

(3) In justified cases, the SFC may elect a vice-chairman and secretary from among the SFC members.

(4) Committees for the defense of dissertations and working groups are the bodies of the SFC.

(5) The chairman or a member of the SFC authorized by him may appoint a working group as a temporary advisory body.

### 4. Mission and tasks of the commission

(1) The main mission of the SFC is to monitor, evaluate and ensure doctoral studies in the accredited study program of doctoral studies at USM in KE.

(2) The tasks of the SFC are:

a) commenting on proposals for dissertation topics before they are published;

b) approve the list and content of doctoral study subjects;

c) determine the list of authorities, institutions and persons to whom self-reports are sent;

d) to approve the composition of examination committees for conducting dissertation examinations and defense of theses.

e) Discuss individual study plans of doctoral students and annual reports of supervisors.

f) Prepare and discuss the annual evaluation of doctoral studies as material for the meeting of the Board of Directors of USM in KE.

g) Prepare proposals for the rector of USM in KE, especially in matters of: the possibility of interrupting studies, the transfer of a student from another university of the same or a related field of study, early termination of studies

h) In justified cases, deal with the change of trainer.

### 5. Authority of the chairman and vice-chairman

(1) Chairman of the SFC:



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- a) cooperates with the vice-rector for science and research in the coordination of doctoral studies at the faculty;
- b) represents SFC externally;
- c) directs and coordinates the activity of the SFC;
- d) convenes SFC meetings;
- e) cooperates with the rector and vice-rectors of USM in KE.

(2) The tasks and duties of the chairman of the SFC are:

- a) coordinate the listing of new dissertation topics by the supervisors of doctoral studies so that, after their approval by the SFC, they are forwarded to the Department of Science at least 7 days before the deadline for their publication. (The deadline for the publication of dissertation topics is stated annually in the Principles of the admission procedure for doctoral studies at USM in KE for the following academic year.)
- b) coordinate the writing of new dissertation topics by the supervisors of doctoral studies so that, after their approval by the SFC, they are forwarded to the Department of Science at least 7 days before the deadline for their publication. (The deadline for the publication of dissertation topics is stated annually in the Principles of the admission procedure for doctoral studies at USM in KE for the following academic year.)
- c) comment on the topics of dissertations on the basis of discussion by members of the SFC;
- d) comment on changes to the topics of dissertations on the basis of discussion by members of the Committee;
- e) propose chairmen and members of the admissions committee for doctoral studies;
- f) to propose the composition of examination committees for conducting the dissertation examination (Article 9, paragraph 5 of the USM in KE directive – 3rd degree study regulations apply);
- g) express consent to the submission of a dissertation in a foreign language;
- h) conclude agreements with other SFCs in the event that the dissertation is of an interdisciplinary nature;
- i) check whether the dissertation, the auto-report and the request for permission to defend meet the requirements of the law;
- j) recommending the doctoral student to take back the work if the work has basic deficiencies of a professional nature; if the doctoral student does not agree with the recommendation, the defense will be allowed;
- k) propose the composition of commissions for the defense of dissertations (Article 13, paragraph 5 of the Directive USM in KE – 3rd degree study schedule);
- l) submit to the rector of the USM in KE the proposal of opponents of the dissertation.

(3) The chairman of the SFC may delegate his powers, tasks and duties to the vice-chairman of the SFC or another member of the SFC.

## 6. Rights and obligations of commission members

OK members are obliged to participate in the work and meetings of the commission.

- (1) The function of SFC member is irreplaceable.
- (2) OK members are appointed to commissions for dissertation examinations.
- (3) Members of the SFC are appointed to commissions for dissertation defenses. Appointed members are required to participate in dissertation defenses.
- (4) SFC members prepare, or changes and reaccreditation of the study program.
- (5) A member of the SFC may request the rector of USM in KE to cancel the membership of the SFC.



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## 7. Commission session

- (1) The SFC meets as a rule once a semester.
- (2) The meeting is convened (by letter or e-mail) by the chairman, or in exceptional cases by the vice-chairman designated by him, no later than 14 days before the day of the meeting. If they have not yet been elected, the meeting is called by the rector.
- (3) The chairman can also call an extraordinary meeting if requested by the rector or the majority of members of the SFC.
- (4) The secretary shall send the materials together with the meeting program to the members of the committee no later than 7 days before the meeting of the committee.
- (5) The meeting of the SFC is led by the chairman of the SFC and, in exceptional cases, the vice-chairman designated by him.
- (6) At the meeting, in particular:
  - a) elects the chairman and vice-chairman for the next term;
  - b) discuss fundamental issues of doctoral studies in the field; (see Article 4.2)
  - c) establish and abolish commissions;
  - d) approves the Organizational and Rules of Procedure;
  - e) approves the list of authorities, institutions and persons to whom auto-abstracts of dissertations are sent.
- (7) The SFC session is closed to the public. The rector of USM in KE and the vice-rector for science and research can participate in the meeting with an advisory vote, if he requests it.
- (8) A meeting of the SFC is a quorum if at least 2/3 of the commission members attend it.
- (9) SFC is adopted by public vote. The SFC can decide in individual cases by secret ballot, if the majority of the members present agree to it.
- (10) The consent of the majority of all members of the SFC is required for a valid voting result.
- (11) Minutes are drawn up of the commission's deliberations, which are stored at the training workplace of the study program and archived for at least 10 years.

## 8. Voting by roll

- (1) The chairman of the SFC may, if necessary, also vote by roll.
- (2) Per rollam voting is valid if at least 2/3 of the commission members voted.
- (3) The validity of the voting result is the same as in the case of absentee voting according to Art. 10.



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## Rules of Procedure of the Scientific Council of the USM in KE

### 1. Status of the scientific council

The position of the scientific council of the University of Security Management in Košice (hereinafter referred to as the Scientific Council of the school) is governed by § 29 and § 30 of Act no. 131/2002 Coll. on universities as amended and the Statute of the University of Security Management in Košice.

### 2. Scope of the Scientific Council

(1) Scientific Council:

- a) discusses and approves the long-term plan of the university,
- b) evaluates once a year the level of the university in the field of education, science and other creative activities,
- c) discusses proposals for study programs also with the participation of student representatives designated by the student part of the school's academic senate,
- d) approves other experts who have the right to take exams at state examinations for study programs conducted at the school (§ 63 para. 3), approves supervisors for doctoral studies according to § 54 para. 4,
- e) approves the awarding of the scientific rank "Philosophiae Doctor" (PhD.), if the school has accredited study program(s) in the third level of higher education.
- f) discusses the criteria for the habilitation of docents and the criteria for the appointment of professors, if the school is authorized to do so,
- g) discusses the habilitation of docents and decides on their outcome, if the school is authorized to do so,
- h) discusses inaugurations for the appointment of professors and decides on their outcome, if the school is authorized to do so,
- i) discusses the general criteria for filling the positions of professors and docents at the school,
- j) approves the rector's proposals for filling the positions of visiting associate professors and visiting professors,
- k) approves the rector's proposals for filling the positions of extraordinary professors,
- l) approves proposals for awarding the title of "Doctor honoris causa" to important domestic and foreign personalities who have contributed to the significant development and prosperity of the school.
- m) approves the rules of procedure of the school's scientific council at the proposal of the chairman of the scientific council of the faculty,
- n) approves the composition of the trade union commission

(1) The scientific council of the school deliberates on the questions presented to it by the chairman of the scientific council, or on the questions on which it decides.



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### 3. Composition of the scientific council

- (1) Members of the school's scientific council are appointed and dismissed by the rector with the consent of the school's academic senate. The term of office of members of the Scientific Council is four years.
- (2) The members of the school's scientific council are prominent experts from the areas in which the school carries out educational, research, medical and other creative activities. At least two-thirds and at most three-quarters of the members of the scientific council are members of the school's academic community, the other members are not members of the school's academic community.
- (3) The chairman of the academic council of the school is the rector, who appoints the vice-chairman of the academic council.
- (4) The Scientific Council can also have honorary members. Only regular members of the scientific council have the right to vote.
- (5) The term of office of members of the Scientific Council is four years.
- (6) The function of a member of the scientific council is honorary and irreplaceable.
- (7) The chairman of the scientific council may invite non-members of the scientific council to a meeting of the scientific council as necessary.

### 4. Meetings of the scientific council

- (1) Meetings of the Scientific Council are regular and extraordinary.
- (2) The regular meeting of the scientific council is usually held four times in the academic year. They are convened by the chairman of the scientific council.
- (3) An extraordinary meeting of the scientific council is called by the chairman, if a third of the regular members of the scientific council requests it in writing, or if he decides to call it himself.
- (4) Members participate in the scientific council based on an invitation with a program. If, for serious reasons, a member of the scientific council cannot participate in the meeting, he is obliged to apologize to the chairman of the scientific council in good time. He can express his position on the resolved questions in writing before the meeting of the scientific council.
- (5) The meeting of the scientific council is chaired by the chairman, represented by the vice-chairman.

### 5. Proceedings of the scientific council

- (1) At the beginning of the meeting of the Scientific Council, it is necessary to determine its decision-making capacity. He will inform the president and the scientific council of the result.
- (2) The chairman will introduce the program of the scientific council, ask for possible additions to the program and have the program approved.
- (3) The chairman will review the resolutions, propose the election of scrutineers for regular voting and appoint a verifier of the minutes from the scientific council.
- (4) The chairman leads the Scientific Council according to the program (approved by the Scientific Council at the beginning of the Scientific Council meeting). After the program is exhausted, he declares the meeting closed. If, for some reason (e.g. time constraints), the entire program cannot be implemented, the chairman will interrupt the meeting and set a deadline for the completion of the scientific council.



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## 6. Adoption of resolutions

- (1) In order to discuss an agenda item that requires a resolution of the Scientific Council, it is necessary for the rapporteur to deliver the report and for the report to be debated by the members of the Scientific Council.
- (2) After the end of the debate, the rapporteur summarizes the conclusions of the debate and presents proposals for resolutions of the Scientific Council.
- (3) The chairman puts the conclusions and proposals to a vote.
- (4) Regular members of the scientific council vote. Voting is done publicly or privately (secretly).
- (5) In case of equality of votes, the chairman gives the floor to the rapporteur for a brief explanation of the problem and the vote is repeated.
- (6) The Scientific Council is able to resolve matters according to Art. 2 of these rules of procedure, if a majority of its regular members are present at its meeting.
- (7) The Scientific Council is able to adopt a resolution (decision) on matters according to Art. 2, letter a), b), c), d), f), i), m), if a majority of the present regular members express their agreement with it. About things according to Art. 2, letter e), g), h), j), k), l) the scientific council is able to adopt a resolution (decision) if a majority of all regular members of the scientific council express their agreement with it.
- (8) Voting is done by secret ballot in matters according to Art. 2, letter e), g), h) of these Rules of Procedure of the Scientific Council. Each proposal is voted on on a separate ballot.
- (9) The chairman will announce the result of the vote immediately at the meeting of the scientific council.
- (10) In obvious cases, a member of the scientific council can also vote in writing per rollam. The question on which he votes in this way must be formulated in such a way that it can be answered unambiguously (for, against, I abstain). The overall result of the scientific council's vote will then be announced at the next meeting of the scientific council.
- (11) A member of the scientific council is excluded from reporting and voting in personal matters or in matters of persons related to him. The member of the scientific council shall notify the chairman of the scientific council of these facts before the meeting.
- (12) The adopted resolution can be changed or revoked by a new vote at the same session of the Scientific Council, if an error is detected in the voting process.
- (13) The approval of a supermajority is sufficient to accept a proposal to change or revoke a resolution. Present members of the scientific council.

Minutes of the meeting of the Scientific Council are written, verified by a designated member of the Scientific Council, and the minutes are submitted to the Chairman of the Scientific Council. The minutes are delivered to the members of the scientific council within 20 working days.

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Dr. hc prof. hc prof. Ing. **Marián Mesároš** , DrSc. DBA MSc. MBA LL.M.  
Rector