



ORDERS
Scholarship regulations
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Scholarship regulations

	He elaborated	He checked	Approved	Number printout:
Function	1. Vice-rector	Representative for IQS	Rector	
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A date	15/8/2022	18/08/2022	19/08/2022	
Signature				



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1. Instructions for using the order

➤ *Acquaintance*

- the order is an internal documented procedure that is made available to employees on the IQS website 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

These regulations (hereinafter referred to as O) define the rules for the awarding and payment of scholarships at USM in Košice. In the next, the rules for the work of students in the positions of scientific auxiliary force are adjusted.



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3. Scope

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

4. Terms and abbreviations

Abbreviations

IQS - Internal quality system || ***SAF*** - Scientific auxiliary force

5. Scholarship regulations

Art. 1 **Introductory provisions**

The scholarship regulations of the University of Security Management in Košice are issued as an internal regulation of the university according to § 48 par. 1 letter Act no. 131/2002 Coll. on universities and on the amendment of certain laws as amended.

Art. 2 **Types of scholarships**

Students are provided with:

- a) social scholarship from the state budget,
- b) incentive scholarship from the state budget,
- c) incentive scholarship from own resources,
- d) pregnancy scholarship from the state budget,
- e) scholarship for talented and above average domestic students.

Art. 3 **Conditions for providing social and pregnancy stipends**

1. The conditions for the provision of social and pregnancy scholarships are regulated by Act no. 131/2002 Coll. and Decree of the Ministry of Education of the Slovak Republic no. 102/2006 Coll
2. To be awarded a scholarship, the student must apply to the rector of the university (hereinafter referred to as the rector). The rector decides on the granting of the scholarship.



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3. The student is obliged to notify the rector in writing of any change in the data used to justify the scholarship application within eight days at the latest.
4. Scholarships are awarded for a maximum of one academic year, and their payment must be guaranteed by the volume of funds available to the university for the payment of scholarships.

Art. 4

Conditions for the provision of an incentive scholarship

1. The rector can award a motivational scholarship to students for excellent performance of study duties, achievement of excellent results in the field of study, research, development, artistic or sports activities.
2. The rector can award a one-time or multiple extraordinary motivational scholarship from the allocated funds.
3. The incentive scholarship is awarded as:
 - a) merit scholarship, or
 - b) scholarship of the scientific auxiliary force (SAF).
4. The rules for assessing the fulfillment of study obligations and awarding motivational scholarships can be established by the rector separately for each academic year. If he does not do so, the rules according to this regulation apply.

Art. 5

Conditions for providing merit-based scholarships

1. The merit scholarship is a motivational scholarship awarded for excellent academic results.
2. The benefit scholarship is awarded to a student in the second and third year of study of the first degree of a university studying in the full-time form of study for excellent performance of study obligations in the previous academic year, if he had not interrupted his studies during the previous academic year. The benefit scholarship is awarded to a student in the first and second year of study II. degree to a full-time student for excellent performance of study duties in the previous academic year. For students of the 1st year II. degree of study, the scholarship is awarded only to a student who completed the first degree of study at USM in Košice and did not have his studies interrupted during the previous academic year.
3. The benefit scholarship is awarded without the student applying for it. A special decision will be issued to a student who is awarded a merit-based scholarship.
4. The number of university students who are awarded merit-based scholarships is no more than one-tenth of the number of students in the second year of the first degree of the university studying full-time as of 31.10. of the relevant academic year. The number of students obtained in this way is rounded according to the mathematical rules for rounding (1 - 4 down, 5 - 9 up).
5. A benefit scholarship can be awarded to a full-time student if:
 - a) did not repeat a year during his studies,
 - b) he was not re-admitted during his studies,



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- c) did not have an interrupted study during the period for which the fulfillment of study obligations is assessed,
 - d) successfully completed all enrolled subjects for the assessed period,
 - e) in the assessed AY, he reached the legally prescribed number of credits for advancement to the next grade.
6. The criteria for ranking students are:
- a) weighted academic average (grade evaluation) for students,
 - b) a student who does not meet one of the criteria drops out of the group and is replaced by the next student in the list of students.
 - c) In case of equality of the weighted academic average at the limit of 10%, other criteria are taken into account in the following order:
 - a higher number of credits obtained for the evaluated academic year,
 - lower number of attempts required to successfully pass subjects,
 - weighted academic average of the results achieved in compulsory subjects,
 - placement at the international, national, university level SRPA.

Art. 6
Scientific Auxiliary Force Scholarship

1. The position of scientific auxiliary force (hereinafter referred to as SAF) is intended for more intensive involvement of USM full-time students in I. and II. degree of study into scientific research activity.
2. SAF positions are financed from funds intended for motivational scholarships.
3. The number of SAF positions and their filling for the academic year is decided by the Rector, based on the approval of the USM Administrative Board.
4. Students for filling the SAF position are proposed to the rector by the vice-chancellors or directors of the institute.
5. A student can apply for the position of SAF with vice-chancellors and directors of institutes before the deadline for submission of proposals. At its meeting, the Rector's College discusses proposals for SAF submitted on 20/08 calendar year. The rector discusses the outcome of the negotiation with the board of directors. Based on the outcome of the negotiation, the rector awards a scholarship to a student to fill a SAF position.
6. The SAF position is created on September 1 and expires on 30/06 of the academic year in question.
7. The amount of the scholarship and the method of payment is determined by the rector's decision. In the decision, the rector will designate the leading researcher who is responsible for the student's activities in the SAF position.
8. In the event that the student does not complete the assigned tasks, the tutor can suggest to the rector that the payment of the remuneration be suspended and a new tender be held to fill the vacant SAF position.
9. After completing his work in the SAF position, the student will submit a final report on his activities to the leading researcher.



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Art. 7

Conditions for providing scholarships for talented and above-average domestic students

1. The conditions for providing scholarships for talented and above-average domestic students are set by the Ministry of Education, Science, Research and Sports of the Slovak Republic.
2. The student applies for this scholarship independently as a natural person after finishing high school using the portal: <https://stipendia.portalvs.sk/>.
3. In the event that a student received a scholarship for talented and above-average domestic students from the Ministry of Education and Culture of the Slovak Republic, the USM informs the mediator of the school department.
4. USM in Košice provides the cooperation of MESRS in the administration of this scholarship.

Art. 8

Sources of funds for scholarships

1. Scholarships are paid from the university's scholarship fund. The scholarship fund is created from special funds and from allocated subsidies from the state budget.
2. The scholarship fund is created from the economic result, donated funds for this purpose, income from business activities, income from school fees, from the part of the subsidy for social support of students intended for social scholarships.

Art. 9

Payment of scholarships

1. The rector resigns the granted scholarships to the Board of Directors of USM for approval and subsequent realization of the payment of scholarships. As a rule, the Board of Directors entrusts the financial operations of the bursar.
2. Scholarships are paid out on the payment dates determined by the statutory body. If the student does not accept the scholarship on the specified payment date (e.g. he/she provides incorrect payment information), he/she will be predisposed to the next payment date, as an alternative date. If the student does not receive the scholarship even in the alternative payment term, the payment of the scholarship will be stopped. The student must apply in writing to the rector to renew the payment of the awarded scholarship.
3. Stopping the payment of the scholarship is governed by Act no. 131/2002 Coll. and Decree of the Ministry of Education of the Slovak Republic no. 102/2006 Coll
4. The payment of the scholarship can be suspended if the student does not fulfill the obligations according to Section 71 of the Act, or commits a disciplinary offense according to Section 72 of the Act. After the end of the procedure, the subject of which is the violation of the student's duty, the rector will decide on the next payment of the awarded scholarship.



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5. If the student is re-enrolled for studies after the interruption of studies during the period for which the scholarship was granted before the interruption of studies, he is entitled to re-payment of the already granted scholarship. However, the student must apply for the payment of this scholarship by submitting a new application.

Art. 10

The Rector's Prize awarded to students and graduates of the university

The rector's prize is awarded by the rector to students and graduates of the university in the form of a one-time incentive scholarship for excellent academic results, for successful representation of the school, or for spreading its good name.

6. Exchange service

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

7. Related documentation

Law no. 131/2002 Coll. on universities, as amended
Law no. 269/2018 Coll. on ensuring the quality of higher education, as amended
Decree of the Ministry of Education of the Slovak Republic no. 102/2006 Coll

Forms POR 08_Scholarship regulations:

[F001_POR08](#) _Social scholarship request

[F002_POR08](#) _Recognizes the social scholarship

[F003_POR08](#) _Does not grant social scholarship

[F004_POR08](#) _Application_for_review_of_a_recognized_university_social_scholarship

[F005_POR08](#) _Affidavit_about_voluntary_unemployment

[F006_POR08](#) _Affidavit_of_persons_living_in_a_shared_household_with_a_student

[F007_POR08](#)

_Affidavit_of_income_in_the_last_3_months_before_judging_the_application_for_a_social_scholarship

[F008_POR08](#) _Affidavit_of_alimony_height

[F009_POR08](#) _Affidavit_that_the_stated_facts_have_not_changed

[F010_POR08](#)

_Confirmation_of_the_employer_of_providing_financial_reimbursement_and_fulfillment

[F011_POR08](#) _Record_of_waiver_with_the_right_of_appeal

[F012_POR08](#) _Motivational_scholarships_decision

[F013_POR08](#) _Request_pregnancy_stipendium

[F014_POR08](#) _Pregnancy_stipendium_recognition



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F015_POR08 _Pregnancy_stipendium_
F016_POR08 _Request_for_stipendium subsidy

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