



DIRECTIVE
**Ensuring the quality
of education**
Number: SM 02_v2_30.4.2022_z0

Edition:	2
Page :	1 out of 11
Change page no.:	0
Storage period:	5

Ensuring the quality of education

	He elaborated	He checked	Approved	Number printout:
Function	Vice Chancellor for Education	Quality Commissioner	Rector	
Name	Ing. Radoslav Šulej, PhD.	Imrich Dufinec, Dr.h.c. prof. Ing. CSc., MBA	Marián Mesáros Dr.h.c. prof.h.c. prof. Ing. DrSc. DBA, MBA, LL.M, MSc., MPH	
A date	27/04/2022	28/04/2022	29/04/2022	
Signature				



DIRECTIVE
Ensurance the quality
of education
Number: SM 02_v2_30.4.2022_z0

Edition:	2
Page :	2 out of 11
Change page no.:	0
Storage period:	5

1. Guidelines for using the directive

➤ *Acquaintance*

- 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 (hereafter D) defines the rights and obligations in management, as a tool of organization and management within USM in Košice.

The Directive provides:

- responsibilities and powers in the area of process management for the Internal Quality Ensurance System of USM in Košice. Quality policy form and the basic structure of the content of the process.
- the form and basic structure of the content of the respective processes.



DIRECTIVE
**Ensuring the quality
of education**

Number: SM 02_v2_30.4.2022_z0

Edition:	2
Page :	3 out of 11
Change page no.:	0
Storage period:	5

- uniform procedure for approval, review, identification, updating, changes,
- ensuring accessibility and readability, downloading, archiving and shredding of documentation. For compliance with the standards for the internal system of quality ensuring of higher education according to the SAAHE for higher education.

- ensuring the quality of education from the delivery of the study application through the study process to graduation.
- ensuring the quality of education in SP,

3. Scope

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 who come into contact with the creation and management of documents and also applies to the relevant provisions of Act no. 131/2002 on Universities, as amended and related decrees of the Ministry of Education of the Slovak Republic and Act no. 269/2018 Coll. on ensuring the quality of higher education.

4. Terms and abbreviations

Concepts

- ❑ **Quality management system** – a management system for guiding and managing the organization with regard to quality.
- ❑ **Controlled documentation** – all documents that are subject to revisions and changes.
- ❑ **Quality policy** – overall intentions and direction of the organization in the field of quality, officially announced by top management.
- ❑ **Quality objective** – what is sought or strived for in relation to quality.
- ❑ **Quality manual** - is the highest level of the organization's documentation system and expresses the organization's policy and commitment to quality.
- ❑ **Directive** – defines activities at the level of the company's departments, establishes responsibilities and relations between departments. Ds have an unlimited time effect.
- ❑ **Work instructions (procedures)** – describe how work is performed in individual processes.
- ❑ **Rector's order** - it imposes specific measures of a short-term nature to ensure or perform important tasks (e.g. inventory of economic resources, measures to eliminate deficiencies, etc.).
- ❑ **Circular** – the form by which the rector informs employees about important facts and by which he gives methodical instructions and instructions.
- ❑ **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 organization 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.



DIRECTIVE
**Ensuring the quality
of education**

Number: SM 02_v2_30.4.2022_z0

Edition:	2
Page :	4 out of 11
Change page no.:	0
Storage period:	5

- ❑ **External documentation** – documents of external origin used in the organization, e.g. laws, STS, ES, ISO standards, other legal regulations, etc.
- ❑ **Documentation supplied by interested party** – documented specifications of the interested party, which are its intellectual property (procedures, regulations, rules, laws, tables, software, drawings, regulations, etc.).
- ❑ **Standards for the internal system of ensuring the quality of higher education** - according to the Slovak accreditation agency for higher education.

Abbreviations

QM	- Quality manual	SD	- study department
D	- Directive	QC	- Quality Commissioner
R	- Rector	Standards	- Slovak Accreditation Agency for Higher Education
USM	- University of Security Management in Košice	SAAHE	- Slovak Accreditation Agency for Higher Education
F	- Form (USM)	VRE	- vice-rector for education
Act on University	- Act no. 131/2002 on Universities, as amended		
AW	- Authorized worker		

5. Responsibility and authority

Based on the wording of Act no. 269/2018 Coll. on ensuring the quality of higher education and in accordance with the internal quality system according to the standards of SAAHE, USM in Košice issues this directive.

6. Description - procedure

The mission of USM is to educate and raise students who will be ready and able to effectively manage systems and carry out activities within security practice (prevention and repression, protection and rescue, security industry), with an emphasis on safety and protection of lives and health of persons, security management of the state, protection of the population, protection of persons and property. USM consistently applies quality assurance policies in its strategic management. Their basic principle is the acceptance of the primary responsibility of the university for the quality of the education provided in all parts of the university, at all levels and in all aspects. The aim of USM is to support professionalism and innovation, an individual approach to students, teachers, employees and graduates, to develop the community character of work, international cooperation and to move towards interdisciplinary cooperation in education and research. The fulfillment of the goals is confirmed by the positive assessment of USM within the external quality assessment system.

The Directive defines:

- the organization of the USM internal quality system



DIRECTIVE
**Ensurement the quality
of education**

Number: SM 02_v2_30.4.2022_z0

Edition:	2
Page :	5 out of 11
Change page no.:	0
Storage period:	5

USM procedures in the area of quality assurance of higher education
The quality ensurement policy is established in the USM Quality Manual

7. Organization of the internal quality system

The mission of universities, which are part of the European area of higher education and the common European research area, is to contribute to the development of education, knowledge, science and culture in accordance with the needs of society, to develop knowledge, skills, wisdom, creativity and human goodness and thereby contribute to the development knowledge society. Fulfilling this mission with a focus on the student is the main activity of universities. The main task of universities in fulfilling their mission is to provide higher education in accordance with the needs of society.

Basic conditions for admission to study according to § 56 of the Act on Higher Education

1. The basic condition for admission to a bachelor's degree or to study a study program according to § 53 par. 3 is obtaining complete secondary education or complete secondary professional education.
2. The basic conditions for admission to the study program of the second degree according to § 53 par. 1 is a first-level university education or a second-level university education, while the sum of the number of credits obtained for the previous university studies that led to the university education and the number of credits required for the proper completion of the second-level study program for which the applicant is applying must be at least 300 credits.
3. The basic condition for admission to doctoral studies is a second-level university education.

Admission procedure according to §58 of the Act on Higher Education

The admission procedure is a process that enables an applicant who proves that the specified conditions of admission to study have been met, to become a student of the chosen study program at the chosen university. An applicant who does not demonstrate fulfillment of the basic conditions for admission to study at the time of verification of fulfillment of the conditions for admission may be admitted to study conditionally, with the obligation to demonstrate fulfillment of the basic conditions for admission to study at the latest on the day designated for enrollment.

Admission procedure according to Article 5 of SAAHE guarantees that

- a) the offer for study applicants is published in advance and provides objective and complete information about study programs, admission requirements and criteria and other conditions of study;
- b) the admission procedure is fair, transparent and reliable, and the selection of applicants is based on appropriate methods of assessing their suitability for studies, while the conditions of the admission procedure are inclusive and equal opportunities are guaranteed to every applicant who proves the necessary prerequisites for completing the studies.

The student submits an application for university studies of the chosen degree, form and method of study on the form published on the school's website. <https://www.vsbm.sk/>, or available in ŠEVT specialized store. For the application, the student must complete the documents listed on the school's website <https://www.vsbm.sk/>. A student can apply for a distance learning method on the form *F020_SM02*, which is approved by the university rector. When the student's request is granted, the subject teacher prepares the thematic study plan

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



DIRECTIVE
**Ensurement the quality
of education**

Number: SM 02_v2_30.4.2022_z0

Edition:	2
Page :	6 out of 11
Change page no.:	0
Storage period:	5

form [F033_SM02 for the student](#) , according to the information sheet for the given subject, form [F051_D02](#) .

Registration for studies according to § 59 of the Act on Higher Education

1. Notification of the decision on admission to study according to § 58 par. 7, the applicant has the right to enroll in studies. The university will determine the date, place and method of registration for the accepted applicant, and it will be announced to him on the Notice of Decision on Admission to Study.

2. On the basis of a written request, the university may authorize the enrollment of a student under the conditions specified in its study regulations

a) another public higher education institution, state higher education institution or private higher education institution, which was accepted to study the study program of the relevant degree in the same field of study. On the day of enrollment, the student becomes a student of the university to which he enrolled, and his previous studies are considered abandoned on the day preceding the day of enrollment. The university that allowed the student to enroll will notify the university at which the student left his studies within three working days of the enrollment, to which student and in which study program it allowed enrollment and the date of enrollment. A student who meets the conditions according to the study regulations can apply for recognition of the exam and credit. Form [F022_SM02](#) is for the request for recognition of the exam, form [F023_SM02](#) is for the request for credit recognition.

Register of students

1) The university maintains a register of students. The student register is a non-public information system of the higher education institution, which is managed and operated by the higher education institution.

2) The register of students serves for the registration of students, for statistical purposes and budgetary purposes. The university can also use data from the student register for the purpose of allocating accommodation, in electronic student cards and for the purpose of verifying the student's legal status in other information systems of the university.

3) The student's name, surname, maiden name, degrees, birth number, date of birth, place of birth, place of permanent residence, gender, likeness, nationality and e-mail address are recorded in the register of students; a telephone number is also recorded in the student register, if the student provides it. For a foreigner, the place of residence in the Slovak Republic is also recorded; the birth number is recorded if it was assigned by the Ministry of the Interior.

4) For the purpose of presenting the graduates of the university and the possibility of verifying the proper completion of their studies, the university is authorized to make available or publish data about its graduates via its website in the scope of first name, surname, birth name, academic degrees, scientific-pedagogical degrees, artistic-pedagogical titles and academic ranks, name of the study program, if it is a graduate who has properly completed the study program, name of the field of study and year of graduation.

The register is managed by the university study department.

Central register of students

The central register of students is a non-public information system of the public administration, the administrator and operator of which is the ministry.



DIRECTIVE
**Ensuring the quality
of education**

Number: SM 02_v2_30.4.2022_z0

Edition:	2
Page :	7 out of 11
Change page no.:	0
Storage period:	5

The central register of students serves for the central registration of students and completed studies at universities, statistical purposes and budgetary purposes.

Internal system

The internal system regulates the way of fulfilling the university's mission in the field of higher education through:

- strategies for ensuring the quality of higher education and the quality of research activity, development activity, artistic activity or other creative activity (hereinafter referred to as "creative activity") of the higher education institution,
- processes of ensuring the quality of higher education and the quality of creative activity,
- connections between creative activity and university education in the relevant field of study.

Academic year and its organization

1. The academic year begins on September 1 of the current year and ends on August 31 of the following year.

2. Study in one academic year can be divided into two semesters or three trimesters. The specific division of studies is determined by each university in its statute of the USM Quality Council Statute in Košice QCS_v1_17.1.2021_z0.

Students follow the Schedule established for that academic year. The schedule is published on the school website <https://www.vsbm.sk/dokumenty.html>.

The student takes the exams set according to the study program, on the set date pre-arranged for the exam period, usually 4 weeks following the teaching period. If the student does not fulfill his obligations and does not take the exams on the regular date, he can apply on the form [F028_SM02](#) , [F029_SM02](#) for the possibility of taking the credit and the exam on an extraordinary date. The application is approved by the Rector of the University, with the assistance of the examiner of the subject.

In order to increase the quality of education, the rector, or the vice-rector authorized by him, conducts supervision during lectures. The identified circumstances from hospitalization will be recorded in the form [F045_SM02 Record of hospitalization](#).

According to SAAHE standards, Art. 4 is a respectful diversity of students and their needs, and a trajectory in studies is also possible, with the possibility of harmonizing work/personal life with studies at the university. Students are provided with appropriate guidance and support from teachers, and mutual respect in the student-teacher relationship is encouraged. The student has a tutor at his/her disposal, with whom he/she can consult his/her needs in relation to school and studies, for guidance in his/her studies. The tutor keeps a record of the tutor's activities regarding the students' requests, for which he uses the form [F091_SM02 - Tutor's activities](#).

Examiners are thoroughly familiar with the existing methods of verification of the achievement of educational outcomes, methods of testing, examination and assessment of student performance and have the support of the university for further improvement of their knowledge and skills.

Providing advice according to §100a of the Act on Higher Education

- The university provides free counseling to its students. Free counseling is also provided by the consortium of universities to students of universities that are members of the consortium of universities.



DIRECTIVE
**Ensuring the quality
of education**

Number: SM 02_v2_30.4.2022_z0

Edition:	2
Page :	8 out of 11
Change page no.:	0
Storage period:	5

- Counseling is provided for the purpose of improving the mental health of students and their motivation to study, help with problems that could jeopardize the proper completion of studies, and help with employment on the labor market.
- Counseling is mainly psychological counseling, career counseling and counseling in effective learning.

Counseling is provided by the USM Student Support Center.

Scholarships provided by the Ministry of Education pursuant to Section 94a of the Act on Higher Education

The given agenda is secured in accordance with the Scholarship Regulations, according to which the fulfillment of study obligations is assessed for the awarding of a motivational scholarship at USM in Košice. The given agenda is prepared by the study department and approved by the university rector.

Social scholarships from the state budget according to § 96 of the Act on Higher Education

The given agenda is covered by the economic department. All according to the internal directive.

Interruption of studies according to §64 of the Act on Higher Education

1) The study of the study program can be interrupted at the request of the student under the conditions determined by the study regulations. The study schedule will determine the longest total period of study interruption.

2) Interruption of studies is permitted by the rector. The student requests the interruption of studies on the form [F030_SM02](#) . Apply for admission after interruption of studies on form [F018_SM02](#) . Interruption of studies and commencement after interruption is approved by the rector of the University.

Repetition of the grade

If the student has not met the conditions for enrollment in a higher year, he will not achieve the required number of credits, due to failure to complete the course/failure to complete the course, he can submit a request for repeating the year on the form [F032_SM02](#) . The request is approved by the rector of the University.

Other completion of studies according to § 66 of the Act on Higher Education

- a) by leaving studies,
- b) by not completing the studies within the term determined according to § 65 par. 2, Act on Higher Education
- c) exclusion from studies due to failure to meet the requirements arising from the study program and the study regulations of the university,
- d) exclusion from studies according to § 72 par. 2 letters c), Act on Higher Education
- e) upon the entry into force of the decision on the invalidity of the state exam or its part according to § 108f par. 1 of the Act on Higher Education within the framework of a lower-



DIRECTIVE
**Ensuring the quality
of education**

Number: SM 02_v2_30.4.2022_z0

Edition:	2
Page :	9 out of 11
Change page no.:	0
Storage period:	5

level study, if the relevant education is a condition for admission to the ongoing study of a higher-level study program,

f) renouncing the academic title awarded after completing a lower-level study program, if the relevant education is a condition for admission to the ongoing study of a higher-level study program,

g) canceling the study program according to, if the student does not accept the university's offer to continue studying another study program,

h) death of the student.

If the student decides to leave his studies, he submits a notice on the form [F031_SM02](#) Notice on leaving his studies.

Proper completion of studies according to §65 of the Act on Higher Education

1) The study will properly end with graduation according to the relevant study program. The day of graduation is the day when the last of the conditions prescribed for the proper graduation of the given study program is met.

2) Study according to the study program in full-time form may not exceed its standard length by more than two years. Studying according to the study program in the external form of study may not exceed its standard length by more than three years.

3) Evidence of the proper completion of the accredited study program and the acquisition of the relevant academic degree is a university diploma, a certificate of state examination and an addendum to the diploma. Documents are managed and documented.

The student submits an application for the state exam/defense of the final thesis on the form [F035_SM02](#) , [F036_SM02](#) and [F108_SM02](#) according to the instructions of the study department of the University, which are published in the **MOODLE** information system .

School dept. processes submitted applications for state cards. The student is registered in the **MAIS information system** , where the date of the state exam is assigned to him.

The state exam will be conducted before the examination board. The course of the state exam and the announcement of its results are public. The examination board's decision-making on the results of the state exam will take place at a closed session of the examination board. The same conditions and procedure also apply to the conduct of rigorous examinations.

Only university teachers working in the positions of professors and docents and other experts approved by the scientific council of the university or the relevant body of the faculty have the right to take the state exam and the rigorous exam; in the case of bachelor study programs, also university teachers in the functional position of professional assistant with a third-level university education.

The composition of the examination commissions for conducting state examinations is determined by the dean from among the persons authorized to examine according to paragraph 3 for study programs conducted at the faculties, and by the rector for study programs conducted at the university. Prominent experts in the given field of study from other universities, from legal entities carrying out research and development in the territory of the Slovak Republic, or from practice are usually included in the examination commissions for conducting state examinations. At least two members of the examination committee for state examinations are university teachers working in the positions of professors or docents; in the case of bachelor study programs, at least one university teacher working in the functional position of professor or in the functional position of associate professor. The examination committee for conducting state examinations has at least four members.



DIRECTIVE
**Ensurement the quality
of education**

Number: SM 02_v2_30.4.2022_z0

Edition:	2
Page :	10 out of 11
Change page no.:	0
Storage period:	5

Documents on completion of studies according to § 68 of the Act on Higher Education

1) A university diploma is proof of completion of an accredited study program in the relevant field of study and the award of an academic degree. It is issued by the university. The university diploma contains the name, surname, date of birth and place of birth of the graduate, registration number of the diploma, name of the university, name of the field of study, name of the study program according to which the study was carried out, name of the faculty, if the study program was carried out at the faculty, academic title, signature of the rector and dean, if the study program was conducted at the faculty, date of completion of studies according to § 65 par. 1, an imprint of the university's stamp and other data determined by the college. The university diploma is usually awarded at an academic ceremony. As part of this academic ceremony, the university is authorized to publicly announce data about the graduate in the scope of name, surname, maiden name, place of birth, name of the faculty where the completed study program was conducted, name of the completed study program, name of the field of study in which he obtained his university degree education, and academic degree awarded.

2) The certificate of the state examination is a document of the completed state examination, its components and its result. It is issued by the university.

3) Supplement to the diploma is a document that contains details about the completed study program. The information that the diploma supplement must contain is established by a generally binding legal regulation issued by the Ministry of Education. The supplement to the diploma is issued by the university. The graduate receives a supplement to the diploma at the same time as the diploma.

After the successful completion of the thesis/defense of the final thesis, the student is registered in the central register of students as a graduate of the study program of Security Systems Management and the study field of Security Science (9205R00, 9205T00, 9205V00).

8. Exchange service

Only the Rector of USM in Košice is authorized to approve changes in this directive based on the approval of the Plenipotentiary for IQS (QC), who will make any changes. The record of the change is stored by QC.

9. Related documentation

Quality manual_4.1.13 Internal quality system
Act on Universities No. 131/2002 Coll
Act on Quality Assurance in Higher Education No. 269/2018 Coll
SAAHE standards for IQS and SP
O 05_v2_30/04/2022_z0 – Study regulations

10. Attachments

[F020_SM02](#) : Application for a distance learning method
[F022_SM02](#) : Application for examination recognition
[F023_SM02](#) : Request for credit recognition
[F028_SM02](#) : Request for crediting in an extraordinary term



DIRECTIVE
**Ensuring the quality
of education**

Number: SM 02_v2_30.4.2022_z0

Edition:	2
Page :	11 out of 11
Change page no.:	0
Storage period:	5

- F029_SM02 : Request to conduct the exam in an extraordinary term
 - F030_SM02 : Interruption of studies
 - F031_SM02 : Leaving studies
 - F032_SM02 : Repeating year
 - F033_SM02 : Thematic plan
 - F035_SM02 : Application for the state examination Bc.
 - F036_SM02 : Application for the state exam Ing.
 - F045_SM02 : Inspection of classes record
 - F051_SM02 : Subject information sheet
 - F091_SM02 : Tutor activity
 - F108_SM02 : Application for the state dissertation examination
 - F118_SM02 : Start after interruption of studies
- Other forms listed in 4.1.20_Register of forms, part assigned for D02

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