



DIRECTIVE
International cooperation
Number: SM_04_v2_30.4.2022_z0

Edition:	2
Page :	1 out of 8
Change number :	0
Storage period:	5

International cooperation

	He coordinated	He checked	Approved	Number printout:
Function	Vice-Rector for Science and Research	Representative for IQS	Rector	
Name	Jozefína Drotárová Eng. PhD., MBA, MPH	Imrich Duřinec, Dr.h.c. prof. Ing,PhD, MBA	Marián Mesároř Dr.h.c. prof.h.c. prof. Ing. DrSc. MBA LL.M.MSc. DBA MPH	
A date	15/04/2022	11.04.2022	30.4.2022	
Signature				



DIRECTIVE

International cooperation

Number: SM_04_v2_30.4.2022_z0

Edition:	2
Page :	2 out of 8
Change number :	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 Directives) defines the rights and obligations in management, as a tool of organization and management within the USM in Košice.

The Directives stipulates:



DIRECTIVE

International cooperation

Number: SM_04_v2_30.4.2022_z0

Edition:	2
Page :	3 out of 8
Change number :	0
Storage period:	5

- responsibilities and powers in the field of management of relevant processes of international cooperation and communication of the USM in Košice with foreign partners
- the form and basic structure of the content of the respective processes.
- uniform procedure for approval, review, identification, updating, changes, ensuring availability and readability, download, archiving and shredding of documentation.

3. Scope

This Memorandum of Understanding is valid on the day it is signed by the rector, which is also the day it is issued and applies to all the USM employees who are involved in international cooperation processes.

4. Terms and abbreviations

Concepts

- ❑ **The internal system of ensuring the quality of higher education** is a consistently linked set of policies, structures and processes through which the university ensures and develops the quality of fulfilling its mission in the field of higher education, creative activities and other related activities.
- ❑ **Controlled documentation** – all documents that are subject to revisions and changes.
- ❑ **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, EN, ISO standards, other legal regulations, etc.
- ❑ **Internationalization** - internationalization

Abbreviations

IQM Internal quality system

QM - Quality manual

D – Directive

STS - Slovak technical standard

DD - Director of Department

QC – Quality Commissioner

VR-S&R – Vice-Rector for Science and Research

ES - European standard



DIRECTIVE

International cooperation

Number: SM_04_v2_30.4.2022_z0

Edition:	2
Page :	4 out of 8
Change number :	0
Storage period:	5

USM – University of Security Management in Košice

F – Form (USM)

ED – External documentation

PD – Personnel department

SD - School Department

VCH-Education - Vice Chancellor for Education

5. Procedure for the organization of international cooperation and communication of VŠBM in Košice with foreign partners

Directive no. *SM_04_v2_30.4.2022_z0* is an internal regulation of the University of Security Management in Košice (hereinafter referred to as the USM), which follows other internal regulations of the USM based on the Organizational Rules of the USM external binding documents and legislation of the Slovak Republic. This directive determines the internal and general binding procedure for the implementation of international cooperation and foreign educational teachers and students of the USM in Košice, cooperation and participation of the university in international projects and networks.

The aim of the USM internal directive is to improve the quality and transparency of the procedure for the preparation and implementation of foreign cooperation and activities, in order to provide space for increasing the quality of science and research outputs, safety education of students and the professional growth of the USM university teachers, last but not least, strengthening the international acceptance of the university in the European educational and research space, based on the further development of the USM cooperation with foreign partners.

The USM implements international cooperation and communication in the following areas :

- International cooperation with selected institutions and experts
- International mobility of students and university teachers
- International projects and consortia
- International conferences and events
- Institutional and interpersonal contacts for international cooperation and activities.

The main responsibility for the management of the field of international cooperation and communication in the area of project, publication activity, mobility area, and the area of organizing international scientific conferences belongs to:

- Vice-rector for science and research the USBM in KE

The workplace responsible for the agenda in the mentioned area is:

- Office of the Vice-Rector for Science and Research the USM in Košice.

He has another responsibility in the field of international cooperation, especially in the field of education

- the rector



DIRECTIVE

International cooperation

Number: SM_04_v2_30.4.2022_z0

Edition:	2
Page :	5 out of 8
Change number :	0
Storage period:	5

- vice-rector for education
- other delegated workers if necessary.

All teachers, researchers and doctoral students of the USM are involved in international cooperation, whose task is to actively search for and implement possibilities, methods, activities and development of international cooperation.

5.1 International cooperation with selected institutions and experts

Since its inception, the USM's priorities have included international cooperation with partner institutions abroad. The USM plans to gradually develop and implement many forms of international cooperation and communication - it is about improving the quality and focus of studies on modern and innovative education, inspired by the study offer of internationally focused universities, the involvement of important personalities from abroad in teaching or the pedagogical and scientific work of the USM employees in cooperation with foreign partners, providing opportunities to complete a part of their studies abroad and prospectively creating suitable conditions for talented students to work in an international academic and work environment.

The USM, in fulfilling its mission within the framework of educational and scientific research activities, implements international cooperation and communication, as a rule, on the basis of an Agreement or Contract on cooperation, or on scientific, professional and pedagogical cooperation:

- actively searching for high-quality foreign partners or international activities,
- evaluation and acceptance of offers from foreign institutions or experts.

Proposals for international cooperation or participation of the USM in international activities are submitted by the vice-rector for science and research, the vice-rector for education, or another employee directly to the rector. The proposal for international cooperation or participation of the USM in an international activity is the result of consultations with all vice-rectors of the USM. The proposal is usually submitted orally.

After approval of the intention for international cooperation by the rector of the USM, the Vice-Rector for Science and Research or another authorized employee will prepare a written draft of the Agreement or Contract on cooperation, or participation in foreign activity. The written proposal is the result of mutual international communication between interested parties and consultations with all vice-rectors of the USM.

The Rector of the USM approves the final version of the proposal and signs the Cooperation Agreement or Contract on the agreed date and in the agreed manner, respectively, on participation in foreign activities.

Every USM employee can submit (orally or in writing) proposals for international cooperation or participation in foreign activities to the USM rector or the coordinator of the Erasmus+ program through the vice-rector for science and research.



DIRECTIVE

International cooperation

Number: SM_04_v2_30.4.2022_z0

Edition:	2
Page :	6 out of 8
Change number :	0
Storage period:	5

5.2 International mobility of students and university teachers

Increasing the quality and professionalism of university staff and students is enabled by VŠBM's active participation in foreign educational activities. The key tool for the support and realization of international mobility is usually the programs of the European Union, especially the Erasmus programs. The mentioned issue in terms of the USM is solved by internal directive no. *SM_06_v2_30.4.2022_z0 "Implementation of ERASMUS educational programs"*. It establishes the rules for the mobility of university students, the rules for the mobility of university employees, identifies Erasmus study stays, mandatory documents, requirements and obligations of participants in international mobility, processes and obligations of the home and host university, appendices and documentation samples.

Based on the amendment to the Higher Education Act, within the framework of internationalization, the USM allows students to participate in mobilities, the so-called mobility windows are ensured by the implementation of activities within the above-mentioned Erasmus directive. In accordance with this amendment, the USM will provide scholarships for full-time doctoral studies to students regardless of citizenship.

The USM will also, if interested, support employees in the implementation of longer-term mobility activities, the so-called sabbaticals. As part of the development of internationalization, the USM will also support the hiring of foreign university teachers for the position of docent or professor even without a scientific and pedagogical degree, taking into account the professional qualifications of the applicant.

5.3 International projects and networks

The outputs of the scientific research activities of the USM staff are recorded at:

- at the national level, under the conditions of the Slovak Republic, a
- international level, usually within the Vyšehrad Group, or EU.

The efforts of the USM workers and their colleagues from Slovakia are multiplied by the potential of workers from foreign institutions or experts, within joint research teams.

The solution of international projects or institutional projects of the USM with the participation of foreign institutions and experts respects and is governed by internal directive no. *SM_08_v2_30.4.2022_z0 "Management of science and research"*.

5.4 International conferences and events

One of the significant areas of the USM's contractual or agreed obligations with foreign partners or experts is the organization and provision of international conferences, seminars and colloquiums, for the purpose of public presentation of the results of the activities of research teams, or the innovative and scientific work of individuals, usually within the framework of:



DIRECTIVE

International cooperation

Number: SM_04_v2_30.4.2022_z0

Edition:	2
Page :	7 out of 8
Change number :	0
Storage period:	5

- Regular international scientific or professional conferences and seminars within and outside the USM,
- International events on current topics, according to social need, within and outside the USM
- We attach special importance to Student scientific and professional activities, or the work of trainers with talented doctoral students at the national and international level.

5.5 Institutional and interpersonal contacts for international cooperation and activities

The USM ensures international cooperation and communication through:

- Institutional contacts,
- Interpersonal contacts.

Institutional contacts for international cooperation and communication are primarily provided by:

- Board of Directors
- Rector
- Vice-Rector for Science and Research
- Vice Chancellor for Education.

Addresses for institutional contacts:

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DIRECTIVE

International cooperation

Number: SM_04_v2_30.4.2022_z0

Edition:	2
Page :	8 out of 8
Change number :	0
Storage period:	5

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Interpersonal contacts for international cooperation and communication are primarily provided by the management of the college and university teachers of the USM.

5.6 Gender equality and non-discrimination in the field of international relations

The USM implements all international activities with great emphasis on compliance with the principles of gender equality and non-discrimination. People of all genders, nationalities, religions, etc. can participate in international activities. Activities within the framework of international cooperation are carried out in accordance with *EK_v1_30.4.2022_z0* , i.e. with the USM Code of Ethics.

6. Exchange service

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

7. Related documentation

SM_05_v2_30.4.2022_z0 Implementation of ERASMUS educational programs
SM_03_v2_30.4.2022_z0 Management of science and research
EK_v1_30.4.2022_z0
Act on Universities No. 131/2002 as amended
SM 02_v3_30.4.2022_z0 Ensuring the quality of education in ŠP
Quality manual_4.1.13 Internal quality system

8. Attachments

F01_SM04 Internationalization strategy

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