



DIRECTIVE  
**Bibliographic registration**  
Number SM 08\_v2\_30.4.2022\_z0

Edition:	<b>2</b>
Page :	<b>1 out of 8</b>
Change page no.:	
Storage period:	<b>5</b>

## Bibliographic registration

	<b>He coordinated</b>	<b>He checked</b>	<b>Approved</b>	<b>Number printout:</b>
<b>Function</b>	Vice-Rector for Science and Research	Representative for IQS	Rector	
<b>Name</b>	Jozefína Drotárová Ing. PhD., MBA, MPH	Imrich Dufinec, Dr.h.c. prof. Ing. CSc., MBA.	Marián Mesároš Dr.h.c. prof. Ing., DrSc. MBA LL.M. MSc. DBA MPH	
<b>A date</b>	01.04.2022	08/04/2022	30/04/2022	
<b>Signature</b>				



DIRECTIVE  
**Bibliographic registration**

Number SM 08\_v2\_30.4.2022\_z0

Edition:	<b>2</b>
Page :	<b>2 out of 8</b>
Change page no.:	
Storage period:	<b>5</b>

## 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 SM) defines the rights and obligations in management, as a tool of organization and management within the USM in Košice.

The directive stipulates:



DIRECTIVE  
**Bibliographic registration**

Number SM 08\_v2\_30.4.2022\_z0

Edition:	<b>2</b>
Page :	<b>3 out of 8</b>
Change page no.:	
Storage period:	<b>5</b>

- responsibilities and powers in the management of the bibliography process, PR4 Quality manuals.
- the form and basic structure of the content of the process.
- uniform procedure for approval, review, identification, updating, changes, ensuring availability and readability, download, archiving and shredding of documentation.

### 3. Scope of validation

---

This D is valid on the day it is signed by the rector, which is also the day it is issued and applies to all USM employees who come into contact with the creation and management of bibliographic registration.

### 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.
- ❑ **Quality policy** – overall intentions and direction of the organization's activities in the field of quality, officially announced by top management.
- ❑ **Quality objective** – something that is sought or striven for in relation to quality.
- ❑ **Directive** – defines activities at the level of the company's departments, establishes responsibilities and relations between departments. SMs have an unlimited time effect.
- ❑ **Work instructions (procedures)** – describe how work is performed in individual processes.
- ❑ **Form** – a form for recording important data that is processed and evaluated during the implementation of processes.
- ❑ **Internal documentation** - these are all QMS documents created and managed internally
- ❑ **Internal forms** - are those prepared by individual sections of the organization to obtain information for planning, management and improvement of QMS.
- ❑ **Creative activity** – is a research activity, development activity, artistic activity or other creative activity of the university, which is relevant from the point of view of fulfilling the mission of the university, especially in connection with the educational goals.
- ❑ **Scientific integrity** – the primary condition for quality scientific work consists in strict adherence to the highest professional and moral standards, transparency, conducting research critically and without prejudices, and in the absolute integrity of the practice, teaching and administration of science. Its opposite is scientific dishonesty and dishonesty.



DIRECTIVE  
**Bibliographic registration**

Number SM 08\_v2\_30.4.2022\_z0

Edition:	<b>2</b>
Page :	<b>4 out of 8</b>
Change page no.:	
Storage period:	<b>5</b>

## Abbreviations

<b>VSK</b> – Internal quality system	<b>RÚ DD</b> - Director of Department
<b>IQS</b>	
<b>PK</b> - Quality manual	<b>ZMK QC</b> – Quality Commissioner
<b>QM</b>	
<b>SM D</b> – Directive	<b>EPC</b> – Records of policing activity
	<b>RPA</b>
<b>STN</b> - Slovak technical standard	
<b>STS</b>	
<b>R</b> – Rector (VŠBM)	<b>AK AL</b> – Academic library
<b>F</b> – Form (VŠBM)	<b>SO SD</b> - School Department
<b>ED</b> – External documentation	
<b>CREPA</b> - Central register of evidence of publication activity	<b>PR-R&amp;D</b> -Vice Chancellor for Science and Research
	<b>OVV</b>
	<b>RDSR</b> -Department of Science and Research

## 5. Description - procedure

### 5.1 Introductory Provision

The USM rector's directive on the bibliographic registration of the USM number SM 08\_v2\_30.4.2022\_z0 is an internal regulation of the USM, which determines the generally binding procedure, organization and division of work of authors, institutes, the department of science and research and the academic library of the USM in the bibliographic registration, registration and archiving of the outputs of creative activities, especially publishing activities and responses and connecting the outputs to the teaching process.

### 5.2 Legislative basis

1. Act no. 183/2000 Coll. – The Libraries Act, according to which the academic libraries of universities are obliged to register and archive publication activities:
  - university teachers,
  - research employees and
  - doctoral students.
2. Directive of the Ministry of Education of the Slovak Republic no. 13/2008-R – Directive on bibliographic registration and categorization of publishing activity, artistic activity and responses, which determines:
  - generally applicable rules on:
    - . bibliographic registration and categorization of publication activity and reviews,
    - . archiving of publication activity documents and responses,
    - . organization and division of work during bibliographic registration and processing of outputs,



DIRECTIVE  
**Bibliographic registration**

Number SM 08\_v2\_30.4.2022\_z0

Edition:	<b>2</b>
Page :	<b>5 out of 8</b>
Change page no.:	
Storage period:	<b>5</b>

- the obligation of universities to develop internal regulations for the exact procedure, organization and division of work in bibliographic registration and archiving of publication activity and reviews.

3. Methodology for recording publication activity in accordance with Act no. 131/2002, as amended, on higher education institutions and on amendments and additions to certain laws, issued and updated by the Ministry of Education, Science, Research and Sports of the Slovak Republic and the Center for Scientific and Technical Information, and Decree No. 397/2020, effective from 1 February 2022, on the central register of records of publishing activities and the central register of records of artistic activities.

The academic library is the workplace for recording publication activity.

### *5.3 Subject of bibliographic registration - evidence of publication activity*

The subject of the publication activity record is the output of the publication activity and the response to the output of the publication activity. The output of publishing activity in the sense of evidence is a publicly available publication, which was created as a rule as an employee work, feedback on the output of published activity is feedback on the publication. Each published document is presented only once within the evaluated institute.

The subject of publication activity records is not:

- publication activity of part-time USM employees, USM employees working on the basis of work activity agreements, or agreements on the performance of work, former employees and doctoral students in an external form, (in this case the record can be registered under the conditions determined by the decree and the law)
- participation itself, or presentation at scientific or professional events, if the presentation was not published in a conference proceedings or magazine.

### *5.4 Rules of bibliographic registration*

1. The academic library registers and archives the publication activity of USM employees only on the basis of prescribed documents, according to Annex No. 1 (form no. *F01\_SM08*), which must be personally prepared and delivered by the author or an authorized contact person from the individual institutes of USM. The guarantor of the records is an authorized employee of the department of science and research, who has the right to actively participate in the registration and updating of documents as part of legislative changes.
2. One publication is reported only once during bibliographic registration. If the publication has more than one author, the preparation and delivery of documents for bibliographic registration will be done by the first author from the USM (in the order in which they are listed in the document).
3. When registering feedback on publications - it is necessary to first register the document to which the feedback applies.
4. When registering a chapter/article in a book publication and an article in a magazine, it is necessary to first register the source document, and in the case of conference proceedings,



DIRECTIVE  
**Bibliographic registration**

Number SM 08\_v2\_30.4.2022\_z0

Edition:	<b>2</b>
Page :	<b>6 out of 8</b>
Change page no.:	
Storage period:	<b>5</b>

also the event. In order to register an article in the journal, it is necessary to provide information about the number.

### *5.5 Receipt of documents*

1. The place to receive materials for bibliographic registration and archiving is the Academic Library. The doctoral student is obliged to make 2 copies of the documents for records, one of which he will hand over to the academic library worker and one to the department of science and research.
2. The authorized AL employee will only take over the complete documents from the authors or the contact person and, based on them, will make an entry in the database of the information Central register of the evidence of publication activity 2, (hereinafter CREPČ2). Otherwise, he will return the documents for addition.
3. The Academic Library of the USM will ensure the archiving of publication activities. In the case of doctoral students, a copy of the records is also archived at the Department of Science and Research. Copies of selected outputs can also be archived at the science and research department for the preparation of documents for accreditation.

### *5.6 Liability and Cooperation*

1. **The author** is responsible for the following activities:
  - for determining the category of publication and response in the sense of Decree no. 397/2020, (in disputed cases, the head of the institute decides),
  - the main author (first in order) determines the % share of co-authors,
  - for preparing a complete set of documents for bibliographic registration and archiving according to F01\_SM08 ,
  - for filling out and sending the electronic form,
  - for delivery of a complete set of documents to AI - personally or through a contact person - within one month from the publication of the document,
  - for submitting requests for corrections of records in EPC outputs according to new documents.
2. **The Academic Library** of VŠBM is responsible for the following activities:
  - for archiving the documents of publication activity and feedback from VŠBM employees,
  - for operational updating of the archive of publication activity documents and feedback from VŠBM employees,
  - for making the archive of publication activity materials available to authorized persons,
  - for bibliographic registration - evidence of publication activity in the sense of valid norms, standards and national recommendations for building information systems on publication activity of the Slovak Republic - Central register of evidence of publication activity.



DIRECTIVE  
**Bibliographic registration**

Number SM 08\_v2\_30.4.2022\_z0

Edition:	<b>2</b>
Page :	<b>7 out of 8</b>
Change page no.:	
Storage period:	<b>5</b>

**3. Office of the Vice-Rector for Science and Research/Department of Science and Research the USM**

- archives copies of the documents of the outputs of the publication activities of doctoral students
- can collect copies of documents for the outputs of publication activities for the purposes of accreditation
- the authorized worker can be the guarantor of the record of publication activity and actively participate in the record of outputs
- in cooperation with AL, updates the forms, directive and rules in accordance with legislative changes

**4. Institutes (departments)**

- they can designate a contact person who will be an intermediary between the author and AL,
- the head of the institute (department) is authorized to check the outputs of the publication activity for the institute (department) and, if necessary, to decide on a change in the category of the document.

**6. Gender equality**

The USM implements all activities related to the registration of publication activity with great emphasis on compliance with the principles of preserving gender equality and non-discrimination. Persons of all genders, nationalities, religions, etc. Activities within the scope of publication activity are carried out in accordance with EK\_v1\_30.4.2022\_z0, i.e. with the USM Code of Ethics.

**7. The connection between creative activity and the teaching process**

Outputs of creative activity, registered in the CREPA1 and CREPA2 system and registered, archived in the Academic Library of the USM, especially book publications, teaching texts, peer-reviewed scientific collections and scientific journals, published mainly by the University of Safety Management in Košice, but also project outputs, if their nature allows, they represent an entry into the education process, as they are available to students for study, as part of supplementary study literature, for the creation of seminar papers, final theses, projects, assignments. Availability for students is mainly ensured by the academic library, but also by teachers, expert solvers, project managers and responsible project solvers, authors of creative activity outputs, who share the outputs and results of creative and project activity and related information with students in printed or electronic form, by distributing the outputs to the library, respectively by supplementing the materials of the teaching process, or orally during personal and individual consultations with students.

Authors of creative activities and project activities share, if possible, the results of research with interested parties representing the practice, if the form and character allow it.





DIRECTIVE  
**Bibliographic registration**  
Number SM 08\_v2\_30.4.2022\_z0

Edition:	<b>2</b>
Page :	<b>8 out of 8</b>
Change page no.:	
Storage period:	<b>5</b>

## 8. 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 (C-IQS), who will make any changes. The record of the change is stored by C-IQS.

## 9. Related documentation

---

EK\_v1\_30.4.2022\_z0 Code of Ethics the USM in KE  
SM\_03\_v2\_30.4.2022\_z0 Guideline Management of science and research USM  
SM 02\_v3\_30.4.2022\_z0 Ensuring the quality of education in SP  
Library regulations POR 07\_v2\_30.4.2022\_z0

## 10. Attachments

---

- F01\_SM08: Documents for registration and archiving of publication activity and reviews  
F02\_SM08: Accompanying form for the registration of the entire book publication (monograph, collection, textbook, etc.)  
F03\_SM08: Accompanying form for registration of a part of a whole book publication (chapter, contribution, etc.)  
F04\_SM08: Accompanying form for registering an article in a journal  
F05\_SM08: Accompanying form for recording feedback between records registered in CREPČ2  
F06\_SM08: Accompanying form for recording feedback in a publication not registered in CREPČ 2

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