



DIRECTIVE
Operation of information systems
Number: SM 12_v2_30.4.2022_z0

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Operation of information systems

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



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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 establishes the rules, procedures and responsibilities regarding the systematic collection, processing, analysis and evaluation of information in the necessary scope and structure for the management of educational activities and for the management of creative activities and other related activities of the University of Security Management in Košice (hereinafter the USM in KE). It establishes the information need for the management of the

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specified areas and the method of its coverage, i.e. the sources and responsibilities for the collection of information, the management of reference information and also adjusts the approach to the analysis of information according to the requirements of the customers.

The directive also addresses the application of responsibility for the publication of objective and complete information for study applicants and for UNIZA students during all phases of the student's life cycle and sets out information rules for students with specific needs.

3. Scope 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 VŠBM employees, external board members and interested parties who come into contact with the creation and management of study programs.

4. Terms and abbreviations

Concepts

- ❑ **Information need** – a set of information necessary for the receiver of information.
- ❑ **Recipient of information** – a person requiring information necessary for managing the process of planning, carrying out educational and creative activities.
- ❑ **interested in information** – a person to whom information is made available with the aim of demonstrating transparency or arousing interest.
- ❑ **Information provider** – a person or department responsible for collecting information, providing it, including analysis of the information obtained.
- ❑ **Gathering information** - is the process of obtaining and concentrating information defined in the information need.
- ❑ **Information analysis** – the process of processing information into a form suitable and adequate for use by the recipient of the information for decision-making or proving the achievement of the goal.
- ❑ **Suitability and adequacy of information** - provided information taking into account the peculiarities of the USM in KE/component (suitability) is sufficient (adequacy) in terms of the scope and timing of making it available to make a decision to address the quality of education.

5. Information sources and their accessibility

1. The sources of information necessary for the effective management of education at the USM in KE can be found in the school's information systems. The school department collects in information systems data about applicants, the progress of students' studies until the end of their studies.

2. Study resources are collected in the Information System of the Academic Library, which

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keeps records of all available USM publication sources in KE.

3. Forms of education are:

- a) Daily study,
- b) External study,
- c) Postgraduate study.

6. Availability of necessary and important information

1. All information about the study, from the instructions to the admission procedure through the course of the study to the end of the study, are part of the school's internal regulations or their components and are published on the school's website.
2. Access to these documents is available on the website of the USM in KE at www.vsbm.sk.
3. Access to information sources of individual study program subjects is ensured by the educational system at www.moodle.vsbm.sk.

7. Information necessary for effective management of the quality of education and creative activities

1. Areas for which the USM in KE systematically collects information necessary for management the quality of education and creative activities, are:
 - a) Study program
 - b) Admission procedure
 - c) Students
 - d) Teachers
 - e) Study resources
 - f) Creative activities
 - g) Results of monitoring information related to education and creative activities.
2. Persons responsible for the study program and creative activities and persons in management positions of school components are responsible for determining the information needs for the effective management of the mentioned areas. In addition to the information manager, each of the areas of information need has designated sources of information, periodicity of information collection, form of information processing and method of making information available. The USM in KE identifies sources of information to cover the defined information need and involves relevant interested parties (students, employees, employers) in their collection.
3. For the field of the study program, relevant information is maintained in the academic information and educational system MAIS (hereinafter referred to as MAIS).

8. Information security and personal data protection

The protection of personal data is ensured according to the Regulation of the European Parliament and the Council (EU) 2016/679 of April 27, 2016 on the protection of natural persons in the processing of personal data and on the free movement of such data and Act



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No. 18/2018 Coll. on the protection of personal data and on the amendment of some laws, as amended.

9. Information for students in the phase of study and study evaluation

1. The accepted applicant becomes a student of the USM in KE by enrolling for studies, and all related information is collected by the school department (information provider) in MAIS.
2. The University publishes central information for students on the website www.vsbm.sk in the STUDENTS section.
4. Access to the Internet and, subsequently, to all electronic sources of information and information systems is also provided to students from all areas of the USM in KE.

10. Information for teachers providing instruction

1. University teachers are in the position of:
 - a) recipients of information (entered by the information provider – the school department) about your schedule and workload, about students registered for the course,
 - b) information providers when they enter information about assessment dates into MAIS students, about the results of student evaluation (interim and final).

11. Information gathering

1. The information defined in the individual articles of this directive is systematically collected and centrally processed in MAIS.
2. In the education process, information is automatically collected and evaluated in an objectively obtained quantitative and qualitative manner so that it is possible to evaluate the indicators defined in the University's Long-Term Purpose.
3. Collecting and evaluating subjectively obtained quantitative information and qualitative indicators are obtained by gathering feedback through planned surveys

12. Stakeholder involvement in information gathering

1. Students, teachers and graduates are actively involved in the collection of information related to the quality of education.
2. MAIS is used for registering for exams, entering teacher evaluations, etc.
3. University teachers fill in student evaluations in test reports (enter assessment to MAIS), publish study materials and evaluate the educational process from their positions, and also take into account the results of questionnaires when preparing for education surveys related to education.



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13. Disclosure and disclosure of information

1. The school publishes for applicants, students, employees, graduates on the official boards:

- internal regulations,
- annual reports,
- the results of the evaluation of the quality of the educational process,
- information on study options a
- other documents in accordance with the standards of the Slovak Accreditation Agency for Universities and Act no. 131/2002 Coll. on universities, as amended (hereinafter "Act on Higher Education").

14. Exchange service

Only the rector is authorized to approve changes in this directive, based on the approval of the USM quality representative (QC). The change itself is carried out by PRI. The record of the change is kept by the IQS representative.

15. Related documentation

4.1.13QM_IQS_IQS quality manual, ch. 7.5_Documented information
4.1.14_Communication matrix of internal and external communication
4.1.15_Information systems IQS _list
SM 02_v3_30.4.2022_z0_Ensuring the quality of education in SP + forms
Law no. 131/2002 Coll. on universities, as amended
Law no. 269/2018 Coll. on ensuring the quality of higher education and on the change and amendments to Act no. 343/2015 Coll. on public procurement and change and amendments to some laws as amended
SAAHE standards for the study program and standards for the internal system of quality assurance of higher education

16. Attachments

Without attachments

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