Management of science and research

	He elaborated	**He checked**	**Approved**	**Number printout:**
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A date	17/10/2025	17/10/2025	20/10/20225	
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 IQAS 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, 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, 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 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.

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2. Purpose

The directive serves to ensure and manage scientific research work at USM in accordance with Act no. 131/2002 Coll. on universities as amended and the Standards of the SAAHE SR.
This directive (hereafter D) defines the rights and obligations in the management of science as a tool of organization and management within the USM in Košice.

The D stipulates:

- *responsibilities and powers in the field of management of relevant processes,*
- *the form and basic structure of the content of the respective processes,*
- *uniform procedure for approval, review, identification, updating, changes,*
- *z ensuring availability and readability, downloading, archiving and shredding of documentation.*

3. Scope

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 are involved in science and research processes.

- responsibility for evaluating research and development lies with the scientific council, to which the Vice-rector for science and research or the Director of the science and research department of USM submits materials
- the person in charge of this organizational directive is the vice-rector for science and research
- the operators of the research and development process are: the Director of the science and research department of USM, heads of institutes, responsible R&D project solvers , research teams and bearers of partial research and development tasks, project managers, authors of publication outputs, or other authorized persons.

4. Terms and abbreviations

The conceptual apparatus is mainly defined by Act No. 172/2005 Coll

Terms:

- ***Controlled documentation*** – all documents that are subject to revisions and changes
- ***Quality policy*** – overall intentions and direction of the organization's activities in the area of quality officially announced by top management
- ***Quality objective*** – something that is sought or pursued in relation to quality

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- ***Quality manual*** - is the highest level of the organization's documentation system and expresses the organization's policy and commitment to quality
- ***Directive*** – defines activity at the level of the company's departments, establishes responsibilities and relations between departments. Ds 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 developed by individual sections of the company to obtain information for planning, management and improvement of QMS
- ***External forms*** - they are available in the standards and legal regulations of the governing economic and state bodies, which are prescribed and related to the planning, management and improvement of scientific - research processes
- ***External documentation*** – documents of external origin used in the company, e.g. laws, STS, ES. ISO standards, other legal regulations
- ***Standards of SAAHE SR –*** Standards of the Slovak Accreditation Agency for Higher Education of the Slovak Republic.
- ***Significant international level of outputs –*** is the second highest level of quality of the results of creative activities, determined on the basis of evaluation according to the procedures and criteria specified in the Methodology for the evaluation of creative activities issued by the agency. The term does not refer to the nature or geographical extent, nor to the place of realization, nor to the place of dissemination of the results of the creative activity.
- ***Scientific integrity –*** a primary condition for quality scientific work, consisting in strict adherence to the highest professional and moral standards, transparency, conducting research critically and without prejudice, and in the absolute integrity of the practice, teaching and administration of science. Its opposite is scientific dishonesty and dishonesty.
- ***Creative activity*** - is a research activity, development activity, artistic activity or other creative activity of a higher education institution that is relevant from the point of view of fulfilling the mission of the higher education institution, especially in relation to the goals and outcomes of education.
- ***Teachers*** are all persons who provide study programs, regardless of whether they are employed in the position of a university teacher, researcher, artistic worker, or in the position of a doctoral student or practitioner, and regardless of whether they work at the university for the established weekly working hours or for shorter weekly working hours or on the basis of agreements on work performed outside of the employment relationship.
- ***Teachers providing profile subjects*** - "Co-guarantors" of the study program for the purposes of this internal regulation are persons according to Art. 7 par. 2 Standards for SP.
- ***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.

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- ***Profile study subject*** is a study subject of a study program that contributes in a fundamental way to the achievement of the graduate's profile, i.e. the educational goals and outcomes of the respective study program.
- ***Science*** **-** a collection of systematically and methodically organized knowledge, which includes the field of research activity aimed at obtaining new knowledge about nature, society and art, containing the conditions and elements of this activity, which are scientists, scientific institutions, experimental and laboratory facilities, research and development methods works, conceptual apparatus and system of scientific information.
- ***Technology*** **-** a summary of knowledge and systematically organized activities used for industrial and other processes and procedures, which monitor their practical usefulness for people and society **.**
- ***Research*** **-** systematic creative activity carried out in the field of science and technology for the needs of society and in the interests of the development of knowledge. Research consists of basic research and applied research.
- ***Basic research*** - a systematic creative activity, the main goal of which is the acquisition of new knowledge, regardless of the possibilities of their direct practical use.
- ***Applied research*** - systematic creative activity aimed at acquiring new knowledge with the aim of directly using the obtained results in economic practice and social practice **.**
- ***Development*** **-** systematic creative activity in the field of science and technology using laws and knowledge obtained through research or based on practical experience in the creation of new materials, products, devices, systems, methods and processes or their improvement.
- ***Research and development project*** **-** a collection of intentions, goals and planned time-bound research and development activities in a content-defined area of science and technology. The research and development project also includes data on personnel, material, equipment and financial conditions necessary for its solution.
- ***Solution of the research and development project (R&D)*** **-** implementation of planned activities and measures and, through them, the fulfillment of the aims and objectives of the project.
- ***Responsible solver*** - the person responsible for solving the project and for determining the purpose of using the funds provided for its solution. In most cases, he is also the project coordinator, or local coordinator for USM workplace(s).
- ***Resources for the RDP solution*** - These are funds obtained by the RDP from institutions that are the bearers (guarantors) of financial resources for the support of development projects in the field of science, research, development and innovation (hereinafter " **sponsor institution** ").
- ***Project consortium*** - Appears in the organizational directive in two positions: a) consortium of researchers of the ENTIRE RDP, which consists of co-investigators , respectively. foreign organizations; b) local project consortium of researchers at USM. The

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local project consortium includes researchers (their capacities and the agreed share of the subsidy for USM) from one or more *workplaces within USM.*

- ***RDP record system*** **-** RDP records are secured by a standardized form that covers the entire life cycle of RDP. Access rights to the RDP registration system are specified in the regulation (directive) on the RDP registration system.
- ***The RDP archiving system*** is a system at the USM science department that enables archiving, providing and editing documentation associated with the solution and evaluation of RDP throughout its entire life cycle. The system is available according to the access rights specified in the regulation (directive) on the RDP document archiving system (DA RDP). The DA RDP system is mostly indirectly linked to the electronic documentation system of the sponsoring Institution. Sponsor institution Name for all institutions and institutes providing and providing financial contributions and subsidies for the RDP solution (also I RDP).
- ***Contract*** Short name for all contractual agreements concluded in accordance with Slovak laws, recommendations and agreements of the European Commission. Formal processing is generally carried out in accordance with the standards of the institution providing the funds (sponsor).

Abbreviations used:

VEGA Scientific grant agency of the Ministry of Education of the Slovak Republic and the Slovak Academy of Sciences
KEGA Educational grant agency of the Ministry of Education of the Slovak Republic
RDPA Research and Development Support Agency
PISTC Projects of international scientific and technical cooperation supported by bilateral agreements
RDP Research and development projects (research and development projects)
I RDP International research and development projects (research and development projects). The abbreviation is used if it is purely about projects of type I RDP, or if not known from the text
N/A RDP Proposal or intention of a research and development project
DA RDP Research and development project documentation archive
RDP RS Research and development project record system
IE RDP Interim evaluation of the research and development project
FR RDP Final report on the RDP solution
TPPS Teachers providing profile subjects
SAAHE SR Slovak Accreditation Agency for Higher Education of the Slovak Republic
MESR Ministry of Education, Science and Research

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5. Organization of science and research at USM in Košice

5.1 Introductory Provision

Directive no. D__03_v3_20/10/2025_z0 is an internal regulation of USM, which follows other internal regulations of USM, the Quality Manual of USM, is based on the Statute and Organizational Rules of USM and which determines the internal and generally binding work procedure of the science and research department and all participants in scientific research and related processes of USM .

The processes in science and research and related management and support processes are the processes of realizing the scientific and research potential of USM, which is the solution of basic and applied research projects at the national and international level with an orientation to specific areas of human existence (for example, legal, security, environmental, information , economic, logistical, crisis, management), related technical and information systems as well as methods and procedures examined from the point of view of the field of protection of persons and property.

5.2 Subject of science and research at USM in KE

Science and research at USM in KE mainly represents the implementation of institutional, national, departmental, bilateral and international projects, and the creation of outputs of creative activity. Supporting activities mean the organization and search of international scientific events, coordination of the publication of scientific journals and collections, as well as other activities.

5.3 Organizational structure and definition of basic responsibility

5.3.1 Office of the Vice-Rector for Science and Research

The Office of the Vice-Rector for Science and Research is directly managed by the Vice-Rector for Science and Research. The department for science and research, which is managed by the Director of the department, is organizationally integrated into the office. The Director of the science and research department is directly managed by the vice-rector for science and research.

5.3.2 Vice-rector for science and research - duties

The Vice-Rector for Science and Research of USM ensures:

1. Coordination of scientific research activities
2. Registration, control, guidance of scientific activities, especially the publication activities of doctoral students

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3. Coordination and methodical guidance of the preparation and implementation of domestic and international projects.
4. Preparation of specified materials at the R&D department for the meeting of the scientific council
5. Searching for possibilities and assistance in increasing the scientific-qualification level of pedagogical and scientific staff of USM.
6. The area of publication activities and R&D outputs is the guarantor of the records of publication activities, ensures control of records, compliance with legislation in the given area
7. International conferences
8. Cooperation with practice in the field of science, solutions to the needs of practice and transfer of R&D results to practice.
9. International cooperation in the field of science and research

5.3.3 The Director of the Department of Science and Research (DSR)

The Director of the Department of Science and Research (DSR) is directly subordinate to the vice-rector for scientific activities of USM, he manages the department and coordinates activities connected with the operational security of USM in the field of science and research. In the field of strategic development, he manages, coordinates and evaluates, above all, the intentions and plans for the development of scientific and research activities of USM and informs the vice-rector for R&D of USM about them. He is responsible for the preparation of materials for the field of science and research for the meetings of the Board of Directors of USM. In the field of science and research, the Director of the Science and Research Department has the powers granted by the rector and vice-rector for R&D USM.

The Director of DSR covers, to the extent determined by the vice-rector, in particular:

1. Coordination, implementation of scientific and research activities of USM
2. Coordination, methodological guidance and evaluation of the preparation and implementation of institutional, domestic and international projects
3. He participates in the preparation of negotiations, the program and the organization of meetings of the scientific council of USM
4. Registration, control, guidance of scientific activities, especially the publication activities of doctoral students
5. He participates in the search for opportunities to increase the scientific qualification level of pedagogical and scientific staff of USM.
6. Methodical guidance and evaluation of publication activity

Article 5.3.4 Department of Science and Research (DSR)

The Department of Science and Research directly falls under the Office of the Vice-Rector for Science and Research and, together with this office, mainly ensures:

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1. Administrative operation of the department.
2. Record of correspondence of the department
3. Preparation of documents and necessary materials for meetings of the scientific council.
4. Verification of the completeness of documents for habilitation and appointment procedures (if USM has such authorization).
5. Preparation of documents for appointment procedures for professors (if USM has such authorization).
6. Preparation of documents for the awarding of scientific degrees and the awarding of the titles of Dr. h.c., professor emeritus and the position of visiting professor.
7. Organizational and administrative provision of scientific-research and professional conferences and seminars at USM.
9. organizational and administrative provision of all-school competitions SSPA (Student scientific and professional activity) USM.
10. Records and archiving of scientific research projects.
11. Methodological guidance and control of administrative documents for scientific research projects.
12. All necessary attachments to applications for grants for scientific research projects.
13. Actuality of SGA MERDY (Scientific Grant Agency of the Ministry of Education, Research, Development and Yooth of the Slovak Republic), CEGA of MERDY (Cultural and Educational Grant Agency of the Ministry of Education, Research, Development and Yooth of the Slovak Republic), RA (Research Agency), calls within the framework of structural funds, RDSA (Research and Development Support Agency), SAAIC (Slovak Academic Association for International Cooperation), further the calls of the Ministry of Education, Research, Development and Yooth of the Slovak Republic, the Ministry of the Interior of the Slovak Republic, the Government Council for the Prevention of Crime, the Ministry of Defense of the Slovak Republic and other departmental ministries of the Slovak Republic, the European Commission, calls within the Horizont programs, and other domestic and foreign agencies and institutions to submit scientific research projects.
14. Methodical coordination of organizational support for scientific-research and professional conferences and seminars at USM.
15. Coordination of opposition proceedings to scientific research projects.
16. Methodological guidance SSPA (Student scientific and professional activity).
17. Records of membership of academic staff of USM in domestic and foreign scientific, professional, union commissions, scientific councils and other organizations, commissions and committees.
18. Registration and updating of scientific and pedagogical characteristics of teachers
19. Recording and updating of outputs submitted to the accreditation agency as part of the evaluation of the creative activity of USM
20. Registration and updating of USM teachers' graduation development plans 21. Consultancy in the filing of patents and inventions

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21. Advisory serviceas for filing patents
22. Coordination and regular publication of the scientific journal Košice Security Review

6. Research and development as a process at USM

6.1 Purpose of the research process

The aim of the research and development process is to achieve competitiveness in the field of science, technology, research, development, art and culture through planning, implementation, evaluation, continuous improvement of the quality of research and development projects and the use of new scientific knowledge in practice, as well as their implementation in the teaching process at USM.

6.2 Description of the research and development (R&D) process based on projects

R&D process implemented by the projects in terms of timeline consists of 1. Planning, 2. Design and submission of projects, 3. Approval 4. Implementation 5. Interim evaluation and 6. Termination (final evaluation - opposition) of projects. In some types of projects, monitoring reports on the results of the project in practice are also submitted and evaluated. As part of the implementation and evaluation of projects, the process also includes monitoring of the project, measurable indicators, interim and final reports, requests for payment, as well as processes related to monitoring, control and reporting of the project's sustainability as determined by the subsidy provider and the contract.
Individual processes, procedures, reports and other documentation depend on specific rules, challenges, manuals of providers/programs.

6.3 Resources needed to implement the research and development process

Human: all pedagogical, scientific and THP workers who participate in solving and ensuring the tasks of science and research, if necessary, can be supplemented by external experts. A significant part of the projects draws human resources from several national or foreign institutions.

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Financial: funds of the Ministry of Education of the Slovak Republic – operational programs, funds from other items of the state budget (for example, from the Ministry of the Interior of the Slovak Republic), allocated funds from the grant agency for research and development (RDPA), contractually agreed financial resources of cooperating business entities on research activities, resources from EU programs (e.g. Horizon Europe, Interreg , etc.), resources from international agencies and foundations, USM's own financial resources allocated and others. **Material:** USM premises, USM laboratory equipment, available ICT resources (computers, software, communication tools and systems, office equipment), material and ICT resources of USM partner organizations and members of project consortia, material equipment available for rent or loans , " open " category software source " and material resources purchased from project finances.

6.4 Measurement and monitoring of the research and development process

- monitoring the amount of funds obtained within domestic projects (such as RDPA, projects of the Ministry of the Interior of the Slovak Republic, the Ministry of the Interior of the Slovak Republic and others)
- monitoring the number of submitted and implemented VEGA, KEGA, RDPA projects and comparison with the previous monitoring period, including received funds
- monitoring the number of foreign and cross-border projects and the amount of funds obtained from them for the relevant period
- monitoring of the number of publications within the subsidy categories and comparison with the previous monitoring period
- monitoring the number of conferences and seminars organized by USM or in cooperation with it
- monitoring the number of domestic and foreign conferences and seminars organized and the active participation of USM members in them
- monitoring the number and results of USM doctoral students (also at external institutions)
- monitoring the number and results of habilitation, inaugural and doctoral (DrSc.) proceedings of USM members (also at external institutions)
- monitoring the state of the USM scientific journal and its affiliation in the databases
- monitoring the scientific-pedagogical characteristics of teachers and scientific workers of USM, including the graduation growth plan
- monitoring the membership of USM teachers in scientific committees, scientific councils, editorial boards of scientific journals and other national or international relevant memberships.

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6.5 System of records, tracking and archiving

A formal system of registration and ongoing monitoring of science and research projects (RDP) and other items linked to the scientific activity of USM during the entire life cycle of projects and activities, which allows, through the selected structure of parameters, to monitor the state of their financial, capacity and material security as well as the quantity of achievements (published) of results. Records are made using standardized (see annex) or additional forms.

A system of archiving documents related to the solution and evaluation of RDP and other R&D activities during their entire life cycle and a reasonable time after its completion (for example, link to cycles of complex accreditations of universities). The department of science and research of USM is responsible for the registration and archiving in the area of R&D , during the life and accreditation cycle RDP documents are archived at the R&D department of USM, after the end of the cycles, the documents are archived in the central archive of USM. In time, the introduction of electronic records and archiving systems is expected.

6.6 Project planning

An important means of active participation (especially in international) RDP s are tools and means enabling to obtain partnership in existing project consortia - the so-called Partners search resources. These resources allow: - to obtain information about the RDP prepared for the given calls - to obtain partners for the consortium from the coordinator's side, or of the coordination workplace for the given RDP, - to offer partnership (participation) in the consortium of the prepared RDP (participation as a partner - co-researcher). The most important contacts for relevant resources are, for example: www.ec.europa.eu , www.vssr.sk ,www.skhu.eu, http://www.vyskumnaagentura.sk, www.saaic.sk, www.minedu.sk, www.saia.sk.

The majority of planned projects are processed on the basis of published call schedules or already published calls for submitting project proposals. The most common institutions include:

- national agencies SGA, CEGA, SRDA (https://www.minedu.sk/podpora-vysokoskolskej-vedy-a-techniky-vega-kega/), state research and development programs, state orders for research and development (https://www.minedu.sk/narodny-program-rozvoja-vedy-atechniky/), as well as calls from the Ministry of the Interior of the Slovak Republic, etc.
- resources for ISTC (especially for I RDP) - FP (EU framework programs) for research and technical (https://www.minedu.sk/ramcove-programy-eu-pre-vai/), projects COST, NATO, CERN, EUREKA, INNOVATION, CEEPUS (https://www.minedu.sk/multilateralna-spolupraca/) SOCRATES, Leonardo da Vinci (www.saaic.sk),
- bilateral agreements, INTAS (http://www.minedu.sk/VaT/MVTS/mvts.htm),

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- other foundations and grant sources - for example, the Carpathian Region Foundation (http://www.carpathianfoundation.org), Jan Hus Foundations, Fulbright Grants http://www.iie.org/Fulbright), Visegrad found (https://www.visegradfund.org/).

6.7 Design of projects

A RDP proposal is generally initiated by a relevant call for submission of RDP proposals. **The proposer** - the responsible solver makes decisions according to the information, instructions, regulations and supporting means presented by the given institution guaranteeing financial resources for RDP (from the perspective of project management, it may be a providing, commissioning or recipient organization). A specific group RDP are those prepared on the basis of an order (contract) with a given (mainly commercial) organization. The preparation of the RDP proposal is linked to the order, mutual negotiations and relevant legislation (e.g. commercial code, copyright law, etc.) At present, national, but especially international institutions providing resources for RDP (providers) are equipped with adequate electronic tools significantly support the creation of project proposals. Similarly, the creation of project documentation, interim and final evaluation of projects is supported. In the preparation of EU projects, the so-called support projects (e.g. projects in the form of SSA Specific Support Action or CA – Coordination Action), which significantly support the preparation of projects supported by the European Commission.

The responsible investigator from the USM may act vis-à-vis the institution of the institution providing financial resources in the position of:

- coordinator of the entire project (USM is a coordination-contracting organization) and also coordinates the project consortium,
- local coordinator at USM (if the workplace is a partner, member of the project consortium),
- the solver (responsible solver of the RDP sub-task), who is managed by the given coordinator,
- a scientific coordinator with a specific position if the coordinator's workplace is not a project contractor ➢ project manager.

6.8 Implementation of projects

A positive evaluation of the S/I RDP (approval of the S/I RDP) is the beginning of the actual project implementation phase, if it is a RDP approved in a one-step process.

In the two-stage assessment process, if the RDP intention is approved, it is necessary to process the full RDP proposal in the next step (however, it is almost never guaranteed that the RDP proposal will be positively assessed again).

All long-term and as well as all international RDP s go through a separate step (procedure) - contracting , i.e. preparation, processing and conclusion of a contract for RDP solution. The

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contract (contract, agreement...) defines and specifies the basic activities, products (outputs) of the RDP, its budget (including the contribution from the sponsoring institution). At the same time, it defines the schedule and scope of ongoing control of the solution and financial audits (if required), the method and form of termination of the RDP.

It is the results of ongoing checks of the solution, or monitoring reports, especially in the case of a negative result, can significantly influence the further solution of the project (chap. 4.5. – H.2.4 Project evaluation).

Some national agencies do not require the processing of a separate contract to deal with RDP. The approval process in the case of a positive result (approval) is connected with the indication of the funds provided and a comment on the evaluations of the RDP proposal, which activates the start of the project solution (if the responsible solver - coordinator agrees with the comments and funding).

On the other hand, RDP proposals processed on the basis of an order from an organization from a commercial, or public sector, are always associated with the contracting phase, which leads to a binding contract (in the sense of commercial law).

The processing of S/I RDP, contracts or agreements is supported by adequate documentation in almost all providers institutions. This enables the creation of an electronic RDP documentation base (archive), which ensures effective archiving, or innovation of all documents associated with the RDP solution, ie RDP document archiving system. The RDP record system is also connected to the archiving system (see 6.5), which allows continuous formal monitoring of the current status in the solution of the given RDP. The responsible solver - coordinator is responsible for regularly updating the RDP registration form.

From the point of view of the RDP solution itself, another part of the RDP solution phase, which follows the conclusion of the contract, is significant. The responsible solver - coordinator in this phase will provide a detailed plan of activities and products and, if necessary, the necessary solving capacity.

6.9 Ongoing evaluation of projects

Interim evaluation (IE) of the RDP solution (IE RDP) is one of the key elements in RDP management (especially from the point of view of the provider institution). The terms, scope and nature of the IE RDP are usually specified in the contract (contract, agreement...) of the RDP. Sometimes in RDP s implemented as part of an order from a commercial or public administration IE RDP results from the nature and state of the RDP solution. The selfevaluation takes place according to the methodology rules and supporting tools from the given provider institution. In national agencies, the usual form of IE RDP is adversarial proceedings. The results of IE RDP can have a significant impact on the further solution of RDP.

In principle, the following final states of the RDP can be expected after its ongoing evaluation:

- positive evaluation without significant comments,
- positive evaluation with comments,

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- positive assessment, but with more significant (serious) comments on the solution, costs, or quality of results,
- negative evaluation with a request for fundamental changes in the management and solution of the project (e.g. change of coordinator, partner, etc.), however, the solution continues,
- negative evaluation with a recommendation (challenge) for an extraordinary (early) termination of the RDP solution (connected with the termination of the financial subsidy by the sponsoring institution).

The results of the interim assessment of the RDP solution and the results of financial audits (if required) provide suitable qualitative and quantitative data for the interim assessment of the performance of the research and development process at USM. This is also the reason for their complete documentation and archiving of the RDP and the record of the status/results of the continuous evaluation of the RDP.

6.10 Completion of project implementation, final report and evaluation

The phase of completing the RDP solution is one of the most demanding and most important activities under the leadership of the responsible solver - coordinator. In some contracts for RDP (especially RDP for commercial and public institutions) it is required to implement the so-called validation of results in practice. The working model formulates the validation of results in practice as a separate activity of the project implementation phase. In most cases, however, it is advisable to combine the validation of the results in practice with the activities of the final opponent evaluation of RDP in the phase of completion of the project implementation. From the point of view of the national evaluation of the level of R&D at the USM, it is important to correctly and punctually process statistical reports on the R&D process at the USM, which are regularly (annually) processed for the Slovak Statistical Office (see attachment) and the Ministry of Education of the Slovak Republic.

6.10.1 Final report (FR):

The actual processing of FR RDP is managed by the responsible solver, in the case of a consortium, by the coordinator of the entire RDP and subsequently by local coordinators in the individual institutions of the project consortium. The content of the WS usually has a prescribed binding structure given by the resource provider (the relevant agency - hereinafter referred to as the provider) and the WS is loaded into its electronic system. In the case of institutional ones, it has a structure determined by the form F03_SM03

6.10.2 Final evaluation (ZH), opponent proceedings:

a) Opposition proceedings of the USM institutional project

(1) Based on the focus of the scientific research project, the Director of the USM R&D department will prepare a proposal for at least a three-member opposition council and at

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least two project opponents. The chairman of the opposition board is a university teacher in the capacity of a professor, one of its members is usually an important expert from practice. Prominent experts working in the field that is the subject of scientific research are appointed as opponents, and as a rule one of them is from professional practice.

(2) The rector appoints the members of the opposition council, opponents and recorder. On the basis of the request of the Director of DSR USM, the opponents will prepare opponent's opinions within a period of 30 days at the latest.

(3) The chairman of the opposition council will convene the opposition proceedings no later than 3 weeks after receiving the opposition opinions.

(4) Opposition proceedings take place in front of the opposition council and opponents. A condition for valid opposition proceedings is the participation of the chairman of the opposition council and at least one member of the council and at least one opponent. The opposition proceedings are public, the proceedings of the opposition council and the opponents are closed to the public.

(5) The project is approved if a majority of all members of the opposition council and opponents (jointly) appointed by the rector voted for its acceptance.

(6) The Opposition Council adopts one of the following conclusions:

i) The project is approved without serious comments or with comments. After incorporating the opponents' comments and suggestions from the debate, the task is carried out according to the modified project.

ii) The project is not approved due to serious comments on some parts, and after they have been incorporated, a new opposition proceeding will be held by the specified date.

iii) The project is not approved, a new project is required to be drawn up and submitted for opposition proceedings, or the project is terminated with an unsatisfactory assessment.

(8) The conclusions of the opposing council are binding for the project solvers. The comments and topics of opponents and participants in the debate on the project (except those accepted by the opposition council) are non-binding for the solvers.

b) Final evaluation of the R&D project (RDP) financed outside USM

The manner, form, scope and procedure of evaluation of the final report on the RDP solution (FR RDP) is bound to the regulations, instructions and methodologies given by the institution of the provider of financial resources, while respecting the related legislation of the individual members of the project consortium (in the case of international RDP s).

In most cases, self-assessment of FR RDP is carried out by two procedures:

1. The direct method , when the WS RDP is forwarded directly to the managing body of the provider institution, which ensures the final evaluation of the RDP, processes the report on the final evaluation, including the decision on the quality of the solution of the given RDP. He sends the complete document to the coordinator of the entire RDP, who forwards it to the

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members of the project consortium. The terms, method of assessment and form of processing of RDP 's WS are in most cases part of the contract (agreement) for the given RDP.

2. Indirect method it is connected with opposition proceedings , which are carried out in accordance with the regulations and instructions of the given provider institution. As a rule, opposition proceedings are organized in the institution of the coordinator of the entire RDP. In some cases, in international projects, the overall opposition may be preceded by local oppositions. As long as the adversarial proceedings are organized within the USM, in addition to the responsible investigator-coordinator, the department of science and research also participates in its security. It is advisable to support the processing of the FR RDP and the processing of other requirements connected with the opponent's proceedings with an adequate electronic means (e.g. CWE - Collaborative tools Working Environment), which are often directly recommended/prescribed by the provider institution.

FR RDP, evaluations of FR RDP and other documentation connected with the final evaluation of RDP are archived at USM in the department of science and research.

The report of the provider institution on the assessment of the WS RDP (opponent) opens the final part of the activities of the RDP termination phase.

In some national, but especially in international projects, the phase of completion of the RDP is time-shifted, because the final evaluation is connected with the decision to provide the final - supplementary amount of the financial contribution. From the financial point of view, the RDP is completed only after the settlement of this last installment.

However, according to the final assessment, the last installment can be paid in the following form:

- full at unchanged height,
- shortened in terms of the final evaluation of the RDP solution, ➢ withheld if some parts of the RDP need to be finished.

The final impact on the last installment of the financial contribution/subsidy also characterizes the possible states of the final assessment of the quality of the solution of the given RDP.

7. The connection of creative activity to the teaching process and practice

Outputs of creative activity, registered in the CREPA1 and CREPA2 system and registered, archived in the Academic Library of USM, especially book publications, teaching texts, peer reviewed scientific collections and scientific journals, published mainly by the University of Security 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

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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. VŠBM also implements projects within the social order, the outputs of which are necessary for practice, society, the city, etc. When creating projects of this type, USM cooperates with interested parties, representatives of employers, practice and state and city authorities.

8. Gender equality

USM implements all activities related to science and research with great emphasis on observing the principles of gender equality and non-discrimination. Persons of all genders, nationalities, religions, etc. can be involved in the activities of the department of science and research, publication, project, activity, organization of international scientific events. Activities within science and research are carried out in accordance with EK_v2_20.10.2025_z0, i.e. the Code of Ethics of the USM.

9. 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 QC.

10. Related documentation

SM04_v2_30.4.2022_z0 Directive on the Management of International Cooperation and Communication
F01_SM04 Internationalization strategy of USM in KE
SM 02_v3_30.4.2022_z0 Ensuring the quality of education in SP
EK 01_v1_30.4.2022_z0Code of Ethics USM
Quality manual_4.1.13 Internal quality system
Law no. 131/2002 Coll. on universities, as amended

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Law no. 269/2018 Coll. on ensuring the quality of higher education and on the change SAAHE standards for the study program and standards for the internal system of quality ensurement of higher education

11. Attachments

F01_SM03 IP proposal
F01_SM03_AJ Proposal of IP in EN
F02_SM03 IP annual evaluation report
F02_SM03-AJ Periodic report of IP F03_SM03 in EN
F03_SM03 Final report IP
F03_SM03_AJ Final report of IP in EN
F04_SM03 Opponents Reviews of IP
F04_SM03_AJ Opponents Reviews of IP in EN
F05_SM03 Allocation of grant to IP
F05_SM03_AJ Confirmation of grant allocation for IP in EN
F06_SM03 Confirmation of participation in the project
F06_SM03_AJ Project participation confirmation in EN
F07_SM03 Confirmation of scientific internship at USM
F07_SM03_AJ Confirmation of scientific internship at USM in EN
F08_SM03 Application for SRPA
F09_SM03 Scientific-pedagogical characteristics of the USM person, graduation growth and education plan
F10_SM03 Summary plan of graduation growth
F11_SM03 Basic research topics (areas) of the long-term aim of the scientific work of USM)
F12_SM03 Characteristics of output categories within the SAAHE SR Standards
F13_SM03 Consent of the data subject (author of the contribution to the KSR)
F14_SM03 Review form (KSR paper reviewer)
F14_SM03_AJ Form for reviewer in EN

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Dr.h.c. assoc. prof. Ing. **Peter Lošonczi**, PhD., MBA, MSc.
rector

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