

PROCESS CARD 12 MATERIAL AND TECHNICAL PROVISION OF EDUCATION

Process Name:	MATERIAL AND TECHNICAL PROVISION OF EDUCATION
Process owner:	MANAGING DIRECTOR

1. Inputs to the process:	Their suppliers	Previous processes
Request for purchase of material - technical equipment - internal order	➔ Senior Employees	➔ All
List of literature for purchase	➔ Responsible employee	➔ Library Services

2. Outputs of the process:	Their customers	Downstream processes
Material and technical equipment of the rooms in accordance with the requirements and in accordance with the accreditation criteria.	➔ All employees	➔ All processes

3. Abbreviations and terms used:

Abbreviations:

- PC - Process card
- LMS - Learning management system
- GMBS - Global management business school

4. Process Implementation Procedure:

The Managing Director of the GMBS, in cooperation with the management of the GMBS, examines, plans, provides, maintains and improves material, technical and information resources to support education and meet the needs of study programs in the following sub-processes.

The basic infrastructure of GMBS education consists of:

1. A study department providing study guidance services.
2. Administrative premises of the Economic and Human Resources Department.

Information systems and information technologies for the support of education:

1. **LMS** – Learning management system
2. **E-Library**
3. **WIKI**
4. **GMBS e-mail system.**

GMBS provides students with online access to study literature and library 24/7.

4.1. Purchasing and Asset Management

4.1.1. Accept a purchase request

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The requirement to purchase goods and services arises based on the need for an internal GMBS process.

The purchase concerns:

- investments and services for the implementation of GMBS processes
- overhead material and services for the implementation of GMBS processes

The purchase request can be applied in the form of an Internal Order by the senior staff of the Managing Director of the GMBS.

The examination of the request is the responsibility of the Managing Director.

After examining the request, the Managing Director in cooperation with the Department of Economic processes the external order of goods and services in accordance with the list of approved suppliers.

4.1.2 Choosing a supplier

The Managing Director, in cooperation with the Department of Economic, maintains a **Database of Suppliers**. A supplier can be entered in the supplier database in the event of a successful tender or tender.

The principle of long-term partnership is preferred in the selection of suppliers.

On the basis of a decision on the purchase of goods with the need to select a new supplier (or to review the suitability of the current one), the officer draws up a purchase specification – criteria for selecting a supplier in accordance with the approved internal order:

- qualitative characteristics and criteria;
- quantitative specification;
- Terms
- other criteria;
- price and payment terms,
- complaint conditions,
- the day of addition,
- current experience with the supplier,
- Quality guarantees (ownership of certificates, attestations of materials, references)

and identifies potential suppliers. After approval of the purchase specification by the Managing Director and approval by the internal client, the clerk processes and sends the inquiry. As a rule, three suppliers are involved in the selection.

The documents (received offers with the selection and justification of the most suitable supplier - selection of the supplier) are submitted by the clerk to the company's Managing Director for approval, usually always at the first purchase.

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For the next purchase, the clerk will only submit any changes for approval. If there have been no changes and the Managing Director agrees with the supplier, the clerk will prepare an order / or a draft contract.

The clerk enters the supplier in **the List of Approved Suppliers**.

The clerk for each supplier records:

- Trade name
- Contact person
- Function
- Telephone
- Fax
- Email
- EU VAT ID
- Bank account
- Delivery conditions
- Payment terms
- Other conditions

4.1.3 Order

The order is issued 2 times and sent to the supplier, or it is used directly when picking up the material and is created in the Order Records folder.

4.1.4 Order execution

In relation to the supplier, the supplier's general terms and conditions apply. If a contract is concluded with a supplier, it must contain business terms and conditions (payment, purchase and delivery) or refer to specific terms and conditions of the supplier.

The implementation and information on the fulfillment of the order is monitored by the employee of the department responsible for purchasing and recording. He is responsible for the execution of the order within the agreed deadline and quantity.

In the event of non-fulfillment of the conditions, the clerk can always withdraw from the order in writing and continue with a new selection of the supplier, or change the terms of the order. It shall inform the Managing Director of the GMBS of the procedure.

4.1.5 Entry check

An employee of the Department of Economic in charge of incoming control upon receipt of goods, checks whether all the requirements specified in the order are met, checks the delivered goods and all required documents.

If the employee of the department is not competent to take over the goods, in cooperation with the internal client, he will appoint/entrust the initial inspection to an employee or other expert who is

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competent to assess the correctness of the delivery. The correctness of the delivery is confirmed by the authorized employee on the delivery note or acceptance protocol. The authorized employee is responsible for damages caused by incorrect incoming inspection of goods and services.

4.1.6 Property registration and issue

The property is registered by an employee of the property management department in the relevant records immediately after its acquisition. Material, tangible and intangible assets are issued to the employee for use on the basis of a signature on the Employee's Personal Card.

Any transfer of assets within an organisation must be approved in advance by the Managing Director, and must be notified to the employee responsible for registering assets.

In the case of procurement for the needs of projects, the Project Manager must be informed about the allocation of goods to an employee or the transfer of goods.

4.1.7 Complaint procedure

In the event of a discrepancy in the quantity or quality of the delivered goods, the purchasing employee will initiate a complaint procedure. If necessary, the Managing Director or project manager cooperates in resolving the complaint, if the goods were purchased from grant funds from one of the agencies. The employee has the authority to agree on the method of resolving the complaint with the supplier.

4.1.8 Reimbursement

The Managing Director of GMBS is responsible for all invoicing from a domestic/foreign supplier. The economic department will receive an invoice after the goods have been shipped by the supplier and the incoming inspection.

If the delivered goods come with certificates of delivery quality, they are forwarded to the user, where they are also archived for the duration of the warranty period.

4.1.9 Supplier Evaluation

The evaluation of suppliers is carried out by the Managing Director. It evaluates the ability of potential suppliers to deliver the required product or service in the required quality, at an acceptable price while respecting certain (required) conditions.

Supplier evaluation criteria:

- Quality / complaints
- Price
- Payment terms
- Terms
- Service

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The output of the supplier evaluation is a list of approved suppliers.

4.2. Support for information systems

The educational services provided by GMBS are supported by a set of information systems. The management of GMBS has established responsibilities and competencies in the administration, administration and use of systems.

LMS

The Learning Management Information System provides support for the entire learning lifecycle. The LMS is mainly designed for:

- processing and recording of the admission procedure,
- processing and recording of studies,
- processing of study programmes,
- processing of the timetable,
- human resources management – records of university employees.

E-Library

The library integrates the latest elements from the field of server applications, database systems, document management and, in connection with the knowledge and experience of customers, transforms them into a comprehensive multimedia library and information system, automates and streamlines all information flows and processes of the library.

Anti-plagiarism system

The module of recording final theses in the LMS serves as a local repository of final theses. It provides an interface for inserting full texts. It also contains tools for formal control of uploaded documents, allows the generation of license agreements and confirmations of uploaded files. It allows you to keep all versions of the work. The obtained data can be viewed at different levels of access (student, supervisor, faculty administrator's view). In general, it promotes communication between students and trainers.

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With the help of anti-plagiarism software (Turnitin and the like), the degree of correspondence of the text of the thesis with the database of original texts is checked. The protocol uniquely identifies the work being checked and offers a list of works with an above-threshold similarity value, including the ability to see details and the degree of similarity in order to facilitate the decision on whether it is plagiarism. Obtaining and verifying the protocol is a condition for admission to the defense of the final thesis. Data on defended theses together with their opinions are stored.

Educational portal

Learning Portal Tools - WIKI, LMS, Virtual Classroom

LMS - Totara learn - Totara Learn is a learning management system that brings the benefits of open source software to corporate education. Complemented by Totara Engage and Totara Perform, it forms a unique experiential platform for managing formal and non-formal learning, goals, competencies and assessments.

LCMS - Xyleme LCMS – a system for creating educational materials and electronic courses. Creation of reusable learning objects that can be individually created, edited, approved and published. Each individual learning object is developed and centrally stored in native XML format. The open and flexible nature of the XML standard makes it possible to effortlessly reuse educational content for blended learning products (textbooks, e-learning courses, tests or reference materials) without the need to import/export or reformat the content.

Wiki - Confluence Atlasisan

Atlassian Confluence enables the sharing of content and knowledge between team members, departments, and all colleagues. It allows you to create notes, share small and large content files, discuss, define search requirements and make decisions - all in one place. It allows the intuitive editor to easily create educational content.

The Confluence application is a simple user interface for easy intra-company communication.

Conference website - Adobe Acrobat Connect Pro

A virtual classroom is a multi-purpose software application that works similarly to a web conference for meetings, education and online support for employees and students.

5. Validity of the document:			
	Drafted	Assess	Endorsed

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