

Risk analysis

Method used: "Small FMEA"

The GMBS has set a marginal risk level of 6, which means that risks with this risk level will be treated by measures.

Determining the level of risk of possible errors for the Education process

Name of the process step	Possible errors	Probability of occurrence	Severity of the consequence	Risk level
Creation and accreditation of study programmes	Incorrect application of any provision on quality assurance of higher education	1	3	3
	Incomplete (erroneous) data in the accreditation file of the study programme	1	3	3
	The GMBS did not report on the measures taken within the deadline set in the decision on granting the right to implement a study programme with a time limit	1	3	3
	Non-application of the Standards issued by the MFHEA	1	3	3
Organization of the academic year	Missing or erroneous data in the academic year schedule	1	2	2
	The published internal regulation related to the organization of the academic year is outdated	1	3	3

	The schedule of the academic year was not published in time	1	1	1
	Not responding to changes related to pandemic measures	1	2	2
Admission procedure	Incorrect information to applicants in the invitation to the admission interview about the date of the admission interview	1	3	3
	The published information on the deadline for submitting applications for study is incorrect	1	3	3
	Incorrect data on the decision on admission to study	1	1	1
Enrolment	Erroneous information to admitted students in the invitation to enrol on the date, resp. registration procedure	1	3	3
Organization of educational activities	Duplication in the reporting of persons who provide educational activities in the timetable of teaching in a given term	1	3	3
	Outdated information on education	1	3	3
	The teacher was notified of an incorrect date in the teaching schedule	1	2	2
	Absence of syllables to the subject	1	3	3
	Inconsistency of lectures with the syllabus of the subject	1	3	3
	Lack of ability to use the system to implement distance learning by lectures and students	1	3	3
	Lack of training for some lectures or students to use the system to implement online education	1	3	3

Final Theses	Erroneous instructions to students when registering their final thesis in VLS	1	3	3
	The student's final thesis was published in violation of GMBS regulations	1	3	3
State exams	A member of the examination board of the final examination was not approved by the GMBS Scientific Council	1	3	3
	A member of the examination board does not meet the qualification requirements for the right to take the exam at the final exam	1	3	3
	A member of the examination committee did not show up on time for the final exam	1	2	2
	In the schedule of the final exams, there is an incorrect date for the start of the exam for some students	1	3	3
Evaluation of study programmes	The assessment questionnaire is not available to students	1	2	2
	There is no Report on the evaluation of the study programme as part of the periodic evaluation by the Study Programme Council	1	3	3

Determination of the level of risk of possible errors for the Scientific Research Activity process

Name of the process step	Possible errors	Probability of occurrence (PV)	Severity of consequence (ZN)	Risk level
Project Application Process	Employees' lack of interest in submitting a project	1	3	3
	Incomplete application	1	3	3
	Failure to apply on time	1	3	3

	Low success rate of submitted projects	2	2	4
Solution of approved projects	Failure to meet project objectives	1	3	3
	Lower engagement of assignees	2	2	4
	Passivity of cooperating workplaces	1	2	2
Submission of annual and final reports	Low-quality reports from completed projects	1	2	2
	Failure to report	1	3	3
	Incomplete records of project activity	1	2	2
Organization of conferences and other events	Lower interest in attending conferences	2	2	4
	Fewer organized conferences, symposia, seminars and workshops	1	3	3
Publish results	Failure to ensure the scientific and research performance of employees according to the Standards	2	3	6
Evaluation of scientific research activities	Performance indicators are not quantified	2	2	4
	Inappropriate or no employee motivation	1	2	2
	The Report on Scientific Research Activities has not been prepared	1	3	3

Determination of the level of risk of possible errors for the Editorial and Publishing Activities process

Name of the process step	Possible errors	Probability of occurrence (PV)	Severity of consequence (ZN)	Risk level
Editorial activities	Incomplete records	1	2	2
	Insufficient load	2	1	2
ISBN management	Delayed ISBN application	1	2	2
Publications	Delay in reviewing	1	3	3
	Failure to comply with the editorial plan	1	3	3
	Failure to register publication outputs	1	3	3

	Incorrect registration of publication outputs	1	3	3
	Long review procedure in the case of higher-rated outputs (SCOPUS, WOS) and subsequent rejection	2	2	4
	Failure to comply with the formal requirements in the imprint of publications	1	3	3
	Absence of publication outputs with Q3, Q2, Q1	2	2	4
Bibliographic registration and categorization of publication activities	Incorrect classification of a publication	1	3	3
	Duplicate records	1	1	1
	Unsecured in terms of personnel, untrained staff for recording publication activities	1	3	3
	Inconsistent records of responses to publishing activities	1	3	3

Determination of the level of risk of possible errors for the process Material and technical provision of education

Name of the process step	Possible errors	Probability of occurrence (PV)	Severity of consequence (ZN)	Risk level
Purchasing and asset management	Missing assets	1	3	3
	Failure to register assets	1	2	2
	Non-payment of an invoice	1	3	3
Support for information systems	VLS System Failure	1	3	3
	WIKI failure	1	3	3
	Owncloud failure	1	3	3
	Insufficient software	2	2	4
	Absence of statistical programs for processing research results	2	2	4

Determining the level of risk of possible errors for the Employee Quality process

Name of the process step	Possible errors	Probability of occurrence (PV)	Severity of consequence (ZN)	Risk level
Selection and recruitment of employees	Failure to request a document required for filing in the employee's personal file	1	2	2
	Selection of an insufficiently erudite employee	1	3	3
Integration and adaptation of the new employee	No guarantor assigned for training	2	2	4
Further development of the employee	Low employee engagement	1	3	3
	Lack of motivation from the employer	1	3	3
	Failure to meet the requirement for teachers - to develop their professional, language, pedagogical, digital skills and transferable competences	2	2	4
Evaluation of the quality of a university teacher	Lack of interest in new information in the subject taught	1	3	3
	Deficiencies in the employee's pedagogical skills	1	3	3
	Unpreparedness of employees to work with ICT	1	2	2
	Deficiencies in employee behavior	1	3	3
	Non-existent conceptual solutions	1	2	2
Knowledge Management	Employee's lack of interest in further professional growth	1	3	3
	Employee's lack of interest in scientific research activities	1	3	3

	Failure to ensure participation in the necessary training	1	3	3
Motivation system	Failure to provide the environment necessary for the implementation of processes	1	2	2

Determine the level of risk of possible errors for the Documentation and Records

Management process

Name of the process step	Possible errors	Probability of occurrence (PV)	Severity of consequence (ZN)	Risk level
Internal documentation				
	Viewing a document update on a web page	1	2	2
	Loss, theft of a document	1	2	2
	Incorrect classification of a document	1	1	1
	Duplicate Document Classification	1	1	1
	Document corruption	1	1	1
Records management	Inaccurate assignment of a record label	1	1	1
	Forgetting to mark a record	1	2	2
External documentation	View a new document	1	3	3
	Outdated documents	1	2	2

Determination of the risk of possible errors for the VSMK Improvement process

Name of the process step	Possible errors	Probability of occurrence (PV)	Severity of consequence (ZN)	Risk level
Evaluation of the quality of study programmes	Little interest of learners in expressing themselves	3	1	3

	Low awareness of the possible impact of the statement on the change in the "functioning" of the study programme	1	1	1
	Failure to provide feedback in the monitoring and periodic evaluation of study programmes from internal stakeholders (students, teachers) or external stakeholders (graduates, employers)	1	3	3
Quality and Human Resource Development Assessment	Incomplete quantification of performance indicators	1	2	2
	Failure to submit Employee Activity Plans	1	1	1
	Failure to submit observation records on time	1	2	2
Internal audit of GMBS processes	Failure to comply with the Internal Audit Plan (e.g. failure to perform an internal audit of any of the processes)	1	3	3
	Incomplete documentation of internal audits	1	3	3
Discord management	The discrepancy has not been rectified	1	3	3
Corrective and preventive actions	Failure to review suggestions from the Proposal Bank	1	2	2
	Insufficient effect of the measure taken	1	2	2
	Failure to implement corrective actions	1	2	2
Change system	Non-evaluation of the proposal	1	1	1
Post-delivery activities	Incomplete records	1	2	2
Review of the management quality management system	Failure to examine changes in external and internal environmental factors	1	3	3
	Failure to plan actions based on the results found	1	3	3

	Unintentional non-application of MFHEA requirements in some processes	2	3	6
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Determining the Risk of Possible Errors for the Library Services Process

Name of the process step	Possible errors	Probability of occurrence (PV)	Severity of consequence (ZN)	Risk level
Online Services	Lack of resources in the online library	1	2	2
Other services (reprographic, informational, special)	Missing resources for service delivery	1	2	2