

Pursuant to Article 9 of the Statute of Algebra University, the Senate of Algebra University enacted at its 3<sup>rd</sup> session, held on 29<sup>th</sup> February 2024, the following

## **BOOK OF REGULATIONS ON REWARDING STUDENTS, TEACHING AND NON-TEACHING STAFF OF ALGEBRA UNIVERSITY**

### **1. GENERAL PROVISIONS**

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#### **Article 1**

- (1) This Book of Regulations regulates rewards and recognition as measures to motivate students for greater commitment and learning, measures to motivate teachers to achieve better results and measures to motivate non-teaching staff, and it establishes rules and criteria for rewarding and giving recognition to students, teachers, lecturers and non-teaching staff of Algebra University, for the purpose of ensuring and improving quality.

### **2. REWARDS AND RECOGNITION**

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#### **Article 2**

- (1) Algebra University rewards and gives recognition to teaching and non-teaching staff and students in accordance with the criteria prescribed by this Book of Regulations, and to natural and juridical persons outside Algebra University based on exceptional merit.
- (2) Rewards and recognition to teaching and non-teaching staff are given:
- for contribution to the improvement of activities, development and promotion of Algebra University,
  - for contribution to the development of higher education, scientific research or the development of the innovation culture within Algebra University,
  - for outstanding work and excellence in teaching at Algebra University,
  - for success in work and other activities of interest to Algebra University.
- (3) Rewards and recognition are given to students:
- for exceptional achievements in studies, in sports, artistic, cultural and other activities in which they achieved notable success and thereby contributed to the reputation of Algebra University or they achieved innovations through their work.
  - for significant contribution to science, art, society and/or the economy made by the student's final or graduation thesis.

#### **Article 3**

#### **Rewards and Recognition to Teaching and Non-teaching Staff**

- (1) Teaching and non-teaching staff of Algebra University, who participate in classes in higher education or in adult education, are given the following rewards and recognition:

- a. Medal with the image of Nikola Tesla,
  - b. Medal with the image of Ruđer Bošković,
  - c. Plaque of Algebra University,
  - d. Recognition of the Senate for achievements in teaching,
  - e. Recognition of the Senate for achievements in scientific research, artistic or professional work,
  - f. Recognition for the best athlete/sports team.
- (2) The medal with the image of Nikola Tesla is the highest recognition of Algebra University, which is awarded to domestic and foreign natural and juridical persons for outstanding contribution to the improvement of activities, development and promotion of Algebra University and the development of society as a whole. The medal can be awarded to the same natural or juridical person only once. It is awarded periodically, at the proposal of the Rector, by decision of the Senate. The medal is presented to the winner by the Rector.
- (3) The medal with the image of Ruđer Bošković is awarded to domestic and foreign natural and juridical persons for life's work or exceptional achievement, and whose contribution is significant in improving the work, development and promotion of Algebra University. It is awarded periodically, at the proposal of the Rector, by decision of the Senate. The medal is presented to the winner by the Rector.
- (4) The Plaque of Algebra University is awarded to domestic and foreign natural and juridical persons outside Algebra University, employees of Algebra University, and, exceptionally, students for their significant contribution to the work of Algebra University. It is awarded periodically. The plaque is presented to the winner by the Rector.
- (5) The recognition of the Senate for achievements in teaching is awarded to teachers or teaching assistants in higher education and lecturers in adult education for the quality of their teaching. Possible key criteria are the grades of student surveys or surveys by learners in adult education programmes, the passing rate and demonstrated knowledge of students or learners in exams as well as the overall organisation of the teaching process, the quality of the teaching and the availability of teaching materials and improvements in teaching introduced by the teacher. It is awarded periodically. The recognition is presented to the winner by the Rector.
- (6) The recognition of the Senate for achievements in scientific research, artistic or professional work and for contribution to the innovation culture at Algebra University is awarded to teachers or teaching assistants in higher education and lecturers in adult education at Algebra University for executed projects, patents and innovations, significant professional or scientific works, capital works of textbook materials etc. It is awarded periodically. The recognition is presented to the winner by the Rector.
- (7) The recognition for special achievements in sports, art, culture and other activities is awarded to teaching and non-teaching staff of Algebra University. It is awarded periodically. The recognition is presented to the winner by the Rector.
- (8) Rewards and recognition are formally presented to the winners on Algebra University Day or at another ceremony.

#### Article 4

#### Rewards and Recognition to Students

- (1) Students are given the following rewards and recognition:

- a. recognition of the Rector for the best student, i.e. to one best student at the level of undergraduate studies and one best student at the level of graduate studies, and exceptionally more students if they have the same highest grade point average at that level of studies;
  - b. recognition of the Senate for excellent success and achieved results at the end of each academic year to students with the highest grade point average in their field of studies, but not less than 4.5. If the student with the highest grade point average is the winner of the recognition of the Rector for the best student, the next student with the highest grade point average, but not less than 4.5, is considered as a candidate for the recognition of the Senate.
  - c. recognition for the contribution made by the student's final or graduation thesis. For students who have produced a final or graduation thesis of exceptional quality or contribution to science, art, the economy and/or society, rewards are given which can be in the form of public recognition by the Senate, additional professional development and covered costs of attending professional conferences, which is decided upon by the vice-rector responsible for students in consultation with subject teachers and heads of departments.
  - d. recognition for exceptional achievements in innovation and contribution to the promotion of the innovation culture at Algebra University. For students who have achieved success in the Republic of Croatia and/or outside the Republic of Croatia through their work on the development of innovative technical solutions, products or procedures, or who have contributed to the development of a stimulating environment for innovation at Algebra University through their continuous work and dedication.
- (2) The recognition of the Rector and the Senate is normally awarded during the graduation ceremony and is recorded in the student's diploma supplement.

#### **Article 5**

- (1) Proposals for winners of rewards and recognition to teaching and non-teaching staff can be submitted, along with a written explanation, by employees of all organisational units of Algebra University. Proposals for winners of rewards and recognition to students can be submitted, along with a written explanation, by the teaching and non-teaching staff of Algebra University.
- (2) Proposals are submitted to the Rector, who, depending on the type of reward and recognition, makes the final decision on the winners or proposes the rewards and recognition to the Senate.

#### **Article 6**

- (1) Rewards and recognition can also be given to natural and juridical persons outside Algebra University who have made an exceptional contribution to Algebra University through their activities. The Rector makes the decision on rewarding and giving recognition to natural and juridical persons outside Algebra University.

#### **Article 7**

- (1) Records on the rewarding and giving recognition in higher education, with all data, are kept by the Student Office, and in adult education by the Sector for Quality and Development of Adult Education of Algebra University.

#### **Article 8**

- (1) The best students and teaching staff in higher education are informed on the rewards through Algebra University's Infoeduka system.

(2) The Sector for Quality and Development of Adult Education of Algebra University informs adult education teachers about the rewards.

### 3. TRANSITIONAL AND FINAL PROVISIONS

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#### Article 9

##### Entry into Force

(1) This Book of Regulations shall enter into force on the day of its adoption.

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