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REGULATIONS ON AWARDS AND HONOURS

Varaždin, October 2023

Pursuant to Article 53 of the Statute of the University of Zagreb Faculty of Organization and Informatics (hereinafter: the Faculty), the Faculty Council, at its first session held on 19 October 2023, adopted the Regulations on the Amendments to the Regulations on Awards and Honours, and the Dean of the Faculty, on 19 October 2023, issued the consolidated text of Regulations on Awards and Honours.

REGULATIONS ON AWARDS AND HONOURS (Consolidated text)

I. General provisions

Article 1

- (1) These Regulations establish the awards and honours of the University of Zagreb Faculty of Organization and Informatics (hereinafter: the Faculty), the conditions for and method of granting them, the composition and scope of activity of the Awards and Honours Committee, and other issues of importance in the process of granting awards and honours.
- (2) The gender-specific terms used in these Regulations shall be taken to refer both to the masculine and feminine gender regardless of whether they are used in the masculine or feminine form.

II. Types of Awards and Honours, Conditions for and Method of Granting Them

Article 2

The awards and honours established in these Regulations are:

1. Awards to teachers and scientists:
 - a) Lifetime Achievement Award
 - b) Award for Special Achievements in Scientific Research Work
 - c) Award for Special Achievements in Teaching Work
 - d) Award for Success to a Scientist at the Beginning of the Career
2. Awards to non-teaching staff
 - a) Award for Outstanding Dedication
 - b) Award for Dedicated Work
3. Award for Outstanding Contribution to Society
4. Awards to best students:

- a) Award to Best Students according to Grade Point Average
 - b) Award to Best Students according to Scientific, Professional and Sporting Achievements
5. "Friend of the Faculty of Organization and Informatics" Charter
6. Certificate of Appreciation of the Faculty
7. Honours
- a. Honour for the Paper Published in a Journal with the Highest Journal Citation Indicator
 - b. Honour for Successful Business Cooperation with the Faculty
 - c. Honour for Volunteering and(or) Humanitarian Work.

Awards

Article 3

An award may be received by a person who fulfils the conditions set out in these Regulations. In doing so, the person must fully meet the basic conditions and at least half of the criteria defined for each award.

A maximum of one award and honour of each type shall be awarded each year, except for the awards under numbers 4 and 6.

If more than one candidate is nominated for an award, with the exception of the awards under numbers 4 and 6, the Awards Committee shall propose the candidate whom it considers a better candidate to the Faculty Council.

The Awards and Honours Committee may, when evaluating candidates according to given criteria, recognize and highlight exceptional contributions that are not mentioned in these Regulations. Such contribution must be additionally substantiated and accepted by a two-thirds majority vote of all members of the Awards and Honours Committee.

The Committee may propose that a particular award or honour not be awarded if it considers that there are no candidates who meet the basic requirements or criteria for receiving the award.

Article 4

An award cannot be received by a person who has been punished for a serious disciplinary or ethical offence or has been convicted of a criminal offence.

(A) Awards to teachers and scientists

Article 5

The Lifetime Achievement Award shall be granted to a person employed in a scientific-teaching or teaching position at the Faculty who, through his or her long-year work and activity, has made an outstanding contribution to the activity of the Faculty and the promotion of its position and reputation at home and abroad.

The basic conditions for receiving the Lifetime Achievement Award shall be:

- (1) that the person has been a long-year employee of the Faculty
- (2) that the person has not earlier received this Award
- (3) that the person is over 60 years of age.

The criteria for receiving the Lifetime Achievement Award shall be that the person:

- (1) has held leadership positions at the Faculty or University (Vice-Dean, Dean, Vice-Rector, Rector)
- (2) has led an international or national scientific project
- (3) has published a university textbook, handbook or monograph
- (4) has published at least 10 papers in journals indexed in the Science Citation Index Expanded (SCI-E), Social Science Citation Index (SSCI), Current Contents (CC) or Scopus databases.
- (5) has participated in professional or scientific bodies at the national or university level
- (6) has held leadership positions in scientific or professional associations at the international or national level
- (7) has acted as the editor of a scientific journal referenced in relevant referential databases or the chair of the programme committee of an international scientific conference
- (8) has received an international, national, university or faculty award for scientific or teaching work
- (9) has received an award for outstanding contribution to society or the institution
- (10) has participated in introducing new subjects or study programmes at the Faculty.

Article 6

The Award for Special Achievements in Scientific Research Work shall be granted to a person employed by the Faculty who has particularly distinguished him or herself by the scientific achievements accomplished at the Faculty.

The basic conditions for receiving the Award shall be:

- (1) that the person has not received this Award in the last 5 years
- (2) that the person has published at least 3 scientific papers in journals referenced in the Science Citation Index Expanded (SCI-E), Social Science Citation Index (SSCI) or Current Contents (CC) databases.

The criteria for receiving the Award for Special Achievements in Scientific Research Work shall be considered in the period of last 5 years.

The criteria shall be that the person:

- (1) has published at least 3 scientific papers in journals indexed in the Science Citation Index Expanded (SCI-E), Social Science Citation Index (SSCI) or Current Contents (CC) databases
- (2) has published at least 2 scientific papers in journals indexed in databases whose impact factor is classified in the first (Q1) or the second quartile (Q2) in one of the categories of the JCR or SJR databases
- (3) has been among 25% of the most cited Faculty employees by the total number of citations in WoS CC or the normalized number of citations in WoS CC in the last 5 complete calendar years
- (4) has led an international or national scientific project
- (5) has published a scientific monograph
- (6) has received an international or national scientific award
- (7) has published a paper in co-authorship with a student in a journal referenced in relevant referential databases
- (8) has participated in international or national scientific bodies (such as a scientific field committee, ethics committee, governing bodies of international scientific associations, etc.)
- (9) has been a member of the editorial board of a scientific journal or the chair of the programme committee of an international scientific conference
- (10) has been an invited lecturer at relevant international scientific conferences.

Article 7

The Award for Special Achievements in Teaching Work shall be granted to a person employed by the Faculty who has particularly distinguished him or herself by the teaching achievements accomplished at the Faculty.

The basic conditions for receiving the Award shall be that:

- (1) the person has not received this Award in the last 5 years
- (2) the person has at least once in the last 5 years been among the 10 % of the best-rated teachers at the Faculty in the institutional survey, as corroborated with a valid student survey
- (3) in none of the valid student surveys in the last 5 years conducted in courses in which the person teaches his or her grade was below the average grade of the Faculty for the semester in which a particular course is delivered.

The criteria for receiving the Award for Special Achievements in Teaching Work shall be considered in the period of the last 5 years. The criteria shall be that the person:

- (1) has been the author of a university textbook, handbook, monograph or a textbook with an internationally recognised publisher
- (2) has been a mentor to students who received international, national or university awards
- (3) has participated in committees for (re)accreditation of institutions and review of study programmes
- (4) has published positively rated digital instructional materials in the e-learning system
- (5) has received a national or international award for the teaching work or development of certain elements of the teaching work
- (6) has published a scientific paper with a student in a journal referenced in relevant referential databases, or a professional paper in a journal relevant to the development of the profession
- (7) has participated in the introduction of new courses or study programmes at the Faculty
- (8) has applied innovative learning and teaching concepts in the teaching process.

Article 8

The Award for Success to a Scientist at the Beginning of the Career shall be granted to a person employed at the Faculty who, at the beginning of his or her scientific career, particularly distinguished him or herself with scientific achievements accomplished at the Faculty.

The basic conditions for receiving the Award for Success to a Scientist at the Beginning of the Career shall be that:

- (1) the person has not previously received this Award
- (2) not more than 3 years have passed since the defence of his or her doctoral dissertation

- (3) the person defended his or her doctoral dissertation within 6 years of the beginning of the doctoral study and received the summa cum laude or magna cum laude grade for the dissertation, or a comparable grade awarded by the university at which the doctoral dissertation was defended
- (4) that the person has published at least 1 scientific paper in a journal referenced in the Science Citation Index Expanded (SCI-E), Social Science Citation Index (SSCI) or Current Contents (CC) databases.

The criteria for receiving the Award for Success to a Scientist at the Beginning of the Career shall be considered in the period of the last 5 years. The criteria shall be that the person:

- (1) has published at least 2 papers in journals indexed in the Science Citation Index Expanded (SCI-E), Social Science Citation Index (SSCI), Current Contents (CC) or Scopus databases
- (2) has published at least 1 scientific paper in journals indexed in databases whose impact factor is classified in the first (Q1) or the second quartile (Q2) in one of the categories of the JCR or SJR databases
- (3) has led an international or national scientific project
- (4) has participated in an international or national scientific project
- (5) has received the best paper award at an international scientific conference
- (6) has been on the editorial board of an international scientific journal or the programme committee of an international scientific conference.

(B) Awards to non-teaching staff

Article 9

The Award for Outstanding Dedication shall be granted to a person employed at the Faculty who is not in a scientific-teaching, scientific, teaching or associate position, and who has particularly distinguished himself in his or her work with the quality, creativity, promptness and scope of work performed over the last year.

The basic condition for receiving the Award for Outstanding Dedication shall be:

- (1) that the person has not received this Award in the last 5 years.

The criteria for receiving the Award for Outstanding Dedication shall be considered in the period of the last calendar year. The criteria shall be that the person:

- (1) has participated to a considerable extent in activities at the Faculty that are outside his or her job description

- (2) has participated to a considerable extent in activities outside the Faculty that have contributed to the quality and visibility of the Faculty
- (3) has been excellent at carrying out the activities within his or her job description
- (4) has considerably improved or innovated business processes and thus contributed to the development of the Faculty.

Article 10

The Award for Dedicated Work shall be granted to a person employed at the Faculty who is not in a scientific-teaching, scientific, teaching or associate position, and who has contributed to the development of the Faculty with his or her dedicated long-year work.

The basic conditions for receiving the Award for Dedicated Work shall be:

- (1) that the person has not previously received this Award
- (2) that the person has been a long-year employee of the Faculty.

The criteria for receiving the Award for Dedicated Work shall be that the person:

- (1) has accomplished achievements that have improved the quality and visibility of the Faculty
- (2) has demonstrated long-standing excellence in performing tasks from his or her job description.

(C) Award for Outstanding Contribution to Society

Article 11

The Award for Outstanding Contribution to Society shall be granted to a person employed at the Faculty who has particularly distinguished him or herself in socially useful activities.

The basic condition for receiving the Award for Outstanding Contribution to Society shall be:

- (1) that the person has not received this Award in the last 5 years.

The criteria for receiving the Award for Outstanding Contribution to Society shall be considered in the period of the last 5 years.

The criteria shall be that the person:

- (1) has initiated and led at least one project with the aim of contributing to society
- (2) has initiated and led at least one knowledge and technology transfer project
- (3) has received an award or honour for contribution to society outside the Faculty

- (4) has demonstrated outstanding contribution to society through volunteering or humanitarian work.

(D) Awards to the Best Students

Article 12

An Award to the Best Student may be received by a person in the status of a full-time or part-time student of the Faculty.

Article 13

An Award to the Best Student According to Grade Point Average shall be granted to one student in each year of study in each study programme.

The basic conditions for receiving this Award shall be that the person:

- (1) has had no delays during his or her study
- (2) has passed all enrolled courses
- (3) has a GPA of at least 4.0.

Article 14

An Award to the Best Students According to Scientific, Professional and Sporting Achievements shall be granted to an individual or team with distinguished results.

The criteria for receiving this Award shall be considered in the period of last calendar year. The criteria shall be that the person or team:

- (1) has/have won one of the top three places in international or national competitions in the areas within the scope of activity of the Faculty
- (2) has/have won one of the top three places in sports and other international or national competitions
- (3) has/have applied for the Rector's Award at the Faculty level and achieved at least 70% of the total number of points in the evaluation process of papers for the Rector's Award.

(E) The "Friend of the Faculty of Organization and Informatics" Charter

Article 15

The "Friend of the Faculty of Organization and Informatics" Charter shall be awarded to persons who are not employees of the Faculty, as a rule, to persons outside Croatia who have

contributed to the affirmation of the Faculty in the international arena through international projects in which the Faculty was involved, joint work on research, and cooperation in scientific and professional events organized by the Faculty.

(F) Certificates of Appreciation

Article 16

A Certificate of Appreciation shall be awarded to Faculty employees at retirement.

(G) Honours

Article 17

The Honour for the Best Scientific Paper shall be awarded to a person or persons employed at the Faculty who in the previous calendar year published a scientific paper in a journal with the highest journal citation indicator (JCI).

Article 18

The Honour for Successful Business Cooperation with the Faculty shall be awarded to individuals, institutions, companies, citizens' associations and other legal entities for successful cooperation with the Faculty, contribution to its activities and reputation, or organization of important gatherings at the Faculty.

Article 19

The Honour for Volunteering or Humanitarian Work shall be awarded to a student or Faculty employee who over the last year has distinguished him or herself in volunteering activities or has initiated a humanitarian action(s) at the Faculty.

Article 20

Candidates for honours shall be proposed by the Faculty Management and accepted by the Faculty Council.

III. Proposers and Manner of Proposing Awards and Honours

Article 21

The right to submit proposals for awards and the "Friend of the Faculty of Organization and Informatics" Charter shall be available to departments, laboratories, centres, offices, services and the Library of the Faculty, as well as the Faculty Management and the Student Union.

Article 22

- (1) Proposals for awards shall be submitted to the Awards and Honours Committee at least 30 days before the awarding ceremony.
- (2) The proposal must be in writing and substantiated according to the conditions and criteria set out in these Regulations, and must contain documentation proving the facts laid out in the explanation.
- (3) The proposal must contain the written consent of the candidate regarding the acceptance of his or her candidacy for the award. Exceptionally, in the case of the "Friend of the Faculty of Organization and Informatics" Charter, the consent shall be submitted subsequently.
- (4) The proposer shall be obliged to accurately indicate and thoroughly describe the work, activity, achievement, etc. of the candidate during the period for which the award or honour is being granted and for which he or she is being proposed.
- (5) The proposal for the Award to the Best Students According to Scientific, Professional and Sporting Achievements shall be submitted on an enclosed form.

Article 23

- (1) Proposals for Honours for Successful Business Cooperation with the Faculty shall be submitted by the Faculty Management to the Awards and Honours Committee at least 30 days before the awarding ceremony.
- (2) The proposal shall contain an explanation of the proposal.

IV. Awards and Honours Committee

Article 24

The members of the Awards and Honours Committee shall be:

- (1) the Dean of the Faculty, as the President of the Committee
- (2) Heads of departments
- (3) employee representative in the Faculty Council
- (4) President of the Student Union of the Faculty.

Article 25

- (1) The Committee shall work at meeting sessions, and decisions shall be made by a majority vote of the total number of members unless otherwise specified in these Regulations.
- (2) Minutes shall be kept on the work at the Committee meetings.
- (3) A member of the Committee whose work or activity, either individual or as part of joint work or activity, has been proposed for an award or honour, shall be exempted from the work of the Committee until a decision on the proposal has been made.

Article 26

The Committee shall:

- (1) initiate the procedure for granting awards and honours by publishing a call for submitting proposals no later than 45 days before the giving out of awards, honours and the "Friend of the Faculty of Organization and Informatics" Charter
- (2) evaluate the proposals received
- (3) propose the candidates for awards, honours and the "Friend of the Faculty of Organization and Informatics" Charter to the Faculty Council.

V. Other provisions

Article 27

Awards, honours, certificates of appreciation and the "Friend of the Faculty of Organization and Informatics" Charter shall be presented by the Dean at the ceremony marking the Faculty Day.

Article 28

A register of granted awards, honours and certificates of appreciation shall be kept in the Faculty Dean's Office.

Article 29

The Dean of the Faculty shall decide on the appearance and description of the diploma, and the amounts of awards, honours and certificates of appreciation that include prize money.

VI. Final provisions

Article 30

Upon the entry into force of these Regulations, the Regulations on Awards and Honours of the Faculty of Organization and Informatics adopted on 21 October 2021 shall cease to have effect.

These Regulations shall enter into force on the date of their adoption, from which they shall be applied.

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Varaždin, 19 October 2023

DEAN OF THE FACULTY:

Professor Marina Klačmer Čalopa, Ph.D.