

Pursuant to Article 43 of the Statute of the Šibenik University of Applied Sciences, the Council of the Šibenik University of Applied Sciences, at its 24th session held on 7 July 2025, adopted the

REGULATIONS ON ENCOURAGING AND REWARDING EXCELLENCE OF TEACHERS AND ASSOCIATES OF THE ŠIBENIK UNIVERSITY OF APPLIED SCIENCES

I GENERAL PROVISIONS

Article 1

These Regulations regulate the categories and criteria for rewarding the excellence of employees in teaching positions (hereinafter: teachers) and associate positions (hereinafter: associates) of the Šibenik University of Applied Sciences (hereinafter: The University of Applied Sciences) and the award procedure.

Article 2

The purpose of these Regulations is to encourage and reward the excellence of teachers and associates in teaching and working with students at the University of Applied Sciences (hereinafter: students) and in scientific and professional work.

Article 3

Awards are given only to teachers and associates who are employed at the University of Applied Sciences on a full-time basis.

Article 4

The funds for the award of cash prizes determined by these Regulations shall be provided from the revenues of the University of Applied Sciences.

Article 5

The terms used in these Regulations that have a gender meaning refer equally to the male and female gender.

II AWARD CATEGORIES

Article 6

Teachers and associates are awarded awards for excellence in two (2) categories:

- a) excellence in teaching and working with students
- b) excellence in scientific and professional work.

Article 7

(1) The award for excellence in teaching and working with students shall be awarded to a teacher or associate who has achieved the highest number of points in the previous academic year, considering the following criteria:

R. no.	Criterion	Result	Score
1.	achieved a high score in surveys evaluating the quality of studying by students (student surveys)	4,81 – 5,00 4,66 – 4,80 4,5 – 4,65	3 2 1
2.	mentoring students in final and graduate theses	More than 5 works.	1
3.	authorship or co-authorship of a published textbook, which is accepted as compulsory/supplementary literature for at least one course at the University of Applied Sciences or other higher education institution		1
4.	published a scientific professional paper in co-authorship with a student		1
5.	teaching at foreign higher education institutions		1
6.	introduction of innovations in teaching (new course or new experimental methods at undergraduate or graduate study with the approval of the competent professional body of the University of Applied Sciences)		1

(2) A candidate for the award must achieve a minimum of 3 points, of which a minimum of 1 point for the criterion under ordinal number 1.

(3) If several candidates have the same number of points, the prize shall be awarded to the candidate who achieved a better result in the criterion under ordinal number 1.

(4) The award for excellence in teaching and working with students shall amount to EUR 500.00.

(5) A teacher or associate may receive an award for excellence in teaching and working with students no more than once in three years.

Article 8

(1) The award for excellence in scientific and professional work shall be awarded to a teacher or associate for the publication of:

- scientific work in journals indexed in the Web of Science and/or Scopus databases in the amount of EUR 500.00
- a scientific or professional paper in English co-authored with the author(s) from foreign higher education institutions or scientific organizations in the Proceedings of the University of Applied Sciences in the amount of EUR 200.00
- scientific or professional work in journals or conference proceedings in the amount of EUR 100.00.

(2) The remuneration for a published paper shall be paid only on one basis referred to in the previous paragraph.

(3) If the paper has more than one author, the amount of money shall be divided among the authors.

(4) In the event that the University of Applied Sciences bore the cost of publishing the paper (registration fee) for the work referred to in paragraph. 1, item a) of this Article, the reward shall be paid reduced by the amount of the cost of publishing the paper.

(5) The award referred to in Paragraph 1 of this Article shall be paid for papers that are registered in CroRIS – Information System of Science of the Republic of Croatia and associated with the University of Applied Sciences.

(6) The total amount of awards per employee for excellence in scientific and professional work in one calendar year may amount to up to EUR 1500.00.

III REWARD PROCEDURE

Award for Excellence in Teaching and Working with Students

Article 9

(1) The procedure for giving awards for excellence in teaching and working with students shall be carried out by the Award Committee.

(2) The Award Committee shall have the President and members in the following positions:

- Vice-Dean for Education, Chairman of the Committee
- Heads of Departments, Members of the Committee.

(3) The Committee shall work at sessions, and decisions shall be made by a majority vote of the total number of members.

(4) Minutes shall be kept at the sessions of the Committee.

(5) A member of the Committee who is a candidate for the award shall be exempt from voting if he or she is a candidate for award.

Article 10

(1) The Award Committee shall publish an invitation for the award for the previous academic year no later than 15 October of the current year.

(2) Nominations for awards must be in writing and accompanied by relevant documentation.

(3) The call must be open for a minimum of 15 days.

Article 11

(1) No later than 15 November of the current year, the Award Committee shall submit to the Dean a proposal for awarding an award for excellence in teaching and working with students.

(2) The final decision on the award shall be made by the Dean.

Award for Excellence in Scientific and Professional Work

Article 12

(1) A request for payment of an award for excellence in scientific and professional work (Annex I) shall be submitted to the Dean, as a rule, within one month from the date of publication of the paper or inclusion in the relevant databases.

(2) The final decision on the award shall be made by the Dean.

FINAL PROVISIONS

Article 13

These Regulations shall enter into force on the eighth day from the date of its publication on the website of the University of Applied Sciences.

CLASS: 007-02/25-05/06

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Šibenik, 7 July 2025

Ljubo Runjić, PhD., Professor of Professional Studies



The Regulations on Encouraging and Rewarding Excellence of Teachers and Associates of the University of Applied Sciences was published on the website of the University of Applied Sciences on 8.7.2025 and entered into force on 15.7.2025.

Annex 1 Request for payment of the award for excellence in scientific and professional work

 VELEUČILIŠTE U ŠIBENIKU Šibenik University of Applied Sciences	UNIVERSITY OF APPLIED SCIENCES REQUEST FOR PAYMENT OF THE AWARD FOR EXCELLENCE IN SCIENTIFIC AND PROFESSIONAL WORK*	 VELEUČILIŠTE U ŠIBENIKU Šibenik University of Applied Sciences				
* Pursuant to Article 8, paragraph 1 of the Act. of the Regulations on Encouraging and Rewarding the Excellence of Teachers and Associates of the University of Applied Sciences						
1. Author(s):						
2. Title of the paper:						
3. Categorization Council:						
4. Name of the journal/conference proceedings:						
5. Indexation of journals:						
6. ISSN of the journal/ISBN of the conference proceedings:						
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; vertical-align: top;">Date</td> <td style="width: 40%; vertical-align: top;">Applicant</td> </tr> <tr> <td style="height: 40px; border-bottom: 1px solid black;"></td> <td style="height: 40px; border-bottom: 1px solid black;"></td> </tr> </table>			Date	Applicant		
Date	Applicant					

Annexes:

- copy of the cover and content of the journal/conference proceedings
- copy of the paper
- list from the CroRIS database