DąbrowaGórnicza, 28 March 2024

**RULES FOR GRANTING RECTOR’S AWARDS**

**TO WSB UNIVERSITY EMPLOYEES AND GRADUATES**

**Chapter I**

**General rules for granting Rector’s Awards**

**§1. General information**

1. Rector’s awards, hereinafter referred to as awards, are granted to:
2. university teachers,
3. graduates,
4. non-faculty staff (administrative employees)

2. Rector’s awards are aimed at:

1. promoting active participation in university life,
2. activating the creative and organizational potential of students, university teachers and non-faculty staff.

3. Awards concern university teachers, administrative employees and students representing all

university faculties and campuses.

4. Applications for awards:

1. granted to university teachers are submitted to the Rector by heads of university departments or by the interested parties themselves,
2. granted to graduates are submitted by thesis supervisors, thesis reviewers, the Dean, Deputy Deans and the manager of the Academic Careers Office.
3. granted to administrative staff are submitted by the Chancellor, Vice-Rectors, Dean or managers of particular organizational units of the University.

5. The awards referred to in § 1 may also be granted on the Rector’s own initiative.

6. Applications for awards granted to university teachers and administrative employees are submitted to the Rector’s Office by 15th September, then reviewed by the Committee for Awards and Distinctions, which, after assessing the applications, submits a list of award nominees to the Rector by 25th September at the latest.

7. Applications for awards granted to students are submitted to the Rector’s Office by 15th September. The Rector makes decisions on the basis of the information provided in the applications.

8. Members of the Committee for Awards and Distinctions are appointed by the Rector.

9. Awards may take different forms: monetary, non-monetary (in-kind prizes) and honorary awards.

**§2. Award categories:**

1. Awards for university teachers are given for:
2. achievements evaluated in a point-based evaluation system such as: scientific,

research, teaching and organizational achievements as well as accomplishments in education of university teachers in the calendar year preceeding the submission of the award application,

1. overall scientific and teaching achievements (individual),
2. notable scientific achievements (individual or in a team),
3. outstanding teaching achievements (individual or in a team),
4. acting as a mentor for other teachers,
5. supervising students who achieve success in sports at regional, national or international levels,
6. undertaking activities to improve the quality of education,
7. increased participation in organizational work for the faculty and university.
8. Awards for graduates are granted for:
9. the best thesis,
10. obtaining the highest grade point average over the course of the study program,
11. individual scientific and organizational achievements over the course of the study program (“Leader of the Year” / “Lider roku” title).
12. Awards for administrative employees are granted for:
13. individual achievements in the previous academic year concerning organizational activity,
14. administrative employee’s overall work.

**Chapter II**

**Rules for granting Rector’s Awards to university teachers at WSB University**

* 1. The rules and procedure for granting Rector’s Awards to WSB University teachers are fully specified in the Rules for granting Rector’s awards to university teachers employed at WSB University.
	2. The persons who have been given awards also receive certificates of appreciation. Copies of the certificates are kept in the personnel files of the employees who received awards.
	3. Awards are given out on WSB University Day.
	4. The names of university teachers who received awards, with the teachers’consent, may be made public on the University website, in university promotional materials and in press releases.

**Chapter III**

**Rules for granting Rector’s Awards to WSB University graduates for the best thesis and the highest grade point average**

**§3. General information**

1. Distinction for a thesis can be awarded for the work submitted by first - and second cycle students, doctoral students and postgraduate students, irrespectively of their field and mode of studies.
2. Awards for the highest grade point average are granted to graduates of first - and second cycle studies, irrespectively of the field and mode of study.
3. The awards referred to in 1 and 2 are granted twice a year: in winter and summer semesters in each university faculty and campus separately.
4. The graduate may simultaneously receive an award for the best thesis and for the high grade point average.

**§4. Criteria for granting awards to graduates**

* 1. Rector’s award for a thesis is intended for highly original theses which surpasses the standards generally required for theses submitted by students of a particular cycle of studies.
	2. An award for the highest grade point average is given, in each field of study and in each form of education, to one graduate. It is the graduate who obtained the highest grade point average in a particular field of study (irrespectively of the study mode). The grade point average does not include the final examination grades.
	3. A grade point average of 4.0 is regarded as the lowest qualifying average for the Rector’s award granted to graduates for obtaining the highest grade point average.

**§5.Description of the procedure**

1. In the case of the award granted for the best thesis, the recommndation for the award is submitted by the thesis supervisor or reviewer after the thesis defence. This requires the submission of a document which is referred to as *Application for the Rector’s Award for the best thesis* (see: Annex 2).
2. In the case of the award granted for the highest grade point average obtained over the course of the study program, the Dean of a particular faculty submits a list of graduates who obtained the highest grade point average in a given field and mode of study to the Rector. It must be noted that each field of study in a particular education form is represented by one graduate only. A template of the application is presented as Annex 3.
3. The applications which are referred to in 1 and 2 are submitted by 15th September (summer semester) and 20th March (winter semester).
4. The Rector makes decisions about granting awards on the basis of the information provided in the applications.

**§6. Awards**

1. The graduate who was given an award receives a congratulatory letter.
2. The names of graduates who received awards are announced during the graduation ceremony.
3. The names of graduates who received awards, with the graduates’ consent, may be made public on the university website, in university promotional materials and in press releases.

**Chapter IV**

**Rules for conferring the *Lider Roku* (Leader of the Year) title on the best WSB**

**University graduates**

**§7. General information**

* 1. WSB University annually creates a ranking list of best 20 graduates in order to promote the most talented students with best academic performance over the course of studies and also who actively participated in the student community and the academia at University.
	2. The Leader of the Year title is conferred on one graduate only – the one that was ranked first in the ranking list of best 20 graduates.
	3. All graduates who completed their studies in a given academic year may compete for the Leader of the Year title.
	4. The Leader of the Year title is awarded separately in each university faculty.

**§8. Rules for creating a ranking list of the best graduates**

* 1. A grade point average of 4.0 is the lowest average which qualifies for participating in the verification procedure.
	2. All the grades entered into the nominee’s grade book and the final grade obtained for studies during the final examination are taken into account. It should also be noted that the final examination has to take place on the first of the examination dates.
	3. An additional assessment criterion is the graduate’s active participation in the academia.
	4. The nominee who obtained a grade point average higher than 4.0 over the course of studies is

assessed in a points-based system.

* 1. The nominee scores points for academic performance and active participation in the academia.
	2. A maximum number of points that the nominee can score is 200: a maximum of 100 points for academic performance and a maximum of 100 points for active participation in the student environment.
	3. The way of awarding points for active participation in the student environment is presented below:

|  |  |
| --- | --- |
| **ACTIVITY TYPE**  | **POINTS** |
| Involvement in student self-government activity | 0-40 |
| Activity in scientific clubs | 0-30 |
| Student scientific publications | 0-30 |

* 1. Points awarded for academic performance are calculated according to the following algorithm:

grade point average rounded to two decimal places x 100 - 400

**§9. Submitting applications for conferring the Leader of the Year title**

1. An application for conferring the Leader of the Year title is submitted to the Rector’s

 Office by Vice-Rectors, the Dean, Deputy Deans, the manager of the Academic Careers Office.

 Then the application is passed on to the Rector. A template of the application is presented

 as Annex 4.

1. The Rector makes decisions about granting the title on the basis of the information provided in the applications.

**§10. Award presentation**

1. The graduate who got the highest number of points receives the Leader of the Year title, a Leader of the Year statuette and a congratulatory letter.
2. The other graduates who were included in the best 20 graduates ranking list receive a congratulatory letter.
3. In addition to that, WSB University sends letters of recommendation to selected entepreneurs in the region to promote all the best graduates.
4. The best graduate is presented with the Leader of the Year statuette during the inauguration of the academic year which follows the year when the students from the ranking list completed their studies at WSB University.
5. The names of graduates included in the best graduates ranking list, with the graduates’ consent, can be made public on the university website, in university promotional materials and in press releases.

**ChapterV**

**Rules for granting Rector’s Awards to WSB University administrative employees for their professional achievements**

**§11. General information**

The award is given to administrative employees in appreciation for high-quality work and professional attitude in the previous academic year or for overall professional achievements.

**§12. Criteria for granting awards to administrative staff**

The award can be granted to an administrative employee who has worked for WSB University for at least one year and:

1. distinguished themselves while performing tasks assigned to them as part of their work duties,
2. has significant achievements in improving work organization,
3. is characterized by having an outstanding attitude to work, by showing initiative and commitment and willingness to develop professionally,
4. is engaged in activities which are aimed at improving the quality of education or quality of work ogranization.

**§13. Description of the procedure**

* 1. Awards are granted on the Rector’s own initiative or when Vice-Rectors, the Dean, the Chancellor or office managers nominate an employee for an award.
	2. A template of the application is presented in Annex 5.
	3. Award applications should be submitted to the Rector’s Office and transferred to the

Committee for Awards and Distinctions.

* 1. Award applications are reviewed by the Committee for Awards and Distinctions, which – after assessing their subject matter – submits a list of award nominees to the Rector.
	2. The Committee for Awards and Distinctions has the right to submit any list of administrative employees to nominate them for awards.
	3. The Rector of WSB University makes a decision about granting awards to administrative employees on the basis of the opinion given by the Committee.

**§14. Awards**

* 1. The employee may receive a monetary, non-monetary (in-kind prize) or an honorary award. In addition to that, the information about receiving an award is stored in the employee’s personnel file.
	2. Awards are given out on WSB University Day.

**§15. Final provisions**

The last instance to appeal to in all matters related to granting the Rector’s Award is the

Rector.

*Annexes*

1. Application for the Rector’s Award granted to a university teacher
2. Application for the Rector’s Award for the best thesis written by a WSB University

graduate

1. Application for the Rector’s Award for WSB graduates who obtained the highest grade point average over the course of studies in particular fields of study
2. Application for the Leader of the Year title
3. Application for the Rector’s Award for an administrative employee

*Related documents:*

Rules for granting Rector’s awards to university teachers employed at WSB University.

*Annex 1 to the Rules for granting Rector’s Awards to WSB University employees and graduates*

*Dąbrowa Górnicza, date:*...........................................

**APPLICATION**for the Rector’s Award granted to a university teacher

I hereby nominate

Mr/Ms ……………

/academic title and degree, first name and surname/

....................................................................................................

/name of the university department/

for the Rector’s Award for achievements (e.g. scientific achievements, teaching achievements, education of academic staff, postdoctoral dissertation, PhD dissertation, overall scientific and teaching achievements, activities to improve the quality of education).

1. Description of achievements:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………......................……………………………………………

1. Justification of the application:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………

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*Signature of the person submitting the application*

Opinion of the Committee for Awards and Distinctions:

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Rector’s decision

□ I approve

□ I do not approve

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 RECTOR

*Annex 2 to the Rules for granting Rector’s Awards to WSB University employees and graduates*

Dąbrowa Górnicza, date:...........................................

**APPLICATION**

 **for the Rector’s Award granted to a WSB University graduate for writing the best thesis/doctoral dissertation in the academic year ….…….…., semester …..………**

I hereby nominate Mr/Ms …………..

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Student’s /doctoral student’s first name and surname

for the Rector’s Award for writing the best thesis in the academic year ..................................

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Field of study/ mode of study/education level

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Topic of the thesis

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Supervisor’s first name and surname

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Reviewer’s first name and surname

Justification of the application:

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*Signature of the person submitting the application*

Rector’s decision:

□ I approve

□ I do not approve ...........................................................

 RECTOR

*Annex 3 to the Rules for granting Rector’s Awards to WSB University employees and graduates*

 Dąbrowa Górnicza, date:...........................................

**Application for the Rector’s Award for WSB graduates who obtained the highest grade point average over the course of studies in particular fields of study**

**(academic year …….……… - semester ……..)**

I hereby nominate the following WSB University graduates who obtained the highest grade point average over the course of studies in particular fields of study for the Rector’s Award:

1. **First cycle studies**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **First name and surname**  | **Field of study / mode of study** | **Grade** **point****average** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

1. **Second cycle studies**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **First name and surname** | **Field of study** | **Grade** **point** **average** |
| 1 |  |  |  |
| 2 |  |  |  |

………………………………

 DEAN

Rector’s decision

□ I approve

□ I do not approve

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 RECTOR

*Annex 4 to the Rules for granting Rector’s Awards to WSB University employees and graduates*

**APPLICATION**for the Leader of the Year ............. title

 I hereby nominate Mr/Ms:

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Student’s first name and surname

for an award for academic performance and active participation in the academia

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Field of study/ mode of study/ education level

Grade point average ……….

Grade for the final examination: ………….

Justification of the application:

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*Signature of the person submitting the application*

Rector’s decision

□ I approve

□ I do not approve

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 RECTOR

*Annex 5 to the Rules for granting Rector’s Awards to WSB University employees and graduates*

Dąbrowa Górnicza, date.................................

**APPLICATION**for the Rector’s Award for an administrative employee

I hereby nominate Mr/Ms:

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First name and surname

for the Rector’s Award for professional and orgnizational achievements.

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Job title

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Name of the department/office

1. Description of achievements:

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1. Justification of the application:

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*Signature of the person submitting the application*

Opinion of the Committee for Awards and Distinctions:

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Rector’s decision

□ I approve

□ I do not approve

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 RECTOR