



## **INTERNATIONAL EUROPEAN UNIVERSITY**

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### **REGULATIONS ON UNIVERSITY INCENTIVE AWARDS AND BONUSES OF INTERNATIONAL EUROPEAN UNIVERSITY**

<i>Regulations on University Incentive Awards and Bonuses of International European University</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

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## **1. GENERAL PROVISIONS**

1.1. These Regulations define the procedure for incentives and bonuses (non-material and material encouragement) of employees of the University, other institutions and organizations, as well as students of International European University.

1.2. The Regulations are based on the Law of Ukraine On Higher Education, On Scientific and Scientific-Technical Activities, the University Statute, the University Development Strategy and other regulatory legal acts.

1.3. Awarding of university incentive awards and bonuses are carried out to reward employees, students and other enterprises, institutions, organizations for significant merits in the establishment and development of the University, outstanding personal achievements in promoting economic, scientific, technical, social and cultural development, fruitful charitable, humanistic and social activities, high professional skills, as well as on public holidays, memorable and anniversary dates.

1.4. A person who has been the subject of a disciplinary action for less than one year shall not be honored by the University.

## **2. UNIVERSITY INCENTIVE AWARDS**

2.1. University incentive awards include:

- Certificate of Acknowledgement;
- Certificate of Appreciation;
- Certificate of Merit;
- Diploma;
- Commonwealth Medal;
- IEU Ambassador Order;
- Honorary title of Honorary Doctor;
- Honorary title of Honorary Professor;
- Honorary title of Honorary Employee of the University;
- Medal of Mykola Amosov;
- Medal of Bohdan-Volodymyr Dmytrovych Hawrylyshyn;

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- Medal of Robert Rippon Duke;

- Certificate of Appreciation for the Establishment of the Student Self-Government;

- Don't panic! I'm from IEU Award.

2.2. Description of incentive awards:

- **Certificate of Acknowledgement, Certificate of Appreciation, Certificate of Merit, Diploma** is a written text produced on a special letterhead signed by the President or Rector of the University and bearing the University's round seal. The Certificate of Appreciation is a more significant distinction compared to the Certificate of Acknowledgement. The Diploma is an independent distinction.

- **Commonwealth Medal** is a medal made with elements of the University's symbols accompanied by the corresponding certificate.

- **IEU Ambassador Order** is an **order** made with elements of the University's symbols accompanied by the corresponding certificate.

- **Honorary title of Honorary Doctor** is a written text produced on a special letterhead signed by the President or Rector of the University and bearing the University's round seal.

- **Honorary title of Honorary Professor** is a written text produced on a special letterhead signed by the President or Rector of the University and bearing the University's round seal.

- **Honorary title of Honorary Employee of the University** is the highest form of awarding the University staff for significant merits in the establishment and development of the University. Those honored with this title are provided with a certificate indicating the award of the honorary title, a badge with elements of the University's symbols and a welcome address signed by the President. This award is an independent award of the University, carries a social sign and is a symbol of human respect, honor and dignity.

- **Medal of Mykola Amosov** is a medal made with elements of the University's symbols accompanied by the corresponding certificate.

- **Medal of Bohdan-Volodymyr Dmytrovych Hawrylyshyn** is a medal made

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with elements of the University's symbols accompanied by the corresponding certificate.

- **Medal of Robert Rippon Duke** is a medal made with elements of the University's symbols accompanied by the corresponding certificate.

- **Certificate of Appreciation for the Establishment of the Student Self-Government** is a written text produced on a special letterhead signed by the President or Rector of the University and bearing the University's round seal.

- **Don't Panic! I'm from IEU Award** is a written text produced on a special letterhead signed by the President or Rector of the University and bearing the University's round seal.

**2.3. Procedure for presenting incentive awards:**

- **Announcement of the University's acknowledgement** is carried out based on a petition for the award.

Petitions for the award shall be submitted to the Rector of the University by heads of structural units no later than 15 days before the announcement of such an award. The petition shall be accompanied by information about the person who is presented for the announcement of acknowledgement, including the characteristics of the person, indicating specific merits, as well as information about his/her production, scientific and other achievements.

- **Awarding the University's Certificate of Appreciation** is carried out based on the petition for the award.

Petitions for the award shall be submitted to the Rector of the University by heads of structural units no later than 15 days before the awarding. The petition shall be accompanied by information about the person who is presented for the awarding, including the characteristics of the person, indicating specific merits, as well as information about his/her production, scientific and other achievements.

- **Awarding the University's Certificate of Merit** is carried out based on the petition for the award given that the employee has previously been awarded the University's Certificate of Appreciation.

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Petitions for the award shall be submitted to the Rector of the University by heads of structural units no later than 15 days before the awarding. The petition shall be accompanied by information about the person who is presented for the awarding, including the characteristics of the person, indicating specific merits, as well as information about his/her production, scientific and other achievements.

- **Awarding the University's Diploma** is carried out based on the petition for the award. The University's Diploma is awarded to the academic staff for the guidance of students winning Olympiads, competitions, etc.

Petitions for the award shall be submitted to the Rector of the University by heads of educational units no later than 15 days before the awarding. The petition shall be accompanied by information about the person who is presented for the awarding, including the characteristics of the person, indicating specific merits, as well as information about his/her production, scientific and other achievements.

- **The Commonwealth Medal** is awarded to persons of other enterprises, institutions, organizations for fruitful cooperation, promotion of the University's image both in Ukraine and abroad. The awarding is carried out based on the petition for the award by heads of structural units, which shall be submitted to the Academic Council of the University no later than 30 days before the awarding. The decision on the awarding shall be approved by the Academic Council of the University.

- **The IEU Ambassador Order** is awarded to the University staff, persons of other enterprises, institutions, organizations for fruitful cooperation, lobbying the University's interests in public authorities both in Ukraine and abroad. The awarding is carried out based on the petition for the award by heads of structural units, which shall be submitted to the Academic Council of the University no later than 30 days before the awarding. The decision on the awarding shall be approved by the Academic Council of the University.

- **Honorary title of Honorary Doctor** is awarded to the academic staff of the University, persons of other enterprises, institutions, organizations for significant achievements in education and science that are important for the development of world

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civilization, the growth of national wealth, intellectual potential and authority of Ukraine, for the University development; to persons whose direct personal participation and assistance make a significant contribution to the development of intellectual, material base and increase the prestige of the University.

The awarding is carried out based on the petition for the award by heads of structural units, which shall be submitted to the Academic Council of the University no later than 30 days before the awarding. The decision on the awarding shall be approved by the Academic Council of the University.

- **Honorary title of Honorary Professor** is awarded to the academic staff of the University, persons of other enterprises, institutions, organizations, who have achievements in scientific and academic activities recognized in the history of the University and Ukraine; to persons who maintain scientific relations with the University, take part in the educational process and in the development of scientific, material and technical facilities of the University.

The awarding is carried out based on the petition for the award by heads of structural units, which shall be submitted to the Academic Council of the University no later than 30 days before the awarding. The decision on the awarding shall be approved by the Academic Council of the University.

- **Honorary title of Honorary Employee of the University** is awarded to employees who have worked at the University for at least 10 years for high labor achievements and professional skills, conscientious performance of official duties, significant personal contribution to the creation of material and technical facilities, appropriate learning conditions, the publication of textbooks, scientific and methodical literature that meets current requirements and contributes to the efficient mastery of knowledge, has a significant impact on improving the training of future specialists.

One shall prepare the submission on applicants for the award of the honorary title, indicating the personal merits of the person to the University, which shall be submitted to the Academic Council of the University no later than 30 days before the awarding. The

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decision on the awarding shall be approved by the Academic Council of the University.

- **Medal of Mykola Amosov** is awarded to the academic staff of University's medical specialties for their significant personal contribution to the establishment and development of the medical area at the University.

The awarding is carried out based on the petition for the award by heads of structural units, which shall be submitted to the Academic Council of the University no later than 30 days before the awarding. The decision on the awarding shall be approved by the Academic Council of the University.

- **The Medal of Bohdan-Volodymyr Dmytrovych Hawrylyshyn** is awarded to the academic staff of University's economic specialties for their significant personal contribution to the establishment and development of the economic area at the University.

The awarding is carried out based on the petition for the award by heads of structural units, which shall be submitted to the Academic Council of the University no later than 30 days before the awarding. The decision on the awarding shall be approved by the Academic Council of the University.

- **The Medal of Robert Rippon Duke** is awarded to the academic staff of University's architectural and engineering specialties for their significant personal contribution to the establishment and development of the economic area at the University.

The awarding is carried out based on the petition for the award by heads of structural units, which shall be submitted to the Academic Council of the University no later than 30 days before the awarding. The decision on the awarding shall be approved by the Academic Council of the University.

- **The Certificate of Appreciation for the Establishment of the Student Self-Government** is awarded to university students, leaders and supervisors of student self-government for their significant personal contribution to the establishment and development of student self-government at the university, fruitful cooperation with educational institutions and organizations, promoting civic consciousness of young people.

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The awarding is carried out based on the petition for the award by heads of structural units, which shall be submitted to the Academic Council of the University no later than 30 days before the awarding. The decision on the awarding shall be approved by the Academic Council of the University.

- **The Don't Panic! I'm from IEU Award** is announced to the university staff according to the following nominations:

The **Top 10 People of the Future** is awarded to outstanding professionals, creative in every aspect, available 24/7, always faithful to the world-class business and ethical standards of IEU. It is carried out based on the petition by the head of the structural unit submitted to the Center for Public Relations and Youth Initiatives.

The **Idea Generator** is designed for real innovators who are able to develop interesting and efficient communications for both existing and non-existing projects/technologies. It is carried out based on the petition by the head of the structural unit submitted to the Center for Public Relations and Youth Initiatives.

The **Person from the Future** for those who create projects and generate ideas not only in the IT sector but also in other areas. It is carried out based on the petition by the head of the structural unit submitted to the Center for Public Relations and Youth Initiatives.

The **Manager of the Year** is awarded to heads of departments based on the results of anonymous voting by the IEU staff. The following indicators are taken into account when determining this nomination: executive discipline, cordiality, business etiquette.

The **Top 20 StrongIEU of the Year** is awarded to university employees for their participation in holding mass events of the university and its promotion.

#### **2.4. Procedure for awarding, wearing and keeping records of incentive awards:**

The awarding of incentive awards of the University is generally dedicated to professional holidays, anniversaries, etc.

Persons honored with awards of the Private Higher Education Institution

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"International European University" can be presented for awarding again not earlier than in 1 year.

The awarding is formalized by the order of the President or Rector of the University.

The organization of awarding and record keeping of awardees is assigned to the University HR Department.

The awarding is carried out in a solemn atmosphere by the President or Rector of the University or other authorized person.

The HR service of the institution, enterprise, organization where the awardee works makes a corresponding entry in the employment book of the awardee.

In case of the death of a person to whom the distinction was not awarded during his/her lifetime, the award and documents can be given to the family of the deceased for safekeeping as a memento.

A person can be deprived of the University's incentive award in case of loss of confidence of the University administration due to violation of labor discipline, which resulted in negative consequences of the University's activities.

The medal is worn on the left side of the chest and, in the presence of state awards of Ukraine and departmental honors, placed below them.

In case of loss of the award and the certificate of the medal, duplicates are not issued.

**Badges awarded by the University are obligatory for wearing by the awardees at all mass events of the University.**

- **The Don't Panic! I'm from IEU Award** – the awarding is carried out according to the results of work during the year at the New Year's corporate party. The award is organized by the Center for Public Relations and Youth Initiatives.

If funds are available, material incentives can be added to the above-mentioned awards in the form of a bonus in the amount determined by the University administration.

### **3. BONUSES**

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3.1. The reason for awarding bonuses to employees is the order of the Rector of International European University in coordination with the President. The Rector is awarded by the order of the President of the University.

The reason for assigning a one-time bonus is a submission (memo) of the head of the structural unit on the fulfillment of the assignment by an employee or a team of employees upon agreement of vice-rectors subordinating the corresponding units.

The reason for awarding a bonus is the assignment by the administration to an employee or a team of employees to perform particularly important work.

3.2. A bonus for the performance of particularly important work shall not be awarded if the employee is entitled to a bonus for the performance of particularly important work.

3.3. The draft order on one-time bonuses for employees when performing particularly important work is introduced by the University economist on the basis of the submission of heads of the corresponding departments or working bodies or groups.

The draft order on bonus payment to the University staff based on performance shall be introduced by the chief accountant on the basis of the submission of heads of structural units approved by the President of the University.

3.4. To determine the amount of the bonus Based on performance in the reporting period, the following indicators shall be taken into account:

- prompt and high-quality fulfillment of job duties by the employee;
- executive discipline;
- initiative and creative approach to fulfillment of assigned tasks;
- result-oriented work;
- teamwork.

3.5. Bonuses for University employees can also be paid for high achievements in work, for work in temporary and permanent committees, for work in groups, for work as a supervisor.

3.6. The order on bonuses shall specify the amount to be allocated for the payment of bonuses to each employee.

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3.7. The amount of bonuses to employees shall be determined by the Rector of the University in coordination with the President.

3.8. The Rector of the University has the right to demand a detailed report on the work done by the employee, in respect of which it is recommended to provide the bonus.

3.9. The bonus shall be paid within the terms determined by these Regulations or other internal documents of the University.

3.10. If an employee is reprimanded in the month when the bonus is accrued, no bonus shall be paid.

3.11. No bonus shall be paid to employees who quit their jobs in the month when the bonus is paid.

3.12. **Types of one-time bonuses.** Bonuses can be paid to employees for:

- performance of especially important work;
- for high achievements in labor;
- for licensing, accreditation;
- for achievement of citation index;
- for performance of duties related to the organization and holding of scientific, career guidance, artistic, image events, etc.
- for the defense of theses:

for the defense of a PhD thesis: to the postgraduate student – 100,000 UAH, to the scientific supervisor – 50,000 UAH.

for the defense of a doctoral thesis: to the author – 150,000 UAH, to the scientific supervisor – 50,000 UAH.

- on the occasion of awarding state awards, awarding honorary titles – 10,000 UAH.
- on professional holidays defined by legislation (possible if funds are available).
- on anniversaries.
- according to the results of anonymous student surveys (for the academic staff).

The bonus in monetary equivalent is paid for 3 first places.

- when publishing in a scientific journal indexed in the Scopus science databases, in the amount equivalent to 300 EUR to each author.

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- according to the results of the comprehensive rating of the academic staff at the end of each academic year – by choice: monetary reward, the amount of which is stipulated by the President of the University or a vacation tour abroad (the opportunity to choose a country from the offered ones).

- for a published monograph – to the author (team of authors) – 10,000 UAH.

- for a patent obtained (the University is the owner or co-owner) – 10,000 UAH.

#### **4. OTHER STAFF INCENTIVES**

4.1. At the expense of the University, employees are given the opportunity to study English at the GOVORY Foreign Language Center at International European University and to prepare for international English exams.

4.2. Advanced training is generally carried out at the expense of the University.

#### **5. FINAL PROVISIONS**

5.1. Bonuses, except for one-time bonuses, are paid to employees with their salary in the month following the month for which the bonus is paid.

5.2. The rules not defined in these Regulations are regulated by the current legislation of Ukraine.