Order no. 50/2020

of the Rector of the Medical University of Bialystok

of 01.06.2020

introducing Regulations on the rules, procedure and qualification criteria for granting the Rector's awards to academic teachers
of the Medical University of Bialystok for years 2019 and 2020

Pursuant to art. 145 section 2 pkt.1 of the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2020, item 85 as amended) I order the following:

§1

I am introducing the Regulations regarding the rules, procedure and qualification criteria for granting the Rector's awards to academic teachers of the Medical University of Bialystok for years 2019 and 2020, constituting an appendix to this Order.

§2

This Order shall enter into force on the day of signature

Rector

prof. dr hab. Adam Krętowski

Appendix to the Rector's Order no. 50/2020 of 01.06.2020.

**Regulations**

**on the rules, procedure and qualification criteria for granting the Rector's awards to academic teachers of the Medical University of Bialystok**

**General provisions:**

1. The fund for Rector's awards is created in accordance with art. 145 of the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2020, item 85 as amended) and on the basis of the Statute of the Medical University of Bialystok.
2. Academic teachers of the Medical University of Bialystok, hereinafter referred to as MUB, may receive Rector's financial awards for:
3. scientific achievements - **Rector's Scientific Award**
4. didactic achievements - **Rector's Didactic Award**
5. overall achievements in connection with the termination of employment with MUB (full-time) - **Rector's Award for Overall Achievements.**
6. The Rector's financial award may be awarded to **academic teachers** employed with MUB on the basis of designation or employment agreement as the primary workplace, in the year for which the award is granted.

The requirement of employment with MUB as the primary workplace does not apply to visiting professors.

In justified cases, the Rector may grant an award to an employee who is full-time employed with MUB, but it is not his primary place of work.

1. Receiving the Minister's financial award in a given category shall not preclude receiving the Rector's award for the same achievement.
2. Applications for awards for scientific achievements which are based on:
3. publication in a journal - submitted by the work manager/coordinator (the application must be signed by the head of the organizational unit from which the corresponding author is from or Vice-Rector for Science and Development). Each publication may be submitted for the scientific award only once.
4. obtaining funds for the University from external institutions for scientific projects – submitted by:
* project manager,
* project coordinator - in the case of multi-center projects,
* advisor or research supervisor - in the case of projects whose project manager /coordinator is a doctoral student.
1. obtained patent or implemented patent – submitted by Vice-Rector for Science and Development or patent authors.
2. In other cases, applications for awards are submitted by:
3. Heads of organizational units in relation to employees reporting to them;
4. Deans of faculties/colleges in relation to heads of organizational units;
5. "Student Committee", which selects the best 9 academic teachers (three from each faculty) for the Rector's Didactic Award in the category "Best Academic Teacher", after positive opinion of the candidacies by the University Team for Assurance and Improvement of the Quality of Education;
6. Authors/Editors of textbooks;
7. Project managers/coordinators (in the case of multi-center projects) related to didactic activities.
8. Submitted works for scientific or didactic achievements awards must be affiliated with MUB.
9. Each application for an award for scientific or didactic achievements should be accompanied by a publication and a printout related to it confirmed by the MUB Library, with the MNiSW score

Application forms for the Rector's award are available on the University's website.

Applications templates for the award for scientific, didactic and overall achievements constitute an integral part of the Regulations on the rules, procedure and qualification criteria for granting the Rector's awards to academic teachers of the Medical University of Bialystok.

1. Incomplete applications will not be considered.
2. Applications for awards shall be submitted to the Rector's Office **by 30 June** of the year following the year for which the awards are granted; Teachers' candidacies to obtain the title of "Best Academic Teacher" shall be forwarded to the Committee for Awards, Commendations and Distinctions, after approval by the University Team for Assurance and Improvement of the Quality **of Education by 1 October** of the year following the year for which the awards are granted. The award shall be paid all at once
**by 30 November this year**
3. Applications for Rector's awards are reviewed by the Senate Committee for Awards, Commendations
and Distinctions of MUB, and the **decision on granting them is made by the Rector.**

**Awards for scientific achievements**

Awards in the field of scientific achievements may be granted:

**A.** For each work published in a journal with the MNiSW score equal to or higher than 100 (according to the data from the MUB Library applicable on the day of submitting the application), in accordance with the "Rules for scoring publications registered in the database "Bibliography of MUB employees' publications"\*

https://bip.umb.edu.pl/uchwala/1347/uchwala-nr-48-2019

\* in the case of non-original works, the Commission for Awards, Commendations
and Distinctions may request for providing "peer reviews".

* + - 1. The financial award, **CONSTITUTING THE SUM OF PARTIAL AWARDS FOR INDIVIDUAL WORKS,** published in last calendar year, will be the sum of amounts due to a given author for individual publications. For each work qualified for the award, a sum will be awarded in the amount depending on the MNiSW score:

|  |  |
| --- | --- |
| MNiSW score | Award amount in PLN |
| 100 | **3000** x **e** |
| 140 | **6000** x **e** |
| 200 | **15 000** x **e** |

**e** - coefficient based on the budget allocated to awards in a given year and the number of works submitted for the award.

* + - 1. If thework is team-based, the percentage share of the co-author in a given work is taken into account for the financial award. The person submitting the application is responsible for determining the percentage share of individual team members. The division should include **all** co-authors entitled to the financial award.
			2. The minimum total number of points from all publications is determined based on the percentage share of the co-author in the work, entitling to receive financial award above the level of 10 points.
			3. In addition, people who have received a financial award shall receive a diploma confirming the receipt of the Rector's award for scientific achievements with indication of the degree of the award.
			4. When determining the Rector's award degree, the full score of each work is taken into account, i.e. each co-author receives the MNiSW points awarded for publication in a given journal.
			5. Score of individual authors of the awarded works shall be organized from the highest to the lowest value. 1st **degree** award shall be granted to persons from 1/3 of the "upper" list, 2nd **degree** from 1/3 of the "middle" list and 3rd **degree** from 1/3 of the "lower" list. Authors of the works published in a journal with MNiSW score of 200 automatically receive the Rector's award of the 1st Degree, regardless of the total score obtained for all works.

**B.** For obtaining funds for the University from external institutions for the implementation of scientific projects:

I. Academic teachers can apply for:

1. **1st degree scientific award** - in the amount of **20 000 PLN**  if, as project managers or (in the case of multi-center projects) persons coordinating the project task on behalf of MUB, obtain funds for the University in the amount of **at least 1 000 000 PLN** from external institutions (NCN, NCBR, scientific institutions, Polish and foreign entrepreneurs, donors, European and global institutions and organizations, foreign research funding agencies, ministry or government (Polish and foreign) or local government institutions, foundations, associations, scientific societies, patient organizations).
2. **2nd degree scientific award** - in the amount of **15** **000 PLN** if, as project managers or (in the case of multi-center projects), persons coordinating the project task on behalf of MUB, obtain funds for the University of **at least** **300 000 PLN** – **up to 999 999 PLN** from external institutions (NCN, NCBR, scientific institutions, Polish and foreign entrepreneurs, donors, European and global institutions and organizations, foreign research funding agencies, ministry or government (Polish and foreign) or local government institutions, foundations, associations, scientific societies, patient organizations).
3. **3rd degree scientific award** - in the amount of **10 000 PLN**  if, as project managers or (in the case of multi-center projects) persons coordinating the project task on behalf of MUB, obtain funds for the University in the amount of **at least 75 000 PLN** –  **up to 299 999 PLN** from external institutions (NCN, NCBR, scientific institutions, Polish and foreign entrepreneurs, donors, European and global institutions and organizations, foreign research funding agencies, ministry or government (Polish and foreign) or local government institutions, foundations, associations, scientific societies, patient organizations).

II. Academic teachers who are advisors / research supervisors of doctoral students may apply for:

**a) 1st degree scientific award -** in the amount of **15 000 PLN**  if their charges, as project managers or (in the case of multi-center projects) persons coordinating the project task on behalf of MUB, obtain funds for the University in the amount of **at least 1 000 000 PLN** from external institutions (NCN, NCBR, scientific institutions, Polish and foreign entrepreneurs, donors, European and global institutions and organizations, foreign research funding agencies, ministry or government (Polish and foreign) or local government institutions, foundations, associations, scientific societies, patient organizations).

**b) 2nd degree scientific award** - in the amount of **10** **000 PLN** if their charges, as project managers or (in the case of multi-center projects), persons coordinating the project task on behalf of MUB, obtain funds for the University of **at least** **300 000 PLN** – **up to 999 999 PLN** from external institutions (NCN, NCBR, scientific institutions, Polish and foreign entrepreneurs, donors, European and global institutions and organizations, foreign research funding agencies, ministry or government (Polish and foreign) or local government institutions, foundations, associations, scientific societies, patient organizations).

**c) 3rd degree scientific award** - in the amount of **5 000 PLN**  if their charges, as project managers or (in the case of multi-center projects) persons coordinating the project task on behalf of MUB, obtain funds for the University in the amount of **at least 75 000 PLN** –  **up to 299 999 PLN** from external institutions (NCN, NCBR, scientific institutions, Polish and foreign entrepreneurs, donors, European and global institutions and organizations, foreign research funding agencies, ministry or government (Polish and foreign) or local government institutions, foundations, associations, scientific societies, patient organizations).

1. Prerequisite for applying for the award is the implementation of the project by MUB and signing the agreement with the financing institution.
2. The teacher may apply for the award the year after the year in which the project agreement was signed.
3. The award for a given project can be obtained only once.
4. When assessing the award application, the project(s) is taken into account regardless of whether the project manager/task coordinator on behalf of MUB still has the status of a PhD student at the date of applying for the award.
5. The application for a scientific award for obtaining funds for the University from external institutions is confirmed by the appropriate unit depending on the subject of the project (e.g. Development and Evaluation Department, University Technology Transfer Office, Project Management Office, Department of Administration and Services Department) and accepted by the Vice-Rector for Science and Development.
6. Project values for the purpose of establishing the lower values of the amount thresholds are rounded up to the full thousand.

**C.** Rector's awards for scientific achievements may also be awarded for:

* 1. patent obtained for MUB – the amount of the award corresponds to a work with
	140 MNiSW score
	2. implemented patent (license), which is owned in whole or in part by the MUB, in accordance with the parameterization principles set out in the Regulation of the Minister of Science and Higher Education on the criteria and procedure for granting scientific category to scientific units – the amount of the award corresponds to a work with 200 MNiSW score

The application should include:

* 1. basic information about the project,
	2. title of the inventive project,
	3. registration number at MUB,
	4. patent or protection right number,
	5. list of creators,
	6. numbers and date of conclusion of agreements related to the project,
	7. date and place of implementation,
	8. documented scale of economic effects or a description of the type of intangible effects.
		+ 1. Application for the award for scientific achievements for obtaining or implementing a patent should be confirmed by the Technology Transfer Office.
			2. The award for scientific achievements for obtaining a patent will be granted
			and paid out after receiving a certificate from the Patent Office on granting the patent.

**Awards for didactic achievements**

The value of awards for didactic achievements and overall achievements will be diversified
(1 to 3 rates). The rate will be set by the Senate Committee for Awards and Distinctions
based on the fund allocated for this purpose and the number of submitted applications meeting the eligibility criteria.

If the criteria for two or more didactic awards are met – the teacher receives a financial award which is the sum of individual awards; and the diploma for the highest degree of the award received.

**1st degree award – 3 rates**

**2nd degree award – 2 rates**

**3rd degree award – 1 rate**

1. **Awards for didactic achievements:**

|  |  |
| --- | --- |
| **1st degree award**, one for each of the three faculties of MUB | for winning the **first** place in the "Best Academic Teacher" competition  |
| **2nd degree award**, one for each of the three faculties of MUB | for winning the **second** place in the "Best Academic Teacher" competition  |
| **3rd degree award**, one for each of the three faculties of MUB | for winning the **third** place in the "Best Academic Teacher" competition  |

Rules for selecting the "Best Academic Teacher" are set out in the Regulations of the Medical University of Bialystok Student Award Competition, which constitutes an appendix to these Regulations.

1. **Awards for textbooks, monographs and chapters:**

|  |  |
| --- | --- |
| **1st degree award** | * for editing, scientific edition, authorship of the first edition of peer-reviewed international textbooks /monographs included in the list of publishers publishing peer-reviewed scientific monographs
* thematic relationship of the work with the study majors taught at MUB

  |
| **2nd degree award** | * for editing, scientific edition, authorship of the first edition of peer-reviewed nationwide textbooks /monographs included in the list of publishers publishing peer-reviewed scientific monographs
* for the authorship of chapters included in the first edition of peer-reviewed international textbooks /monographs included in the list of publishers publishing peer-reviewed scientific monographs
* thematic relationship of the work with the study majors taught at MUB
 |
| **3rd degree award** | * for the authorship of chapters included in the first edition of peer-reviewed nationwide textbooks /monographs included in the list of publishers publishing peer-reviewed scientific monographs
* thematic relationship of the work with the study majors taught at MUB
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1. **Other didactic achievements:**

|  |  |
| --- | --- |
| **Award of** **1st degree /****2nd degree /****3rd degree\*** | For obtaining funding for a project related to didactic activity of the university: * implemented independently or in international partnership as a consortium leader
* implemented independently or in a national partnership as a consortium leader
* implemented in national or international partnership
 |
| **2nd degree award** | * For supervision of scientific club which took first place in its category based on the criteria of the Student Scientific Society in the last academic year
 |
| **2nd degree award** | * For supervision of doctoral dissertation awarded outside the university
 |
| **3rd degree award** | * For supervision of master's thesis awarded outside the university
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\* Application for the award for didactic achievements related to obtaining external funds for didactic activities is confirmed by the Project Management Office, accepted by the Vice-Rector for Education, also depending on the amount of project funds obtained (1st degree - at least PLN 3,000,000, 2nd degree - at least PLN 1,000,000 to PLN 2,999,999, 3rd degree - at least 500 000 PLN to 999 999 PLN).

**Awards for overall achievements**

1. The awards are granted for the overall achievements, including outstanding scientific, didactic and organizational achievements, in connection with the termination of employment with MUB, full-time - at the request of Vice-Rectors, Deans or Heads of Units. This award can be granted to a teacher only once (it can also be granted to a person who, after reaching retirement age, will continue working at the University on a part-time basis).
2. The value of the award is, in the case of an academic teacher holding the title of professor – 3 rates, doctor habilitatus – 2 rates, doctor – 1 rate.

Rector

prof. dr hab. Adam Krętowski

Appendix to the Regulations on the rules, procedure and qualification criteria for granting the Rector's awards to academic teachers of the Medical University of Bialystok, constituting an appendix to Rector's Order no. 50/2020 of 01.06.2020.

**Regulations of the Medical University of Bialystok Student Award Competition**

**§1**

The purpose of the competition is to:

1. Promote the best academic teachers of the Medical University of Bialystok
 in academic community.
2. Honor the best academic teachers for their commitment to work.
3. Motivate academic teachers to use and develop new teaching tools and methods, with particular emphasis on ICT-based teaching.
4. Encourage students to be interested in the life of the University.

**§2**

Organizational assumptions:

1. Organizer of the competition is the Student Government of the Medical University of Bialystok.
2. The competition is carried out at all faculties of the University: the Faculty of Medicine with the Division of Dentistry and Division of Medical Education in English, the Faculty of Pharmacy with the Division Laboratory Medicine and the Faculty of Health Sciences.
3. President of the Student Government, from the list of students, appoints two students from each Faculty with who he creates the Competition Committee and over which he presides.
4. The Competition Committee is responsible for the preparation and conduct of the competition, as well as for supervising the voting process.
5. At each faculty, three best academic teachers will be selected who conduct lectures or other forms of classes with students and who have obtained the largest relative number of votes. The Committee, after counting all votes, presents to the Rector candidacies of people who will be awarded, according to the Regulations of granting the Rector's awards.
6. In a given edition of the competition, an academic teacher may receive an award at a maximum of one Faculty. The Committee accepts his candidacy at the Faculty, in which he obtained the largest number of applications. In the case of an equal number of applications (by students) of a given academic teacher at more than one Faculty, the Committe, after consulting the nominee, places him on the electoral list of the Faculty indicated by the nominee.

**§3**

The course of the Competition:

1. Until **May 31** of the current academic year, students of the Medical University of Bialystok submit academic teacher candidates for the award to the Committee, which then prepares electoral lists for individual Faculties.
2. The competition starts on **1 June** and ends on **10 June** of the current academic year. During this time, students can cast their votes.
3. The competition is open to all students of the Medical University of Bialystok.
4. Each student has the right to vote for up to three academic teachers conducting didactic activity, placed on their Faculty's electoral lists.
5. Voting will take place electronically at the Internet address indicated by the Committee.
6. Voting is open in order to eliminate attempts of unfair voting, i.e. multiple votes or votes of persons who are not MUB students.
7. Students' data will not be disclosed or used for purposes other than those related to conducting the Competition.
8. Votes cast by people who will not disclose their personal data (name and surname) or non-students, as well as votes cast repeatedly will not be taken into account.
9. After the voting deadline, i.e. on 10 June, the Committee will count the votes and determine the winners.
10. The Committee and the Rector have right of access to partial results.
11. Matters not included in the Regulations are resolved by the Committee.