

Pursuant to Article 20 of the Statute of the University of Zadar, and Article 9 of the Ordinance the Department of History, at the meeting held on April 8, 2013 the Department of History Council adopted

## **Regulations on student awards and commendations at the Department of History**

### Article 1

In order to encourage the work and activities of the students at the Department of History, University of Zadar, (hereinafter: students of history) and to promote students' creativity, awards and commendations presented to the best students of history in two (2) categories have been established:

1. Award to the best student in the class and the best student project (individually or team work), significant to wider departmental and university population, and to the student particularly engaged in departmental activities.
2. Award for the best, bachelor thesis, master's thesis or research paper.

### Article 2

Students whose grade point average is 3.5 or higher have the right to compete for awards. One prize may be awarded in every category mentioned in the Article 1 of these Regulations.

### Article 3

Team projects applying for an award may be authored by no more than three authors.

### Article 4

In accordance to the Department Council's decision, the contest for the awards is announced at the beginning of the calendar year for the previous academic year. The contest is published at the Department's notice board and website and is opened for applications 14 days following the date of publication.

### Article 5

Required contest documentation from Article 1 of these Regulations, according to the two (2) aforementioned categories, should include:

#### Category one (1):

- Certified transcript of the grades from the previous academic year,
- Certificate of full-time study,
- Applicant's report after project realization,
- Recognition of the project's quality by the general public,
- Other documents in accordance with the decision of the Department Council.

#### Category two (2):

- Certified transcript of the grades from the previous academic years,
- Certificate of full-time study,
- Text of the final work / bachelor thesis / research paper in digital form,
- Text of the final work / bachelor thesis / research paper in paper form,
- Recommendation of the mentor,

- Other documents in accordance with the decision of the Department Council.

#### Article 6

The documents required, according to the category the students apply for, are submitted to the department's protocol. The Head of Department proposes the Committee for Student Awards and commendations (hereinafter: the Committee) at the Department Council meeting.

#### Article 7

The Committee consists of three (3) members.

1. President of Quality Assurance Committee at the Department of History – president,
2. Assistant professor / research assistant / professional associate – member,
3. Representative of students of history – member.

#### Article 8

The Committee examines the documents and elaborates all the applications according to categories. The Committee's decision regarding the best students in individual categories is final when confirmed by the Department Council.

#### Article 9

The award consists of a letter of commendation and monetary reward established in the Department's budget.

Monetary reward is determined by the Department Council on the proposal of the Head of Department. Shape and content of the letter is determined by the Head of Department. The letter is written in Croatian language.

#### Article 10

If a team project receives an award, each team member is presented with a letter of commendation and the monetary reward is divided equally between all the team members.

#### Article 11

Decision on the award ceremony with the list of awarded students is published on the Department's notice board and website at least seven (7) days before the ceremony.

#### Article 12

The awards are presented during the winter semester, and the exact date of the ceremony is determined by the Head of Department. The awards are formally presented to the students by the Head of Department in the presence of the Committee members.

#### Article 13

These regulations enter into force on the day of their publishing on the Department's notice board and website.

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Head of Department  
Prof. Mithad Kozličić, PhD

Regulations on student awards and commendations at the Department of History were published on the Department's notice board on April 9, 2013, and entered into force on April 17, 2013.