

**Ministry of Education and Science of Ukraine**

**Lviv Polytechnic National University**



**CONFIRMING**

Rector of  
Lviv Polytechnic  
National University  
Yu.Ya. Bobalo  
Order # 65-1-10  
from 2020.02. 11

Higher Education and Educational Activity  
Quality Assurance Standard  
(HES LP 04.07)

**Regulations**

**on Material Encouragement of Scientific-pedagogical, Pedagogical,  
Scientific, Engineering-technical Workers and  
Doctorate Staff of Lviv Polytechnic National University**


(with changes provided according to orders # 42-1-10 from 2021.02.10 and # 226-1-10 from 2021.04.19)

**Approved by  
Academic Council of  
Lviv Polytechnic  
National University**

Minutes # 60 from December 23, 2019

Lviv

	<b>Position</b>	<b>Name</b>	<b>Signature</b>
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	Lviv Polytechnic National University	
	Higher Education and Educational Activity Internal Quality Assurance System	
	Regulation on material encouragement of scientific-pedagogical, pedagogical, scientific, engineering-technical workers and doctorate staff of Lviv Polytechnic National University	HES LP 04.07

## **1. General provisions**

Regulation on material encouragement of scientific-pedagogical, pedagogical, scientific, engineering-technical workers and doctoral staff of Lviv Polytechnic National University (hereinafter – the Regulation) has been developed in accordance with the Resolution of the Cabinet of Ministers of Ukraine № 790 of August 22, 2005, order of Ministry of Education and Science of Ukraine № 557 of September 26, 2005, other normative legal acts of Ukraine and the Charter of Lviv Polytechnic National University.

The purpose of the Regulation is to increase the pedagogical, scientific and creative activity of scientific-pedagogical, pedagogical, scientific, engineering-technical workers (hereinafter – Workers) and doctoral staff of Lviv Polytechnic National University.

The Regulation defines the criteria and procedure for material encouragement for full-time Workers and doctoral staff of Lviv Polytechnic National University.

## **2. The order and sources of material encouragement**

Material encouragement of Workers and doctoral staff of the University is carried out by awarding on the basis of the rector's order in accordance with the criteria set out in Annex 1.

The issue of bonuses for workers and doctoral staff is raised by the submission of heads of departments to the rector. The submission is made in accordance with Annex 2 of this regulation, agreed with the director of the institute and submitted to the case manager for approval with the relevant departments of the university. In case

of awarding the author's team, the submission is made for the whole authors' team with the obligatory indication of the creative contribution of all co-authors and is approved by the head of the department and the director of the institute.

The application for awarding researchers is submitted by the head of research work in agreement with the head of the department. The submission is approved by the Deputy Head of the Planning and Finance Department (room 302-b of the main building).

Applications for the award of doctoral staff after approval are considered by the scholarship commission of the university.

Submissions are initiated based on the results of the previous calendar and current year.

Material encouragement of heads of departments is carried out by awarding, and also establishment of allowances:

- for high achievements in work;
- for the performance of particularly important work (for the term of its implementation);
- for complexity, intensity of work.

Allowances for department heads are set annually based on the positions of the departments they head in the university-wide ranking of departments for the previous year and the degree of fulfillment of mandatory indicators specified in the appendix to the contract.

The total amount of all allowances of the the department head Adepartment head (%) is calculated by the formula:

$A_{\text{department head}} = A_{\text{max department head}} * c_{\text{department head}}$ , where  $A_{\text{max department head}}$  is the maximum possible total amount of all allowances of the department head taking into account the integrated rating index of the department, %;  $c_{\text{department head}}$  is the degree of mandatory indicators fulfillment specified in the appendix to the contract,  $0 \div 1$ .

The maximum possible total amount of all allowances of the head of the department:

- included in the first group of departments with a high rating, may not exceed 150% of his salary and is calculated by the formula:

$$\text{Amax department head 1} = 50 + \frac{I_{\text{int}_e} - 100}{I_{\text{int}_1} - 100} * 100,$$

- which is included in the second group of departments with an average rating, can not exceed the quantity Amax department head 2 (%), which is calculated by the formula:

$$\text{Amax department head 2} = 10 + \frac{I_{\text{int}_e} - 50}{1,25},$$

where  $I_{\text{int}_e}$  is the integrated rating index of the e-th department, the head of which is set allowance, calculated in accordance with the Regulation on rating of departments of Lviv Polytechnic National University, %;  $I_{\text{int}_1}$  is the integrated rating index of the department, which took first place in the ranking of departments, %.

Allowances are not set for heads of departments that are included in the third group with a low rating in the ranking of departments.

Allowances for newly appointed heads of departments and heads of newly created departments are set individually.

Submissions on the establishment of allowances to heads of departments are made by directors of educational and scientific institutes after approval and publication of ratings of departments.

Allowances for directors of educational and scientific institutes are set annually taking into account the positions of the departments included in the structure of the institutes headed by them in the university-wide ranking of departments for the previous year and the degree of compliance with mandatory indicators specified in the contract appendix.

The total amount of all allowances of the director of the institute  $A_{\text{institute director}}$  (%) is calculated by the formula:

$$A_{\text{institute director}} = A_{\text{maxinstitute director}} * c_{\text{institute director}},$$

where  $A_{\text{maxinstitute director}}$  is the maximum possible total amount of all allowances of the director of the institute taking into account the average integrated rating index of departments, %;

institute director is the degree of compliance with the mandatory indicators specified in the Annex to contract,  $0 \div 1$ .

The maximum possible total amount of all allowances of the director of the educational and scientific institute:

– if the average integrated rating index of the departments of the institute headed by him is 100% or more, it may not exceed 150% of his salary and is calculated by the formula:

$$A_{\text{maxinstitute director}} = 100 + \frac{I_{\text{int } i} - 100}{|I_{\text{int}} - 100|} * 50,$$

– if the average integrated rating index of the departments of the institute headed by him is in the range from 50% to less than 100%, it may not exceed the quantity  $A_{\text{maxinstitute director 2}}$  (%), which is calculated by the formula:

$$A_{\text{maxinstitute director 2}} = \overline{I_{\text{int } i}},$$

where  $\overline{I_{\text{int } i}}$  is the average integrated rating index of the departments of the i-th institute, director of which allowance is set, %;  $\overline{I_{\text{int}}}$  is the maximum among the values of the average integrated rating index of educational and scientific institutes' departments, %.

Allowances for newly appointed directors of educational and scientific institutes and directors of newly established educational and scientific institutes are set individually.

The source of material encouragement are the funds of the wage fund within its savings.

## *Appendix 1*

### **Criteria for awarding.**

#### **The amount of bonuses and conditions of bonuses**

1. Defense of dissertations by employees of Lviv Polytechnic:

Defense of the dissertation for the degree of Doctor of Sciences at the age of:

- up to 40 years. A bonus of 3 minimum wages is paid;
- over 40 years. A bonus of 2 minimum wages is paid.

The application for the award is made after receiving a doctorate. The submission is approved by the head of the doctoral and postgraduate department.

If the employee uses doctoral studies, creative leave or transfer to the position of a senior researcher to prepare a dissertation and defend the dissertation after the deadline, the amount of the award is reduced by 50%.

Defense of the dissertation for the degree of Doctor of Philosophy (Candidate of Sciences):

- during postgraduate studies. A premium of 1.5 minimum wage (after enrolling a postgraduate student in the university department) is paid;
- under the age of 30 by applicants who have worked on dissertations outside of postgraduate school. A bonus of 1 minimum wage is paid.

Submission for the award is made after receiving a diploma of Doctor of Philosophy (Candidate of Sciences). The submission is approved by the head of the doctoral and postgraduate department.

2. Publication of scientific articles in scientific periodicals included in the international scientometric databases Scopus, Web of Science, in particular in the journals "Nature" or "Science". The application for the award for publishing an article is formed for each article separately. A scientific article should be displayed in the specified databases and classified as an article or review.

The submission must include information about the creative contribution of all co-authors (in the case of writing an article by the author's team).

The award is carried out under the condition that the author's affiliation to Lviv Polytechnic is indicated in the article.

The premium is calculated for the whole author's team. The amount of the award for each of the authors-employees of Lviv Polytechnic is determined in proportion to the amount of creative contribution.

When publishing a scientific article in a journal, which according to the ranking of Web of Science or Scopus belongs to:

- to quartile Q1 – the amount of the premium is 4 minimum wages;
- to quartile Q2 – the amount of the premium is 3 minimum wages;
- to quartile Q3 – the amount of the premium is 1.5 minimum wages;
- to quartile Q4 – the amount of the bonus is 0.75 of the minimum wage;

When publishing an article in the journals "Nature" or "Science", the amount of the premium is 4.5 minimum wages;

When publishing an article in the journals that do not belong to any of the quartiles, the amount of the award is 0.75 of the minimum wage.

If the journal is included in the Scopus and Web of Science scientometric databases, the award is set for the highest quartile.

If the journal belongs to several areas of knowledge (thematic categories) and accordingly falls into them in different quartiles, the award is set for the highest quartile.

3. Achieving the value of the h-index in the scientometric database Scopus, equal to 10 and above, entering the list of Highly Cited Researchers.

Awarding is carried out under the condition that the author's profile reflects the affiliation to Lviv Polytechnic. When the value of the h-index in the scientometric database Scopus is equal to 10 and above, the size of the bonus is 1.0 minimum wage.

Subsequent bonuses are paid for each subsequent increase in the h-index by one position in the amount of 0.75 of the minimum wage.

When included in the list of Highly Cited Researchers, the amount of the award is 5 minimum wages.

4. Receiving the Scopus Awards Ukraine or Web of Science Award Ukraine

Prizes are awarded provided that the winner's affiliation to Lviv Polytechnic is reflected. The prize is paid to the winner in the amount of 1 minimum wage.

5. Contribution of a scientific journal to scientometric databases Scopus, Web of Science. The Editor-in-Chief, Deputy Editor-in-Chief and Executive Secretary, who are employees of Lviv Polytechnic, are paid a bonus of 1 minimum wage each.

Subsequent bonuses of 1 minimum wage (editor-in-chief), deputy editor-in-chief and executive secretary are paid in the event of a quartile increase in Q by one position, starting in Q3. If the journal belonged in 2016, for example, to the quartile Q4, in 2017 to Q3, in 2018 Q4, in 2019 again Q3, then the premium is paid only in 2017 (for quartile growth for one position), and the next prize is awarded only if the quartile of the journal increases to Q2.

If there are two or more deputy editors-in-chief of the journal, the creative contribution of each is indicated in the submission. The submission is endorsed by the editor-in-chief.

#### 6. Publication of scientific journals:

Publication of a scientific journal (founder / co-founder and publisher of Lviv Polytechnic), which belongs to the scientometric databases Scopus, Web of Science. The Editor-in-Chief, Deputy Editor-in-Chief and Executive Secretary, who are employees of Lviv Polytechnic, are paid a bonus of 1 minimum wage each. The premium is paid after the release of each issue. If there are two or more deputy editors-in-chief of the journal, the creative contribution of each is indicated in the submission. The submission is endorsed by the editor-in-chief.

#### 7. Preparation of scientific and educational publications:

Publication of a monograph by the decision of the Academic Council of Lviv Polytechnic or abroad in English (not less than 10 accounting and publishing sheets), except for monographs published at the expense of the university. The size of the award is 1 minimum wage for the entire author's team.

In the case of publishing a collective monograph, the creative contribution of the candidate for the award is calculated taking into account the creative contribution of the authors' team (according to the content of the monograph as a whole, not the section authored by the applicant).

Development and installation on the server of the virtual learning environment of a complete set of electronic methodological support of the discipline (work



program, lecture notes, tests, guidelines for work on the work program). The size of the award is 1 minimum wage for the entire authors' team.

The application is initiated in case of full provision of the discipline with electronic educational materials, obtaining a certificate of Electronic educational complex for the developed electronic methodological support and after successful testing in the educational process (confirmed by the signatures of the director of distance learning and vice rector for scientific and educational work and informatization).

The premium is distributed among the employees in accordance with the certificate of creative contribution, signed by the head of the department.

8. Obtaining foreign scientific grants (except for individual grants and scholarships for internships, joint research projects under the auspices of the Ministry of Education and Science of Ukraine, grants for publications), joint contracts. The award is set for the head of the grant, contract. Submissions must be confirmed by the department head of scientific and organizational support of scientific research. The amount of the award depends on the amount of the grant, the contract (confirmed by the accounting visa on the receipt of funds on the university account) and is:

- 1 minimum wage if the amount of grant / contract funding for Lviv Polytechnic is not less than UAH 500,000.

- 2 minimum wages if the amount of grant / contract funding for Lviv Polytechnic is not less than UAH 1,000 thousand.

9. Teaching courses in special subjects in English. The submission for awarding is formed for each discipline separately. The submission must include information on the contribution of all teachers (in the case of teaching the discipline by different teachers, for example, in the case of lectures by one teacher, and practical / laboratory work by another teacher). The amount of the contribution of each of the teachers is determined by the head of the department and reflected in the submission. The amount of the award is 1 minimum wage for the entire teaching staff of the discipline for the semester.

(Submission is confirmed by the signature of the head of the educational and methodical department)

10. Preparation of student(s), postgraduate student(s) winner(s) of the All-Ukrainian competition of student research papers in the fields of knowledge and specialties, the second round of the All-Ukrainian Student Olympiad, international Olympiads or competitions:

The application for the prize for winning the All-Ukrainian competition of student research papers in the fields of knowledge and specialties is formed by the head of the scientific and research division; for the victory in the second round of the All-Ukrainian Student Olympiad is formed by the head of the department for ensuring the functioning of the quality management system of education of Lviv Polytechnic, on the basis of annual orders of the Ministry of Education and Science of Ukraine on the results of the relevant Competition / Olympiad. The amount of the award is:

- 1-2 winners – 0.5 of the minimum wage;
- 3 or more winners – 0.75 of the minimum wage.

For the preparation of the winner of an international Olympiad or competition held abroad, a prize of is set:

- 1-2 winners – 0.75 of the minimum wage;
- 3 or more winners – 1 minimum wage.

11. Effectiveness of students' performances at sports competitions (regional championship, Ukrainian championship) scientific and pedagogical workers are paid a bonus in the amount of:

- for training the winners of the Universiade or the Championship of Ukraine:
  - 1-2 winners – 0.5 of the minimum wage;
  - 3 or more winners – 0.75 of the minimum wage.
- for preparation of:
  - Master of Sports of International Class – 2 minimum wages;
  - Master of Sports – 1.5 minimum wages.

Copies of relevant supporting documents are attached to the application.

12. Improving the material and technical base (devices, equipment) through the involvement of sponsorship funds. The premium is paid in case of purchase of devices in the amount of over UAH 100,000 (confirmed by the accounting visa on the introduction of devices / equipment on the balance of the university), in the amount of 1.5 minimum wages.

13. Successful implementation of innovative projects and startups. The award is paid to the head of the innovative project / startup, the share (or agreement on the future share) in which Lviv Polytechnic has and which received funding (including through competitions and projects) in the amount of:

- over UAH 50,000 – in the amount of 1 minimum wage;
- over UAH 100,000 – in the amount of 1.5 minimum wages.

A copy of the certificate from the accounting department on the establishment of the enterprise or a statement from the bank on the movement of funds, as well as printed information from the source of public coverage (website) is attached to the application.

14. Commercialization of the objects of the intellectual property rights owned by the HEI (not less than UAH 100,000)

The bonus in the amount of 1 minimum wage is paid on the basis of a contract. A copy of the accounting certificate is attached to the application.

*Sample bonus application for an employee*

To the Rector of  
Lviv Polytechnic  
National University  
prof. Bobalo Yu.Ya.

APPLICATION

According to the Regulation on material encouragement of scientific-pedagogical, pedagogical, scientific, engineering-technical workers and doctoral staff of Lviv Polytechnic National University (*hereinafter - the Regulation*), please award

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*(position, surname, name and patronymic in full)*

for \_\_\_\_\_.

*(the basis for awarding in accordance with the criteria specified in Appendix 1 to this Regulation shall be indicated)*

Head of the Department

[Surname and initials]

[Date]

[Institute Director's Visa]

*Sample application for the award of the authors' team*

To the Rector of  
Lviv Polytechnic  
National University  
prof. Bobalo Yu.Ya.

APPLICATION

According to the Regulation on material encouragement of scientific-pedagogical, pedagogical, scientific, engineering-technical workers and doctoral staff of the Lviv Polytechnic National University (*hereinafter - the Regulation*) I ask to award the authors' team from among the staff of the University according to the creative contribution<sup>1</sup>:

1. [Position, surname, name, patronymic] – \_\_\_% [Signature of co-author]
2. [Position, surname, name, patronymic] – \_\_\_% [Signature of co-author]

...

for \_\_\_\_\_.

the basis for awarding in accordance with the criteria specified in Appendix 1 to this Regulation shall be indicated

Head of the Department

[Surname and initials]

[Date]

[Visa of the director of the institute]

<sup>1</sup> Creative contribution is indicated for all co-authors, including external staff. The award is made only to full-time employees of the University