

“APPROVED”
Rector of “IUK”
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“12” September 2018
Protocol of the Academic Council
№ 43 dated “11” September 2018



REGULATION

on “The best Employee of the Year” Contest of the “IUK”

1. General Provisions.

1.1. The present Regulation "The best employee of the year" of the "International University of Kyrgyzstan" (hereinafter - “IUK”) is developed on the basis of:

- The Law of the Kyrgyz Republic "On Education" dated April 30, 2003 No. 92 (As amended by the Laws of the Kyrgyz Republic dated December 28, 2006 No. 225, July 31, 2007 No. 111, July 31, 2007 No. 115, January 20, 2009 No. 10, 17 June 2009 No. 185, January 15, 2010 No. 2, June 13, 2011 No. 42, August 8, 2011 No. 150, December 29, 2011 No. 255, December 29, 2012 No. 206, July 4, 2013 No. 110, July 30 2013 No. 176, 5 November 2013 No. 199, 16 December 2013 No. 221, 30 May 2014 No. 82, 18 July 2014 No. 144, 16 January 2015 No. 15, 15 April 2015 No. 82, 17 April 2015 No. 84, August 3, 2015 No. 213, June 29, 2016 No. 92, February 22, 2017 No. 32, May 23, 2017 No. 84, June 8, 2017 No. 100, February 16, 2018 No. 22, July 30, 2018 No. 76);
- the Charter of the “IUK” dated January 30, 2017;
- Development strategy of the “IUK” for 2018-1023;
- The work plan of the “IUK” for the 2018-2019 academic year;
- and other regulatory local acts of the “IUK”.

1.2. This Regulation defines the goals and objectives, the procedure for holding, the requirements for the participants of the "The best employee of the year" contest of the "IUK".

1.3. The organizers of the Contest are the MQCPP and RE Department, the Training department and the personnel department of the "IUK".

1.4. The competition is held annually. The competition is carried out in two stages.

1.5. The sources of the formation of the financial resources of the competition are the funds of the "IUK", as well as sponsorship funds not prohibited by the legislation of the Kyrgyz Republic.

2. Goals and objectives of the Contest.

2.1. The competition for the best employee is held in order to recognize the contributions and successes of employees in the development of administrative and managerial, financial and economic, educational, methodological, organizational and educational activities of the "IUK" by the staff of the University.

2.2. Contest Objectives:

- Stimulate the career and professional growth of employees;
- Create conditions for self-realization and motivation to ensure the quality assurance of the training of qualified specialists;
- To nominate active, talented, initiative employees for a wider use of their abilities;
- To form a favorable image and increase the prestige of the "IUK".

3. Contest Participants.

3.1. The participants of the competition are the employees of the structural divisions of the "IUK".

3.2. Nomination of candidates for the competition is carried out by the structural subdivisions of the "IUK" or by self-nomination.

4. Organization and conduct of the Contest.

4.1. To organize and conduct the competition, by order of the Rector of the University, a Contest Commission (hereinafter referred to as the Commission) is created.

4.2. The Commission includes representatives of the administration and structural subdivisions of the "IUK".

4.3. The Commission provides organizational and informational and methodological support of the contest, prepares the necessary contest tasks and documents, monitors the progress of the Contest, informs the management of the "IUK" about the results of the contest, posts on the website of the "IUK" materials about the conduct and the results contest.

4.4. Professional activity is assessed:

- for scientists - in scientific and organizational work, advanced training;
- for employees - in production activities and professional development;

4.5. The commission reserves the right to amend the terms of the contest.

5. Contest procedure and stages.

5.1. The first stage is preparatory.

5.1.1. The composition of the competition commission is determined by the order of the rector.

5.1.2. Informing about the goals, tasks, stages and conditions of the "The best employee of the year" of the "IUK" contest.

5.1.3. Formation of a list of possible participants.

5.2. The second stage is the main and final.

5.1.1. Receipt of applications for participation in the Contest "The best Employee of the Year" of "IUK" (Appendix 1).

5.3. Before the Commission, the participants will present themselves on the topic “I am the best employee” of the “IUK”.

6. Summing up the results of the Contest.

6.1. The results of the Contest are evaluated according to the criteria described in the Regulations (Appendix 2).

6.2. The participant of the Competition, who received the highest number of points, is declared the winner of the Competition "The best Employee of the Year" of the “IUK”.

6.3. All participants receive a Certificate of the Participant of the contest. Winners will be awarded with Diplomas and prizes.

To the Competition Commission from

(Name, *position*)

**Application for participation in
"The best employee of the year" Contest of the "IUK"**

I would like to ask you to include me among the participants of "The best Employee of the Year" of the "IUK".

The basis for participation is (underline as appropriate)

1. Promotion from the structural unit
2. Self-nomination for participation in the competition

Signature _____ " ____ " _____ **20**__

Employee performance evaluation criteria

№	Assessment criteria and indicators	Баллы (5-4-3-2-1-0)
I.	Self-presentation «I am the best employee» of the “IUK”.	
1.	Evaluation participant’s self-presentation on the topic «I am the best employee» “IUK” <ul style="list-style-type: none"> ➤ argumentation of the author's position; ➤ persuasiveness; ➤ originality. 	5-1 5-1 5-1
II.	Professional development	
1.	Professional development: Training on <ul style="list-style-type: none"> ➤ Master's degree; ➤ Postgraduate studies; ➤ Doctorate 	3 4 5
2.	Academic title, academic degree (if any)	5-2
3.	Publication of scientific articles (if any) depending on the scale	5-1
4.	Participation in trainings, seminars and other events (if any) depending on the scale	5-1
5.	Participation in research projects	5-1
6.	Participation in scientific and practical conferences	5-1
III.	Personal achievements	
1.	State awards (if any)	5-3
2.	Certificates of honor (if any)	5-3

3.	Winning grant, scholarship programs, competitions (if any)	5-3
4.	Acknowledgments for the implementation of socially significant projects in recent years	3-1
5.	Prize-winning places in sports competitions (if there are diplomas), depending on the scale	5-1
6.	Other achievements	

**** Documentary evidence is required. Materials without a copy are not subject to review***