

DIRECTIVE

Statute of the Colleague Award

1. GENERAL PROVISIONS

1.1. The statute stipulates the procedure and conditions for the Colleague Award of Estonian University of Life Sciences (hereinafter: the University).

1.2. The purpose of the Colleague Award is to recognise employees who, during the year, have stood out for their willingness to cooperate, are sources of creative or innovative synergy in their work, and respect the University values.

2. ORGANISATION OF THE COMPETITION

2.1. The competition is organised by the Personnel Department.

2.2. The competition takes place once a year, nominees are submitted 1–14 November.

2.3. The competition is held in two parts.

2.3. 1. Nominating a candidate. The name of the candidate is submitted with a support letter (at least 1,500 characters) to the e-mail address tunnusta@emu.ee, keyword "Kollegipreemia".

2.3. 2. Voting is online; each member of the University staff with an employment contract has three votes.

2.4. The three candidates with the most votes will receive a Colleague Award.

2.5. The Colleague Award is accompanied by an honorary title and a personal award.

3. CONDITIONS OF THE COMPETITION

3.1. Nominees for the colleague award can be staff members who have an employment contract with the University.

3.2. The person to submit the nominee describes the activities and achievements of the candidate and gives reasons for the candidate's suitability, as the candidate is:

3.2.1. dedicated, diligent, outstanding and active;

3.2.2. open to collaboration, and sharing knowledge and experience with colleagues;

3.2.3. creative, innovative and open to new ideas.

3.3. An employee can be awarded the Colleague Award once in five years.

3.4. The results of the competition are not subject to dispute.

3.5. The decision on the Colleague Award shall be approved by Rector's Order.

3.6. Colleague Awards are presented at the Rector's New Year's reception.

4. IMPLEMENTING PROVISIONS

4.1. The directive shall enter into force upon notification.