

# DIRECTIVE ON THE ALLOCATION OF PROJECT GRANTS FROM STUDENT FUNDS

of 8 December 2009, amended on 13 December 2010, 18 March 2015 and 1 April 2017, as last amended on 20 June 2017.

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## §1 Scope of application

This guideline applies to all applications for financial support for projects by members of the student body of the European University Viadrina (EUV). It does not establish a legal claim to financial support by the student body.

## § 2 Principle of interests

Grants to members of the student body may only be awarded if the student body of the EUV has a substantial interest in the realisation of the project.

### § 3 Application

(1) All students of the EUV according to § 1 of the statutes of the student body as well as teachers and employees of all institutions associated with the EUV who are involved in student projects are entitled to apply.

(2) Grants shall only be awarded upon written application. The application shall be accompanied by a detailed description of the project, a justification and a financial plan showing the need and the eligibility for funding is evident. The AStA is responsible for the detailed design of the application procedure.

(3) Applications must be sent in electronic form to [asta@europa-uni.de](mailto:asta@europa-uni.de) 24 hours before the regular meeting. The application must be in written form and signed and brought to the regular meeting.

(4) The application must in any case be submitted before the start of the project. It must be submitted in such a way that, taking into account the regular meeting dates of the AStA, it is ensured that § 10 Paragraph 2 of these guidelines can be complied with. Applications received after the start of the project will not be considered.

(5) The applicant shall be given a copy of these guidelines together with the application form.

### § 4 Social Pass

repealed

### § 5 Project content

(1) The project must be predominantly aimed at EUV students.

(2) Deviations are only permissible within the framework of the extraordinary cooperation of the EUV with other universities as well as the cities of Frankfurt (Oder) and Słubice.

(3) Projects that go beyond the higher education policy mandate of the student body cannot be funded.

### § 6 Relative Funding Limits

(1) As a rule, funding shall not exceed 50% percent of the total costs of the measure.

(2) Funding for project trips with at least one overnight stay may not exceed an amount of €15.00 for a group of

- a) one to five persons
- b) six to ten persons
- c) eleven to twenty persons
- d) twenty-one to thirty-one from €8.50
- e) thirty-one and above €7.50 per person and night.

The actual number of participants is decisive. The approved funding amount represents the maximum amount paid out.

(3) Trips to associations that are essential for membership and a prerequisite for maintaining membership in the association are also subsidised as project trips. For these project trips with at least one overnight stay, up to four persons are subsidised with 20 EUR per night. Up to four further persons are subsidised with 18 EUR per night.

(4) If private motor vehicles are used within the project, 0.20 EUR per kilometre driven will be charged. Proof must be provided by means of a driver's logbook

(5) In special exceptional cases, a higher subsidy may be granted. The full financing of a project is excluded.

## § 7 Ineligibility for funding

(1) Funding is excluded for:

a) discotheques, parties, parties, celebrations etc. that do not directly serve the purposes of the EUV, even if the General Student Committee (AStA) acts as co-organiser,

b) projects that contradict the purposes of the EUV according to § 15,

c) projects that are designed in such a way that they can be refinanced by own income

and  
d) Teaching and research activities of the TEU, unless these take place in addition to the necessary teaching and research activities and are conceived and carried out by students on their own responsibility, and unless funding from student funds is in reasonable proportion to faculty or university resources.

(2) Exceptions to section 7(1)(c) and (d) may be permitted on the basis of a special need, to prevent social hardship or in the event of a special interest on the part of the student body. In this case, there is the possibility of pre-financing, which must be repaid after completion of the project.

## § 8 Exclusivity of Funding

(1) Projects may not be funded by more than one student body. This does not apply to projects that are organized by the student councils or the language advisory board itself.

(2) Applicants with outstanding, already overdue accounts shall be excluded from further project funding until the required documents have been submitted in full.

## § 9 Decision on funding applications

The AStA is generally responsible for deciding on applications for funding. If the funding volume exceeds the amount of 300 €, the decision requires the approval of the StuPa.

## § 10 Funding decision

(1) The AStA makes the final decision on the application. The applicant will be informed of the result in writing and, in the event of rejection, the reasons will be given. The decision on the application will be postponed if neither the applicant nor a person designated by the applicant to present the application is present at the AStA meeting. In exceptional cases, particularly in cases of great urgency, the Coreper may waive the adjournment.

(2) Applicants are obliged to draw attention to the financial support provided by the student body in event announcements, media information and publications.

(3) In order to promote the internationality of the European University Viadrina, applicants are called upon to make multilingual references to the project in their publications.

## § 10a Use of Funds

(1) Funds must be spent in accordance with the stated purpose and in accordance with the principle of economical budget management.

(2) A reallocation within the stated items is possible after notification to the AStA.

(3) Subsidies from student body funds may not be spent, in particular, on donations, medication, toiletries, tips, tobacco or alcoholic beverages. Deposits must be deducted from the receipts.

## § 11 Report

(1) A written report on the use of the funding must be submitted to the AStA office, signed without being asked, and submitted in electronic form to the AStA

Finance Officer (asta-finanzen@europa-uni.de) within eight weeks of the end of the project. In justified exceptional cases, the AStA may grant an extension of the submission deadline at the request of the applicant in written or electronic form, but this may not exceed 4 weeks. A further extension of the deadline must be granted at the request of the applicant in written form exclusively by resolution of the StuPa. The electronic form is equal to the written form.

(2) The statement of accounts shall include a written financial statement of income and expenditure as well as a written final report on the realisation of the project, which shall show that the principle of interest according to § 2 of these regulations has been observed. For this purpose, the relevant AStA form for "Accounting of a project grant from student body funds" (see Forms) shall be used.

(3) Copies of receipts must be submitted. If necessary, the AStA can demand to see the originals.

(4) For project trips, a list of participants signed by the actual participants must also be submitted.

## § 12 Project report

(1) In addition, a short report on the project must be submitted separately for publication in the AStA publication.

(2) The short report on the project contains a brief description, the number of participants and an assessment of success. The report is in pdf format under the file name: project report and "name of the project" to asta-finanzen@europa-uni.de. It is intended for publication in the publication of the AStA.

## § 13 Mode of payment

(1) After submission of the statement of accounts, the grants shall be paid into an account to be named by the applicant.

(2) In exceptional cases, a cash payment is possible upon justified request.

(3) Unused advance payments must be repaid within eight weeks of the planned project date or the end of the project without being asked.

(4) In well-founded exceptional cases, payment may be made before submission of the statement of accounts.

## § 14 Violations of this guideline

In the event of violations of this guideline and in the event of significant deviations from the stated project content as regards content, as well as in the event of improper use, the grants shall be refunded in full. Furthermore,

applications by the applicant will not be considered for the duration of the current and the next financial year or any unpaid grant amounts will be withheld.

### § 15 Purposes of the EUV

Purposes of the EUV in the sense of this directive are in particular: a) the promotion of encounters between students and academics from all parts of Europe. b) the promotion of study visits of foreign students at the EUV as well as students of the EUV abroad c) the promotion of relations between students, employees and teachers of the EUV among each other as well as with the inhabitants of the cities of Frankfurt (Oder) and Slubice d) the promotion of the German-Polish dialogue, especially among students e) the promotion of the academic education of students of the EUV.

### § 16 Entry into force

This Directive shall enter into force on 6.05.2019.