

Rule of financing student projects of European University Ltd.

Article 1. General Provisions

“Rule of financing student projects of European University Ltd.” (hereinafter referred to as the "Rule") Regulates the stages of announcing a competition for the financing of Social, cultural, cognitive, innovative, research, technological student projects submitted by a student (s), the competition, the rules of project financing and other issues related to project implementation.

Article 2. Announcement of competition and receipt of applications

1. Social, cultural, cognitive, innovative, research, and technological projects relevant to the goals of the University are funded within the relevant financial resources provided by the annual budget of the University.
2. The University announces a competition for funding a student project at least once during the academic year.
3. A student or an initiative group of students with the active status of a university is eligible to submit a competition application.
4. The competition conditions are approved by the University Rector's legal act in agreement with the student self-government and on the basis of the submission of the University Student and Alumni Service Center.
5. The registration of the persons wishing to participate in the competition and the list of documents to be submitted will be determined by the competition application. The published application must contain information about the stages of the competition, the competition criteria, the dates of the publication of the competition results and the deadlines for submitting the appeal.
6. Information about the announcement of the competition is made available publicly, through the University website and other official university networks.
7. In order to obtain funding for the project, the student / students initiative group is required to submit the information required in accordance with Appendix №1 of this Rule and the project author (s) autobiography (cv).
8. Student project registration is done electronically, according to the format specified by the university in the competition application.
9. The student (s) are authorized to apply to the Student and Alumni Center and the Student Self-Government for consultation on student project submission issues.
10. The student self-government is obliged to provide advice to the student / students if necessary and also to assist in compiling the competition application.

Article 3. Establishment of a competition commission and decision making

1. In order to ensure fairness, transparency and equal competition, the competition commission is approved by a rector's legal act based on the submission of the Student and Alumni Service Center.

2. The commission may include: a university student (not participating in the competition), a student and alumni service center representative, a self-governing member, academic / invited staff, or other administrative staff.

3. In the first stage, the competition commission verifies the compliance of the project submitted by the contestants with the requirements set by the tender application. A project that fails to meet the established requirements will not be allowed in the second stage.

4. In the second stage of the competition, the student project is reviewed and submitted by the author / authors of the project to the commission.

5. The Commission evaluates the project submitted by the student (s) initiative group in accordance with the criteria set out in Appendix N^o 2 to this Rule.

6. In order to qualify for the 2nd stage of the competition, the project must accumulate at least 7 (seven) points. If several Competitive applications are submitted, the projects with the best points are the winners. Based on the content of the submitted projects, the Commission is authorized to apply to the Rector with a request for funding for a further project within the budget specified in the substantiated request.

7. The Commission is authorized to make the following decision:

A) on full financing of the project;

B) on partial financing of the project;

C) Refusal to finance the project.

8. In case of making a decision defined in paragraph 7 of this Article, on the basis of the submission of the chairperson of the commission, a legal act of the Rector on partial / full financing of the project shall be issued.

9. The legal act of the rector determines the amount of project financing, on the basis of which an agreement is concluded between the parties - "On project Financing".

10. The agreement - "On project financing" defines: the project, the author / authors of the project, the amount of funding, the stages of payment, mutual obligations of the parties, deadlines for submission of reports, etc.

Article 4. Appeal

1. The author of the project is entitled to appeal the decision of the commission to the University within 3 (three) working days after its publication.

2. In case of appealing against the decision of the commission, an appeal commission shall be established by the order of the rector no later than 2 (two) working days upon the submission of the Student and Alumni Service Center.

3. The members of the commission are not members of the appellate commission. A member of the Appeals Commission may be:

- A) A representative of the Student and Alumni Service Center;
- B) student;
- C) Academic, invited or administrative staff.

4. No later than 3 (three) working days after the approval of the composition of the Appeals Commission, the composition of the Commission shall consider the appeal. The discussion of the issue may also be attended by the author / authors of the project, who appealed the decision of the commission and enjoys the following rights:

- A) make a reasoned decision of the Commission;
- B) attend the discussion of the issue and enjoy the right of defense;
- C) provide the Appeals Commission with the information and evidence in its possession;
- D) Participate in the discussion of the issue.

5. The Appeals Commission is authorized to request the materials of the competition, to examine the documents, to hear the explanation of the interested party and to make one of the following decisions no later than 7 (seven) working days after the appeal:

- A) uphold the decision of the Commission;
- B) return the materials to the Commission for reconsideration.

6. The protocol of the decision of the Appeals Commission shall be drawn up and signed by the members of the Appeals Commission.

Article 5. Project performance monitoring

1. The author of the project is obliged to submit a documented report of the activities and expenses incurred within the project to the University Student and Alumni Service Center at the intervals specified in the contract.

2. The Student and Alumni Service Center monitors the funded project.

3. Monitoring includes financial and procedural monitoring:

A. Financial monitoring involves determining the appropriateness of the expenditure of the transferred funds to the expenditure provided for in the same agreement.

B. Procedural monitoring involves the verification of a report confirming the implementation of the results planned under the contract in accordance with the "Material reflecting the activities defined by the project".

4. In case of violation of the procedures, the University is entitled to stop funding the project.

Appendix №1 Project Application

Project Application

1. Project Information

Project/Event Title „-----“

Amount Requested from European University (GEL): -----

Project/Event Start Date: -----

Project/Event End Date: -----

2. Applicant Information

Name, Surname	ID Number	Contact Phone/Mobile	Email:

3. Project/Event Budget *

Total Project/Event Budget	Amount Requested from European University	Self-financing Amount (if applicable)

Note: A detailed cost estimate must be submitted using the **appropriate form**.

4. Project/Event Description

Detailed description of the project (justification of the event's need, persons involved and their roles/functions)

5. Project Goals and Objectives

What do you aim to achieve, what specific actions do you plan to take to reach your goals and expected outcomes (what results will it produce and who will be the target group of the project)?

Expected Outcomes of the Project/Event

In the case of an event: number of attendees, number of participants, media coverage, etc.

6. Experience in Implementing Similar Projects/Events (if applicable)

Based on the project/event theme, describe your professional/creative background and provide a detailed account of experience in implementing similar projects, if any.

7. Project/Event Stages

List the stages of activities to be carried out within the project/event (activities to be conducted within the timeframe indicated in Section 1), including key events scheduled over time and their descriptions. *(Add rows as needed.)

Nº	Stage Title	Responsible Person	Timeline	Location (City/Venue)
1.				
2.				
3.				
4.				
5.				

8. Detailed Project Budget

Nº	Item	Quantity	Unit Price	Total	Amount Requested from European University	Funding from Other Sources
1	Material & Technical Resources					
1.1	Computer					
1.2						
1.3						
1.4						
2	Remuneration Costs					
2.1	Participant Salaries					
2.2	Invited Personnel Salary					
2.3						
2.4						

3	Other Services/Expenses					
3.1	Transportation Costs					
3.2	Various Printed Materials (brochures, posters, etc.)					
3.3	Tax Expenses on Salaries					
3.4						
3.5						
	Total				0	0

9. Application Submission Date

Applicant Name and Surname	Signature

Appendix №2 Project evaluation criteria

Name and surname of the student(s)		
Project title		
Amount requested		
Is the student active at the time of submitting the project?	➤ Yes	➤ No
Maximum evaluation of the project - 10 points		
Only projects with a final evaluation points of - 7 are eligible for funding.		

<i>N</i>	<i>Project evaluation criteria</i>	<i>Range of points</i>	<i>Evaluation received</i>
	Project description - The goal of the project is clearly	0-2	

	<p>defined</p> <ul style="list-style-type: none"> - It is clear that the student (s) are interested in the issues presented in the project 		
	<p>Relevance of the project</p> <ul style="list-style-type: none"> - The relevance of the project is clearly substantiated in the project 	0-2-	
	<p>Expected Results</p> <ul style="list-style-type: none"> - The results are described clearly and in detail 	0-2	
	<p>Creativity</p> <ul style="list-style-type: none"> - The project is creative 	0-1	
	<p>Project budget</p> <ul style="list-style-type: none"> - Expenditures envisaged by the project are presented clearly, in detail and realistically - Expenditures budgeted correspond to the activities envisaged by the project 	0-2	
	<p>Project presentation</p> <p><i>The student clearly and unequivocally presented to the commission the purpose of the project</i></p>	0-1	

