

## EEU- The Rule for Financing of “The Student Projects and Activities”



## Article 1. General Regulations

1. The Rule for Financing of “The Student Projects and Activities” (hereinafter referred as the “Rule”) in the East European University regulates the monitoring issues of holding the competition, evaluation of project proposals, issuing the grant and performance reporting for financing of scientific, cultural, sport projects presented by the students.
2. The purpose of the present Rule is to provide students of East European University with appropriate conditions and motivation for scientific researches, to be improved target use of the intellectual potential, the scientific-research component in educational programs and to be increased education quality and to be identified the successful and talented students.
3. The rule is developed on the basis of the Provisions of the University and the Applicable Legislation

## Article 2. Process Management, Terms of Participation, Project Evaluation and Decision making Procedures

1. Scientific, cultural and sport projects relevant to the objectives of the University are financed within the relevant financial resources envisaged by the University's annual budget;
2. For review of project proposals, by the Rector's Order shall be created Permanent Operating Committee, which should consist of at least 5 members;
3. The Permanent Operating Committee may include the Dean of the relevant Faculty, at least one representative of the Faculty (Academic Staff), Head of Scientific Research and Strategic Development Department, Head of Financial and Material Resources Management Department, Head of Study Process Management and Continuous Education Department; Also, with the right of deliberative vote, a person with a relevant qualification may be invited to conclude a competent opinion on a specific issue.



4. By the student project financing proposal, the Commission may be applied by the students of the East European University, Student Self-governance and Student Groups (which, except for the students of the East European University may consist of the graduate from the same University and not more than one student from another HEI);
5. Financing requested by the University for one student project should not exceed 5000 /five thousand/ GEL. In the special case, it is possible to increase this upper limit. Co-financing is also possible.
6. Transfer of expenditures provided by the paragraph 5 of this Article shall be made in the form of tranches provided by the Grant Agreement.
7. In case of winning the grant, the amount requested by the university will be transferred to the student's personal, targeted account on which the bank's benefits will not be transferred and the operations on this account will be implemented only within the project grant.
8. The university does not pay the expenses incurred for preparation and submission of the project.
9. The Scientific Research and Strategic Development Department of the East European University with the relevant Services will provide:
  - a) Elaborate and approve forms of the document and project execution report to be presented to the student for financing the project to be submitted for the purpose of financing the project;
  - b) Technical expertise of registered projects, which implies determination of the compliance of the submitted documentation of the projects with the documentation to be presented specified by the Article 10 of this Rule;
  - c) Knowledge of the Project Authors about the need for elimination of defects (in case of revealing such);

d) Concluding the Agreement with the Authors of the winner student projects, where the detailed conditions of mutual obligations will be written about;

## 10. Presentation of documents to review the Project Proposal:

10.1. The following documents should be submitted on the Rector’s name for the purpose of financing the project by the authorized entity in the Chancellery of the University:

- a) **Statment** (Annex 1);
- b) **Scientific / Cultural / Sports Project** (Annex 2, the project should be presented in PDF Format, but the part of the budget and justification of the requested amount– in Excel Format, written on CD);
- c) **Recommendation Letter** (Which exhaustively reflects the importance of the project. Recommendation must be submitted by a person with relevant qualifications);
- d) **Autobiography of student(s) (CV)** (Annex3, PDF file on CD);
- i) **Certificate on the student(s) status** (PDF file on CD);
- f) **Notice about co-financing** (if applicable) (Annex4);

10.2. The documents presented by violation of the terms established by this rule won’t be considered by the Standing Commission;

## 11. Assessment of the Projects / Activities:

11.1. The issue of financing the presented student projects / activities will be reviewed by the Standing Commission, which is periodically assembled.



- 11.2. To evaluate student projects / activities, the respective Assessment Form is fully filled by the member of each council; The final score of each project is the average arithmetic of points assigned to the project by each member of the commission;
- 11.3. Only those projects, which final score of assessment is getting 60 points from maximum 100 points, are subject to review for the purpose of submitting on financing by the Commission;
- 11.4. The proposal will be reviewed by the Commission within a maximum 20 working days from submission of the statement and the applicant is notified on the decision not later than within 5 working days after its receipt.
- 11.5. The Commission is authorized to its work if it is attended by more than half of the commission members' list. The Commission made the decision by a majority of the list;
- 11.6. The decision made by the Commission shall be submitted to the Rector of the University for approval within at least 3 working days.
- 11.7. After approval of the project by the Rector, the changes in the project can be made only in case of written consent of the Commission;
- 11.8. After the completion of the project, the Project Author(s) must present a software and financial report on the name of the Commission within no later than 1 (one) month;

### Article 3. Transitional Provisions

1. Those procedural issues of the activities of the Commission that are not taken account by this present Rule may be established directly by the Commission (as a written decision of the Commission, which is subject to public publishing);

2. There are the Projects that do not need funding from the University and in the written request is indicated that the relevant project does not require financing from the University and the issue of providing with other resources necessary for realization shall be resolved by the Commission by protecting this established rules and procedures according to the recommendation of the relevant structural unit(s);
3. The Project Proposal, which foresees the creation and support of sports, art or intellectual student clubs, along with the documentation to be presented under the Article 10 of this Rule is a necessary prerequisite that the club's mission, student involvement in the club, Annual Action Plan and Results Assessment Criteria to be included in the Project Proposal;
  - 3.1 Prior to the commencement of each academic year, the Commission assesses the activities of the club over the course of the last year and based on the results obtained it continues or cancels the function of the club.
  - 3.2 The Club, which will not be able to organize at least 4 events during the year, will be abolished by the relevant act of the decision of the Commission and its projects will not be financed.

#### Article 4. The amendments and additions to the rule

1. Amendments to the Rules for Financing of the Student Projects and Activities in the East European University are carried out under the Rule established by the Legislation.





Form of application form

Personal data::

Initiative group / private person: \_\_\_\_\_

Coordinator:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*surname*

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personal number

e-mail: \_\_\_\_\_

Tel. number: \_\_\_\_\_

*(home)*

\_\_\_\_\_  
*(mobile)*

General information about the project:

Project title:	
Project keywords (Please indicate no more than 5 terms):	
Estimated start date of the project:	

Estimated completion date of the project:	
Total budget of the project (GEL):	
Requested amount (GEL):	
Funding from other sources (If any) (GEL):	

I confirm that the following documents are presented:

- Scientific / Cultural / Sports Project
- Recommendation letter
- The autobiography of student(s) (CV)
- Referenve on the status of studen(s)
- Notice about joint financing (if any)

*Please consider the scientific / cultural / sporting proposal*

\_\_\_\_\_  
Name and Surname (in full)

\_\_\_\_\_  
signature

\_\_\_\_\_  
date





### Project proposal

(No more than 10 pages including formulas, tables, diagrams and drawings, the text should be typed in 11 size of font (Sylfaen) , size - A4, space -1,5 , 54 cm) Fields: left and right 2,54 cm; Above and below 2,54 cm)

**Project title:**

1. **Project goal:**
2. **Description of the project** (please provide us with a short description of the project, which should include the following: problem determination, goal, objectives, ways of implementation):
3. **Justification and sustainability of the project** (Problem and project needs, target groups, interested parties, development of the project after the end of the grant period):
4. **Project implementation plan - schedule** (Submit the schedule of implementation of project activities according to months (see table sample).

Stage, title of task	Relevant activity of the task	month											
		1	2	3	4	5	6	7	8	9	10	11	12
I													
II													
III													
IV													

*Project Results*

5. **Compliance of material resources required for effective implementation of the project with the goals and tasks of the project.** (confirm the compliance of the existing and / or requested material-technical base with the implementation of the project objectives). (See Table as Sample).

No	Material-technical base required for implementation of the project	Existing	Please indicate the location	To be purchased
1	Internet	+		
2	Projector	+		
3	Computer	+		
4	Inventory (board, desks, chairs ...) and space	+		
5	Laptop			+
6	Camera			+
7	Sound Recorder			+
8	Office combine			+

6. **Budget** (Assert each article of the budget in accordance with the planned activities, amount of money (indicate in GEL) Submit the requested budget according to the specimen in the excel format (see Table).

### Budget table

<b>Project title:</b>	
<b>Name, surname of initiative group / person:</b>	
<b>Duration of the project (months):</b>	
<b>total budget of the project:</b>	
<b>Total amount of joint financing:</b>	
<b>The total amount of the requested by the university:</b>	
<b>Justification of the requested amount</b>	

N	Spending category	Total budget of the project			Explanation of the purpose of the funds requested in the budget expenditure categories (in words)
		The amount requested from the fund	Joint financing	Total	
<b>1</b>	<b>Cost of technical equipment, laboratory facilities and / or field work:</b>				
1.1	Computer				
1.2.	Other (add relevant graphs)				
	<b>Total</b>				
<b>2</b>	<b>Service</b>				
2.1	Brochures / newsletter printing costs				
2.2.	Other (add relevant graphs)				
	<b>Total</b>				
<b>3</b>	<b>Scholarship / salaries / bonuses</b>				
3.1.	Employee Salaries				
3.2.	Translator remuneration				
3.3	Other (add relevant graphs)				
	<b>Total</b>				
<b>4</b>	<b>Operating Costs</b>				
4.1.	Communication costs				
4.2.	Stationery cost				
4.3.	Other (add relevant graphs)				
	<b>Total</b>				
<b>5</b>	<b>Other costs</b>				
	<b>Total project costs:</b>				

## Biographical data (CV)

Tel	name surname	ID number
e-mail		Date of birth (d/m/y)
Web-page		
Address	.....	

## 1. Education

Nº	Years (start-finish)	Name of the higher education institution	Academic degree / status	Specialty
1				
2				

## 2. Work experience

Nº	Years (start-finish)	POSITION	Department / Unit	Work place (organization name)
1				
2				

## 3. Participation in projects

Nº	Years (start-finish)	The role of the project	Project title	Financier
1				
2				

## 4. Publications

Nº	year	title	Author (s)	Magazine
1				
2				

## 5. Trainings / seminars / training courses

No	Years (start-finish)	Theme of Training / seminar / training course	Organization name
1			
2			

### 6. Scholarships and awards

No	Year of enrollment	Name of Scholarship / Award	Issuer
1			
2			

### 7. Knowledge of languages

Language	Level of knowledge			
	Elementary	Avarage	Good	Fluent

### 8. Skill of computer programs

Programs	good	satisfactory	poor

*Date of completion:*

*Personal signature:*

## Annex 4

## Notoce on joint financing

## Information about the project

Information about the project	
Project title	
Name and last name of the project manager	
Name of the leading organization	

Joint financier legal / physical person	Identification code / personal number	Amount of joint financing in GEL

Signature of authorized person:

Date:

Seal of organization:

## Annex 5

## Evaluation Scheme of Scientific Project - Form and Criteria

(Only those projects whose final score is 60) are subject to review for submission to the fund by the Commission.

<b>Name and surname of student (s)</b>	
<b>Project title:</b>	
<b>Name and Surname of the recommender</b>	
<b>Requested amount (GEL):</b>	

No	Information about student (s)	yes	no
1	Whether the academic performance of student (s) is satisfactory or not		
2	Whether the applicant is the active status student (s) at the moment of presentation of the project of Bachelor's, Master's or PhD degree?		

No	Project Assessment Criteria	Points range	Evaluation	Comment
1	<b>Description of the project</b> <ul style="list-style-type: none"> <li>- The purpose of the project is clearly and distinctly established</li> <li>- The scientific interest of student (s) is shown in the project</li> </ul>	0–10		
2	<b>Academic value of the project</b> <ul style="list-style-type: none"> <li>- The project includes well-established scientific objective, which is the topical issue of the relevant field</li> <li>- It is defined what contribution can be made in the field of study;</li> </ul>	0–15		
3	<b>Quality of scientific process / research</b> <ul style="list-style-type: none"> <li>- The research component and research process are clearly presented in the project</li> <li>- A clear and well-established research methodology that is recognized in the relevant field</li> </ul>	0–15		
4	<b>Project implementation deadlines</b> <ul style="list-style-type: none"> <li>- The duration of the tasks to be fulfilled by the project is realistic</li> </ul>	0–10		
5	<b>Expected Results</b> <ul style="list-style-type: none"> <li>- Results are detailed described</li> </ul>	0–10		

6	<b>Bibliography</b> - - The specified literature is in line with the field and study topics	0–2		
7	<b>Budget</b> - The expenses covered by the project are clearly, detailed and realistically presented - The budget expenditures are in line with the project activities	0–12		
8	<b>Creativity</b> - The project is creative with regard to one or more of the above criteria.	0–5		
9	<b>Students' s CV</b> - Experience of student (s) is well represented. His / their scientific achievements are presented (Published Papers, Reports ...)	0–5		
10	<b>Recommendation letter</b> - It substantiates the importance of the project for the relevant field. - Recommendation is presented by a person with relevant qualifications	0–10		
	<b>total</b>	100		

<b>Appraiser's signature:</b>	
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### Cultural / Sports Project Evaluation Scheme - Form and Criteria

(Only those projects whose final score is 60) are subject to review for submission to the fund by the Commission.

<b>Name and surname of student (s)</b>	
<b>Project title:</b>	
<b>Name and Surname of the recommender</b>	
<b>Requested amount (GEL):</b>	





No	Information about student (s)	yes	no
1	Whether the applicant is the active status student (s) at the moment of presentation of the project of Bachelor's, Master's or PhD degree?		

No	Project Assessment Criteria	Points range	Evaluation	Comment
1	<b>Description of the project</b> <ul style="list-style-type: none"> <li>- The tasks defined by the project and the ways of implementation are clearly and distinctly established</li> <li>- Resources correspond to the purpose of the project</li> </ul>	0–15		
2	<b>The relevance of the project</b> <ul style="list-style-type: none"> <li>- The project clearly defines the project's actuality and its relation with the University Mission</li> </ul>	0–15		
3	<b>Project implementation deadlines</b> <ul style="list-style-type: none"> <li>- Duration of the tasks and activities to be fulfilled by the project is realistically presented</li> </ul>	0–10		
5	<b>Expected Results</b> <ul style="list-style-type: none"> <li>- The results are described clearly and in detail</li> <li>- Concrete, measurable indicators are given for evaluation of results</li> </ul>	0–15		
7	<b>Budget</b> <ul style="list-style-type: none"> <li>- The expenses covered by the project are clearly, detailed and realistically described</li> <li>- The budget expenditures are in line with the project activities</li> </ul>	0–20		
8	<b>Creativity</b> <ul style="list-style-type: none"> <li>- The project is creative with regard to one or more of the above criteria.</li> </ul>	0–10		
9	<b>Students' s CV</b> <ul style="list-style-type: none"> <li>- Student (s) experience in cultural / sports direction is well shown.</li> </ul>	0–5		
10	<b>Recommendation letter</b> <ul style="list-style-type: none"> <li>- It substantiates the importance of the project for the relevant field.</li> <li>- Recommendation is presented by a person with relevant qualifications</li> </ul>	0–10		
	<b>total</b>	100		

Appraiser's signature:	
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