

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



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Rector on February 15, 2019*

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Rector on October 23, 2020*

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 Department of Education; 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 an active student/groups of students of the East European University (which, except for the active students of the East European University may consist of the graduate from the same University);
5. Financing requested from the University for one student project should not exceed 5000 (five thousand) GEL. And in case of cultural / sports project - should not exceed 3000 (three thousand) GEL. In the special case, it is possible to increase this upper limit. Co-financing is also possible.
6. The duration of the project submitted for the competition must be at least 4 months, maximum - 12 months.
7. Grant funding in the project budget may include the following items / spending categories:
 - 7.1. Scholarship - should not exceed 1500 GEL
 - 7.2. Cost of technical equipment for the teaching and research process, laboratory facilities, field work and / or expedition;
 - 7.3. Expenses for participation in an international scientific event (conference, congress, workshop, seminar, etc.) for the purposes of the project in agreement with the supervisor;
 - 7.4. Expenses of research visit abroad in agreement with the supervisor for thesis purposes;
 - 7.5. The grant is not allowed to purchase a laptop, tablet computer, mobile phone, office printer and / or scanner, cartridge, uninterruptible power supply and real estate, real estate lease, overhaul, purchase of a vehicle



7.6. Grant funding does not provide for the remuneration of other persons involved in the project (Master Thesis Supervisor, Consultant).

7.7. After the completion of the project, the property purchased with the grant funds remains the property of the grant recipient.

8. The person authorized to submit a research project must have a supervisor - (involved in the project without remuneration) academic or visiting staff of East European University, holding a Ph.D. or equivalent degree. Professor, Associate Professor, Assistant Professor, visiting lecturer of the East European University, supervising the academic research planned / carried out by the student. The supervisor of the research paper should have the relevant qualifications and experience relevant to the content of the project.
9. It is desirable that the person authorized to submit a scientific research project has a consultant (involved in the project without remuneration) during the implementation of the project, who will be the citizen of Georgia or/and foreign country, holding a Ph.D. or equivalent degree, whose qualification will be correspondent to the field of research described in the project. If the project is multidisciplinary, the consultant may be a scientist working in the appropriate adjacent field.
10. The East European University base can be used free of charge to implement the project.
11. A student can submit only one project to the competition;
12. Transfer of expenditures provided by the paragraph 5 of this Article shall be made in the form of tranches provided by the Grant Agreement.
13. 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.
14. The university does not pay the expenses incurred for preparation and submission of the project.



15. The Scientific Research and Strategic Development Department of the East European University with the relevant Services will provide:

- a) Elaborate and approve the documents and project execution report forms to be submitted by the student 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 2, paragraph 16 of this Rule;
- c) Informing 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;

16. Submission of documents to review the Project Proposal:

16.1. The following documents, burned on CD disk should be submitted on the Rector's name for the purpose of financing the project by the authorized entity in the Chancellery (or an official e-mail address) of the University:

- a) Statement (Annex 1);
- b) Scientific-research / 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 (Annex 3) and plan-schedule (Annex 4) – in Excel format;
- c) Letter of consent from a **foreign consultant** (if any) for the research project to participate in the project. ID card;



- d) ID card;
- e) **Autobiography of student(s) (CV)**;
- i) **Certificate on the student(s) status** (PDF file);
- f) **Notice about co-financing** (if applicable) (Annex5);

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

17. Assessment of the Projects / Activities:

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

17.2. To evaluate student projects / activities, the respective Assessment Form is fully filled by the member of each council (see the Annex 6); The final score of each project is the arithmetic average of points assigned to the project by each member of the commission;

17.3. The research project is evaluated with a minimum of 1 and a maximum of 9 points from the evaluation criteria (see Annex 6). The total maximum score is 9 points. The criteria assessed are defined as follows:

17.3.1. A necessary but insufficient condition for a project to receive funding is to receive 8 or more points.

17.3.2. In case of accumulation of equal points, preference is given to the project that will accumulate a high score in the first, then in the second criterion. In case of accumulation of equal points in all three criteria, preference will be given to the project with less budget.

17.4. The total maximum rating of a cultural / sports project is 100 points.



17.4.1. A necessary but insufficient condition for a project to receive funding is 81 or more points.

17.4.2. In case of accumulation of equal points, preference is given to the project that will accumulate a high score overall in the first, then second and third criteria. In case of accumulation of equal points in all three criteria, preference will be given to the project with less budget.

17.5. 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.

17.6. 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;

17.7. The decision made by the Commission shall be submitted to the Rector of the University for approval within at least 3 working days.

17.8. 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;

Article 3. Project Performance Monitoring

1. The grant recipient is required to submit a documented report on the project activities and expenditures incurred under the project to the University Grant Commission at the end of each reporting period in accordance with the forms approved by the East European University. The Grant Commission monitors the implementation of the grant agreement



for the funded projects, during which it reviews the interim and final reports submitted by the grantee and issues the relevant review act;

2. Monitoring includes financial and program monitoring

- 2.1. Financial monitoring involves determining the appropriateness of spending the funds transferred by the Commission under a Grant Agreement to the cost estimates under that agreement.
- 2.2. Program monitoring involves the verification of the report confirming the fulfillment of the results planned under the grant agreement in accordance with the “Material reflecting the results of the research defined by the project”.
- 2.3. During the last reporting period of the project or within 10 calendar days after its completion, in case of submitting a substantiated justification, the Grant Commission is authorized to make a decision on extending the duration of the project for a maximum of 1 year without additional funding.
- 2.4. Review acts prepared on the basis of a review of interim and final reports submitted by the grantee may be used by the University to evaluate projects submitted by the grantee in future grant competitions.

Article 4. Project Suspension, Termination and Completion

1. The grantee has not fulfilled its obligations under the grant agreement and / or has submitted false information to the report.
2. The grantee misappropriated the requested amount;
3. An unforeseen expense shall be considered as an expense not foreseen in the cost of the grant agreement.



Article 5. Additional Requirements for Grant Recipients

1. The recipient of a research grant is obliged to publish at least one scientific article based on the research materials provided by the project in local peer-reviewed and cited publications, and in the case of a doctoral student in international peer-reviewed and cited publications, or submit a notice of acceptance of the article.
2. Publications reflecting the results of the research carried out within the framework of the grant project (article, conference abstract, etc.) must indicate that the research was carried out with the support of the East European University “This work was supported by East European University”. In the event that the published publication does not reflect the above information, the submitted document will not be considered by the University Science Foundation during the program monitoring.
3. Visual products created within the grant project (print, photo, audio, video, electronic products and website) must bear the logo of the Eastern European University and indicate that the grant project was implemented with the support of the East European University Science Foundation.

Article 6. 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 2, Paragraph



16 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 7. 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.



total		
Range of points		
Weak	Average	Good
1-3	4-7	8-9

The evaluation criteria by points are defined

Evaluation score	Rate	Definition
1	Completely irrelevant	The project does not meet this specific criterion, or the project cannot be evaluated due to insufficient information.
2	Partly irrelevant	The project does not adequately meet this particular criterion, making it difficult to evaluate the project due to insufficient information.
3	Weak	The project is a little inconsistent with this particular criterion, there is a serious, substantial weaknesses.
4	Satisfactory	The project generally meets the criteria, but has significant inaccuracies and weaknesses.
5	Average	The project generally meets the criteria, but the justification is unsatisfactory.
6	Pretty good	The project as a whole meets the criteria, but the justification is insufficient.
7	Good	The project meets the criteria well, the justification is satisfactory, but some improvement is needed.
8	Very Good	The project meets the criteria very well. Is original and has a high scientific potential, although it can be refined to some extent.
9	Excellent	A distinctive project with high scientific potential that best meets the criteria.

Appraiser's signature:	
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Cultural / Sports Project Evaluation Scheme - Form and Criteria

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

No	Project Assessment Criteria	Points range	Evaluation	Comment
1	Description of the project <ul style="list-style-type: none"> - The tasks defined by the project and the ways of implementation are clearly and distinctly established - Resources correspond to the purpose of the project 	0–20		
2	The relevance of the project <ul style="list-style-type: none"> - The project clearly defines the project's actuality and its relation with the University Mission 	0–20		
3	Project implementation deadlines <ul style="list-style-type: none"> - Duration of the tasks and activities to be fulfilled by the project is realistically presented 	0–10		
4	Expected Results <ul style="list-style-type: none"> - The results are described clearly and in detail - Concrete, measurable indicators are given for evaluation of results 	0–15		

5	Budget - The expenses covered by the project are clearly, detailed and realistically described - The budget expenditures are in line with the project activities	0–15		
6	Creativity - The project is creative with regard to one or more of the above criteria.	0–20		
	total	100		

Appraiser's signature:	
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