Approved: Br. #07/01-16, 16/04/2024

Rule of

Funding student initiatives

Tbilisi

2024

1. This document defines the procedure for financing the initiatives presented by the students of the International Black Sea University.

2. A student or a student union with an active status of a bachelor's, graduate medical one-level educational program, master's or doctorate level may apply to the university with a request for funding of the initiative.

3. Student initiatives must be presented in the form of a project, using a special form (Appendix 1):

1.1 project goals;

1.2 budget;

1.3 target audience;

1.4 Project implementation deadlines.

1. The subject/title of the project depends on the choice of the student.

1.1 The project may involve such activities as: organization of thematic schools, trainings and public lectures (the competence of the speakers must be confirmed by the relevant school), organization of charity events and others, in accordance with the university's priorities.

2. The project application is submitted to the Department of Student and Alumni Development or in electronic form to the University's Administrative Affairs Department by e-mail: info@ibsu.edu.ge.

3. Budget of student initiatives and their approval procedure:

3.1 The Department of Students and Graduates decides on the financing of projects with a low budget of up to 1000 GEL, based on consultation with the Finance Department;

3.2 Projects with a high budget of more than 1,000 GEL are reviewed by the Department of Student and Graduate Development and the Finance Department, and the decision on project financing is made by the vice-rector for the administrative affairs.

3.3 The upper limit of the budget of student initiatives is 3,500 GEL. In special cases, considering the priorities of the university, the amount may be increased.

1. Deadlines for submission and review of the project:

2.1 There is no time limit for submitting an initiative by a student or student union;

2.2 The maximum period for consideration of applications by the university is 10 working days;

2.3 When applying, the student or the initiative group is obliged to consider the above-mentioned review deadlines and determine the project implementation deadlines accordingly.

3. The purchase of goods and/or services within the framework of the approved application will be carried out in agreement with the authors of the application;

3.1 If the products or services required for the project do not require purchase, they will be issued from the warehouse stocks and the cost will be deducted from the project budget;

3.2 Any costs necessary for the implementation of the project and described in the original budget of the project shall be reimbursed by the University;

3.3 The students involved in the project work without payment, since the said activity is essentially voluntary one. Accordingly, the mentioned costs are not considered during the budgeting.

4. The University will fund such student initiatives in which only International Black Sea University students are involved.

4.1 It is possible to involve students from other higher education institutions in the projects financed by the International Black Sea University, through co-financing of the project by the relevant university.

5. This rule enters into force upon its approval by the Rector. Any change in this rule can be made in the manner prescribed for its adoption. Enforcement of the policy will be overseen by the Department of Student and Alumni Development.

Appendix 1: Student Initiatives Funding Request Form

International Black Sea University

student initiatives form

The application should include information about the project idea, implementation mechanisms and other details.

|  |
| --- |
| General information |
| Student / initiative group |   |
| General information |
| Project coordinator |   |
| Contact details of the coordinator |   |
| Estimated start date of the project |   |
| Estimated completion date of the project |   |

 requested amount:

GEL

GEL

GEL

Funding from other sources (if any):

 Total cost of the project:

 Project name:

The purpose of the project:

Project description:

Project Justification and Sustainability: Project Implementation Schedule:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| stage  | activity  |  |  |  |  | week / month  |  |  |  |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  | 11  | 12  |
| I  |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
| II  |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
| III  |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
| IV  |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |

budget

The amount of money requested from the administration of the International Black Sea University (including all taxes in GEL). Requested budget given sample:

Budget table

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| N  | Name of work/service | retail value | Quantity/amount  | The amount requested from the university | Amount requested from another source of financing | total  |
| 1  | service  |   |   |   |   |   |
| 1.1  |   |   |   |   |   |   |
| 1.2.  |   |   |   |   |   |   |
| 1.3.  |   |   |   |   |   |   |
| 1.4.  | Other (add corresponding graphs) |   |   |   |   |   |
|   | total  |  |   |   |   |   |   |
| 2  | Salaries / royalties |   |   |   |   |   |   |
| 2.1  |   |  |   |   |   |   |   |
| 2.2.  |   |  |   |   |   |   |   |
| 2.3.  | Other (add corresponding graphs) |   |   |   |   |   |
|   | total  |   |   |   |   |   |
| 3  | operational expenses |   |   |   |   |   |
| 3.1.  |   |   |   |   |   |   |
| 3.2.  |   |   |   |   |   |   |
| 3.3  |   |   |   |   |   |   |
| 3.4.  | Other (add corresponding graphs) |   |   |   |   |   |
|   | total |   |   |   |   |   |
|  |  general budget   |   |   |   |

ბიუჯეტის აღწერა

პროექტის მოსალოდნელი შედეგები:

დანართები:

დანართის სახით შესაძლებელია იყოს წარმოდგენილი ნებისმიერი დამატებითი დოკუმენტი, რომელიც, სტუდენტის/გაერთიანების მოსაზრებით მნიშვნელოვანია საპროექტო განაცხადისთვის.

პროექტის კოორდინატორის ხელმოწერა:

პროექტის წარდგენის თარიღი: