

short info relating to finance requests:

Response given by the Hochschulausschuss (Committee for Higher Education) to the request from the student parliamentary meeting on 28th November, 2016

"Draft" short info relating to finance requests: The most important facts in a nutshell

1. What can be funded?

Eligible for funding are the activities of the student body's institutions, of university groups and individual students, which are conducive to the fulfillment of the student body's statutory tasks.

The focus is particularly on supporting

- a) cultural events
- b) the representation of the students' economic and social interests
- c) the cultivation of supra-regional and international relations
- d) trips for new students/ student orientation .

Not eligible for support is

- e) the ongoing / internal work of university groups.

Only students or student activities at the Christian-Albrechts-Universität in Kiel can be supported.

Activities whose implementation or funding fall into the scope of the University of Kiel or third parties are only supported in exceptional cases.

The student parliament may deviate from these rules in cases of particular hardship.

2. How do I submit a request?

Decisions on subsidy requests are made by the student parliament. Requests to the student parliament should be received by the Budget Committee no later than 14 days before the respective ordinary session of the student parliament. The Budget Committee meets in the period between the 13th and 11th day before the meetings of the student parliament.

Requests must be submitted before expenses are made. Requests for subsidies to trips for new students are excepted from this rule. An exception may also be made if the applicant was not able to lodge the request in time, without fault on the applicants' part.

The request must state the name, address, e-mail address, telephone number and bank account details of the applicant. A financial calculation must be attached to the request.

Subsidies are granted only up to the amount of the accrued expenses.

3. When will the subsidies be dispursed?

The AstA only dispurses approved subsidies on presentation of the complete invoice and original receipts. After inspection of the original receipts, performed by the financial department or the managing director of the ASTA, the receipts will be returned if needed.

The ASTA may make an advance payment on the approved subsidies of max. 80 %.

This short info is not binding.

¹ see § 3 of the directive for awarding grants in the context of the general grants provided by the student parliament of the Christian-Albrechts-University in Kiel

² see §§ 2 a. 4 of the directive for awarding grants in the context of the general grants provided by the student parliament of the Christian-Albrechts-University in Kiel