

ESTONIAN UNIVERSITY OF LIFE SCIENCES STUDENT UNION PROJECT COMPETITION REGULATIONS

1. GENERAL PROVISIONS

1. Projects are accepted by the Estonian University of Life Sciences Student Union (hereinafter referred to as EMÜ ÜE).
2. All societies, clubs, associations, interest groups, and students of the Estonian University of Life Sciences (hereinafter referred to as EMÜ) may apply to participate in the competition.
3. The project must be aimed at a wide range of EMÜ students.
4. The activity mentioned in the application must be related to EMÜ or EMÜ students.
5. Deadlines for submitting projects:
 - a. By the first Monday of October for the autumn semester at 5:00 PM.
 - b. By March 15th for the spring semester at 5:00 PM.
 - c. Exceptionally, project applications may be accepted after the deadline.
6. Projects must be submitted to the EMÜ ÜE secretary by the deadlines specified above in accordance with the requirements.
7. The basis for applying for support is a formal application, which can be found on the EMÜ ÜE website.
8. Project applications are reviewed by a 3-member project committee, consisting of the EMÜ ÜE chairman, vice-chairman, and chairman of the audit committee.
9. The decision on funding or not funding the project is made by the EMÜ ÜE project committee no later than 10 working days after the project submission deadline, except in exceptional cases.
10. A total of 6000 euros is allocated from the EMÜ ÜE budget for supporting projects.
 - a. The amount is divided equally between the autumn and spring semester competitions.
 - b. Project support is allocated up to a maximum of 50% of the total project funding allocated.
 - c. The EMÜ ÜE project committee reserves the right to change the distribution of amounts in special cases.
11. If the project application is approved, reference must be made to the support of the EMÜ ÜE.
 - a. EMÜ ÜE must be added to the list of supporters.
 - b. Support from EMÜ ÜE must be reflected on social media, the website, in print, or by other means.

2. PROCESSING AND EVALUATION OF APPLICATIONS

1. The full decision-making authority regarding the competition belongs to the EMÜ ÜE project committee.
 - a. The project committee assesses the projects and makes decisions.
 - b. After making a decision, the project committee presents an overview of project funding at the EMÜ ÜE general meeting.
2. The EMÜ ÜE project committee is not obliged to approve every application submitted or to allocate the entire amount allocated for the competition.

3. REPORTING AND CONTROL

1. The applicant whose application was approved is required to submit a project report and copies of expense documents during the current calendar year.
 - a. The report must be submitted digitally or in paper form to the EMÜ ÜE secretary.
 - b. The report must be submitted using the reporting form (APPENDIX 2).
 - c. If the project duration exceeds one semester, an interim report must be submitted.
 - d. In case of failure to submit the report, the EMÜ ÜE has the right to reclaim the funds allocated for the project and refuse to accept subsequent project applications.
2. The financial resources allocated in the competition are paid out based on the following points.
 - a. In order to acquire allocated financial resources, an invoice must be submitted to the EMÜ ÜE during the current calendar year.
 - b. Invoices submitted later than the current calendar year are not obligated to be satisfied by the EMÜ ÜE.
 - c. The invoice must be submitted in paper or digital form to the EMÜ ÜE secretary properly and signed.

4. FINAL PROVISIONS

1. The regulation is adopted by the EMÜ ÜE general meeting, and any amendments to the regulation are decided by the EMÜ ÜE general meeting by a two-thirds majority of participants.
2. This regulation shall enter into force after approval at the EMÜ ÜE general meeting on 6.02.2021.