

SYSTEM OF SUPPORTING STUDENT LIFE: STUDENT MONEY

- 1) The budget chapter Student Money (hereinafter referred to as SM) within the budget of the Faculty of Social Sciences of Charles University (hereinafter referred to as FSV UK), which is approved by the Academic Senate of FSV UK (hereinafter referred to as the AS FSV UK) on the proposal of the Dean of FSV UK, is intended to support student life at the faculty.
- 2) Individual applications are discussed by the Student Chamber of the AS FSV UK at its hearing, which decides on the allocation of the requested amount in full, a reduced amount or no support awarded. The proposal for the allocation of SM is confirmed at the next hearing of the AS FSV UK. The SM use is only taken into account by the AS FSV UK plenum.
- 3) The organization of SM is handled by the (vice) chairperson of the AS FSV UK from the Student Chamber, who is the contact and responsible person.
- 4) The Student Chamber of the AS FSV UK has a quorum of at least six members when deliberating SM.
- 5) A student, a group of students or a student association from FSV UK can apply for an allowance from SM.
- 6) The allowance can be granted on the basis of a duly submitted application. The application is submitted via an online form. The form is administered by the (vice) chairperson of the AS FSV UK from the Student Chamber. A link to the form is published within the call for applications.
- 7) The application (online form) contains, among other things: information about the applicants (name and surname of the main applicant, or name of the association, email and phone number), a description of the project (content, aim and benefit of the event, date and location of the event, method of promotion, target group, expected number of participants) and an itemized budget including the exact amount requested and an explanation of what exactly the money will be used for.
- 8) Applications will be considered at least twice a year, usually in the first half of the teaching part of a given semester. At least one month before the application deadline, a call for applications will be published on the FSV website, including the submission deadline, the date of the hearing, and a link to the online application form. The deadline for submission of applications will generally be one week before the date of the hearing.

9) With regard to the limitations of the FSV UK fiscal year, SM are allocated by default for a given calendar year, usually for future projects held in a given semester. However, a financial contribution can also be applied retroactively. In exceptional cases (typically the organization of a faculty ball), money can be granted in the winter semester for projects held in the summer semester of the next calendar year.

10) The hearings of SM are closed to the public. The members of the Pedagogical Chamber of the AS FSV UK have the right to attend the hearings as guests without voting rights.

11) Applicants are obliged to present the project at the respective SM hearing and answer questions from members of the Student Chamber of the AS FSV UK.

12) When evaluating applications, the Student Chamber of the AS FSV UK will take into account the following criteria: quality of the project, supra-institutional cooperation, impact of the project, contribution of the project, feasibility of the project, multi-source funding, and previous experience of the applicant and with the applicant.

13) After all applications have been presented, the Student Chamber of the AS FSV UK votes on all applications separately. The amount requested in the application is regarded as a proposal for voting. Members of the Student Chamber of the AS FSV UK have the right to make counter-proposals to change the amount requested, this process is similar to the voting at the plenary session of the AS FSV UK. A proposal or counter-proposal is accepted if a majority of the members of the Student Chamber of the AS FSV UK present vote in favour of it.

14) The Pedagogical Chamber of the AS FSV UK has the right to call a vote on vetoing the vote of the Student Chamber of the AS FSV UK for the individual projects at the next meeting of the AS FSV UK. A proposal for the allocation of SM is vetoed if a majority of all members of the Pedagogical Chamber of the AS FSV UK is in favour of its veto. The date of distribution of the SM will be adjusted by the (vice) chairperson so that there is no unnecessary delay between the meeting of the Student Chamber and the next plenary session of the AS FSV UK.

15) There is no legal entitlement to SM support and claimants have no right of appeal.

16) Allocated funds can only be used on the basis of invoicing or reimbursement of receipts. Invoices must contain: the name of the faculty, the address of the faculty, the faculty's ID number and VAT number, the date, the specific identification of the expenditure, the supplier's name including its identification, the price including VAT.

17) The final report and a complete billing of expenses must be submitted to the (vice) chairperson of the AS FSV UK from the Student Chamber by email to studentskepenize@fsv.cuni.cz no later than one month following the end of the project, in the case of a request for a financial contribution retroactively within two weeks of notifying the applicant of the request's result. In the event of non-compliance with these rules, the applicant will be invited by the (vice) chairperson to seek remedial action without delay. Otherwise, the (vice) chairperson has the right to cancel the claim for the allocated amount.

18) In the event that any essential parameter of the supported project changes, applicants are obliged to immediately inform the (vice) chairperson of the AS FSV UK from the Student Chamber by email to studentskepenize@fsv.cuni.cz. The (vice) chairperson is obliged to assess the consequence of the change and has the right to cancel the claim for the allocated financial amount.

Approved on 10 January 2023 by the Academic Senate of the Faculty of Social Sciences of Charles University.

This regulation is effective from 11 January 2023.