

KSU EDUCATION FUND

Regulations

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Section A: Information About the Fund

1. Introduction

- 1.1. "KSU" refers to Kunsill Studenti Universitarji, elected or appointed through an election held by the AGM's appointed Electoral Commissioners and the Education and Social Policy Commissions.
- 1.2. The KSU Arts Fund (hereinafter referred to as the Fund) is managed and administered by KSU.
- 1.3. The Fund is created from a pool of funds set aside by KSU for this specific purpose. Any third party willing to contribute to the fund in cash or in kind may do so.
- 1.4. The Fund has an allocated budget of €24,000 for the academic year 2024-2025.
- 1.5. Shall there be any part of the fund which remains unused, such funds can be carried over to the Fund announced the year after, or allocated to other designated funds as decided by the KSU Executive. If the Fund is discontinued, the KSU Executive will determine the allocation of remaining funds through a transparent process.
- 1.6. The call for applications is issued by KSU under the Fund. The regulations for the KSU Education Fund are published on the KSU website www.ksu.org.mt. These regulations are an integral part of the application process.
- 1.7. The Fund aims to encourage and support education and research initiatives among the student body, with an emphasis on fostering career advancement. It seeks to inspire students to bring forth projects that enrich campus culture and the university community's academic life.
- 1.8. The priorities for funding under the Fund include:
 - Encouraging Academic Advancement: Projects focused on personal academic development or contributing to collective academic knowledge.
 - Supporting Research and Innovation: Projects that promote new research or innovative approaches within a student's field of study.
 - Advancing Professional Development: Initiatives that facilitate career-oriented opportunities and enhance employability.

- 1.9. Any student registered at the University of Malta and holding a KSU Account at the University of Malta can apply only once to the Fund outlined in these regulations.
- 1.10. A student who applies for a grant under these regulations is hereinafter referred to as the "Applicant".

2. Grant Budget and Limits

- 2.1. This fund will have a budget of €24,000. Applicants can request up to a maximum of €1,000.

3. The KSU Education Fund Evaluation Board

- 3.1. The KSU Education Fund Evaluation Board (hereinafter referred to as "the Board" refers to the governing body responsible for the supervision and decision-making related to the management and allocation of the Fund.
- 3.2. The Board is appointed through resolution of the KSU executive according to these Regulations.
- 3.3. The Board shall base all of its decisions on the Rules and Regulations outlined in this document and in case of any lacunae, base their decisions on good faith and the principles of natural justice to their discretion.
- 3.4. The Board shall be made up of five (5) members:
 - The KSU President *ex-ufficio* as the Chairperson, who shall have the casting vote;
 - The KSU Financial Officer *ex-ufficio* as the Vice-Chairperson;
 - The KSU Educational Officer *ex-ufficio*;
 - One student member selected by the KSU Executive;
 - A member of staff at the University of Malta, selected by the KSU Executive.
- 3.5. The Board's Chairperson shall appoint an independent secretary, who shall be responsible for the minutes of the Board meetings. The secretary shall not have a vote during meetings.

- 3.6. Decisions can only be taken when a quorum of four out of five voting members are present. The decisions taken by the Board are final and no appeal can be made.
- 3.7. The Board will decide whether the grant requested is feasible and sustainable as well as within the stipulated budget plan. Shall the Board feel that this sponsorship is not so, it may reject the application.
- 3.8. The term of office of the Board shall be from the launch of the Fund until 31st May 2025 or until all of the funds allocated are used up.
- 3.9. If, at the discretion of KSU, the Fund is deemed to no longer be sustainable with the aim of ensuring the sustainability of the Fund for future years, funding may be temporarily or permanently stopped.

Section B: Information for Applicants

4. Application and Evaluation Process

- 4.1. All e-applications received by the Board will undergo an evaluation procedure.
- 4.2. All e-applications are checked against the eligibility and exclusion criteria by the KSU Financial Officer. The result of these checks, together with the Applicant's application, and a summary thereof, is forwarded to the Board for its consideration.
- 4.3. The Board shall review the applications and decide whether to approve or question any of the documentation supplied in the application.
- 4.4. The Board may ask for further proof or documentation as deemed necessary.
- 4.5. The Board may decide whether the Applicant is granted funding or reject the Applicant's application, based on these regulations.
- 4.6. The KSU Financial Officer shall grant the funds, based on the budget available.
- 4.7. All applicants shall be notified of the result of their application in writing. On termination of the e-application procedure the documents including the e-application form and the scoring documents will not be returned to the applicant.
- 4.8. The decisions taken by the Board are final and no appeal can be made.

5. Eligibility Criteria

- 5.1. Eligible Applicants
 - The Applicant must be a full-time or part-time enrolled student at the University of Malta.
 - The Applicant must hold an online account with KSU.
 - The Applicant shall not have received previous funding from KSU or any other Student Organisation for the item for which funding is requested.
 - The Applicant shall provide the necessary documentation as outlined in these regulations.

- Initiatives eligible for funding need to involve an element of academic or organisational nature and cannot be solely recreational events. The event's academic relevance and content shall affect points given in the project type criteria and ultimately the grant allocated.

5.2. Eligibility Criteria

- Activities and initiatives being funded or subsidised by this Fund shall generally be of a non-profit-making nature.
- The project shall be innovative and in line with the fund's priorities.
- Successful Applicants shall keep the KSU Finance Officer informed of its activities, alongside the KSU President.
- The project shall take place or shall have taken place in the current academic year, i.e. Monday 30 September 2024 to Friday 26 September 2025.

5.3. Exclusion Criteria

- The item for which funding is requested has been granted previous funding from KSU or another Student Organisation.
- The Applicant has the intent to resell the subsidised item for a profit.
- The Applicant has pending financial or administrative obligations to KSU.
- Fees related to insurance are not covered by the fund.
- The Board may not consider any submitted applications that are incomplete or lack fiscal evidence.
- The Application does not observe any of the eligibility criteria.

5.4. Number of Applications

- Only one e-application per Applicant shall be submitted over the course of the University of Malta's academic year.
- This implies that each Applicant may only benefit from one Action that falls under this Fund per academic year.

5.5. Application process

- E-applications may be submitted to KSU online and can be found on the KSU website (www.ksu.org.mt).
- E-applications shall be accepted from Wednesday 5th December 2024 until Friday 28th February 2025, or until the fund is depleted. No applications will be accepted after this date.

- The grant given shall be awarded on a first-come first-served basis until the fund is depleted and the Board shall assign an amount at its own discretion. Students cannot submit more than one application per person.

6. Application Requirements

- 6.1. An e-application will be accepted only if it is submitted via the correct e-application form which is completed in full, and it is delivered by the stipulated deadlines.
- 6.2. Applications shall be brief, concise and factual.
- 6.3. For all Actions under this Fund, an Applicant shall provide:
 - Evidence of their enrolment at University during the stipulated period.
 - Evidence of holding a KSU Account
 - Their name and surname
 - Their ID Card No.
 - Their Mobile Number
 - Their Home Address
 - Initiative Description/Request
 - Receipts, Invoices and Relevant Financial Documentation
 - Student Employment History (provided by JobsPlus)
 - Other Relevant Documentation
 - Applications shall include a list of expenses to be covered by the Fund. Proof needs to be attached of the actual incurring of the expenses claimed (original receipts, invoices, etc.)
 - Declaration of Authenticity
- 6.4. Documents shall be submitted in PDF format wherever possible.

7. Funding

- 7.1. No payment will be issued without evidence of fiscal receipts and any further evidence as deemed necessary by the regulations and by the Board.
- 7.2. Prior to the payment being made, the Applicant must prove that KSU has been tagged and credited with a photo of the purchase and a description stating “purchased through the KSU Green Fund

@ksumalta” or a similar description which is made in a clear and legible manner through an Instagram story, or in the case of the Applicant not having such an account, another type of social media post after approval by the KSU Public Relations Officer.

- 7.3. If any subsidies allocated by the Board and Financial Officer are not collected by the Applicant by the announcement of the subsequent Green Fund, the allocated funds shall be re-absorbed by the Fund.
- 7.4. The Fund shall finance 80% of the application costs to the maximum indicated in Article 3 of these regulations. Shall the total cost of the application exceed the 100% amount as indicated in Article 3 of these guidelines the applicant may complement the sum granted through the Applicant’s own financial resources or by seeking private assistance.
- 7.5. To avoid the risk of double-financing, the Applicant must indicate in the relevant section of the e-application form, the sources and the amounts of any other funding received or applied for in the same academic year.
- 7.6. Acceptance of an e-application does not necessarily constitute an undertaking to award funding equal to the amount requested by the applicant (this funding could be reduced).
- 7.7. The awarding of a grant does not establish an entitlement for subsequent years.
- 7.8. It shall be noted that the grant amount foreseen by the agreement is to be considered as a maximum which cannot be increased in any circumstances.
- 7.9. Furthermore, the amount allocated may not exceed the amount requested.

8. Selection Criteria

The Board will base its decisions on the following criteria:

Initiative Type and Description : 1 - 10

Initiative Relation to Studies and Content : 1 - 10

Documentation and Proof Provided : 1 - 10

Initiative Presentation : 1 - 10

1 represents the lowest preference while 10 represents the highest preference

The grant given shall be awarded according to the following formula:

$$x/40 \times Y = Z$$

X being the total points awarded

40 being the total points

Y being the grant amount requested

Z being the total grant awarded

The Board shall review the applications and inform all applicants accordingly.

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he Board has full discretion on selection, qualification and classification of results for every submitted project.

Shall the fund be oversubscribed and the total amount funds granted exceed the sum of €24,000, which is the total amount of funding available for the year 2024/2025, the Board reserves the right to reduce the amounts granted to each applicant proportionately, in order to ensure that all funds are equally and fairly distributed amongst all eligible applicants.