



**Kolegji AAB**  
CILËSI. LIDERSHIP. SUKSESI!

# **REGULATION ON STUDENT APPLICATION FOR PROJECT FUNDING GRANTS**

## **Grant Regulation**

Under the legal provisions of Article 33 of the Statute of AAB College and Article 4 of the Steering Committee rules of procedures, the Steering Committee in its meeting held on 15.12.2021 adopted the following:

### **General Provisions**

#### **Regulation on Student Application for Project Funding Grants**

##### **Article 1**

Aiming to strengthen student's role as well as increasing the extracurricular activities and enriching student's life, the AAB College provides financial support for students who organize sport and recreational activities, cultural and social events, debates, study visits inside and outside Kosovo, and other occasions that focus on endowing the student's community.

##### **Article 2**

###### **Responsible bodies for grant awarding and evaluation**

1. The steering committee allocates a special fund that will be dedicated to the organization of the extracurricular activities for students in accordance with the strategic plan of the AAB College as well as the planned budget.
2. The steering committee decides on the appointment of a commission that will be responsible for reviewing, evaluating and approving applications submitted by students.

##### **Article 3**

###### **Application deadlines**

1. Calls for grant applications are opened twice within the academic year by the Project Development Office.



2. The call for application will be announced by the Project Development Office in the website, in the E-Student platform, or in e-mail, depending on how it is defined in the application form.
3. The call for applications must be published at least four (4) weeks before the deadline for application submission by students.
4. Students must apply during the time as specified in the call for applications and must not submit the applications after the deadlines.
5. A written notification for the application results of the evaluation process shall be made within 30 days from the date of application closing.
6. Within 15 days after project approval, a contract which specifies mutual rights and obligations, will be signed between AAB College and the project beneficiary.

#### **Article 4**

#### **Grant Application Process**

1. The application procedure is done following this 2 steps process:
  - 1.1 Application completion shall be done online through the AAB College website.
  - 1.2 Commission decision on the project proposal approval.

#### **Article 5**

#### **Application Criterion**

1. All students of AAB college have the right to submit an application.
2. The project must have a project holder and at least three (3) students that will be part of the project.
3. Students qualifying as candidates for receiving financial grants must meet the following criterion:
  - 3.1 Be enrolled in one of BA or MA programs at AAB College;
  - 3.2 Attend classes regularly which is verified through the SIS system
4. The evaluation committee will shortlist project proposals that are clear and specific.

A positive evaluation will be given only to project proposals that are: reasonable, realistic; that comprise of clear goals and activities, that enclose a reasonable budget, and have a broad scope of impact on students at AAB College.



## **Article 6**

### **Students' obligations after grant acceptance**

1. Students receiving a positive response from the Evaluation Committee for their Project Proposal shall be obliged to:
  - 1.1. Implement precisely the activities as presented in the project proposal;
  - 1.2. Submit evidence on the budget expenditure in accordance with the proposal in the application and pre-determined timeline of activities.
  - 1.3. Submit a written report after project completion which shall be documented with photos and videos for the implemented activities.

## **Article 7**

### **Budget**

Students will be able to apply for a support of maximum six (6) months period. The total budget available for project funding is 1000 euro. AAB college reserves the right not to allocate the total amount presented if it estimates that the application does not meet the minimal criterion.

## **Article 8**

### **Reconsideration Request**

Students receiving a negative evaluation from the Evaluation Committee are entitled to submit a request for a reconsideration to the above mentioned authority within seven (7) days after receiving a negative outcome.

## **Article 9**

### **Call for application details**

1. Each call for application must comprise of the following information:
  - 1.1. Objectives of the call for application;
  - 1.2. Potential activities
  - 1.3. Application criteria
  - 1.4. Duration and budget



- 1.5. Eligible costs
- 1.6. Required documents
- 1.7. Evaluation criteria
- 1.8. The call for application date;
- 1.9. The information session date;
- 1.10. The pursuing clarifications date;
- 1.11. The result dissemination date;
- 1.12. The notification of the shortlisted applicants date;
- 1.13. The interview with the short-listed applicants date.
- 1.14. Reconsideration request deadline;
- 1.15. Time of final decision;
- 1.16. Final decision date;
- 1.17. Start of project implementation date.

## **Article 10**

### **Enter into force**

This regulation enters into force on the date of its signing

Prishtinë, 2021

