

Ken Walker International University

Rule on the Funding of Student Initiatives

Article 1. General Provisions

1.1. This Rule regulates the conditions and procedures for funding student initiatives and projects at Ken Walker International University (hereinafter referred to as the “University”).

1.2. The purpose of this Rule is to:

- a) promote student engagement and activity;
- b) support academic, professional, and social development;
- c) ensure a transparent and fair funding mechanism.

1.3. Funding shall be provided within the framework of the University’s annual budget allocated for one academic year and shall be equally distributed across two semesters.

Article 2. Eligible Applicants

2.1. The right to request funding shall be granted to students of the University holding active student status, either individually or collectively.

2.2. In the case of a group initiative, a responsible person (Project Leader) shall be designated, who shall present the project and be accountable for reporting.

Article 3. Submission Procedure

3.1. A student initiative must be submitted no later than 10 days from the beginning of the semester.

3.2. The application shall include:

- a) the title of the project;
- b) its objectives and goals;
- c) implementation timeline;
- d) expected outcomes;
- e) a detailed budget, including bank/payment details for fund transfer;
- f) contact information of the responsible person.

3.3. The application shall be submitted to the Student Services Office electronically using the prescribed application form (Annex 1).

Article 4. Evaluation Working Group

4.1. Submitted initiatives shall be reviewed by a special Working Group.

4.2. The Working Group shall consist of 5 members:

- a) 2 (two) student members of the Faculty Council;
- b) 1 (one) representative of the Student Services Office;
- c) 1 (one) representative of the academic staff (appointed by the Dean of the Faculty);
- d) the Head of Administration.

4.3. The decision of the Working Group shall be adopted by a majority vote and documented in an official document.

Article 5. Evaluation Criteria

5.1. An initiative shall be evaluated based on the following criteria:

- a) compliance with the University's mission and objectives;
- b) level of student involvement;
- c) practical value for students;
- d) realism and purposefulness of the budget;
- e) feasibility of implementation within the specified timeframe.

Article 6. Extraordinary Initiatives

6.1. In exceptional cases, an extraordinary initiative may be considered by the Head of Administration.

6.2. Extraordinary consideration shall be admissible only if:

- a) the initiative could not have been objectively submitted within the established deadline;
- b) the project is of exceptional significance;
- c) unallocated funds remain available in the budget.

Article 7. Amount and Limit of Funding

7.1. The maximum amount of funding allocated for a single student initiative shall be 500 GEL.

7.2. Within the same semester, only one project per responsible person may be funded, except in exceptional cases where the Working Group decides otherwise.

Article 8. Procedure for Disbursement and Reporting

8.1. Funding shall be disbursed in the form of an advance transfer, based on the decision of the Working Group.

8.2. By submitting the relevant application form, the responsible person shall:

- a) confirm the obligation to use the funds for their designated purpose;
- b) undertake the obligation to fully or partially reimburse the funds in case of misuse.

8.3. No later than 10 (ten) working days after completion of the project, the Project Leader shall submit:

- a) a narrative report;
- b) financial documents confirming expenditures (invoices, receipts, and other relevant supporting documentation).

8.4. Any funds used for purposes other than those approved shall be subject to reimbursement to the University's budget.

Article 9. Conflict of Interest

9.1. A member of the Working Group shall not participate in the review of an initiative in which they or a related person are involved.

9.2. In the event of a conflict of interest, the member shall be obliged to declare recusal.

Article 10. Transparency and Publicity

10.1. The list of funded projects shall be published on the official website of the University.

10.2. The following information shall be subject to publication:

- a) the title of the project;
- b) a brief description of the project.

Article 11. Final Provisions

11.1. This Rule shall enter into force upon its approval by the Rector of the University.

11.2. Amendments to this Rule may be made by an order of the Rector of the University.