

General Guidelines for extra projects

Who may apply for a student's extra project aid?

Students of the university for applied arts, as long as they are not part of any student's faction.

Student's factions and groups canvassing for voters may without exception not apply for student's extra project aid.

What is a student's extra project?

- The issue of the project has to be of relevance for a majority of students of the university of applied arts.
The student's relevance and the quality of the (artistic) concept will be reviewed by the extra project committee for theoretical and practical synergistic effects.
f.e.
 1. educational issues: university reform, equal treatment in the university's field, studies, surveys, lecture-series, workshops,...)
 2. infrastructural (artistic and social) projects
designing the cafeteria, "feedback schleife" (www.dieangewandte/oeh/feedbackschleife), kindergarten
 3. arts and cultural education ("Kunst rele_wandt" and lectures, competition, exhibition, www.kunstrelewandt.org, Feminale,...)

WHAT is not an extra project?

- Parties
- Periodically published papers (especially no magazines or newspapers)
- class-projects, final year projects
- competitions
- foreign scholarships
- the project still has to be in development. Already started or finished projects will not be supported.
- Sequels will only be supported in exceptional cases.
- Financial aid will only be granted when expenses are clearly accountable.

- The financial aid will not exceed 1.100 euro.

The application form

Is available in the office of HUFAC or on the website (www.hufak.net)

The application form has to be proposed in written form in the secretary of the HUFAC. It has to contain:

1. An informal application
2. Data of the responsible
 - the extra project's name
 - Name, address, telephone number, e-mail, matriculation number, account number, bank, bank code, account holder,
3. Description of the project
 - Subject-matter of the project f.e. survey, event, a.s.o.

- Methods of realising the project, project organisation, a.s.o.
 - The concerning group of people
4. Student's relevancy
 5. Cause of realisation
 6. The project's aim
 7. timetable
 - display of the working concept
 - project phases
 - project completion
 8. cost analysis, financial budget
 - outgoings: overview of costs including all detailcosts (personal and impersonal expenses)
 - income: financial aid from other institutions (submitted and approved), cooperations in advertisement, revenues from the project (f.e. by selling publications, entrance fees and so on.)

If a detailed cost analysis is not yet available, the planned outgoings, income and the applied financial aid have to be apparent in any case in a potential schedule.

Application forms, from which the height or the exact intended use is not apparent will not be dealt with.

Pay-out

The pay-out of the promised financial aid does only take place under following circumstances:

- compliance with formalities of the extra project's guidelines
- original bills and receipts
- declaration of bank details, account number, bank code, account holder
- As far as the financial aid is not payed to the head of the project, there has to be an authorisation from the head of project so that the money can be taken by somebody else.
- There has to be a report as follows:

report

There has to be a final report on each project, giving information about the process, content and the ongoings of the project. All publications linked to the project (brochures, leafets, posters, videos, dvds, photography) have to be attached.

At least three months after the approval of a student's extra project there has to be a progress report given to the student's body. After finishing the project and at least when the settlement is done, a final report has to be made. **In case the**

progress or final report is not being made, the financial aid expires without exception.

MENTIONING THE HUFAK

There has to be a reference on the support by the HUFAK on all publications linked to the extra project (brochures, booklets, leaflets, posters, films, photography, video, a.s.o.):

„Gefördertes Sonderprojekt der HochschülerInnenschaft an der Universität für angewandte Kunst“
(= supported extra project of the student's body of the University of applied arts)

The lettering „HUFAK“ is to be used where ever the usage of a logo band is possible (brochures, booklets, leaflets, posters, a.s.o.)

If the HUFAK is not mentioned according to the guidelines, the financial means decline without exception.