



Funding guidelines of the Student Council for Landscape Management and Nature Conservation

Subsidies for compulsory excursions

The Student Representative Council (FSR) of the Department (FB) II provides 50% of the funds received from the AStA per semester to those in need for curricular excursions, i.e. compulsory, elective and optional modules of the respective study and examination regulations (so-called compulsory excursion funding). This funding is intended to make it easier for financially disadvantaged students to take part in the excursions and thus successfully complete their studies. The contact person is the 2nd Financial Officer of the FSR FB II. Funds that are earmarked for this purpose but not used up are freely available to the FSR FB II in the next semester.

Note: A detailed explanation of how to understand the funding procedure can be viewed online at FSR FB II in its current version.

Conditions for the applicant:

1. The applicant is a registered student of the Department of Landscape Use and Nature Conservation at the HNEE.
2. The excursion for which the grant is requested is a compulsory excursion.
3. The application must be submitted in writing to the HNEE mail room within the first 6 weeks after the start of lectures using the funding application form provided.
4. Proof of need in the form of a completed table with an overview of income and relevant expenses, as well as bank statements for the last three **full** months, must be submitted with the application in due time. Only the reason for the entry may be blacked out; all payments, rent and health insurance contributions must remain visible, as well as all entry totals, the beginning and end balance and the name of the account holder.
5. After the end of the excursion, the applicant must submit a confirmation of participation by the excursion leader by post within **14 days on** the excursion participation confirmation provided for this purpose. Without this confirmation, the applicant's funding for the excursion will be forfeited and will not be paid out.
6. Intentionally false statements will result in the expiry of the entitlement to any funding during studies in Faculty II by the FSR Lanu.

Funding procedure:

1. Based on the amount transferred by the AStA, the total funding amount of 50% is determined.
2. After the end of the six-week period, all funding applications received will be checked for timely receipt, excursion in a module according to the study and examination regulations, complete bank statements available and the neediness of the applicant(s). If not all points are fulfilled, the application will be rejected.
3. The FSR of FB II defines indigence as a monthly income of up to € 391 after deduction of warm rent and health insurance costs. The monthly income is calculated on the basis of the last full three months.



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4. Child benefit, maintenance payments and child supplement for own children living in own household are not included in the calculation of the monthly income.
5. Based on projections of the funding applications received, the funding amount is now determined according to the existing funding amount in percent. This is a maximum of 75% of the excursion costs. The FSR of FB II reserves the right to limit the maximum payment amount per student and semester to 100 €.
6. Decisions on hardship cases are made after a separate examination by the FSR FB II. Examples may include children, illness or financial hardship. Supporting options in the hardship application can also be a differently defined neediness or the waiver of the maximum payment limit, which can be granted in individual cases by a resolution in the meeting of the FSR of FB II.
7. All applicants will be notified electronically whether or not their application has been granted.
8. After participation in the excursion and timely receipt of the confirmation of participation in the excursion, the application will be released for payment at the next FSR meeting of FB II and transferred within one week.

Subsidising university culture

The funding pot for university culture is fed by 25% of the AStA's funds, which are made available to the FSR of FB II per semester. The application must be submitted at least two weeks before the event. Every registered student of the FB II is entitled to apply for funding from this pot. To do so, the application form for funding must be submitted by post to the HNE mail room and a personal statement on the event must be made at the student council meeting of Faculty II. It must be expected that the processing will take two FSR meetings. University culture is understood to mean events that affect a degree programme of Department II or the entire student council and are available to a correspondingly broad audience for participation due to their orientation. Furthermore, these are defined as education-oriented events or initiatives that can be funded with a maximum funding amount of 100% or as social activities that can be funded with a maximum funding amount of 50%.

Each application is discussed individually and decided by simple majority vote in camera. The notification of funding and funding amount as well as the conditions will be sent electronically within two days of the decision by the
2. financial officer. University culture supported by the student council must be marked as such by the organiser. As a rule, the funds are only paid out after the actual, total costs and a short report with a picture of the supported event have been submitted for the reporting of the FSR Lanu of FB II. Unused funds from the funding of university culture are freely available to the FSR in the next semester.

The update of the policy comes into force on 15 May 2017. Signature

Board of FSR Lanu FB II: