



Funding Guidelines and Statutes of Humboldt-Universitäts-Gesellschaft

A. Funding Guidelines of the "Humboldt-Universitäts-Gesellschaft", Verein der Freunde, der Ehemaligen und Förderer e. V. (hereinafter referred to as "HUG")

Terminology

Office: Office of the HUG, consisting of the executive director, the head of office and the staff of the office.

Primary Applicant: Person named in the project application as responsible for the project.

End of project: The time (date) specified in the project application at which the project ends.

Project date: The time or period (date) specified in the funding application at which the project will be realised or during which the project will take place. (This does not include the preparation and follow-up time).

1 Application

1.1 Eligibility

Students and staff of the Humboldt-Universität zu Berlin as well as members of HUG are eligible to apply.

1.2 Scientific supervision

Student projects can only be funded if there is a guarantee of scientific supervision by a professor of Humboldt-Universität.

1.3 Application Period

Applications for funding can be submitted to the HUG office all year round. Applications for student symposia can be submitted until

the respective deadline in the summer or winter semester. Applications for student symposia that are submitted after the deadline without prior consultation with the office cannot be considered for the respective semester.

1.4 Decisions on Funding

A jury consisting of representatives of HUG, the Vice-President for Academic Affairs, teachers and student representatives of the Humboldt-Universität zu Berlin will decide on the funding of a student symposium. There is no entitlement to funding for student symposia or for any other funding opportunities. Legal action shall not be taken.

2 Funding Conditions

2.1 Required Documents

Primary Applicants agree to provide HUG with the following documents in due time without further request:

2.1.1 Project report – brief

Within 14 days after the project date, HUG will receive a short report (approx. 1,500 characters) and a quote (approx. 600 characters) from the team, including a representative selection of photos, for the HUG website and newsletter.

2.1.2 Project report – exhaustive

Within eight weeks after the end of the project, HUG will receive a detailed final report (approx. 2,000 to 3,000 characters) from the team, including voucher copies of

all published materials (e.g. flyers, posters, anthology).

2.1.3 Payment

If a project account does not yet exist, the team shall set up an account for the approved project at a credit institution which will be used for all payments in connection with the project. The account should be in the name of a person responsible for the project and can be used for other purposes after completion of the project and full settlement (including reimbursement of any remaining amount to HUG). It is also possible to set up a third-party funding account at HU (further information can be found in the guidelines for the management of third-party funding projects at Humboldt-Universität: <https://www.hu-berlin.de/de/forschung/szf/referat-drittmitteladministration-und-controlling>). HUG has the right to oversee the project-related account movements and the underlying invoices and receipts upon request.

2.1.4 Accounting

Within eight weeks of the project's completion, HUG receives a financial statement (income and expenditure of the project) from the project team as well as all original receipts relevant to the funding (this also includes cash receipts and other receipts). HUG will be informed of any receipts that cannot be submitted to HUG in the original. All such cases, will be resolved by the HUG office.

2.1.5 Use of funds in accordance with the statutes

The team is obliged to use the funds made available by the HUG in accordance with the statutes (see statutes of the association).

2.1.6 Unused funds

The team agrees to repay any unused funds within eight weeks of the end of the project.

2.2 Non-compliance with funding conditions (2.1.1 ff.) and liability

If the project leaders fail to comply with the conditions set out in 2.1.1 ff., the HUG office has the right to demand partial or full reimbursement of the funding amount disbursed. If HUG reclaims funding in part or in full due to a breach of one of the conditions set out in 2.1.1 ff., the team acknowledges their obligation to transfer the requested amount to HUG's bank account within 14 days. The project leaders also agree to be liable for any financial loss incurred to HUG as a result of the breach.

2.3 Public Relations

2.3.1 Publicity & Social Media

The team must refer to HUG or its website by means of naming or linking and agrees to publish the HUG logo. This includes references in all publications for advertising purposes, such as printed materials, posters, programme flyers, invitation cards, etc. Mentions on the project website, on social media channels and other digital publications. This also applies to publications produced as part of a planned follow-up. All publications related to the project will be consulted with the office prior to publication.

2.3.2 Promotion of HUG

At project events, HUG has the opportunity to promote its activities with the help of a banner and to display information material about the association.

2.3.3 Welcoming address

The HUG is always given a platform to give a welcoming address. The duration and form of the welcoming address shall be agreed between the project leaders and the office.

2.3.4 Invitation of HUG members

HUG will be given the opportunity to invite individuals from its circle of members and friends to the project who have a professional connection to the topic.

2.4 Changes and Deviations

Changes to and deviations from the regulations listed in 2.1 - 2.3 are possible in selected cases with prior consultation with the office. The final decision is made by the HUG office.

B. Statutes of the Association (Excerpt)

§ 2 Purpose of the Society

(1) The Society supports and promotes Humboldt-Universität zu Berlin intellectually and materially in both its scientific tasks and teaching activities. It acts as a link between Humboldt-Universität zu Berlin and the public and cultivates cooperation between the University and its friends, sponsors, former students, other organisations and the general public.

(2) The Society strives to achieve these goals by:

2.1 Establishing good and beneficial relations between Humboldt-Universität zu Berlin and individuals as well as organisations and companies in Germany and abroad.

2.2 Collecting and providing financial and material resources for the promotion of science, research and teaching at Humboldt-Universität zu Berlin.

2.3 Supporting science-oriented events, publications and projects of the Humboldt-Universität zu Berlin by providing financial and material resources, rooms or speakers.

2.4 Granting financial support to young academics at Humboldt-Universität zu Berlin upon their application.

(3) The Society shall exclusively and directly pursue not-for-profit academic purposes within the meaning of the section "Tax-privileged purposes" of the German Tax Code (Abgabeordnung). The Society shall act selflessly; it shall not primarily pursue its own economic purposes.

(4) The funds of the Society may only be used for the purposes set out in the Statutes. Members shall not receive any benefits from the Society's funds.

(5) No person may be favoured by expenses that are alien to the purpose of the Society or by disproportionately high remuneration.