

**University of Kassel – department 11**  
**Resolution of the study committee on 24<sup>th</sup>, July 2007**

**Subsidies of projects and final theses**

*(Amount of subsidies: 5.000 €/semester from study grants)*

Subsidies from study tuitions should be awarded according to the following criteria:

Criteria:

- max. 400 € per student und degree programme
- interdisciplinary works with several students have priority
- it will be given higher priority to projects then to final theses
- the number of students from different degree programmes must be balanced
- commitment of the supervisors during the mentoring of the project

Application procedure:

An application with informal character must contain subject, term, listing of estimated costs, project participants, tutors, postal address and e-mail address.

- applications to Holger Mittelstraß
- decisions will be taken at the meetings of the study committee
- application deadlines in the winter term: 1<sup>st</sup> October and 15<sup>th</sup> January
- application deadlines in the summer term: 1<sup>st</sup> April and 15<sup>th</sup> June

Special issues:

- travel expenses using a passenger car should be calculated with 0,21 €/km
- normal printing of the thesis can't be supported
- buying of instruments is normally not possible or remain after use at the university

Accountings:

- Listing of the expenses (every single amount has to be listed, see form)
- Original receipts should be numbered and stucked on a Din A4 sheet as an appendix
- Supervisor must sign properly
- Add abstract of the project/final thesis

## Project/final thesis - accountings

Date \_\_\_\_\_

Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 Postal code/ residence \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_

Following costs originated from the project (Project, MSc ? / Topic ?):

.....

No.	Date	Intended use	Amount
SUM			

Please remit the total amount of \_\_\_\_\_ Euros to the bank account indicated below:

Name of the payee \_\_\_\_\_  
 IBAN number. \_\_\_\_\_  
 Bank \_\_\_\_\_

Factually correct:

\_\_\_\_\_  
 Signature of student

\_\_\_\_\_  
 Signature of Supervisor