

	Regulation on the "My University" student project competition	Code: REG-0-DCPSUM
		1st edition
		Revision 0

APPROVED AT TUM SENATE
MEETING OF 29.10.2019,
MINUTES NO 3

REGULATION ON THE

CONDUCT

STUDENT PROJECT COMPETITION

"MY UNIVERSITY"

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		1st edition
		Revision 0

I. GENERAL PROVISIONS

1. This Regulation aims to establish the principles, the general framework and the procedure for supporting projects carried out by student organizations of the Technical University of Moldova (hereinafter TUM) or teams formed by students from cycle I (bachelor's degree), cycle II (master's degree) and cycle III (doctoral degree), with frequency.
2. Projects are funded from the UTM budget and sponsorships identified by the project teams. The Board of Trustees annually determines the volume and amount of project funding from the University.
3. The "My University" (hereafter "UM") project competition is mainly aimed at improving processes and activities at the University.
4. Priority directions on improving processes and activities in the University relate :
 - a. improving teaching processes;
 - b. processes and activities related to hostels and canteens;
 - c. library-related processes and activities;
 - d. interior and exterior design;
 - e. communication and transfer of information to students, etc.
5. There are two versions of the UM design contest:
 - a. projects based on ideas of students or student organizations TUM;
 - b. submit projects based on themes requested by the University management.

II. CONTENT OF PROJECTS

6. The projects submitted for UM, will contain (Annex 1):
 - a. Description of the need for the project objective.
 - b. Project objective and priority direction.
 - c. Benefits and added value.
 - d. Activities required and resources allocated (including Gantt chart, description and budget justification/purchases).
 - e. Expected results (expected improvements).

	Regulation on the "My University" student project competition	Code: REG-0-DCPSUM
		1st edition
		Revision 0

III. IMPLEMENTATION PERIODS

7. Projects are expected to be implemented over a period of 1-6 months from the moment of their approval.
8. UM project competition calendar:
 - a. January - approval by the Administrative Board of the number of projects and the maximum amount offered for a project;
 - b. February - launch of the information campaign for students on project competitions;
 - c. February - March - submission of project proposals;
 - d. April - analysis of proposals and announcement of winning projects;
 - e. May - November - implementation of winning projects.

IV. PARTICIPATION AND SELECTION PROCEDURE

9. Conditions for participation:
 - a. The team consists of at least 3 full-time students (bachelor, master, doctorate) from the Technical University of Moldova or student organization that carries out its activity within TUM;
 - b. The team is informed about the technical-administrative and legal aspects related to the functioning of the university;
 - c. Project implementation in collaboration with university staff;
 - d. Submission of the application form (Annex 1) accompanied by the curriculum vitae of the team members, within the terms announced.
10. Selection criteria (maximum score 50 p.):
 - a. A clear description of the activities associated with the objective of the project (including how to implement it) and the resources required - 15 p.;
 - b. Level of preparedness of the implementation team (members, skills, activities delegated within the project) - 10 p.;
 - c. Evaluation of the budget (estimate of eligible expenditure and description) - 5 p.;
 - d. Rate of coverage of project costs by sponsors - 5%;
 - e. Benefits to the university of the proposed solution - 15 p.
11. Evaluation and determination of the winners is carried out by the Project Competition Committee:
 - a. TUM Rector - Committee Chair;

 UNIVERSITATEA TEHNICĂ A MOLDOVEI	Regulation on the "My University" student project competition	Code: REG-0-DCPSUM
		1st edition
		Revision 0

- b. Vice-Rector for Studies - member;
- c. Prorector Informatization, Socio-Economic Relations, Image and Communication -member;
- d. Head of Social and Student Activities - member;
- e. Head of Resource Management Directorate - member;
- f. Head of Technical Directorate - member;
- g. Student Senate President - committee secretary.

12. Projects proposed for funding are presented to and approved by the Administrative Board.

V. FINANCING PROJECTS

13. According to point 2 of this regulation, both the amount and the amount of funding for projects is decided annually by the TUM Board of Directors;

14. A project budget consists:

- a. up to 30% in the form of scholarships, awarded only, at the end of the project, to the project team or members of the student organization;
- b. eligible expenses for the realization of the project;

15. Expenditure is recorded by the TUM Finance and Accounting Department.

VI. REPORTING RESULTS

16. Within 15 days after the finalization of the project, the project team is obliged to submit the project report in accordance with Annex no. 2 and the financial report in accordance with Annex no. 3 (on paper and in electronic format) to the Social and Student Activities Department of the Technical University of Moldova.

17. After the completion of all projects for the current year, the Social and Student Activities Directorate reports to the Board of Directors on the results of the projects realized.

VII. FINAL PROVISIONS

18. This Regulation shall enter into force from the date of its approval by the TUM Senate.

19. Amendments to these regulations may be made at the proposal of University management or student associations, with the approval of the TUM Senate.



**Regulation
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Code: REG-0-DCPSUM

1st edition

Revision 0

Annex 1

APPLICATION FORM

1. INFORMATION ABOUT APPLICANTS

APPLICANTS: (fill in for all team members)*APPLICANT (STUDENT ORGANIZATION)	
Applicant (project coordinator in the case of teams composed of students not representing a student organization from framework UTM)*/(name of the student organization)	
Full address	
Telephone number (including mobile)	
Electronic address	
Work carried out within the project	

***CONTACT PERSON**

* Contact person (project coordinator)	
Full address	
Telephone number (mobile and landline)	
Electronic address	



**Regulation
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Code: REG-0-DCPSUM

1st edition

Revision 0

2. PROJECT INFORMATION

Project title	
Field of intervention	
Project initiation (month)	
Project completion (month)	
Project duration (to be expressed in months)	

3. PROJECT SUMMARY (max. 300 words)

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PROJECT PRESENTATION

Aim of the project (max. 50 words)	
Specific objectives of the project based on the SMART methodology	
Objective	Indicators
Target Group	



**Regulation
on the "My University" student project competition**

Code: REG-0-DCPSUM

1st edition

Revision 0

Number of project beneficiaries

Direct

Indirect

Gantt chart of planned project activities

Expected project results (listed)

Project monitoring and evaluation arrangements (max. 100 words).

Listing quantitative and qualitative monitoring indicators

In order for the project to be carried out successfully, the performance measurement indicators will be divided into quantitative and qualitative. Thus, for monitoring and evaluation, monthly free-form reports on the project progress will be made.

Example: Monitoring and Evaluation of project implementation will be an ongoing process, carried out throughout the project period by the project team through tools such as:

- *Documented project team meetings;*
- *opinion polls of the students involved;*
- *Participant Application Forms/CV;*
- *Pictures from the information sessions, the summing up conference;*
- *attendance lists for trainings, conference;*
- *interim and final reports.*



**Regulation
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Code: REG-0-DCPSUM

1st edition

Revision 0

Promotion / media and dissemination activities you intend to carry out during the implementation of the project (max. 100 words)

Project continuity (max. 100 words)

By signing below, I declare, with full knowledge and in good faith, that the information provided in this form is true and accurate.

Project coordinator

(name, first name and signature)

* President of student organization

(name, first name and signature)

Member

(name, first name, signature)

Member

(name, first name, signature)

*To be completed only in case of application of student organizations from UTM to the "My University" program.



**Regulation
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Code: REG-0-DCPSUM

1st edition

Revision 0

DETAILED BUDGET FOR THE STUDENT PROJECT COMPETITION

MY UNIVERSITY WITHIN UTM

Project name _____

Project coordinator _____

Project budget/estimated expenditure	
Project amount, lei	
Sponsors Contribution, lei	
TUM contribution, lei	

Budget line	Budget item	Unit	Cost per unit, lei	Number of units	Requested from UTM, lei	Contribution sponsors/ organization student, lei	Sum total, lei	Narrative Description <i>(correlation with planned activities)</i>
1	2	3	4	5	6	7	8	9
1	LINE 1: Expenditure on goods and services, of which:							
1.1	Office supplies						0,00	
1.2	Editorial services						0,00	
1.3	Feeding participants						0,00	
1.4	Transport participants						0,00	
1.5	Accommodation for participants						0,00	



**Regulation
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Code: REG-0-DCPSUM

1st edition

Revision 0

1	2	3	4	5	6	7	8	9
1.6	Advertising actions						0,00	
1.7	Material						0,00	
1.8	Other expenditure						0,00	
SUBTOTAL LINE 1:			0,00				0,00	
2	LINE 2: Services of consultancy and expertise							
2.1	Trainers' remuneration						0,00	
SUBTOTAL LINE 2:			0,00				0,00	
3	LINE 3: Administrative expenditures							
3.1	Scholarships offered to members of the team project						0,00	
3.2	Remuneration for the work of the TUM collaborators implicated in the project						0,00	
3.3	Other administrative expenditures						0,00	
SUBTOTAL LINE 3:			0,00				0,00	
TOTAL:			0,00				0,00	

The categories of expenditure may be modified and/or completed depending on the specifics of the project.

*Financial responsible of the organization/Project coordinator _____ (name, first name, signature)
Date _____ (*stamp)

***To be completed only in case of application of student organizations from UTM to the "My University" program.**

FINAL NARRATIVE REPORT

Project name _____

Project coordinator _____

I. Implementation of the proposed activities, as described in the application form point 7

Please rate the level of achievement of the activity as “Yes” if the activity has been fully achieved, “Partly” if the activity has been partially achieved, or “No” if the activity has not been achieved.

No. crt.	Planned activities	Level of achievement			No. beneficiaries		Collaborative partners	Media reflection
		Yes	partly	no (cause of non-realization)	Direct (F/B)	indirect		
1.	Ex. Project management	Yes						<i>(link to the place where the reflected activity is located)</i>
	Example: Conducting the survey opinion	Yes						<i>(link to form/results)</i>

II. Results achieved and results expected:

No. crt.	Planned activities	Implementation period	Outcome/products	Performance indicators	Challenges and further recommendations
1.	Example: Project management		- distribution of responsibilities among the project team; -contact the organization providing the trainers for the information session etc.	- 1 updated business plan	



**Regulation
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Code: REG-0-DCPSUM

1st edition

Revision 0

III. Have there been any changes to the content and timing of the approved activities: Yes/No

Activity name	Implementation period	Reason for the change of deadline

Project coordinator _____

Member of the project implementation team _____

Member of the project implementation team _____

Date _____



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1st edition

Revision 0

Annex 3

FINANCIAL REPORT

Project name _____

Project coordinator _____

Budget line	Budget item	Amount approved, (lei)	TUM contribution, lei	Sponsors Contribution, lei	* Contribution of the organization, lei	Total amount, lei	Sold, lei
TOTAL:							

*Financial responsible of the coordinator _____/Name, Surname/
(signature)

Date _____(*stamp)

Head of Finance and Accounting _____/Name, Surname/
(signature)

***The fields are filled in only in case of application of student organizations from UTM to the "My University" program.**