

Allocation of Funds from Semester Fees to Students and for Student Projects (Version dated April 2026)

§1 Fundamentals

1. Semester fees may only be used for the purposes specified in the Higher Education Act of the State of Brandenburg, the bylaws of the Studierendenwerk West:Brandenburg (hereinafter referred to as STWWB), and the STWWB fee regulations.
2. The Board of Directors decides on the allocation of funds from semester fees for long-term initiatives pursuant to § 2 (a) and for student projects with a requested budget of more than €1,500 pursuant to § 2 (b). The Executive Board is authorized to decide on the allocation of funds for student projects pursuant to § 2 (b) up to and including €1,500. The Executive Board may delegate the decision on the allocation of funds for the purposes specified in § 2 (c) – (f) to the Head of the Counselling and Social Services Department.

§ 2 Intended Uses

1. The funds from semester fees allocated under this policy must be used for the following purposes and are subject to the availability of such funds in the budget:
 - a) long-term responsibilities for providing social, health, and cultural support to students,
 - b) Funding for individual student projects with a social, health, or cultural focus,
 - c) Grants for students in need,
 - d) Free meals for students in need,
 - e) a one-time grant of €200 for the birth of a child to students within the jurisdiction,
 - f) Meal allowance for one meal for students who use the cafeteria at the German Institute of Human Nutrition in Potsdam-Rehbrücke.

§ 3 Application

1. The applicants for funding under § 2 (a) are the Student Union (AStA) of the University of Potsdam, the Student Council of the KONRAD WOLF University of Film and Television in Babelsberg, the Student Union (AStA) of the Potsdam University of Applied Sciences, the Student Union (AStA) of the Brandenburg University of Applied Sciences, and the Student Council of the Wildau University of Applied Sciences.
2. Applicants for funding under § 2 (b) are all students at universities within the STWWB statutory jurisdiction. Eligible students may also designate an association to manage the project, provided this is specified in the project application. In such cases, the funding may be disbursed to the association.
3. Applications pursuant to § 2 (b) must be submitted to the STWWB Executive Board in a timely manner. If the Board of Directors is to be involved in projects exceeding €1,500, the application must be submitted no later than six weeks prior to the Board of Directors' meeting. The date of

the next Board of Directors meeting will be published in a timely manner on the STWWB website. If the requested amount does not exceed €1,500, the application must be submitted no later than two weeks before the project begins. All project applications must be submitted to the Public Relations Department.

4. Applications for funding for individual student projects under § 2 (b) must be submitted using the project application form attached as Attachment 1. Applications must include:
 - a) the project proposal as set forth in Attachment 1,
 - b) a cover letter to the STWWB explaining the basis for the application,
 - c) a valid certificate of enrollment for the applicant(s); this requirement does not apply if the student council submits the application itself,
 - d) a funding plan (including a breakdown of revenue versus expenses, listing other funding sources),
 - e) Letter of endorsement from the student council; not required if the student council submits the application itself.
5. For the sake of transparency, project leaders are required to acknowledge the STWWB support for the project. This can be done, for example, by using the logo.
6. Applications for the purposes specified in § 2 (c) through (f) must be submitted to the Counselling and Social Services Department of the STWWB. For applications for grants and free meals under § 2 (c) and (e), applicants are encouraged to use the designated digital application platform.
7. Applications for the purposes specified in § 2 (a) through (b) must be submitted in writing or, if available, via a digital application platform.

§ 4 Decision Criteria

1. Decisions on applications for the purposes specified in § 2 (b) are made at the discretion of the competent authority and subject to the availability of funds.
2. Applications for funding of individual student projects under § 2(b) that do not fall within the purview of the STWWB are to be excluded. In particular, measures or projects aimed at creating the conditions for teaching or study in higher education (e. g., funding for teaching equipment, university information events) do not fall within the purview of the STWWB.
3. The following are not eligible for funding under student projects:
 - a) the free distribution of food and beverages to event participants,
 - b) Fees for organizing the project,
 - c) As a general rule, no purchases of capital assets are permitted. Exceptions are allowed provided they are justified and the inventory and subsequent use by the student body of the respective university are ensured.
4. No retroactive decision will be made regarding the funding of measures or projects that have already begun or been completed.
5. Applications for purposes specified in § 2(c) and (d) will be decided in accordance with the principles for the allocation of grants and free meals from semester fees set forth in Attachment 3.



6. For applications for student child benefit under § 2 (f), the child's date of birth must not have occurred more than 5 years prior to the date of application. The applicant must have been enrolled at a higher education institution within the STWWB jurisdiction at the time of the child's birth.

§ 5 Final Provisions

1. The STWWB will notify the applicant whether the project has been approved or rejected.
2. Before contracts are awarded, the project manager coordinates the billing procedure with the STWWB. Under no circumstances does the STWWB act as the contracting authority.
3. Funds are disbursed by the Accounting Department upon submission of invoices and a final report. Funds are paid exclusively to the person or organization named in the project application. In exceptional cases, pre-financing may be provided to a limited extent (up to a maximum of 80% of the grant amount). The Accounting Department provides proof of how the semester fees are used.
4. Project funds should generally be settled promptly after the project is completed, in a single transaction covering all items for which funding was approved. The following documents must be submitted for the settlement of project funds:
 - a) a table listing all expenses, including:
 - sequential numbering,
 - a brief description of the nature and purpose of the expenditures,
 - Name of the person authorized to receive the expenses,
 - Date of payment order,
 - Method of payment (cash, bank transfer, credit card, PayPal, etc.),
 - Indication of the total of all payment amounts,
 - Signature of the person responsible for the project below the list
 - and
 - b) the following attachments to the table:
 - Original receipts (or copies, if originals are not available) for all items, marked with the serial number from the table,
 - proof of payment for each item (e.g., receipts for cash payments signed by the person authorized to receive them, a copy of the bank statement, an online transfer order, or a credit card or PayPal statement).

The original documents will be returned to the applicant after they have been reviewed.

5. The obligation to pay contributions under the Artists' Social Insurance Act (KSVG) for commissions awarded to self-employed artists or publishers must be fulfilled by the respective commissioning party.



§ 6 Effective Date

This policy will take effect on April 1, 2026, and will replace Policy 01/2016. If new thresholds are established, they will apply to all applications that have not yet been decided.

Potsdam, den 24.03.2026

Signed, Peter HeiB
Managing director

Attachments

1. Application for Funding for an Individual Student Project
2. Application for a Grant and Free Meals for Students in Need, Funded by Semester Fees
3. Guidelines for the Allocation of Grants and Free Meals Funded by Semester Fees

