



**AALBORG UNIVERSITET**  
**Department of Sustainability and  
Planning**

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Studies

## **Procedure 4.1**

# **Funding of study related activities**

**Department of Sustainability  
and Planning**

## PURPOSE AND DEFINITION

The purpose of this document is to determine which activities can be applied for and supported through the study boards, and which should be applied through Head of Studies and how to apply.

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## CONTENT

### 1. Funding of activities for student project work (for students)

Students at the study programmes of Department of Sustainability and Planning have the possibility to apply for financial support for activities related to their semester project work (such as travels or materials) through the study boards of Department of Sustainability and Planning. The funding of these activities make out in the order of 25% to 40% of the study board funds. The resources are distributed evenly across the programmes of the study board and across spring and autumn semesters.

### ***Travel costs for activities related to project work***

Students can apply for funding for extraordinary travel costs for activities in connection with their semester project work. The activities must be related to field work or other collection of data, which requires longer transportation or lodging. The minimum amount for applications is DKK 250.00. The geographical distance in connection with travel costs is significant in connection with the prioritization of funding, as there is a wish to promote project work outside the campus cities Aalborg and Copenhagen. Funding is intended for isolated activities and not for e.g. commuting in connection with a project-oriented study in an external organisation ('internship') or a long-term stay in connection with the same. As a general rule, due to limited resources, support cannot be expected for foreign travels (except Øresundsregion). There is no support given for meals in connection to travels.

### ***Cost for materials for project work***

Students can apply for funding to cover extraordinary expenses for materials in connection with their project work. It should be materials, which are necessary for the project like e.g. prototypes or 3D print. These can be polystyrene, carton etc. The minimum amount for applications is DKK 250.00.

### ***Procedure for applying for funding of activities for student project work***

An application for funding should be sent to the given study board at the study board e-mail and contain a description of the activity, the purpose and the relevance to the project work as well as a realistic budget. The project supervisor must sign the application.

The funds are distributed evenly across the programmes of the study board and across spring and autumn semesters. Please note that there is a limited amount of funding available, and as a general rule support cannot be expected for foreign travels (except Øresundsregion). For the same reason the maximum amount that one can apply for is DKK 1,000.00 per student, and it cannot be guaranteed that applicants will be granted the full amount, as this is related to the number of applicants and the size of the amounts applied for. There is no support given for meals in connection to travels.

By larger project expenses the students are referred to the Scholarship Handbook. In connection with international travels, we refer to International Office at Aalborg University: <https://www.students.aau.dk/choices-along-the-way-and-jobs/stays-abroad/grants-and-scholarships-to-apply-when-going-abroad/funding-of-short-group-travel-abroad>

Please notice that students who apply for funding from several internal pools at AAU must inform about those in the application. Projects which are funded elsewhere at AAU cannot get a share in the study board funding.

The application form *PLAN Study Board funding of materials or travel expenses in connection with project work* must be used for the application.

Deadline for applying for the above funds:

- Funding for autumn semester: October 5
- Funding for spring semester: March 5

Reimbursement happens through the AAU e-forms reimbursement system. Link to the system is sent out together with the letter of grant to recipients of study board funding, by e-mail.

Deadline for settling and uploading receipts in AAU e-forms:

- Autumn semester: November 30

- Spring semester: May 30

In relation to expenses for transport please notice the following:

- expenses for Uber cannot be refunded
- expenses for car leasing through services like GoMore and DriveNow cannot be refunded.

Study Board for Planning and Surveying: [pl-sn@plan.aau.dk](mailto:pl-sn@plan.aau.dk)

Study Board for Techno-Anthropology and Sustainable Design: [tb-sn@plan.aau.dk](mailto:tb-sn@plan.aau.dk)

## **2. Financing of semester study activities (for semester coordinators)**

Semester coordinators have the possibility to apply for financial support for study activities related to their specific semester through the study boards of Department of Sustainability and Planning. Funding of semester study activities planned by staff make out in the order of 60% to 75% of the study board funds.

### ***Activities as part of the semester***

The semester coordinators can apply for funds for activities (such as an excursion, workshop, guest lecture etc.) planned as part of the semester. The relevance of the activities must be explained in the application. As a general rule, due to limited resources, support cannot be expected for foreign travels (except Øresundsregion). There is no support given for meals in connection to travels.

### ***Materials as part of the semester***

The semester coordinators can apply for funding for the purchase of materials necessary for the semester. These can be polystyrene, carton etc.

### ***Specific in relation to the first year of study at both bachelor and master programmes***

The study boards support study activities aimed at bridging the gap between students at campus Aalborg and campus Copenhagen at the first year of study (both bachelor's and master's programmes), such as joint excursions and visiting each other.

### ***Procedure for applying for funding of semester study activities***

An application should be sent to the given study board at the study board e-mail and contain a description of the activity, the purpose and the relevance to the semester as well as a realistic budget.

Deadline for applying for the above funds:

- Funding for autumn semester: August 15
- Funding for spring semester: January 15

Study Board for Planning and Surveying: [pl-sn@plan.aau.dk](mailto:pl-sn@plan.aau.dk)

Study Board for Techno-Anthropology and Sustainable Design: [tb-sn@plan.aau.dk](mailto:tb-sn@plan.aau.dk)

### **3. Financing of activities related to the study environment (for students and lecturers)**

Students and lecturers can apply for financial support for activities related to the study environment through Head of Studies at Department of Sustainability and Planning. It is possible to apply for cross-disciplinary activities, which are academic and identity making for the individual programmes.

#### **Procedure for applying for funding related to study environment**

An application should be sent to the Head of Studies at [studieleder@plan.aau.dk](mailto:studieleder@plan.aau.dk) and must contain a description of the activity, including a description of how the activity is expected to improve study environment and the academic identity of the study programme, as well as a realistic budget.

Deadline for applying for the above funds:

- Funding for autumn semester: October 5
- Funding for spring semester: March 5

Reimbursement happens through a reimbursement form, which is sent out together with the letter of grant, by e-mail.

Deadline for sending in the form and documents for reimbursement:

- Autumn semester: December 1
- Spring semester: June 30

### **4. Financing of lecturer expenses in connection with excursions (for lecturers)**

For course activities spanning over several days, funds to cover expenses for lecturers at Department of Sustainability and Planning can be applied through the Head of Studies and will be covered by a department pool.

Deadline for applying for the above funds:

- Funding for autumn semester: August 15
- Funding for spring semester: January 15

### **5. Restrictions**

Its not possible to apply for funding for the following:

#### ***Field trips***

Field trips which are not an official part of the semester or do not include all students are not supported.

#### ***Support for establishment of international cooperation with other universities***

Support for establishment of international cooperation with other universities should be requested through International Office at Aalborg University (<https://www.internationaloffice.aau.dk/>). Head of Studies has the means to support this with limited resources.

## CONTACT/LIABILITY

The Head of Study at Department of Sustainability and Planning is responsible for this procedure and can answer any questions.

You can contact Head of Studies at [studieleder@plan.aau.dk](mailto:studieleder@plan.aau.dk).