

Approved by Rector's directive No 6 of 15.02.2023

In force from: 15.02.2023

Rules for the management and use of the grant fund, teaching and learning development fund, real estate fund, IT development fund and the fund of the implementation plan of the Strategic Plan

The Rules are established on the basis of clause 12) of § 11 of the Statutes of Tallinn University of Technology and pursuant to clause 11.7 of the Financial Regulations.

1. GENERAL PROVISIONS

1.1 The rules for the management and use of the grant fund, teaching and learning development fund, real estate fund, IT development fund and the fund of the implementation plan of the Strategic Plan (hereinafter referred to as "the Rules") set out the terms and conditions and the procedure for the management and use of the university's funds listed in clauses 10.4.2, 10.5.2, 10.6.2, 10.10 and 10.19, of the Financial Regulations of Tallinn University of Technology (hereinafter referred to as "the university"). The annual volumes of the funds shall be decided in accordance with the Financial Regulations during the preparation of the budget.

1.2 The main goal of the Rules is to improve transparency and legal clarity in intra-university funding. To achieve the main goal, the eligibility and evaluation criteria are laid down so that it would be clear on what basis projects and works are prioritised; targeting and coherence between funding and implementation of the Strategic Plan 2021-2025 of Tallinn University of Technology adopted by resolution No 1 of 19.02.2021 of the University Board (hereinafter referred to as "the Strategic Plan") are monitored; relevant decisions and results are made public and measurability and monitoring is ensured to the reasonable extent.

1.3 The following funds fall within the scope of the Rules:

1.3.1 the grant fund managed by the Vice-Rector for Research is a fund from where research and development grants are financed; development grants are divided into starting and commercialization grants;

1.3.2 the teaching and learning development fund managed by the Vice-Rector for Academic Affairs is a fund from where projects related to the improvement of the quality of teaching and learning and study-related projects carried out under the implementation plan of the Strategic Plan are financed;

1.3.3 the fund for the implementation plan of the Strategic Plan managed by the Rector is a fund from where projects carried out under the implementation plan of the Strategic Plan not funded from the teaching and learning development fund are financed;

1.3.4 the real estate fund managed by the Director for Administration is a fund from where work related to the preservation of the value, development and maintenance of the university's real estate and projects related to changes in real estate management driven by green transition are funded;

1.3.5 the IT development fund managed by the Director for Administration is a fund from where central IT development projects are financed.

1.4 All projects financed from the funds governed by the Rules shall comply with the agreed quality and project management principles and the Quality Concept of Tallinn University of Technology approved by Rector's directive No 23 of 22.06.2021.

1.5 All the financing principles of the funds governed by the Rules, the requirements for applying from the funds and the amounts paid from the funds together with the beneficiaries shall be published on the university's intranet.

2. THE GRANT FUND – A RESEARCH GRANT FOR YOUNG SCIENTISTS

2.1 The aim of the research grant is to improve the competitiveness of young scientists, mitigate the risks associated with applying for competitive research funding, promote the development of independence and raising of the next generation of young scientists. The funded activities must be completed within 18 months of the calendar month in which the grant is received.

2.2 The requirements for awarding a research grant are as follows:

2.2.1 In the university's document management system, a project application has been submitted in accordance with the internal regulations in force at the university to obtain competitive funding from

sources outside the university, the content of the application is research and development and the application has not been funded. Tenders submitted in a procurement procedure within the meaning of public procurement legislation of Estonia or of any other country are not considered to be competitive funding in the above sense. If in the terms and conditions of a non-university funding source a threshold or other criteria are laid down for evaluation that must be met to be eligible for funding, the project application must exceed the threshold;

2.2.2 At the time of submission of the project application, the principal investigator is the young scientist, i.e. not more than 10 years has elapsed since the person obtained his/her doctorate (the date of the diploma) (for the purposes of the Rules "principal investigator" means a researcher who is either explicitly designated as principal investigator of the project concerned or, if different terminology is used, the person applying for and primarily responsible for the use of funding irrespective of the designation);

2.2.3 The principal investigator must have a valid employment contract with the university; he/she shall hold an academic position and the principal investigator must not be a tenured professor;

2.2.4 The amount of funding applied for (or grant applied to the university jointly by multiple applicants) must be at least 80,000 euros;

2.2.5 The principal investigator must not be a recipient of a development grant during a period that coincides in any part with the period when he/she receives the research grant for young scientists.

2.3 The call for applications for the research grants of the grant fund is opened in 1 January every calendar year. The amount of the research grant is 55,000 euros per grant recipient, of which 10% (5,500) is allocated to the recipient's department as overheads. A financing source is opened for a grant recipient who is the authorising officer of the financing source.

2.4 Research grants are awarded without a competition, based on the eligibility criteria on an ongoing basis in the order in which the Research Administration Office receives the evaluation results until the total amount allocated to the fund for the relevant financial year is reached. Within 10 working days of receipt of verification that the eligibility criteria are met, the eligible researcher is made a research grant offer, acceptance of which must be confirmed within 21 working days and which the principal investigator may waive in justified cases. If the applications eligible for support in the financial year exceed the volume of the fund, the applications not supported due to exceeding the volume of the fund shall be processed with priority in the following financial year taking into account that the allocations to the previous year's applications shall not exceed 1/3 of the volume of the fund in the relevant financial year.

2.5 A researcher is entitled to receive a research grant up to a total of three times, whereas the date of each negative funding decision on which the following research grant is based shall be at least 12 months later than the date of the previous such decision.

2.6 In justified cases, the Vice-Rector for Research has the right to waive the award of a research grant or terminate its payment after the award of the research grant. If payment of a research grant is terminated after its award, recovery of the amount of the grant paid may be requested in whole or in part. The decisions provided for in this subsection must be approved by the Rector.

2.7 The research grant is intended to be used for research and development or other activities that are related and necessary for the successful submission of an application for competitive funding based on the scientist's research. The research grant need not be used for activities included in the non-funded application on the basis of which the research grant was awarded. Activities funded by the grant must comply with all applicable legislation, including the university's legislation.

2.8 A grant recipient shall undergo counselling organised by the Research Administration Office. The content and form of counselling shall be decided by the Research Administration Office.

2.9 If the grant recipient's employment contract expires before one year has elapsed from the receipt of the research grant, the need to refund the proportionate unused part is assessed. The Research Administration Office shall decide on the content and form of the assessment.

3. THE GRANT FUND – DEVELOPMENT GRANTS

3.1 The purpose of the development grants is to promote further development of the university's research results in a way that would lead to the commercialization of the resulting solution. A development grant helps to develop and test technology and identify the commercial potential. The

main options for commercialization are the conclusion of a fee-based license agreement, the sale of intellectual property, the establishment of a spin-off company or the conclusion of other business and research and development agreements.

3.2 Development grants may be used in particular to cover the following costs: consultations, analyses, tests, purchase of test supplies, purchase of components required for creating or developing a prototype, marketing, staff and travel costs. 10% of each grant is paid to the grant recipient's department for overheads.

3.3 Development grants

3.3.1 Starting grant

3.3.1.1 The starting grant is a grant intended to identify the commercial potential of an invention and to mitigate the business and technology risks associated with bringing the technology to market.

3.3.1.2 The amount of a starting grant is 10,000 euros.

3.3.1.3 The duration of a project funded by a starting grant is from 2 to 12 months.

3.3.1.4 Applications for a starting grant are accepted three to four times a year.

3.3.2 Commercialization grant

3.3.2.1 The commercialization grant is intended for testing parts of or the whole concept created as a result of research or for testing them in a simulated environment;

3.3.2.2 The amount of a commercialization grant is 75,000 euros;

3.3.2.3 The duration of a project funded by a commercialization grant is from 6 to 18 months;

3.3.2.4 The application rounds for the commercialization grant take place twice a year and the dates of the application rounds shall be decided and announced by the Head of the Technology Transfer Office.

3.4 Applying and eligibility criteria

3.4.1 The application forms are available on the university's intranet.

3.4.2 Development grants are awarded based on the submitted applications. Members of the university staff have the right to submit an application.

3.4.3 In order to award a development grant, the Technology Transfer Office assesses the compliance of the applications received with the requirements based on the following:

3.4.4 The application shall be submitted for the commercialization of the research results of the university. The project shall be aimed at solving a real-life problem and have commercial potential.

3.4.5 The applicant shall confirm that the intellectual property rights to the final project results belong to or the economic rights will be transferred to the university. If the intellectual property rights are not fully owned by the university, the applicant shall prove that it is possible to obtain a licence for commercial use, otherwise the wide-scale application of the solution developed would be impossible.

3.4.6 If the project's activities have previously been funded from another source, this must be stated in the application and the need for additional funding must be explained.

3.4.7 The applicant must not be a recipient of a research grant for young scientists during a period that coincides in any part with the period when he/she receives the development grant.

3.4.8 Application shall be supported by the relevant School (immediate superior, supervisor in the case of a PhD student or head of the department).

3.5 Evaluation

3.5.1 The importance of the problem, the suitability of the solution and the market potential of the solution shall be evaluated. Also, the suitability of the team, the activities to be carried out and the budget shall be evaluated.

3.5.2 The substantive evaluation of applications for the starting grant shall be carried out by the evaluation committee formed by the Vice-Rector for Research and composed of experts in the university.

3.5.3 The substantive evaluation of applications for the commercialization grant shall be carried out by the evaluation committee formed by the Vice-Rector for Research and composed of experts in and from outside of the university.

3.5.4 During the decision-making process, the Technology Transfer Office may propose changes regarding the amount of the grant or the project implementation period.

3.5.5 When preparing an application, it is recommended to involve the person at the applying Department or School responsible for innovation or development.

3.5.6 The Vice-Rector for Research decides on award of a grant based on the assessments of the evaluation committees.

3.6 Using the grant

3.6.1 When the Vice-Rector for Research has made a decision to award a development grant, the development grant shall be allocated as a lump sum payment to the financing source created for that purpose.

3.6.2 The financial costs incurred must comply with the project objectives and the submitted budget.

3.7 Reporting

3.7.1 The person appointed by the Vice-Rector for Research shall monitor the progress of the projects that have received the development grant.

3.7.2 A recipient of a starting grant shall submit a report within one month from the end date of the project.

3.7.3 A recipient of a commercialization grant shall submit a report every 6 months from the start date of the project (within one month of the end of the corresponding period). The Technology Transfer Centre shall review the progress of the projects that have received the commercialization grant and appropriate use of the funding every 6 months. The Technology Transfer Centre must be notified of any project changes that may have a significant impact on the project's progress or budget.

3.8 The Technology Transfer Office coordinates the activities related to the development grants (the programme), provides advice to the applicants and accepts applications.

3.9 The Vice-Rector for Research is entitled to delegate his/her powers specified in this chapter to the Vice-Rector for Entrepreneurship or the Head of the Technology Transfer Office.

4. THE TEACHING AND LEARNING DEVELOPMENT FUND

4.1 The aim of the teaching and learning development fund is to support the development of teaching and learning and the implementation of the activities agreed in the implementation plan of the Strategic Plan.

4.2 The teaching and learning development fund is divided into three separate funds:

4.2.1 the fund for projects in the field of studies laid down in the implementation plan of the Strategic Plan;

4.2.2 the fund for projects initiated by the Vice-Rector for Academic Affairs;

4.2.3 the fund for projects for the development of teaching and learning at the Schools.

4.3 the fund for projects initiated by the Vice-Rector for Academic Affairs is divided into three sub-funds:

4.3.1 the sub-fund for projects for promoting cooperation in the framework of EuroTeQ;

4.3.2 the sub-fund for promoting the development of study activities of the academic staff;

4.3.3 the sub-fund for promoting the development of a field of study.

4.4 The aim of the fund for projects in the field of studies laid down in the implementation plan of the Strategic Plan is to support the implementation of the objectives and activities set out in the implementation plan of the Strategic Plan in the field of studies. These include the introduction of problem- and project-based learning, the improvement of the quality of e-support and e-learning, the activities of school students and the School of Exams and Olympiads, the training programme for academic staff and the launch of didactics centres of the Schools. The use of the funds for projects in the field of studies laid down in the implementation plan of the Strategic Plan shall be decided by the Vice-Rector for Academic Affairs by budget allocations; the funding is not application based. The relevant information is published on the intranet.

4.5 The aim of the sub-fund for projects for promoting cooperation in the framework of EuroTeQ is to support international cooperation carried out in the framework of the EuroTeQ project and the target group is the members of the university. The sub-fund is used to finance staff costs (mostly additional remuneration) and the costs of various rather small-scale acquisitions of supplies and equipment, seminars and secondments. Further details (incl. the application and evaluation procedure) depend on the specific circumstances of each activity and are not laid down in the Rules. Information about the calls for applications and the terms and conditions are published on an ongoing basis on the university's intranet.

4.6 The aim of the sub-fund for promoting the development of study activities of the academic staff is to support the activities of academic staff at the university and thereby improve the quality of teaching. The target group of the fund is academic staff who conduct studies. The amount of one grant is up to 3,000 euros, the maximum duration of a project is 12 months.

4.6.1 The Vice-Rector for Academic Affairs assesses the eligibility of the applications received for funding from the sub-fund for promoting the development of study activities of the academic staff based on the following:

4.6.1.1 the head of the department have granted the applicant his/her consent;

4.6.1.2 the content of the project application shall be a study development activity, pedagogical self-development and/or research and development of science-based teaching that is consistent with the objectives of the university's Strategic Plan;

4.6.1.3 priority is given to activities that are not already funded from a non-university source;

4.6.1.4 the goal, relevance, expected results and the target group of the project shall be described in the application;

4.6.1.5 a project shall have an initial budget which is consistent with the project's objectives, expected results and schedule;

4.6.1.6 an application shall contain information on how the project's results are to be disseminated.

4.7 The aim of the sub-fund for promoting the development of a field of study is to foster the development of a field of study and to boost performance in (one of) the strategic areas each year. The target group is academic staff; students and partners from outside the university can also participate in a project team. The more detailed objectives and requirements of the application rounds shall be established by the Vice-Rector for Academic Affairs separately for each year. The amount of one grant is from 10,000 to 20,000 euros, the maximum duration of a project is 12 months. The application round takes place once a year. Subject to available funding, the Vice-Rector for Academic Affairs may also announce additional application rounds in a simplified form to promote the development of a field of study.

4.7.1 The Vice-Rector for Academic Affairs assesses the eligibility of the applications received for funding from the sub-fund for promoting the development of a field of study based on the following:

4.7.1.1 the head of the department has granted the applicant his/her consent;

4.7.1.2 the project shall contribute directly to the achievement of the objectives of a strategic area;

4.7.1.3 projects promoting cooperation between academic units and study programmes are preferred;

4.7.1.4 priority is given to activities that are not already funded from a non-university source;

4.7.1.5 the size of the target group (number of participating students) and the relevance of the project shall be described in the application;

4.7.1.6 a project application shall contain objectives, results, interim results and success criteria that have measurable targets and deadlines;

4.7.1.7 a project shall have an initial budget which is consistent with the project's objectives, expected results and schedule;

4.7.1.8 the application shall contain information on how the project's results are to be disseminated.

4.8 The aim of the fund for projects for the development of teaching and learning at the Schools is to support the development of teaching and learning at Schools and the creation of a learning-centered and research-based learning environment. The amount of one grant is up to 50,000 euros, the maximum duration of a project is 12 months. The application round takes place three times a year. The Vice-Rector for Academic Affairs has the right to set s priority topic for an application round.

4.8.1 The Vice-Rector for Academic Affairs assesses the eligibility of the applications received for funding from the sub-fund for the development of teaching and learning at the Schools based on the following:

4.8.1.1 the dean and, if necessary, also the head of the department have granted the applicant their consent;

4.8.1.2 projects promoting cooperation between academic units and study programmes are preferred;

4.8.1.3 priority is given to projects co-financed by the School;

4.8.1.4 the size of the target group (number of participating students) shall be indicated in the application;

4.8.1.5 the relevance of the project shall be described in the application;

4.8.1.6 a project application shall contain objectives, results, interim results and success criteria that have measurable targets and deadlines;

4.8.1.7 a project shall have an initial budget which is consistent with the project's objectives, expected results and schedule;

4.8.1.8 an application shall contain information on how the project's results are to be disseminated.

4.9 The substantive evaluation of applications received for funding from the sub-fund for promoting the development of study activities of the academic staff, sub-fund for promoting the development of the

field of study and the fund for projects for the development of teaching and learning of the Schools is carried out by the Vice-Rector for Academic Affairs after having heard the opinion of the Committee for Academic Affairs. The Vice-Rector for Academic Affairs and the Committee for Academic Affairs shall make decisions based on the following:

4.9.1 upon evaluation of an application, the following shall be taken into account: cooperation in the field of studies, feasibility and risks of the activities set out in the application and the potential positive impact, the sustainability, deadlines and budget of the activities set out in the application, as well as the importance of the support and the need for additional support, the applicant's previous activities in the field of the development of studies and the competence to implement the activities;

4.9.2 upon evaluation of an application, additional materials may be requested from the applicant in justified cases;

4.9.3 applications that do not meet the objectives of the fund are not evaluated even if there are sufficient resources in the fund to approve the application.

4.10 As a result of the substantive evaluation of applications for funding from the funds referred to in clause 4.9 and taking into account the opinion of the Committee for Academic Affairs, the Vice-Rector for Academic Affairs shall determine which applications will receive funding and shall approve the funding decisions by an order. The relevant information is published on the intranet.

4.11 In justified cases, the Vice-Rector for Academic Affairs has the right to waive the support or terminate its payment after the award of the support.

4.12 A separate financing source is created for the grant recipient of support for using the support.

4.13 The Vice-Rector for Academic Affairs has the right to establish grant limits to Schools with the approval of the Committee for Academic Affairs.

4.14 If there is a surplus of the teaching and learning development fund, the Vice-Rector for Academic Affairs decides on the use of the surplus funds. The progress of the projects financed from the funds specified in this chapter shall be monitored by the persons appointed by the Vice-Rector for Academic Affairs.

5. THE REAL ESTATE FUND

5.1 The aim of the real estate fund is to ensure the preservation of the value of the real estate owned by the university, to develop its sustainable management and foster green transition and to create the necessary environment for studies and research.

5.2 The real estate fund is divided into two sub-funds - the reserve fund for green transition activities and the fund for real estate improvement projects. The allocations of the financial resources of the real estate fund to the reserve fund for green transition activities and to the fund for real estate improvement projects shall be approved by the Director for Administration and the Vice-Rector for Green Transformation for each financial year, whereas financial resources for the reserve fund for green transition activities need not be allocated each financial year.

5.3 The real estate fund covers the activities and improvements relating to real estate and its use. The real estate fund shall not cover the staff costs of the Real Estate Office or the area of responsibility of the Vice-Rector for Green Transformation or the operating costs of the units.

5.4 The real estate fund is managed by the Real Estate Office.

5.5 The heads of structural units and the heads of the divisions of the Real Estate Office submit proposals for improvement projects and work.

5.5.1 The proposals shall be submitted through the university's Help Center managed by the Real Estate Office. Proposals may also be submitted by e-mail to the Director for Administration, the Vice-Rector for Green Transformation and the Real Estate Development Director.

5.5.2 The proposals are entered in the register of real estate development and improvement works managed by the Real Estate Office.

5.5.3 The Real Estate Office prioritizes the work in the register based on how time-critical the works are, their risk level and financial cost and coordinates the order of performance of the work with the units who submitted the proposals.

5.5.4 The Real Estate Office carries out planning and budgeting of the work in accordance with the agreed order and informs the unit about the budget.

5.5.5 If it is decided to perform the work based on the budget and schedule, the Real Estate Office shall start the work and initiate procurements as agreed.

5.6 The decisions about green transition activities financed by the reserve fund for green transition activities shall be made jointly by the Vice-Rector for Green Transformation and the Director for Administration.

5.7 The Director for Administration shall give the Rector an overview of the activities financed by the real estate fund at least twice during a financial year.

6. THE IT-DEVELOPMENT FUND

6.1 The aim of the IT development fund is to support the digitalization of business processes in line with the goals of the university's Strategic Plan, to ensure the development of the university's central information systems and to keep the information systems used up-to-date, to ensure that modular architecture is used for information systems and the information systems are developed bearing in mind the interfacing possibilities. The overarching principles are to offer a unified user experience across different information systems, to be cost-effective in creating new solutions, and to ensure security and accessibility.

6.2 The IT development fund is used to finance the development work provided by external procurement partners and the acquisition of related software or hardware. The fund shall not cover the staff costs and operating costs (e.g. maintenance of information systems) of the units (incl. the IT Services Office).

6.3 In order to apply for funding from the IT development fund, the process managers of the support units, together with the business project managers, shall prepare development orders and terms of reference for the applications in their area of responsibility.

6.4 IT development orders (incl. small-scale IT developments and IT development projects within the meaning of the Rules for Information Technology Development Work approved by Rector's directive No 29 of 25.08.2021), for which proper terms of reference have been prepared and which have been approved by the IT development manager are eligible for funding. The requirements for IT development orders and the terms of reference are laid down in the Rules for Information Technology Development Work.

6.5 The evaluation is carried out based on priority, feasibility and timeframe. The IT development manager collects all the IT development orders and together with the process managers reviews the priorities, feasibility, time frame and estimated cost of IT development orders. Adjustments are made if necessary.

6.6 The IT development manager prepares a budget proposal and submits it to the IT development steering group (heads of administrative and support units). The IT development steering group shall submit the budget to the Director for Administration for approval.

6.7 A budget shall be drawn up for each financial year and the IT development steering group shall review the budgetary outturn twice a year and, if necessary, adjustments are proposed.

6.8 The IT project manager responsible for development work is responsible for the use of the financial resources of the IT development fund.

6.9 Business project managers schedule IT development work in cooperation with IT project managers and the IT development manager, taking into account the IT developments already underway and the capacity of the IT development partners to perform the work. The priority, schedule and budget of an IT development order can be changed if necessary with the approval of the IT development manager and Head of the IT Services Office.

6.10 The IT development steering group monitors the progress and results of IT development orders and IT projects.

6.11 The report on the IT development budget and its implementation is available to the IT development steering group, the Rectorate, the process managers, business and IT project managers.

7. THE FUND FOR THE IMPLEMENTATION PLAN OF THE STRATEGIC PLAN

7.1 The aim of the fund for the implementation plan of the Strategic Plan is to implement the goals set out in the Strategic Plan. The fund is targeted at the structural units of the university in order to implement the projects related to the implementation plan of the Strategic Plan approved by the Rector's directive.

7.2 In order to apply, a proposal shall be submitted in the Help Center. The application rounds take place at least once a year.

7.3 The Rectorate Strategy Office shall verify compliance of the project applications with the eligibility criteria based on the following eligibility criteria:

7.3.1 the proposal has been submitted correctly;

7.3.2 the content of the project must be in line with the university's Strategic Plan (including the strategic areas and goals);

7.3.3 the project must have a direct impact on the achievement of the targets of the key indicators of the Strategic Plan and the metrics of the implementation plan;

7.3.4 the objectives, results, interim results and success criteria shall have measurable targets and deadlines;

7.3.5 a project must have a team and the persons responsible must be clearly set out;

7.3.6 the project's budget must be consistent with the project's objectives, expected results and schedule.

7.4 The substantive evaluation of development projects shall be carried out by the Rectorate in accordance with the application and evaluation procedure laid down in the document "Implementation of the Strategic Plan of Tallinn University of Technology 2021– 2025" approved by Rector's directive No 26 of 30.06.2021 based on the following evaluation criteria:

7.4.1 priority of the project;

7.4.2 the strategic relevance of the project;

7.4.3 the impact and scope of the project;

7.4.4 how well the project's preparation and planning has been considered.

7.5 As a result of the evaluation, the Rector may decide that:

7.5.1 the project will be funded fully;

7.5.2 the project will be funded conditionally;

7.5.3 the project will be funded partially;

7.5.4 the project requires further analysis for making a decision; or;

7.5.5 the project will not be funded.

7.6 A separate financing source is created for a project that receives funding. The project manager is responsible for the implementation of the project. The head of the structural unit shall monitor adherence to the schedule and implementation of the budget and objectives and monitor the risks. The head of the structural unit is obliged to inform the Rectorate Strategy Office about significant factors that hinder the achievement of project objectives and its success or adherence to the schedule (a deviation of 30% or more from the project's budget, implementation of the project's objectives or adherence to the project's schedule is considered significant).

7.7 The project manager shall prepare the required project report (achievement of the objectives, overview of the implementation of the budget, adherence to the schedule) once a year. The project's budget of expenditures must be available during the lifetime of the project when needed.

7.8 The Rectorate Strategy Office monitors the results and success of a project. The committee reviews all the projects once a year and assesses whether they have been implemented in accordance with the objectives. An overview of the projects is available in the JIRA environment.

8. IMPLEMENTING PROVISIONS

8.1 The funds shall be opened after the approval of the annual budget, unless otherwise provided in the Rules.

8.2 If applications shall be submitted on the form provided and unless otherwise provided in the Rules, the application forms shall be available and must be filled in on the intranet.

8.3 If necessary, the authorizing officers may issue further instructions.

8.4 I hereby repeal the Rules for the Management and Use of the Grant Fund, Teaching and Learning Development Fund, Real Estate Fund, IT Development Fund and the Fund of the Implementation Plan of the Strategic Plan approved by directive No 4 of 19 January 2022.

8.5 The directive shall enter into force upon signature.