



Welcome, CIVISens!

This **information session** on **CIVIS Student-Led Projects** will start soon!

While you wait, please feel free to have another look at the call website. The QR-code is provided to the left.

<https://civis.eu/en/engage/student-engagement/student-led-projects/student-led-projects-call-2025>

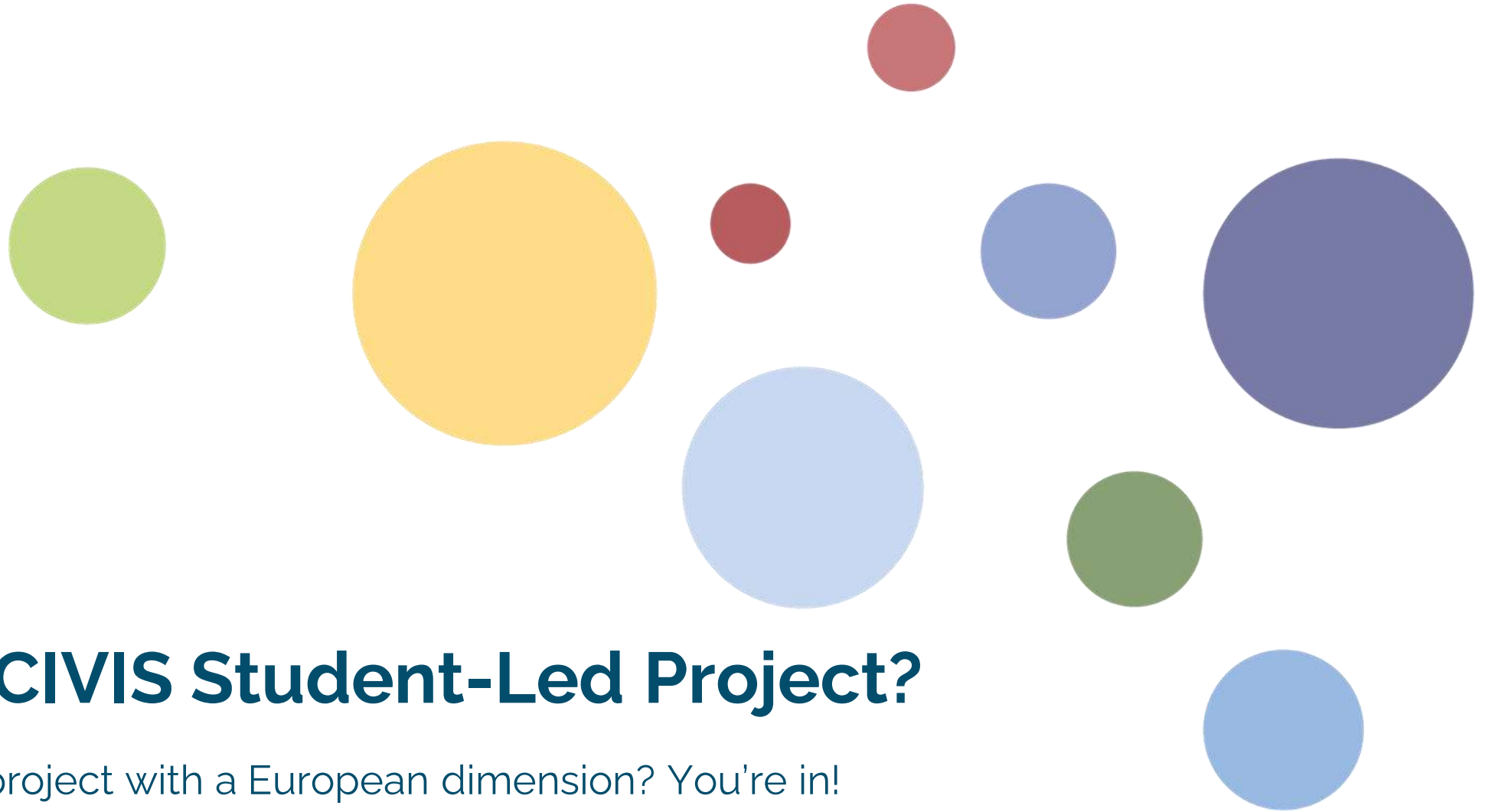


Co-funded by
the European Union



2nd Call for Student-Led Projects

2 April 2025



What is a **CIVIS Student-Led Project**?

You have a cool project with a European dimension? You're in!

What's a CIVIS Student-Led Project?

Extra-curricular activities and initiatives which are initiated, conducted, managed, and implemented by students.

Scope: topics related to civic engagement, student academic events as well as student cultural events by promoting the European identity and values.

Mission: create a way through which students, academics and local actors can cooperate with a transdisciplinary approach for developing innovative and inclusive initiatives to drive societal change.

Supporting co-created on-site and online activities and events on local, European and global issues and challenges.

- community service projects
- civic creathon
- public forums/debates
- civic education clubs
- conferences
- student-led community research projects
- cultural/social events

What are the Criteria?

CIVIS Student-Led Projects **MUST:**

- be initiated, organized and run by students or co-created by students
- support the general goals of the CIVIS Alliance
- have a transnational dimension by either (a) being organised and carried out by students from at least three CIVIS universities; or (b) having a clear plan to engage students of at least three CIVIS universities other than your own.

CIVIS Student-Led Projects **must also fulfil at least two** of the following criteria:

- directly address the current group of CIVIS exchange students at one CIVIS location
- benefit a wider group of students at the CIVIS universities
- engage with local communities and promote civic engagement
- be related to an activity or the thematic of the CIVIS Hubs, e.g. by addressing at least one of the Sustainable Development Goals (SDGs)
- be related to a CIVIS Open Lab project
- promote/celebrate the CIVIS Alliance
- be co-created with an academic or a local partner
- relate to or address local, European or global issues



Who Can Apply?

All CIVIS students are invited to join this collaborative endeavour. Applicants must be teams of students:

01

individual students or groups of students from a CIVIS university
(Bachelor's, Master's or PhD students)

PhD students/candidates may only apply with projects unrelated to any teaching or research activity they are paid or receive funding for and should contact their CIVIS Local Contact to make sure they do not submit projects for which they run the risk of double funding. Also, PhD students apply as students, not as academics.

02

student associations operating inside a CIVIS university or CIVIS Alliance
(must be affiliated to or recognized by the university)

Individual students can apply initially, but international team work is expected in each project.

03

Individuals, non-governmental organizations (NGOs) and youth organizations outside CIVIS universities may participate as partners, but are not eligible as organizers of projects or to receive funding

Academics of the CIVIS universities are not eligible as the sole organizers of projects, but may receive some funding in co-created projects (e.g. for travel).

Students from the partner universities in Africa may be included in this call. However, some funding and regulatory constraints apply.

What is the Budget?

a maximum amount of 10.000 Euros: this is for full projects, for which a budget detailing the planned cost of the project is needed.

If your proposed budget project exceeds this amount, consider whether you could work towards your results with a series of smaller more targeted projects. Co-funding from other sources is permitted, as long as you ensure the project is not double funded by European funds.

What's possible on the budget?

Eligible costs include:

- **mobility costs** (for meetings or other project-related travel);
- **expenses for publicity**, communication and dissemination (e.g. posters, flyers, other publications);
- **expenses for activities**, e.g. catering that is appropriate to the event, according to each university's policies;
- **other expenses in line with CIVIS and/or local disbursement regulations** – contact your CIVIS Local Contact if you have any questions or doubts.

Ineligible costs / activities include:

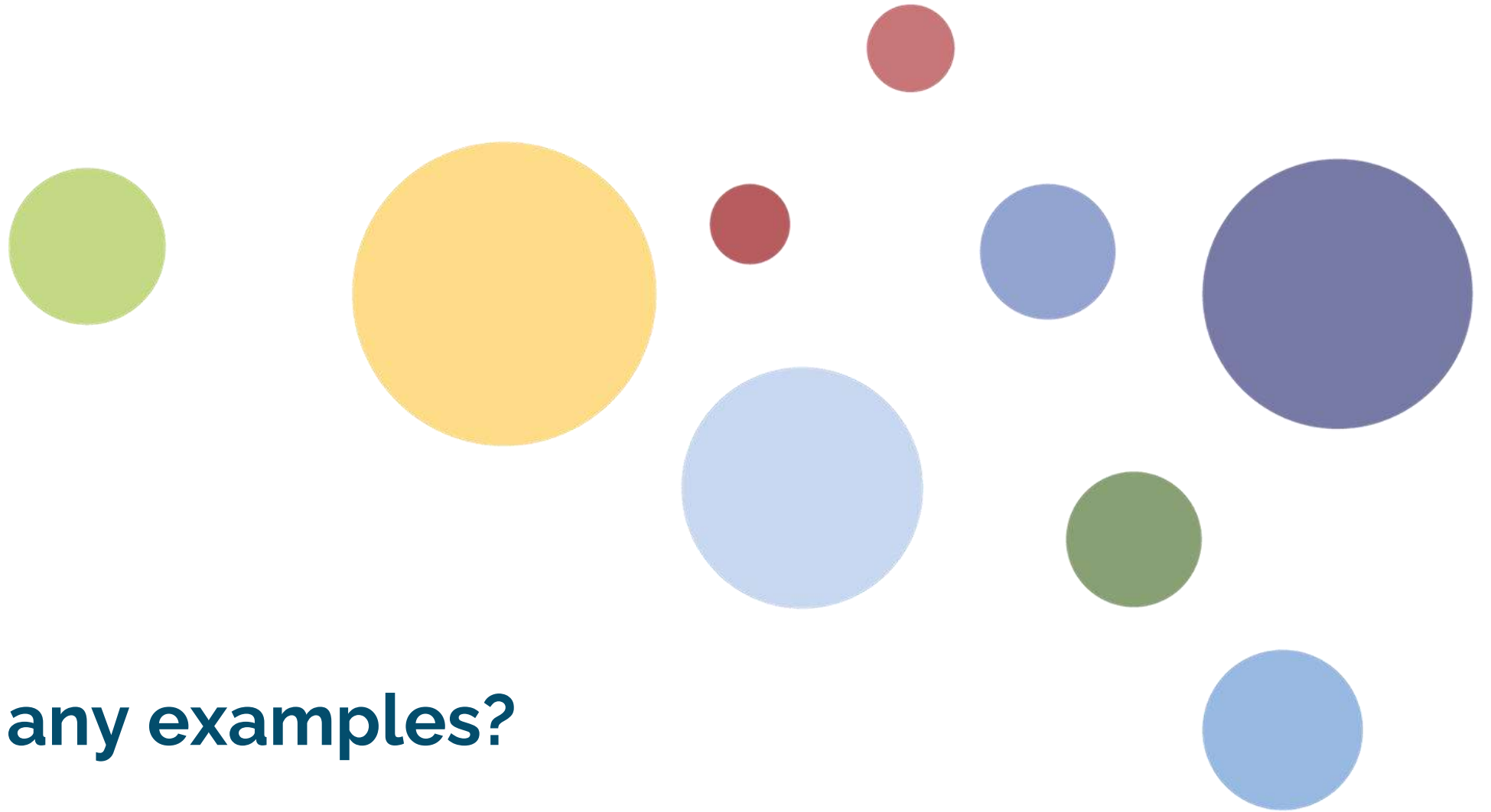
- direct transfer of funds to third parties (outside the university)
- subcontracting of activities to third parties (outside the university)
- purchase of equipment
- other restrictions may apply, please ask your CIVIS Local Contact.

Important: Talk to your CIVIS Local Contact before you submit your project in order to explore existing possibilities at your university!

What's the fine print?

- Funds will be received through your home university and you will need to comply with the local / national legislation and your university's processes. For groups of students from more than one university, **the draft budget shall include a distribution of the applied-for funding among the universities involved.**
- Usually, you can only get reimbursed for actual cost (or get an advance towards a tender). Your local IC / university **will need proof**, so you need to obtain and keep all relevant bills and documents until the project is finished!
- If your project is part of a larger project that also receives funding from another source (co-funding), it may be in **danger of "double funding"**. Your local CIVIS Institutional Coordinator will help you find out if this is the case. Projects should have a very clear agenda and defined outcomes to minimize this danger.
- You will be required to **report on your activity** and its implementation. A financial and a mobility report will be required and supported by documents. So, obtain and keep relevant papers!

- **You must contact all universities in your project, where an activity of your project is taking place or whose students are taking an active part in the organization or running of the project.** An email confirmation must be included in your application. The same applies if you plan to collaborate with any other partner, in particular an academic, a local partner or a CIVIS Open Lab.
- **Projects may be stand-alone projects, or they may be a part of a larger project with a longer-term aim/objective.** In the case of the latter, you must make sure the aims and objectives of each CIVIS Student-Led Project can be clearly distinguished from the overall project. For example, there could be annual repetitions of projects like festivals, creathons, etc., but each needs a clear individual theme, profile, etc. Likewise, there can be a CIVIS part in a bigger project funded by other sources, where the CIVIS contribution needs to be clearly outlined and defined.
- **If the current project members are not active students by the project's end or if the project continues in subsequent years,** designated successors should be appointed to ensure continuity and effective implementation.



Are there any examples?



Conference: “Overtourism: European Problem - Local Perspectives - A Comparative Problem-Solving Creathon about Inclusivity

CIVIS Days 2025

11-13 June 2025, Sapienza Università di Roma

CIVIS Student Council Project
(NKUA, UB, SU, TU, UofG)

civis
STUDENT
COUNCIL

This Conference brings together brilliant minds from across the CIVIS Alliance to address pressing global challenges through creative and collaborative solutions. The participants are invited to develop innovative responses to the issue of overtourism, focusing on solutions that enhance inclusivity and sustainability in tourism.

Each university will form a team of 3 to 8 students to brainstorm, research, and propose actionable solutions. During the CIVIS Days at Sapienza Università di Roma, participants will engage in an intensive workshop-style format, refining their ideas and exploring ways to implement them in real-world scenarios. This collaborative process will not only enhance students' skills but also create solutions with the potential for real impact. Among all the submissions, the most outstanding solution will be selected and rewarded.

RoomieSwap Project

roomie'Swap

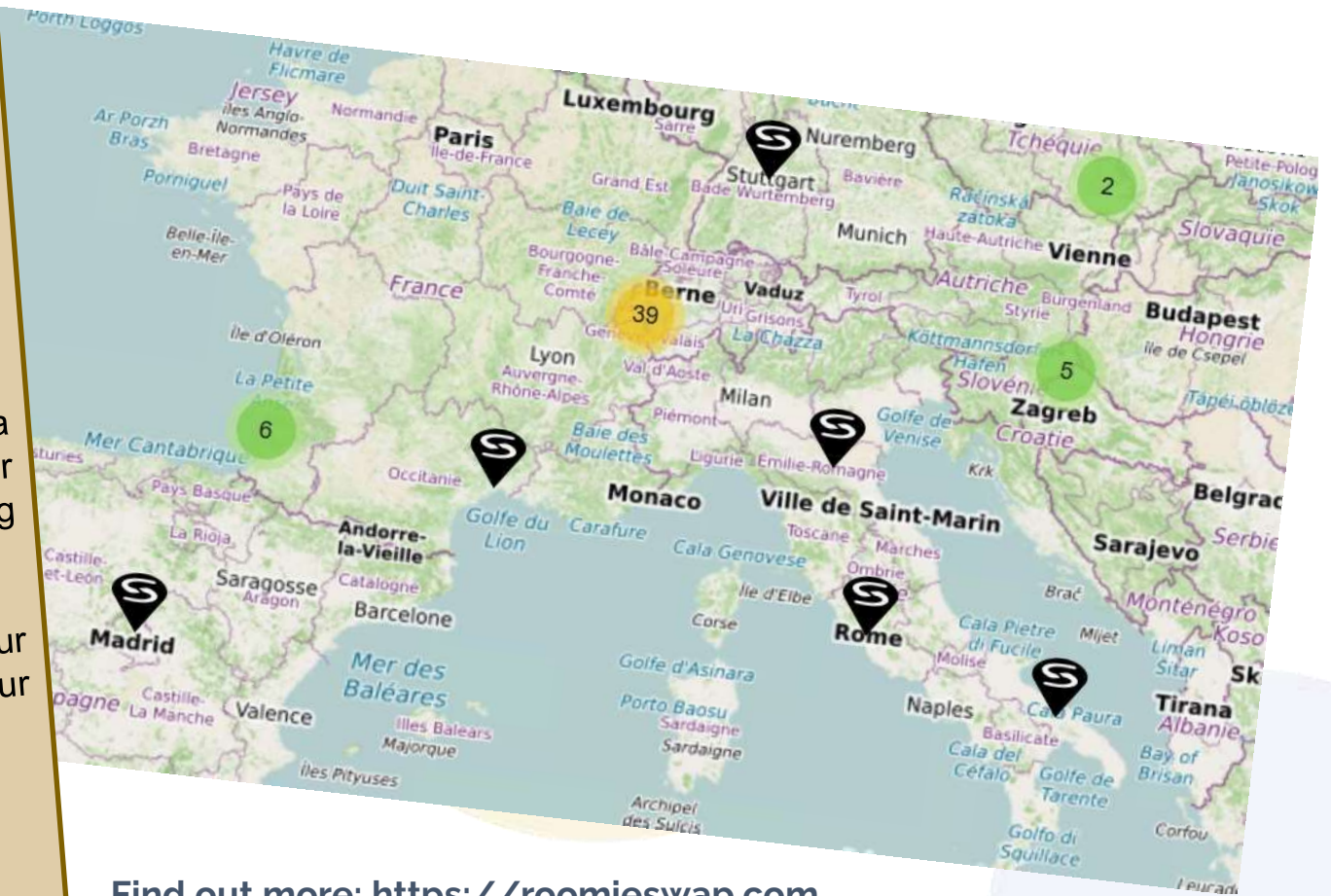
Are you a student with student accommodation and looking for adventure around the world?

RoomieSwap puts you in touch with other students who also want to swap apartments to discover the world.

As a student, it's sometimes difficult to travel on a tight budget. What's more, we sometimes pay for our student accommodation for nothing during the vacations.

But that's what RoomieSwap is all about: on our platform, it's now possible to swap your accommodation legally!

... by students from UNIL, expand to CIVIS



Find out more: <https://roomieswap.com>



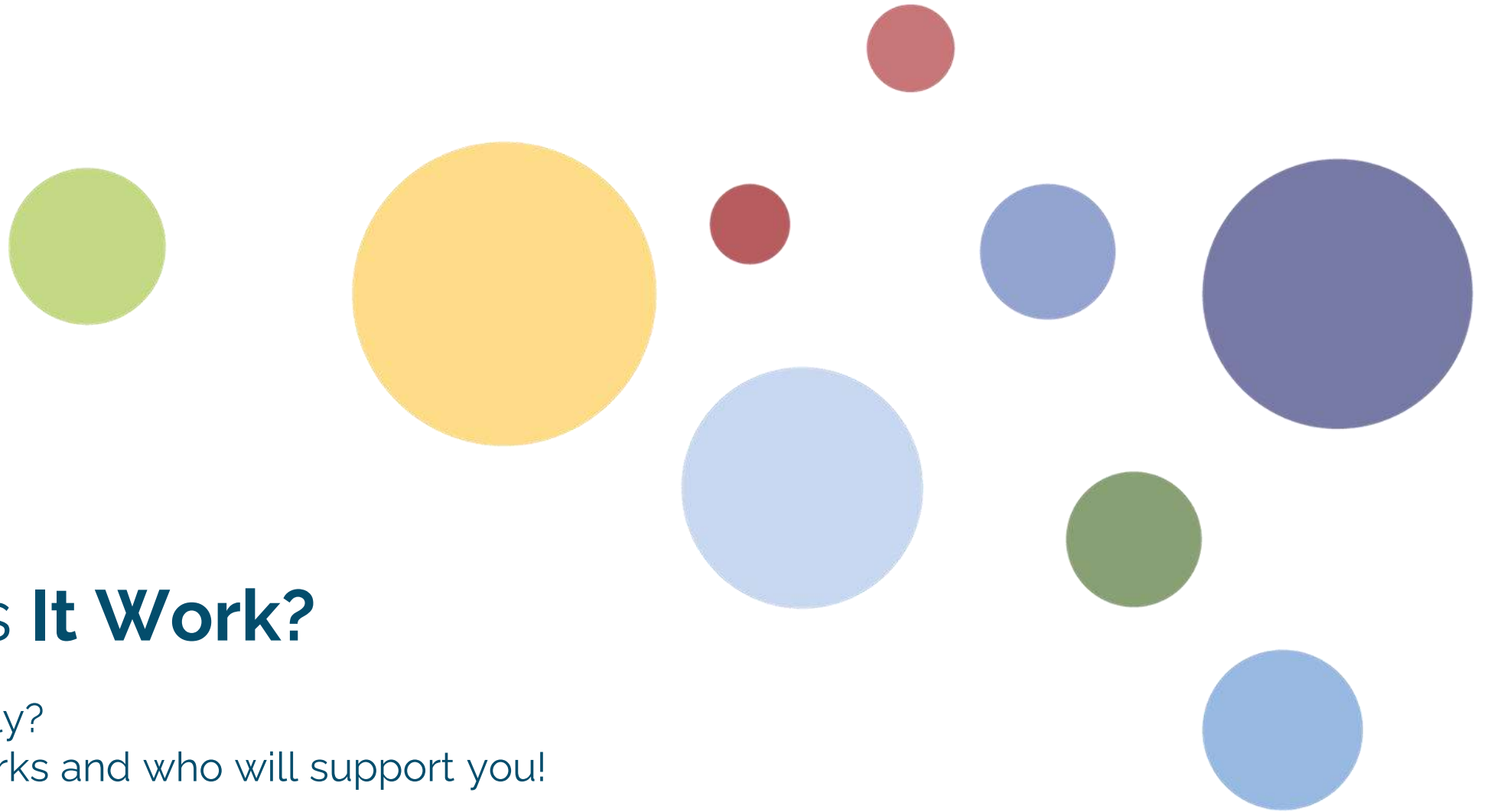
Upcoming Projects/Ideas

- **European Association of Sports Students Associations (EYAS)**
a transnational advocacy group connecting national associations to advance the needs of sports students on the European level
- **Recycling Marathon**
a community recycling marathon in the CIVIS cities
- **Employability Conference**
invite potential employers to present possibilities and what's important to have in terms of employability skill-set
- **Internship opportunities in CIVIS**

Current Projects

- **Operating Room Etiquette: What is the Role of the Student?** (UAM)
- **ULB Model United Nations** (ULB)
- **FestiJUSTE** (ULB, AMU, SU, UAM)
- **COP4 étudiante** (AMU)
- **African Market** (ULB, SU, UAM)
- **Our Homes** (ULB, NKUA, UNIL)
- **Atelier of Murga and Festival of Culture** (ULB, SUR)





How Does **It Work?**

You want to apply?
Here's how it works and who will support you!

How to Apply?

01

Check out the call website! Consult the **CIVIS Institutional Coordinator (IC)** at your university about your initiative before submitting it; **they must confirm** that your proposal can be submitted. Also, you **must contact all universities and other partners collaborating in your project before you submit** and supply **proof of their participation in your application** (e.g. a positive answer via email).

02

Submit your proposal using the **online form**. For the **proposed budget**, download the **form**, fill it in and upload it when prompted during the submission process. You will be asked to submit **proof of the current enrolment status of the main applicant**, as well as **proof of contact from all universities and all other collaborators in your project** (e.g. email confirmation or use this template).

03

Your proposal will be **reviewed** by a dedicated panel composed of students, academic and professional staff selected across CIVIS teams. The evaluation will focus on the project's contribution to the overall CIVIS Alliance project, as well as on its feasibility in terms of budget, content and objectives.

CIVIS Student-Led Project - Budget Planning Template

Project Title:	<Your project>
Project Coordinator:	<Your name>
	<Your university>
	<Your email>
Activity types:	<Do not fill, will be filled by CIVIS>

Please complete the green sections of the table below for requesting CIVIS for refunding the expenses :

Please consider this sheet as estimations for project planning

If the project is approved, the participants will provide supporting documents to the CIVIS Office of their home institution and they will be reimbursed on real cost incurred for the activities according to institutional travel and expenditure policy/regulations.

Mobility Expenses

[illegible]

NOTE: If the planned activity starts on the travel day and/or finishes on the return day, do not count these days as 'activity' days! If the activity starts at noon on Day 1 and finishes at noon on Day 2, there are 0 (zero) activity days. It's the logic of this spreadsheet... Also, please use standard CIVIS university abbreviations (see below), as 'UNIL' and 'UoG' trigger some calculations.

Other expenses

University where expenses will be processed	Type of Expense	Description	Currency	Estimated Expense	deduct UNIL & UoG expenses
	communication and dissemination		EUR	0,00	0,00
	Organisational costs such as catering		EUR	0,00	0,00
	Group travel expenses		EUR	0,00	0,00
	Other expenses				0,00
			EUR	0,00	0,00
	communication and dissemination		EUR	0,00	0,00
	Organisational costs such as catering		EUR	0,00	0,00
	Group travel expenses		EUR	0,00	0,00
	Other expenses		EUR	0,00	0,00
			EUR	0,00	0,00
			EUR	0,00	0,00
Sub-total					0,00

NOTE: If there are costs at several universities, please split the budget accordingly (as closely as you can foresee). If you need more lines, please feel free to add them, but make sure the logic in the spreadsheet (sums for sub-totals and total) is left intact and still works - check it by adding-up manually if unsure! Also, please use standard CIVIS university abbreviations (see below), as 'UNIL' and 'UoG' trigger some calculations.

TOTAL

The maximum amount per project is **10 000 EUR**. The participants of UNIL and UoG can receive additional budget exceeding the 10 000 EUR limit per project.

0,00

APPLICANT COMMENTS (optional - clarification of additional needs)

University	CIVIS Abbreviation	Institutional Coordinator	IC Email
Aix-Marseille université	AMU	Maud Rebibou	maud.rebibou@univ-amu.fr
National and Kapodistrian University of Athens	NKUA	Ilias Antoniou	ilantoniou@uoa.gr
University of Bucharest	UB	Raluca Amza	raluca.amza@erasmus.unibuc.ro
Université libre de Bruxelles	ULB	Marie Ugeux	Marie.Ugeux@ulb.be
University of Glasgow	UoG	Celine Reynaud	civis@glasgow.ac.uk
University of Lausanne	UNIL	Florence Emery	florence.emery@unil.ch
Universidad Autónoma de Madrid	UAM	Tina Fernández	tina.fernandez@uam.es
Sapienza Università di Roma	SUR	N.N.	civis.sapienza@uniroma1.it
Paris Lodron University of Salzburg	PLUS	Eva Léchelle	eva.lechelle@plus.ac.at
Stockholm University	SU	Erik Rosenberg	erik.rosenberg@su.se
Eberhard Karls Universität Tübingen	UT	Anna Thorwart	anna.thorwart@uni-tuebingen.de

Letter of Support for Applications to CIVIS Calls for Student-Led Projects

*A letter of support is required for **every university involved in the organization of the project** (e.g. where activities take place or expenses are incurred, including student mobilities from that university) and for **any other partner in the project** (e.g. academics, local partners or CIVIS Open Labs) to submit a project to the CIVIS Call for Student-Led Projects. This ensures that each university is aware of the project and that budgets are pre-checked in accordance with both CIVIS and local regulations. **For more information, please consult with the CIVIS Local Contact for student-led projects at your university.***

Title of Project: _____

Name of the coordinator of the application: _____

Coordinating University: -- please select -- 

Participating Universities: _____

Participating Local Partners: _____

☐ I, the undersigned **local CIVIS Institutional Coordinator**, after a careful review of its budget components, am aware of and support* the application, as stated above in this Letter of Support.

☐ I, the undersigned **local CIVIS Open Lab Coordinator** am aware of and support* the application, as stated above in this Letter of Support.

☐ I, the undersigned **local or academic partner** am aware of and support* the application, as stated above in this Letter of Support, representing the following organization or faculty/department and role in the project:

Organization / Fcty/Dpt: _____

Role in the Project: _____

CIVIS University (optional for external partners): -- please select -- _____

Name: _____

Position: _____

Date: _____

Signature

Stamp (optional)

** This Letter of Support does not imply any promise of financial or material support from the signatory.*

civis.eu

amU
Aix
Marseille
Université

HELLENIC REPUBLIC
National and Kapodistrian
University of Athens

UJAB
UNIVERSITÉ
LIBRE
DE BRUXELLES

UNIVERSITY OF
BUCHAREST

University
of Glasgow

Unil
UNIL | Université de Lausanne

UAM
Universidad Autónoma
de Madrid

SAPIENZA
UNIVERSITÀ DI ROMA

PARIS
LODRON
UNIVERSITÄT
SALZBURG

Stockholm
University

FRIEDRICH-KARL
UNIVERSITÄT
TÜBINGEN

What's the Timeline?

18 March 2025: Call opens

2 April 2025: Info-Session at 6 p.m. CEST (5 p.m. WEST, 7 p.m. EEST)

30 April 2025: Submission DEADLINE

May - June 2025: Evaluation period

July 2025: Results and detailed planning phase

August 2025 to June 2026: Implementation of the project

CIVIS Student-Led Projects **must be designed to be achievable with the budget restrictions** set out below and should expect to **run for no longer than one year**. In particular, student-led projects supported by this call **should be designed to start at the beginning of the 2025-2026 academic year and should be completed by June 30th, 2026.** If your project can be repeated in a series annually (or another interval), be sure to watch out for a fast-track approval in subsequent iterations of this call!

The financial and mobility reports will need to be supported by documents. So obtain and keep relevant papers, such as certificates of attendance and bills for all expenses! The ICs can help you there.



A decorative graphic consisting of several colored circles of varying sizes. The circles are in shades of green, yellow, red, blue, and purple. They are scattered across the upper and right portions of the slide, with a large yellow circle being the most prominent.

What to do to **Make It Work?**

You need help?
Don't know how to find partners?
Create a budget form or a report?

There's help in CIVIS!

I'm Lost! What help and support is there?

For each project, based on the specific needs of the project, **some mentoring and support** will be provided.

Watch the call website!

- CIVIS Local Contacts will support the administration of student-led projects, in particular the planning and administration of the budget;
- CIVIS communication channels could share their project communication;
- Standard mobility procedures which are supported as usual at each university;
- Student Council, which will endorse all projects;
- CIVIS Open Labs coordinators, if applicable, as well as other relevant CIVIS members and groups;
- Structural support provided by the standard CIVIS structure for any CIVIS activity, e.g. for mobility and communication needs (via the CIVIS Local Contacts).



Communicate, communicate, communicate

Follow your project journey -
use small bits of information to
document your work.

PHOTO

Share the steps on your channel

(Save for your report!)

blog

Share milestones on
social media

Think of communication and
dissemination from the outset

podcast

CIVIS is a journey: Tell the travel story of your project!

VIDEO

social media feed

You don't have to write
a term paper (a.k.a. a
boring report) – feel
free to do something
creative, using the
steps you created
along the way!

TEXT

Let the CIVIS Comms people
know – we will spread the word

storyboard

Get people's attention
– find people who want to be in on your project



What Happens Next?

Evaluation: The evaluation is divided into two steps, which is why it may take some time.

Step One: Your proposal will be reviewed by a dedicated panel composed of students, academic and professional staff selected across CIVIS teams. The evaluation will focus on the project's compliance to the listed criteria, as well as on its financial feasibility.

Step Two: If it passed the first step, your proposal will be evaluated by two independent reviewers. These come from the CIVIS academic community and other relevant CIVIS groups and they will assess the quality of your proposal.

Results: The assessment panel will submit its recommendations first to CIVIS Student Council for endorsement, then to the CIVIS Management Committee and CIVIS Steering Committee for final validation and budget approval.

Follow-up: Once your proposal is validated, you will be required to report on your activity and its implementation. In particular, a financial and a mobility report will be required.

Don't Be a Stranger!

Contact the Student-Led Projects Team:

student-call@lists.civis.eu

Contact the CIVIS Student Council:

student@lists.civis.eu

... or contact your local
CIVIS Institutional Coordinator (IC)
(see list on the call website)



CIVIS Local Contacts



University		Name	Email
Aix-Marseille Université	AMU	Maud Rebibou	maud.rebibou@univ-amu.fr
National and Kapodistrian University of Athens	NKUA	Ilias Antoniou	ilantoniou@uoa.gr
University of Bucharest	UB	Raluca Amza	raluca.amza@erasmus.unibuc.ro
Université libre de Bruxelles	ULB	Marie Ugeux	Marie.Ugeux@ulb.be
University of Glasgow	UofG	Celine Reynaud	civis@glasgow.ac.uk
University of Lausanne	UNIL	Florence Emery	florence.emery@unil.ch
Universidad Autónoma de Madrid	UAM	Tina Fernández	tina.fernandez@uam.es
Sapienza Università di Roma	SUR	CIVIS Office	civis.sapienza@uniroma1.it
Paris Lodron University of Salzburg	PLUS	Eva Léchelle	eva.lechelle@plus.ac.at
Stockholm University	SU	Erik Rosenberg	erik.rosenberg@su.se
Eberhard Karls Universität Tübingen	UT	Anna Thorwart	anna.thorwart@uni-tuebingen.de



More information on

civis.eu



**Follow the CIVIS Student
Council on Instagram,
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<https://civis.eu/en/engage/student-engagement/student-led-projects/student-led-projects-call-2025>