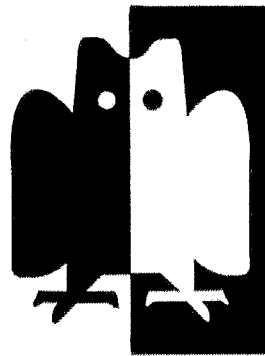


FACHSCHAFTSETAT

2022



AStA

Fachschaftsreferat

Informationen über Fachschafts- und Reisekostenetat
sowie Auszug aus der Finanzordnung der
Studierendenschaft.

Vorwort

Liebe Fachschaftsräte,

auch dieses Jahr haben wir euren Etat anhand der aktuellen Studierendenstatistik (WS 21/22) berechnet und veröffentlichen die Berechnung in der unten aufgeführten Tabelle. Des Weiteren haben wir euch die wichtigsten Informationen über euren Etat, Berechnungsgrundlagen und Reisekostenerstattung zusammengefasst.

Wenn ihr noch weitere Fragen habt, dann meldet euch einfach bei mir. Ich bin per Mail unter der Adresse fachschaften@asta.uni-saarland.de zu erreichen. Telefonisch (0681/302-2945) oder persönlich könnt ihr mich während einer vorher vereinbarten Sprechstunde erreichen.

Ich wünsche Euch viel Erfolg und Freude bei der Arbeit.

Maxime Jung

Eure Fachschaftsreferent des 68. AStA

Impressum

Der Fachschaftsetat 2022 – Der Finanz-Reader
von Maxime Jung
Jahr 2022

Herausgegeben durch den
68. AStA der Universität des Saarlandes
Campus Gebäude A5.2
66123 Saarbrücken

Dear student representatives,

Also this year we calculated your budget based on the current student statistics (WS 21/22) and publish the calculation in the table below. We have also summarized the most important information about calculation bases and reimbursement of travel expenses for you. your budget

If you have any further questions, just contact me. I can be reached by email at the address fachschaften@asta.uni-saarland.de. You can reach me by phone (0681/302-2945) or in person during a previously agreed consultation hour.

I wish you a lot of success and joy at work.

Maxim Young

Your student representative of the 68th ASTA

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The budget reader

I. The budget of the student body

The budget of the student body is drawn up once a year by the student parliament. The budget for the financial year 2022 has a total volume of 4,116,450.00 euros. This sum results exclusively from a part of the semester fee that every student has to pay when enrolling or re-registering. More accurate:

- 128.00 euros for the semester ticket (until the end of the summer semester 2022)
- 13.00 euros for the ASStA contribution (until the end of the summer semester 2022)

Almost 4.1 million euros sounds a lot at first, but if you consider that the semester ticket costs around 3.7 million euros, you realize that the largest part of the sum is purely a transitory item. The ASStA is thus left with an amount of 388,450.00 euros in this budget year.

To give you an insight into the household structure, here are some titles:

- Contributions to the holiday sports program
- Contributions to college sports
- Grants to the student bicycle workshop
- Contributions to the Saarland State Theater to give students a free allow access to the theatre

Of course, there are also titles that include material, personal, publication, Cover event and equipment costs.

II. The student council finances

An annual amount from the budget is also available to the student councils, which is considered in three titles.

1. Expenses for ongoing business needs" are reimbursed from the so-called "material administrative expenses". However, the amount is capped by the budget made available to you (see table below).
2. Travel expenses are reimbursed from the travel expenses budget. The conditions for this are, above all, that an elected FSR member drives and your trip falls under the concept of a business trip according to §8 of the financial regulations of the Saarland University student body.

3. You can also apply for technical devices. Funds for this have been set aside in the budget. Important: We only purchase technical equipment that you need for the usual student council work, so-called "initial equipment" (e.g.: PC, printer).

III. The travel budget

The budget for travel expenses serves to finance business trips within the meaning of the financial regulations of the Student body of the U.S. Related applications, e.g. for student council conferences and Congresses (except for excursions) must be booked before the registration and before the start of the journey ASTA Fachschaftsreferat.

The application will be processed depending on the submission of all required documents (see form). Attendance put to vote in an ASTA or Stupa session.

Here is an overview of the process:

When:	Was:
14 days before departure	Application for travel reimbursement place at the for a specialist report
Return at the latest	7 days after the original of the following documents must be submitted: <ul style="list-style-type: none"> - Ticket(s) - Participation certificate - Receipt of conference fees - Receipt of other expenses. Signed travel report
After filing documents	up to EUR 250.00/travel duration up to 5 days: vote on the application at the next ASTA meeting (once a week during the lecture period, during the lecture-free period every 2nd weeks) From EUR 250.00/ travel duration over 5 days: vote on the application at the next StuPa meeting (once a month)

Important: Please comply with the deadlines and all other regulations from the financial regulations of the UoS student body (see appendix)!

You will receive the application and all further information from your departmental department.

NOTE: Please try to travel to the venue as sustainably as possible, e.g. by train instead of by car!

IV. The student council budget

The student council budget is calculated according to a fixed key. Each student council receives the base amount of 75.00 euros and an amount for each enrolled student. This amount is EUR 0.08 for student teachers and EUR 0.15 for all other students.

Info: We determine the number of students enrolled in your field of study every year based on the student statistics from the Student Secretariat for the respective winter semester.

(See: www.uni-saarland.de/universitaet/portaet/profil/zahlen/studentenstatistik.html)

It is important to know that only certain purchases or projects can be paid for from your budget. This is because your fund is included in the "Acceptable Administrative Expenses" title and only expenses that fall under that purpose can be made. The fund can therefore be used for the following:

1. Production of printed matter

The AStA has a photocopier, a cutting and folding machine. With these devices you can, for example, create invitations, posters for events, student council newspapers, annotated course catalogues, lecture comments, scripts, flyers, election announcements and the like. Various paper formats (A4, A3) in many colors are always in stock. You can also print posters up to DIN A3 size with us.

NOTE: Printing, copying and everything else can ONLY be done during the office hours of the departmental departments.

2. Postage and stationery

The AStA office can use the franking machine to frank all letters. Our office takes care of the franking and shipping. All incoming letters are processed daily around 10:00 a.m. If you have mail to send, you can hand it in to the office, naming the student council, so that the postage costs can be deducted from your budget. The opening hours of the office can be found on the AStA homepage.

3. Office supplies

You can get all the office supplies you need for the daily work in your student council at the AStA. This includes pens, rulers, erasers, sharpeners, correction fluid, stamps, ink pads, folders, document sleeves, scissors, glue, staplers, hole punches, paper clips, drawing board pens, envelopes, paper, filing boxes, adhesive tape, highlighters and (print) cartridges, etc., but no technical devices.

If you need office supplies, please write sekretariat@asta.uni-saarland.de stating:

to the office one Mail

- Name
- Student Council
- Phone number (where you can be reached reliably)

As a rule, we have the items in stock and you can pick them up within one day. If this is not the case, the items will be ordered by the office as quickly as possible.

Important: It is NOT

possible to settle the costs for office supplies you have bought yourself via the student council budget!

4. Basic telephone connection charges

You can also have the basic fees (EUR 1.00/month) for the telephone connection with the university connection in the student council room reimbursed from the student council budget.

However, any speaking fees incurred will not be reimbursed.

Please submit the invoices to the ASiA accounting department as soon as possible. The easiest simply give the invoice to the office and they will forward it to the accounting further.

Important: Unfortunately, invoices that are too long ago can no longer be accepted!

5. Budget calculation

No.	Student Council	Number of students (including teaching degree)	Budget in euros
1.	classical studies	111	91.65
2.	English Studies	674 (345)	147.90
3.	Bachelor + MINT	212	106.80
4.	biology	362 (75)	124.05
5.	biotechnology	49	82.35
6.	Border Studies	27	79.05
7.	Chemistry	391 (132)	124.41
8.	nutritional sciences	37	80.55
9.	European Studies	25	78.75
10.	evangelical theology	111 (70)	86.75
11.	German Studies	757 (387)	161.46
12.	Story	418 (210)	123.00
13.	Historical oriented cultural studies	257	113.55

14	computer science courses	2041 (30)	379.05
15	engineering	234	110.10
16	Catholic theology	141 (113)	88.24
17	Classical Philology	45 (32)	79.51
18	comparative studies	29	79.35
19	art history	163	99.45
20	Primary school teacher	235 (235)	97.08
21	Secondary education	1232 (1232)	173.56
22	Materials Science and Materials Engineering	235	110.25
23	Mathematics	444 (264)	123.12
24	medicine	1949	367.35
25	musicology	251 (76)	107.33
26	optional area	230	109.50
27	pharmacy	399	134.85
28	philosophy	382 (127)	123.41
29	physics	305 (76)	115.43
30	psychology	824	198.60
31	law Sciences	2554	458.10
32	Romance Studies	648 (231)	156.18
33	sports science	776 (184)	178.52
34	SpraWiTech	448	142.20
35	economics	1917	362.48
36	dentistry	158	98.7

Important:

Please be sustainable with your budget. This must last for a whole year and should not be spent all at once. In addition, please consider that from November to December the so-called November/December fever occurs and then no large orders can be made. We are happy to pass on office supplies that we still have in stock to the student councils.

V. Technical devices

Since 2015 you have also been able to apply for technical equipment from us under strict conditions. You can download the form for this from our homepage or get it directly from us.

However, only purchases that are absolutely necessary for your student council work will be approved. This includes basic equipment (PC and printer). If you also need a technical device, you must be able to give us a good reason for this!

Important: You are obliged to make the devices accessible to us once a year for an inventory close.

VI. Miscellaneous

1. Room equipment

Telephones and furnishings for student council rooms as well as renovation work are handled by facility management. The relevant application forms can be picked up from the offices listed above. You are welcome to contact us and we will support you!

2. Use of space for events

The student councils can contact the AStA directly for the use of the room for events and celebrations or similar. This applies in particular if costs would be charged in the event of a direct application to the university. You should not pay the corresponding bills immediately, but talk to the AStA first.

You can book the AStA Freiraum at the Campus Center for events. To do this, please contact the office in person (see AStA website for office hours) or send an email to sekretariat@asta.uni-saarland.de.

3. Equipment for events

Beer benches, beer tables, cookers and pavilions etc. that you need for events can be borrowed from the AStA. Please use our rental form, which can be found at <https://asta.uni-saarland.de/leih/>. Our stock of equipment is limited, so please inquire as soon as possible!

We wish you every success with your student council work in 2022 and hope that we can support you in the best possible way!

VII. Appendix: Financial regulations of the student body of the Uds

Excerpt from the service bulletin of Saarland universities

Issued on Saarbrücken, 06/18/2012, No. 15

Financial regulations of the student body of Saarland University
from 02/06/2012

SERVICE BULLET
OF THE UNIVERSITIES OF THE SAARLAND

2022	Issued on Saarbrücken, August 11, 2022	No. 50
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UNIVERSITY OF SAARLAND

Page

Financial regulations of the student body of Saarland University
Dated March 3, 2022.

528

Financial regulations of the student body of the university of the Saarland

Dated March 3, 2022

The student body of Saarland University has based on § 83 of the Saarland Higher Education Act - SHSG - of November 30, 2016 (Official Gazette I p. 1080), last amended by Article 5 of the law of December 8, 2021 (Official Gazette I p. 2629,2637) the following financial regulation of the student body of Saarland University was decided, which is hereby promulgated after approval by the University Executive Committee.

1. Management of finances

§1 Budget

(1) The budget is the basis for the budget and economic management of the student body. It serves to determine and cover the financial requirements that are necessary to fulfill the tasks of the student body.

(2) The budget authorizes the ASTA to make expenditures and obligations enter into.

(3) The budget does not establish or establish any claims or liabilities raised up.

(4) All income and expenditure must be estimated for the financial year and included in the budget. Expenditure and income must be balanced for each financial year. The financial year (accounting year) begins on January 1st and ends on December 31st of each year.

(5) Remarks on mutual cover eligibility are only to be provided for titles that are to be used to fulfill similar or related tasks.

(6) Parliament has the power to decide on the use of excess income and expenditure decide on.

(7) Taking out loans is not permitted.

Resolution

(1) The budget is to be approved by the student parliament before the beginning of the financial year.

(2) If the resolution on the new budget is not reached before the end of the financial year, the executive can base the new budget on a twelfth of the provisional budget in terms of income and expenditure per month until the budget for the current financial year is passed.

(3) Changes to the budget plan during the financial year are to be resolved in a

supplementary budget. (4) The second authorized signatory has a Right to object, exercised within 48 hours of receipt of the decision must become.

(5) If such an objection has been raised, it must be discussed and decided again. Will dem If the objection is not upheld, a majority of is required for the final decision two-thirds of the Members present.

\$3 responsibility

(1) The responsibility for the financial management of the organs of the student body lies with the authorized signatories. It cannot be ruled out.

(2) Parliament transfers responsibility for financial management to a consultant. This person is the second person authorized to sign. If the student parliament confirms a co-referee for finances, this is the deputy second authorized signatory.

(3) All petty cash is managed by the ASIA chairperson, the deputy authorized signatories or the person designated in accordance with paragraph 2. The Management of petty cash can be delegated.

(4) Money transactions are to be carried out without cash if possible. The cash amount of a petty cash box should not exceed €300.00. Records must be kept for each cash register. They are to be closed daily, but at least after income or expenditure has taken place.

(5) In dealings with banks, two persons are jointly authorized to sign: the chairperson of the ASIA or the deputy authorized to sign

Chairperson and the second person authorized to sign or the deputy person authorized to sign.

(6) The accounting is carried out using the method of cameralistic bookkeeping in accordance with the statutory provisions.

(7) Persons are not allowed to determine invoice documents that relate to their own person.

S4

Third Party Relationships

(1) Grants or other monetary benefits to persons and groups that are not statutory bodies of the student body may only be granted to fulfill the statutory tasks of the student body. Grants or other pecuniary benefits are only given to third parties if the fulfillment of these tasks by the student body itself would only be possible with disproportionate additional effort.

(2) For the granting of funds in accordance with paragraph 1, it must be ensured that they are in accordance with used for the intended purpose and billed immediately. The principles of Efficiency and economy must be taken into account.

(3) Parliament shall decide on the granting of the grant in accordance with Paragraph 1 if it is to be granted repeatedly or if it exceeds an amount of EUR 250,00 in an individual case.

5

5 Assets of the student body

(1) A register must be kept of the assets of the student body.

(2) An inventory is to be taken at the end of each financial year.

S6

Audit

(1) The student body is obliged to close the books of the student body at the end of the financial year (annual financial statement) and to present them for review. The degree is drawn up by the chair of the ASiA and approved by the study parliament. It will be brought to the attention of the Executive Committee.

(2) After the end of each financial year, the books of the student body can be checked by the internal audit department of Saarland University. Alternatively, the student parliament can also decide after the end of each financial year that the books of the student body are replaced by a

Wirtschaftsprüfungsgesellschaft in the sense
of Wirtschaftsprüfungsordnung be checked.

of 6th section the

(3) The audit report of the internal audit or the auditing company is to be submitted to Parliament by the ASTA chair, which decides on the discharge of the authorized signatories.

§7

Budget and Finance Committee

(1) The Budget and Finance Committee and the Student Parliament have the right, with a simple majority, to carry out an audit of financial management at any time.

(2) The ASTA is obligated to support the Budget and Finance Committee in the examination, to grant it access to all records and to provide any information. Upon request, the ASTA is also obliged to notify the committee of every opening and closing of a petty cash register.

2. Reimbursement of travel expenses

§8

definition

(1) Business trips within the meaning of these financial regulations are trips on behalf of the student body of Saarland University that serve exclusively to carry out the tasks of student interest representation.

(2) Journeys between the place of residence and the office are not business trips within the meaning of these financial regulations.

§9

means of transport

Business trips within the meaning of these financial regulations are generally carried out using any means of transport, with the exception of air travel. If possible, the cheapest option should be used.

Section

10 Consent

(1) Business trips require the approval of the ASTA. The ASTA application forms must be used for this purpose. The application for reimbursement of travel expenses should be submitted no later than 14 days before the start of the trip. The ASTA must check the content of the application before approving it. For this purpose, the application must be submitted to the responsible department

and can usually be discussed personally with him. This is followed by the application being submitted by the responsible department at the next ASiA meeting and the corresponding decision by the ASiA.

(2) The ASiA approves the trips within the framework of the budget for granted to a maximum of two people.

(3) Reimbursement of travel expenses for business trips of more than five days or The student parliament decides on reimbursable costs of more than €250.00.

(4) The reimbursement of travel expenses for business trips is subject to a report on the content of the trip.

§11

settlement

(1) Each business trip must be settled with the ASiA no later than 6 months after the return.

(2) The following documents must be submitted.

1. Ticket and
2. Certificate of Participation,
3. receipts for conference fees, if applicable,
4. Original receipts for other costs (such as fuel receipts),
5. Report of the trip.

§12

exam

(1) The travel expense reports are checked by the ASiA and signed "factually correct" after the original receipts to be submitted according to § 11 paragraph 2 are available.

(2) When accounting for travel expenses, an accounting form from the student body must always be used.

§13

Reimbursement of travel expenses

(1) Travel expenses up to the amount of the fare for 2nd class Deutsche Bahn AG are reimbursed by the student body. If possible, reduced-price tickets should be used.

(2) For routes that, for good reason, are not connected to regular services

means of transport have been covered, the necessary costs incurred will be reimbursed. If there are no valid reasons, the total reimbursement may not exceed the amount from paragraph 1. The decision as to whether there is a valid reason lies with the AStA meeting.

(3) When using a private vehicle, €0.25 per km will be reimbursed. However, the total reimbursement may not exceed the amount from § 13 paragraph 1.

(4) Costs for renting a rental car will not be reimbursed.

§14

Reimbursement of daily allowances

For business trips within the meaning of these financial regulations, daily allowances of €10.00 for meals and €20.00 for accommodation are reimbursed per full calendar day.

§15

reimbursement of conference fees

(1) Conference fees are usually reimbursed.

(2) If the conference fees include accommodation and/or meals, then the corresponding flat rate from § 14 does not apply.

3. Interpretation and Final Provisions

§16

Interpretation

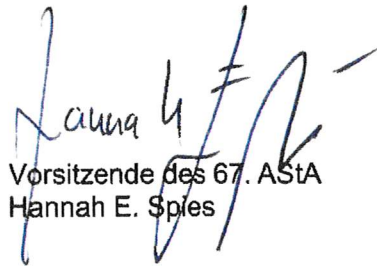
The provisions of the LHO (Saarland State Budget Code), HS (Saarland Budget System) and SRKG (Saarland Travel Expenses Act) apply to the interpretation of these regulations and to the cases not regulated in these regulations.

§ 17 Schlussbestimmungen

(1) Diese Ordnung tritt am Tage nach ihrer Bekanntmachung im Dienstblatt der Hochschulen des Saarlandes in Kraft. Zum gleichen Zeitpunkt tritt die Finanzordnung der Studierendenschaft der Universität des Saarlandes vom 6. Februar 2012 (Dienstbl. S. 87) außer Kraft.

(2) Änderungen dieser Ordnung beschließt das Studierendenparlament mit der Mehrheit seiner Mitglieder.

Saarbrücken, 12. Juli 2022


Vorsitzende des 67. AStA
Hannah E. Spies




Vorsitzende des 67. AStA
Irini Tselios


Vorsitzender des 67. StuPa
Lukas Redemann

