

CIVICA

THE EUROPEAN UNIVERSITY OF
SOCIAL SCIENCES



CIVICA STUDENT ENGAGEMENT FUND

Detailed Guide for Bocconi Students Associations

AY 2025/26

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1. CIVICA & ACTIONS FOR THE CIVICA STUDENT COMMUNITY

CIVICA – The European University of Social Sciences - brings together **ten leading European higher education institutions in the social sciences** and aims to build an inter-university campus that provides joint and long-lasting opportunities in teaching, research and innovative learning, while enhancing academic excellence and facilitating civic engagement in Europe and beyond.

CIVICA was selected by the **European Commission in 2019** as one of the pilot **European Universities** and confirmed as successful alliance in 2022 for its full rollout under the Erasmus+ programme.

CIVICA members are:



Italy



Austria



Intergovernmental



Germany



Spain

new member as of October 2022



Romania

SciencesPo

France



Poland

new member as of October 2022



Sweden



United Kingdom

Under the leadership of **SGH Warsaw School of Economics**, CIVICA partners are developing a **framework to foster students' engagement within the CIVICA alliance** while strengthening their sense of belonging and shared identity, deeply rooted in European values and heritage.

The **CIVICA Student Engagement Fund (SEF)** is introduced as one of the initiatives facilitating **bridge-building between nations, cultures, and languages**, through inter-campus activities, networking and sharing of experiences.

2. THE CIVICA STUDENT ENGAGEMENT FUND (SEF) AT A GLANCE

The CIVICA Student Engagement Fund (SEF):

- Is a mini-grant funding scheme aimed at supporting student-led joint initiatives within the CIVICA alliance such as events (in-person or online), competitions, hackathons, digital activities etc.
- Will support up to 10 joint initiatives per academic year across the alliance, to be implemented during the **spring semester 2026**.
- Will foresee **one** centralized call for application in **academic year 2025/2026**, with application deadline in **November**.
- The design and operational implementation of the CIVICA SEF is coordinated **by SGH Warsaw School of Economics**.



PLEASE NOTE:

Student-led joint initiatives to be financed through the **CIVICA SEF** can be **proposed by**:

1. A project team formed by (at least) **2 registered student associations from at least 2 CIVICA partner universities**. In this case, members from all the student associations are expected to work on implementing the joint initiative.

OR

2. An ad-hoc project team formed **by students** representing a minimum of 2 CIVICA partner universities declaring to work on the initiative. In this case, team members can include both student association members and unaffiliated students willing to work together.

Student Representation Groups and the Student Media Center at Bocconi are NOT eligible to apply for SEF funding.

3. SEF: ELIGIBILITY CONDITIONS OF JOINT INITIATIVES

To qualify for SEF fundings, student-led joint initiatives must meet the following criteria:

1. Be implemented either by registered student associations or by an ad-hoc project team representing at least 2 CIVICA partner universities
2. Be fully compliant with local rules and regulations governing student-led initiatives at each partner university involved
3. Bring **added value to students from the CIVICA alliance** as well as creating a **positive impact** for the respective students' communities;
4. Be aligned with one of the following 4 **thematic priorities** of CIVICA



IMPORTANT NOTES FOR BOCCONI STUDENTS:

- In order to qualify for SEF funding, projects/initiatives **MUST be fully compliant** with the **CASA Committee Regulations** (see [here](#)) and **MUST receive formal pre-approval**.
- Involvement of **any third party outside of the CIVICA alliance** (es. companies/institutions etc) **MUST** respect the detailed provisions explained in the **CASA Regulations** (see [here](#)) and **MUST receive formal pre-approval**.

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OR with **other EU priorities** (sustainability, diversity&inclusion, etc.)

OR addressing **global/societal challenges**

OR having a **core emphasis on Social Sciences** (Law, Economics, etc).

4. SEF: MODALITIES OF FINANCING - AT A GLANCE

- Funding of joint initiatives will be **shared equally** (or as evenly as possible) **between the partner universities involved, keeping in mind the following limits:**
 - Each university can allocate a **maximum of 3.000 EUR per single initiative** in which its students associations or students take part within the SEF framework.
 - The **total cumulated funding request** per single initiative **cannot exceed 10.000 EUR**.
- Each student association/dedicated project team will thus be funded **by the dedicated CIVICA budget of the respective home university** for the **respective portion** of the joint initiative they will implement.

IMPORTANT NOTE FOR BOCCONI STUDENTS: all approved expenses will be managed by Bocconi on behalf of its students and will not be transferred to the student associations

PLEASE NOTE:

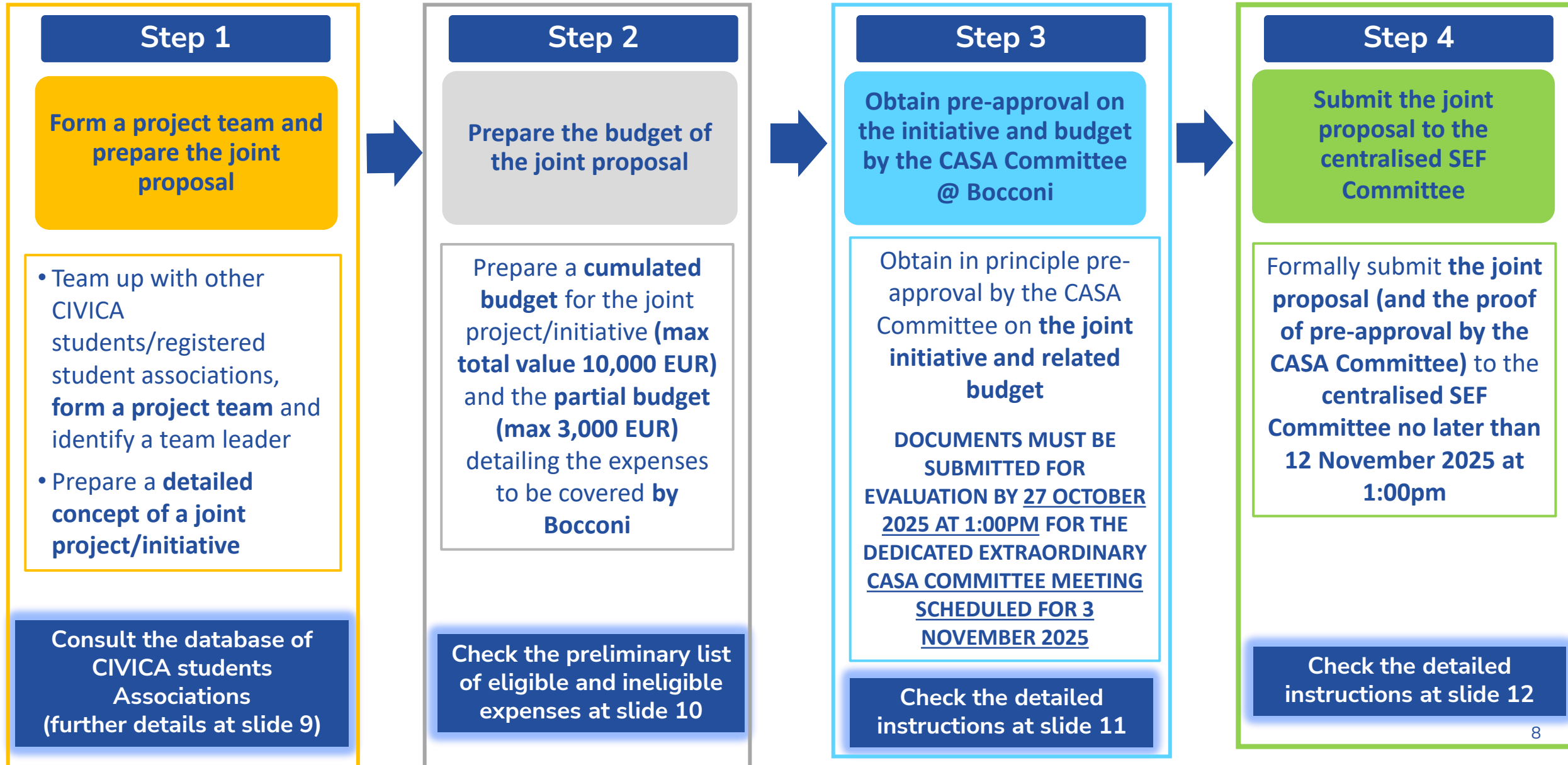
The CIVICA SEF will cover only those expenses that are **directly related to the joint initiative**, provided they are:

1. realistic
2. in line with the expected results
3. compliant with Partner Institutions' administrative rules
4. eligible according to Erasmus+ grant funding rules.

**Check the preliminary list
of eligible and ineligible
expenses at slide number
10**

5. SEF: PREPARATION OF JOINT PROJECT PROPOSALS – PROCESS OVERVIEW

The full process for Bocconi students (and additional resources available to guide each step) is detailed here below:



5.1 DATABASE OF CIVICA STUDENTS' ASSOCIATIONS

- In order to foster and facilitate cross-campus collaboration, SGH Warsaw School of Economics has compiled a **database of registered students' associations of the CIVICA alliance**
- The **database** is available at the following website: [Student associations | Civica](#)



Join us

Students from all CIVICA member institutions are welcome to join associations. Being part of a student association is a unique opportunity to enhance your academic journey, develop leadership skills, and build lifelong connections across Europe.

Ready to make an impact? Please find below the links of the student associations per institutions

[Bocconi](#)

[CEU](#)

[EUI](#)

[Hertie](#)

[IE University](#)

SNSPA - the League of Students of SNSPA - email address: contact@lsspa.ro

[Sciences Po](#)

[LSE](#)

[SGH](#)

[SSE](#)

5.2. LIST OF ELIGIBLE AND INELIGIBLE EXPENSES

The preliminary list of **Eligible** and **Ineligible** expenses follows here below:



ELIGIBLE EXPENSES

- **Travel and accommodation expenses** for students, staff or faculty of the CIVICA alliance
- **Catering** for in-person events or meetings (excluding alcoholic beverages)
- **Material and consumables** for on-site or blended initiatives (including promotional materials)
- **Copyright expenses**, e.g. in case of film screenings or initiatives that require music or videos to be played or used;
- **Services for events organization** (set up, cleaning, security, IT/audio or video support)

INELIGIBLE EXPENSES



- **Fees or travel expenses for external guests and third parties** (including travel reimbursement)
- **Salaries of any kind**
- Alcohol, entertainment or gifts
- **Expenses representing an indirect transfer to external organizations**

IMPORTANT NOTE FOR BOCCONI STUDENTS

In case of any doubt on expenses eligibility, please do not hesitate to reach out to civica@unibocconi.it for any question

5.3. PRE-APPROVAL BY THE CASA COMMITTEE @ BOCCONI

In order to obtain the required **pre-approval by the CASA Committee**, Bocconi students associations **MUST** send **via email to comitatocasa@unibocconi.it and civica@unibocconi.it** the following documents:

1. A **detailed description** (**Application form**) of the joint initiative proposed, clearly specifying:
 - The CIVICA students/students' associations involved in the joint proposal
 - The Format (on-line vs in-person)
 - The Ideal location (for in-person activities only)
 - The tentative Dates (if any)
 - A short Bio of speakers or moderators (if applicable)
2. **The detailed budget** (**Budget form**) of the initiative, clearly specifying:
 - The type of expenses foreseen
 - The partial budget to be covered by Bocconi University

Please note: documents must be submitted via email to **comitatocasa@unibocconi.it and civica@unibocconi.it** no later than **27 October 2025 at 1:00pm (Milano time)**.

All proposals will be discussed and formally evaluated during a dedicated extraordinary session of the **CASA Committee scheduled for 3 November 2025**.

5.4 SUBMISSION OF A JOINT PROPOSAL TO THE CENTRALISED SEF COMMITTEE

After obtaining the official pre-approval, formally submit **the joint proposal** to the centralised SEF Committee **no later than 12 November 2025 at 1:00pm** as per the following instructions:

- a) Access my.civica.eu with the credentials from your home institution;
- b) Open the link <https://whaller.civica.eu/org/15773/forms/201> still using the same browser and complete the online form.

THE JOINT PROPOSAL MUST INCLUDE:

- 1) **The Application form** duly filled in, clearly specifying:
 - **List and contact details** of all students involved in the **implementation of the initiative**
 - Contact detail of a **project advisor** (staff or faculty) at one of the CIVICA institutions involved
 - **Detailed description of the initiative**, highlighting how it will involve students from at least two CIVICA partner universities and how it will benefit the respective students' communities
- 2) **The Budget form** of the initiative and the **detailed budgets per institution**
- 3) **Proof of in principle pre-approval** by the relevant bodies at each CIVICA partner involved in the joint initiative

IMPORTANT NOTES FOR BOCCONI STUDENTS:

- The proof of in principle approval by the CASA Committee at Bocconi **MUST** be shared in this phase
- If needed, the Bocconi CIVICA Project Manager at Bocconi (Michela Taddeo) is available to serve as project advisor. In case, please list her name and contact details as follows:

Michela Taddeo
michela.taddeo@unibocconi.it
tel. +39 025836 3007

6. SELECTIONS BY THE CIVICA CENTRALIZED SEF COMMITTEE

The **CIVICA centralised SEF Committee**:

- Convenes once per Academic Year
- Is **co-chaired by the CIVICA Secretariat and SGH Warsaw School of Economics**
- Is composed of 1 faculty/staff member per each CIVICA institution and of **all the members of the CIVICA Student and ESR Board**

The **CIVICA centralised SEF Committee** will carry out the final selection of the joint initiatives to be funded through the SEF. Evaluations will be based **on the following criteria**:

- **Relevance** and **added value** of the joint initiative/project.
- **Impact** on the respective students' communities, also in terms of number of students to be involved/reached
- **Adherence** of the initiative to **CIVICA thematic areas/EU strategic priorities/focus areas**
- **Quality** of the project/initiative and **adequate** budget.
- Equal and proportional distribution over institutions
- Diversity and complementarity of CIVICA partners involved

7. FAQs and CONTACTS – BOCCONI STUDENTS

WHO CAN I CONTACT FOR ANY DOUBT DURING THE PREPARATORY PROCESS?

- Please send an email to civica@unibocconi.it cc-ing comitatocasa@unibocconi.it, we'll get back to you ASAP in writing or set up a quick call via Teams if needed

MY REQUEST FOR SEF FUNDING HAS BEEN APPROVED, WHAT'S NEXT?

- You'll receive all **detailed instruction from Bocconi staff on how to proceed with reference to the use of funding** – Please do not make any financial commitment before having received the instructions!!
- Be aware that for **all initiatives financed through the SEF, ad hoc communications materials MUST** display the **EU funding emblem**. Templates and logos will be provided in due time.

For general inquiries about the **CIVICA Student Engagement Fund** (SEF) please send an email both to:
civica@unibocconi.it AND **comitatocasa@unibocconi.it**