

ALLOCATION RULES

1. Individuals

1.1 Who is entitled to apply for grants from the Centre for Continuing Education for Academics?

Those entitled to apply for grants from the Centre for Continuing Education for Academics are the members of the following member associations of the Association of Academics (Bandalag Háskólamanna - BHM), for whom membership fees have been paid to the Centre for Continuing Education for Academics.

The Icelandic Veterinary Association, the Icelandic Society of Radiographers, the Association of University Graduates Ministry Employees, the Association of Icelandic Social Scientists, the Union of Natural Scientists, the Icelandic Association of Biomedical Scientists, the Icelandic Association of Social Workers, Fræðagarður, the Icelandic Occupational Therapy Association (IOTA), the Union of Economists, the Icelandic Actors' Union, the Icelandic Midwives' Association, the Union of Archive and Information Specialists, the Union of Nutrition Scientists, the Lawyers' Union, the Icelandic Psychological Society, the Union of Physiotherapists and the Association of Social Educators.

Members employed by public bodies governed by Act No. 94/1986 are considered full members as soon as payment of membership fees begins. Otherwise, entitlement begins when membership fees have been paid for 6 months.

Membership fees may be paid for up to a year after loss of work to maintain entitlements with the Centre for Continuing Education for Academics. Employees on maternity/paternity leave can obtain a grant if membership fees are paid to the Centre.

1.2 Conditions that programmes must fulfil

If a programme accords with the career development plans of the applicant¹, as confirmed by a superior, the allocation of the grant is independent of the employee's employment ratio.

If such confirmation is not available, the entitlement to apply is generally dependent on the programme being at university level or being an aspect in the career development² of the applicant. The application must be justified in this respect. The selection of an overseas

¹ The career development plan relates to career development in the employee's current employment. The plan is based on the joint conclusions of the employee and the employee's superior with the needs of the employee and the organisation in mind. The goal is to increase the effectiveness of the employee and the organisation, and the career development plan is approved by the superior.

² Career development involves developing professionally and adopting new knowledge, skills and ability.

location, moreover, must also be justified. A grant allocated according to these criteria is provided in accordance with the employment ratio of the applicant. This means that a person employed in a 50% position or less is entitled to a 50% grant, while a person with an employment ratio of more than 50% is entitled to a full grant.

1.3 What are grants allocated for?

The following are generally eligible for grants:

- A. Tuition fees
- B. Course fees
- C. Conference fees
- D. Travel costs (does not apply to travel within cities)³

1.4 Grant amount

The maximum grant amount is ISK 370,000 during each 24-month period.

1.5 Grant payment

Payment is made in exchange for the submission of the original copy of an invoice or its equivalent.

Grants from the fund are commonly paid on a monthly basis. Efforts are made to pay grants from the fund as quickly as circumstances allow.

1.6 Expiry of a promised grant

The payment of a grant is dependent on the submission of an invoice within three months from when the invoice was paid.

1.7 Termination of membership

Membership of the Centre for Continuing Education for Academics ends when the payment of the membership fee ceases.

2. Public bodies

2.1 Membership of the Centre for Continuing Education for Academics

Public bodies governed by Act No. 94/1986 and who pay membership fees to the Centre for BHM employees working for them are full members of the Centre for Continuing Education for Academics.

2.2 Conditions that programmes must fulfil

Programmes must accord with the goals of the public body as relates to career development issues and apply to the employees for whom the membership fee is paid to the Centre for Continuing Education for Academics.

The Centre for Continuing Education for Academics supports the following:

- A. *Career development plans*

³ Travel costs include, among others, flights, train trips and accommodation costs.

Adopting active procedures in the preparation of career development plans within the public body.

B. Programmes based on career development plans

These are programmes that relate to the progress of public bodies and accord with the goals of the Centre in career development issues.

Programmes that are an integral part of the normal operations of the public body are not supported. The programme must involve a new approach and be innovative to gain support.

2.3 Grant amount

The Board of Directors decides the amount to be allocated in grants to public bodies in accordance with the focus areas of the Board as current. Decisions thereto will be announced on the website of the Centre. Grants are allocated to applicants on a quarterly basis.

3. Member associations

3.1 Membership of the Centre for Continuing Education for Academics

The following BHM member associations are entitled to apply for grants from the Centre for Continuing Education for Academics:

The Icelandic Veterinary Association, the Icelandic Society of Radiographers, the Association of University Graduates Ministry Employees, the Association of Icelandic Social Scientists, the Union of Natural Scientists, the Icelandic Association of Biomedical Scientists, the Icelandic Association of Social Workers, Fræðagarður, the Icelandic Occupational Therapy Association (IOTA), the Union of Economists, the Icelandic Actors' Union, the Icelandic Midwives' Association, the Union of Archive and Information Specialists, the Union of Nutrition Scientists, the Lawyers' Union, the Icelandic Psychological Society, the Union of Physiotherapists and the Association of Social Educators.

3.2 Conditions that programmes must fulfil

Professional courses, conferences and programmes relating to developments in the discipline or the work of unions are eligible for grants as regards the cost of lecturers and meeting rooms. Cost estimates and the settlement documentation must be submitted on completion of the conference, course or programme.

3.3 Grant amount

The Board of Directors decides the amount to be allocated in grants to member associations in accordance with the focus areas of the Board as current. Decisions thereto will be announced on the website of the Centre. Grants are allocated to applicants on a quarterly basis.

4. The Human Resource Office of the Ministry of Finances and Economy and the Association of Academics (BHM)

4.1 The entitlement of the Human Resources Office of the Ministry of Finance and Economy and the Association of Academics to grants

The Human Resources Office of the Ministry of Finance and Economy and the Association of Academics are entitled to apply for grants from the Centre for Continuing Education for Academics.

4.2 Conditions that programmes must fulfil

Courses, conferences and special initiatives intended to strengthen the career development and human resources of public bodies are eligible for grants.

4.3 Grant amount

The Board of Directors decides the amount to be allocated in grants to the Human Resources Office of the Ministry of Finance and Economy and BHM in accordance with the focus areas of the Board as current. Decisions thereto will be announced on the website of the Centre. Grants are allocated to applicants on a quarterly basis.