

## ALLOCATION RULES

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### 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 Háskólanna - 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 Society of Broadcast Journalists, 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 Association of Icelandic Priests, the Union of Archive and Information Specialists, 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 a total of six months, thereof three consecutive months before the grant event occurs.

#### 1.2 Conditions that programmes must fulfil

The following is eligible:

- A. Studies at university level
- B. Professional studies, courses and conferences related to the job or career development of the individual
- C. Language and information technology studies and courses

The selection of an overseas location for studies/a course must be justified. As a rule, grants are not allocated for self-help or self-reinforcement programmes (e.g. mindfulness courses, stress management courses, anti-burnout courses, etc.). Leisure courses are not eligible for grants.

#### 1.3 What are grants allocated for?

Grants are provided for the following cost factors:

- A. Tuition fees
- B. Course fees
- C. Conference fees
- D. Travel costs incurred by A-C. <sup>1</sup>

<sup>1</sup> Grants are provided for flight costs, accommodation costs and travel to and from domestic airports. No disbursements are made for travel within city limits, fuel, parking fees or car rentals.

#### **1.4 Grant amount**

- A. A monthly membership fee of ISK 2,100 or more carries entitlement to a full grant (a maximum of ISK 425,000 over a 24-month floating period, cf. Article 1.5)
- B. A monthly membership fee of ISK 1,050 to ISK 2,099 or more carries entitlement to a half-grant (a maximum of ISK 212,500 over a 24-month floating period, cf. Article 1.5)
- C. A membership fee of less than ISK 1,050 does not entitle a member to a grant.

#### **1.5 Time between grant disbursements**

The maximum grant, cf. Article 1.4, is allocated in a 24-month floating period, counting from the first disbursement (and subsequently from the first disbursement after renewal of the grant).

#### **1.6 Grant payment**

Payment is made in exchange for the submission of the original copy of an invoice or its equivalent, demonstrably paid by the applicant. If another party, e.g. a company, institution or colleague, has covered the costs, the applicant must demonstrate that he/she has reimbursed the party in question for their part of the cost.

Grants are usually disbursed out at the end of each week. Efforts are made to disburse grants as soon as circumstances permit in each case.

#### **1.7 Processing of applications**

Applications shall be submitted electronically to the Centre for Continuing Education for Academics through the portal My pages with BHM.

The Board Centre for Continuing Education for Academics resolves issues, for example regarding membership or funding eligibility for applications and deals with other matters which may arise.

The Fund's Board may decrease grant amounts if others take part in the cost of the project. If the Board believes that an application to the Fund should be funded by another entity, it reserves the right to reject the application and will notify the applicant of this.

#### **1.8 If there is any doubt as to whether a member is entitled to a full, half or no grant**

If there is doubt regarding whether a member is entitled to a full grant or a half-grant, the average of premium payments over the preceding three months shall be calculated, counting from the day when the Fund received the application. If the calculated average is ISK 2,100 or higher, the member is entitled to a full grant.

If the calculated of membership fee payments over the preceding three months, counted from the application date, is between ISK 1,050 and ISK 2,099 the member is entitled to a half-grant.

If the calculated of membership fee payments over the preceding three months, counted from the application date, less than ISK 1,050, the member is not entitled to a grant from the Fund.

### 1.9 Deadline for receipt of payment documents

Grant disbursements are subject to an invoice having been received within 12 months from the end of the studies/project.

### 1.10 Grants during maternity/paternity leave, upon loss of employment, during unpaid leave and during long-term illness

- A. **Maternity/paternity leave** - Interruption of membership during maternity/paternity leave does not reduce eligibility for grants, provided that union dues are paid during the leave period.
- B. **Loss of employment** - Upon loss of employment, members retain their rights for up to 12 months. Membership associations may extend this period to 3 years by paying a 0.7% premium from unemployment benefits to the Centre from the start date of their member's unemployment.
- C. **Illness** - Members retain their rights for the period during which they receive sickness allowance from the BHM Sickness Fund or the BHM Relief Fund.
- D. **Rehabilitation pension** - those receiving rehabilitation pension from the Social Insurance Administration retain their rights for up to 12 months. Membership associations may extend this period to 3 years by paying a 0.7% premium to the Centre from the start date of their member's reception of rehabilitation pension.
- E. **Unpaid leave** - A member on unpaid leave is entitled to funding in accordance with the rules of the Fund during the first 6 months, provided other conditions are met. Members must submit, along with their application, a certification from their employer confirming that the member is on unpaid leave from work.

### 1.11 Responsibility of Fund members

In cases where a grant application meets the requirements of both the Centre for Continuing Education for Academics and the BHM Vocational Education Fund, it is the responsibility of the Fund Member to decide which fund to apply to for a grant. The application cannot be reversed and moved between funds once the grant has been disbursed.

### 1.12 Double payment or overpayment of grant

If a mistake occurs in the handling of a grant application or payment of a grant, efforts will be made to correct the error as soon as possible. If a Fund Member has received double payment or excess payment of a grant, he or she is obligated to notify the Fund of the mistake and reimburse the Fund immediately for the overpaid amount.

### 1.13 Right to appeal

If a Fund member is dissatisfied with a decision regarding a grant application, he/she shall always have the right to refer the case to be reviewed by the Board of the Centre for

Continuing Education for Academics. The Board of the Centre for Continuing Education for Academics will rule on the grant application at its next Board meeting.

#### **1.14 Termination of membership**

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

## **2. Public bodies**

### **2.1 Right to apply for grants**

Public bodies governed by Act No. 94/1986 and who pay membership fees to the Centre for BHM employees working for them are entitled to apply for grants.

### **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*

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

#### *B. Programmes based on career development plans*

Grants are awarded to public bodies to implement defined human resources procedures, cf. the following categories in the handbook published by the Ministry of Finances and Economy's Personnel Policy Department.

- a. Human resources policy
- b. Human resource analysis and forecast
- c. Job analysis, skills and job description
- d. Staff interviews and performance assessments
- e. Career development
- f. HR criteria
- g. Team work

#### *C. Projects focusing on human capital development and resulting in innovation, progress and/or amended procedures.*

Grants are not provided for programmes that are part of the public body's regular activities.

### **2.3 Application**

Applications are submitted to the Centre for Continuing Education for Academics on the relevant form along with accompanying documents (e.g. a list of participants). The form

must include the name of the president, general manager or director of the public body in question.

If another party than the president, manager or a director of a public body submits an application on behalf of the public body, the party in question must submit a written power of attorney from the president, manager or director of the public body.

#### **2.4 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.

## **3. Member associations**

#### **3.1 Right to apply for grants**

The BHM member associations listed in Article 1.1 are entitled to apply for grants from the Centre for Continuing Education for Academics:

#### **3.2 Conditions that programmes must fulfil**

Professional courses, conferences and projects related to development in the field or the work of member associations are eligible for grants, and grants are provided for cost factors including:

- Conference rooms
- Lecturers
- Project manager

A cost estimate and settlement must be submitted following the conclusion of the conference, courses or projects.

#### **3.3 Application**

Applications are submitted to the Centre for Continuing Education for Academics on the relevant form along with accompanying documents (e.g. a list of participants). The form must include the name of the director or general manager of the member association in question.

If a party other than the director or general manager of the member association submits an application on behalf of the member association, the person in question must submit a written power of attorney from the director or general manager of the member association.

#### **3.4 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.

## **4. The Ministry of Finances and Economy's personnel policy department and BHM**

### **4.1 The entitlement of the Personnel Policy Department of the Ministry of Finance and Economy and the Association of Academics (BHM) to grants**

The Personnel Policy Department 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 Application**

Applications are submitted to the Centre for Continuing Education for Academics on the relevant form along with accompanying documents (e.g. a list of participants). The form must include the name of the director, general manager or office manager.

If another party than the director, general manager or office manager submits an application, the person in question must submit a written power of attorney from the director, general manager or office manager.

### **4.4 Grant amount**

The Board of Directors decides the amount to be allocated in grants to the Personnel Policy Department of the Ministry of Finance and Economy and the Association of Academics in accordance with the focus areas of the Board as current. Decisions thereto will be announced on the website of the Centre.

## **5. Entry into force**

These rules were agreed by the Fund's Board on 30.09.2019 and enter into force upon publication on the BHM website. Upon entry into force, previous rules of procedure and other decisions which are not in accordance with these rules shall cease to apply. If the Board of the Centre for Continuing Education for Academics makes any alterations to these rules, they will be presented in an appropriate forum and updated on the BHM website.

Reykjavík, 30.09.2019