

Code of practice for the Student fund

I. General requests to applicants:

1. Applicants should use an electronic application form and all relevant fields must be filled in.
2. Applicants must make sure that all supporting documents have open access.
3. The fund board treats applications as justifying allocations. This will be decided from the information enclosed in the application.

II. Comments regarding individual paragraphs in the regulations of the student fund:

1. Concerning paragraph 20., Obligations of beneficiaries
 - a. The application deadline is specified in the advertisement by the Student fund. Should an application come in past the deadline, it will be dismissed according to the laws of the fund.
2. Concerning paragraph 9, fixed grants:
 - a. The Student fund does not provide special grants for the general operation of student associations.
 - b. The fixed grant is a maximum of 45.000 ISK.
 - c. Regarding the 1. fixed grant:
 - i) The association's bylaws must be included with the application and the association must be recognized by the Student Council of the University of Iceland.
 - d. Regarding 2. fixed grant:
 - i) The directory of members with the members of the association and the member's university email must be included with the application.
 - e. Regarding 3. fixed grant:
 - i) The application must be accompanied by a receipt for the kennitala of the association.
3. Concerning paragraph 11, Travel grants:
 - a. It should be considered that each grantee receives a maximum of 50.000ISK in a grant.

- b. It should be considered that an association does not receive more than 160.000ISK in grant each year, except in special cases.
 - c. The grantee must demonstrate participation in a conference, or the event for which the grant is awarded. This should be done by writing a short report about the trip or submitting other documents for confirmation.
 - d. The application must be accompanied by receipts for all travel expenses that may arise. It should be aimed to use the cheapest fare on the market at any given time.
4. Concerning paragraph 12, Publication grant:
- a. The application must be accompanied by a receipt for the direct costs for which a grant is applied for, and a copy of the paper or magazine, which can be electronic, must be delivered to the fund board. If a copy is not available, it is enough to send in a receipt for the printing costs.
5. Concerning paragraph 13, Special project grant and paragraph 14, Event strength grant:
- a. Bus trips and other travel expenses are generally not subsidised. It is only possible to apply for a grant that amounts to excess costs that ensures access for everyone, regardless of physical ability.
 - b. The application must be accompanied by a receipt for the costs for which the grant is applied for and a brief description of the project or event.
6. Concerning paragraph 15, Diagnostic grants:
- a. You can apply for a diagnostic grant for a diagnostic process for ADHD/ADD, dyslexia and other specific learning disabilities recognized by a professional.
 - b. General psychology appointments that do not specify a diagnosis are not eligible for funding.
 - c. The diagnosis must have been carried out in the last five years before application.
 - d. The application must be accompanied by a receipt for the cost of the diagnostic process, which must specify the type of learning disability diagnosed.

7. Concerning paragraph 16, Subsistence grant:
 - a. The application must be accompanied by a residence permit for students for applicants who are not eligible for an Erasmus+ grant.
 - b. The application must be accompanied by a valid disability assessment for applicants with a disability.

III. Requests to the fund board.

1. Board members must sign a declaration of confidentiality at the beginning of each working year. If a board member violates the provisions of the declaration, he shall be removed from the board.
2. After each allocation, the board members are obliged to delete all the confidential data to which they gained access during that allocation.
3. Comments from the fund board upon allocation must be received within 30 days after allocation.
4. Confidential data related to applications must be destroyed no later than 30 days after the allocation has taken place.
5. When the board retires, all confidential informations shall be destroyed.