

## **INSTRUCTIONS FOR AWARDS FROM STUDENT BEQUESTS**

*Stipulated by the Board for bequests and funds at the University of Bergen on 25 March 1999.  
Amended on 21 April 2004*

### *Section 1. The scope of the instructions*

These instructions only apply insofar as the bequests' statutes do not provide otherwise.

### *Section 2. Board and business manager*

The supreme body of the individual fund/bequest is the board, which consists of the serving members of the University of Bergen's Board at all times, cf. however section 1. The University of Bergen's Director is the business manager.

### *Section 3. Competence*

Bequest funds are awarded by the board on the recommendation of a recommendations committee.

### *Section 4. The composition and procedures of the recommendations committee*

The recommendations committee is composed of one academic employee and one student from each of the faculties of the University of Bergen.

The committee is appointed by the board following proposals by the faculties and the Student Council. Both representatives and deputy representatives are proposed. Endeavours must be made to ensure equal gender representation. The representatives and the deputy representatives are appointed for a period of two years. To ensure continuity, half of the group is replaced every year.

The committee attends to its own internal organisation.

The business manager will place a secretary at the committee's disposal. After the closing of the annual accounts, the University Director will submit an overview of the individual bequests' available returns to the recommendations committee.

### *Section 5. Announcement and applications*

The business manager is responsible for the available bequest funds being announced in an appropriate manner. As far as possible, announcements, application deadlines, recommendations and awards should be coordinated for all bequests.

Applications for funds must be submitted on the prescribed form by the stipulated deadline, including documented information. The deadline for applications is 1 December. Applications postmarked (or submitted) after this deadline will not be accepted.

### *Section 6. The size of the grant portion*

With reference to the funds available from the individual bequests, the recommendations committee proposes the size of the normal portion. When considering the amount, it must be

kept in mind that the grant is intended to be a genuine help for students – around NOK 6,000-10,000.

Awards should be made in March.

### *Section 7. Fundamental conditions for awarding student grants*

To be awarded a grant, an applicant must be an ordinary student at the University of Bergen.

Grants are awarded for the current academic year.

Grants may be awarded up to and including a completed Master's degree or the final exam in a programme of professional study. Practical teacher training is deemed to be part of the studies. Doctoral candidates cannot be awarded grants (except for the Storetvedt bequest).

Applicants who are studying for a period of up to one year at another university in Norway or abroad – either through an exchange agreement or in order to specialise in subjects/topics that the University of Bergen does not teach – but who are to continue their studies at the University of Bergen, may be recommended for a grant.

The applicant must have taken exams at the University of Bergen worth at least 60 credits. During the course of his/her studies, a student may be awarded an ordinary student grant a maximum of two times and once from the Storetvedt bequest. In total, a student may therefore be awarded a grant three times. A student may only be awarded one portion in one and the same year. If a student is awarded a 'Meltzer grant', however, this is not an obstacle to the student being awarded a grant from the other bequests.

An applicant cannot be awarded a grant if the student has income from employment and/or wealth of a size that means he/she is not entitled to support from the Norwegian State Educational Loan Fund.

The income and wealth limits set by the Norwegian State Educational Loan Fund shall not constitute an obstacle to a grant being awarded if the grant is needed for a project that is demanding in terms of resources, necessary and thoroughly described in connection with Master's degree programmes. In this context, any acute financial difficulties on the applicant's part shall be taken into consideration.

Income or wealth limits do not normally apply in connection with applications to the Storetvedt bequest. A particularly high income level or substantial assets may nonetheless be accorded weight when considering whether an applicant is to be awarded a grant, if this seems reasonable.

### *Section 8. Qualification for grants*

For ordinary student grants, the student must have taken exams and been awarded the grade B or higher. (Preliminary exams are not included.) It is a requirement that the grades have been achieved through normal study progress.

Applicants who are to be recommended for the Storetvedt bequest must have a grade level that qualifies for a Meltzer grant.

Students must be able to document academic progress. When evaluating academic progress, a documented interest in studies and research will be emphasised. Advanced students shall be given priority. Participation in governing bodies and student bodies at the university shall be accorded weight in the evaluation.

#### *Section 9. Awarding grants*

Grants that, pursuant to their statutes, exceed the stipulated normal portion<sup>1</sup> are awarded first. Two grant portions from the Storetvedt bequest are awarded annually. Over time, it is desirable that the portions are divided between the faculties, so that previous grants are taken into account when choosing between applicants from different faculties who are otherwise considered to be at the same level. However, this should not prevent particularly strong candidates from being awarded grants even if the student's faculty is not next in line.

Thereafter, grants are awarded that, pursuant to their statutes, are linked to certain disciplines or faculties.<sup>2</sup>

Finally, grants that are not linked to particular disciplines or faculties are awarded. These portions are distributed between the relevant faculties in proportion to the number of qualified applicants from each faculty.

#### *Section 10. Ranking of recommended applicants*

Advanced students will be given priority.

When ranking applicants (under each faculty), the following shall, among other things, be emphasised:

- a) Documented academic proficiency
- b) Special circumstances of importance to the study situation.
- c) Participation in governing bodies and student bodies.

Endeavours must be made to ensure that grants are awarded equally to both genders. The principle of gender-based quotas will be applied if the applicants have approximately equivalent qualifications.

#### *Section 11. Entry into force*

These instructions enter into force immediately.

---

<sup>1</sup> Currently Carl Johan Storetvedts legat.

<sup>2</sup> Currently Frøken Lina Asbjørnsens Stipendiefond, Margrethe Bredals legat and Olaf Lies legat.