



UPLANDS  
NATION  
Office description for

## SCHOLARSHIP SECRETARY (STIPENDIESEKRETERARE)

<i>Electing body:</i> Landskap	<i>Time of election:</i> Land ordinary landskap of the semester	<i>Term of office:</i> Two semesters
<i>Special rules regarding eligibility:</i>		<i>Payment:</i> Discount card level 1
<i>Area of work:</i> Minutes keeping in the scholarship committee Preparation and presentation of scholarship matters, except for the Thunman scholarship	<i>Number of officeholders:</i> Two, elected at one semester intervals	
<i>Position in the organization:</i>  Subordinate to first curator The nation's representative in the Stipendiekonvent		
<i>Cooperative relations:</i>  Inspector – matters where their views should be gathered First curator – carrying out the meetings Treasure master – the execution of payments Uppsala University officials – scholarship matters that have been delegated to the nation for decisions or opinions		
<i>The office holder is obliged:</i>  <u>to</u> announce the nation's available scholarships in agreement with the treasure master; <u>to</u> decide the application time of scholarships, although this should only in special cases be less than one month; <u>to</u> be well read in the scholarship statutes; <u>to</u> , after consulting with the first curator, make summons for scholarship committee meetings; <u>to</u> prepare a basis for scholarship committee decisions; <u>to</u> make sure that adjusted protocols without delay are delivered to those who are to decide or carry out scholarship matters; <u>to</u> , at the meeting, of the scholarship committee, remind committee members of the confidentiality of the committee's work; <u>to</u> post the committees decision protocols on the nation's notice board in accordance with the statutes; <u>to</u> make sure that documentation on which decisions have been based are immediately disposed of after these come into force; <u>to</u> prepare statutes for new scholarships in consultation with the scholarship committee for decision making in higher instances; <u>to</u> make sure that announcements are made at the nation and in Uplands Nations Blad, as well as externally when the statutes so require; <u>to</u> not apply for the scholarships that they themselves are going to handle; <u>to</u> inform the Seniors College of how the scholarships have been distributed; and <u>to</u> inform of available premiums and encourage members to submit applications for these.		
<i>Other regulations the office holder has to follow:</i>  Regulations for office holders Scholarship statutes Archiving rules Rules for the sorting out of documents The Kuratorskonvent's regulations for underkonvent		