

Brittingham Viking Scholarship manual

For Scandinavian and US scholars



Edited, website version. Full scholarship manual available after scholars are selected. This scholarship manual is not a comprehensive description of every BVO scholarship experience, and is not an exact representation of the laws and standards of the BVO. This manual only serves as a general overview. Applicants should be aware that exact details and scholarship structures may vary year to year. Details of any specific scholarship will be discussed at interviews.

Scholarship manual purpose and key takeaways

Purpose

The purpose of this manual is to prepare BVO scholarship recipients for their time abroad, as well as introduce scholars to the high expectations the BVO holds for its scholars.

Key takeaways

This document includes important information which should be read and considered in detail. However, the BVO board wants to emphasize the importance of a few key areas to ensure you have good scholarship experience and a continued long-term relationship with other Viking alum:

1. **Be grateful and a good guest** – Your scholarship has been funded by a private individual(s) or foundation, make sure you let them know how you have spent your time on scholarship and that you are grateful for the opportunity.

Likely, you will be invited into the homes of Vikings and their families – don't forget to be a good guest. Offer to pay, bring gifts, communicate with your hosts on arrival times etc. Consider how you want guests to behave in your home!

2. **Be proactive** – The organization provides a great deal of assistance to scholars but scholars are still responsible for driving their own experience – Before, during and following their time abroad. The local and international boards are led on a volunteer basis. All Vikings supporting you have jobs and perform these duties in addition to this. Read this manual carefully, speak with previous scholars, read up on the classes you want to take, make a budget, make a contingency budget etc.

3. **Your scholarship will not be identical to previous years** – From the moment you are selected and throughout your time as a Viking, you will hear stories from travels and campus (some, like good wine improve with age). These stories represent a wide range of experiences and activities and different generations of Vikings. Your scholarship will also be unique and you cannot expect to do the same things, travel to the same places or meet the same people.

Manage your expectations and make the scholarship your own!

4. **If you are on the scholarship, you are on the scholarship** – The BVO scholarships are generous and tailored to deliver the Viking experience. This means performing academically, traveling to visit Vikings and prioritizing time with local Viking alum. Travels to other countries and sites, meeting up with other groups or family is secondary and will be of secondary importance compared to Viking activities – and always at your own expense.

5. **Give back!** – Vikings are generous in nature and expect little in return but remember #1 – be a good guest. Bring a symbolic gift (maybe a piece of UW merchandise) and always offer to pay. Inviting local Vikings to a simple homemade meal or similar is always appreciated. And don't forget, the best way to give back is by staying involved - Attend convention, host Vikings and take up leadership roles within your local board.

No one can do everything but everyone can do something!

Last but not least – Apply judgement in everything you do. You are a representative of the Brittingham Viking Organization and a 60+ year legacy!

A brief history of the Viking scholarships

The Viking Scholarships are a collection of scholarship programs between the University of Wisconsin and the Nordic countries of Norway, Sweden, Finland and Denmark.

The first scholarship was created in 1953 by Thomas E. Brittingham Jr. Under this program, six students annually from the Nordic countries were offered scholarships for study during one year at the University of Wisconsin. After the death of Mr. Brittingham in 1960, the program was carried to completion for the originally planned 10-year period by his widow, Margaret, and son Thomas E. Brittingham III. Mr. Brittingham's idea was that the scholarship would produce "ripples in the water," and the idea has borne fruit.

The original scholars, known as "Tom's Vikings," created a scholarship in appreciation for the opportunity that they received. The "Reverse Viking" scholarship brought two University of Wisconsin students each summer to study and travel in the Nordic countries. In addition to attending summer school, the Reverse Vikings were hosted in the homes of "Tom's Vikings." From a lively conversation around the dinner table, to a visit to a host family's business, Reverse Vikings were provided an educational experience beyond what could be offered in the classroom.

When the Reverse Viking scholarship ended in 1975 the Reverse Vikings, in turn, created the Kubly-Bunn Scholarship. This scholarship, named after two of the driving forces behind the Viking Organization at the University of Wisconsin, brought Nordic students to the UW for the summer.

The Kubly-Bunn scholarship ended in 1987. Past recipients of this scholarship created the Madison Viking Scholarship to once again reverse the flow and provide the opportunity for UW students to have a summer of study and travel in the Nordic countries.

In addition to programs created by past scholars, descendants of Thomas and Margaret Brittingham have provided for scholarships bringing students from the Nordic countries to the University. Traditionally, two students attended the University each year on the Brittingham Memorial Scholarship. Furthermore, the Ehrnrooth family of Finland has dedicated funds for a Finnish scholar to accompany those on the Brittingham Memorial Scholarship.

The year 2002 saw the addition of the Copenhagen Business School (CBS) Viking Scholarship, providing an opportunity for two UW students to attend the Copenhagen Business School. The year was one of expansion, as the Ehrnrooth family provided the funds for another new scholarship, the Madison Ehrnrooth Viking Scholarship. This scholarship allows two students to attend one of three Helsinki schools for the spring semester. The participating schools are Aalto University, Hanken School of Economics and the University of Helsinki. In 2008, the Apeland Scholarship was first offered for a Norwegian student to study journalism/communications during summer school at the University of Wisconsin.

2011-12 saw a wave of additional growth in the organization's scholarship programs. The flagship Brittingham Memorial Scholarship Program expired in 2011 and was replaced with the Scott & Ella Brittingham Viking Scholarship program, funded generously by the Scott and Ella Brittingham family. In 2012, the first Madison Horelli Viking Scholarship came into fruition, providing an additional scholarship opportunity for a US Student to study in Helsinki during the spring semester. The summer of 2012 also hosted the first Madsen WAA Viking Scholarship, a subset of the WAA scholarship made possible through a generous gift from Dr. Paul and Renate Madsen, providing a UW-Madison summer scholarship opportunity for a Danish student. Last but not least, the expansion of the CBS Scholarship program was announced in early 2012, increasing the scholarships from two to three US students per summer on study in the Copenhagen Business School. In recent years, the CBS scholarship has been funded in perpetuity by Reverse Viking, Ted Kellner, and renamed the Middelboe-Kellner scholarship to honor the legacy of original Viking, Lars Middelboe.

In 2013, the BVO welcomed the St. Erik Viking Scholarships, providing one summer scholar and one academic year scholar from Sweden the opportunity to study at UW-Madison.

The summer of 2014 saw the first Anders Wall-Brittingham Viking scholarship in collaboration with the Anders Wall foundation, set up by the business man and philanthropist Anders Wall. The scholarship funds one Swede to study at the UW and the board hopes to continue collaborating the Anders Wall foundation on scholarships in the future.

Each year the BVO hosts a convention to make decisions on the future of its scholarship programs and to reunite past scholars. The Convention site rotates among Norway, Sweden, Denmark, Finland and the U.S.

BVO members refer to themselves as the "Viking Family." These family members constitute the social infrastructure necessary to provide the non-classroom component of the Viking scholarships.

EXPANDED HORIZONS AND A FAMILY FOR THE FUTURE: The American author Mark Twain once said "I never let my schooling get in the way of my education." Peg and Tom Brittingham who founded the original Viking Scholarship had a clear objective in mind. They wanted to strengthen the relationship between Scandinavia and the U.S. From the beginning, the various Viking Scholarships have included social interaction between past/present scholars and friends of the organization.

Before and after school sessions, as well as on weekends and during free time, the scholars will have the opportunity to travel to different places in Scandinavia and in the U.S. They will be taken care of and shown around by families and friends of the Viking Organization.

The scholars will also have the opportunity to get to know Scandinavian and American businesses. The scholarships are primarily funded by private donations from companies, individuals, and organizations. During the course of their studies, the scholars often have the opportunity to visit the companies and workplaces of those who have made the scholarship possible.

Through university studies, travel, and contact with families of the Viking Organization, the scholars will have an opportunity to obtain a broad view of local culture.

The hope is that the scholars will, from these experiences, contribute to the ties between Scandinavia and the U.S. We also expect scholars to continue "Tom's Ripples" and take an **active** role in the organization's administration and fundraising efforts following the completion of their study.

All of the scholarships are different in origin, administration, and duration yet all scholars are equal in the Viking family!

The scholarship program is orchestrated by an international board, as well as the local leadership and board in each country. Elections to board positions take place in each respective country and are approved annually at the business meeting at convention.

The Viking Way

The Viking Way describes who we are, where we want to go and the values that characterize us as an organization.

The Viking Way connects our history and our future. It sets direction for the members, the Board of the organization and the organization as a whole. The Viking Way:

In 1953 Thomas E. Brittingham Jr. began offering scholarships to Nordic students to study at University of Wisconsin-Madison. This opportunity was created in order to strengthen international relations and specifically to bring change to the American policy of isolationism that was prevailing after the two world wars. Since then several scholarships have been initiated offering possibilities for U.S. students from the University of Wisconsin-

Madison to study in the Nordic countries (Sweden, Denmark, Norway and Finland) and Nordic students to study at University of Wisconsin-Madison. All chosen scholars are given the title of Vikings, a term derived from the first group of scholars called Tom's Vikings. Scholars are chosen by a group of alumni in each country.

The scholarship programs are collectively considered to be part of the history of what has become and developed into the Brittingham Viking Organization, also known as the BVO. The BVO organizes each year alumni reunions, called Conventions, as well as administrates the scholarship selections, fundraising, and alumni communications.

Today, we are hundreds of Vikings in the U.S. and in the Nordic countries with the passion, the skills and the commitment to continue the legacy of Thomas E. Brittingham Jr. of offering scholarship possibilities to students at university level as well as the possibility to travel and meet alumni in the host country.

- Our key contribution is to **help students in realizing their potential.**
- Recipients of the Viking scholarships are **academically motivated, socially active, and globally minded.**
- Our ambition is to strengthen **international relations** by offering scholarship opportunities in the U.S. for Nordic students and in the Nordic countries for U.S. students.
- We aspire that the BVO will prove to be permanent and everlasting, as the **ripples** of influence expand in ever-enlarging circles.

BVO roles and key contacts for your scholarship

The different BVO-countries have different roles and division of responsibilities but generally there are the following key contacts that you need to be aware of for your scholarship:

Local board member – Your home country's board president. This person, or a representative, will help you in connecting to the BVO network and getting prepared for setting of on your scholarship. Please keep your local board member informed of your progress and if any problems arise.

Travel coordinator – Each country has a designated travel coordinator who helps incoming scholars (they do not hold the full responsibility for your summer/semester/year) to plan Viking travels in collaboration with the other travel coordinators. Please keep them informed of any travel plans you may be arranging independently of their support.

Host country contact – The board in each BVO country will designate a scholar contact to help you settle in in the country you are studying in. The contact will help you navigate administration at your school, finding housing and meet local Vikings. This can be the local president but also another local board member or Viking. Please keep them informed of your progress and if any significant issues may arise.

School contact – An academic and/or administrative advisor at the school you will be studying at who can assist in issues such as eligibility and enrollment in courses, school registration and recording of transcripts.

Scholarship donor – Some of the scholarships have identified, namesake donors. If this is the case for your scholarship, please work with your country president to determine the best method for communicating with your donor.

International board – The international board consists of local presidents and meets regularly to make sure all active scholars are doing well and to handle any issues brought to the board's attention

American scholar task list

Immediately Following Selection

- Provide local scholarship coordinator with contact information, a photo of yourself, and a brief introductory statement about who you are and what excites you about becoming a Viking
- Meet with previous year's scholar(s) or former scholarship recipients
- Join the Brittingham Viking group(s) on Facebook
 - Official group: <http://www.facebook.com/BrittinghamVikingOrganization?fref=ts>
 - Unofficial group:
- Review school website for where you will be studying to become familiar with course registration, housing, campus life, and important dates and events
 - Oslo scholars must complete application for the International Summer School (available by contacting iss@stolaf.edu) by January of year studying
 - Copenhagen Business School International Summer University Program (<http://www.cbs.dk/summer>)
 - Helsinki scholars should contact Finnish coordinator for school registration at school of choice and to commit to on-campus or off-campus housing arrangements.
- Helsinki scholars should apply for residence permits after receiving a letter of acceptance from their school, committing to housing arrangements, and securing proof of funds letter (if necessary) from US Viking representative. It is helpful to do this as soon as possible to ensure that the residence permit will arrive before departure.
- Helsinki scholars should also book a visa interview/appointment at the Finnish embassy in New York City. **You will not be able to get a visa interview arriving at the embassy without an appointment!**
- Meet with academic advisor to discuss course choices/credit transfer (if necessary)
- Contact financial contact person:
 - CBS scholars must provide their bank account numbers and routing numbers to Danish coordinator
 - Oslo scholars should contact US treasurer to arrange for reimbursement of plane ticket, payment of convention fees, and transfer of funds for inter-Scandinavian travel
 - Helsinki scholars should contact Finnish coordinator to plan for first scholarship payment in Finland
- Make personal financial plan for semester/summer on scholarship (additional scholarships or personal funds will be necessary)

- Purchase plane ticket as far in advance as possible and share itinerary with US and Scandinavian Viking board reps. STA Travel offers "flex tickets" with cheap changes of departure dates.
- Register for the convention contiguous with the completion of your scholarship
- Contact Scandinavian travel coordinator (summer scholars only)
- Study up on Scandinavia, giving particular attention to the country in which you will study
- Prepare for lifestyle differences (e.g. fashion/climate, electrical conversions, etc.)
- Make a list of places to visit and experiences to have in each country
- Think of thank you notes/gifts (UW merchandise is often appreciated) to bring with you to Scandinavia
- Plan with travel partner
- Communicate questions and concerns to local scholarship coordinator and/or board representative

One Month Prior to Departure

- Confirm semester/summer itinerary with local scholarship coordinator and board representative
- Confirm arrival plans with hosting country's board representative
- Confirm finances for semester/summer (scholarship and personal funds)
 - Oslo scholars must contact US treasurer about necessary reimbursements/transfers
- Make sure you have access to the digital directory on the BVO website
- Purchase/make thank you cards/gifts for Scandinavian hosts
- Consult with previous year's scholar(s) for ideas on what to pack/not to pack
- Purchase a map or guidebook (cheaper to purchase in the US)
- Change your mailing address with the US Post Office (optional), the UW, and your Madison bank

Immediately After Arrival in the Scandinavia

- Ehnrooth scholars should establish a US bank account; contact Finnish coordinator for wire transfer of first scholarship payment
- Ehnrooth scholars should register at the local municipality [?], set up bank accounts, attend to university fees, secure a travel card for city transportation, and attend international student orientation
- Establish a local mobile number

- Notify local Vikings of your mobile number
- Get a student ID

While on the Scholarship

- Update home country about your scholarship experiences
- Take initiative to contact Vikings
- Have some fixed ideas and some flexibility
- Be conscious of age and cultural differences
- Thank Viking hosts
- Budget time and money
- Participate in convention and give 5-minute speech at convention formal dinner with travel partner

Before Leaving

- Confirm your return date with your country's board representative

Upon Return

- Complete scholarship exit forms (see appendix) and send to board representative within 30 days of return
- Prepare a 1-page written report describing your scholarship experience including a course list with grades and list of Viking alumni whom you met during your stay. This report must be submitted to your board representative within 30 days of return.
- Complete necessary paperwork to transfer credits to your university (if necessary)
- Participate in next round of scholarship selections in your country
- Meet with new scholars
- Change your mailing address with the US Post Office, the UW, and your Madison bank
- Write a personal thank you note to your specific scholarship benefactor(s):

See next page

Scandinavian scholar task list

Immediately Following Selection

- Provide local scholarship coordinator (likely your local board president) with contact information, a photo of yourself, and a brief introductory statement about who you are and what excites you about becoming a Viking
- Meet with previous year's scholar(s) or former scholarship recipients
- Schedule TOEFL-test (if you don't have a valid result)
- Join the Brittingham Viking groups on Facebook
 - Official group: <http://www.facebook.com/BrittinghamVikingOrganization?fref=ts>
 - Unofficial group:
- Vikings are admitted to the University of Wisconsin-Madison through the Visiting International Student Program (VISP) <http://continuingstudies.wisc.edu/visp/>. Review the VISP website to become familiar with course registration, campus life, and important dates and events.
- Apply online to VISP and submit the necessary paperwork to register as a UW student. The online application with instructions is available here: <http://continuingstudies.wisc.edu/visp/applyvisp.htm>.
- Complete visa forms and schedule an appointment for a visa interview
 - This should be done in good time!
- Meet with academic advisor to discuss course choices/credit transfer (if necessary)
- Talk with the financial contact person for your scholarship to review necessary tasks, timelines, and paperwork. Each scholarship award is processed differently. The following provides a general idea of the timeline on which you should expect your scholarship award. Please make sure to talk with your local President and/or financial contact about this beforehand.
 - Scott & Ella Brittingham scholars should be prepared to use their own money in the beginning to pay for visa fees, plane tickets, living expenses etc. They will receive the fall semester scholarship check about 1 month after arrival.
 - Ehnrooth scholars should be prepared to use their own money in the beginning to pay for visa fees, plane tickets, living expenses etc. After establishing a US bank account, the first scholarship payment will be wired.
 - All summer scholars should be prepared to use their own money in the beginning to pay for visa fees, plane tickets, living expenses etc. Scholarship payments will not be received from the UW Foundation until 4-6 after arrival due to the processing time required after scholars establish a US bank account.

- Apeland scholars should contact the Norwegian BVO President to make arrangements.
- **Take time to thoroughly review your scholarship budget** (included in this manual and available as a separate excel document). Fully understanding this budget will help you plan for areas of personal expense throughout your travel, and save accordingly.
- Make a personal financial plan for year/summer on scholarship (additional scholarships or personal funds will be necessary)
 - You can also consider applying for alternative scholarships as supplements
- Contact/meet the other Scandinavian(s) who will be in Madison with you to review plans
- Purchase plane ticket as far in advance as possible
- Arrange for travel health insurance before your departure (UW Student Health Insurance Plan will not cover all of your needs throughout the year, especially when outside Madison)
- Register for the convention contiguous with the completion of your scholarship
- Study up on Madison, Wisconsin and the United States
- Make a list of places to visit/experiences that interest you
- Contact the US Travel Coordinator to begin planning your extra-curricular travel
 - Please note that the Travel Coordinator will make travel arrangements on your behalf throughout your study.
 - Brittingham scholars should contact Scott Brittingham in the fall via the US President to make arrangements for a visit with him
- Think of thank you cards/gifts to bring with you to the US
- Communicate questions and concerns to local scholarship coordinator and/or board representative

One Month Prior to Departure

- Confirm itinerary with local scholarship coordinator, board representative, and US board contact
- Confirm arrival plans with hosting country's board representative
- Confirm finances (scholarship and personal funds)
 - Set up a budget to track expenses while on scholarship

- Sign up for SHIP (UW's Student Health Insurance Plan) and/or check home country's insurance options
- Verify your access to the online directory on the BVO website
- Purchase/make thank you cards/gifts for US hosts
- Consult with previous year's scholar(s) for ideas on what to pack/not to pack

Immediately After Arrival in the US

- Attend the VISP orientation (fall and spring semesters only) or make an appointment to see -----.
Make an appointment to see ----------for your international tax ID number.
- Brittingham scholars should make an appointment to meet with ----- AFTER obtaining an international tax ID number
- Establish a US bank account (necessary for Brittingham, Ehrnrooth, and WAA scholars)
- Ehrnrooth scholars should contact the Finnish board for wire transfer of first scholarship payment
- Get a student ID
- Get a bus pass
- Establish a local mobile number and notify local Vikings of your mobile number
- Meet with landlord to discuss housing guidelines
- Investigate getting an international driver's license—it is not required but can be helpful, especially in obtaining car insurance
- Consider attending "rush week" events in the Greek community (fraternities and sororities) to find out if this aspect of American college culture appeals to you

While on the Scholarship

- Purchase a map or guidebook (cheaper to purchase in the US)
- Update home country about your scholarship experiences (strongly encouraged)
- Work with the US Travel Coordinator(s) to arrange get-togethers with US Vikings, especially from older generations
- Have some fixed ideas and some flexibility
- Be conscious of age and cultural differences

- Thank Viking hosts
- Budget time and money (be aware of costs associated with overdrafts and transfer fees with your bank)
- Track scholarship expenses thoroughly
 - **You will be required to submit your expense tracking to your scholarship financial contacts**
- Participate in convention and give speech (5 minutes) at convention formal dinner with travel partner

Before Leaving

- Confirm your return date with your country's board representative. Consider post-semester travel opportunities with your fellow scholars.
- Make a plan for your move out arrangements from your housing. Because the end of the year is often a busy and stressful time, plan for at least two days (following exams, parties, travel, etc.) to clean up your room and the house/room.
- Talk to the landlord about your move out date and set up a check out time with them.
- Give the landlord your contact information in your home country (email, address, phone)
- Change your mailing address with the US Post Office, the UW, and your Madison bank
- Clean your room—this includes taking your garbage to the curb and take reusable items (clothing, school supplies) to Goodwill/St. Vincent DePaul, vacuuming and dusting, and putting clean linens on your bed.
- Clean the common areas—this includes your cupboards in the kitchen, your space in the fridge, and a general clean-up of the TV room, kitchen, bathrooms, and any shared room.
- If you have some items that you think other Vikings might want or be able to use, please talk to the landlord about them. Do not just leave them behind and assume they will be taken care of.
- Lastly, it has been a Viking House tradition to improve the house in some way before you go—something to share with those who will come after you.
- Return your set of keys to the landlord.

Upon Return

- Confirm your return date with your country's board representative
- Complete scholarship exit forms (see appendix) and send to board representative **within 30 days of return**
- Prepare a 1 page written report describing your scholarship experience including a course list with grades and list of Viking alumni you met during your stay. This report must be submitted to your board representative within 30 days of return.

- Complete necessary paperwork to transfer credits to your university (if necessary)
- Participate in next round of scholarship selections in your country
- Meet with new scholars
- Write a personal thank you note to your specific scholarship benefactor(s):

Detailed scholarship information

Program purpose

The purpose of the Viking scholarship programs is to strengthen international relation, especially between the US and Nordic countries. Scholars are selected for scholastic excellence, but also for personality, leadership qualities, and social capabilities. “Viking” scholars are encouraged be a part of the Viking family both at home and abroad, in the present and the future. The ideal Viking experience is one in which scholars show initiative and involvement in their school and surroundings.

Academic terms

Full year scholarships to University of Wisconsin-Madison provide for one academic year. Scholars are expected to arrive in Madison in late August and depart in late May.

Summer scholarships to the University of Wisconsin-Madison provide for one academic summer. Scholars are expected to arrive in Madison in mid-May or early June and depart in August. Scholars are expected to earn credits over the full course of the summer.

Madison Viking scholarships provide for one academic summer at the University of Oslo International Summer School. Scholars are expected to arrive in Oslo in late June and depart in late August.

Middelboe Kellner Viking scholarships provide for one academic summer at the Copenhagen Business School International University Summer Program. Scholars are expected to arrive in Copenhagen in late June and depart in late August.

Madison Ehrnrooth scholarships provide for one academic semester at the Helsinki University of Technology, the Swedish School of Economics, or the University of Helsinki. Scholars are expected to arrive in Helsinki in early January and depart in late May.

ANY deviations on academic terms must be agreed upon in advance with your local board representative

Academics

For Scandinavian Scholars:

The University of Wisconsin-Madison is a superior university for undergraduate and graduate studies. It is a public university long recognized for academic excellence.

Academic year scholars are expected to take a full course load per semester (8 credits as “special students” for students with Master’s degrees). A scholar’s course selections should support the advancement of her/his career. At minimum, scholars should select at least one academically rigorous course per semester. Scholars are also encouraged to take advantage of the breadth of courses available at the university.

Summer scholars are expected to take a full course load per summer (3-4 credits as “special students” for students enrolled at the graduate level). A scholar’s course selections should support the advancement of her/his career. At minimum, scholars should select at least one academically rigorous course. Scholars are also encouraged to take advantage of the breadth of courses available at the university.

Scandinavian scholars are expected to maintain good academic standing while at the University of Wisconsin-Madison. Scholars should take note of the UW’s grading system, especially with regard to weekly assignments and

attendance policies as these are two noticeable differences between Scandinavian universities and the UW. Scholars are expected to maintain a grade point average of 3.0 per semester.

For support with academics or university registration, please contact Anna Seidel-Quast in Student Services.

For American Scholars:

The opportunity to study abroad at a Scandinavian university is a tremendous opportunity. The University of Oslo International Summer School, the Copenhagen School of Business International Summer University Program, the Aalto University, the Swedish School of Economics, and the University of Helsinki are outstanding schools for undergraduate and graduate studies.

American scholars are expected to take a full course load per semester/summer. A scholar's course selections should support the advancement of her/his career. At minimum, scholars should select at least one academically rigorous course. Scholars are also encouraged to take advantage of the breadth of courses available at their university.

American scholars are expected to maintain good academic standing while studying abroad in Scandinavia. Scholars should take note of their school's grading system, paying attention to differences between Scandinavian universities and the UW. Scholars are expected to maintain the equivalent of a grade point average of 3.0 per semester/summer.

Housing

Scandinavian scholars are expected to live in housing arranged by the BVO/BVSO. Housing can (and has historically been provided) in properties belonging to Vikings and it is the responsibility of the residents to take special care of their home. As a general policy, residents are expected to mend what they have broken or replace what they have used. Major repairs will be deducted from tenants' security deposits. Prior to leaving Madison, tenants must be in residence for the final two days before departure. In addition, tenants must schedule a check-out appointment with a local Madison BVSO-contact before leaving.

American scholars are expected to live in the dorms or apartments arranged for them in advance. Madison Vikings typically are residents of Blindern. Middelboe Kellner Vikings typically live on campus with the international students. In Helsinki, scholars' housing will be arranged in advance by local Finnish Vikings.

Travel

Scandinavian scholars are expected to use a portion of their scholarship money for Viking travels. Scholars are expected to visit Viking alumni throughout the United States. Visiting Vikings is for Vikings only. Travel with friends and family is a secondary priority while on the scholarship. Scholars are advised to plan far ahead with their travels. In addition, scholars are strongly encouraged to visit a variety of Vikings near and far. **The US Travel coordinator(s) will arrange and assist in all travel planning for Scandinavian scholars.** Lastly, scholars should make special efforts to properly thank their hosts for any and all accommodations.

American scholars should visit Viking alumni throughout Scandinavia during the semester/summer. Visiting Vikings is for Vikings only. Travel with friends and family is a secondary priority while on the scholarship. Scholars are advised to plan far ahead with their travels. In addition, scholars are strongly encouraged to visit Vikings near and far, rural and urban, modest and unique. The local BVO Board will assist with travel recommendations and contact information. For summer scholars, the Scandinavian travel coordinator will assist in making group travel arrangements for four summer scholars following the completion of their summer school programs. Lastly, scholars should make special efforts to properly thank their hosts for any and all accommodations.

Finances

Each Viking scholarship has its own financial arrangements. Scholars are expected to carefully read the financial information for his/her scholarship and plan accordingly. While each scholarship provides for the essentials of studying abroad, personal funds and/or additional scholarships will be necessary to fund social activities. It is highly recommended for each scholar to review his/her scholarship finances and make appropriate financial plans prior to their scholarship experience. Questions and concerns should be directed to the local scholarship coordinator.

Convention

All Viking scholars are expected to attend the first convention contiguous with their scholarship experience. Registration for convention is the scholar's responsibility as well as arranging for convention travel and housing. The payment of the convention fee is dependent on the arrangements for each scholarship. At the convention, scholarship recipients (individuals, pairs or groups) are expected to give a short speech (5 minutes) at the formal dinner as well as a short report about their experience during the annual business meeting.

Scholarship Completion

At the completion of the scholarship experience, all scholars are expected to complete their exit forms **within 30 days of the conclusion**. Scholars should also schedule an exit interview with their local board representative. Scholars are also expected to send a formal thank-you letter and scholarship report to their scholarship benefactor(s).

Consequences

Viking scholars are expected to live out the scholarship experience as it has been described. Academic failure, inappropriate or illegal behavior, and/or lack of participation will not be tolerated and scholars will be sent home at the discretion of the BVO Board.

Emergency contact information

Provide the following information to your travel partner(s) and local Viking contact

Your full name:
A copy of your passport

Emergency Contact #1
Name:
Relationship to you:
Phone number and alternative phone number (cell phone):
Fax number:
Email address:
Address:

Emergency Contact #1
Name:
Relationship to you:
Phone number and alternative phone number (cell phone):
Fax number:
Email address:
Address:

Provide the following information to a family member/friend at home

Name of local Viking board representative:
Phone number of local Viking board representative: Email address of local Viking board representative:

Name of travel partner:
Email address of travel partner:
Phone number of travel partner:
Program name and/or overseas institution name:
Dates of the program:
Program address:
Program contact name:
Program contact phone:
Program contact email:

Nearest National Embassy or Consulate, Address, Phone, fax and email

Time difference from US Central Standard Time and Denmark, Norway, Sweden, or Finland

Cost breakdown reporting

<i>Please record the details of your scholarship experience in regard to the following categories. Record your best estimates for the expenses. This information will help the BVO evaluate the scholarship experience from year to year.</i>			
	<i>Notes</i>	<i>Scholarship expense</i>	<i>Scholar responsibility</i>
Tuition Number of credits and list of courses taken and grades received			
Room/Rent			
Food or Meal Plan (Board)			
Health/Travel Insurance			
Tax on Scholarship Money			
Plane Ticket			
Convention Costs			
Viking Travel			
Study Abroad Expenses			
Mobile Phone			
Total Estimated Expenses			

Appendix 2 – 10 commandments of Viking travels

Guidelines for Viking Travels in Scandinavia

Dear scholars,

Once again congratulations on your selection for the Viking scholarship. In order to gain the most from the BVO network, the travel coordinators of Scandinavia have put together 10 Commandments that we expect all traveling scholars to live up to. This is not a formal description of the laws and standards of the BVO, which are set by the BVO International Board. Rather, this is a list of 10 things to keep in mind during your travels.

Please, read these guidelines carefully, so that we all have the same expectations for Viking travels.

The 10 commandments of Viking travels

1. Spend your scholarship funds wisely
2. Always expect to pick up your own tab
3. Communicate and plan travel wishes with your host BEFORE arrival
4. Bring a sleeping bag
5. Hotels, hostels etc. is paid by yourself
6. Always arrive on time – always leave on time
7. Be humble
8. Be generous
9. Be grateful
10. Have fun

1. Spend your scholarship funds wisely

An important part of the scholarship experience is traveling and visiting BVO alumni living around Scandinavia. While visiting Vikings is a great privilege, it is also a requirement, and it is your responsibility to budget your expenses in a responsible way. Remember to allocate an appropriate amount of scholarship funds towards said travels.

If you use all your scholarship funds for personal expenses and non-Viking travels, you will be expected to use personal funds to make your way around Scandinavia.

Hypothetical situation:

Rodney is studying in Copenhagen for the summer. He is expected to use some of his scholarship money to visit Finland, Sweden and Norway where he will be hosted by local Viking alumni. Before school starts at Copenhagen Business School he travels to a couple of European countries he has wanted to visit. Rodney uses up the majority of his personal funds on traveling before coming to Copenhagen. Now Rodney wants to go to bars and eat at restaurants, so he uses scholarship funds to finance his decadent lifestyle. When it's time to visit the other Scandinavian countries, Rodney realizes that he has no scholarship money left. What does Rodney do?

- a) Ask the BVO for more money so he can travel
- b) Ask his parents, the bank or anyone but the BVO for more money so he can travel
- c) Take a time-machine back to the beginning of the summer and make better choices
- d) Enroll in a personal finance class and figure it out

e) All except for a)

2. Always expect to pick up your own tab

As a traveling scholar you should not expect your hosts to pay for everything during your stay. Always assume that food, drinks, museums, local transit, cabs, etc. should be paid for by yourself. Someone might be generous and offer to buy you dinner and/or drinks or treat you to a nice activity, but ALWAYS expect to pick up your own tab, unless your host communicates his/her intent to pay for you. With that said keep in mind that your hosts will most likely not take you to any extremely expensive places, unless they intend to treat you. If an activity sounds too pricey for your budget, make sure to communicate this to your host beforehand.

Hypothetical situation:

Spencer and Ethel are studying in Oslo for the summer and are visiting Viking alumni in Helsinki. Their hosts want to take them to their favorite restaurant which has two Michelin stars and was voted Helsinki's best restaurant last year. What do Spencer and Ethel say?

a) "Wow that sounds incredible, but we don't know if we can afford it on our budget"

b) "Sure thing, as long as you're paying"

If you answered a) and your hosts replied with something like "Don't worry about it, it's our treat" how should Spencer and Ethel reply?

a) "Thank you that's very generous"

b) "Good, cause I'm broke"

If your hosts replied with something like "Oh we're sorry we didn't think about that. We know a place that's affordable that has great burgers" how should Spencer and Ethel reply?

a) "A burger sounds pretty good right now"

b) "We can go to the first place, but only if you pay for us"

Hopefully no one selected b) as their answer!

3. Communicate and plan travel wishes with your host BEFORE arrival

When visiting different places and hosts it is the host's responsibility to show you a good time. Vikings will do their best to free up time from work/school to show you around, and even if they don't have time to spend the entire day with you, they will always give you information about things that you can do and see, while they are preoccupied. It is important to remember that it takes a lot of planning and effort to host 2-5 Viking scholars at a time. If you have specific things you want to see or do you need to inform your hosts well in advance so that they can adjust their schedule and make arrangements to be available. Do not show up at your host's house and ask them to start changing their plans.

Hypothetical situation:

Rodney travels to Bergen to meet local Viking alumni. Rodney has heard that the Fjords are awesome and wants to see them. Hiking to the fjords however requires money for transit and a lot of time and Rodney has not informed his hosts that this is what he would like to do. Rodney's hosts have planned a full two day itinerary with things to do in Bergen, but there is no mention of any Fjord-hiking. What does Rodney do?

a) Insist his hosts take time off work so they can drive him to the fjords

b) Feel stupid for assuming that they even have a car

c) Feel stupid for assuming that they can take time off work on such short notice

- d) *Take a time-machine to 2 weeks ago and express his interest in the Fjords*
e) *All but a)*

4. Bring a sleeping bag

The hosts can be students, families with children etc. so you need to be aware that sleeping arrangements will vary. It is always good to bring your own sleeping bags and towels (and if possible sometimes also an air mattress). Especially if you are traveling with a large group. Sometimes, however, the hosts are able to save you all of that trouble and provide you with everything needed (This saves you a lot of luggage issues if you're flying low fare or driving a car with limited space). Therefore, always communicate with your hosts beforehand as to what you should bring.

5. Hotels, hostels etc. is paid by yourself

There can be occasions when you as a travelling scholar get the choice to visit a city where local Vikings are available and want to meet and hang out, but cannot offer accommodation. If this is the case, and you decide to go there, you are expected to pay for your own hostels, hotels, etc.

6. Always arrive on time – always leave on time

You are a guest on a Viking scholarship, and the hosts call the shots. Please have the good manners to show up on time. Should you for some reason be running late, always communicate this to your host as fast as possible. Please also remember to know your expiry date. If you have an agreed departure, do not ask the host to prolong this stay. As a rule of thumb the host will always invite you for a specific number of days, but remember that guests are like fish: Wonderful – but after 3 days they start to smell.

7. Be humble

Always ask before you enter anyone's kitchen and start helping yourself to anything at your host's house. This also goes for the host's personal stuff in their bathroom, etc.

8. Be generous

Viking host will sometimes offer you drinks, snacks or even dinner. They know that you have little money and will always try and treat you the best they can. However, it is always appreciated when scholars offer to pay. Plan on buying the first round in a bar, or bring home snacks or a case of beer from the supermarket. That is a great way to show your host your appreciation of his/her hospitality.

9. Be grateful

Make sure to properly thank your hosts for their time and effort. Gratitude and respect for your hosts' time goes a long way. They are all just hosting and giving back to the program for fun, and they will only keep on doing it, as long as it is fun. A sincere thank you really helps to make it a positive experience, also for the host. It is highly recommended to bring the hosts a symbolic gift and/or thank you note before you leave. All hosts have a connection to UW-Madison and USA, so pack up your bag with inexpensive badger stuff. Bucky will put a smile on any hosts' face.

10. Have fun

Have fun! This should be among the best times of your life, and you will treasure the friendships and memories made for the rest of your days!