

# REGULATIONS

## **on Organisational Structure of the School of Humanities and Social Sciences at the University of Akureyri No. 821/2022 with amendments No. 474/2024.**

### Article 1

#### *Role, Policy and Staff*

The role of the School is to offer university education and to organise research in the fields of humanities and social sciences. The School formulates its policy for several years at a time, in accordance with its role and the policy of the University of Akureyri in each instance. The School of Humanities and Social Sciences operates on the basis of the Higher Education Act No. 63/2006, the Act on Public Higher Education Institutions No. 85/2008 and regulations for the University of Akureyri No. 694/2022.

Staff at the School of Humanities and Social Sciences include Professors, Associate Professors, Assistant Professors, Adjuncts, doctoral students, specialists, temporary lecturers, guest lecturers and staff responsible for administration and support services for the School.

The University Council can decide to initiate a special assessment of the operations of schools, faculties, institutions or other operational units within the University, see among other things article 13 of regulations for the University of Akureyri.

Regulations on Doctoral Studies and Doctoral Examinations at the University of Akureyri apply on doctoral studies.

### Article 2

#### *School Assembly*

School Assembly of the School of Humanities and Social Sciences is a forum for consultation where discussions take place on internal matters of the School. The Dean of School shall convene the School Assembly and either act as its chair or delegate that task to another person. The University Council can seek an opinion from the School Assembly on anything related to operations of the school in question. There are further details prescribed about school assemblies in article 17 of regulations for the University of Akureyri.

The Dean of School, Heads of Faculties or their deputies, Heads of Departments and directors of institutions belonging to the School or faculties, have seats at School Assembly meetings. Further attendees are academic staff, university teachers, doctoral students, student representatives nominated for a term of one year in each instance by the Union of Students at the University of Akureyri and staff from the School's administration and support services.

The School Assembly elects the School representatives to the University Assembly, see article 8 of regulations for the University of Akureyri. It is authorised to elect a representative to the University Assembly with electronic voting.

A School Assembly shall be held at least once each semester.

### Article 3

#### *School Council*

The Dean of School, Heads of Faculties and the School Office Manager comprise the School Council. Two students from the School, nominated by associations affiliated to the Union of Students

at the University of Akureyri, also have seats for a term of one year in each instance. School Council deputies deputise for the above specified primary members and the student deputies are nominated by associations affiliated to the Union of Students.

The Dean of School chairs School Council meetings and convenes meetings as required. In the absence of the Dean of School, their deputy shall chair the meeting. In the absence of a Head of Faculty, their deputy shall attend School Council meetings.

The School Council deals with matters relating to the whole School, including decisions of faculties on offers of courses, finances and operational performance of faculties and of the School, proposals from faculties on offer of courses and entry limitations for each academic year where appropriate. The School Council makes proposals to the University Council on amendments to rules or on new rules that relate to organisation and operations of the School and its faculties and institutions, on awarding of honorary doctorates and on offering an academic position to a scientist without advertisement. The School Council makes decisions on University institutions and research institutions that are founded within the School. In addition to this, cases of individual students which cannot be resolved at a faculty level shall be discussed and decided or referred to an appropriate channel. It is authorised to operate separate University institutions and research institutions, which are founded pursuant to agreement by the School Council.

The School Council is not quorate unless a majority of voting representatives attend the meeting. If a primary elected representative cannot attend a meeting, his deputy shall be called to attend. Matters are decided by majority vote. In the event of a tie, the issue is decided by the Dean's casting vote or that of the party chairing the meeting in the absence of the Dean. Minutes shall be kept, which record decisions made by the School Council. The Dean of School appoints a secretary to the Council.

The School Council elaborates more detailed rules for the School and further elaborates its organisation and makes proposals to the University Council on faculty structure and on the offer of study programmes. Among other things, the annual budget of the School shall be presented and discussed at a meeting of the School Council. The Rector and the University Council can delegate the execution of other tasks as appropriate to the School Council.

#### Article 4 *Dean of School*

The Dean of School is the director of the School, controls daily operations and is its academic leader and spokesman within and outside the University. The Dean is appointed by the Rector for a term of five years pursuant to rules of procedure set by the University Council. The Dean calls representatives to a School Assembly and chairs the meetings. He is furthermore the chairman of the School Council. Further details are provided about the role, tasks, responsibility and appointment of the Dean in articles 15 and 16 of Regulations for the University of Akureyri and in terms of reference issued to him by the Rector.

#### Article 5 *School Office*

The School Office operates under the control of the School Office Manager who is in turn responsible to the Dean of School, who is his superior. The School Office Manager is responsible for daily operations of the School Office and further detail is provided on responsibility, role and tasks of the Office Manager in his job description. The office is a centre for support service and administration and carries out various tasks for the School, its faculties and institutions. The Office handles general services for students and teachers as well as various specialised matters such as preparing the course catalogue, timetable, registration, graduation, human resources, daily operations, etc. The office

cooperates and consults closely with the University Office and with the Rector's Office on central support service and administration.

#### Article 6 *Faculties*

The School of Humanities and Social Sciences is divided into four faculties: Faculty of Social Sciences, Faculty of Education, Faculty of Law and Faculty of Psychology.

Faculties collaborate closely to best utilise human resources, funds, facilities, machinery and equipment for the benefit of diverse education and research. The School of Humanities and Social Sciences and its faculties shall furthermore support close cooperation with the University Office, the Rector's Office and with other schools and faculties at the University.

Faculties are autonomous in their own operations within the boundaries set by the University common regulations, and they bear professional responsibility for teaching and studies and for awarding of degrees on the completion of a programme of studies.

Each faculty is responsible for matters related to its subjects, decides learning content and arrangement of teaching and examinations and discusses necessary funding and new positions. The Head of Faculty, in consultation with the faculty or department, prepares the appointment of temporary lecturers and makes a proposal to the Dean of School on appointments. Faculty meetings and the Heads of Faculty manage each faculty. A faculty meeting has the authority to make decisions on all matters related to a faculty in accordance with these regulations and the regulations for the University of Akureyri. A faculty is responsible for organisation and development of the studies that the School has agreed shall take place within the faculty, and for registration and graduation on behalf of the Dean. In each faculty there is at least one study programme, which means a specified composition of courses that a student must complete to earn a specific degree. In specific cases or matters, the faculty is authorised to delegate power of decision to the faculty council or to the Head of Faculty.

When organising all studies at the School, the *National Qualification Framework for Higher Education in Iceland* (advertisement No. 530/2011) is taken into account.

#### Article 7 *Faculty Meetings*

Faculty meetings are the highest authority on teaching and research within each faculty. The tasks and role of faculty meetings is prescribed in article 20 of the regulations for the University of Akureyri. Faculty meeting sets rules on internal organisation of the faculty and they shall among other things, discuss the role of faculty and department meetings. Matters are decided by majority vote. In the case of a tie, the Head of Faculty's casting vote decides the outcome.

Pursuant to article 21 of the regulations for the University of Akureyri, the following representatives have a right to attend and vote at faculty meetings:

- a) Head of Faculty, Professors, Associate Professors, Assistant Professors and Adjuncts appointed to the faculty in question who hold a 49% position or greater.
- b) Other parties decided by the faculty.
- c) One representative of temporary lecturers from the faculty, nominated by the Head of Faculty for a one-year term in each instance.
- d) At least one representative of students from each department in the faculty, nominated by the relevant affiliated union of students for a one-year term in each instance.

A representative of the School administration and support services attends faculty meetings with the right to make proposals but without voting rights.

A faculty can set further rules regarding procedures for appointment of representatives, in accordance with items c and d.

#### Article 8 *Faculty Council*

Pursuant to article 22 of the regulations for the University of Akureyri, a faculty is authorised to appoint a management committee, a faculty council. Parties having a seat at the faculty council are the Head of Faculty, Heads of Departments, and two student representatives elected by their associations for a term of one year in each instance, from the group of student representatives at faculty meetings. Faculties set more detailed rules on the number of representatives at faculty council meetings.

#### Article 9 *Heads of Faculty*

The Head of Faculty and faculty meetings are responsible for teaching, organisation of teaching and the development of learning. The Head of Faculty is the most senior representative of the faculty vis-à-vis persons and institutions within and outside the University. The Head of Faculty is responsible to the Dean of School, who is his superior. The Head of Faculty is the academic leader of the faculty and is responsible for policy making for the faculty, for organisation of learning and for quality of teaching and research, also for relations with colleagues and for the operations of the faculty and of its operational units being in accordance with the budget of the School.

The Head of Faculty is a member of the of the School Council. Between faculty meetings or School Council meetings, the Head of Faculty has the power of decision on their behalf on matters related to the faculty. The Head of Faculty chairs faculty meetings and meetings of the faculty council as appropriate and implements resolutions of the meetings. More detail is provided about responsibility, role and tasks of the Head of Faculty in article 23 of the regulations for the University of Akureyri and in the job description prescribed by the Dean of School in consultation with the Rector.

The Dean of School appoints a Head of Faculty for a term of two years in each instance in accordance with nomination from a faculty meeting. A Head of Faculty shall be elected at a faculty meeting from the group of Assistant Professors, Associate Professors and Professors at the faculty. A faculty meeting shall also nominate a deputy Head of Faculty at the same time. The election shall be completed by 1 March in the year that the term of office of the incumbent Head of Faculty expires and the term of office commences on 1 July and ends on 30 June two years later.

The Head of Faculty shall be a Professor, Associate Professor or Assistant Professor in full employment at the faculty and shall have significant experience of teaching, research and management, and shall have good insight into organisation and structure of learning.

#### Article 10 *Heads of Departments and Teacher Meetings*

Faculties are authorised to choose specific Heads of Departments to supervise one or more study programmes within the faculty, where general University requirements for minimum number of students and for credits for a study programme are fulfilled. Heads of Departments are elected at faculty meetings for a term of two years in each instance. Managing a department entails communications with students and a leadership role in teaching and learning development. Teacher meetings are a forum for collaboration, and such meetings are called by the Head of Department as required. Teachers, temporary lecturers and any other parties involved in teaching within the department can be called to a teacher

meeting in each instance. Responsibility and tasks of Heads of Departments are further detailed in a specific job description.

#### Article 11 *Selection Committees*

Selection committees work within each faculty of the School of Humanities and Social Sciences in accordance with article 38 of the regulations for the University of Akureyri. The role of a selection committee is to review applications for an academic position in the faculty when the Evaluation Committee has completed its deliberations and assessment of competence of applicants and to provide the Dean of School, or as appropriate, the Rector in the case of a permanent appointment, with an opinion about the applicants before a decision is made on appointment. Those having seats in a selection committee are the Head of Faculty, who chairs the committee, one representative nominated by the faculty for a term of three years and one representative that the faculty council or Head of Faculty nominates in each case, where the party in question shall be a specialist in the academic field of the position. The Rector appoints a member of staff to selection committees who among other things, manages the appointment procedure and ensures that the work of the committee is in accordance with law and regulations, and with good administrative practices. There is more detailed specification of the role and case procedure of a selection committee, in articles 38 and 39 of the regulations for the University of Akureyri and specific rules of procedure for selection committees set by the University Council.

A selection committee opinion shall be sent to a faculty meeting which takes a position on the opinion before it is sent to the Dean of School who makes a decision on the appointment.

#### Article 12 *Curriculum and Credit-transfer Committees*

Curriculum and credit-transfer committees operate within each faculty of the School of Humanities and Social Sciences. The role of a curriculum committee is to discuss and make proposals for the course catalogue and for programme structure and academic subjects for faculties or departments. The role of a credit-transfer committee is to make proposals on assessment of prior study programmes and for planned exchange study for students in the faculty or department in question. Individual faculties within a school are authorised to jointly create curriculum and credit-transfer committees. A faculty is authorised to combine curriculum committee and credit-transfer committee into a single curriculum and credit-transfer committee. Curriculum and credit-transfer committee shall comprise at least three representatives of teachers (Professors, Associate Professors, Assistant Professors and Adjuncts), who shall be chosen for a term of two years in each instance by the faculty meeting in question, and one student representative elected from their associations for a term of one year in each instance. The Head of Faculty shall work with the committee along with the staff from the school's administration and support services. The committee divides its tasks between its members. There is more detailed description of structure, role and rules of procedure of curriculum and credit-transfer committees in a separate agreement.

Curriculum committees of the School of Humanities and Social Sciences shall have formal collaboration, with the aim of disseminating information and of optimising cooperation on studies and offer of courses at the School.

#### Article 13 *Specific Matters*

It is authorised to appoint committees or supervisors who bear specific responsibility for individual matters within a school or a faculty. Matters that can have such committees or supervisors are for example research, international communications, quality issues, public relations and compilation

of the course catalogue. The committees or supervisors for these matters are elected at School Assembly or as appropriate at faculty meetings, for a term of two years in each instance.

Article 14  
*Faculty of Social Sciences*

The Faculty of Social Sciences is a professional basic unit, which represents and is responsible for teaching and research in the field of social sciences and humanities and for awarding degrees on completion of a study programme. There are four departments in the faculty: Social Sciences, Media Studies, Police Science and Modern Studies. The faculty furthermore offers graduate studies at master's level. Under the authority of a faculty meeting, a department manages matters relating to its subjects, decides learning content and organisation of teaching and examinations, makes proposals for division of teaching between individual teachers in the department and makes proposals to the Head of Faculty on the appointment of temporary lecturers.

A faculty meeting is the highest authority in matters relating to the Faculty of Social Sciences, see article 7 of these regulations. In addition to those specified in article 7, doctoral students and Adjuncts and/or academic staff related to research institutions within the faculty who have a position of less than 49%, have the right to sit and make proposals at faculty meetings, see item b of article 7.

At a faculty meeting, a Head of Department is elected for a term of two years in each instance for each department. The Head of Department is responsible for convening as necessary and/or at the request of teachers, a departmental meeting with academic staff of the department in question.

There is a Faculty Council at the Faculty, pursuant to article 8 of these regulations and the Faculty Council, along with the Head of Faculty, have the power to decide on faculty matters between faculty meetings. Those with seats on the Faculty Council are the Head of Faculty, Heads of Departments and one representative from each relevant member association of the Union of Students at the University of Akureyri, which is operated in connection with the faculty. The Head of Faculty is the Chairman of the Faculty Council.

The Faculty of Social Sciences provides teaching towards the following degrees:

- Police Science Diploma for active police officers
- Police Science Diploma for prospective police officers
- BA degree in Social Sciences
- BA degree in Media Studies
- BA degree in Police Science
- BA degree in Modern Studies
- Postgraduate Diploma in Media and Communication Studies
- MA degree in Social Sciences
- MA degree in Media and Communication Studies
- MA in Coastal Communities and Regional Development

In addition to this, the University of Akureyri offers studies towards a doctorate in Social Sciences.

When organising studies in Police Science, the Police Act No. 90/1996, is among other things taken into account.

The Faculty of Social Sciences adopts further rules on study programmes which shall be included in the course catalogue each year.

Article 15  
*Faculty of Education*

The Faculty of Education is a professional basic unit, which represents and is responsible for teaching and research in the faculty's academic disciplines and for awarding degrees on completion of a study programme. The Faculty of Education is divided into the following departments: the Teaching Department (BEd, MEd og MT), the Department of Educational Science (MA).

The Head of Faculty is the academic leader of the faculty and is responsible to the faculty. He is the immediate superior for faculty staff. There are two Heads of Department within the Faculty of Education, one for each study programme, and they are responsible for the teaching and for general communications with students. These parties constitute the faculty management team and cooperate closely. One of the Heads of Department is the deputy to the Head of Faculty.

A faculty meeting is the highest authority in matters relating to the Faculty of Education, see article 7.

The Faculty of Education provides teaching towards the following degrees:  
Diploma in Educational Studies - Preschool Education  
BEd degree in Educational Studies  
Postgraduate Diploma in Leadership in a Professional Learning Community  
Postgraduate Diploma in Vocational Instruction  
Postgraduate Diploma in Educational Studies  
Postgraduate Diploma in Educational Science  
MT degree in Educational Studies  
MEd degree in Educational Studies  
MA degree in Educational Science

When organising studies in teacher training, Act No. 95/2019 on Education, Skills and Appointment of Teachers and School Managers at Preschool, Compulsory School and Upper Secondary School, is taken into account as well as appropriate regulations and national curriculum.

The Faculty of Education adopts further rules on study programmes which shall be included in the course catalogue.

#### Article 16 *Faculty of Law*

The Faculty of Law represents and is responsible for teaching and research in the faculty's academic disciplines and for awarding degrees on completion of a study programme. There are two departments in the Faculty of Law: a department teaching general law at bachelor and master's levels and a department of polar law at master's level.

The Head of Faculty leads the work of the faculty and is responsible to the faculty. There are two Heads of Department, one for each department, and they are responsible for the teaching and for general communications with students. The deputy to the Head of Faculty takes on his duties in his absence. The Head of Faculty, or as appropriate his deputy, will normally act as a Head of Department in one of the departments.

The Head of Faculty, deputy Head of Faculty and Heads of Departments are elected at a faculty meeting for a term of two years in each instance. The Head of Faculty and Heads of departments convene teacher meetings as required.

A faculty meeting is the highest authority in matters relating to the Faculty of Law, see article 7 and faculty meetings shall generally be held monthly.

The Faculty of Law provides teaching towards the following degrees:  
BA degree in Law

ML degree in Law  
Postgraduate Diploma in Polar Law  
LLM degree in Polar Law  
MA degree Polar Law

In addition to this, the University of Akureyri offers studies towards a doctorate in Law.

When organising studies in law, Act No. 77/1998 on Professional Lawyers, and requirements made to those intending to gain the rights to operate as professional lawyers, are taken into account.

The Faculty of Law adopts further rules for the programme of studies and its organisation that fulfil legal requirements and that correspond to international criteria for structure of study programmes, which shall be included in the course catalogue.

#### Article 17 *Faculty of Psychology*

The Faculty of Psychology is a professional basic unit, which represents and is responsible for teaching and research in the academic disciplines of psychology. The faculty offers undergraduate and graduate studies.

The Head of Faculty is the academic leader of the faculty on behalf of the faculty meeting and is responsible to the faculty, to its academic staff and to the School, see article 9 of these regulations. The deputy Head of Faculty takes on the Head of Faculty duties in his absence. Responsibility and tasks of the Head of Faculty and of his deputy are further specified in a job description.

A faculty meeting is the highest authority in matters relating to the Faculty of Psychology, see article 7 of these regulations. The tasks and role of faculty meetings are prescribed in article 20 of the regulations for the University of Akureyri.

In addition to those specified in article 7, student representatives from each cycle have the right to sit and make proposals at faculty meetings, see item b of article 7.

The Head of Faculty and deputy Head of Faculty are elected at faculty meetings for a term of two years in each instance.

The Faculty of Psychology provides teaching towards the following degrees:

[BS]<sup>1</sup> degree in psychology

[MS]<sup>2</sup> degree in psychology

When organising studies in psychology, the Healthcare Practitioners Act No. 34/2012, is among other things taken into account.

The Faculty of Psychology sets more detailed rules on study programmes which shall be included in the course catalogue.

1) Amended with Regulation No. 474/2024.

2) Amended with Regulation No. 474/2024.

#### Article 18 *Institutions within the School*

The following institutions and/or research centres are in the School of Humanities and Social Sciences. Separate rules that apply to them, prescribe their operations in more detail.



The Centre of School Development (MSHA) is a self-financed institution within the School of Humanities and Social Sciences. The role of the centre is to enhance schools as professional institutions and to be a channel for knowledge to active teachers in preschool, compulsory school, upper secondary school and universities, and vice versa.

The Research Centre for Police Science (RLHA) is a scientific research institute, under the School of Humanities and Social Sciences.

Article 19

*Entry into Force and Revision.*

These regulations, agreed by the University Council on 23 June 2022, are adopted on the basis of Act No. 85/2008 on Public Higher Education Institutions and on regulations No. 694/2022 for the University of Akureyri. These regulations enter into force forthwith. At the same time regulations No. 416/2012 on the Organisational Structure of the School of Humanities and Social Sciences become void. These regulations shall be reviewed regularly and shall gained experience taken into account.

*University of Akureyri, 23 June 2022.*

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**Eyjólfur Guðmundsson, Rector**

*Regulations No. 821/2022 approved in the University Council on 23. June 2022.*

*Amendments No. 474/2024 approved in the University Council on 21. March 2024.*