

# REGULATIONS

## for the University of Akureyri No. 694/2022.

### Chapter I

#### Scope

##### Article 1

###### *Aims and Scope*

The University of Akureyri is an independent higher education institution which falls within the remit of the Minister for Higher Education, Industry and Innovation.

These regulations are set by the University Council of the University of Akureyri and apply to the University of Akureyri, including schools and academic bodies of the University and also to all staff and students.

These regulations are considered to be the main regulations for the University of Akureyri. They supplement current laws which apply to the University but take precedence over other regulations set by the University.

In all procedures and decision-making on behalf of the University, its staff shall respect laws, proper administrative procedures, equality and other reasonable views.

### Chapter II

#### Organisational Structure of the University of Akureyri

##### Article 2

###### *Organisation Structure of the University of Akureyri*

The University of Akureyri is an independent higher education institution which falls under the Minister for Higher Education, Industry and Innovation, where the status and role of the University is detailed in law.

The University Council decides on the structure of administrative units, on their roles, their limits and on how work is distributed between each administrative unit, but for fundamental changes to the University's structure an opinion must be sought from the University Assembly.

In these regulations the administrative units of the University are named according to Act on Public Higher Education Institutions No. 85/2008. The term school is used in these regulations for the Icelandic term 'fræðasvið', Dean of School for the Icelandic term 'forseti fræðasviðs', Head of Faculty for the Icelandic term 'deildarforseti' and School Council for the Icelandic term 'stjórn fræðasviðs'.

The University operates as two schools, in accordance with the University Council's decision, and the University Office and its sections provide support services for the University.

The Rector's Office supervises matters concerning joint administration of the University and is responsible for the operations of the University to be in compliance with current laws and regulations and good administrative practices.

The Centre for Doctoral Studies supervises doctoral studies at the University of Akureyri and is under the authority of the Rector's office. The University Council adopts regulations for doctoral studies and doctoral examinations at the University of Akureyri.

### Article 3

#### *The University Council and Administration of the University of Akureyri*

The administration of the University is entrusted to the University Council and the Rector. The University Council has the highest decision-making authority within the University, unless otherwise prescribed by law. The University Council shall formulate general teaching and research policy and determine the University's organisational structure. The University Council shall have general supervision of the activities of the University as a whole, of individual schools and academic bodies and shall be responsible for ensuring compliance with legislative and regulatory requirements. University administration is conducted on behalf of the Rector and the University Council.

The University Council shall have final authority in matters relating to the University, to its individual schools and academic bodies connected to the University within the remit of the University Council, schools or faculties. Decisions of the University Council, pursuant to the Act on Public Higher Education Institutions No. 85/2008 and regulations adopted by the University Council according to the Act on Public Higher Education Institutions, are final and will not be appealed for review to the University Assembly or to any other academic bodies of the University.

The University Council adopts regulations for the University as prescribed in the Act on Public Higher Education Institutions and in regulations for the University.

The University Council may seek the opinion of the University Assembly regarding any matter concerning the activities of the University or of one of its schools, faculties and academic bodies. Where a matter concerning a specific School is referred to the University Council, it shall consult the relevant Dean of School before reaching a conclusion. The University Council shall consult in the same way with the director of an academic body not placed under the authority of a school.

### Article 4

#### *University Council*

The Rector shall sit on the University Council and furthermore act as its chair.

The University Council comprises six representatives and the Rector, nominated for a two-year term.

- a) Two representatives of the academic community, nominated by the University Assembly.
- b) One student representative, nominated by the Union of Students at the University of Akureyri, (SHA).
- c) One representative appointed by the Minister for Higher Education, Science and Innovation.
- d) Two representatives are appointed by the above-mentioned existing representatives in the University Council.

For each representative in items a-c, one deputy shall be appointed, and, in the same way, one deputy of the representative in accordance with item d.

The appointment of a representative of the academic community shall be included in the agenda of a University Assembly meeting. Those nominated shall be full-time employees of the University. A

condition is that one of these two representatives shall be an academic employee. Candidates for election may not be the Rector, Deans of Schools, the managing director of the University Office, the Director of Quality and Human Resources, section directors of the University Office, the Director of the Centre for Doctoral Studies and Research or the Director of the Rector's Office.

The appointment of a representative of the academic community shall be addressed in a University Assembly meeting in accordance with advance notification of the meeting. At the same time as a meeting notice is sent out, at least three weeks before the meeting, a call for candidates shall be published. Candidacies shall be submitted to the Rector's Office at least a week before the scheduled meeting. The University Assembly votes on the candidates for seats as academic community representatives in the University Council; student representatives at the University Assembly do not have voting rights on that issue.

The Union of Students (SHA) is responsible for appointing a student representative to the University Council, and the Rector on behalf of the University Council, shall request a nomination from SHA at least three weeks before the term of office for new representatives begins. The University Council can set further regulations regarding the appointment of representatives of the academic community and students to the University Council, and the Rector shall seek a recommendation from the University Assembly and SHA before such regulations are adopted or changed.

Other aspects of appointment to the University Council and its role are detailed in the Act on Public Higher Education Institutions.

#### Article 5

##### *Meetings of the University Council*

The University Council shall meet as needed. The Rector calls meetings and chairs meetings of the University Council. If requested by three members of the council, the Rector must convene a meeting. A meeting shall be called by email with at least three days' notice where possible. The call to the meeting shall include the agenda.

A minimum of five council members with the right to vote must attend a meeting to constitute a quorum. If a nominated or elected representative cannot attend a meeting, his deputy shall be called to attend the meeting. Matters are decided by majority vote. In the event of a tie, the issue is decided by the Rector's casting vote or that of the party chairing the meeting.

Minutes shall be kept, which record decisions made by the University Council. The Rector shall appoint a secretary to the University Council and shall publish minutes of Council meetings and notifications of its decisions.

#### Article 6

##### *Committees and Boards of the University Council*

Committees and boards operate on behalf of the Rector and University Council. The number of representatives on committees and boards and their appointment are according to the relevant regulations adopted by the University Council or according to terms of reference issued by the Rector.

Committees have an advisory function, each in its own field, and have neither executive nor decision-making power, unless specifically prescribed in regulations or in terms of reference endorsed by the University Council.

## Article 7

### *The University Assembly.*

The University Assembly is a consultation platform for the University community, where discourse on the development and promotion of the work of the University takes place, and the role and authority of the Assembly is further detailed in laws and in regulations.

At University Assembly meetings the following issues shall be discussed and decided as appropriate in each instance:

- a) The Rector discusses the University policy and progress in its work.
- b) Proposals for resolutions of the University Assembly on individual issues before the Assembly.
- c) Comments on regulations set by the University Council that must be submitted to the University Assembly, pursuant to provisions of the Act on Public Higher Education Institutions.
- d) Other matters legally raised.

The University Council may also assign discussion on professional issues and academic policy to the University Assembly.

A University Assembly meeting shall be held at least once a year, and the Rector schedules and chairs the meeting. Resolutions reached by the University Assembly shall be publicised within the University.

The University Council shall adopt more detailed regulations on the role and appointment of the University Assembly.

## Article 8

### *Representatives at the University Assembly*

The Rector, Deans of Schools, Heads of Faculty and the President of the Union of Students at the University of Akureyri have seats at University Assembly meetings. In the absence of a Dean of School, a School Council nominates a representative from its number, the Deputy of a Head of Faculty attends a University Assembly meeting in lieu of a Head of Faculty and the Vice President of the Union of Students at the University of Akureyri attends in the absence of the President of the Union of Students.

Teachers and specialists from the schools and academic bodies of the University also attend University Assembly meetings. Each School nominates eight representatives and eight deputies that shall be elected at School Assembly meeting, pursuant to article 17 of these regulations, for a term of two years in each instance. The University Assembly shall also be attended by two delegates representing the association of teachers at the University elected for a two-year term from among those members of the association not holding the position of Dean of School, as well as five delegates representing administrative personnel. The Managing Director of the University Office and the Director of Quality and Human Resources shall also have seats at the University Assembly.

Subsequent to elections at the Union of Students, the students shall nominate seven representatives and an equal number of deputies for seats at the University Assembly for a one-year term in each instance, but the University Council may decide that representatives be fewer or more according to provisions of law in this respect.

Preparation for election and appointment of representatives in accordance with this Article must follow provisions in the University's Strategy on Gender Equality on equal access of genders to committees, management and councils.

Representatives at the University Assembly, other than students at the University, are nominated for terms of two years in each instance.

Representatives in the University Council have, as such, the right to propose a motion at the University Assembly but do not have voting rights. The Rector is authorised to invite the attendance of employees from university administration, chairmen of Committees or Councils and other parties as deemed necessary. They have the right to propose a motion but do not have voting rights.

Where two-thirds of University Assembly delegates request a meeting, the Rector must convene one.

The University Council sets more detailed regulations on the role and composition of the University Assembly and on the selection of representatives for the Assembly.

## Article 9

### *Rector*

The Rector is in charge of the operations of the University and initiates formulation of comprehensive University Policy by the University Council. The Rector shall act as the head of administration of the University and shall be its most senior representative and spokesman to third parties and to institutions both within and outside the University. He shall be responsible for and supervise all activities of the University, including recruitments and financial management of individual schools and academic bodies. He shall chair the University Council. He shall be responsible for the drawing up of operational and financial plans and for obtaining the Council's approval thereof. Between meetings of the University Council, the Rector shall hold the power of decision in all matters of the University. He shall be responsible for implementation of University Policy and for university relations with national and foreign partners.

The Rector appoints the Managing Director of the University Office, who is directly answerable to the Rector. Under the authority of the Rector, the Managing Director of the University Office oversees the work and administration of the University Office. The Managing Director shall prepare an annual budget and ensure that the operation of the University is in accordance with current authorisations. The Managing Director shall cooperate with Deans of Schools on their finances.

The Rector appoints a Dean for each school and a Director of the Centre for Doctoral Studies and Research and provides them with their formal statements of duties. Deans of Schools supervise the work and administration of the schools. The Director of the Centre for Doctoral Studies and Research supervises the work and administration of the Centre. The University Council may authorise the Rector to employ one or more pro-rectors.

The Rector holds regular consultation meetings with the Deans of Schools and other senior management. These meetings are a forum for consultation and cooperation that ensure coordination and consultation between schools, the University Office and the Rector's Office with respect to common issues, central support services and administration.

The Rector appoints personnel for permanent academic positions at the University of Akureyri and promotes members of academic staff. The Dean of School appoints academic staff for temporary positions in the relevant School and academic bodies under the authority of the Rector. The Rector shall hire personnel to the University administration and provides their statement of duties or job description. The Managing Director of the University Office hires staff to the office under the authority of the Rector and supervises section directors and other staff, each in their relevant field. The Rector shall ensure that there are job descriptions for all staff, insofar as these do not exist in law or collective pay agreements.

The Rector shall decide on matters regarding the eligibility of individual members of the University staff for involvement in particular cases handled within the University administration, cf. Section II of the Administrative Procedures Act No. 37/1993.

The Rector shall arrange the publication of the University annual report, in consultation with administrative staff, Deans of Schools, Heads of Faculties and directors of the University Office and of academic bodies, as deemed necessary. The University annual report shall include a section on operations of the University, of its academic bodies and funds and on matters relating to students. The Rector supervises the University's funds, and other assets, unless the University Council determines otherwise.

#### Article 10

##### *Appointment of Rector*

The Minister for Higher Education, Industry and Innovation appoints a Rector for a five-year term, in accordance with the University Council's recommendation, and the appointment of Rector is detailed in law.

The University Council shall adopt regulations on procedure for nomination of a Rector. For the appointment of a Rector, the University Council shall nominate three members of a selection committee for the task of assessing applicants' competence, where one of the nominees shall chair the committee. Selection committee members shall have completed a higher education degree at a university, and in addition have significant management experience at university level.

Competence for the post of Rector shall be assessed in the light of a comprehensive assessment which will consider scientific and academic work, the candidate's career as a university teacher, management experience, and the extent to which the candidate's education and experience will be useful in the post of Rector. The Rector must have academic competence, leadership qualities and a clear and ambitious vision for the University, outstanding communications competence and wide experience of management and policymaking. No one may be appointed as Rector unless the majority of the selection committee has expressed the opinion that the applicant is competent to fulfil the role.

The University Council advertises the vacancy for the position and can assign the relevant administrative tasks to the Rector's Office. If the incumbent Rector has held the position for two terms of office, the position shall be without exception advertised where the advertisement is published during the autumn term of the academic year in which the term of office expires.

#### Article 11

##### *The Rector's Office*

The Rector's Office attends to the statutory role of the Rector and protects the interests of the University of Akureyri.

The Rector's Office supervises matters concerning joint administration of the University, meetings of the University Council, consultation meetings between the Rector and Deans of Schools and other managers, the Annual General Meeting and the University Assembly. The Rector's Office also supervises policymaking and the implementation of the university policies.

The University Council is authorised to assign new or temporary projects to the Rector's Office.

#### Article 12

##### *The University Office*

The role of the University Office is to ensure the necessary conditions for schools, faculties, academic bodies and university staff to conduct their work in accordance with the law and with the

regulations of the University. The University Office and its staff deal with general administration and support services according to a more specific arrangement, for the University, its schools and academic bodies. Sub-units of the University Office are specified in the current University organisational chart.

Article 13  
*Quality Issues*

Internal assessment of the quality of teaching and research is conducted within the University, while external evaluation is conducted by the Ministry of Higher Education, Industry and Innovation, pursuant to applicable law and regulations. Internal evaluation within the University and its sections shall be conducted regularly and shall concern policy and objectives, learning content, teaching, teaching methods, learning assessment, research, results of research, facilities, management and external connections.

The University Council regularly publishes information on internal assessment and conclusions.

**Chapter III**  
**Schools, Faculties and Academic Bodies**

Article 14  
*Role and Organisation of Schools*

Each school conducts teaching, research and administrative activities. The University Council decides roles, boundaries and division of tasks between schools, and division into faculties having received a proposal from the school in question. Schools have academic independence within those boundaries defined by common regulations set by the University.

Schools are the principal constituent units of the University of Akureyri. Each individual school is divided into faculties which are the basic units of the University. Faculties bear professional responsibility for teaching and research, and they provide teaching in individual subjects on behalf of other schools and faculties to the extent possible.

Schools and faculties cooperate closely with the University Office and with the Rector's Office and shall promote close cooperation amongst themselves for the purpose of optimum utilisation of human resources, financial resources, facilities, appliances and equipment.

The schools of the University are as follows:

- a. School of Health, Business and Natural Sciences.
- b. School of Humanities and Social Sciences.

Article 15  
*Role of the 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 of School is accountable to the Rector and the University Council, where the Rector is his superior. He is responsible for elaborating University of Akureyri policy at school level, for a strong team culture and professional cooperation, for relations with national and foreign partners, for the quality of teaching, research and service. The Dean of School is responsible for the school's administration and support services, for the finances and operation of its faculties and academic bodies within the school and for the school's human resources, within the boundaries defined by common regulations set by the University. The Dean of School is authorised to appoint working committees, to provide him with advice, to assist with policymaking and to conduct specific tasks in accordance with a formal statement of duties.



The Dean of School shall rule on disputes that may arise within the school and its academic bodies, decide on disciplinary matters concerning students within the school and other matters involving student violations of University regulations.

The Dean of School attends consultation meetings with the Rector and Deans of other schools. The Dean of School is responsible for the school's report in the University annual report, in consultation with the Rector.

#### Article 16

##### *Appointment of Dean of School*

The Rector appoints a Dean of School for a term of five years pursuant to procedural regulations set by the University Council where the Dean shall work under the Rector's authority. The Rector is authorised to appoint an employee of the University as Dean of School. The tenure of a Dean of School is limited to a maximum of two terms of office.

Applicants for the position of Dean of School shall fulfil general competence requirements for academic staff in the school in question. An evaluation committee shall assess competence of applicants for the position of Dean of School, with particular attention being paid to career, work experience and education of applicants in the light of the nature of the position. Competence requirements, responsibility and tasks of the Dean of School are further specified in the job description.

When assessing applications for the position of Dean of School, the Rector is authorised to refer to independent assessment of management, leadership and communication skills of the applicants in question.

#### Article 17

##### *School Assembly*

The Dean of School chairs School Assembly meetings, under the authority of the Rector. School Assembly is a forum for consultation where discussions take place on internal matters of the school. The University Council can seek an opinion from a School Assembly on anything related to operations of the school in question.

A School Assembly may issue resolutions on matters which it considers relevant to the interests of the school. Resolutions adopted at School Assembly shall be communicated to the University Council, to the Rector, to directors of academic bodies at the university and to other parties to which they may be relevant.

Decisions made by the University Council, the Rector, a Dean of School or director of an academic body cannot be appealed to a School Assembly.

The Dean of School, Heads of Faculties and their deputies, Heads of Departments and directors of academic bodies belonging to the school or faculties have seats at the School Assembly. Other parties that also attend School Assembly meetings are academic staff, University teachers and employees from administration and support services of the school. Representatives of students of each faculty of the school also have seats.

The school can set further regulations regarding procedures for appointment of representatives at School Assembly.

The Rector, the Managing Director and the Director of Quality and Human Resources have a permission to attend School Assembly meeting with speaking and proposal rights, but no voting rights.

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



Article 18  
*School Council*

The Dean of School, Heads of Faculties and the Office Manager comprise the School Council, in addition to student representatives that are nominated by the relevant member association of the Union of Students at the University. Deputies to School Council members replace the above specified primary members and the deputy to the student representative is nominated by a member association of the Union of Students. The School Council discusses common issues related to the school, including decisions by faculties on study programmes offered, and on finances and operational performance of faculties and of the school. In addition to this, there shall be discussion on cases of individual students, which cannot be resolved at a faculty level.

The Dean of School chairs School Council meetings and convenes them as needed. The Dean of School is authorised to nominate one of the Heads of Faculty to chair a meeting of a School Council in the absence of the Dean. In the absence of a Head of Faculty, the Deputy Head of Faculty shall attend the Council meeting.

A 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 the meeting. 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.

A School Council elaborates more detailed regulations for the school, 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 19  
*Role, operations and management of Faculties*

Faculties are the basic academic units of the University operating within the schools. Each faculty conducts teaching, research and administration. Faculties are independent in internal matters within the boundaries set by the University regulations. They are responsible for teaching and studies and for awarding degrees on completion of a study programme.

Each faculty is responsible for matters related to its subjects, decides learning content and arrangement of teaching and examinations, decides the division of teaching between individual teachers in the faculty and makes proposals to the Dean of School about appointing temporary lecturers and about essential funding and new posts. Faculty meetings and the Heads of Faculties manage each faculty. A faculty meeting has the power of decision in all faculty matters pursuant to these regulations. In specific cases or matters, the faculty is authorised at a meeting to delegate power of decision to the Faculty Council or to the Head of Faculty.

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.

Article 20  
*Faculty Meetings*

Faculty meetings are the highest authority on teaching and research within each faculty.

The main tasks of a faculty meeting are as follows:

- a) To formulate policy on the faculty's study and research.

- b) To resolve teaching scheduling issues within the faculty.
- c) To decide on matters related to individual students in the faculty.

Faculty meetings shall be normally held monthly, and the Head of Faculty shall make a schedule for faculty meetings for the academic year and present it to those who have the right to attend faculty meetings. Attendance at faculty meetings is part of the employment duties of those who have a seat at the meetings. A faculty meeting must be scheduled if the Rector, a Dean of School, or a third of representatives who have the right to attend faculty meetings, request it. The Head of Faculty invites those who have a right to attend faculty meetings electronically, preferably with at least three days' notice if possible, and the subject of the meeting shall be specified in the call to the meeting.

A faculty meeting is quorate if attended by 50% of representatives in full-time employment at the faculty in question who have the right to vote. Matters are decided by majority vote. In the case of a tie, the Head of Faculty's casting vote decides the outcome. Decisions of faculty meetings shall be recorded in minutes.

A faculty meeting sets regulations on internal organisation of the faculty which shall deal with the roles of faculty meetings and departmental meetings, and on the terms of employment, term of office and roles of Heads of Faculty and Heads of Departments.

Faculty meetings make proposals to the School Council on the introduction or discontinuing of study programmes, decisions which require agreement of the School Council and the approval of the University Council.

A faculty meeting may establish curriculum committees, which discuss and make recommendations on the course catalogue, on programme structure and on academic subjects for particular faculties or departments. Where curriculum committees have not been formed, faculty meetings or teacher meetings shall carry out this role. Individual faculties within a School are authorised to jointly create curriculum committees.

## Article 21

### *Faculty Meeting Appointment*

The following representatives have a right to sit and vote at faculty meetings:

- a) Head of Faculty, Professors, Associate Professors, Assistant Professors and Adjuncts appointed to the faculty in question who have a 49% position or more.
- b) Other parties decided by the faculty.
- c) One representative of temporary lecturers within the faculty, nominated by the Head of Faculty.
- 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 Office attends faculty meetings with the right to make proposals but without voting rights.

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

Article 22  
*Faculty Council*

It is authorised to form a management committee, a Faculty Council. In addition to the Head of Faculty, those having seats are Heads of Departments, where appropriate, 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 regulations on the number of representatives at Faculty Council meetings. The same regulations apply to the right to vote and the weighting of votes as apply at faculty meetings.

Article 23  
*Role of Head of Faculty*

A Head of Faculty and Faculty meetings are responsible for teaching, organisation of teaching and the development of learning.

The Head of Faculty is the faculty's ultimate representative in relation to individuals 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 School Council. Between faculty meetings or school meetings, the Head of Faculty has the power of decision on their behalf on matters related to the faculty. The Head of Faculty is authorised to appoint working committees, to provide him with advice, to assist with policymaking and to conduct specific tasks. In consultation with the Dean of School, the Head of Faculty oversees the faculty report as part of the school report for inclusion in the University annual report.

More detail is provided about responsibility, role and tasks of Head of Faculty in the job description prescribed by the Dean of School in consultation with the Rector.

Article 24  
*Terms of Employment of the Head of Faculty*

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. The Head of Faculty shall be elected by a faculty meeting from the group of academic staff of 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 term of office commences 1 July and ends 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 good insight into organisation and structure of learning.

Article 25  
*Heads of Departments*

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 credits of study programmes 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 leading teaching and learning development.

#### Article 26

##### *Academic Bodies*

The University Council, schools and faculties are authorised to operate separate academic bodies and research facilities. The University Council makes decisions on new academic bodies and on discontinuing active academic bodies and on other changes to them. The University Council sets regulations for academic bodies, on their role, status, management, staff, finances and on anything else deemed necessary.

### **Chapter IV**

#### **University Personnel**

#### Article 27

##### *University Personnel*

The professional titles of teachers at the University of Akureyri shall be pursuant to law as follows: Professor, Associate Professor (dósent), Assistant Professor (lektor) and Adjunct. Academic staff of the University are Professors, Associate Professors and Assistant Professors.

Professional duties of teachers at the University are divided into three main areas: research, teaching and administration. The University Council sets more detailed regulations on the duties of teachers at the University and about leave from work.

The duties of a staff member engaged solely for scientific and research work will be divided between research and administration, but it is authorised to stipulate that such a member of staff takes on a certain amount of teaching. The Dean of School decides in consultation with the Head of Faculty, the division of duties of individual teachers or of those that are appointed for scientific and academic work, within the boundaries of general regulations.

#### Article 28

##### *Temporary Lecturers*

Temporary lectures at the University of Akureyri perform teaching and course assessment in accordance with the relevant regulations of the University and of the faculty in question. Temporary lecturing shall not be full-time work and the working percentage of a temporary lecturer may be a maximum of 49%. A written agreement shall be made on the appointment and terms of employment of temporary lecturers and about teaching and course assessment at the beginning of each semester, for a period of one semester at a time.

The University Council sets rules of procedure on general competence and hiring of temporary lecturers at the University, which the Dean of School takes into consideration when hiring.

#### Article 29

##### *Sabbatical*

The University Council is authorised to grant a member of teaching staff of the University sabbaticals for up to one year on fixed pay, if a satisfactory statement is received of how the applicant plans to spend time on improving his/her knowledge or working on special research projects during the sabbatical. Depending on the budget allowances and guidelines in collective pay agreements, the University Council may grant an individual on sabbatical a grant, to meet the expense of necessary travel and accommodation costs incurred in connection with the sabbatical.

The University Council shall set further regulations on sabbaticals and on the awarding of grants.

#### Article 30

##### *Decision on Appointment*

The Rector makes appointments to permanent academic positions at the University and awards promotion to academic staff. The Dean of School, on behalf of the Rector, makes appointments for temporary positions for university teachers at faculties and academic bodies belonging to the school. The Dean of School is not authorised to delegate this power of decision.

No one may be recruited for a position of a Professor, Associate Professor or Assistant Professor without meeting minimum requirements for the position, as judged by the majority of the Evaluation Committee.

Before a decision is made on appointment to an academic position, applications shall be discussed by a selection committee in accordance with the provisions of article 38 of these regulations. There is no obligation to seek an opinion from the selection committee before appointing to a position that is exempt from the duty to advertise. The Rector and the Dean of School are always authorised to seek such an opinion.

The University Council is authorised to set regulations on appointments to positions and these regulations shall always define the agency of the Dean and directors.

#### Article 31

##### *Appointment*

The initial appointment to the position of a Professor, Associate Professor or Assistant Professor at the University of Akureyri shall, as a general rule, be limited to five years, regardless of whether the appointment is part-time or full-time. Under special circumstances a temporary employment contract may be extended for up to two years beyond the five-year limit.

The Rector can however decide that the initial appointment to the position of teacher or research specialist is temporary for a shorter term than five years, or permanent, given that the school or the faculty has grounds to deviate from the general rule of the first paragraph of this article.

A member of academic staff does not automatically have the right to permanent tenure on completion of a temporary appointment. The Rector decides on whether the appointment of an academic member of staff is permanent, having received a recommendation from the University Evaluation Committee in accordance with the provisions of regulations No. 1010/2016 on the promotion and permanent appointment of academic staff at the University of Akureyri.

#### Article 32

##### *Definition of Position*

A faculty or an academic body makes a proposal to the Dean of School about definition of an academic position in accordance with the policy of the faculty, school and the University. A definition of a position shall be based on one specific job title, pursuant to article 27 and shall be specified before the position is advertised. The advertisement must clearly state the competence criteria that applicants for the position must meet, among other things with respect to the academic field and university degree. The advertisement shall state the field to be covered by the position.

The requirement shall be made that applicants have a doctorate in the relevant academic field from a recognised university, unless the faculty or an academic body considers that this is not feasible. If a requirement is not made for a doctorate, applicants shall have knowledge and experience in accordance with international criteria for the relevant job title in that academic field, confirmed with the opinion of the Evaluation Committee. Furthermore, their professional achievements must be sufficient for them to enjoy recognition in the relevant field. If the school or an academic body does not consider it appropriate to

require a doctorate, an explanation as to why this is done should accompany the advertisement when it is sent to the Rector's Office.

A member of staff is appointed to a specific school, specific faculty in a school or to an academic body. The Rector and Deans of Schools are authorised to amend the definition of the position by the power of their management authority.

### Article 33 *Advertisement*

Vacant positions for university teachers and those who are appointed for scientific and academic work are advertised in a specific government website. The position shall generally be advertised such that the notice to apply is four weeks from the publication of the advertisement.

The Rector's Office shall handle all advertisements, both in national and foreign media. All information about vacant positions for university teachers shall be accessible on the University website.

### Article 34 *Exceptions from the Requirement to Advertise*

It is not obligatory to advertise positions in the case of temporary appointments for a period of twelve months or less, or in the case of part-time work, such that the position is not considered to be main employment in the understanding of Act No. 70/1996, on the Rights and Duties of Public Employees. In the case of a temporary job for a period of 12 months or less, it is not authorised to extend the appointment without advertisement in accordance with these regulations.

A position is not advertised in the case of promotion or transfer between professional titles, pursuant to the provisions of the Act on Public Higher Education Institutions or of these regulations.

A position is not advertised when the Rector invites an academic, pursuant to a proposal from a school and with the agreement of the University Council, to take over an academic position at the University, pursuant to paragraph 2 of article 17 of Act on Public Higher Education Institutions.

It is also authorised to make an exception from advertising positions that are based on specific temporary grants, positions connected to specific temporary projects, positions held by students at the University in parallel to research related graduate studies, and positions at the University that are linked to specific work performed outside the University on the basis a cooperation agreement.

It is unauthorised to decide on appointment to a position at the University of Akureyri on the basis of an exemption from the duty to advertise pursuant to paragraph 3 unless all of the following apply:

- a) That the position is within a university faculty or academic body that has defined the position with respect to the main regulations regarding competence requirements and duties.
- b) That the position is temporary, at the most for five years or for two years in the case of extension of a temporary appointment, see article 31.
- c) That the financial basis for the position is assured and for the working facilities it demands.
- d) That it is established that the school, faculty or academic body has a logical reason for making an exemption from advertising the position, see paragraph 4.
- e) That there is a qualification assessment by the Evaluation Committee in the case of the position of Professor, Associate Professor or Assistant Professor.

#### Article 35

##### *Applications for positions and their processing*

Applications for positions should be received by the Rector's Office. Optimally, obligations and application documentation should be in electronic form. Applicants shall include with their applications, certification for their studies and work, publications, report on scientific work and other work done and a statement on plans in the event of being appointed. There is further detail on applications for academic positions and their processing in regulations No. 258/2016 on the Work of the Evaluation Committee and hiring of faculty at the University of Akureyri.

#### Article 36

##### *Promotion of teaching staff*

The Rector is authorised, without advertising, to promote an Assistant Professor to a position of an Associate Professor or an Associate Professor to a Professor, given that there is an opinion of the University Evaluation Committee to the effect that the party in question fulfils the minimum requirements to hold the position and that the University Evaluation Committee has made a proposal that promotion should be awarded. The provisions of regulations No. 1010/2016 on the promotion and permanent appointment of academic staff at the University of Akureyri, apply to promotions.

#### Article 37

##### *Composition of the Evaluation Committee*

There shall be an active Evaluation Committee with three members at the University of Akureyri to evaluate the qualifications of individuals applying for academic positions or being offered such a position. The Rector appoints an Evaluation Committee pursuant to nominations from the University Council for a term of two years in each instance. The Evaluation Committee shall include at least one member that does not work at the University of Akureyri.

It is not possible appoint a Professor, Associate Professor or Assistant Professor without a majority of the Evaluation Committee having considered that the applicant for the position fulfils minimum conditions for the position in question.

There is further detail on the composition and the work of the Evaluation Committee in regulations on the work of the Evaluation Committee and hiring of faculty at the University of Akureyri.

#### Article 38

##### *Composition of a Selection Committee*

There shall be an active selection committee in each faculty, appointed by the Dean of the School in question. The Dean is however authorised, in consultation with the School Council, to decide that one selection committee will operate for the whole school.

When the Evaluation Committee of the University has concluded its deliberations and evaluation of competence of applicants for an academic position, the applications and the Evaluation Committee opinion is passed on to a selection committee. The role of a selection committee is to review applications for an academic position in the school or faculty, and academic bodies within the faculty or within the relevant school and give the Dean of School, or as appropriate the Rector, an opinion about the applicants before a decision is made on appointment.

A selection committee shall comprise three members. The Rector appoints a secretary for the committee, whose role includes managing the appointment process and ensuring that the work of a selection committee is in accordance with law and regulations and good administrative practice. Only those who have completed a doctorate or equivalent degree from a university may be appointed to a selection



committee, insofar as this is possible. A selection committee shall include both men and women and care should be taken to ensure that the gender proportion is as even as possible. For this reason, nominating parties shall nominate two members, a male and a female.

In Faculties a selection committee is composed as follows:

- a. The Head of Faculty who furthermore chairs the selection committee.
- b. One member is nominated by the faculty, for a term of three years.
- c. One member, nominated in each instance by the Faculty Council or Head of Faculty, shall be a specialist in the academic field of the position.

When the Dean of School decides, pursuant to second sub-paragraph of paragraph 1, to appoint a one selection committee for the whole School, it shall be composed as follows:

- a. Head of Faculty who furthermore chairs the selection committee, is selected by the Dean of School.
- b. One member nominated by the School Council, for a term of three years.
- c. One member, nominated in each instance by the School Council, shall be a specialist in the academic field of the position.

#### Article 39

##### *Procedure for Selection Committees*

When selecting the most eligible applicant, the policy of the faculty shall be taken into account and development related to the position in question. In its assessment, a selection committee is authorised to take into account how likely an applicant is, on the basis of previous record, to support the objectives set by the Faculty and School.

A selection committee shall normally interview short-listed candidates.

A selection committee is authorised to gather further data about applicants. A selection committee shall elaborate working procedure for its work which contain criteria for the data in question.

A selection committee can seek expert opinions from the relevant academic field. The selection committee is authorised to invite staff from the department in question, or as appropriate, academic subject or academic body, to a meeting.

A selection committee can decide that discussion be limited to those applicants that best meet the emphases that must be respected when making the appointment.

A selection committee shall assess all aspects referred to in the advertisement for the position.

The chair of a selection committee is responsible for preparing the statement of the committee with supporting arguments. A selection committee is only required to provide supporting arguments for its selection of the most eligible applicant. A selection committee may propose that the position should not be filled, should there be reasonable arguments for this conclusion. The chair of a selection committee shall send the committee statement to the Dean of School. Efforts shall be made to send the statement within 30 days from the selection committee's receipt of documentation from the Evaluation Committee.

A selection committee statement shall indicate a conclusion as to which applicant of the group considered by the Evaluation Committee to have fulfilled minimum requirements, is best suited to the position on the basis of a comprehensive evaluation of the factors on which appointment to the position is based. A selection committee shall assess cooperative and communication skills of the applicants, if such a requirement was made in the advertisement.

A selection committee statement should 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.

Should the Rector or the Dean of School consider the selection committee statement or procedure to be at odds with law or regulations, or that its opinion is in another respect, inadequate, he is bound to return the opinion to the selection committee which must remedy the faults. The manner in which the work of the selection committee is inadequate, shall be specified in a letter to the committee.

The Rector or the Dean of School is authorised to return the opinion to the selection committee if this is considered necessary, for example if the party that the committee considered most suited for the position were to turn down the offer.

The University Council sets rules of procedure for selection committees.

## Chapter V

### Students at the University of Akureyri

#### Article 40

#### *Registration of Students at the University of Akureyri*

#### **Admission requirements:**

The Rector, or Deans of Schools acting on behalf of the Rector, are responsible for the admission of students to the University; the University Council is however, the final authority on student admissions.

Students who begin undergraduate studies at the University of Akureyri shall have passed a matriculation examination, final examination from an upper secondary school at qualification level three or another equal examination from a foreign school or fulfil requirements for equally good preparation according to regulations of a faculty that have been confirmed by the University Council. Faculties set forth requirements for content of a final examination from an upper secondary school at qualification level three, as well as additional requirements, concerning preparation for individual lines of study in undergraduate studies.

Those who have completed one-year of studies (60 ECTS) from a recognised university or a school at university level may be considered to fulfil general admission requirements to undergraduate studies according to paragraph 1, even though they have not passed a matriculation or comparable examination from a foreign school.

According to Article 20 in the Higher Education Act, No. 63/2006, an applicant is permitted to submit a complaint concerning a rejected application for admission at the University to a Board of Appeal instituted in accordance with the Higher Education Act.

#### **Exemptions from admission requirements:**

It is authorised to grant others than those who fulfil the aforementioned requirements, the right to begin undergraduate studies at the University, if they, in the opinion of the respective Faculty, possess equivalent knowledge, skills and experience to those provided by a matriculation examination. As a general rule, the applicant shall through studies and work have acquired preparation considered comparable to the one which consists in a matriculation examination, in addition to further requirements for preparation, according to faculty regulations, if there are any. It is authorised to assess work experience as being equivalent to up to one year of studies in upper secondary school.

An exemption from admission requirements only provides permission for new registration for the studies that the applicant applied for and in that academic year. A granted exemption continues however to apply when a student who pursues the studies in accordance with university regulations, registers for courses, as part of annual registration. A student, who has been given permission to pursue studies in one line of study on the basis of an exemption, who requests to pursue studies in another study line, must apply for a special exemption to do so, and this applies equally though the studies are within the same School or

same Faculty. The same applies if a student takes leave from studies for a period of one year or longer without permission from the relevant faculty.

**Admission criteria:**

The University Council sets, after receiving a recommendation from the school in question, more detailed regulations on admission to individual lines of study in undergraduate and graduate studies. In these regulations, it shall, for example, be permissible to have admission to study programmes depend on further requirements concerning preparation than are mentioned in paragraph 2 of this article and limit the number of students in undergraduate and graduate studies where conditions only allow for satisfactory teaching and training of a limited number of students. The regulations should specify the matriculation examination, from one or more programmes in upper secondary school, that is satisfactory as preparation for the undergraduate studies in question. If a general matriculation examination from a specific programme in upper secondary school is not sufficient as preparation for studies in a specific undergraduate study programme, it shall be specified in detail what the additional requirements are, and the admission or assessment tests administered, if there are any, or other methods used to select from the group of applicants.

An account shall be given of admission requirements in master's and doctoral studies in special regulations concerning those programmes.

Article 41

*Registration of New Students and Annual Registration*

Reception of applications and registration of new students for studies is carried out by the Student Registry, and the application deadline is until 5 June each year, but the registration of others takes place from 1 to 30 April of each year. Registration of doctoral students is according to special regulations set by the University Council. Registration of students requesting transfers from foreign Universities shall be completed by 1 May. Every year, students other than those newly registered for study shall register in courses and pay the registration fee or will no longer appear in the student registry and will no longer be considered to be students at the University of Akureyri.

A registration application for a new student shall be accompanied by a certified electronic matriculation examination certificate, and other identification which may have been further specified as a requirement by the relevant School.

Courses at the University are intended for students who are registered at the University. They are however accessible to anyone, subject to approval of the supervisory teacher, or in accordance with further regulations set by the University Council. Students do not have the right to take exams unless they meet the requirements of admission to the University, have paid the registration fee, and are registered in the relevant course.

If a student requests to take a break from his studies for a whole term or longer, he shall seek permission from the relevant university faculty and complete annual registration during the period of leave, while also respecting provisions on time limits for the study programme. The period of leave can be a maximum of one year in each instance and does not lengthen the maximum duration of study, pursuant to the regulations of the faculty in question.

Article 42

*Registration Fee*

When registering for study, the student pays a registration fee for each academic year as prescribed in the National Budget in each instance. Only those who have been registered for study and have paid the registration fee are considered to be students at the University of Akureyri.

Each year, the University Council shall decide on a registration fee in accordance with the laws that apply to the University. A registration fee applies to a whole academic year, but students who are

granted permission to commence studies in the spring semester will pay a part of the registration fee. The registration fee is not refundable.

The registration fee is the sum of the university costs for registering students and of services for students that are not considered to be costs for teaching and research activities.

The University Council sets more detailed regulations on collection and allocation of the registration fee in the University of Akureyri tariff, see article 54 of these regulations.

#### Article 43

##### *Rights and Obligations of Students*

In their studies and in their conduct, whether within or outside of the University, students shall refrain from any behaviour which is dishonourable or disreputable or likely to bring discredit upon their studies or the University.

Students are strictly forbidden from utilising intellectual property of others in essays and projects, unless reference is made in accordance with recognised academic practices. Any form of plagiarism is strictly unauthorised conduct in studies at the University of Akureyri. A student is not authorised to submit an essay or other academic material more than once for credits, in whole or in significant part, without permission of the teacher in question. References to one's own previously published work shall be subject to the same regulations as references to the work of other parties.

In the event of there being suspicion that a student is guilty of conduct described in paragraphs 1 or 2, or if a student is guilty of a breach of laws or other regulations of the University, the attention of the Head of Faculty shall be drawn to this matter. In the case of a breach that can affect a grade, only the relevant teacher can make such a decision. The Head of Faculty shall however manage case procedure in preparation, in consultation with the teacher. Should the Head of Faculty receive a report pursuant to paragraph 1 or paragraph 2, the student shall be immediately informed about the case and be given reasonable notice to express his opinion on the matter, even in writing, unless this is clearly unnecessary. After having taken the student's answers into consideration a decision shall be made as to whether the student has committed a breach and on its impact on a grade, should this be the nature of the case. The student shall be informed in writing of the faculty's conclusion. The Head of Faculty then sends the matter as soon as possible to the Dean of School for a decision and disciplinary action. It is then not necessary to give the student a further opportunity to comment on the matter at a faculty level. The notification to the Dean shall give a description of the alleged breach.

Depending on the gravity of the offence, the Dean may issue a warning to the student or decide on suspension or dismissal. Before deciding on a suspension or dismissal, the student shall be given the opportunity to respond. The student is authorised to appeal the decision of the Dean to the Board of Appeal instituted in accordance with the Higher Education Act. The filing of an appeal stays the execution of the Dean's decision.

After an appropriate amount of time, the Rector may authorise a student who has been dismissed to enrol again at the University, given that circumstances have changed. A refusal by the Rector to grant a student's request to enrol may be appealed to the Board of Appeal instituted in accordance with the Higher Education Act.

#### Article 44

##### *Procedure for Student Complaints and Appeals*

Should a student consider that his rights have been infringed with respect to teaching, examination, course assessment, grading, assessment of learning progress or other related to teaching and examinations, the student shall send a written submission to the Head of Faculty. If the submission relates to the Head of

Faculty or to a course supervised by him, the submission shall be referred to the Dean of School. In the submission, the student shall clearly describe the matter of contention and the student's demands, supported by argument. If the submission relates to communication between the student and a supervisor concerning the writing of a final thesis, the Head of Faculty shall endeavour to reach a settlement between the parties as quickly as possible. A new supervisor shall not be appointed, while other measures are possible.

The Head of Faculty shall discuss the matter of contention as quickly as possible and bring the matter to conclusion, normally no later than within a month from the time that the submission was received. Should a case be so extensive in nature that its processing may be anticipated to take longer than the said time, then the student shall be notified and informed when to expect a conclusion.

The Head of Faculty must conclude the submission with a formal reply, whether this relates to a decision regarding rights and obligations of a student in the understanding of the Act on Administrative Procedures or in another respect to teaching or the student's examinations. The Head of Faculty is always authorised to request the position of a faculty meeting on the submission. Should that be done, the provisions of this article apply to case procedure and to the decision of the faculty meeting, as appropriate.

Should a student not accept the final decision of the Head of Faculty regarding his rights and obligations, the student may within a period of 30 days, appeal his case to the University Council. Before the University Council makes a decision, it seeks the opinion of the board of appeal for matters related to students at the University of Akureyri. The board of appeal is appointed for each individual case and is appointed by the University Council. The board of appeal comprises three members, a student representative, a representative of academic staff and a representative of support services and administration, with the representative of academic staff chairing the committee. The Rector appoints a secretary to the board from the group of university staff, where the secretary will have an education in law or in public administration.

The University Council sets more detailed regulations for the board of appeal.

If a student's submission to the Head of Faculty does not relate to a matter that can be closed with a final decision on the student's rights or obligations, the student can refer the question to the board of appeal as to whether the Head of Faculty's case procedure of the student's written submission had been in accordance with the law and with proper administrative practices, and the board of appeal will then provide its opinion on that issue. Neither the Head of Faculty, the University Council nor the board of appeal re-evaluates completed examinations or professional conclusions of teachers or examiners.

Decisions of the University Council may according to this article be appealed to the Board of Appeal instituted in accordance with the Higher Education Act, pursuant to Article 20 of the Act. The Board of Appeal does not re-evaluate completed examinations or assignments or other professional conclusions on the part of teachers, evaluation committees or examiners. Cases will not be appealed to the board of appeal before the University Council has made a decision in the case or until three months have passed from the time that the appeal was first submitted to the board. Guidance shall be provided on ways to appeal when decisions pursuant to this article are published.

## **Chapter VI**

### **University Council, Learning and Teaching**

#### **Article 45**

##### *The Academic Year*

The University academic year is from 1 July until the same date the following year.

The academic year is divided into two teaching semesters, i.e., autumn semester and spring semester. Autumn semester shall finish no later than 21 December and spring semester shall start no earlier than 3 January.

As a rule, no teaching shall take place on Wednesday before Maundy Thursday and on Tuesday following Easter Monday, or on 1 December, on any holidays of the National Church of Iceland, or on other public holidays.

The Rector can decide to cancel teaching on other days than those mentioned here.

The University Council confirms well enough in advance, and no later than February each year, the University Calendar for the coming academic year.

#### Article 46

##### *Course Catalogue*

Each school prepares and publishes a Course Catalogue, and a Course Catalogue for the whole University shall be published annually. The Course Catalogue shall contain an overview of courses taught in the relevant school year. In addition to information on individual courses, the Course Catalogue shall contain further details on the supervisory teacher, on course assessment and reading material in the relevant course, as well the language it will be taught in.

#### Article 47

##### *Study Progression*

Learning at the University is structured in organised study programmes and shorter diplomas in accordance with *National Qualification Framework for Higher Education in Iceland*. Each study programme ends with a degree which is listed in the regulations of each Faculty. Each Faculty can define varying fields of emphasis within departments.

Teaching shall take place in the form of courses which award credits, and full-time studies shall amount to 60 credits (ECTS) in a study year, reflecting the student's overall contribution during the course; the University Council shall set guidelines on how courses are assessed for credits.

Faculties are authorised to require students to complete their studies in a particular study year before they can begin their studies in the next study year of a programme, and such an arrangement must be notified.

The maximum duration of studies in a programme at the University shall be 50% longer than the anticipated duration of studies, however the faculty meeting can grant exemptions from this requirement in special cases. Schools can set more detailed regulations on study progression which the University Council endorses.

The University Council shall set regulations on preparation and organisation of new study programmes or new diploma programmes.

University faculties are authorised to assess studies conducted by a student outside the faculty, including studies at other Universities, as part of studies in the faculty, given that the studies fulfil comparable quality and learning that are made in accordance with law.

#### Article 48

##### *Doctoral Studies at the University of Akureyri*

Doctoral studies at the University of Akureyri are studies at the third higher education cycle and conclude with a final examination which includes a research project which fulfils international criteria for doctoral thesis. Doctoral studies can be conducted in academic fields where the necessary facilities and broad specialist knowledge with international connections is in place and where there the University has a permission to offer doctoral studies.



The objective of doctoral studies at the University of Akureyri is to provide doctoral students with the specialist knowledge necessary to conduct independent scientific work, to gather new knowledge and to gain the skills and confidence needed to conduct work which demands training and competence in applying scientific working practices, see *National Qualification Framework for Higher Education*.

Further information on doctoral studies, the Doctoral Council and the Centre for Doctoral Studies and Research Administration, is prescribed in regulations set by the University Council.

## **Chapter VII**

### **On University Operations in General**

#### Article 49

*Collaboration within the University, and Cooperation with other Universities and Partner Institutions.*

University Schools shall collaborate closely and by sharing manpower, library, equipment and premises, they shall strive to offer a varied selection of courses, while remaining cost-effective, and to reach this goal, staff can be asked to fulfil their work obligations by working in other fields within the university in general.

The University and its individual schools shall, for their part, collaborate with other university level academic institutions, with the aim of utilising as well as possible the available manpower and resources, and create more diverse study options in a cost-effective way.

Collaboration shall be sought with partner institutions towards the mutual accreditation of course elements; the University is furthermore authorised to sign cooperation agreements with other institutions operating in related fields, for teaching, research and staff recruitment.

Cooperation agreements can specify that staff of partner institutions who have teaching duties at the University but fulfil research requirements at a partner institution, have a right to, or are required to, undergo assessment by an evaluation committee in order to determine whether they are qualified for the job of Assistant Professor, Associate Professor or Professor at the University. They shall then enjoy equivalent rights and have equivalent duties to Assistant Professor, Associate Professor or Professor, as applicable, even if they are hired at another institution, on the condition that their employment is in accordance with laws, regulations and collective pay agreements which apply to the partner institution.

The University Council can adopt regulations on promotion for staff at partner institutions who have teaching duties at the University and in accordance with regulations on promotion of academic staff at the University.

#### Article 50

##### *Public Outreach*

The University, which includes its faculties, schools and academic bodies, shall seek to provide education to the public and to provide a service to society through its knowledge.

The University provides continuous education and re-training in the academic subjects taught at the University, see paragraph 51 of these regulations, and its teachers shall, among other things, be encouraged to seek continuous education and research training.



## Article 51

### *Continuing Education provided by the University of Akureyri*

Faculties may offer continuing education in the discipline covered by the University's accreditation, to those who have completed university degrees. The term continuing education is defined as:

- a) Individual courses for university graduates in their academic field, that can form a cohesive whole and that are subject to professional responsibility of faculties and where appropriate, assessed for credits. The sum of paid courses awarding credits can never amount to more than 30 credits in a 90-credit organised study programme at master's level and no more than 40 credits in a 120 credit organised study programme at master's level.
- b) Supplementary education for higher education graduates on an interdisciplinary basis, leading to a defined conclusion of the study programme or award of degree and which is subject to specific regulations.

Faculties are authorised to offer education to the public in those disciplines covered by the University's accreditation. The concept of education for the public is defined as:

- a) Lectures, teaching, seminars and courses on specific subjects, see also article 50.
- b) Individual courses or groups of courses that can form a cohesive whole that are subject to professional responsibility of university faculties and where appropriate, assessed for credits. Such courses are only open to those who meet entry requirements pursuant to article 40 of these regulations. The sum of paid courses giving credits can never represent more than 60 credits.

Continuing learning studies and individual courses that are assessed for credits, see item a paragraph 1 and item b paragraph 2, offered by faculties are subject to the following conditions:

1. When registering for courses, students shall meet entry requirements pursuant to article 40 of these regulations. The faculty specifies entry requirements for study in more detail and it is authorised to include more strict entry requirements in the faculty charter.
2. The course shall in each instance be the professional responsibility of a university faculty and it may be assessed for credits.
3. A faculty is authorised to make an agreement with a third party about certain practical procedures, such as registration of students, finances, bookkeeping, premises, publicity, etc, and the professional responsibility will always rest with the faculty.
4. A faculty is authorised to decide that continuing learning studies for students with university qualification, provided by the faculty, may end with a specific degree. This shall be specified in the chapter on faculties in these regulations.
5. Continuing education studies pursuant to this article are not part of the traditional offer of courses by the faculty. It is however authorised to offer individual courses at master's level, which are part of traditional studies for a degree, as a paid continued learning course. For traditional studies, no fee other than registration fee can be collected, see item a of paragraph 2, article 24 in the Act on Public Higher Education Institutions.
6. There is a reservation that the Dean of the relevant School both authorises teachers to take on these tasks and decides whether they are considered to be part of the teachers' work duties.

Collection of fees for continuing education and for learning for the public provided by faculties is subject to the provisions of items e and f of paragraph 2 of article 24 of the Act on Public Higher Education Institutions. The University Council shall endorse the charters of faculties with respect to the continuing education they provide and related collection of fees.

Article 52

*Annual General Meeting of the University*

Every year, the Rector shall schedule an open Annual General Meeting, where the University's finances and main components of its operational plan are introduced, and the Rector shall advertise the meeting with at least one week's notice.

Article 53

*University Annual Report*

The Rector is responsible for the publication of the University's annual report for each calendar year.

The annual report shall address the University's operation, its academic bodies and funds, budgeting, future vision and outlook, and general student issues.

Article 54

*Tariff for University Services*

The University Council sets regulations in accordance with article 24 of the Act on Public Higher Education Institutions for collection of fees and for disposal of fees that may be collected in addition to the provisions from the national budget.

Article 55

*Overhead charges*

The University Council sets regulations on overhead charges that is collected from all special income, including revenue of academic bodies at the University. The regulations shall provide for collection of the overhead charges from grants from research funds, domestic and international.

Article 56

*Funds*

The University may establish and operate special research and development funds. The University Council sets regulations for such funds.

## **Chapter VIII**

### **Entry into Force etc.**

Article 57

*Coming into Force and Amendments to these Regulations*

These regulations, which were adopted in the University Council on 25 May 2022 are set in accordance with the Higher Education Act No. 63/2006 and Act on Public Higher Education Institutions No. 85/2008. These regulations enter into force on 1 July 2022 and regulations No. 387/2009 for the University of Akureyri then become void. At the same time, regulations No. 925/2004 on exemptions from advertising for positions at the University of Akureyri and the regulations of the University of Akureyri on penalties for plagiarism No. 757/2006, as amended, become void.

*University of Akureyri, 25 May 2022*

**Eyjólfur Guðmundsson, Rector**