

REGULATIONS
for the University of Akureyri No. 387/2009
amended by Act No. 494/2011, Act No. 1133/2011, Act No. 499/2015,
Act No. 1344/2015, Act No. 790/2020 and Act No. 700/2021.

Chapter I

Scope etc.

Article 1

Scope and relationship to other laws and regulations.

These regulations for the University of Akureyri are set by the University Council and apply to the University, including its Central Administration, individual Schools and Faculties, as well as employees and students.

These regulations are set in accordance with Act No. 63/2006, on Higher Education Institutions, and Act No. 85/2008 on Public Higher Education Institutions.

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.

CHAPTER II

Organisational structure of the University.

Article 2

Organisational structure and Central Administration.

The University of Akureyri is an independent higher education institution which falls under the Ministry of Education, Science and Culture, and the position and role of the University is detailed in laws.¹

The University Council decides on the organisational structure, on the roles and limits of, and how work is distributed between each organisational unit. However, any fundamental changes to the University's structure are dependent on a recommendation by the University Assembly.²

The University operates as one University,³ which is divided into Schools in accordance with the University Council's decision, and the University Office and its sections provide support services for the operations of the University.

"School" ("fræðasvið") in these regulations corresponds to what is referred to as "deild" in the Act on Public Education Institutions, and in previous University regulations, and the subunits of schools are referred to here as "Faculties" ("deildir").

The management of the University is in the hands of the University Council and the Rector; the Central Administration of the University also includes the Managing Director of the [University Office]¹, School Presidents (forsetar skóla), if hired, and Deans of Schools (forsetar fræðasviða).

Certain decisions made by the Central Administration may, where applicable, be made in meetings of the Management Board or the University Assembly.

All procedures and decision-making on behalf of the University shall be performed by competent staff, ensuring that laws, proper administrative procedures, equality rules and other principles are followed.

[The Rector's Office supervises matters concerning the joint administration of the University and is responsible for the operations of the University being in accordance with current laws and regulations and good administrative practices.]²

1) See Act No. 85/2008, Article 2-3, 2) See Act No. 85/2008, Article 4 and 11, 3) See Act No. 85/2008, 2nd paragraph, Article 4

1) Amended with Regulation no. 790/2020.

2) Amended with Regulation no. 790/2020.

Article 3 *The University Council.*

The University Council is the highest authority within the University, unless otherwise stated in laws. It develops an overall strategy for teaching and research, shapes the structure of the University, carries out general supervision, and is responsible for the operation of the University being in compliance with current laws and regulations.

The Rector of the University is also Chairman of the University Council, schedules Council meetings and presides over them, and the scheduling of meetings and the decision-making powers of the Council are further detailed in laws.⁴

[In addition to the Rector, University Council seats are awarded for a two year term to:

- a) Two representatives of the academic community, appointed by the University Assembly.
- b) One representative of students, appointed by the Union of Students at the University of Akureyri, SHA.]¹
- b) One representative appointed by the Minister for Education, Science and Culture.
- c) Two representatives are appointed by the above mentioned existing representatives in the University Council.]¹⁾

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 Rector's deputy will act as his/her deputy in the University Council, and will then take on the role of Chairman, schedule and preside over meetings and vote on behalf of the Chairman in his/her absence.

[Persons appointed to the University Council as representatives of the academic community shall, at the time of the appointment, be full-time UNAK employees; however, the Rector, Deans and Vice Deans of Schools, Managing Director, Director of Quality Management and directors of University Office sections are not eligible.]²⁾

The appointment of a representative of the academic community shall be addressed in a University Assembly meeting, as per the advance meeting notice. 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 on the University website. The meeting notice for the University Assembly meeting shall also include a call for candidates. Nominations for candidacy shall be submitted to the Rector's office at least a week before the scheduled meeting.

The University Assembly votes between the candidates for seats as academic community representatives in the University Council; student representatives [at the University Assembly]³⁾ do not have voting rights on that issue.

The Union of Student [SHA]⁵ 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 should seek a recommendation from the University Assembly and [SHA]⁶ before such rules are set or changed.

Other aspects of appointment to the University Council and its role are detailed in laws.

The University Council has the final say on requests for admission to the University for students who have not completed their Matriculation Exam, and it is responsible for confirming the University calendar, curriculums and course catalogues.

The University Council sets regulations for graduate studies at the Masters and PhD level at the University.

The decisions of the University Council shall be documented and published in the appropriate manner.

4) See Act No. 85/2008, Article 7 5) See Act No. 85/2008, Article 5-6

1) Amended with Regulation no. 1133/2011

2) Amended with Regulation no. 1133/2011

3) Amended with Regulation no. 790/2020

4) Amended with Regulation no. 790/2020

Article 4

Rector.

The Rector is the highest authority in the University Administration and represents the University as a whole, and the Rector's role and authority is detailed in laws.⁶

The Rector is in charge of the daily operations of the University and initiates the shaping of University policy by the University Council. The Rector is responsible for and supervises all operations, including staff recruitment and finance, and makes operational and budget plans.

The School President (*forseti skóla*) hires academic staff, but when the University operates as one School, the Rector will be in charge of these appointments, as well as making decisions on the hiring of other University staff. The Rector shall furthermore ensure the availability of job descriptions for all staff, in so far as these do not exist in laws or collective pay agreements.

The Rector supervises the University's funds, and other assets, unless the University Council determines otherwise. In all other aspects the management of funds follows instructions in constitutions and agreements.

The Rector schedules meetings in accordance with University regulations and supervises publication of the annual report.

The Deputy provides assistance to the Rector and replaces him/her temporarily in his/her absence. Should the Rector pass away or resign before his/her job term is over, the Deputy shall replace him/her until a new Rector has been appointed, in accordance with the laws or regulations of the University.

The Rector appoints a deputy from the group of Presidents or Deans of Schools and announces his decision to the University Council.

6) See Act No. 85/2008, Article 8

Article 5 *Appointment of Rector.*

The Minister for Education, Science and Culture, appoints a Rector for a five year term, in accordance with the University Council's recommendation, and the appointment of Rector is detailed in laws.⁷

For the appointment of Rector, the University Council shall select three people for the task of assessing the applicants' qualifications, and one of them shall be appointed Chair of the panel.

Selection panel members shall have completed a higher education degree at a university, and have significant management experience at the university level.

The suitability of applicants for the post of Rector shall be assessed based on a general assessment which will take into account science and publication work, career as a university lecturer or in other roles, management experience, and how the person's education and experience will be useful in the job of Rector.

No one may be hired to the post of Rector unless the majority of the selection panel has expressed the opinion that the applicant is qualified for the job.

If a sitting Rector seeks reappointment, the Rector shall be recused from the University Council meeting when his/her application is discussed.

The University Council shall be responsible for advertising the job of Rector and the Council can assign that task to a sitting Rector.

7) See Act No. 85/2008, 1st paragraph, Article 8

Article 6

Management Board, Managing Director and University Office.

The University Management Board consists of the Rector, who chairs it, School Presidents (*forsetar skóla*) if hired, the Managing Director of the [University Office]¹, and Deans of Schools (*forsetar fræðasviða*). [In addition, the [Director of Finances and Analysis]² and [Director of Quality and Human Resources]³ attend meetings of the Management Board with the right to speak and propose motions.]⁴

The Managing Board supervises the daily operations of the University and ensures that the decisions of the University Council are implemented.

The Managing Board handles, as applicable, finances, planning, accounts and previous decisions regarding cooperation agreements, and it discusses the progress of development and innovation projects, as well as the coordination of projects between individual academic organisational structures and the University Office.

The University Council and representatives on the Management Board can refer issues to the Management Board.

The Rector shall hire a Managing Director for the University who reports directly to the Rector.

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 is in charge of the University Office and the University's finances, but shall collaborate with Presidents or Deans of individual Schools on the office management and finances of each School.

The University Office is responsible for general administration and support services at the Schools, in accordance with Chapter IV of these Regulations.

The Managing Director is responsible for hiring University Office staff on behalf of the Rector.

The Managing Director's position, role, and general qualification requirements shall be detailed in a special job description for the University's Managing Director.

- 1) Amended with Regulation no. 790/2020.
- 2) Amended with Regulation no. 790/2020.
- 3) Amended with Regulation no. 790/2020.
- 4) Amended with Regulation no. 1344/2015

[Article 7 *Rector's Office*

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

The Rector's Office supervises matters concerning the joint administration of the University, meetings of the University Council, meetings of the Management Board, annual meeting of the University, and the University Assembly. Under the Rector's Office are quality considerations, human resource issues, administration and records affairs. Under the Rector's Office are furthermore supervision of strategy formulation and follow-up on the strategies of the University.

The University Council is permitted to assign new or temporary projects to the Rector's Office.]¹

- 1) Amended with Regulation no. 790/2020.

Article 8 *Schools of the University.*

The following Schools operate within the University and each is responsible for teaching and research in the relevant academic fields, as recognised by the Ministry of Education, Science and Culture:

- a) The School of Health Sciences.
- b) The School of Humanities and Social Sciences.
- c) The School of Business and Science.

Division of the University into Schools and possibly other organisational structures shall be determined by the University Council, and is subject to a recommendation by the University Assembly if necessary, in accordance with laws.⁸

8) See Act No. 85/2008, Article 11

Article 9

The Quality Council.

[The University shall have a Quality Council which is responsible for the implementation of the University's quality system. The Quality Council consists of the Director of Quality Management, who chairs it, one representative from each School, two representatives of the University Office, as well as two representatives of students appointed by Union of Students. The University Council shall set further regulations on the role and appointment of the Quality Council, and regarding the Director of Quality Management.]¹

1) Amended with Regulation no. 790/2020.

Article 10

The Science Council.

The University shall have a Science Council, which shall be the highest advisory authority regarding the promotion of research. The University Council approves further regulations concerning its role and appointment.

9) See Regulations No. 1208/2007

Article 11 *The Ethics*

Committee.

The Ethics Committee of the University shall be the highest authority on the writing and interpretation of a code of ethics.

The University Council shall establish a code of ethics for the University, in accordance with legal requirements thereof.¹⁰

The appointment of the Ethics Committee is detailed in University Regulations¹¹, and the University Council imposes further regulations on it.

10) See Act No. 63/2006, 3rd paragraph, Article 2 11) See Regulations No. 727/2006.

Article 12

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,¹² and in regulations.

The University Council can ask for the University Assembly's recommendations on anything concerning the operation of the University and its organisational units, and the Assembly is authorised to make resolutions on the issues which the University Council decides to refer to it, unless the law dictates otherwise.

The following representatives have the right to attend Assembly meetings:

- a) The Rector, School Presidents (forsetar skóla), if hired, Deans of Schools (forsetar fræðasviða), the Managing Director, Director of Quality Management, Managers of University Office departments, and their Deputies will act as their deputies in the Assembly.
- b) [The Schools nominate five representatives each from the group of permanent lecturers, the spokesman from the Association of Public University Professors working at UNAK will nominate one representative, The Board of the Association of University Teachers in Akureyri will nominate one, and University Administration staff will nominate two representatives and shall all of them, including their deputies, be nominated after voting, either among relevant School employees, among relevant association members, and among University Administration staff, for two years at a time.]¹³
- c) Students will after voting in [SHA]², nominate six representatives, and an equal number of deputies, to be seated in a University Assembly for one year at a time, but the University Council may decide that representatives be fewer or more according to law.¹³

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

Representatives in the University Council have, as such, attendance rights in the University Assembly, but no voting rights.

A University Assembly meeting shall be held at least once a year, and the Rector schedules the meeting and presides over it.

Resolutions reached by the University Assembly shall be advertised within the University.

The University Council shall set further regulations on the role and appointment of the University Assembly.¹⁴

12) See Act No. 85/2008, Article 9 13) See Act No. 85/2008, 2nd paragraph, Article 10 14) See Regulations No. 1157/2007.

1) Amended with Regulation no. 1133/2011

2) Amended with Regulation no 790/2020.

CHAPTER III

Schools and academic staff.

Article 13

Schools (skólar).

"Skólar" are the main units of universities, and the basic units of the University are called Schools ("fræðasvið").

The University shall operate as one University, divided into three Schools (fræðasvið), unless the University Council decides otherwise.

If the University operates as one School (skóli), no separate School Council or School Assembly is appointed, nor is a School President hired, but if this is the case, then the University Council, School Council, School Assemblies and Deans of Schools shall, as applicable, take over their legal roles¹⁵ in accordance with the University Council's decisions thereof.

15) See Act No. 85/2008, Article 11-14

Article 14

Schools (fræðasvið) of the University.

The School Assemblies are the highest authority within each School, as well as a Head who is called the Dean of School, but also the School Council, if the School Assembly decides to appoint one.

Faculties can be operated within Schools (fræðasviða), and departments within faculties, and the Dean of School ensures that the Faculty Meeting sets regulations on the School, concerning administration, which enter into force on approval by the University Council.

Article 15

Deans of Schools.

The Dean of School supervises, on behalf of the School Assembly, the operation and finances of the relevant School (fræðasvið) and shapes policy on its issues. The main duties of the Dean of School include:

- a) Supervising teaching and the preparation of curriculums at the School.
- b) Managing research issues within the School.
- c) Summoning representatives to School Assembly meetings and presiding over the meetings.
- d) Preparing School budgets in collaboration with the Managing Director.
- e) Initiating collaboration with other Schools at the University.
- f) Initiating self-regulation by the School Assembly on its internal issues.
- g) Responsibility for the performance of Quality Management in the operation of the School.

The Dean of School shall furthermore act as Head of the School Assembly, if its Faculty Meeting decides to appoint such an Assembly.

Article 16

Appointment of Deans of Schools.

The Rector appoints Deans of Schools for a [four]¹⁾ year term, after receiving a recommendation from the relevant School and consulting with the University Council.

Applicants for the position of Dean of School shall meet general qualification requirements for university teaching staff,¹⁶ either within the academic field taught in the relevant School, or one that is very closely connected to its subject.

The Evaluation Committee assesses the suitability of the applicants for the position of Dean of School in a similar way as it assesses the suitability of applicants for teaching positions; however, particular weight shall be given to the work history, work experience, management experience, and education of applicants, with regard of the nature of the job.

If a sitting Dean of School is among the applicants for the position, s/he shall be recused from the Faculty Meeting when a recommendation is made on the applicants, and the Vice Dean shall preside over the meeting.

The Faculty Meeting appoints a Vice Dean of School for a two year term, and s/he will perform the role during the Dean of School's temporary absences, and also when the Dean is considered disqualified from handling a particular case before the Faculty Meeting.

16) See Act No. 63/2006, Chapter VI

1) Amended with Regulation no. 1133/2015

Article 17

The School Assembly.

The School Assembly is the highest authority in matters of the School.

The School Assembly addresses main issues concerning the operation of the relevant School and is, along with the Dean, responsible for its operation being in accordance with laws and regulations.

The main responsibilities of the School Assembly include:

- a) Helping to shape policy on courses and research in the School.
- b) Solving teaching scheduling issues within the School.
- c) Discussing the annual budget for the School.
- d) Discussing issues concerning individual students in the School.
- e) Making recommendations to the University Council on the opening or closure of faculties or departments in the School.
- f) Further regulation and organisation of the School, as applicable, concerning internal issues.
- g) Handling other tasks assigned to the School by the University Council, Rector or School (skóli).

The following representatives have a right to sit and vote in School Assembly meetings:

- a) The Dean of School, as well as Professors, Associate Professors/Senior Lecturers, Assistant Professors/Lecturers, and Adjuncts employed at the relevant School, regardless of their percentage of full-time equivalent.
- b) Employees of the School's partner institutions who are considered to have management, research or teaching duties at the School and Project Managers and Specialists employed at the relevant School.
- c) One representative of Temporary Lecturers from each faculty in the School, appointed from that group for a one year term
- d) One representative of students from each faculty in the School, appointed by the relevant student union for a one year term.
- e) The School (fræðasvið) can set further regulations regarding procedures for appointment of representatives, in accordance with items c and d.
- f) The Rector, School President (forseti skóla), Managing Director and Director of Quality Management are allowed to sit in the School Assembly, and they have a right to speak and comment in its meetings, but no voting rights.

School Assembly meetings shall generally be held on a monthly basis where there is no acting School Council, but otherwise a minimum of once per semester, and the Dean of School shall schedule School Assembly meetings for the school year and advertise it to those who have the right to a seat in it.

A School Assembly meeting must be scheduled if the Rector, School President (forseti skóla), or a third of representatives who have the right to sit in School Assembly meetings, request it.

The Dean of School summons representatives, who have a right to a seat in School Assembly meetings, to the meeting by letter, preferably with at least a three-day notice if possible, and the subject of the meeting shall be stated in the notice.

The meeting has quorum if it is attended by 50% of representatives with the right to vote, from among those who are in full employment at the School. Majority rule determines the outcome on issues. In the case of a tie, the Dean of School's vote decides the outcome. The decisions of School Assembly meetings shall be registered.

The Assembly sets regulations on the inner organisation of the School, including regulations on the role of Faculty and Department Meetings, and on the appointment, term of office and roles of Heads of Faculties and Heads of Departments.

The Assembly may establish Curriculum Committees, which discuss and make recommendations on the curriculum, programme structure and academic subjects for particular School Faculties. Where Curriculum Committees have not been formed, departmental Faculty Meetings or Teacher Meetings shall carry out this role.

The University Council can, at the Assembly's recommendation, and in accordance with laws¹⁷ authorise a School to operate graduate programmes at the Masters or PhD level.

The School can, if it satisfies all legal requirements, award an Honorary Doctorate, subject to the approval of ¾ of representatives with the right to vote, and the confirmation of the University Council.

17)See Act No. 63/2006, Chapter II-III

Article 18

The School Council.

A School Assembly can delegate certain internal issues to the School Council.

The School Assembly sets regulations on the appointment of a School Council for the School, which shall include, at least, the Dean of School and his/her deputy, Heads of Faculties, and Heads of Departments, as well as one representative of students at the relevant School, appointed by their relevant unions.

Where a School Council operates within a School, it shall address issues concerning individual students.

The School Council makes decisions in the same way as the School Assembly, and its decisions may be appealed to the School Assembly within 3 weeks from the date it was presented to the student.

The School Assembly can set further regulations on the power and scope of its School Council.

Article 19

Academic staff.

Permanent academic staff at the University includes Professors, Associate Professors/Senior Lecturers or Assistant Professors/Lecturers.

Also employed at the University are Adjuncts, Project Managers, Specialists and Temporary Lecturers.

Roles and duties of academic staff are detailed in laws,¹⁸ however, the University Council can, subject to a recommendation from a School, set further regulations concerning job titles and the obligations they involve.

18)See Act No. 85/2008, Article 15

Article 20 *Academic appointments.*

If the University operates as one School, the Rector appoints academic staff; appointments to academic posts are discussed in laws in general terms.¹⁹

Only University graduates or graduates of a comparable academic institution may be hired as Permanent Lecturers in the main subject or a subject related to the subject which they will teach. Applicants for the jobs of Professors, Associate Professors/Senior Lecturers and Assistant Professors/Lecturers shall submit with their

application a detailed account of their science or academic work, publications, research, teaching, education and other work.

The appointment and work of the evaluation committee for assessing applications for the jobs of Professors, Associate Professors/Senior Lecturers and Assistant Professors/Lecturers and the career progression of academic staff are detailed in laws,²⁰ and also in regulations which the University Council sets in accordance with the law, subject to a recommendation from the University Assembly.²¹

If the job of Professor, Associate Professor/Senior Lecturer or Assistant Professor/Lecturer is advertised, and more than one applicant is judged to be qualified, a recommendation from the relevant School is necessary before the hiring.

The Dean of School, or alternatively the Rector, decide in consultation with the Dean of School how the professional duties of individual teachers are divided between teaching and other work factors, within the limits of collective pay agreements, and with regard to laws and regulations on the professional duties and rights of academic staff.

19) See Act No. 85/2008, Article 17 20) See Act No. 85/2008, Article 16 21) See Regulations No. 1207/2007

Article 21 *Sabbaticals.*

The University Council is authorised to grant academic staff and other permanent staff of the University sabbaticals for up to one year on fixed pay, if a satisfactory statement of how the applicant plans to spend this 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, in order 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 the awarding of grants.²²

22) See Regulations No. 157/2008

CHAPTER IV **The University Office.**

Article 22 *University Office Sections.*

The University Office and its staff handle general administration tasks and support services for the University and its Schools (skólar and fræðasvið), and the office is divided into the following sections:

- a) [Finances and Analysis]¹
- b) [Service Desk of Student Registry]²
- c) [Marketing and Public Relations]³
- d) Library and Information Services [of The University of Akureyri]⁴
- e) RHA – [University of Akureyri Research Centre]⁵.
- f) [KHA – Centre for Teaching
- g) Student Counselling Services]⁶.
- h) [Real Estate and Operations]⁷
- i) [Continuing Education at UNAK]⁸

The Managing Director [of the University Office]⁹ who operates on behalf of the Rector is in charge of the University Office; each Section Director, as well as other staff, report to the Managing Director.

The Managing Director shall hold regular meetings with the Section Directors of the University Office.

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| 1) Amended with Regulation no. 790/2020 | 6) Amended with Regulation No. 499/2015 |
| 2) Amended with Regulation no. 790/2020 | 7) Amended with Regulation no. 790/2020. |
| 3) Amended with Regulation no. 790/2020 | 8) Amended with Regulation no. 790/2020. |
| 4) Amended with Regulation no. 499/2015 | 9) Amended with Regulation no. 790/2020. |
| 5) Amended with Regulation no. 499/2015 | |

Article 23

[Finances and Analysis]

Finances and Analysis attends to financial administration, accounting, bookkeeping, wage affairs, information dissemination and analysis. The unit also edits the curriculum and course catalogue, in addition to operating the computer system and service centre of the University.]¹

1) Amended with Regulation no. 790/2020.

Article 24

[Real Estate and Operations]

Real Estate and Operations manages the buildings of the University. Attends to general oversight of the condition of buildings and equipment, organises maintenance tasks in consultation and collaboration with the Government Property Agency (Ríkiseignir). Manages cleaning and supervision carried out by a subcontractor and staff. Handles daily communication with service providers regarding food service and printing service. Organises housing for the purpose of maximising utilisation with respect to the needs of each operating unit of the University. Manages operation of systems with respect to safety, accessibility and facilities.]¹

1) Amended with Regulation no. 790/2020.

Article 25

[Student Registry.

[Service Desk of Student Registry]

The Service Desk of the Student Registry is an information forum for students, staff and others who contact the Service Desk. The Student Registry handles the application process and registration process and is involved in graduation in close collaboration with School Offices. The Student Registry manages the switchboard and attends to internal information dissemination to students and staff personally and via electronic portals.]¹

1) Amended with Regulation no. 790/2020.

Article 26

*[Marketing and Public Relations]*¹

[Marketing and Public Relations]² is mainly concerned with the marketing and promotion of the University¹, but is also involved in tasks to do with public relations and conferencing. In addition, Marketing and Public Relations manages the University website.

1) Amended with Regulation no. 790/2020.

2) Amended with Regulation no. 790/2020.

Article 27

*RHA – [University of Akureyri Research Centre]*¹.

RHA – the [University of Akureyri Research Centre]² is a part of the University.

The RHA handles administration, services and consultation concerning research at the University, with an aim to promoting research activities at the University and strengthening relationships with industries.

The RHA also handles publication at the University.

[RHA is, for example, permitted to conduct its own research and commissioned research; this is research that is carried out for or in connection with parties outside the University in return for a fee or with grants.]³

The RHA is a subdivision of the University Office and the University Council sets further regulations regarding its work.

Specialists may be hired to work at the RHA, and academic staff can also meet their research obligations in part or in full by working for the RHA.

The University Council shall set regulations on the planning and allocation of the research funds which the University is in charge of.

- 1) Amended with Regulation no. 499/2015
- 2) Amended with Regulation no. 499/2015
- 3) Amended with Regulation no 790/2020.

[Article 28 *KHA –
Centre for Teaching.*

The aim and role of KHA – Centre for Teaching and Learning is to provide professional assistance to teachers in the development of teaching methods [in flexible studies.]¹

[KHA is responsible for operating and maintaining the computer systems and computer equipment of the University. KHA is responsible for conducting of exams at the University and provides consultation in relation to course assessment and development of electronic teaching methods.]² KHA contributes to increased use of information technology at the University and provides students and staff with assistance and advice in that area.

- 1) Amended with Regulation no. 790/2020.
- 2) Amended with Regulation no. 790/2020.

Article 29
Student Counselling Services.

Student Counselling provides the students of the University with various services, support and instruction during their studies. In addition, Student Counselling instructs prospective students in selecting studies and provides advice and information on studies at the University and services within the University available to students and the public. The student counsellor of the University oversees matters concerning disabled students and students with specific learning difficulties.]¹

- 1) Amended with Regulation no. 790/2020.

CHAPTER V
Students, teaching and course assessment.

Article 30
Courses and Teaching in the University's Schools (fræðasvið).

The University's Schools (fræðasvið) are academically responsible for research, teaching, teaching arrangement and the awarding of degrees at the School.

The Deans of Schools or the Rector shall ensure that the School or its subdivisions create guidelines for their teaching and teaching practices which are then approved by the University Council.

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

Schools 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 advertised.

The maximum duration of studies in a programme at the University shall be 50% longer than the anticipated duration of studies, however the School Assembly can grant exemptions from this requirement in special cases.

Schools can set further rules for themselves on the progress of studies in cooperation with Academic Administration.

Article 31
The school year.

A school year is considered to run from 15 August until the same date the following year.

The teaching 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, Tuesday following Easter Monday, or on 1 December, any holidays of the National Church of Iceland, or other legal holidays.

The University Council [or the Rector acting in the Council's authority]² 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 school year.

1) Amended with Regulation no. 790/2020.

Article 32

The curriculum and course catalogue.

The University Council confirms well enough in advance, and no later than February each year, the curriculum for prospective students, applicable to students who register in that school year and follow a normal progress of studies.

[Student Registry]¹ prepares the curriculum, subject to approval by the Schools, and it shall contain all course titles and course numbers, a short description of the subject of each individual course, as well as definitions of the knowledge and skills required of students at the end of the course, and, as the case may be, prerequisites, and main elements of the course assessment.

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 pertinent school year, in accordance with current course schedules. In addition to information on individual courses contained in the course schedules, the course catalogue shall contain further details on the Course Tutor, the course assessment and reading material in the pertinent course, as well the language it will be taught in.

1) Amended with Regulation no. 790/2020.

Article 33

Students - University registration

[Admission requirements:

The Rector or Deans of Schools acting in the Rector's authority are responsible for the registration of students into the University; however, the University Council is 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 3 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 3, as well as additional requirements, concerning preparation for individual lines of study in undergraduate studies.

Those who have completed one-year 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 examination or an equal 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 to register at the University to a board of appeal that deals with complaints lodged by students at higher education institutions.¹

[Exemptions from admission requirements:

It is permissible 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 as those provided by a matriculation examination.²³ 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 permissible to assess professional experience as being equivalent to up to one-year 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, though, to apply when a student who pursues the studies in accordance with University regulations, registers for courses as part of annual registration. If a student, who has been given permission to pursue studies in one line of study on the basis of an exemption, requests to pursue studies in another study line, he/she 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 a leave from his/her studies for a period of one year or longer without permission from the relevant Faculty.

Admission restrictions:

The University Council sets, after receiving a recommendation from the School in question, more detailed rules on admission to individual lines of study in undergraduate and graduate studies.²⁴ In these rules, it shall, for example, be permissible to have admission to study lines depend on further requirements concerning preparation than are mentioned in Paragraph 1 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 rules shall state what matriculation examination, from one or more programmes in upper secondary school, 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 line, 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 rules concerning those programmes.]²

23) See Act no. 85/2008, Article 18. 24) See Act no. 85/2008, Paragraph 4, Article 18.

1) Amended with Regulation no. 700/2021.

2) Amended with Regulation no. 790/2020.

Article 34

[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 students requesting transfers from foreign universities shall be completed by 1 May.

A registration application for a new student shall be accompanied by a photocopy or a certified copy of a matriculation examination certificate, and other identification which may have been listed as a special requirement by the pertinent School.

Each year, the University Council shall decide on a registration fee in accordance with University laws. A registration fee applies to a whole academic year, but those students who are admitted into a course in the spring semester will pay a part of the registration fee at that time.

Courses at the University are meant for students who are registered at the University. They are however accessible to anyone, subject to approval of the Course Tutor, or in accordance with further regulations set by the University Council.

Students do not have the right to undergo exams unless they meet the requirements of admission to the University, have paid the registration fee, and are registered in the relevant course.

The University Council shall, after receiving a recommendation from SHA, set regulations on the rights and obligations of students within the University, including on their right to appeal decisions within the University.

The Rector or School President (forseti skóla) can issue a warning to or expel a student temporarily or permanently if the student violates University regulations; conditions, and protocol thereof, including the students' right to appeal, are further detailed in the law.^{25]}¹

25) See Act no. 85/2008, Article 19.

1) Amended with Regulation no. 790/2020.

Article 35

Internships – practical studies.

The Schools are authorised to set regulations on students' participation requirements in practical exercises, practical studies and field studies.

Article 36

Course assessment.

Examination procedures or other course assessment at the University are detailed in laws and in course assessment regulations for the University, set by the University Council.²⁶

26) See Act No. 85/2008, Article 21 and Regulations No. 868/2004, 868/2005 and 451/2008

Article 37

Degrees.

Degrees and academic titles, which the University is authorised to award, are explained in laws,²⁷ and the University Council shall set further regulations on degrees and criteria for credit transfer from other universities, based on recommendations from the pertinent Schools (skólar and fræðasvið) of the University.

27) See Act No. 63/2006, Chapter III and Act No. 85/2008, Article 22-23

Chapter VI

General notes on University operations.

Article 38

Collaboration within the University, and cooperation with other universities and partner institutions.

Schools shall collaborate closely and by sharing manpower, the 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 at other Schools (fræðasvið) or Schools (skólar) 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/Lecturer, Associate Professor/Senior Lecturer or Professor at the University. They shall then enjoy equivalent rights and have equivalent duties to Assistant Professors/Lecturers, Associate Professors/Senior Lecturers or Professors, 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 sets regulations on the advancement of faculty for staff at partner institutions who have teaching duties at the school and in accordance with regulations on the advancement of faculty for academic staff at the University.

Article 39

Public outreach and continuing education.

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

The University may provide continuous education and re-training in the academic subjects taught at the University, and its academic staff shall, among other things, be encouraged to seek continuous education and research training.

Article 40

Quality assurance.

At the University, regular self-assessment shall be conducted of its internal operation, as well as external assessment aiming at continuous improvement, in accordance with the law.²⁸

The Director of Quality Management manages the daily operation of the quality system of the University, but the Rector is ultimately responsible for it, subject to consultation with the Quality Council.

The University Council shall set further regulations on Quality Management and the Quality Council.
28) See Act No. 63/2006, Chapter IV

Article 41

Financial matters.

The University's financial matters and permissions to charge fees are detailed in the law.²⁹
29) See Act No. 85/2008, Article 24-26

Article 42

[Management and facilities fee.

The University Council sets rules on a management and facilities fee that is collected from all special income, including revenue of institutions under the University. The rules shall provide for collection of the management and facilities fee from grants from research funds, domestic and international.]¹

1) Amended with Regulation no. 790/2020.

Article 43

Annual Meeting of the University.

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

Article 44

Annual Report of the University.

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 institutions and funds, budgeting, future vision and outlook, and general student issues.

CHAPTER VII

Entry into force, etc.

Article 45 *Entry into force*

– revision.

These regulations will enter into force on their publication in the B-series of the Office Journal (Stjórnartíðindi), subject to a recommendation from the FSHA, and the regulations being approved by the University of Akureyri, which immediately invalidates Regulations for the University of Akureyri No. 466/2007.

The Rector shall ensure that the regulations are published in the B-section of the Office Journal and advertised on the official University website, in the same way as other regulations set by the University Council.

The University Council will revise these regulations as needed, and they are subject to amendments by the Council in the usual manner, but taking into account legal and governmental requirements.

*Article 46 Preliminary
provisions.*

The Schools of the University shall, based on these regulations, begin their operation on 1 August 2009, but until that date the Schools will continue to be called Faculties and their Deans Heads of Faculty, but in all other aspects they will operate in accordance with the regulations on Schools detailed above.

The University of Akureyri, 1 April, 2009.

Þorsteinn Gunnarsson Rector.

B-section – date of issue: 22 April, 2009