

REGULATIONS
on the Organisational Structure of the School of Business and Science at the University of Akureyri No. 867/2009, with amendments No. 787/2020 and No. 568/2021.

Article 1
Policy and objective

The main objective of the School of Business and Science is to offer a strong university education at the [undergraduate, postgraduate and doctoral levels]¹, and to establish research in the fields of business and science, with an emphasis on research on natural resources, their exploitation and management, and on research for and on the Icelandic economy.

The School sets its own policy for a given number of years, in accordance with its basic objectives, and the policy of the University of Akureyri. The School operates on the basis of the policy and future vision 2007-2011, which was shaped after the merging of the departments of business and natural resources in 2006. The School of Business and Science operates in line with the Higher Education Institutions Act No. 63/2006, Act on Public Higher Education Institutions No. 85/2008, and regulations for the University of Akureyri No. 387/2009.

1) Amended with Regulation no. 787/2020.

Article 2
School Assembly

The faculties meeting of the School of Business and Sciences, hereafter called the School Assembly, is the highest authority in matters concerning the School. It addresses main issues regarding the operations of the School and is, along with the Dean, responsible for it operating in accordance with laws and regulations. The School Assembly [provides a statement to the Rector]¹ regarding the hiring of the Dean of School, after prior voting between the candidates.

The School Assembly shall also vote for the Dean's deputy for a two year term, as well as the Vice Deputy. Please see further details of the tasks of the School Assembly in article 17 of the Regulations for the University of Akureyri No. 387/2009. School Assembly seats and voting rights are granted to: The Dean, professors, senior lecturers, lecturers and adjuncts, regardless of their appointed percentage of full time equivalent, employees of partner institutions which are considered to have management, research or teaching duties at the School, managers and specialists working at the School, one representative of the visiting lecturers from each faculty, appointed by the [Faculty Meeting]² of the relevant faculty for one year at a time, and one student representative from each faculty, appointed by their student union for one year at a time.

A School Assembly shall be scheduled via e-mail or letter, at least 3 days in advance, if possible. The meeting agenda shall be specified in the meeting 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 in the School.

1) Amended with Regulation no. 787/2020.

2) Amended with Regulation no. 787/2020.

Article 3
School Council

The School Council operates in accordance with article 18 of the Regulations for the University of Akureyri No. 387/2009. The Council handles the operation, development and other matters which concern the School. The School Assembly sets further rules on the powers and working scope of the School Council.

[The School Council consists, in addition to the Dean of School, of his/her deputy, heads of faculties, heads of departments, two representatives of instructors from each faculty, appointed by the Faculty Meeting for two years at a time, and one representative of students from each faculty, appointed by their student union, for one year at a time.]¹

1) Amended with Regulation no. 787/2020.

Article 4

Dean

The Dean of the School of Business and Science is appointed by the Rector for [four] years at a time, subject to a prior statement by the School Assembly, in accordance with article 16 of the Regulations for the University of Akureyri No, 387/2009. S/he supervises, on behalf of the School Assembly, the activities and operations of the School and shapes policy on its issues. The Dean's responsibilities are further detailed in article 15 of the Regulations for the University of Akureyri No. 387/2009. The Dean is responsible for calling representatives to School Assembly and presides over them. Furthermore, the Dean is also Head of the School Council.

1) Amended with Regulation no. 787/2020.

Article 5

Faculties and departments

The School of Business and Science is divided into two faculties: Faculty of Business Administration and Faculty of Natural Resource Sciences. Each faculty is responsible for the planning and development of courses which the School has approved for teaching in the faculty. Each faculty offers at least one department, by which is meant a specified combination of courses, which the student must complete in order to be awarded a specified degree. Within the Faculty of Natural Resource Sciences, there is a separate computer sciences programme.

Article 6

Heads of faculty and Faculty Meetings

Heads of faculty and Faculty Meetings are responsible for teaching, teaching structure, and academic development. The Faculty Meeting also makes suggestions to the Dean regarding the advertising of positions, it processes applications subject to a prior statement from the assessment committee, and makes suggestions to the Dean concerning the hiring. The Faculty Meeting deals with individual student cases on behalf of the School Assembly.

[Faculty seats - which entail the right to attend and make proposals to Faculty Meetings - are held by adjuncts, lecturers, senior lecturers and professors who are hired in positions at the faculty, one representative of visiting lecturers at the faculty, and one representative of students who is appointed by their student union for one year at a time. The right to vote in Faculty Meetings is held by adjuncts, lecturers, senior lecturers and professors who are employed in positions at the faculty, on the basis of 40% full time equivalent or more, one representative of visiting lecturers at the faculty, and one student 3 representative. A head of faculty shall be appointed by the Faculty Meeting for two years at a time, from among the permanent lecturers, senior lecturers and professors at the faculty. The Faculty Meeting

shall also appoint the head of faculty's deputy for the same length of time. Only the School Assembly can allow exceptions from these provisions.]¹

The Head of Faculty is responsible for the operations of the faculty, academic organization, preparation and procedures, development and communication, and also participates in the management of the School, e.g. by attending the School Council. S/he handles communication with students, plans the teaching load, makes suggestions for new hires, selects course tutors for each academic course in consultation with the Dean of School, and is involved in class scheduling in consultation with the School office. The Head of Faculty presides over Faculty Meetings and follows through on meeting agreements. The Head of Faculty's responsibilities and tasks are detailed further in a special job description.

1) Amended with Regulation no. 568/2021.

Article 7

Heads of Department and academic staff meetings

Faculties are allowed to select special heads of department to manage one or more department within the faculty. Heads of department are selected in a faculty meeting for two years at a time. Being a head of department involves communication with students, sitting on the Curriculum Committee and the Credit-transfer Committee, and leading consultations between academic staff on teaching and academic development. The Head of Department's responsibilities and tasks are further detailed in a special job description. Academic staff meetings are the venue for such consultation. Permanent lecturers, temporary lecturers, visiting lecturers, and any other persons involved in teaching at a department at any given time may be summoned to academic staff meetings.

Article 8

Curriculum- and credit-transfer committees

Curriculum- and credit-transfer committees make suggestions for the assessment of previous education and intended exchange studies of students in the pertinent faculty or department. Curriculum- and credit-transfer committees also make suggestions to the faculty boards for alterations to the curriculum or course catalog. A curriculum- and credit-transfer committee shall consist of at least three representatives of academic staff (adjuncts, lecturers, senior lecturers or professors) who shall be appointed for two years at a time by the relevant faculty board, and of one representative of students, who is appointed by their student union for one year at a time. The committee delegates its tasks among its members. Further details on the appointment, role and procedures of curriculum- and credit-transfer committees can be found in a special agreement. There are three curriculum- and credit-transfer committees at the School of Business and Science: in the foundation course in Business Administration, foundation course in Natural Resources Sciences and Computer Sciences, and the shared Masters degree committee of both faculties. The curriculum- and credit-transfer committee shall conduct formal mutual consultation, with a view to establishing as much collaboration as possible on academic programmes and programme choice in the School.

Article 9

Area coordination

Area coordinator(s), are responsible for particular areas within the School. Such areas include research, international relations, promotion, marketing and teaching development. The School Assembly decides which areas shall be defined within the School and appoints area coordinator(s) for two years at a time.

Article 10

Issue into force and revision

This organizational structure has been agreed on the basis on the Act on Public Higher Education Institutions No. 85/2008 and Regulations for the University of Akureyri No. 387/2009, and takes effect immediately.

This organizational structure and job descriptions shall undergo regular revisions, where accumulated experience is taken into account. The first revision will take place in the first School Assembly meeting in the 2010 calendar year.

Agreed by the University Council of the University of Akureyri on 2. October 2009

Stefán B. Sigurðsson, Rector