



Students Teachers

**Handbook for International
Students and Teachers
Iceland Academy of the Arts
2011–2012**

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INTRODUCTION

Welcome to the Iceland Academy of the Arts (IAA). This handbook is intended for international students and teachers and provides useful information regarding school policy and administration. It gives an overview of services, contact persons, housing, technical facilities, the work of the teacher and the general functioning of the Academy. Necessary information such as school regulations, department organisation and information about study programmes is also included.

We hope this handbook will help make your work and study at the Academy more productive and enjoyable.

POLICY AND OBJECTIVES

The role of the Iceland Academy of the Arts is to encourage progressive thinking in the arts and to stimulate innovation and development in different fields. The Academy offers education in the arts at the university level and conveys both knowledge and professionalism in the arts to Icelandic society. It operates in a global environment and cooperates with many academies in the field of arts in neighbouring countries.

Three main values guide the focus and direction of the Academy in all of its work:

- Curiosity
- Understanding
- Courage

Curiosity prompts us to ask questions and search for new approaches, solutions and answers. Through understanding and training we develop the talents and skills we require. In that way we strengthen our courage to follow through on our convictions and our artistic vision.

MANAGEMENT AND ADMINISTRATION

The Iceland Academy of the Arts is a self-governing institution providing higher education in fine arts, theatre, dance, music, design, architecture and art education. The operations of the Academy are three-fold: a common executive management, university departments, and support division/joint administration.

The Academy board is the highest decision-making body and oversees all issues pertaining to general school operations. It serves to protect the interests of the Academy and ensure that it operates according to the set objectives. The board is responsible for the administration, finances and property of the institution, determines the tuition fees and appoints the rector.

The rector acts on behalf of the board to carry out the operations and administration of the Academy, and holds ultimate responsibility. He is in charge of ensuring that school practices are carried out in accordance with the roles, objectives and standards set by the Academy, particularly with respect to curriculum and instruction. The rector chairs meetings of the Academy's Management Council and Academic Council and calls the meeting of the Academy Forum. He also acts as the Academy's spokesman.

The Management Council is a collaborative forum for the Academy's executive staff. The Council discusses issues of joint concern to the departments and support divisions and supports the rector in the daily operations of the school.

The Academic Council is a collaborative forum for administrators, instructors and students at the Academy. The Council discusses the professional standards of the Academy, the quality and performance of its work, and supports the rector and management in making decisions on academic matters.

The Academy Forum is an open venue for discussing professional matters within the Academy as well as academic policy. The rector and board may seek its opinion on any and all matters pertaining to the school's operations and development. The Academy Forum is held at least once a year.

SERVICE / JOINT ADMINISTRATION

The purpose of the joint administration is to create conditions that allow the Academy's departments, students, teachers and staff to perform their work in accordance with the set charter and rules of the Academy. It is made up of the following support divisions: Finance Office, Academy Office, Library and Information Services, Computer and Web Services and Research Services. The common objective of the support divisions is to provide the best possible service at any given time.

The managing director is head of the Finance Office, works alongside the rector and administers the Academy's finances and property in collaboration with him. Operations of other support divisions are the responsibility of their individual managers, and their responsibilities and area of operations are clearly defined.

The Academy facilities are open Monday – Friday from 8:00 to 16:00. Access to the facilities can be gained with a key and access code from 16:00–01:00 Monday – Friday and 8:00–01:00 Saturday – Sunday.

Students can request permission to work in their work areas outside of those times. Requests must be made prior to 14:00 at the Academy office.

Rules for the use of student ID cards:

Student ID cards provide access to Academy premises that house the programme in which the student is enrolled.

Student ID cards are valid for the duration of students' studies, provided they have paid their tuition fees.

Each student is fully responsible for his or her student ID card. Lending of cards is forbidden.

Lost cards should be reported immediately to the Academy office or by sending an e-mail to lhi@lhi.is.

ACADEMY OFFICES

Skipholt 1, tel.(+354) 552 4000,
fax (+354) 562 3629, lhi@lhi.is
Opening hours: Monday – Friday, 9:00–15:00.

The Academy's offices are in three locations. The main office is located on the first floor of Skipholt 1 and branch offices are in the same locations as the different departments. The Department of Design and Architecture office is located on the fourth floor of Skipholt 1, the Departments of Fine Arts and Art Education offices are located at Laugarnesvegur 91, and the Departments of Music and the Department of Theatre and Dance both have an office at Sölvhólsgata 13.

The offices provide various types of information and services to students and teachers. They maintain student records, allocate instruction space, make up schedules and timetables, and handle international affairs and the dissemination of information. The department offices provide students with certificates of attendance, transcripts, and forms for withdrawing from courses. Students turn in and collect assignments at department offices. The department offices also manage the loaning of instructional equipment.

MAIN OFFICE

Rector:

Hjálmar H. Ragnarsson, hjalmar@lhi.is

Managing Director:

Jóna Finnsdóttir, jona@lhi.is

Director of the Academy Offices:

Björg J. Birgisdóttir, bjorg@lhi.is

Director of Research Service Centre:

Ólöf Gerður Sigfúsdóttir, olofg@lhi.is

Office Receptionist: Ásdís Þórisdóttir,

asdisth@lhi.is, tel. 552 4000.

The Office Receptionist handles queries on behalf of students and teachers. She is responsible for keys, access codes, mailing lists and so forth. Students and staff notify the office of illnesses and absences.

Public Relations Officer:

The public relations officer is responsible for public relations. Any information passed through to the media concerning courses and events must be coordinated with her.

International Coordinator: Alma Ragnarsdóttir, alma@lhi.is, tel. 545 2205.

The international coordinator handles matters having to do with international exchanges for students and teachers. Her office hours are 10:00–14:00 at Skipholt 1, Monday through Friday. The international coordinator visits the Department of Music/ Department of Theatre and Dance the first Tuesday of every month from 10:00–14:00, and the Department of Fine Arts / Department of Art Education the first Wednesday of every month from 10:00–14:00.

Student Counselling Services: Ingibjörg Kristinsdóttir, ingibjorgk@lhi.is, 552 4000. University studies demand independent work habits and analytical thinking. Student counselling specializes in helping students to improve their study methods and efficiency.

Office hours are Mondays, 10:00–12:00 at Sölvhólgata, Wednesdays, 10:00–12:00 at Skipholt 1 and Wednesdays, 13:00–15:00 at Laugarnes.

Director of Accounts: Anna Biering, anna@lhi.is, tel. 545 2212.

Accountant: Sigurlaug Sæmundsdóttir, silla@lhi.is, tel. 545 2213.

Payroll Accountant: Sýlvía Hlín Matthíasdóttir, sylvia@lhi.is, tel. 545 2210.

The payroll accountant handles the Academy payroll and takes care of contracts and wage matters for instructors. The accountant is responsible for collecting tuition and student fees. They can be reached until noon all office days.

Maintenance: Ólafur Hallgrímsson, oli@lhi.is, tel. 896 1470.

Ólafur is responsible for operational and custodial services for the Academy facilities. He is the Academy's liaison officer with public officials such as security, health and fire inspectors. Any social events using Academy facilities must be coordinated through him.

STAFF OF DEPARTMENT OFFICES

(for additional information, see pages for the respective departments)

DEPARTMENT OF FINE ARTS:

Department Secretary:

Helga Pálína Brynjólfsdóttir, helgapalina@lhi.is, tel. 520 2403.

Service Assistant: Lísía Guðjónsdóttir, lisa@lhi.is, tel. 520 2400.

DEPARTMENT OF DESIGN AND ARCHITECTURE:

Department Secretary:

Hafdís Harðardóttir, hafdis@lhi.is, tel. 545 2221.

Service Assistant: Björg Stefánsdóttir, bjorgstef@lhi.is, tel. 545 2202.

DEPARTMENT OF MUSIC:

Department Secretary:

Sóley Björt Guðmundsdóttir, soleybjort@lhi.is, tel. 545 2283.

Service Assistant:

Margrét Rún Guðmundsdóttir, margret@lhi.is, tel. 552 5020.

DEPARTMENT OF THEATRE AND DANCE:

Department Secretary:

Esther Judit Steinsson, estherj@lhi.is, tel. 554 2282.

Service Assistant:

Margrét Rún Guðmundsdóttir, margret@lhi.is, tel. 552 5020.

DEPARTMENT OF ART EDUCATION:

Department Secretary:

Svanborg Matthíasdóttir, svanborg@lhi.is, tel. 520 2417.

Service Assistant: Lísía Guðjónsdóttir, lisa@lhi.is, tel. 520 2400.

RESEARCH SERVICE CENTRE

Skipholt 1, tel. (+354) 545-2211,
fax (+354) 562-3629, www.lhi.is/rannsoknir

Director: Ólöf Gerður Sigfúsdóttir,
olofg@lhi.is, tel. 699-7066.

The Research Service Centre is one of the IAA's support divisions, designed to enhance and foster research at the academy and to establish dynamic innovation in the field of the arts. Among its primary roles is to help fund research projects and facilitate collaborations within the school, and to provide advice and guidance on research proposals for public competition funds.

The role of the Research Service Centre is also to create a database to promote and disseminate research projects and other artistic practices carried out within the school. The Research Service Centre moreover assists with networking and collaborations in the field of artistic research, in Iceland and internationally.

Tuition and Fees:

Tuition for the academic year 2011-2012 is ISK 350,000 and is payable in two payments, in September and February. Invoices for payments in banks are sent to students by post.

Failure to pay on time will result in termination of access to Academy facilities and invalidation of the student ID number. Students on leave from their studies pay ISK 45,000 for keeping their place.

LIBRARY AND INFORMATION SERVICES

SKIPHOLT - CENTRAL LIBRARY

Architecture & Design

Skipholt 1, 105 Reykjavík
tel. (+354) 545 2217 – fax (+354) 562 3629
bokasafn@lhi.is
<http://bokasafn.lhi.is>

LAUGARNES - BRANCH LIBRARY

Fine Arts & Art Education

Laugarnesvegur 91, 105 Reykjavík
tel. (+354) 520 2402 – fax (+354) 520 2409

SÖLVHÓLSGATA - BRANCH LIBRARY

Theatre, Dance & Music

Sölvhólsgata 13, 101 Reykjavík
tel. (+354) 545 2295 – fax (+354) 561 6314

Opening hours: Monday – Friday: 8.30–16.00

The Academy library specialises in the art fields taught at the Academy. The library's main function is to provide resources and assistance in support of studies, instruction and research at the Iceland Academy of the Arts.

Students are encouraged to use the library, both for borrowing and/or photocopying materials. An information service assists students with finding reference materials and using databases. Materials not available in the library can be ordered through an inter-library loans system. Students can suggest new orders by filling out request forms available at the library front desk and on the library website.

Teachers can reserve materials for courses by contacting the library staff. Library materials necessary for student reference can be placed on reserve for the duration of a course.

Teachers are requested to list reference sources in course descriptions and notify the library with the information. Teachers are also encouraged to contact the library with suggestions for new purchases. All suggestions for improving the library and its resources are welcomed by the library director.

Teachers are advised to include book lists in the course descriptions published on the academy's inner network, and to inform the library before the course begins.

Library Staff:

Director: Sara Stefánsdóttir, saras@lhi.is, tel. 545 2220 (Skiptolt).

Director: Lísav Z. Valdimarsdóttir, lisav@lhi.is, tel. 545 2220 (on maternity leave 2011–2012).

Librarian: Berglind Hanna Jónsdóttir, berglinde@lhi.is, tel. 545 2209 and 520 2402 (Skiptolt/Laugarnes).

Librarian: Jóhanna M. Diðriksdóttir, jmd@lhi.is, tel. 545 2218 and 545 2295 (Skiptolt/Sölvhólgata).

Librarian: Sigrún Sveinsdóttir, sigrunsveins@lhi.is, tel. 545 2219 and 545 2295 (Sölvhólgata/Skiptolt).

Library Assistant: Riina Pauliina Finnsdóttir, riina@lhi.is, tel. 545 2217 and 520 2402 (Skiptolt/Laugarnes).

COMPUTER AND WEB SERVICES

Locations and Working Hours of the Computer and Web Services

Computer and Web Services's main office is located on the third floor of Skiptolt 1, Room 301. Computer services are provided at Sölvhólgata on Mondays from 9.00–16.00 and in Laugarnes Monday through Friday, from 13:00–16:00.

Staff:

Ágúst Loftsson, tel. 899 9081.
Sigurbór Heimisson, tel. 845 4149.
Bjarni Þórisson, tel. 844 7848.

Requests for Service

Computer service is provided from 8:00–16:00. If the Computer Services staff is not available, a request for service can be made through e-mail to verkbeidni@lhi.is or agust@lhi.is. Requests must be accompanied by your name and school position (student, teacher, office). State your request and the location where it should be carried out. Requests due to technical malfunctions and problems that disrupt instruction have priority and computer staff may be contacted on their mobile phones in those cases.

Services provided

- Students are allocated 7.5 MB on the lhi.is mail server.
- Students are also allocated 10 GB of space on the file server. Larger file spaces are allocated upon request for a limited time.
- Access codes are provided for the Academy facilities.

- Students receive a print quota of 1000 points (eq. 250 colour A4 pages) per semester. Students in the Department of Design and Architecture receive a print quota of 1800 points per semester. Additional printing is available against payment. Charges for additional printing are paid at the main office in Skipholt and to the service assistants in Laugarnes and Sölvhólgata.

Information and assistance with the following is available:

- Connecting to the Academy network and e-mail service
- Accessing the Academy file server
- Setting up Academy printers on student computers where applicable

All student work areas are equipped with 1 GB net on cable and 54 MB wireless access. Students must provide their own cables for private computers.

Computers and equipment owned by the Academy are fully serviced, including hardware and software.

Students:

Students receive assistance with basic service for their computers. The service department supports the following operating systems: Mac OS X, Linux, Windows XP, Vista Pro and Windows 7 pro.

If student's computers cannot be successfully configured for access to Academy services due to faults in computer hardware, operating systems or other software, students must contact outside repair services at their own expense.

Teachers:

Teachers at the Academy can receive assistance with basic services and software in connection with instruction.

E-mail addresses: Teachers and students are provided with e-mail addresses.

Printer locations:

Skipholt: Room 301, A4/A3 colour printer and A0 plotter, and in room 312, A4 and A3 colour printers.

Laugarnes: In the Photo and Image lab (RGB lab) are photo quality printers up to A3 and large format photo quality printer up to one metre wide and in front of the library is a black/white A4 printer.

Sölvhólgata: In front of the library is a black/white A4 printer.

WORKSHOP FACILITIES FOR THE DEPARTMENTS OF FINE ARTS AND DESIGN AND ARCHITECTURE

Supervisor: Jóhann Torfason, jo@lhi.is, tel. 520 2415 and 864 9822.

Workshop facilities for the Departments of Fine Arts and Design and Architecture are available to all students in both departments. Instruction takes place in the workshops and supervisors provide both students and instructors with technical assistance in the execution of their projects. Appointments to the supervisors must be made in advance. Instructors are encouraged to use the workshop facilities and seek advice from the supervisor or service assistant regarding equipment use and needs. Students must complete courses on how to operate equipment in the workshops and sign a user agreement (available on the IAA website).

Laugarnesvegur 91:

Photo and Image Studio (RGB lab)

Work with negatives, digital images, and image printing takes place at the photo and image studio. The photo laboratory is equipped for processing, printing and enlarging colour and black-and-white photographs.

Supervisor: Eric Wolf, eric@lhi.is, tel. 520 2408.

Metal and Wood Workshop

The workshop at Laugarnesvegur contains carpentry and metalworking facilities.

The carpentry shop has tools and machinery suitable for performing most operations.

The metal workshop provides facilities for general metal work, such as metal cutting, welding and soldering. There are also facilities for moulding and casting.

Supervisor: Gulleik Lövskar, gulleik@lhi.is, tel. 520 2418.

Printmaking Workshop

Students have access to the workshop for developing their ideas in the printmaking medium. The workshop is well equipped for most printmaking techniques.

Supervisor: Jóhann Torfason, jo1@lhi.is, tel. 520 2415.

Skipholt 1

Model Shop

The small workshop on the second floor at Skipholt is suitable for light carpentry, moulding and model building.

A pottery kiln is also located there.

Supervisor: Gulleik Lövskar, gulleik@lhi.is, tel. 520 2418.

The following workshops are primarily for use by specific departments but students from other departments can use them when available. Booking of the facilities is done through the department offices.

Video Recording Studio at Laugarnesvegur 91

Provides students in the Department of Fine Arts with facilities for video recording, with the possibility of using interactive techniques. Students can choose various methods in video recordings, e.g. digital processing, in combination with other art media such as installations, performance art, concerts and the Internet.

Supervisor: Sigrún Harðardóttir, sigrunhardar@lhi.is, s: 520 2412.

The studios website is <http://tv.lhi.is>

Textile Workshop at Skipholt 1

The textile workshop is located on the top floor of the building at Skipholt 1.

It has facilities for textile printing, pattern making, sewing, knitting, weaving, and other techniques for use with clothing, costumes and fabrics.

Supervisor: Katrín Káradóttir, katak@lhi.is

Music Recording Studio at Sölvhólgata 13

The Department of Music operates a recording studio at Sölvhólgata which is primarily intended for recording live music. To work in the studio students must have completed preparatory courses and have the necessary knowledge to operate the equipment.

Supervisor: Sveinn Kjartansson, sveinnkj@lhi.is, tel. 552 0656 and 897 2222.

THE WORK OF THE TEACHER

Professional titles

The Iceland Academy of the Arts employs both permanent and sessional teachers. Permanent teachers are, on the one hand, teachers appointed according to regulations concerning the appointment of academic instructors who have been deemed qualified by a special committee, i.e. professors, associate professors and assistant professors, and on the other hand adjuncts who are appointed directly by the rector in collaboration with the relevant dean to carry out specific projects within a department.

Programme directors supervise academic programmes. They can be either professors, associate professors, assistant professors or adjuncts.

Academic directors plan and supervise theory studies within their departments. They can be professors, associate professors, assistant professors or adjuncts.

The particulars of a teacher's work are defined in his/her employment contract. The work of professors, associate professors and assistant professors consists of three integrated components: teaching, administration, and research/development, while the work of adjuncts can be composed of one, two or three of those components.

Categorisation of instruction

Instruction at the Iceland Academy of the Arts is divided into five different categories depending on content, arrangement and the contribution of teachers and students:

- Lectures
- Academic classes
- Seminars/Discussions

- Workshops/Studio – art creation/art interpretation
- Technique/Training

Lectures are based on the teacher's independent contribution, which he/she presents as text, slides, pictures, musical examples, or in some other prepared form. Lectures are kept as documentation, are traceable and can be repeated.

Specification of work components

Instruction:

Instruction at the Iceland Academy of the Arts takes place in accordance with the following: policy, values and objective of the school, the curriculum and the standards of individual departments and programmes, regulations concerning the planning of programmes, study progress and evaluation, and other rules and standards set for the instruction at any given time.

Instruction is made up of specified courses. Teachers provide course descriptions and are responsible for ensuring that teaching is in accordance with those descriptions. They deliver assessments and grades as objectively as possible and are prepared to elaborate on those.

Teaching incorporates the preparation of teaching materials, issuing of examinations and projects, evaluation, recording of grades, preparation of study plans and registration of attendance. Instructors arrange for specialists and other guests to teach courses when necessary.

Administration:

Engaged in administration within the Academy are solely those individuals who have been appointed for that purpose through a defined job ratio, or who are appointed by the management to conduct specific projects in

accordance with the laws and regulations of the school. Administrative responsibility is subject to the charter and rules of the Academy, its human resources policy and general rules and standards pertaining to conduct and good working practices.

a) Administration by teachers:

Teachers who hold administrative responsibilities engage in work designed to shape their particular departments and the Academy as a whole. They work on preparing the course catalogue, organising instruction and projects, attend department meetings and other specialised meetings pertaining to their job, take part in student admissions, supervise special needs students, and collaborate with the dean on projects relating to the department and its growth.

b) Administration by programme directors:

Programme directors oversee study programmes in collaboration with the dean and are, along with the dean, responsible for their development and operations. Programme directors are responsible for a variety of tasks, such as:

- Preparation of course catalogues and timetables (in English and Icelandic)
- Preparation of course descriptions and supervision of study plans
- Student admissions
- Supervision of students, evaluation and follow-up
- Follow-up on students' final projects
- Hiring of part-time teachers and specialists (Icelandic and non-Icelandic)
- Collaboration with other schools, institutions and businesses
- Coordination and communication with workshops or Technical Services
- Quality control (grading supervision, project evaluation, student presentations, concerts, performances, etc.)

Division of the work components may differ depending on the type of work involved and the number of students in the programme.

Research and development:

The Iceland Academy of the Arts works to expand research and development at the school in line with the Academy's role, values and policies. The Academy's emphases and regulatory system are currently in formation; however, the goal is for the school to be a forum for artists and academics with the skills and ambition to undertake research and art creation, and for the Academy's internal structure to be strengthened to allow it to fulfill its role in this regard.

Teachers whose contract stipulates a specific work ratio to be devoted to research and development shall account for their work in an annual report to the rector, incorporating a summary of the main projects they have engaged in over that period. On request, teachers shall also present an account of their research work or art creation by giving lectures or presentations within the school.

Sessional teachers

The Academy employs a large number of sessional teachers for longer or shorter periods. Sessional teachers are specialists in varying fields and are hired by deans and/or programme directors. They are responsible for their own teaching. Their main tasks are supervising students and recording attendance, and planning and executing project work and evaluations in collaboration with the programme director and/or dean. Sessional teachers have access to the services and administration of the school while they are employed by the Academy.

MYSCHOOL NETWORK

The Academy uses an inner network system called MySchool for student registration and records. The system provides students and their instructors with efficient and extensive access to information concerning their studies, such as course schedules, grades, assignment due dates, course materials, and announcements. Instructors are encouraged to acquaint themselves well with the system and fully utilise its options for their own benefit and that of the students. Students should make a habit of regularly checking the website for new information.

It is possible to receive all information in English at MySchool. In order to change the language of MySchool select „Persónuupplýsingar – samskipti – tungumál vefs – English”.

Communication between instructors and students

Announcements to students can easily be placed on the inner network system. The system also allows instructors to send e-mail messages to students and students to send e-mail to other participants in courses. Web discussions can easily be carried out on the system as well.

New information

Lists are maintained where students and instructors can see all changes made to their courses.

Course timetables

Another feature of the system is a weekly timetable for each student. Information includes details of course work and lectures, teaching materials in connection with lectures and assignment due dates.

Course materials

The network system stores all digital materials relating to courses, such as digital slides, web links, and all types of documents. Instructors have the option of creating home pages, assignments that are submitted via computer, and web discussions linked to their courses. A convenient interface is conducive to the productive use of the system.

Course descriptions

Basic information about courses, such as course descriptions and objectives, are available under this heading. Teachers can also include course plans giving more detailed information about individual lessons. This provides students with an overview of the coursework and the weight of various course requirements.

Assignments

Information regarding course assignments is collected under this heading. This is where students can find assignment guidelines from the teacher and submit completed assignments. Grades and feedback from the teacher are also placed here for student access. Everything concerning course assignments is kept in one location.

Curriculum Guide

The Academy's curriculum guide can be accessed on the Academy website. Descriptions and other information regarding course appears within MySchool when users click on the name of individual courses under the heading “All courses” on the left-hand side of the screen.

ISSUES PERTAINING TO RIGHTS - TEACHERS' RIGHTS AND OBLIGATIONS

The Academy employs both permanent and temporary instructors. The permanently employed instructors are professors (full, associate, and assistant) and sessional. A specially appointed review board evaluates applications for permanent Academy positions. The rector, upon recommendation from the dean of the department, determines the proportion of instruction and other professional duties of each instructor. Further professional duties and responsibilities are outlined in the instructors' employment contracts. Instructors are advised to inform themselves of their rights and responsibilities.

Grievance committee on student affairs

A special grievance committee operating within the Academy makes final decisions in matters concerning discipline and the rights of students. The grievance committee is comprised of one dean, who is its chairman, one teachers' representative and one student representative. Teacher and student representatives are appointed for a year each time and should have alternates appointed for the same term. Deans decide amongst themselves who sits as the main representative and who as the alternate. The Academy board defines the scope of the committee's work and provides working guidelines.

Discipline

The rector can reprove a student or expel him/her temporarily or permanently from the Academy if the student has broken the law or rules of the Academy, or if the conduct of the student towards the staff or other students has been unseemly or improper. Students may appeal such decisions to the grievance committee on student affairs. Concerning matters of this nature, all parties must in all respects comply with the laws of the nation.

Confidentiality

All students at the Iceland Academy of the Arts are legal adults and, therefore, fully responsible for all their actions. Instructors and staff must keep all student matters confidential and are not allowed to divulge information regarding students to outside parties, including relatives.

If students need consultation regarding sensitive and personal matters, they can contact Ingibjörg Kristinsdóttir, the student counsellor. Department deans and programme directors are also available for consultations. Appointments can be made through the departmental coordinator.

Special needs

The IAA adheres to the fundamental principle that all students meet the set requirements regarding knowledge, skills and artistic talent, irrespective of gender, origin, ethnic background, nationality, sexual orientation or other defining features. Students at the Academy who have special needs or disabilities that affect their ability to perform academically are entitled to special services. In order to be eligible for special assistance, students must provide official documentation of their disability or special needs. See the Academy website for further information about the IAA policy regarding special needs and services.

Equal rights

The Academy Board has approved an equal rights policy for the IAA. The goal of the policy is to ensure the equal rights of men and women within the Academy's community through specific actions, and to promote an active debate on equal rights in every area of the academy's activities. Students and staff are referred to the website for the full text of the equal rights policy.

Sexual harassment

Sexual harassment is not tolerated within the IAA, neither by staff members nor students. Victims of sexual harassment have the right to consult the student councillor for assistance and/or the supervisor responsible for the victim's working environment. The consulting party will then seek to resolve the matter. The victim shall in no manner be harmed by the measures taken for that purpose. For further information see the Academy's equal rights policy on the website.

Student Council

Within each department there is a students' organisation which handles student interests and social activities. The IAA Student Council is comprised of the heads of the student organisations of each of the departments. Students have representatives on department councils and two representatives on the student grievance committee. Students are also represented at the Academy forum meetings, which are a venue for cooperation between students, instructors, and the Academy administration. Fees for the students' social fund are paid along with the first tuition payment.

HOUSE RULES

Both students and staff at the Iceland Academy of the Arts are expected to treat all school facilities and equipment with care and respect. In that context, the following reminders are in order:

- Smoking is strictly forbidden within the Academy's facilities. The same is true of the use of alcohol and narcotics.
- Food consumption is not permitted in lecture halls, classrooms and other areas for instruction.
- Students and staff are required to treat school facilities with care and take an active part in cleaning days which are organised at the end of each teaching period. Students are expected to remove their work and personal objects at the end of each semester. Note that objects left behind will be disposed of.
- Students and staff shall close windows and doors, turn off faucets etc. when they leave the Academy's buildings.
- If furniture or equipment is damaged, please inform the service assistant immediately.
- Students and staff members are reminded to take care of their keys and passwords. Lending keys is forbidden, and the service assistant must be informed immediately of lost keys.
- Students and staff are strongly encouraged to inform appropriate authorities of suspicious persons within the school facilities, both day and night.

COURSE DESCRIPTIONS

Instructors are expected to provide detailed descriptions of the courses they teach. The descriptions should provide clear information to the student regarding the content of the course, the academic and practical skills they are expected to learn, and how their performance will be assessed. Course descriptions are created in coordination with the department dean and the programme director and are published in the online Curriculum Guide (in English and Icelandic) prior to their commencement. Course descriptions should contain the following standard information:

- Course unit title
- Course unit code
- Type of course unit
- Level of course unit
- Semester
- Number of ECTS
- Language of instruction
- Prerequisites
- Learning outcomes
- Course content
- Assessment methods
- Name of lecturer
- Teachers
- Teaching methods
- Assessment methods and criteria
- Reading material
- Planned learning activities

Teachers can see good examples of course descriptions on the Academy network.

COURSE CREDITS AND EDUCATIONAL PROGRESS

Courses at the Academy are organised with the intention that one ECTS corresponds to 25-30 hours of work for the student.

The student is responsible for her/his academic progress in courses at the Academy. The average number of credit units for each semester is 30 ECTS or 60 ECTS for a whole school year.

Bachelor of Arts degree

A minimum of 180 ECTS is required for a BA or BMus degree. The Academy's curriculum is organized to allow for a maximum of 72 ECTS for one school year, but no more than a total of 210 ECTS for the students' whole period of study.

If a student does not complete 12 or more ECTS in an academic year, he cannot advance to the next year.

The Academy accepts credits transfer of BA-level studies from other universities in the amount not exceeding 60 ECTS.

A student's total combined period of study must not exceed beyond one year of the normal length of study, with the exception of absence due to maternity/paternity leave. The Rector, at the recommendation of a dean may grant exceptions from this rule under special circumstances. In those cases the respective student shall explain his circumstances in writing, stating reasons for the application.

Master's degree

A minimum of 120 ECTS is required for a MA and a MArtEd degree. The Academy's curriculum is organized to allow for a maximum of 66 ECTS for one school year, but no more than a total of 132 ECTS for the students' whole period of study.

A student's total combined period of study must not exceed beyond one year of the normal length of study. In the Department of Art Education a student's total combined period of study must not exceed beyond two years of the normal length of study, with the exception of absence due to maternity/paternity leave. The Rector, at the recommendation of a dean may grant exemptions from this rule under special circumstances. In those cases the respective student shall explain his circumstances in writing, stating reasons for the application.

ATTENDANCE

Bachelor of Arts degree

The Academy expects students to attend all their courses. Instructors are responsible for monitoring student participation and recording attendance.

If a student is absent, including when due to illness, for more than 20% of the instruction period for a particular subject he is considered to have failed that subject. In particular cases and unforeseen circumstances the student can appeal to the Rector for an exemption from this rule. Such an application will only be considered if a student is being prevented from advancing to the next year.

Students at the Music Department wishing to participate in projects outside the Academy must seek permission for doing so from respective Deans.

Master's degree

As a general rule, students pursuing an Master's degree are expected to take full part in the activities and work of the study programme and be active participants as individuals as well as in a group. However, each departments sets their own rules, depending on the nature of the courses.

ASSESSMENT

The primary purpose of assessment is to provide students with information regarding their academic performance. It also provides the Academy with verification that students have gained knowledge and competence in specified areas.

Organisation and responsibility

Examinations and/or other forms of assessment shall take place during the instructional period or during the examination period at the end of each term. Academy instructors are responsible for the evaluation of students' achievements. Each department sets policy for examinations and assignment or project deadlines within the limits of these rules.

Examinations may be oral, written or practical. Projects and assignments can include essays, reports, concerts, art creation and related research work. Methods of assessment and requirements are determined by the instructor in coordination with the dean and must be stated in the course description given to students at the start of the course. Regarding responsibility and evaluation of final projects, specific clauses in the Academy's *Rules and policies* apply.

Student obligations and course withdrawal

Upon enrolment in a course, students are automatically registered for the examination and are bound to the assignment deadlines designated by the instructor. Upon withdrawal from a course, students are no longer subject to the assessment requirements. Withdrawal from courses must be done by notifying the Academy in writing before 1/3 of the course duration is finished

Student illness

A student who is not able to take an examination or is unable to meet an assignment deadline due to illness must notify the Academy before the examination begins or the deadline expires. A medical certificate must be submitted to the Academy office no later than three days after the exam date or assignment deadline in order for the absence to be recognised. If a medical certificate is not submitted, the student is considered to have taken the exam or completed the assignment. By submitting a medical certificate the student earns the right to take the exam at a later date.

Grading marks

Marks range from 0 to 10 with units of 0.5. The minimum mark necessary to pass an examination is 5.0. The rector issues standardised assessment guidelines to the instructors. In courses of six credits or less, the dean can permit assessments of 'S' for 'Pass' and 'F' for 'Fail'.

Assessment results and appeals

Assessment results shall be made available to the student no later than two weeks after the evaluation took place. Students who have not met the set requirements are entitled to an explanation of the evaluation within 15 days after the results have been announced. Students may appeal the decision of the instructor to the dean of the department and, in cases other than final projects, an external examiner shall be consulted if possible. The examiner's decision is final.

Examination absences

A student who does not take a registered exam and fails to notify the Academy in advance forfeits his/her right to a re-examination.

Re-examinations and repeating assignments

A student who fails an examination or an assignment is entitled to a re-examination or to repeat the assignment. A re-examination/repeating of assignment requires special permission from the department dean. The permission must be requested in writing no later than ten days after the grade was posted. If re-examination is not possible, the dean may decide on a comparable assignment.

If the student does not pass the re-examination/assignment he/she shall repeat the course in order to fulfil the required ECTS. A student who has passed an examination/assignment may, under special circumstances, request a re-examination/repeating of assignment. Upon approval by the department dean, the student may retake the examination/repeat the assignment at its next regularly scheduled date. The marks from the latter exam will count.

Dates for re-examinations and repeating of assignment

Re-examinations and examinations due to illness shall be held before January 15 for the autumn term, and before June 1 for the spring term.

Recording and posting of marks

The Academy office is responsible for recording and posting students' marks. Written examinations shall be held for six months from the examination date and then be destroyed.

Grading marks

An assessment rubric used as guideline for giving marks:

LHÍ	Umsögn	Tegund	U.K.	U.S.A
10,0	Ágætt	Ágætiseinkunn	1 st	A+
9,5	Ágætt	Ágætiseinkunn	1 st	A
9,0	Ágætt	Ágætiseinkunn	1 st	A-
8,5	Mjög gott	I. einkunn	2 ⁱ	B+
8,0	Mjög gott	I. einkunn	2 ⁱ	B
7,5	Mjög gott	I. einkunn	2 ⁱ	B-
7,0	Gott	II. einkunn	2 ⁱⁱ	C+
6,5	Gott	II. einkunn	2 ⁱⁱ	C
6,0	Gott	II. einkunn	2 ⁱⁱ	C-
5,5	Sæmilegt	III. einkunn	3 rd	D
5,0	Sæmilegt	III. einkunn	3 rd	D
4,5 (og lægra)	Ábótavant	Falleinkunn	Fail	F

FINAL PROJECT

Bachelor of Arts degree:

For the evaluation of final projects there shall be a board of examiners or an external examiner. The board of examiners shall have at least one external examiner who is Chair of the board.

The Rector appoints examiners to the board upon recommendation from the dean of the department concerned. Special guidelines are issued for the duties of the board of examiners and the Chair of the board. Students who wish to comment on the evaluation process, may submit a written request for explanation to the dean concerned.

Students who are dissatisfied with the outcome may appeal the board's decision to the dean concerned, within five days from the publication of the result, by submitting their arguments in a signed letter, requesting a re-evaluation which takes these concerns into account. The dean shall respond to the student's appeal within ten days from its submission. The subsequent decision of the board is final.

Special rules are issued on the completion and performance of the practical section of final projects.

Master's degree

The evaluation of final projects is done by an external specialist examiner, or a board of examiners comprising at least two specialist and external parties.

The Rector appoints examiners or a board upon recommendation from the dean or the Council of the department concerned. Special guidelines are issued for the duties of the board of examiners and the Chair of

the board. Students who wish to comment on the evaluation process, may submit a written request for explanation to the dean concerned.

Students who are dissatisfied with the outcome may appeal the board's decision to the dean concerned, within five days from the publication of the result, by submitting their arguments in a signed letter, requesting a re-evaluation which takes these concerns into account. The Academy shall respond to the student's appeal within ten days from its submission. The subsequent decision of the board is final.

Special guidelines apply for final projects and master's defences.

GRADUATION

The main graduation ceremony of the Academy is held in the spring, in late May or beginning June. Students intending to graduate in the spring, need to apply for graduation at the Academy office before March 15. A student who lacks ECTS credits in order to graduate can apply to graduate in autumn or in mid-winter. Autumn graduation is held in mid-September and winter graduation takes place in mid-January. Applications for graduation in autumn shall be submitted not later than August 15 and for winter graduation not later than November 15. In order to graduate, students need to have paid all outstanding debts to the Academy.

COURSE EVALUATIONS

At the end of each course students are asked to evaluate the course. Students can access the online evaluation forms with a password. Student evaluations of courses are an important part of improving the quality of education provided by the Academy. The evaluations are anonymous, quick to complete, and give students the chance to express their feelings about courses and make suggestions for improvements. It is important to keep in mind that the evaluation focuses primarily on the course content and instruction and not the teacher.

The director of the Academy office compiles the evaluations and passes them on to the rector and deans. When they have reviewed the results, the evaluations are made accessible to the respective teachers within the MySchool network. The course evaluations are handled with strictest confidentiality.

ADMINISTRATION'S MEETINGS WITH STUDENTS

Students are invited to meet with the rector at special meetings that are held to discuss educational issues of concern to Academy students.

Meetings are planned for the latter part of the autumn semester between deans and students of the relevant department, to discuss various business concerning the department.

COPYRIGHT

The author of a given work is the person who creates it, whether alone or with others. In instances where the work is created by a group/more than one individual, that work may only be used (performed, exhibited, published) with the permission of the other authors.

The copyright of a work may be transferred through financial remuneration – i.e. someone buys the rights to use a copyrighted work after signing a special agreement to that effect.

Another side of copyright concerns fair use, which forbids the altering or disfiguring of a work. *This right is not transferable.* This includes the responsibility of publishers to credit the author and publish the title of the work. Fair use applies to all work, and there is no time limitation. (Taken from the website www.myndstef.is)

Students at the Iceland Academy of the Arts hold the copyright to any work that they create within the academy.

Ideas are not subject to copyright.

ART PRESENTATIONS – PERFORMANCES - PUBLICATIONS

The Academy is authorised to use the works of all students, in whatever form, to promote the operations of the school. This applies from the time students enrol until five years after they have graduated. Fair use shall be especially taken into account in such circumstances.

In information/promotional materials relating to *graduation projects* that may go on public display, the Academy requests that it be especially mentioned that the works were created as graduation projects at the IAA.

The Academy does not place restrictions on students appearing under their own names or publishing their work while they are enrolled in the school, but it does request that such instances be reported to the relevant programme director.

DEPARTMENTS AND DEGREE PROGRAMMES

The Iceland Academy of the Arts is comprised of five departments: The Department of Fine Arts, the Department of Theatre and Dance, the Department of Design and Architecture, the Department of Music and the Department of Art Education. The Academy offers 17 degree programmes, 13 at Bachelors level and 4 at Masters level.

Department of Design and Architecture

Architecture	BA
Fashion Design	BA
Visual Communication	BA
Product Design	BA

Department of Theatre and Dance

Acting	BFA
Contemporary Dance	BA
Theory and Practice	BA
Acting	MA

Department of Fine Arts

Fine Art	BA
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Department of Music

Instrumental/Vocal Performance	Diploma
Instrumental/Vocal Performance	BMus
Church Music	BA
Music Education and Communication	BA
Composition	BA
Composition	MA
Music Master for New Audiences and Innovative Practise	MA

Department of Art Education

Art Education	Diploma
Art Education	MArtEd
Art Education	MA

DEPARTMENT OF FINE ARTS

Laugarnesvegur 91, 105 Reykjavík,
tel. (+354) 520 2400, fax (+354) 520 2409.

Dean:

Kristján Steingrímur Jónsson,
kristjan@lhi.is

Programme Directors

/ Professors and adjunct:

Hulda Stefánsdóttir,

huldistefansdottir@lhi.is

Ólafur Sveinn Gíslason, olafur@lhi.is

Hekla Dögg Jónsdóttir, hekladogg@lhi.is

Academic Director of Art Theory, adjunct:

Aðalheiður L. Guðmundsdóttir, alg@lhi.is,

The Department of Fine Arts offers a three-year, 180 ECTS, programme leading to a BA degree. Its main focus is on facilitating original thought processes and developing different methods for realising ideas.

In the programme, students work with ideas, their procession, presentation and critique. Cooperation with working artists, organisations and companies is actively sought with regard to instruction and involvement in specialised projects.

Goals:

The role of the Department of Fine Arts is to be a leading force in fine arts instruction at the university level and an open venue for research and debate. Students and instructors are expected to take an active part in cultural life and to maintain vibrant ties with the artistic community.

The study programme places emphasis on the development of independent work habits, strengthening the students' knowledge and appreciation of art and preparing them for their role and position as artists in society.

Instruction:

During the first year of study the focus is on stimulating the students' visual artistic expression and creative abilities. The emphasis is on introducing students to various art movements, art methods and techniques. Students attend courses in contemporary art theory and receive instruction in subjects such as photography, computer skills, video making, wood and metal work, moulding, painting and printing in the various school workshops and studios.

In the second year students choose from a wide variety of courses and studio work offered by various artists. The focus is on the aspect of art creation, with emphasis on individual work. Students work independently under the guidance of the department professors and professional artists. The emphasis in art theory is on specific subjects in art history and ideology.

During the third year students work independently and complete their studies with a BA thesis and a final project displayed at the graduation exhibition. Students are awarded a BA degree upon completion of the coursework, examinations, and other requirements of the programme.

The hours of instruction are from 8:30–12:20 and 13:00–18:00 Monday through Friday. Courses vary in length from one up to ten weeks. Areas of emphasis are work time in studios, lectures on art theory, workshop courses, project work and independent study. Students spend the time from 8:30–12:20 or to 15:00 in the workshops, which are considered the place of work of the students and the supervisors. Work done in the workshops includes conceptual work, research, instruction in methods and techniques, and independent work. From 13:00–18:00 students work on their own and attend classes in art theory subjects or workshops in methods and techniques.

Teachers' office hours:

Kristján Steingrímur:

Mondays, 11–12:00, kristjan@lhi.is

Hekla Dógg Jónsdóttir,

hekladogg@lhi.is

Hulda Stefánsdóttir,

huldastefansdottir@lhi.is

Ólafur Sveinn Gíslason,

olafur@lhi.is

Aðalheiður L. Guðmundsdóttir,

alg@lhi.is

Please e-mail the teachers to make an appointment.

Assignments:

Information regarding assignments may be found on the course plan presented by the instructor.

Photocopying:

Students can purchase a photocopying allowance with an access code from the service assistant.

Equipment requests:

Students can borrow equipment such as cameras and video and audio recorders after 13:00 and return them before instruction begins at 8:30 the following morning. Requests should be directed to the service assistant.

Cafeteria:

The cafeteria at Laugarnesvegur is open from 9:00–13:00. Hot lunches are available from 12:00–13:00.

The Student Association:

The department's student Association deals with issues of concern to students and organises various social events. It focuses on facilitating interaction between students in different years within the department, as well as with other departments, with the aim of improving students' social life at the Academy.

Department Secretary:

Helga Pálína Brynjólfssdóttir,

helgapalina@lhi.is, tel. 520 2403.

Office hours are from 10:00–12:00 every weekday and additionally from 13:00–16:00 Mondays and Thursdays.

The department secretary is responsible for student records within the department and providing information to students and teachers, as well as special tasks and general office duties. Additional duties include developing timetables, recording marks, handling course enrolment and withdrawals, and course descriptions and credits.

Service Assistant: Lísa Guðjónsdóttir,

lisa@lhi.is, tel. 520 2400.

The service assistant provides assistance with matters regarding facilities and equipment. She is also the receptionist for guests, exchange students and teachers at the Academy, providing them with necessary information, keys, access codes, etc.

DEPARTMENT OF DESIGN AND ARCHITECTURE

Skiphólt 1, 105 Reykjavík,
tel. (+354) 552 4000, fax (+354) 562 3629.

Dean:

Jóhannes Þórðarson, johannes@lhi.is

Professor of Architecture:

Steinþór Kári Kárason, steinthork@lhi.is

Professor of Visual Communication:

Guðmundur Oddur Magnússon,
goddur@lhi.is

Professor of Product Design:

Sigríður Sigurjónsdóttir, sigridur@lhi.is

Assistant Professor of Architecture:

Sigrún Birgisdóttir, sigrunbirgis@lhi.is

Assistant Professor of Visual Communication:

Halldóra G. Ísleifsdóttir, dora@lhi.is

Programme Directors:

Architecture:

Sigrún Birgisdóttir, sigrunbirgis@lhi.is

Fashion Design:

Linda Björg Árnadóttir, linda@lhi.is

Visual Communication:

Halldóra G. Ísleifsdóttir, dora@lhi.is

Product Design:

Tinna Gunnarsdóttir, tinnag@lhi.is

Academic Director of Design Theory:

Sigrún Sigurðardóttir, sigruns@lhi.is

Adjuncts:

Visual Communication:

Haraldur A. Civelek hallcivelek@lhi.is

Fashion Design:

Katrín M. Káradóttir katak@lhi.is

Student Association President:

Jón Cleon Sigurðsson, jon10@lhi.is

The Department of Design and Architecture offers programmes leading to a BA degree through four specialisations: Architecture, Fashion Design, Visual Communication and Product Design. Upon completion of their study, students are awarded a BA degree. The duration of study is three years Product Design, (180 ECTS).

The policy of the Department of Design and Architecture is to:

- Encourage an awareness of the quality of life through professional and responsible design
- Enhance understanding and knowledge of design through a well-defined and enlightened ideology
- Encourage tolerance and open-minded design, based on independent and creative working methods
- Place all design in a clear and comprehensive context with the most important circumstances at any given time
- Analyse and understand circumstances that encourage innovative thinking and elevate creativity, courage, imagination and independent thought
- Think progressively

Our goals are:

Understanding, knowledge, competence, creativity, originality, courage, radiance, intuition and personal vision.

Objectives:

The objective of the study programme is for students to be able to carry out diverse assignments in a creative manner, to seek knowledge from the different areas within the sector and learn various methods of solving problems.

The Department of Design and Architecture compares itself with similar departments in acclaimed overseas academies. While it strives to meet international standards, the department also derives inspiration from Icelandic culture.

Instruction:

Instruction in the first year focuses on sharpening the students' creative and organisational abilities. Students work on a number of projects in the studios which all are meant to increase their understanding of the two main principles in the field of design: technique and theory.

Instruction in the second year is based on the student's ability to clearly and quickly present his/her thoughts, and him/her having adopted a designer's way of thinking. This entails continuously looking for new answers to fundamental questions and not taking any results for granted. Most of the projects during the 2nd and 3rd years are specific and closely defined so that students can apply specialised techniques and methods in finding solutions. The programme of study concludes with a thesis and final projects presented at the Academy's public graduation exhibition.

Instruction in the department is basically divided into two parts: one-half formal teaching and one-half hands-on project work in the studio. Studio work is the central part of the study programme. Every student is allocated a work area and is expected to use it. Instruc-

tion and work in the studios is from 8:30–12:30 every morning. Lectures in theory and technical courses are held in the afternoons. Studio instructors meet with the students most mornings to discuss the day's work. The needs of the course determine whether work in the studio is done individually or in groups. The instructor is expected to inform students of the type of work they will be doing at the beginning of the course and to make arrangements for important meetings and consultations between instructor and student.

Department policy on assessment of student work:

Academy rules regarding assessment of student work are listed in Article 24 of the Rules of IAA. Department policy is based on those rules. Special attention is drawn to the responsibilities of the instructor regarding assessment and that "Forms of assessment and requirements are determined by the instructor in consultation with the dean" (Article 24). In addition, the department and the instructors are required to inform students how assessment is determined and carried out. The department administration stresses the importance of instructors in the department adhering to the academic policy under which they were hired.

The general rule in the department is that assessment in studio courses is not done singly by instructors, but rather in consultation with the programme directors and the dean, who also share the role of examiners. Alternately, assessment can be carried out by a team of examiners, particularly in the case where numerous instructors take part in teaching a course. Students must always be informed of assessment policy at the beginning of courses when they receive the course study plan, and the information should also be included in the course description found in the Academy Curriculum Guide.

Assessment of assignments:

Two forms of assessment of student work are commonly used in the department:

A) display and critique and B) submitting a portfolio to the department office.

- a) Students are expected to have their work mounted by the appointed time and be prepared to describe their work and the process and receive criticism when it is their turn. Student works should remain on display until after the examiners have given their critique and completed their assessment.
- b) Students submit the completed assignments to the department office, where they are stamped with the date of receipt. Students who fail to meet the assigned deadline are considered to have failed the course and must apply to the department administration for permission to repeat the course.

Photocopying:

Students can photocopy in room 312. They must provide their own paper.

Print quota:

Students in the Department of Design and Architecture receive a print quota of 1800 points per semester.

Equipment requests:

Students can borrow equipment from the service assistant for a 24-hours period, with the possibility of an extension.

Cafeteria:

The cafeteria at Skipholt, in room 105, is open from 9:00–13:00. Hot lunches are available from 12:00–13:00.

The Student Association

The primary function of the association is to handle student matters and organise social events for students at the Academy.

The board consists of five members; four second-year students elected in the spring and one student elected from among first-year students in the autumn. Among events organised by the association is a dinner and party to which the second-year students from all departments invite the first-year students. Other parties and social events are also held during the year, in particular the annual dinner and dance held in the spring.

Department Secretary:

Hafdís Harðardóttir,

hafdis@lhi.is, tel. 545 2221.

Office hours are from 10:00–12:00 and from 13:00–14:30 Monday through Friday.

The department secretary is responsible for the department's student records and for providing information to students and teachers, along with special tasks and general office duties. Additional duties include creating timetables, recording marks, supervision of admissions, handling course enrolment and withdrawals, and course descriptions and credits. The department secretary also records instructors' teaching hours and is the department liaison with the payroll office. She also helps the exchange students in the department and provides them with the necessary informational materials, keys, computer passwords, etc.

Service Assistant: Björg Stefánsdóttir,
bjorgstef@lhi.is, tel. 545 2202 – 864 6822.

Students and faculty can turn to the service assistant for assistance with matters having to do with facilities, cabinets, keys, and equipment, both in regard to teaching space and the department workshops. She is responsible for application materials and shares the responsibility of receiving guests with the public relations officer and the dean. The service assistant also works with the third-year students in setting up and taking down the graduation exhibition.

DEPARTMENT OF MUSIC

Sölvhólgsgata 13, 101 Reykjavík,
tel. (+354) 552 5020, fax (+354) 561 6314.

Dean: Mist Þorkelsdóttir, mist@lhi.is

Professor of Composition and Theory:

Kjartan Ólafsson, kjol@lhi.is

Professor of Strings and Chamber Music:

Gunnar Kvaran, gunnarkvaran@lhi.is

(on leave 2011–2012)

Programme Directors:

Composition and Theory:

Kjartan Ólafsson, kjol@lhi.is

Instruments: Peter Maté, peter@lhi.is

Music Education and Supervisor

of a Joint Master's Programme:

Sigurður Halldórsson, sigurdurh@lhi.is

Music Theory: Þorbjörg Daphne Hall,

thorbjorghall@lhi.is

Vocal Performance: Elísabet Erlingsdóttir,

elisabete@lhi.is

Adjuncts:

Composition and Theory:

Gunnsteinn Ólafsson, gol@lhi.is,

Hróðmar I. Sveinbjörnsson, hrodmari@lhi.is,

Tryggvi M. Baldvinsson, tmbald@lhi.is and

Úlfar Ingi Haraldsson, ulfar@lhi.is.

Flute: Martial Nardeau, martail@lhi.is

Piano: Nína Margrét Árnadóttir,

ninam@lhi.is, Richard Simm, richard@lhi.is

and Selma Gumundsdóttir, selmag@lhi.is

Strings: Guðný Gumundsdóttir, gudny@lhi.is,

Sigurgeir Agnarsson, sigurgeira@lhi.is and

Svava Bernharsdóttir, svavab@lhi.is.

Vocal Performance: Ólöf Kolbrún

Halldórsdóttir, olofkol@lhi.is

Technical Director:

Sveinn Kjartansson, sveinnkj@lhi.is

The Department of Music offers three-year programmes, 180 ECTS, towards BMus and BA degrees. Students choose between four programmes: instrumental/vocal performance, music education, church music and composition – with emphasis on contemporary composition, film music, theatre or stage music, music production or new media.

The department also offers a Master's programme in composition and a Music Master for New Audiences and Innovative Practice. Both are a two year programme leading to a MA degree.

Additionally the department offers a diploma programme for extraordinarily talented students who are still in secondary school but meet the Academy's demands with regard to musical knowledge and ability.

Objectives:

The role of the Department of Music is to train musicians for a broad range of music professions. The objective is that they acquire independent work methods, enhance their knowledge and develop as independent artists.

The programme should meet international standards and reflect the wide range of opportunities open to musicians in the fields of musical performance, innovation and education. Graduates of the Department of Music should be a source of enrichment for society.

Course of Study:

Education in the department is divided into three main parts: one third is devoted to the student's specialisation, which can be in an instrument, voice, composition, music theory or music education; one third is a core of theoretical courses; and the final third

is composed of elective courses in theory, technique, or courses from other departments of the Academy.

The academic year is divided into two 15-week terms, which are broken down into shorter periods of instruction. Individual and group instruction in instrument and composition is continuous throughout the academic year. Participation in ensemble groups of various sizes is an important part of the education provided by the department. In addition to participating in organised ensemble groups within the department, students are encouraged to work independently with groups of various sizes, and with other artists.

Photocopying:

The photocopy machines for the Department of Music located in the departments office and students can seek assistant there. Students can purchase a photocopying card from the service assistant.

Equipment requests:

Equipment can be borrowed through the service assistant, whose office hours are weekdays from 8:00–16:00. Individuals who borrow equipment assume full responsibility for returning it at the designated time.

Cafeteria:

The cafeteria at Sölvhólgata is open from 9:00–13:00 Monday through Friday. Hot lunches are available from 12:00–13:00.

The Student Association

The representatives of the Department of Music's student association are the president, secretary, treasurer, entertainment head and first-year representative. The main roles of the association are to represent the students in interactions with the Academy administration, communicate students' views and channel information from the admin-

istration back to students, and to organise social events. The association is involved in organising the Academy concerts in which all students in the department do their best to ensure success. The association has also been active in raising funds for and organising the graduation trip taken after the second year. The association's main objective, however, is making the time spent at the Academy as enjoyable and productive as possible for the students of the department.

Department Secretary:

Sóley Björt Guðmundsdóttir,
soleybjort@lhi.is, tel. 545 2283.

The department secretary is responsible for student records for the departments and providing information to students and teachers, along with special tasks and general office duties. Additional duties include developing timetables, recording marks, supervision of admissions, handling course enrolment and withdrawals, and course descriptions and credits. The department secretary also records the instructor's teaching hours and is the department liaison with the payroll office. She handles the preparation for events set up by the departments in cooperation with the public relations officer. The department secretary also helps exchange students in the department and provides them with keys, computer passwords and other practical matters.

Service Assistant:

Margrét Rún Guðmundsdóttir,
margret@lhi.is, tel. 552 5020.

The service assistant is responsible for the facilities, instruments, and equipment of the Department of Music. She handles applications and assists with the planning of department events such as concerts. The service assistant also greets guests and exchange students and provides them with practical help and information.

DEPARTMENT OF THEATRE AND DANCE

Sölvhólgata 13, 101 Reykjavík,
tel. (+354) 552 5020, fax (+354) 561 6314.

Dean: Steinunn Knútsdóttir,
steinunnkuts@lhi.is

Professor of Acting:

Stefán Jónsson, stefan@lhi.is

Assistant Professor of Theatre:

Magnús Þór Þorbergsson,
magnusthor@lhi.is

Assisant Professor of Contemporary Dance:

Marija Scekcic, marija@lhi.is

Programme Directors:

Acting: Stefán Jónsson, stefan@lhi.is

Contemporary Dance: Sveinbjörg Þórhallsdóttir, sveinbjorg@lhi.is

Theory and Practice: Magnús Þór Þorbergsson, magnusthor@lhi.is

Adjuncts:

Physical Training:

Ólöf Ingólfssdóttir, olofi@lhi.is

Vocal Performance:

Marta Hrafnisdóttir, martahrafnis@lhi.is

Vocal Training:

Snæbjörg Sigurgeirsdóttir, snaja@lhi.is

Technical Director:

Egill Ingibergsson, egill@lhi.is

The Department of Theatre offers three different programmes: Acting, Contemporary Dance and Theatre – Theory and Practice. The Acting programme is organised as a four-year continuous programme at the BA and MA levels, ending with a MA in acting. The total number of ECTS is 270. However, students have the option of completing a BA degree in three years, with 180 ECTS. Theatre – Theory and Practice is a three-year programme leading to a BA degree (180 ECTS) in theatre arts and is both academic and practical, focusing on theatre arts in a broad sense. The Contemporary Dance programme is a three-year programme leading to a BA degree in contemporary dance (180 ECTS). Admissions to all programmes are on a biannual basis.

The Theatre Department's Manifesto:

- We are a society of independently creative artists
- The world is our point of reference
- We are progressive, curious and inventive
- We view theatre as a state of mind, not an institution
- We view technique as a tool, not as a goal in itself
- We use history as a springboard into the future
- We seek and use, without prejudice, material from other forms of art and science

Instruction:

The aim of the study programmes in the department is to help students open their minds about their role in the arts, and strengthen their ability to develop new ideas and generally take an initiative in the advancement of their field of art.

The composition of the study programmes varies, but the overall emphasis is on providing students with a sound knowledge of the major aspects of theatre art and concentrated training in the subjects on which their technique is based. Students work on their assignments either in groups or as individuals.

The actor training programme:

The programme seeks to foster students' independence in their work, designed to help them sharpen their focus on their own personal development and working methods as artists. Students receive a solid technical foundation in the first two years. Theatre history is taught during this period. The third year focuses on dramatic interpretation and theoretical courses. In the fourth year students work with a student theatre company, the objective being to bridge the gap between the school and the industry.

Master's programme in acting:

The objective of the programme is to deepen students' understanding and knowledge of the acting profession, thus preparing them for work as professional actors. Varied yet focused training provides insight into contemporary theatre and the working environment that awaits students after graduation.

Instruction in the programme **Theatre – Theory and Practice** is both theoretical and practical. In the first year, students develop their theoretical foundation and mostly undergo the same programme. In the second year, they build on that foundation in practical courses, and their academic choice increases. In the third year, students are expected to go abroad as exchange students, and to work on creative projects, theoretical or artistic, at their own initiative or in consultation with a professor or teachers within the department.

The overall aim of the **Contemporary Dance** programme is to prepare talented advanced dance students for the diverse working environment of the dancer. Emphasis is placed on giving students further training in dance technique and movement ability, which will bring them further insights into methods of dance as well as developing them as dance artists. The programme aims at stimulating students and strengthening them as independent, open-minded and creative artists, while at the same time giving them theoretical knowledge so they can develop and strengthen their own critical and innovative thinking. The programme includes a thesis and a final project.

Attendance requirements:

There is 100% attendance required in all courses at the IAA.

Photocopying:

The photocopy machines for the Department of Theatre and Dance is located in the department's office and students can seek assistance there. Students can purchase a photocopying card from the service assistant.

Equipment requests:

Equipment can be borrowed through the service assistant, whose office hours are weekdays between 8:00–16:00. Individuals who borrow equipment assume full responsibility for returning it at the designated time.

Cafeteria:

The cafeteria at Sölvhólsvegata is open from 9:00–13:00 Monday through Friday. Hot lunches are available from 12:00–13:00.

Department Secretary:

Esther Judit Steinsson, estherj@lhi.is,
tel. 545 2282. Office hours 08:00–14:00
Monday through Friday.

The department secretary is responsible for student records for the departments and providing information to students and teachers, along with special tasks and general office duties. Additional duties include developing timetables, recording marks, supervision of admissions, handling course enrolment and withdrawals, and course descriptions and credits. She also handles the preparation for events set up by the departments in cooperation with the public relations officer and is responsible for accounts and funds used for the projects of the Student Theatre. The department secretary also records instructors' teaching hours and is their liaison with the payroll office. She also helps exchange students and provides them with information, keys, computer passwords and other practical aspects.

Service Assistant:

Margrét Rún Guðmundsdóttir,
margret@lhi.is, tel. 552 5020.

The service assistant is responsible for the facilities, costumes and equipment of the Department of Theatre and Dance. She handles applications and assists with the planning of department events such as theatre productions. The service assistant also greets guests and exchange students and provides them with practical information and assistance.

DEPARTMENT OF ART EDUCATION

Laugarnesvegur 91, 105 Reykjavík,
tel. (+354) 520 2400, fax (+354) 520 2409.

Dean: Kristín Valsdóttir,
kristin@lhi.is, s: 520 2416.

Assistant Professor in Art Education:

Ásta Björg Jónsdóttir, astajons@lhi.is

Department Secretary: Svanborg

Matthíasdóttir, svanborg@lhi.is s: 520 2417.

The Department of Art Education offers a Master's programme in Art Education that allows graduates to apply for certification to teach at the primary and upper secondary levels. Two programmes are offered: a 120-ECTS programme leading to a MArtEd degree, or MA, and a 60-ECTS diploma programme providing teaching credentials. Students in a Master's programme must have completed a BA degree or similar in fine art, design, theatre, dance or music before they enrol in the programme. The diploma programme is only offered for students who have already completed a Master's degree in their artistic field.

Objective:

The Master's programme in Art Education has three fundamental objectives:

- To provide excellent training for art teachers, guided by the criteria and working methods in different art forms. Emphasis is placed on professionalism and clear vision.
- To respond to an acute need for dedicated, well-trained art instructors at all educational levels, and to encourage collaboration and discussion in the teaching of art.

- To show initiative and strengthen interaction between academic and creative work through research in art education and teaching.

The Art Education programme is an academic programme to train teachers to transmit art and perform general academic work and art instruction in primary and secondary schools, in line with a set curriculum. By offering the programme the IAA wishes to ensure that innovation in art and artistic subjects is transmitted from one educational level to another, and to ensure a high regard towards art education among artists.

It is the goal of the Academy to strengthen the role of living art in the education and instruction of all Icelandic residents, while forging an understanding of the value of creative thinking in all forms of education.

Study arrangement:

The aim of the programme is to train artists in the method of instruction and to strengthen their skills and academic foundation, allowing them to communicate their knowledge in a new forum and lead artistic projects within the educational system and outside of it. The Art Education programme is composed of workshops in instructional theory, pedagogy, psychology, philosophy and sociology, parallel to teacher training and artistic communication in a classroom setting.

An emphasis is placed on students acquiring knowledge and understanding of the teaching profession, both academically and in the classroom. Students learn to plan instruction and individual study components on the basis of the curricula of primary and secondary schools, and to select study materials, instruction methods

and the appropriate methods of evaluation. Teaching and communication are also examined in a broader context and students are encouraged to introduce their own visions and ideas about art instruction and programme availability in society.

The programme is organised with the goal of training leading art instructors, whereby artists in various art forms work together and parallel to each other on solutions relating to instructional theory. As each student focuses on his/her specialty, continuous dialogue is generated between different art forms which opens the doors for collaboration between them, and thereby new opportunities in art instruction.

Instruction:

The department is located in Laugarnes. In the student study area are computers, printer and other equipments that students are allowed to use. Students can borrow equipments such as cameras and video and audio recorders by the service assistant.

Photocopying:

Students can purchase a photocopying allowance with an access code from the service assistant.

Cafeteria:

The cafeteria at Laugarnesvegur is open from 9:00–13. Hot lunches are available from 12:00–13:00.

The Student Association

The goal of the department's students association is to represent students in the programme by increasing interaction between departments, contributing to the Academy social life, and addressing issues of student concern. The association has one representative on the Art Education advisory committee.

Department Secretary:

Svanborg Matthíasdóttir,
svanborg@lhi.is, tel. 520 2417.
Office hours are from 10:00–12:00 every weekday.

The department secretary is responsible for student records within the department and providing information to students and teachers, as well as special tasks and general office duties. Additional duties include developing timetables, recording marks, handling course enrolment and withdrawals, and course descriptions and credits. Furthermore the department secretary oversees the admission procedures in cooperation with the dean.

Service Assistant: Lísa Guðjónsdóttir,
lisa@lhi.is, tel. 552 2400.

The service assistant provides assistance with matters regarding facilities and equipment.

INTERNATIONAL COOPERATION

The Iceland Academy of the Arts actively participates in international cooperation. The Academy is a member of two extensive international cooperative ventures, the *NordPlus* educational programme organised by the Nordic Council of Ministers and the EU programme *LLP Erasmus*. Both of these programmes include teacher and student exchanges as well as other cooperation. The IAA has made bilateral agreements with about 100 higher education institutions in Europe through Erasmus.

Within NordPlus, the Academy participates in the following networks of cooperation:

KUNO, a cooperative network of 16 fine arts academies in the Nordics and Baltics.

Cirrus, a cooperative network of 21 design academies in the Nordics and Baltics.

NorTeas, a cooperative network of 18 drama schools in the Nordics and Baltics.

Nordic Academy of Architecture, cooperative network of 16 architecture schools in the Nordics and Baltics.

Sibelius a cooperative network of 30 music academies in the Nordics.

EMD, a cooperative network of 14 art academies in the Nordics and Baltics, in the field of music and contemporary dance.

DAMA, a cooperative network of 5 art academies in the Nordics and Baltics, in the field of contemporary dance and new media.

A full list of partner schools can be found on the Academy's website: <http://english.lhi.is/international/international-cooperation>.

The IAA's participation in these projects makes it possible for students to complete a part of their study programme at art academies abroad. BA students should have completed at least 90 ECTS before the exchange programme begins. Students are expected to be away on exchange for one semester, at most. Between 30 and 40 students take advantage of the exchange programme each year, and a similar number of foreign exchange students spends one or two semesters at the Academy each year. The IAA also offers grants for vocational training in Europe for its students as well as for graduates, as part of the European Commission's Erasmus and Leonardo educational programmes.

The Academy's teachers do also benefit from the participation in the *Erasmus* and *NordPlus* programmes as they can apply for grants to hold workshops or lectures at other European art schools. In turn, a large number of foreign guest instructors teach at the Academy for longer or shorter periods each semester. The Iceland Academy of the Arts is a full member of *ELIA*, the European League of Institutes of the Arts, which is an organisation of about 320 art academies in 47 European countries. ELIA organises conferences, publications and debates about art education among artists, teachers, administrators and students.

The Academy also takes part in *Cumulus*, which is a network of approximately 140 design schools around the world; the *EAAE*, which is an organisation of more than 100 European schools of architecture; and *AEC*, which is an organisation of close to 250 music academies.

At graduation, all IAA students receive a Diploma Supplement. The Diploma Supplement (DS) follows a model developed by the European Commission, Council of Europe and UNESCO/CEPES. It is a precise description of the academic curriculum and of the competencies acquired by the student during his/her studies at the IAA. The purpose of the supplement is to provide sufficient independent data to improve the international transparency and academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). As such, the DS improves IAA graduates' access to education and work elsewhere in Europe.

The Academy's main office handles matters having to do with international exchanges for students and teachers. For further information contact the international coordinator, Alma Ragnarsdóttir, at alma@lhi.is or browse the Academy's website, www.lhi.is. Also, for further practical information regarding studying in Iceland, go to studyiniceland.is.

For incoming exchange students, the application deadlines are April 15, for the autumn semester/whole year, and November 1, for the spring semester.

For information on how to apply for an exchange, see the IAA website: <http://english.lhi.is/international/exchange-studies/>
For information on how to apply as a degree seeking student: <http://english.lhi.is/apply/>

Important dates 2011–2012

August

22. August Classes begin

September

15. September Autumn Graduation

October–November

31. October–4. November Organisation and planning days – no classes
12. November Open House at the Academy

December

9. December Last day of classes
16. December Last days of exams and handing in of assignments
20. December Office closes

January

4. January Office opens
9.–13. January Elective courses
13. January Winter Graduation
16. January Regular classes begin

April

2.–4. April Organisation and planning days – no classes
5.–10. April Easter Vacation

May

11. May Last day of classes
28. May Last day of exams and handing in of assignments

June

9. June Spring Graduation



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