

# IUA RULES

## 2019 - 2020



# INDEX

<b>MANAGEMENT STRUCTURE .....</b>	<b>1</b>
Art. 1 Role .....	1
Art. 2 Legal Structure and Charter.....	1
Art. 3 The Board .....	1
Art. 4 The Rector .....	1
Art. 5 The Managing Director .....	2
Art. 6 Deans of Departments.....	2
Art. 7 University Departments.....	2
Art. 8 University Office .....	2
Art. 9 Administration .....	3
Art. 1 Quality Control .....	4
Art. 2 Code of Ethics .....	4
Art. 3 Tuition Fees .....	4
<b>LEARNING AND TEACHING .....</b>	<b>5</b>
Art. 4 Criteria on Higher Education and Academic Degrees.....	5
Art. 5 Academic Degrees .....	5
Art. 6 Departments and Study Programmes .....	5
Art. 7 Student Admission.....	8
Art. 8 Re-Enrolment, Assessment of Previous Studies and Expiry of ECTS.....	8
Art. 9 Plagiarism .....	9
Art. 10 The Academic Year, Semesters, and Graduation.....	9
Art. 11 ECTS and Study Progress .....	9
Art. 12 Attendance and Application to Studies .....	10
Art. 13 Course Assessment.....	11
Art. 14 Graduation Projects.....	13
Art. 15 Submitting Graduation Projects to Skemman .....	14
Art. 16 Curriculum .....	14
Art. 17 Teaching Assessment.....	14
Art. 18 Exchange Students, Visiting Students, and Research Students .....	14
<b>STUDENT RIGHTS.....</b>	<b>15</b>
Art. 19 Processing Students' Issues .....	15
Art. 20 Breach of University's Rules .....	15
Art. 21 Grievance Committee on Student Rights .....	15
<b>ACADEMIC POSITIONS.....</b>	<b>16</b>
Art. 22 Academic Titles and Appointments .....	16
Art. 23 Sabbaticals .....	16
<b>FUNDS.....</b>	<b>16</b>
Art. 24 Funds Supporting Inner Operations .....	16
<b>ENTRY INTO FORCE ETC. .....</b>	<b>17</b>

# MANAGEMENT STRUCTURE

## **Art. 1 Role**

The Iceland University of the Arts is a higher education institution offering education in the academic fields of art. The Iceland University of the Arts also seeks to further arts education in Iceland to disseminate knowledge on art and culture to the general public.

## **Art. 2 Legal Structure and Charter**

The Iceland University of the Arts is a self-governing institution. It is managed by its board, rector, and departments. Its charter, ratified by the Minister of Justice, governs the appointment and purview of the board.

## **Art. 3 The Board**

The Board of the Iceland University of the Arts is the highest decision-making authority within the institution and supervises all issues that concern the University as a whole. The board serves as a custodian of the University's role and ensures that its operations serve set goals and objectives. The Board appoints the University's rector.

The board is responsible for the University's operations, finances, and assets, determines tuition fees, and confirms regulations concerning the University's principal working procedures, including staff appointments. The Board calls an open annual meeting to present the University's finances and principal aspects of the operation plan. The board sets rules regarding the arrangement of the meeting.

The IUA's board consists of five members elected for a term of three years at a time. None of the members can be employed by the University at the time or be a student. The Minister of Education, Science and Culture appoints two members to the University's board, while three additional members are elected at the general meeting of the stakeholder's association (*Bakland Listaháskóla Íslands*). The Board elects a chair and a deputy chair within the members and determines a code of practice, which is published on the University's website.

The board performs a function corresponding to the role of a university council, as defined in Article 15 of the Higher Education Act No. 63/2006.

## **Art. 4 The Rector**

The rector of the Iceland University of the Arts oversees its management and administration as an agent of the board, formulating a comprehensive policy regarding the University's operations. The rector is responsible for the implementation of policy and ensuring that the organisation of the University's activities is consistent with its role, aims, and quality requirements.

The rector and the board supervise the University's administration, teaching, artistic practices, research, quality control, services and other operations, in accordance with the Higher Education Act No. 63/2006.

The rector is responsible for hiring members of faculty and principal management officers in consultation with the board. The rector chairs meetings of the University's Management Council. The rector is the University's chief external spokesperson.

#### **Art. 5 The Managing Director**

The managing director heads the University's main office, working alongside the rector, supervising the University's finances and assets in consultation with the rector and the board. The managing director sits on the Management Council.

#### **Art. 6 Deans of Departments**

Deans supervise the administration of their department and formulate the departments' operational policies. They are responsible for academic development of their departments, overseeing study programmes and teaching, in addition to research and innovation. The deans have decision-making authority within their departments on issues concerning students' educational records and progress. The deans are members of the University's Management Council and the deans' representatives are members of the Academic Council.

#### **Art. 7 University Departments**

The University's work is divided into departments according to artistic fields. The board makes decisions regarding the division of departments and determines their operational procedures. Each department is supervised by a dean and has a department council.

#### **Art. 8 University Office**

The role of the University office is to create the essential conditions to enable departments and support staff to work in accordance with the University's charter and regulations. The University office supervises the following services: The International Office, Library and Information Services, Finance and Facilities, Quality Assurance, Academic Services, Communication and Marketing, Human Resources, and the Research Services.

Supervisors within the University's office participate in formulating policies in collaboration with other management officers.

## **Art. 9 Administration**

### **Management Council**

The Management Council is a consultative platform for the University's main management administrators. The Council discusses issues shared by all departments and support services, quality assurance, and the organisation of the University's operations, including teaching and teaching arrangements. The Council prepares policy proposals in principal matters of the University and supports the rector in daily administration. The Equal Rights Committee and the Committee for Environmental Sustainability both fall under the Council's supervision.

The Management Council consists of the rector, the managing director, and the deans of departments. Others may participate in the Council's meetings as needed. The rector chairs the Council's meetings.

### **Academic Council**

The Academic Council is a cross-departmental consultation and information-sharing platform for the University's administrators, lecturers, and students on academic affairs. The council discusses the University's professional objectives, performance and quality, and provides leadership for administrators in academic affairs.

The Academic Council takes the initiative on formulating its agenda, while also addressing issues from the rector and the Management Council, departmental councils, and the University's committees. The Council supervises the operations of the Teaching Committee and the Research Committee.

The Academic Council consists of the rector, a representative of the deans, five representatives of permanent faculty; one from each department, two representatives of part-time lecturers, and two student representatives; one from the undergraduate programme and one from graduate programme. The Academic Council elects a chair from the group of permanent faculty for one year at a time. The chair calls meetings, prepares agendas, and chairs meetings. The council meets at least once a month throughout the academic year.

### **Departmental Council**

Each department has a departmental council serving as a consultative platform within the department, advising the dean on academic issues. In addition to the dean, the council consists of each department's permanent faculty, departmental coordinators, project managers, and a student representative. The dean directs the Council's activities and serves as its chair. Council meetings shall be held at least twice per semester.

### **Departmental Meeting**

Each department holds regular departmental meetings where permanent faculty discuss the department's tasks and policy making. The dean of each department calls the meetings. The departmental meetings serve to nominate the

representatives of departments to the Academic Council, the Teaching Committee, and the Research Committee.

#### **Student Council**

The Student Council is a consultative platform for the University's student associations and serves as a liaison between them and the University's administrative body. The Council is composed of the heads of associations from the University's five departments. The Council appoints student representatives to the University's committees and councils.

#### **University Forum**

The University Forum is a platform for discussion on academic matters and policy making within the University. The rector and the board can request its opinion on any matter concerning the University's operations and development. The Forum is open to all lecturers, staff, and students of the University.

A University Forum shall be held at least once a year. The chair of the Academic Council calls the meetings.

#### **Annual Meeting**

In accordance with the University's charter, the Board holds an open annual meeting to present the University's finances and key issues of the mission statement. The University Board sets rules regarding the meeting's organisation.

### **Art. 1 Quality Assurance**

The Iceland University of the Arts systematically monitors quality of teaching and research within the University on the basis of an internal assessment, cf. Chapter IV of the Higher Education Act No. 63/2006. The University follows criteria of the Quality Board for Icelandic Higher Education, as stated in the Board's handbook. The rector is responsible for the University's quality enhancement framework.

### **Art. 2 Code of Ethics**

The Iceland University of the Arts has set an ethical code, cf. article 2 of the Higher Education Act No. 63/2006. The code is intended for students, academic faculty, and the University's staff, providing reference and guidance in all the University's activities. The code engages with three key issues; general communication within the University, community and the environment, as well as creativity, teaching, and research. The code of ethics is published on the University's website and is prominently placed in the University's working areas.

### **Art. 3 Tuition Fees**

The IUA's Board determines fees and payment arrangements. The fee is subject to change. Tuition fees do not typically exceed general price performance index after a student enrols and until that student graduates after following a continuous study programme.

Only students who have paid their fees are considered registered students at the University and are therefore authorised to attend the University.

Students must pay their tuition fees in full in order to advance between semesters. If students are granted permission to go on an exchange semester at a partner institution abroad, they must have paid their tuition fee in full before the exchange.

Alterations to registration with regard to tuition fees are not permitted after 1 October in the autumn semester and after 15 February in the spring semester

Students must have paid their tuition fees in full to register for graduation and to participate in graduation events.

## LEARNING AND TEACHING

### **Art. 4 Criteria on Higher Education and Academic Degrees**

The Iceland University of the Arts publishes assessment criteria on higher education and academic degrees attained within the University, departments, and study programmes, divided by educational levels. The criteria are a systematic description of degrees and final exams, emphasising a general description of the knowledge, skills, and abilities that students should possess at the end of their studies. The University's criteria are formulated in accordance with the national criteria published by the Minister of Education on higher education and degrees, cf. art. 5 of the Higher Education Act No. 63/2006.

### **Art. 5 Academic Degrees**

The Iceland University of the Arts awards five academic degrees at the MA level and three at the BA level, in addition to a diploma degree for both levels.

#### **Master's Degrees**

MA, M.Mus., M.Mus.Ed., MFA, and M.Art.Ed.

#### **Bachelor's Degrees**

BA, B.Mus., and B.Mus.Ed.

#### **Diploma Degrees**

The Department of Arts Education issues a diploma degree providing teaching certification for students who have completed an MA degree in an artistic discipline. The Department of Music issues a diploma degree in instrumental performance as part of a BA study programme.

### **Art. 6 Departments and Study Programmes**

The Iceland University of Arts is made of five departments; Department of Design and Architecture, Department of Arts Education, Department of Fine Art, Department of Performing Arts, and the Department of Music. There are twenty-four study programmes; nine at the MA level and fifteen at the BA level.

## **Department of Design and Architecture**

Studies at the Department of Design and Architecture are divided into five study programmes, one at the MA level and four at the BA level:

- BA in Architecture
- BA in Fashion Design
- BA in Graphic Design
- BA in Product Design
- International MA in Design.

Studies at the BA level is structured as three-year 180 ECTS programmes culminating in a BA Degree.

Studies at the MA level is structured as a two-year 120 ECTS programme culminating in an MA Degree.

## **Department of Arts Education**

The Department of Arts Education is divided into four study programmes:

- MA in Arts Education (MA / M.Art.Ed.)
- MA in Education (MA / M.Ed.),
- Diploma Arts Education
- Additional Diploma Studies in Preschool Pedagogy.

Within the MA programmes there is a 120 ECTS programme towards an M.Art.Ed. degree or an MA degree and 180 ECTS MA programme including a preparation year. The Diploma studies are available as a 60 ECTS diploma for a teaching certificate for students holding an MA in arts, or as a 30 ECTS diploma for a teaching certificate for the preschool level for those who hold an MA degree in art education. The duration of the studies is determined by former education and experience of each student.

## **Department of Fine Art**

Studies at the Department of Fine Art are divided into two programmes, one at the BA level and the other at the MA level:

- BA in Fine Art
- International MA in Fine Art.

The MA studies are organised as a two-year 120 ECTS programme culminating in an MA degree.

The BA studies are organised as a three-year 180 ECTS programme culminating in a BA degree.

## **Department of Performing Arts**

Studies at the Department of Performing Arts are divided into four study programmes; three at the BA level and one at the MA level:

- BA in Acting
- International BA in Contemporary Dance Practices
- BA in Theatre and Performance Making
- International MFA Performing Arts

The MA studies are organised as a one-year 90 ECTS programme culminating in an MFA degree.

The BA studies are organised as three-year 180 ECTS programmes culminating in a BA degree.

Every third year there are no admissions to the BA programmes in the Department.

## **Department of Music**

Studies at the Department of Music are divided into eight programmes, three on the MA level and five on the BA level:

- BA in Instrumental Performance
- BA in Vocal Performance
- BA in Church Music
- BA in Music Communication
- BA in Rhythmic Instrumental and Vocal Education
- BA in Classical Instrumental and Vocal Education
- BA in Composition with two tracks: Instrumental Composition and New Media
- International MA in Composition
- International MA: European Master in Music (NAIP)
- MA in Instrumental and Vocal Education.

Studies at the MA level are organised as a two-year 120 programmes culminating in an MA, M.Mus., or M.Mus.Ed. degree.

Studies at the BA level are organised as three-year 180 ECTS study programmes culminating in a BA og B.Mus. degree.

## **Art. 7 Student Admission**

### **Master's Programmes**

Applicants for the MA level must have completed a BA degree or an equivalent of 180 ECTS university course, which provides a foundation for their qualifications to meet the demands of the MA course. Applications shall include an approved copy of degree certificates and other materials that the relevant department may request.

Admission committees evaluate applications on the basis of the received materials and interviews with the applicants. The Dean of department appoints people to the admissions committee in collaborations with the programme managers and sets protocols that are presented to all applicants. The admissions committees' conclusion is final.

Students accept their study place by paying a confirmation fee that will be applied towards the annual tuition fees and will not be refunded.

### **Bachelor's Programmes**

Applicants for the BA level must have completed upper secondary qualifications or their equivalent. Applications shall include an approved copy of certificates and other materials that the relevant department may request. The University may grant admission to applicants who possess knowledge and experience deemed sufficient preparation for a BA degree at the University. Applicants must have completed 105 credits from the older system for the upper secondary level, or 150 credits from the new system.

Admission committees evaluate applications on the basis of the received materials and interviews with the applicants. The Dean of department appoints people to the admissions committee in collaborations with the programme managers and sets protocols that are presented to all applicants.

Students accept their study place by paying a confirmation fee that will be applied towards the annual tuition fees and will not be refunded.

## **Art. 8 Re-Enrolment, Assessment of Previous Studies and Expiry of ECTS**

Former students who have not completed their studies can apply to re-enrol and will be given credits for courses completed on the condition that less than five years have passed since their last registration and that the study programme has not changed its curriculum.

If more than five years have passed since the students halted their studies they must apply for a special evaluation of the former studies, and this will entail taking the current curriculum into considerations. The general rule is that ECTS are no longer valid if nine years have passed since students discontinued their studies.

Students who wish to receive credit for ECTS earned at other universities must submit an application to this effect, attaching the appropriate documentation, at the beginning of their studies. The University may give credit for up to 90 ECTS at the BA level earned at other universities, and up to 45 ECTS at the MA level. This entails that students graduating from the Iceland University of the Arts have not taken less than half of total credits at the IUA. In cases where students have fully accredited teaching qualifications in their field, the University can grant up to 60 ECTS in the Department of Art Education.

### **Art. 9 Plagiarism**

Plagiarism in any shape or form during work and study at the Iceland University of Arts is prohibited. The term plagiarism refers to any and all forms of copying of intellectual property of others and presenting it as your own and without referencing sources in accordance with academic protocols. Intellectual property refers to work and ideas in any form belonging to a rightful owner.

### **Art. 10 The Academic Year, Semesters, and Graduation**

The academic year runs from 1 August to 31 July. It is divided into three semesters; autumn semester, spring semester, and summer semester. The autumn and spring semesters shall count no less than 15 weeks of teaching, excluding exams and holidays. The MA programme in Performing Arts is organised as three consecutive semesters, with the summer semester counting 12 weeks.

Formal graduation takes place in June and at the end of September. Deadlines for registration for graduation is 15 April for the spring graduation, and 1 September for the autumn graduation. Students can also graduate at the end of January but there is no graduation ceremony at that time. Students opting for a January graduation are welcome to partake in the graduation ceremony in the spring. The registration deadline for the January graduation is 10 January.

### **Art. 11 ECTS and Study Progress**

Students are expected to complete 60 ECTS over the academic year or 30 ECTS each semester. One ECTS credit corresponds to 25-30 hours of work for the student.

Mandatory courses should not exceed 30 credits in a single semester.

### **Master's Programmes**

The duration of the Master's programmes is normally two years. A minimum of 120 ECTS is required for MA, M.Mus., M.Mus.Ed., and M.Art.Ed. degrees. The MFA degree requires a minimum of 90 ECTS. Diploma degrees at the MA level are for 60 ECTS. Students can complete a maximum of 66 ECTS in a single academic year.

Student in MA Design, MA Fine Art, and MA Composition must complete a minimum of 48 ECTS to advance to the next study year

The general rule is that students have a maximum of three years to complete a Master's degree. MA modules for Vocal/Instrumental Performance can take a maximum of four years.

Absence due to parental leave is excluded. The rector may, after a suggestion from the relevant dean, give exception from this rule in special circumstances. In such instances, students must explain their case in writing, providing the necessary reasoning.

#### Bachelor's Programmes

The duration of the Bachelor's programmes is normally three years. A minimum of 180 ECTS are required for BA and B.Mus degrees. The Diploma degrees at the BA level are 60-120 ECTS. Students may complete a maximum of 72 ECTS in a single academic year.

A full-time student must complete a minimum of 48 ECTS to advance to the next study year. Departments may set specific guidelines stipulating that students must complete particular courses and/or a certain amount of ECTS credits to advance to the next study year.

Students have a maximum of four years to complete a Bachelor's degree. Absence due to paternity leave is excluded. The rector may, after a suggestion from the relevant dean, give exception from this rule in special circumstances. In such instances, students must explain their case in writing, providing the necessary reasoning.

#### Study Break

Students may take a study break within the framework of the University's rules regarding study progress. Students need to inform their department of the intended study break no later than 1 October for the autumn semester and 1 February for the spring semester. Study breaks may not exceed one academic year.

#### Extra Credits

Students who complete more credits than required for their degree will receive a special transcript with the extra credits that are not part of the degree certificate

Students are responsible for their own study progress within the IUA's framework.

### **Art. 12 Attendance and Application to Studies**

#### Master's Studies

Studies at the Master's level generally require full participation in the activities of the programme, and students are expected to take an active part in both group work and individually. Departments have the authority to set their own attendance rules.

## Bachelor's Studies

The Iceland University of the Arts requires full class attendance. Lecturers must have an overview of student's participation and keep a record of their attendance.

If students' absence, including sick leave, exceed 20% of the total teaching hours of a course they fail the course. If this is due to special and unavoidable circumstances students can apply to their programme director for an exemption from this rule.

## Art. 13 Course Assessment

### Assessment

The principal purpose of course assessment is to provide students with information about their academic progress and skills.

### Responsibility and Organisation

Assessment usually takes place during the course period, or during examination and assignment periods at the end of each semester. Lecturers are responsible for the assessment, but each department sets its own examination and assignment submissions policy. Exams and assignments are either oral, written, or practical. The combination of the assessment is determined in by the dean and/or programme director in consultation with lecturers. Students shall be presented with these requirements at the beginning of each course. Regulations, stated in Art. 22 apply to responsibility for, and assessment of final projects.

### Grades

Grades are given in whole and half numbers on a scale of 0-10. The minimum grade necessary to pass an examination is 5. Departments may set special provisions for higher minimum passing grades in certain courses or assignments for the respective students.

Deans may allow an assessment indicated by "pass" or "fail" instead of numbers for specific courses or assignments, as long as the assessment includes an oral or written review.

Deans, in consultation with the rector, may allow an assessment in an entire study programme to be indicated by "pass" or "fail", as long as the assessment includes an oral or written review.

### Assessment Results and Appeal Process

Assessment results must be available no later than ten working days after the exam or assignment deadline. Students who have not passed an exam or obtained the minimum grade for an assignment are entitled to request an explanation of their grades, but no later than five days after the publication of the grades. If students do not find this is satisfactory, they may appeal to their dean.

### **Absence from Examination**

Students who do not attend exams that they are registered for and fail to notify the University in advance are considered to have taken the exam. In such instances they forfeit the right to re-examination

### **Repeating an Exam or Assignment**

If students fail an exam or assignment, they may repeat the exam or assignment. Students are only entitled to repeat an exam if they have met attendance requirements in the course. Students must apply for a re-examination no later than five days after grades are issued. If a re-examination is not practicable, the dean may decide on an equivalent assignment. If students fail the re-examination or assignment, they must repeat the course.

If students have passed an examination/assignment, they may, under special circumstances, request to repeat the examination/assignment. If authorised by the dean, the students may retake the examination the next time it is held or re-submit the assignment the next time it is set. The grade from the latter exam/assignment will apply.

### **Resitting Courses**

If students fail in a course, they may retake the course the next time it is available. Students may not take the same course more than twice. Students may, however, apply to the dean for an exemption to this rule.

### **Make-Up Exams/Assignments**

Make-up exams/assignments for the autumn semester should be held no later than 15 January, and no later than 1 June for the spring semester.

### **Registration of Grades and Preservation of Papers**

The Academic Services are responsible for registering and storing grades, as well as transmitting final grades to students.

### **Withdrawing from Courses**

When students are registered for a course they are automatically registered for an exam or obligated to meet submission deadlines for assignments, depending on the assessment criteria. By withdrawing from the course, students are released from the requirements of said course regarding the assessment. Withdrawal from a course must be submitted in writing to the department coordinator before one third of the entire length of the course has passed.

### **Illness**

Students who due to illness cannot sit an exam or submit an assignment required for assessment within the given timeframe, must give notice before the exam begins of the submission deadline expires. A doctor's certificate confirming illness must be submitted to the University's main office no later than three days after the exam or the assignment deadline expired, failing to do so, students will be considered to have taken the exam or participated in the submission on

assignments. With a doctor's certificate students gain the right to a make-up exam, given satisfactory attendance in the course.

## **Art. 14 Graduation Projects**

### **Master's Programmes**

Master's students must submit a draft of their graduation projects for approval. The evaluation of graduation projects is carried out by an assessment committee and/or an external specialist examiner.

Programme directors appoint examiners or assessment committees in consultation with the dean. Protocols are issued to guide the work of assessment committees and examiners. If students wish to comment on the assessment process, they may submit a written request for explanation to the relevant department dean

Students who are not satisfied with the decision of the assessment committee or the external examiner may, within five working days of the results being issued, send written and reasoned comments to the dean and appeal for a re-evaluation of the assessment. Another examiner or assessment committee will not be appointed. The dean must respond to the student's appeal within ten working days of receiving it, after which the conclusions of the examiner or assessment committee are final. If the issue cannot be resolved before the scheduled graduation date the student's graduation must be postponed.

Each study programme issues special guidelines on final projects and Master's thesis defences.

### **Bachelor's Programmes**

Final projects must be evaluated by an assessment committee or an external examiner. The programme director appoints members to the assessment committee in consultation with the dean. Protocols are issued to guide the work of the assessment committee and the examiners. Students who wish to comment on the assessment process may submit a written request for explanation to the relevant dean.

Students who are not satisfied with the committee's or examiner's assessment may submit a reasoned appeal to the dean within five days of the publication of the results, requesting a re-assessment. Another external examiner will not be appointed, and the committee's membership will not be changed. The dean of the department must respond to the student's appeal within ten working days of receiving it, after which the conclusions of the examiner or assessment committee are final. If the issue cannot be resolved before the scheduled graduation date the student's graduation must be postponed.

Each study programme issues specific guidelines on final projects.

## **Art. 15 Submitting Graduation Projects to Skemman**

Skemman is a digital repository that contains final theses and graduation projects of HIE students in Iceland. In order to graduate, students must submit their graduation projects to skemman.is in accordance with instructions from their departments.

## **Art. 16 Curriculum**

The University shall publish its entire curriculum annually in both Icelandic and English. This should normally take place at the beginning of March for the coming academic year. International Master's programmes only publish their curriculums in English. Deans are responsible for their department's curriculum

The curriculum shall include, amongst other items, course descriptions, assessment criteria, and learning outcomes.

## **Art. 17 Teaching Assessment**

Teaching assessment shall be given to students at the end of each course in the form of a teaching survey. The teaching assessment is a part of monitoring teaching standards and course quality. At the end of the semester, lecturers are granted access to the results of their courses. Deans have access to the results of teaching surveys of all courses in their department. The rector has access to the results of the teaching surveys for the entire University.

## **Art. 18 Exchange Students, Visiting Students, and Research Students**

### **Exchange Students**

The Iceland University of the Arts participates in international partnerships, which include student exchange programmes between comparable educational institutions and mutually recognised programmes. Student exchanges are based on bilateral agreements between institutions. Exchange students are subject to the same rules and regulations as other students of the University and must fulfil the same academic requirements. Students who choose exchange programmes normally do so for a period of one semester during their studies at the University and must have permission from their department to go.

### **Visiting Students**

The rector may, upon recommendation from the dean, admit a visiting student for one or two semesters. A visiting student must be enrolled in an equivalent or more advanced programme of study at an accredited university elsewhere and provide written documentation to that effect.

A visiting student is subject to the same rules and regulations and must fulfil the same academic requirements as other students at the University. Tuition and fees are also equivalent to those of other students. If visiting students wish to continue studying at the University, they must apply for admission to the University on the same basis as other applicants.

## **Research Students**

Research students are students at the Master's or Doctoral level who are given study space at the University and access to its services without attending a regular study programme. The dean and the student make an agreement about access to the University, which the rector ratifies.

# **STUDENT RIGHTS**

## **Art. 19 Processing Students' Issues**

If students feel that they've been unjustly treated, they can initiate the following process;

Students turn to the relevant lecturer, programme director, dean, or student counsellor, who take up the case and seek solutions.

Should students not find the solution satisfactory, they may submit a written report providing support arguments to the rector. The rector reviews the case, makes a decision, and the student receives a written response providing the argumentation behind the resolution of the case.

If students are not content with the rector's decision, they can appeal to the IUA's Grievance Committee on Students' Rights. The committee will, however, not discuss grades (see the committee's protocols). On responsibility and the organisation of assessment, see Art. 21.

## **Art. 20 Breach of University's Rules**

If students are found in breach of the University's rules and regulations, or if their behaviour towards members of staff or other students is deemed indecent or improper, the rector or the relevant dean may issue a written warning. In the case of repeated or serious breaches that can be considered to be against the University's basic operational criteria, deans in consultation with the rector may expel students temporarily or indefinitely. If students believe that their rights have been compromised, they may appeal the decision to the Grievance Committee on Student Rights, cf. Art. 29. Matters of this nature shall in all other respects comply with the law.

## **Art. 21 Grievance Committee on Student Rights**

The Grievance Committee at the Iceland University of the Arts reviews and has final say in matters concerning discipline and students' rights. The Grievance Committee is comprised of a dean, who acts as chair, and two members of the academic faculty. A balance should be maintained, to the extent possible, between appointments from different departments. Deans select a representative from among themselves to chair the Committee. The Management Council defines the

Committee's responsibilities and formulates the code of practice. Matters must be submitted to the Committee in writing, clearly stating the case.

## ACADEMIC POSITIONS

### **Art. 22 Academic Titles and Appointments**

Academic faculty hold the following titles: Dean of department, professor, associate professor, assistant professor, adjunct, and temporary lecturer. Programme directors are members of the group of adjuncts, associate professors, or professors. The University's rules on academic appointments, approved by the IUA board apply to these academic appointments.

Other academic titles are: visiting professor, honorary professor, honorary doctor, research professor, and visiting research fellow. On these appointments, the University's rules regarding honorary titles and academic visiting positions apply, approved by the University's board.

The University's definitions, approved by the board, apply to appointments and duties of academic faculty.

### **Art. 23 Sabbaticals**

The objective with granting sabbaticals is to accumulate knowledge in the academic field of the arts, strengthen the position of the IUA, and enhance the quality of research within the University. Members of academic faculty whose job descriptions include defined research responsibilities are thus given the opportunity to dedicate themselves to independent research by granting them temporary leave from other professional duties.

The University's rules on granting sabbaticals apply, as approved by the University's board.

## FUNDS

### **Art. 24 Funds Supporting Inner Operations**

The Iceland University of the Arts manages support funds for inner operations. Each fund is governed by regulations that i.a. define its role and scope, appointments of the board, organisation of activities, and arrangements for grant allocations. These regulations are approved by the University's board.

## **ENTRY INTO FORCE ETC.**

These regulations are set on the basis of the University's charter and with reference to the Higher Education Act no. 63/2006.

Approved the University's board meeting on 18 June 2019.