

# **IUA RULES**

## 2020 – 2021



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# 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 works 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**

Dean works towards cross-disciplinary aims of the University alongside the rector and other Deans. They lead operations within their school and manage its budgetary resources. Deans oversee that their school carries out its academic responsibilities in relation to research and teaching, and that the University strategic policy is implemented and executed within the school. Deans chair the respective School Council, sit on the Management Council and Academic Council, as well as collaborating with and consulting other committees and councils when needed.

#### **Art. 7 Heads of Departments**

Heads of department are responsible for the artistic and academic development within each subject area and their implementation into learning, teaching and research. Heads of department manage all academic staff in each department, as their employer. Heads of department are responsible for the management of student matters and have decision-making authority within their department on issues concerning educational records and progress of students. Heads of department sit on the respective School Council, the Academic Council and other committees as needed. They supervise departmental meetings, departmental council meetings and programme directors' meetings.

#### **Art. 8 Schools and Departments**

The University operation is divided into schools and departments according to subject areas. The University board decides on divisions and makes procedures. The lead management of each school is in the hands of the Dean. The lead management within each department is in the hands of the Head of Department.

#### **Art. 9 University Office**

The University Office falls under the supervision of the rector and provides support for academic operations. Among the roles of the University Office is to create the

necessary conditions that enable departmental and support staff to work in accordance with the University charter, regulations and procedures.

## **Art. 10 Administration**

### **Management Council**

The Management Council discusses shared issues across the University, e.g. quality management and academic organisation, managerial issues, housing and facilities. The Management Council prepares outlines for policy proposals 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, deans, the managing director, and the director of the University Office. Others may participate in the Council's meetings as needed. The rector chairs the meetings. The Council meets twice a month.

### **Academic Council**

The Academic Council has decision-making power on academic matters, discusses academic aims of the University, its performance and quality enhancement. The Council has a preeminent role for leading staff in teaching, research and academic development.

The Teaching Committee and the Research Committee fall under the Academic Council's supervision.

The Academic Council consists of the Rector, Deans and Heads of department, as well as the Project Manager of Teaching on behalf of the Teaching Committee, the Project Manager of Research on behalf of the Research Committee and the Chairman of the Student Council. The Council meets once a month on average.

### **School Councils**

Each school has a School Council operating as a consultation and information-sharing platform within the respective school. The School Council supports deans in their academic operations and tasks. School Councils consist of the respective dean, heads of department and a representative of academic staff. The Council nominates representatives to the Teaching Committee and the Research Committee. Others may participate in Council meetings as needed. School Councils are chaired by deans. Meetings are held once a month on average.

### **Departmental Councils**

Departmental Councils operate as a consultation and information-sharing platform within each department, supporting heads of department in their academic operations and tasks. In addition to the heads of department, Departmental Councils consist of permanent departmental academic staff, a representative of part-time lecturers and a student representative. Others may participate in meetings as needed. Heads of department chair the Council. Meetings are held once a semester.

### **Departmental Meetings**

Each department holds regular meetings where permanent academic staff discusses departmental tasks and policy making. Heads of department call the meetings and invite appropriate attendees as needed.

### **Student Council**

The Student Council is a consultative platform for all the Student Associations within the University and serves as a liaison between them and the University management. The Student Council consists of the chairs of each departmental Student Association. The Council nominates student representatives to University committees and councils.

### **University Forum**

The University Forum is a platform for discussion on academic issues and policy making. The Forum is open to all University lecturers, staff, and students.

The Forum is held once every academic 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. 11 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. 12 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. 13 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 enrolls 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. 14 Qualification Framework on Higher Education and Academic Degrees**

The Iceland University of the Arts publishes qualification framework on higher education and academic degrees attained within the University, departments, and study programmes, divided by educational levels. The framework is a systematic description of degrees and final exams, emphasising learning outcomes with descriptions of the knowledge, skills, and competences that students should possess at the end of their studies. The University's framework is formulated in accordance with the National Qualification Framework for higher education published by the Minister of Education on higher education and degrees, cf. art. 5 of the Higher Education Act No. 63/2006.

### **Art. 15 Academic Degrees**

The Iceland University of the Arts awards five academic degrees at the master's level and three at the bachelor's level, in addition to diploma degrees at both study cycles.

Studies at the bachelor's level are structured as three-year 180 ECTS study programmes. Studies at the master's level are structured as 90-120 ECTS study programmes, lasting one to two years. The Department of Arts Education offers a 180 ECTS study programme including a preparation course and 60 ECTS diploma degree, in addition to a 120 ECTS study programme at the master's level.

#### **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 awards a diploma degree providing teaching certification for those who have completed a degree at the master's level in an



artistic discipline. The Department of Music awards a diploma degree in instrumental performance as part of a study programme at the bachelor level.

### **Art. 16 Schools and Departments**

Three schools and six departments are operated within the Iceland University of the Arts. Schools are: School of Architecture, Design and Fine Art; School of Music and Performing Arts; and School of Academic Development. Departments are: Department of Architecture, Department of Design, Department of Arts Education, Department of Fine Art, Department of Performing Arts, and Department of Music.

### **Art. 17 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 experienced 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. 18 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. 19 Intellectual Property**

Intellectual property refers to an author's work in any form belonging to a rightful owner.

### **Plagiarism**

Plagiarism in any shape or form during work or study at the Iceland University of the 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.

### **Assignments and Essays**

All assignments and essays that are formally assessed shall be carried out by the student herself/himself especially for the relevant course the assignment belongs to, unless otherwise explained.

## **Art. 20 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. 21 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. 22 Attendance**

Due to Covid-19 obligatory attendance is temporarily abolished. Students are generally required to take full participation in the activities of the programme, both in group work and individually.

### **Art. 23 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**

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 or 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. 24 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. 25 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. 26 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. 27 Teaching Evaluation**

Teaching evaluation shall be delivered to student at the end of each course. The teaching evaluation is part of regular monitoring of the quality of teaching. At the end of a semester, University lecturers are granted access to the evaluation of their courses. Heads of department have access to the teaching evaluation results for all courses in their department. Deans have access to the evaluation results for all courses in their school. The rector has access to the evaluation results for the entire University.

### **Art. 28 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. 29 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. 30 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. 31 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. 32 Academic Titles and Appointments**

Academic faculty hold the following titles: Rector, Dean of school, Head of department, professor, associate professor, assistant professor, adjunct, and temporary lecturer. 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. 33 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. 34 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

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 27. August 2020.