

IUA RULES

2022 – 2023

Upplýsingar um skjalið

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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 field of the arts. The Iceland University of the Arts furthermore seeks to promote arts education nation-wide and 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 the Board, the Rector, and Departments. Its charter, ratified by the Minister of Justice, governs the appointment and mandate 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 matters concerning 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 Rector.

The Board is responsible for the University's operations, finances and assets, determines tuition fees and confirms regulations concerning institutional 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 University 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 enrolled as student. The Minister of Higher Education, Science and Innovation appoints two members to the Board, while three additional members are elected at the general meeting of the University's stakeholders' association (*Bakland Listaháskóla Íslands*). The Board elects a chair and a deputy chair among its members and determines a code of practice, which is published on the University 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 the University Strategic Policy and ensuring that the organisation of the University's activities is consistent with its role, aims and quality requirements.

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

The Rector is responsible for appointing members of staff and managerial positions in consultation with the Board. The Rector chairs meetings of the Management Council and the Academic 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

Deans work towards fulfilling the University's interdisciplinary goals, alongside the Rector and amongst each other. They supervise the administration and financial operations of their respective School. Deans oversee that their School fulfils its formal academic requirements relating to research and teaching, and that the University Strategic Policy is implemented within their School. Deans chair the respective School Council, sit on the Management Council and Academic Council, and consult committees and councils as needed.

Art. 7 Heads of Department

Heads of Department are responsible for the professional and academic strategic vision of their field and its implementation into learning, teaching and research. Heads of Department supervise all academic staff in their respective Department. They are responsible for overseeing student affairs and have decision-making authority on matters concerning students' educational records and study progress within their departments. 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 University Schools and Departments

University operations are divided into units that are organised as Schools and Departments according to fields of specialisation. The Board decides on the division of units and determines their operational procedures. Each School is supervised by a Dean and each Department is supervised by a Head of Department.

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Art. 9 University Office

The University Office adheres to the Rector and operates to support the University's academic vision. Among the roles of the University Office are to create an environment for Departments and staff to operate according to the University Charter and University Rules.

Art. 10 Administration

Management Council

The Management Council is a decision-making platform for the University's common operations, such as quality assurance and educational planning, management, finances, housing and facilities. The Management Council prepares policy proposals in principal matters of the University and supports the Rector in daily administration. The Equal Rights Committee and the Environmental Committee adhere to the Council.

The Management Council consists of the Rector, Deans, the Managing Director and Director of the University Office. Meetings are generally held once a week.

Academic Council

The Academic Council is a decision-making platform of the University's academic matters. It discusses professional visions, performance and quality, and provides leadership for managers in relation to teaching, research and development. The Academic Council prepares policy proposals in principal matters of the University. The Teaching Committee and the Research Committee adhere to the Council.

The Academic Council consists of the Rector, Deans, Heads of Department and a representative of academic staff who is elected by a School Council. Student representatives sit on meetings at least once a semester and others when needed. The Rector chairs the Council's meetings, which are generally held once a month.

School Council

Each School operates a School Council, which is a consultation platform for the respective School and serves to support the Dean. The School Council consists of the Dean, Heads of Department and representatives of academic staff, part-time lecturers and students. The School Council nominates representatives to the Teaching Committee and the Research Committee. Others sit on the Council's meetings as needed. The Dean chairs the Council's meetings, which are generally held once a month.

Departmental Council

The Departmental Council is a consultative platform within the respective Department and serves to support the Head of Department on professional matters.

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The Council consists of the Head of Department, permanent faculty members, a representative of part-time lecturers and a student representative. Others sit on the Council's meetings as needed. The respective Head of Department chairs the Council's meetings, which are generally held once a semester.

Departmental Meetings

Each Department holds regular Departmental Meetings where permanent faculty members discuss the Department's tasks and policy making. The respective Head of Department calls the meetings.

Student Council

The Student Council is a consultative platform for each Department's student association and serves as a liaison between them and the University's administrative body. The Council is composed of the heads of each student association. The Council nominates student representatives to the University's committees and councils.

University Forum

The University Forum is a platform for discussion on professional matters and academic policy making within the University. The Forum is held once a year and is open to all faculty members, administrative staff, and students. The chair of the Academic Council calls the meetings.

Annual Meeting

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

Art. 11 Quality Assurance

The Iceland University of the Arts systematically monitors quality of its teaching and research on the basis of an internal review, cf. Chapter IV of the Higher Education Act No. 63/2006. The University follows formal criteria issued by the Quality Board for Icelandic Higher Education, as stated in the Quality Board's Handbook. The Rector is responsible for the University's quality assurance system.

Art. 12 Code of Ethics

The Iceland University of the Arts has set an ethical code, cf. Chapter 1, article 2 of the Higher Education Act No. 63/2006. The code is intended for students, academic faculty and support staff, providing reference and guidance relating all institutional activities. The code engages with three key issues: general communication within the University, community and the environment, and 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.

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Art. 13 Tuition Fees

The University Board determines tuition fees and payment arrangements. The fee amount 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 enrolled students and only they have authorised access to 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 abroad, they must have paid their tuition fee in full before the mobility grant is paid and the exchange takes place. Students must have paid their tuition fees in full in order to register for graduation and to participate in graduation events. Alterations to registration with regard to tuition fees are not permitted after 1 October in the autumn semester and 15 February in the spring semester.

LEARNING AND TEACHING

Art. 14 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 competences that students shall possess at the end of their studies. The University's criteria are formulated in accordance with the National Qualification Framework on higher education and degrees, published by the Minister of Education, 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 MA level and three at the BA level, in addition to diploma degrees at both levels.

Study at the BA level is structured as a three-year 180 ECTS study programme. Study at the MA level is structured as a two-year 120 ECTS study programme. In addition to a 120 ECTS study programme the Department of Arts Education offers a 180 ECTS study programme at the MA level including a preparatory year and a 60 ECTS diploma study programme.

Master's Degrees

MA, M.Mus., M.Mus.Ed., M.Art.Ed., M.T and M.Arch

Bachelor's Degrees

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

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Diploma Degrees

The Department of Arts Education awards a diploma degree towards a teaching certificate for students already holding an MA degree. The Department of Music awards a diploma degree in music performance as part of a study programme towards a BA degree.

Art. 16 Schools and Departments

The Iceland University of the Arts operates three Schools and seven Departments. The Schools are: the School of Architecture, Design and Fine Art; the School of Film, Music and Performing Arts; and the School of Academic Development. The Departments are: the Department of Architecture, the Department of Design, the Department of Film, the Department of Arts Education, the Department of Fine Art, the Department of Performing Arts, and the Department of Music.

Art. 17 Student Admission

Master's Level

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 qualification to meet the demands of a study at the MA level. Applications shall include an approved copy of degree 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 study programme towards an MA degree.

Admission committees evaluate applications on the basis of the submitted material and interviews with applicants. The Head of Department appoints admission committees in collaboration with the respective the Programme Director. The committees work according to protocols presented to all applicants. The committees' conclusions are final.

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

Bachelor's Level

Applicants for the BA level must have completed upper secondary qualifications or an equivalent education. 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 study programme towards a BA degree. Applicants must have completed at least 105 credit points from the older system for the upper secondary level, or 150 credit points from the new system.

Admission committees evaluate applications on the basis of submitted material in addition to interviews and/or auditions in the relevant subjects. The Head of

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Department appoints admission committees in collaborations with the relevant Programme Director. The committees work according to protocols presented to all applicants. The committees' conclusions are final.

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

Should the number of accepted applicants be lower than the minimum student number requirement for a particular study programme/study line there shall be no admissions for the coming academic year to that programme. In that case, applicants will be informed as soon as possible, and tuition fees will be reimbursed.

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 completed courses on the condition that less than five years have passed since their last enrolment and that the study programme's curriculum has not been changed.

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

Students who wish to receive credit for ECTS earned at other universities must submit an application to this effect, submitting relevant documentation at the very beginning of their studies at the University. 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 is to ensure that students graduating from the Iceland University of the Arts have not earned less than half of their total credits at the University. In cases where students have fully accredited teaching qualifications in their field, the University can grant up to 60 ECTS in the Department of Arts Education.

Art. 19 Intellectual Property

Intellectual property refers to a piece of work and an idea in any form belonging a rightful holder.

Plagiarism

Plagiarism in any shape or form during work and study at the Iceland University of Arts is prohibited. Plagiarism refers to any and all forms of copying of intellectual property of others presented as your own without referencing sources in accordance with academic protocols.

Assignments and Theses

All assignments, essays and theses subject to assessment shall be the work of

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students themselves and done specifically on the occasion of the course requiring it, unless otherwise stated.

Art. 20 The Academic Year, Semesters and Graduation

The academic year runs from 1 August to 31 July. It is divided into three teaching 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.

Formal graduation takes place in June with a deadline for registration on 15 April. Students can also graduate at the end of September and at the end of January, but without a graduation ceremony. Students opting for a September or January graduation are welcome to participate in the graduation ceremony in the spring graduation. The registration deadline for the autumn graduation is 1 September, and 1 January for the winter graduation.

Art. 21 ECTS and Study Progress

Full study is 60 ECTS per academic year, or the equivalent of 30 ECTS per semester. One ECTS credit point is the equivalent of 25-30 hours of work for the student.

Master's Level

The duration of a Master's programme is normally two years, with a minimum of 120 ECTS required for graduation. A diploma degree at the Master's level requires a total of 60 ECTS. Students can complete a maximum of 66 ECTS in a single academic year.

Full-time Master's level students in design, fine art and music composition must complete a minimum of 48 ECTS in order to advance to the next study year. Departments may issue specific guidelines stipulating that students must complete specific courses in order to advance between study years.

The general rule is that students have a maximum of three years to complete a Master's degree. Master's studies in the Department of Music and the Department of Arts Education can take up to four years.

Absence due to parental leave is excluded.

Deans may, after a suggestion from the relevant Head of Department, give exception from this rule in special circumstances. In such instances, students must explain their case in writing, providing the necessary reasoning.

Bachelor's Level

The duration of a Bachelor's programme is normally three years, with a minimum of 180 ECTS required for graduation. Diploma degrees at the BA level are 60 ECTS. Students may complete a maximum of 72 ECTS in a single academic year.

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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 parental leave is excluded.

Deans may, after a suggestion from the relevant Head of Department, 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 Rules regarding study progress. Students must 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 organisational framework of the University.

Art. 22 Attendance and Participation in Studies

Master's Level

Studies at the Master's level generally require full participation in the activities of the study programme. Students are expected to actively participate in group work and individual activity. Departments have the authority to set their own attendance rules.

Bachelor's Level

The University requires full class attendance at the Bachelor's level. Academic staff must have an overview of student participation and keep a record of student attendance. If a student's absence, including sick leave, exceed 20% of the total teaching hours of a course, the student fails the course. If this is due to special and unavoidable circumstances, students can apply for an exemption from this rule to their Programme Director.

Art. 23 Course Assessment

Assessment

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

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All course assessment is conducted in accordance with learning outcomes, within the pass/fail system. No numerical grades are given at the University.

Each study programme develops its course assessment criteria and final projects in accordance with the respective departmental learning outcomes.

Responsibility and Organisation

Assessment usually takes place during the course period or during examination and assignment periods at the end of each semester. Academic staff are responsible for the assessment, but each Department sets its own examination and assignment submissions guidelines. Exams and assignments are either oral, written or practice-based. The combination of the assessment is determined in by the Head of Department and/or Programme Director in consultation with academic staff. 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.

Assessment Results and Appeal Process

Assessment results must be available no later than ten working days after the exam or assignment deadline. Specific departmental guidelines apply to graduation projects and final theses. Students who are not satisfied with their assessment or have not passed an assignment or an exam are entitled to request an explanation from their Programme Director no later than five days after the issuing of the assessment result.

Absence from Examination

Students who do not attend an exam and do not notify their Department are considered to have failed the exam. In such instances they forfeit the right to re-examination and must re-enrol in the course.

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 the attendance requirements in the course. Students must apply for a re-examination no later than five days after the assessment result is issued. If a re-examination is not practicable, the respective Programme Director may decide on an equivalent assignment. If students fail the re-examination or assignment, they must repeat the course.

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 Head of Department for an exemption to this rule.

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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.

Withdrawing from Courses

By withdrawing from a course, students are released from the requirements of the said course regarding the assessment. Withdrawal from a course must be submitted in writing to the Departmental 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 before the withdrawal deadline expires. A doctor's certificate confirming illness must be submitted to the respective Head of Department no later than three days after the exam or the assignment deadline. Failing to do so, students will be considered to have taken the exam or participated in the submission on assignments. By submitting 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 Level

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

Programme Directors appoint examiners or assessment committees in consultation with the Head of Department. Guidelines are issued on 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 Head of Department.

Students who are not satisfied with the conclusion of the assessment committee or the external examiner may send written and reasoned comments to the Head of Department within five days of the issuing of the assessment results, requesting a re-assessment. The Head of 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 special guidelines on final projects and Master's theses defences.

Bachelor's Level

Final projects must be evaluated by an assessment committee and/or an external

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examiner. The Programme Director appoints members to the assessment committee in consultation with the Head of Department. Protocols are issued to guide the work of the assessment committee and external examiners. Students who wish to comment on the assessment process may submit a written request for explanation to the relevant Head of Department.

Students who are not satisfied with the conclusion of the assessment committee or the external examiner may submit a written and reasoned appeal to the Head of Department within five days of the issuing of the assessment results, requesting a re-assessment. In that case, another external examiner will not be appointed, and the committee's membership will not be changed. The Head of Department must respond to the student's appeal within ten working days of receiving it, after which the conclusion 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.

In order to register for a final project, students must be debt-free towards the University.

Art. 25 Submission of Graduation Projects to Skemman

Skemman is a digital repository that contains final theses and graduation projects of all higher education students in Iceland. In order to graduate, students must submit their graduation projects to skemman.is in accordance with instructions from the respective Department.

Art. 26 Curriculum

The University shall publish its entire curriculum in February each year, in both Icelandic and English for the coming academic year. International Master's programmes only publish their curricula in English. Heads of Department are responsible for their Department's curriculum.

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

Art. 27 Teaching Assessment

Teaching assessment shall be given to students at the end of each course. The teaching assessment is part of a regular monitoring of teaching standards and course quality. At the end of each semester, teachers are granted access to the assessment results of their courses. Heads of Department have access to the results of the teaching assessment of all courses in their Department. Deans have access to the results of the teaching assessment of all courses in their School. The Rector has access to the results of the teaching assessment for the entire University.

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Art. 28 Exchange Students, Visiting Students, and Research Students

Exchange Students

The Iceland University of the Arts participates in international partnerships, including student exchange programmes between comparable educational institutions and mutually recognised programmes. Student exchanges are based on bilateral agreements between institutions. Incoming exchange students are subject to the same rules and regulations as other students at 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.

Visiting Students

The Rector may, upon recommendation from the relevant Head of Department, 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 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 provided with a study space at the University and access to its services without attending a regular study programme. Accordingly, the Head of Department and the student make an agreement, ratified by the Rector.

FACILITIES AND EQUIPMENT

Art. 29 Demeanour

Students must treat the University premises and property with respect. All personal belongings shall be removed before the University closes in the spring or sooner if requested. A special permit must be obtained from the respective Service Coordinator/Technical Manager before larger objects are brought into the University premises, e.g. furniture, tools, artwork or musical instrument. If demeanour is poor or objects are not removed, the University can have the premises cleaned and repaired or have objects removed and disposed of at the expense of the student in question.

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STUDENT RIGHTS

Art. 30 Grievance Committee on Student Rights

The University operates a Grievance Committee that reviews matters concerning student discipline and student rights. The Grievance Committee is comprised of a representative of Heads of Department, who acts as chair, and two representatives of academic faculty. A balance should be maintained between appointments from different Departments. Heads of Department select a representative from among themselves to chair the Committee. The Academic Council defines the Committee's responsibilities and formulates its code of practice. Matters must be submitted to the Committee in writing. The Committee does not review cases regarding course assessment (see the Committee protocol). Course assessment procedures are stipulated in Art. 23.

Art. 31 Processing of Student Issues

If students feel that they have been unjustly treated, they can initiate the following process:

Students turn to the relevant Programme Director, Head of Department, 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 argumentation to the Rector. The Rector reviews the case, makes a decision, and the student receives a written response with the argumentation behind the resolution of the case. The resolution is final.

Art. 32 Breach of University Rules

If students are found in breach of the University rules and regulations, or if their behaviour towards members of staff or other students is deemed indecent or improper, the Rector or the relevant Head of Department may issue a written warning. In the case of repeated or serious breaches considered to be against the University's basic operational criteria, the Head of Department may expel students temporarily or indefinitely in consultation with the Rector. If students believe that their rights have been compromised, they may appeal the decision to the Grievance Committee on Student Rights, cf. Art. 30. Matters of this nature shall in all other respects comply with the law.

ACADEMIC POSITIONS

Art. 33 Academic Titles and Appointments

Academic faculty hold the following titles: Rector, Head of Department, Dean, Professor, Associate Professor, Assistant Professor, Adjunct Lecturer, and Part-

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Time Lecturer. The University Rules on Academic Appointments, approved by the University Board, apply to these academic appointments.

Other academic titles are Visiting Professor, Honorary Professor, Honorary Doctor, Research Professor, and Research Fellow. On these appointments, the University Rules on Honorary Titles and Academic Guest Positions apply, approved by the University Board.

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

Art. 34 Sabbaticals

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

The University Rules on Sabbaticals apply, as approved by the University Board.

FUNDS

Art. 35 Internal Support Funds

The Iceland University of the Arts operates support funds for internal operations. Each fund is governed by regulations that, amongst other, define its role and scope, appointments to the respective fund board, organisation of activities and arrangements for grant allocations. These regulations are approved by the University Board.

ENTRY INTO FORCE

These rules are set on the basis of the University Charter and in accordance with the Higher Education Act no. 63/2006.

Approved by the University Board in June 2022.

Upplýsingar um skjalið

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