

## Regulations for the Agricultural University of Iceland

### CHAPTER I.

#### **Purview of the Regulations etc.**

##### Art. 1.

*Purview of the regulations and their relation to acts of law and the regulatory framework.*

These regulations for the Agricultural University of Iceland (AUI) have been adopted by the University Council and apply to the University, including the University Council, the Executive Board which is divided into Faculty disciplines and a joint administrative organisation, as well as for the staff and the students.

These Regulations are adopted in accordance with Act of law No. 63/2006 on Universities, and Act of law No. 85/2008 on Public Universities.

These Regulations constitute the basic rules for the Agricultural University of Iceland. They are complementary to the enacted laws that apply to the university and prevail in the event of inconsistency with other rules adopted by the university.

### CHAPTER II.

#### **Organisational structure of the University.**

##### Art. 2.

*Organisational units and the central administration.*

The Agricultural University of Iceland is an independent educational institution administered by the Ministry of Education, Science and Culture. Provisions concerning the status and role of universities are set forth in Art. 3 of Act No. 85/2008.

The University Council determines the set-up arrangements for organisational units, their function, boundaries and division of duties but if there is a case of fundamental change in the organisational set-up of the University then a statement is needed from the University Forum, cfr. Articles 4 and 11 of Act No. 85/2008.

The Agricultural University of Iceland operates as a single school, cfr. para. 1 of Art. 4 of Act No. 85/2008, and all tenured staff members are considered part of the university community. The university is divided into three

Faculties, according to a decision by the University Council. The Rector's Office, the Division of Finance and Operations, the Office of Teaching and Learning, and the Office of International Relations and Research, all constitute the Administration and support services of the University.

The governance of the University is delegated to the University Council and the Rector, but the Executive Board is responsible for the daily operation and compliance with operating budgets.

During procedural processes and decision taking by the university competent staff members shall at all times be mindful of the law, good governance practices, equality and other objective aspects.

### Art. 3.

#### *The University Council.*

The administration of the Agricultural University of Iceland is delegated to the University Council and to the Rector. The University Council establishes the overall approach to teaching and research, develops the organisational structure of the University, conducts general supervision and is responsible for the University operating in compliance with the current laws and regulations.

The University Council oversees the confirmation of the calendar, the University's curricula and course catalogues.

The University Council establishes rules for vocational education courses, undergraduate courses and for graduate studies for master's degrees and for second stage of tertiary education - doctoral degrees.

The decisions of the University Council must be recorded and announced in the proper manner. A meeting of the University Council is competent to make decisions if five of seven representatives who are competent to vote attend the meeting.

The Rector of the University is at the same time the chairman of the University Council and summons the meetings of the University Council and chairs its meetings, the summoning and decision taking by the University Council is provided for in Art. 7 of Act No. 85/2008.

The University Council elects a vice-chairman who will chair a meeting if the Rector is unable to attend. In addition to the Rector the following have a seat in the University Council for a period of two years at a time:

- a. Two representatives from the university community nominated by the University Forum. At least one academic representative shall have a seat in the University Council.
- b. One student representative nominated by the AUI student association.

- c. One representative nominated by the Minister of Education, Culture and Science.
- d. Two representatives nominated by those above-mentioned representatives who already have a seat in the University Council.

A substitute must be nominated for each representative in items a-c and one substitute for the representatives according to item d, in the same manner.

Those elected by the university community as representatives of the staff for seats in the University Council must be salaried employees of the AUI at the time of nomination. The Rector or other representatives of the Executive Board are however not eligible, cfr. Art. 6. The university community herein referred to is defined as all salaried employees of the Agricultural University of Iceland at the time when the University Forum takes place.

The election of the staff representative for a seat in the University Council shall be placed on the agenda for the University Forum according to the notice to attend the meeting. Concurrent with the sending of the notice to attend the meeting, at least two weeks prior to the meeting an advertisement shall be issued for possible candidatures. Any candidatures must be received by the Rector's Office at least one week prior to the summoned meeting.

The University Forum shall elect from among the candidates those who will then take a seat as the representatives of the staff members for the University Council, but the student representatives at the university council meeting do however not have the right to vote in the election to the University Council.

The student association at the AUI oversees the election of the student representative for the University Council and the Rector shall on behalf of the University Council call for nominations from the student association of the new student representatives at least three weeks prior to the start of the term.

The University Council may establish further rules for the election of representatives to the university community and students for the University Council. The Rector shall as a rule obtain statements from the University Forum and from the AUI student association prior to the establishment of such rules or to any amendments to them.

The set-up of the University Council and the function of the Council in other respects is provided for in Articles 5-6 of Act No. 85/2008.

#### Art. 4.

##### *The Rector.*

The Rector is the highest-ranking superior in the administration of the University and is representing the university in general, otherwise his function and authorisations are provided for in Art. 8 of Act No. 85/2008.

The Rector manages the daily activities of the University and takes the initiative for the University Council to establish a comprehensive policy in the University's affairs. The Rector is responsible for and supervises all activities, including hiring and finances, and administers the making of operating plans and operating budgets.

The Rector hires employees. The Rector shall furthermore make sure that there are job descriptions for all employees and staff members.

The Rector has supervision over the University's funds and other assets, unless otherwise decided by the University Council.

The administration of funds shall otherwise be governed by the instructions set out in charters and articles of association.

The Rector summons meetings according to the University's regulations and supervises the publication of the annual report. The University Council may authorise the Rector to hire a Vice-Rector and in such event the Rector shall issue to the Vice-Rector a letter of appointment wherein his or her mandate is defined. The Vice-Rector shall meet the requirements for academic qualifications and the appointment must be confirmed by the University Council. The Vice-Rector is an assistant to the Rector and occupies the position temporarily during any absence or impediment of the Rector as well as in such instances when the Rector is disqualified according to the Act on government administration No. 37/1993.

In the event of the death or the retirement of the Rector before the period of service is over, the Vice-Rector attends to the duties until a new Rector has been appointed according to the laws and regulations for the University, but in the event that there is no Vice-Rector, then the University Council nominates an academic staff-member for appointment to attend to the duties of the Rector temporarily. The same applies if the Rector is unable to attend because of illness or if he or she is on leave.

#### Art. 5.

##### *The appointment of the Rector.*

The Minister of Education, Culture and Science appoints the Rector for a period of five years according to the nomination by the University Council. Provisions for the appointment of a Rector are found in para. 1 of Art. 8 of Act No. 85/2008.

When selecting the Rector the University Council shall nominate three persons for a selection committee to evaluate the qualifications of the applicants and one of these three shall be nominated as the chairman of the committee.

The selection committee members must have completed an advanced examination degree at a university and in addition must have significant university management experience.

A comprehensive assessment shall be made of the qualifications of the applicant for the position of Rector, taking into consideration the education, scientific work and publications, the career as a university teacher or other positions, collaboration skills, cooperation skills and management skills, and then based on this, assess how education, experience, vision and other emphases of the applicant will be utilised in the position of Rector.

No one may be offered the position of Rector unless the majority of the selection committee has expressed the opinion that the relevant person is found to be competent to hold that position.

If the acting Rector of the University seeks re-nomination he or she shall then reclude himself or herself from the meeting of the University Council during the deliberation procedure and the processing of the matter.

The University Council shall administer the advertising of an open position for Rector and the University Council may commission the acting Rector to oversee the handling of this task.

## Art. 6.

### *The University Executive Board.*

The daily administration of the University is performed by the Executive Board which is divided into Faculty disciplines and a joint administrative body. The Rector summons the meetings, with on the one hand the Faculty disciplines, and on the other hand with the administrative body, typically every month during the period September to June. The whole body of the Executive Board shall be summoned at least thrice every year in order to discuss planning, financial statements, policy formulation and other larger projects. One third of the representatives on the Executive Board may request that the whole of the Executive Board at the University is summoned.

#### Faculty disciplines:

The Executive Board of the Faculty disciplines are composed of the Heads of Faculties, the Vocational Education Coordinator and the university Rector. Faculty disciplines are divided into three Faculties that are the University's academic basic units. Within these units the teaching, research, innovation and administration is conducted. The Faculties are technically responsible for research, teaching and education and the granting of examination degrees upon the completion of studies. Faculties shall initiate new cooperation projects within the university, promote increased cooperation between discipline units as well as with invested parties.

Joint administration:

The function of the Executive Board of the joint administration is to create the conditions for the Faculties and the university staff to be able to do their jobs in compliance with law and the regulations of the University. The Executive Board of the joint administration is composed of, in addition to the Rector, the Head of the Rector's Office, the Head of Finance and Operations, Head of International Relations and Research, and the Head of Teaching and Learning.

The Executive Board oversees the daily operations of the University, follows up on the decisions of the University Council, and initiates new ideas, projects and policy issues that relate to the interests of the university.

The Executive Board reviews and takes decisions concerning finances, planning, settlement of cooperation agreements, the progress of development projects and innovation in addition to the harmonisation of projects among single organisational units of the University.

The University Council and members of the Executive Board have the capacity to refer issues and matters to the Executive Board.

Art. 7.

*The Faculties of the University.*

The University operates three Faculties, which are: Agricultural Sciences, Environmental and Forest Sciences, and Planning and Design.

Faculties administer teaching and research in the relevant fields of study in accordance with the permission from the Ministry of Education, Science and Culture.

Faculties offer vocational education courses according to the University's curriculum with reference to the provisions of item d of Article 21 of Act No. 63/2006. Study Programme Coordinators are responsible for the academic oversight of study programmes. Curriculum-bound vocational education shall comply with the requirements of the Act on Secondary Schools No. 92/2008, as may be pertinent but special rules passed by the University Council apply to this education.

Organising the University into other possible organisational units shall be subject to the decision of the University Council, and in such case after having obtained a statement from the University Forum, cfr. Art. 11 of Act No. 85/2008.

Art. 8.

*The Standing Committees of the Agricultural University of Iceland.*

The following standing committees are operating at the Agricultural University of Iceland: Ethics Committee, Quality Committee, Equal Rights Committee, Security Committee, Scientific Committee, Graduate Studies Committee, Undergraduate Studies Committee and Vocational Education Committee. The committees are advisory, each in its own field, and neither do they exercise executive power nor legal power of decision except if it has been especially provided for in a letter of appointment, or in the respective rules of procedure.

The Ethics Committee shall be composed of three deputies, all from outside of the University. The Ethics Committee shall be in an advisory capacity to the University Council and the Executive Board with respect to the structure and interpretation of ethical standards. The Ethics Committee operates according to a code of ethics established by the University Council, cfr. para. 2 of Art. 2-a of Act No. 63/2006. The University Council appoints the Ethics Committee, the Quality Committee, the Equal Rights Committee, and the Security Committee for a term of two years.

The Scientific Committee is appointed for a term of two years with the Head of Faculties or one academic representative nominated by each Faculty as well as the Head of International Relations and Research who convenes the meetings. The Scientific Committee is mandated to promote the furtherance of research and the financing thereof, by i.a. applying for competition fund grants.

The Graduate Studies Committee, the Undergraduate Studies Committee and the Vocational Education Committee are discussed in Art. 15.

Art. 9.

*University Forum.*

The University Forum is the consultation venue of the university community. At the meeting the development and furtherance of education is discussed, and the function and powers inherent in such meeting are governed by the provisions of Art. 9 of Act No. 85/2008 and the rules applying in that area. The University Council may further regulate the functions of University Forum.

The University Council may seek the comment of a University Forum concerning anything that relates to the activity of the University and its management units and the meeting is considered to be competent to make decisions concerning such matters which the meeting finds of interest to the University community.

A University Forum shall be held at least once every year. The Rector summons the meeting and chairs the meeting, or delegates the chairmanship to someone else. The conclusions of resolutions made by the University Forum shall be published at the University. Typically the University Forum shall be held prior to June 1<sup>st</sup> every year. If two thirds of the representatives at the University Council ask for a meeting the Rector is obligated to summon such meeting.

All employees of the University working 49% or more of a full time position have the right to attend University Forum.

The students at the University will nominate, after an election held by the student association of the AUI, three representatives, one from each Faculty, as the same number of deputies, to attend the University Forum for a period of one year at a time.

The University Council may further regulate the number of representative seats and who may attend the University Forum, cfr. para. 2 of Art. 10 of Act No. 85/2008.

Representatives at the University Council, other than the regular staff, have the right to attend the University Forum but do not have the right to vote.

### CHAPTER III.

#### **Faculties and academic staff members.**

##### Art. 10.

###### *Faculties.*

The Faculty meeting is the administrator of Faculties along with the Head of Faculty (see Art. 11-12), but also the Faculty Council, cfr. Art. 14 if the Faculty meeting decides to appoint such council.

Study programmes shall be operated at the Faculties, but the Head of Faculty arranges for the Faculty meeting to establish rules concerning the organizational structure for such study programmes that will enter into force upon confirmation by the University Council.

##### Art. 11.

###### *Heads of Faculties.*



The Heads of Faculties are, by the authority given them by the meeting of the Faculty, the supervisors over the activity and management of the Faculty and shall work on policy direction and development of the affairs of the Faculty.

Among the chief tasks of the head of Faculty are:

- a. Supervising the teaching and composing the curriculum in collaboration with the Study Programme Coordinators, the Office of Teaching and Learning and the relevant study committees, cfr. Art. 15.
- b. Supervising matters concerning research and international communication in collaboration with the Scientific Committee and the Head of International Relations and Research.
- c. Organises the summoning of the meetings of the representatives to the meetings of the Faculties, and chairs the meetings.
- d. Preparing the budget for the Faculty in collaboration with the Head of Finance and Operations for the University.
- e. Initiating collaboration with other Faculties of the University and with other universities, institutions and invested parties.
- f. Initiating the Faculty meetings to establish rules for the internal matters of the Faculty.
- g. Responsibility in the execution of matters concerning quality issues and staff in the operation of Faculties in cooperation with the Human Resource and Quality Manager, the Quality Committee and the Office of Teaching and Learning.

The Head of Faculty is at the same time the chairman of the Faculty Council if the meeting of the Faculty takes a decision concerning the appointment of such council.

#### Art. 12.

##### *Election of the Head of Faculty.*

Each Faculty nominates a Head of Faculty for a period of two years at a time, and one Vice-Head of Faculty, from the group of professors and associate professors of the Faculty who shall work at least 75% of a full time position. The Faculty meeting may decide by a vote to make an exemption concerning the eligibility of assistant professors.

It is preferable that the Heads of Faculties occupy their position at least for periods of two terms; however the Head of Faculty can hold that position for a maximum of 4 terms. The Rector may in consultation with the University Council decide to make an exemption from the above arrangement.

Art. 13.

*Faculty meeting.*

The Faculty meeting is the supreme determinate authority of the Faculty.

The Faculty meeting discusses the main issues in the operations of the Faculty and is, along with the Head of Faculty, responsible for the operation of the Faculty being in conformity with laws and regulations.

Among the main tasks appertaining to the meetings of the Faculty are:

- a. Involvement in the development of policy regarding education and research in the Faculty's field.
- b. To decide issues that involve the organisation of teaching within the Faculty.
- c. Discussion about the annual budget of the Faculty.
- d. Proposals to the University Council regarding the establishment of and discontinuance of study programmes.
- e. To establish further rules and organisational structures for a Faculty in line with the internal matters.
- f. To attend to other projects which the Faculty is assigned to do by the University Council or the Rector.

Where it is appropriate these tasks will be performed in collaboration with the organisational units of the University.

All staff members of the Faculty holding the right to vote are obligated to attend meetings of the Faculty. The right to vote is held by employees who work in a 49% or more of a full time position. The Head of Faculty shall be notified of any impediments.

At the same time the right to attend and vote is held by two representatives of the students, nominated by the AUI student association for a term of one year at a time, one from each education level. The staff of the GRÓ Land Restoration Training Programme have the right to attend and vote at the meetings of the Faculty of Environmental and Forest Sciences.

The Rector may attend the meetings of the Faculty with the right of free speech and the right to propose a motion, but not the right to vote. In addition, academic visiting teachers and other visiting teachers who supervise whole courses have the right to attend meetings of the Faculty but do not have the right to vote. Regular employees may also attend the meetings of other Faculties without the right to vote.

A Faculty meeting shall be held at least once every semester. The Head of Faculty shall set up a schedule for the Faculty meetings during the school year and present it to those who have the right to attend.

There is a duty to summon a meeting of the Faculty, if the Rector or one third of the representatives, holding the right to vote at a meeting of the Faculty, so request.

The Head of Faculty summons the meetings of the Faculty by e-mail, preferably with a week's notice if possible, and the issues on the agenda must be stated in the notice to attend.

The meeting of the Faculty establishes rules for the internal organisation that address i.a. the function of Faculty meetings and meetings for study programmes, and elections, terms of office and the function of the Study Programme Coordinators.

A meeting of the Faculty is competent to make decisions if 50% of those staff-members of the Faculty eligible to vote, attend the meeting. A majority of votes determines the outcome of issues. If the votes are equal in number the vote of the Head of Faculty shall decide. The minutes of the meetings of the Faculty shall be posted on the internal website of the University and the decisions of the meeting of the Faculty shall be recorded in the minutes.

#### Art. 14.

##### *Faculty Council.*

The Faculty Council administers certain issues of the Faculty according to further decision of the meeting of the Faculty.

The Council is composed of, in addition to the Head of Faculty, the Study Programme Coordinators, in addition to the students' representative whom the AUI student association nominates to attend meetings of the Faculty.

The Faculty Council operates within the Faculty and addresses the matters concerning the Faculty during the periods between the meetings of the Faculty upon the initiative of the Head of Faculty.

The Faculty Council passes resolutions in the same manner as the meetings of the Faculty. A resolution by the Council may be referred to a Faculty meeting within three weeks from when it was announced.

A Faculty meeting may establish further rules for the set-up, powers and purview of the Faculty Council.

#### Art. 15.

##### *Undergraduate Studies Committee, Graduate Studies Committee, and Vocational Education Committee.*

The Undergraduate Studies Committee attends i.a. to teaching development and the harmonization between study programmes, addresses curricula and course catalogues for individual study programmes, monitors the quality of education and teaching, discusses major issues concerning individual students and controversial issues that may arise in the implementation of education and course assessment. Undergraduate studies, the composition and the function of the Undergraduate Studies Committee is further discussed in rules for B.Sc. degree studies at the university which the University Council confirms. The Head of Teaching and Learning is the chairman of the Undergraduate Studies Committee.

The Graduate Studies Committee supervises the doctoral and masters degree studies at the university under a mandate from the Faculties. The Graduate Studies Committee meets in order to draw up a policy for postgraduate education and follows its quality, addresses and approves curricula and course catalogues for masters degree studies, directs the application process and addresses major issues concerning individual students and controversial issues that may arise in the implementation of education. Matters concerning graduate studies, the function and operation of the graduate studies' committee are further addresses in rules for Ph.D. studies at the University which the University Council confirms. The chairman of the Graduate Studies Committee is at the same time the supervisor of graduate studies and shall be elected at a University Council meeting for a period of three years at a time.

The Vocational Education Committee supervises the development of education and teaching at the vocational education study programmes, the quality of education and the harmonization between study programmes. The committee addresses major issues concerning individual students and controversial issues that may arise in the implementation of teaching and course assessment. Vocational education studies, the composition and the function of the Vocational Education Committee is further discussed in rules for vocational education studies at the university which the University Council confirms. The Vocational Education Coordinator is the chairman of the Vocational Education Committee.

#### Art. 16.

##### *Staff members of Faculties.*

Academic staff members are professors, associate professors and assistant professors.

The functions and responsibilities of academic staff members are discussed in chapter V. of Act No. 85/2008 but the University Council may, after having obtained the testimonial of the Faculties establish further rules for their professional title and their job responsibilities.

The Rector recruits for academic positions, and the appointment of academic positions at the University is discussed in Art. 17 of Act No. 85/2008 and in the rules applying to the operation of the University.

Only an individual who has completed a university degree or from other comparable institute may be hired as an academic staff-member in the main subject or in the associated discipline he or she is expected to teach.

Applicants for academic jobs must send the following accompanying documents with their application, a detailed report regarding their scientific work and studies, written products, research, teaching experience, management positions, education and other work.

The appointment to and the works of the evaluation board conducting the evaluation of the work of professors, associate professors and assistant professors, and the advancement of academic staff members is discussed in Art. 16 of Act. No. 85/2008 and in regulations established by the University Council according to law after having obtained the testimonial of the meeting of the University Council.

When advertising an academic position, if more than one applicant is deemed to be qualified a selection committee is appointed that presents recommendations to the Rector concerning which of the applicants should be offered the position.

The standing evaluation committee of the University of Iceland, School of Engineering and Natural Sciences may be commissioned to carry out the evaluation for the University.

The Rector may offer temporary academic posts for adjunct positions when it is obviously beneficial for the operation of the university. Adjunct assistant professors, associate professors and professors will undergo the same qualification assessment as the other academic staff members of the university. Adjuncts, project managers, specialists, lecturers undergoing vocational education courses and sessional lecturers are involved in teaching and/or research but they are not considered academic staff members.

The Rector and the Heads of Faculties determine in consultation how to divide the job responsibilities of individual academic staff members and other employees of the Faculties between teaching, research and other work segments according to collective agreements and laws and regulations governing the job responsibilities and rights of university lecturers.

#### Art. 17.

##### *Study Programme Coordinators*

A Study Programme Coordinator represents each study programme and is the contact between the study programme and the students, the Office of Teaching and Learning and the Public Relations Manager, see further operating procedures for study programme management.

The Rector appoints the Study Programme Coordinator from among the group of staff members for a period of two years at a time after having obtained recommendations from the relevant Faculty. The Faculties may recommend that the job is advertised.

Only those can be hired as Study Programme Coordinators who have completed adequate specialist studies in the discipline of the relevant study programme.

The director of the GRÓ Land Restoration Training Programme is at the same time the Study Programme Coordinator of the study programme at GRÓ.

Art. 18.

*Sabbatical.*

The University Council may allow teachers and other salaried staff members to take time off for a Sabbatical for up to one year on fixed salary, provided that a sufficient report has been provided with respect to how the applicant intends to use the relevant time to increase his or her knowledge or to work on special research projects.

As the state budget may provide for, and collective agreements allow for, the University Council may award a grant to an individual while on Sabbatical, for the necessary expenses relating to travel and residence expenses.

The University Council shall establish further rules for Sabbaticals and grants.

CHAPTER IV.

**Vocational education.**

Art. 19.

*Vocational education.*

Vocational education studies are operated within the Faculties and the Vocational Education Coordinator is responsible for vocational education courses conforming to the rules issued by the Ministry of Education, Science and Culture and to the articles of association of the University Council.

The Rector hires the Vocational Education Coordinator. The Vocational Education Coordinator supervises vocational education studies and works on the harmonization between vocational education courses and policy planning in collaboration with the University's Executive Board.

Among the chief tasks of the Vocational Education Coordinator are:

- a. Supervising the teaching and producing the curriculum in collaboration with the relevant Faculties, the Head of Teaching and Learning, the Human Resource and Quality Manger and the Study Programme Coordinators.
- b. Assisting in the preparation of the budgets for the Faculties.
- c. Initiating collaboration within the University and with other schools, institutions and invested parties.
- d. Responsible for the execution of quality control of the study programmes for vocational education in collaboration with the Human Resource and Quality Manger.

## CHAPTER V.

### **Continuing education and instruction.**

#### Art. 20.

##### *Continuing education and instruction.*

Continuing education and instruction is a programme offered to the public in those sciences which the University's accreditation covers. By the word "continuing education" is meant:

- 1) single courses for people in their special area of studies, that can create a matching unit and will be, as the case may be counted as credits and
- 2) additional studies for the public on an inter-disciplinary basis that is aimed at a defined completion of studies or an examination degree.

By the phrase education for the public is meant:

- 1) lectures, instruction, workshops and courses on specific issues and
- 2) single courses or a series of courses that combine to create a matching unit.

Continuing education studies are outside of the regular supply of educational products offered by the University. It is however possible to offer single courses on the levels of vocational education, undergraduate studies, or master level, that are part of the standard education for a degree, as a continuing education course for a fee.

The billing for continuing education and instruction for the public by the University is subject to the provisions of e- and f-sections of para. 2 of Art. 24 of Act No. 85/2008 on Public Universities. The University Council shall confirm rules for continuing education and the billing for it.

The Rector hires the Continuing Education Manager. The Continuing Education Manager supervises the continuing education and instruction in collaboration with the Executive Board of the University. Among the chief tasks of the Continuing Education Manager are:

- a. Supervising the teaching and the supply of courses in cooperation with the Head of Teaching and Learning, the Human Resource and Quality Manager and the Study Programme Coordinators.
- b. The preparing of the budget for the continuing education programme and the calculations for the billing that is submitted to the University Council.
- c. Initiating cooperation projects within the University and with other invested parties.
- d. Responsibility for the performance of quality control in continuing education and instruction.

## CHAPTER VI.

### **Administration and support services.**

#### Art. 21.

##### *Joint administration.*

Joint administration carries out the general administration and support services of the university and is divided into four main divisions:

- 1) Rector's office,
- 2) Division of Finance and Operations,
- 3) Office of International Relations and Research, and
- 4) Office of Teaching and Learning.

Division managers lead each division. The Rector provides the heads of these units with letters of appointment or job descriptions.

#### Art. 22.

##### *The Rector's office.*



The Rector's office is responsible for matters relating to human resources, data, publicity, and publishing. The following appertain to the above: marketing, the university's promotional effort, supervising the university website and the archives. The Human Resource and Quality Manager is the University's representative in the advisory committee of Icelandic Universities' Quality Council. The Human Resource and Quality Manager carries out in cooperation with the Rector and the divisions, the preparation and the performance of a self-evaluation and an external evaluation of the university and the follow up on reform-plans. The Rector hires the Head of the Rector's office.

Art. 23.

*The Division of Finance and Operations.*

The Division of Finance and Operations is responsible for financial issues, executing projects, technical services and other support services such as accounting and wage matters, matters concerning the University's real estate properties, or the management of properties connected with the University, in addition to the operation of the University's computer systems and the service centre. The Rector hires the Head of Finance and Operations for the University who directly answers to the Rector. The Head of Finance and Operations shall prepare the annual budget, and monitor and control that the operation of the University is in accordance with current authorisations at any given time. The Head of Finance and Operations directs the Division of Finance and Operations and administers the University's finances.

Art. 24.

*Research and International Communications.*

The Head of International Relations and Research is hired by the Rector and has the function to keep a complete overview over research projects in the University, their financial matters and the accounts given by academic staff-members of their work. The manager is responsible for disseminating information about research and reporting thereon, in accordance with laws and agreements. The manager also provides information and assistance to the staff concerning domestic and foreign research funds and encourages staff to obtain research grants. Furthermore, the Head of International Relations and Research is responsible for the overview and integration of international communications with respect to research, student exchange and other cooperation.

Art. 25.

*Office of Teaching and Learning.*

The Office of Teaching and Learning provides service to study programmes and research studies. The Rector hires the Head of Teaching and Learning who is directly answerable to the Rector.

The Head of Teaching and Learning takes the initiative with respect to teaching service development and the harmonization of study in consultation with Faculties and commissions on the level of training. The Head of Teaching and Learning is also responsible for supervising the quality of education and refers, as the case may be, issues to the Human Resource and Quality Manager, the Study Programme Coordinators or to the Head of Faculty.

The Office of Teaching and Learning administers the daily operation of tuition under the supervision of the Head of Teaching and Learning. The organisation of teaching and the making of timetables appertains to the Office, as well as all daily regular servicing, handling and dispatch, and the student register, examination supervision, academic counselling and supervision of graduates.

CHAPTER VII.

**Students, teaching and course assessment.**

Art. 26.

*University level learning and teaching.*

Faculties are academically responsible for the teaching, methods of instruction and for the awarding of degrees from the University, in accordance with the rules for B.Sc., master and doctoral studies at the University which the University Council confirms.

The Office of Teaching and Learning shall initiate the establishment of general rules for teaching and teaching methods which the University Council will confirm.

Courses shall be counted as credits, and a full study course in a school year shall generally correspond to 60 course credits (ECTS) and reflect the complete study schedule of the student. The University Council shall establish general rules for the evaluation of courses in the form of credits.

Faculties may establish requirements for students that they complete their studies during a specific academic year before they will be permitted to commence studies in the second year of their studies, and the students shall be notified of such arrangements.

The maximum time frame for a specific study line at the University shall correspond to 50% in excess of the expected normal term of study, but the Undergraduate Studies Committee or the Graduate Studies committee, as the case may be, may however provide exemptions from these provisions in special cases.

Art. 27.

*Vocational education courses.*

Faculties offer vocational education in their field of study in accordance with the decision of the University Council. The Vocational Education Coordinator shall, in collaboration with the Vocational Education Committee and the Executive Board initiate the establishment of general rules for teaching and teaching methods which the University Council confirms.

Courses shall be taught that are counted as credits, but a full study line in a school year shall generally correspond to 60 course credits (FEIN) and reflect the complete study schedule of the student. The University Council shall establish general rules for the evaluation of courses in the form of credits.

Requirements may be set for students that they complete their studies during a particular school year before they will be permitted to commence studies in the next study year of their studies, and the students shall be notified of such arrangement.

The maximum time frame for a specific study line at the University shall correspond to 50% in excess of the expected normal term of study, but the Vocational Education Committee may however provide exemptions from these provisions in special cases.

Art. 28.

*The academic year.*

The academic year lasts from 15 August until 14 August the following year.

The academic year is divided into two teaching semesters that can be divided up into two teaching terms, the earlier and the later teaching terms in the fall and in the spring. The autumn semester shall be concluded at the latest by December 21<sup>st</sup> and the spring semester shall begin at the earliest on January 3<sup>rd</sup>. At the same time there are some curriculum-bound courses taught during the summer. As a general rule teaching shall not take place on Wednesday before Maundy Thursday or during public holidays. The University Council may decide to waive teaching on other

days than those specified here. The University Council shall affirm, with necessary reservations, no later than in February of each year, the university calendar for the coming academic year.

Art. 29.

*The curriculum and course catalogue.*

The University Council shall affirm, with the necessary reservations, and no later than in February of each year, the University calendar for the coming academic year.

A course catalogue shall be published annually for the whole University with an overview of courses that are taught during the relevant academic year according to the current curriculum. The Office of Teaching and Learning is responsible for preparing the curriculum and the course catalogue after having obtained the confirmation of the Faculties, and it shall contain the names and numbers of all courses, a short description of the contents of each course, including a definition of the knowledge, skills and qualifications that the students are intended to possess by the end of the course. At the same time these shall specify, as the case may be, the requirements for the pre-requisites and principal components of a course assessment as well as further information about the persons responsible, course assessment and reading material for the relevant course and which language is used in teaching.

Art. 30.

*Students – enrolment in university courses.*

Anyone who has completed a matriculation examination from an Icelandic secondary school, or an equivalent examination and who otherwise fulfils admission requirements to education programmes can apply to register for university studies at the University by paying registration fees.

The University may however, according to law, allow the enrolment of other students if requirements are met, cfr. Art. 18 of Act No. 85/2008 on Public Universities.

The Rector is responsible for the enrolment of students for university studies, but the University Council may establish further rules concerning the enrolment of students, cfr. Art. 18 of Act No. 85/2008.

The University Council shall, after having obtained recommendations from the Faculties, confirm rules for the registration of students wherein there are further provisions regarding the admission requirements to the relevant education.

The registration of new students usually takes place during the months of March and until the beginning of June, but the registration of other students is from 1 - 30 April every year. The registration of students who request transfer from foreign universities shall in general be completed by 1 May.

A request for the registration of a new student must be accompanied by a photocopy or a certified copy of a matriculation certificate and other credentials that may be further provided for by the Faculty.

The registration fee covers a whole school year, but those students who receive permission to begin studies in the spring term have to pay half of the registration fee. Graduate students who are enrolled in joint studies with the AUI and another university (so-called "joint Ph.D degree" or "joint M.Sc. degree") pay half registration fee for a whole school year.

The registration fee shall normally be the same as in other public universities in Iceland.

The University Council may however decide another registration fee amount.

Courses held by the University are intended for students who are registered in the university and in partner universities in accordance with agreements thereto. The courses are however open to other students with the approval of the Tutor or according to further rules established by the University Council.

Students do not have the right to undergo examinations unless they meet the requirements for admission to the university, and have paid the registration fee, are registered in the relevant course/s and meet the requirements which the Tutor for the course sets for the right to undergo examinations.

The University Council shall, after having obtained a statement from the AUI student association, establish rules for the rights and obligations of students of the university, including their right to appeal within the University.

The Rector may give a student a warning or may expel the student temporarily or fully if the student is in violation of university rules, but the conditions for this, the procedure and the student's right to appeal is subject to the provisions of Art. 19 of Act No. 85/2008.

The enrolment in masters degree studies and Ph.D. studies is subject to rules for masters-degree studies and Ph.D. studies.

#### Art. 31.

##### *Students – enrolment in vocational education courses.*

A person who fulfils admission requirements for vocational education courses may apply for admission to study at the University by paying registration fees.

The University may however permit the enrolment of other students if requirements are met, e.g. through a real competence evaluation.

The Rector is responsible for the enrolment of students in vocational training courses, but the University Council may establish further rules concerning the enrolment of students, cfr. Art. 18 of Act No. 85/2008.

The University Council shall after having obtained recommendations from the Faculty confirm rules for the registration of students wherein there are further provisions regarding the admission requirements for the relevant education.

The registration of new students usually takes place during the months of March and until the beginning of June, but the registration of other students is from April 1 - 29 every year.

A request for the registration of a new student must be accompanied by a photocopy or a certified copy from the relevant secondary school and other credentials that may be further required by the Faculty.

The registration fee covers a whole school year, but those students who receive permission to begin studies in the spring term have to pay half of the registration fee. The University Council determines the annual amount of the registration fee.

Courses held by the University are intended for students who are registered in the university and in partner universities in accordance with agreements thereto. The courses are however open to other students with the approval of the Tutor or according to further rules established by the University Council.

Students do not have the right to undergo examinations unless they meet requirements for admission to the university and have paid the registration fee, are registered in the relevant courses and meet the requirements which the Tutor for the course sets for the right to undergo examinations.

The University Council shall, after having obtained a statement from the AUI student association, establish rules for the rights and obligations of students in the university, including their right to appeal within the University.

The Rector may give a student a warning or may expel the student temporarily or fully if the student is in violation of university rules, but the conditions for this, the procedure and the student's right to appeal is subject to the provisions of Art. 19 of Act No. 85/2008.

#### Art. 32.

##### *Study admission – vocational education.*

Faculties may establish rules that make it obligatory for students to participate in practical exercises, vocational education and professional exercises.

Art. 33.

*Course assessment.*

The arrangements for tests or other course assessment at the University are provided for in the Act of Law and the Regulations for the University, cfr. Art. 21 of Act No. 85/2008 and Art. 30 of the Act on secondary schools No. 92/2008.

Art. 34.

*Examination degrees.*

The examination degrees that the University may award are provided for in Acts of Law, cfr. Chapter III of Act No. 63/2006, Articles 22 & 23 of Act No. 85/2008 and Articles 17 & 19 of Act No. 92/2008. The University Council shall establish further rules for examination degrees and guidelines regarding evaluation of education from other schools, after having received comments from the relevant organisational units or Faculties of the University.

CHAPTER VIII.

**General overview over the operation of the University.**

Art. 35.

*Cooperation within the University and collaboration with other universities, schools and institutions.*

The University's organisational units shall collaborate closely by sharing human resources, equipment and facilities and other infrastructure in order to obtain the goals of efficiency in operational activities and for that purpose the staff's job responsibilities may be utilized among organisational units or within the University in general.

The University and the Faculties shall for their part consult and collaborate with other schools and institutions in order to utilize in the best possible manner the available human resources and available source materials and contribute in an efficient manner to more diverse educational options.

An agreement should be sought with collaboration partners concerning mutual accreditation factors. Besides that the University is also authorised to enter into partnership agreements with other institutions that are connected with the University's field of activity with respect to teaching, research and the hiring of staff.

Partnership agreements may provide for the employees of collaborating institutions that have teaching responsibilities at the University, but who perform their research obligations at a collaborating institution, are entitled to have a selection committee evaluating their qualifications to hold an academic position there. They will then enjoy comparable rights and perform comparable duties as assistant professors/lecturers, associate professors, or professors as the case may be, despite them being hired by another institution, all according to what is provided for in law, regulations and collective agreements.

The University Council may establish rules for promotion for those staff members of partnership institutions who are obligated to teach at the university in accordance with rules for promotion that apply to its other teachers.

#### Art. 36.

##### *Public relations and continuous education.*

The University shall make efforts to be involved in providing education for the public and to provide services to society on the basis of its knowledge.

The University can provide continuing education and re-training in those sciences that are taught at the University.

At the same time lecturers are encouraged to acquire continuing education and research training.

#### Art. 37.

##### *Quality management.*

The University must regularly perform a self-evaluation procedure concerning its internal functioning in addition to having an external evaluation made with continuous improvements in mind, in consistence with the provisions of law concerning this, cfr. Chapter IV of Act No. 63/2006 and Chapter VII of Act No. 92/2008 and consistent with the areas of emphasis determined by the Quality Council for Icelandic Universities.

The Committee to ensure quality and the quality manager perform the day to day oversight of the University's quality-control system, its supervision and corrective action, but the Rector is ultimately responsible for the quality-control system.



The University Council may further regulate quality control measures.

Art. 38.

*Financial affairs.*

The financial affairs of the University and its fee charging provisions are subject to the provisions of Articles 24-26 of Act No. 85/2008 on Public Universities.

Art. 39.

*The University's Annual General Meeting.*

Every year the Rector shall summon an open annual meeting where the financial status and the main points of the university's operating plan are introduced. The meeting must be announced on at least two weeks' notice.

Art. 40.

*The Annual Report of the University.*

The Rector is in charge of the publication of the University's annual report for each calendar year.

The annual report shall discuss the operation of the University, its institutions and funds, the allocations of the University's funds, the vision for the future as well as the issues of students in general.

CHAPTER IX.

**Entry into force.**

Art. 41.

*Entry into force.*

The present Regulations, which have been published in Section-B of the Government Gazette, have been commented on by the staff, and have been confirmed by the University Council of the Agricultural University of Iceland, enter immediately into force. At the same time, these regulations shall replace the Regulations for the Agricultural University of Iceland No. 615/2018 and Regulations for the University Council and the Rector of the

Agricultural University of Iceland No. 977/2014. The Regulations will also be accessible on the University's website, same as other rules and regulations passed by the University Council.

*Approved by the University Council of the Agricultural University of Iceland on 30 March 2020.*

*If there is a difference between the Icelandic and English version, the Icelandic version is the valid.*

**Ragnheiður I. Þórarinsdóttir** Rector.

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