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I. TEACHING

Faculties are the basic units of the University of Iceland; they and the schools are responsible for teaching. Certain central regulations apply to teaching at the University, but individual schools must establish general rules on teaching, teaching methods and assessment, setting out clear objectives for the quality of teaching and learning.

Lectures, practical exercises, courses and examinations are intended for registered students, but teaching staff may allow others to attend lectures, unless the faculty states otherwise. The [University course catalogue](#), to be published no later than February/March of each year and accessible on the University website, shall outline the organisation of study, course material, teaching methods and assessment. The course catalogue is divided into chapters, by school and faculty, and includes most of the essential information about programmes and courses; various information is also available on the home pages of individual schools and faculties on the University website. All students are therefore advised to check the University website regularly, particularly material relating to their faculty or department. All changes to the published course catalogue must be announced no later than the beginning of the semester.

An advisory teaching committee shall operate within each school, made up of the heads of the study committees of individual faculties within the school (one from each faculty), along with one student representative. The school teaching committee shall oversee the making of teaching policy within the school, organise a forum for students and instructors to discuss teaching, and handle other tasks with a view to improving teaching and learning.

Advisory study committees may operate within each faculty, made up of students and instructors in equal numbers. The role of these committees is to discuss proposed course material for each subject and to write statements and proposals on the organisation of programmes and teaching arrangements in the subject. Faculties shall further determine the number of study committees and their role.

(For further details see Articles [23](#) and [54](#) of the Regulation for UI no. 569/2009.)

1) Books and other reading material

Instructors should submit a list of set texts to Bóksala stúdenta and the National and University Library of Iceland two months before teaching begins, when possible. Instructors should also publish a syllabus and reading list in the UI learning management system (Canvas). When uploading copyrighted material to the learning management system, the instructor must specify the scope of the material. Books, photocopies and academic articles on the reading list should be accessible by the time they are to be used.

(Good practice with reference to Article [23](#) of the Regulation for UI no. 569/2009.) [Agreement between the Ministry of Education and Fjölís](#)

2) Exam material

If a list of exam material does not appear on the reading list, ideally it shall be provided to students at the start of the course. If it is necessary to add or remove reading material, students must be informed well in advance.

(Good practice with reference to Article [23](#) of the Regulation for UI no. 569/2009.)

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3) Class attendance

Students shall be responsible for whether or not they attend class. University faculties may set rules about obligatory attendance for individual courses, exercises, practical training or field work. They may also stipulate that attendance and participation in class count towards course assessment. Faculty rules must appear in the course catalogue. If participation is obligatory for a course or part of a course, the same rules concerning absence apply as to exams.

(For further details see: Articles [48](#), [54](#) and [57](#) of the Regulation for UI no. 569/2009 and Section 25 of this Code of good practice.)

4) Student behaviour in class

Students at the University of Iceland must refrain from any behaviour which is dishonourable or disreputable or likely to bring discredit upon their studies or the institution. Students must arrive punctually to class, behave with courtesy and tact, and comply with the instructions of teaching staff, concerning, e.g. the use of computers and phones. Students, as well as others at the University, are required to treat classrooms and other University rooms with respect. Consumption of food or drink is only permitted in break rooms and cafeterias. Particular attention is drawn to the fact that smoking is not permitted inside University buildings.

(Good practice, see in particular [Article 19](#) of the Act on Public Higher Education Institutions, [Article 51](#) of the Regulation for UI no. 569/2009, the general [code of conduct for use of University of Iceland buildings](#) and the Tobacco Control Act no. 6/2002.)

5) Office hours

During the semester, students should have ready access to teaching staff, either during advertised office hours or by appointment.

(See Article 6 of Regulation no. [1096/2008](#).)

6) Teaching evaluation surveys

An online survey is conducted each semester in order to collect student feedback on teaching and courses. This evaluation is part of the quality assurance procedures for teaching and courses. The teaching evaluation survey should be held over two weeks during the last three weeks of teaching in the semester and take approximately 10 to 15 minutes to complete. The teaching evaluation survey appears automatically when a student logs in to Uglá.

Personal data is protected when processing responses to the survey, but the main results are published publicly.

Students must answer questions honestly and may not discuss responses to the survey amongst themselves.

Mid-semester surveys are conducted in October and February. These shall include two open questions about what has been successful and areas for improvement. Students are also asked to give each course a grade on the scale of 1–10. The purpose of the survey is to give teaching staff the opportunity to react immediately to student comments.

(For further details see Article [24](#) of the Regulation for UI no. 569/2009 and the [rules of procedure](#) on teaching evaluation surveys at UI and their processing, approved by the University Council 8.4.2010.)

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7) Essay writing and turning in assignments

Students will complete assignments and essays in accordance with the instructions of teaching staff. Students are strictly prohibited from using the intellectual property of others in essays and assignments, unless sources are cited in line with recognised academic practice.

Students are entitled to clear instructions from teaching staff concerning the completion and returning of assignments. Faculties may furthermore establish general standards in this area, of which students shall be informed.

Teaching staff may decide which assignments are checked for plagiarism, such as final theses or shorter essays for courses, and/or during the writing process before the final draft is produced, with or without the involvement of students. Teaching staff may also allow students to review their own essays with regard to the use of sources. The plagiarism checking tool [Turnitin](#) is used at UI.

Final theses must be uploaded to *Skemman*, an electronic database of university students' final theses, overseen by the National and University Library of Iceland.

(Good practice, see Article [54](#) of the Regulation for UI no. 569/2009 and the [UI course catalogue](#). See also specific faculty and school rules regarding final theses and assignments, such as the [rules for BA theses in the School of Humanities](#). See also [rules for submission of final theses](#).)

8) Disability services in teaching, learning and exams

Disabled students at the University of Iceland or those with specific learning difficulties affecting their studies are entitled to certain services in accordance with Regulation no. 481/2010 on disability services for students at the University of Iceland. Students requiring such services should contact the University Student Counselling and Career Centre.

(For further details see [University of Iceland policy on disability rights](#), [University of Iceland policy against discrimination](#) and [Regulation no.481/2010 on disability services for students at UI](#))

II. EXAMS

Exams are intended for registered students and may be oral, written or practical. Registering for a course also registers a student for the exam, regardless of whether assessment is through a written or oral exam, practical exercises, assignments or an essay.

Students must present photo ID at exams to prove that they have the right to sit the exam. Teaching staff are responsible for assessment and exams, but each faculty shall determine how exams are organised in accordance with the law and University regulations. Exams should cover as wide a selection of the exam material as possible.

Only a head of faculty can change an advertised exam date, having first consulted with the director of exams and obtained the written consent of all those registered in the exam.

(For further details see Articles [48](#), [56](#) and [58](#) of the Regulation for UI no. 569/2009)

9) Information about assessment and exams

The general methods of assessment and examination shall appear in the course catalogue. Further details, where appropriate, shall be included in the syllabus provided at the beginning of the course. The same applies to the weighting of practical components, essays, oral exams etc. for the final grade.

(For further details see Article [23](#) of the Regulation for UI no. 569/2009 and the specific rules and protocols at individual faculties.)

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10) Discussion periods before exams

Teaching staff should ideally finish the course with a discussion and Q&A session shortly before the exam.

11) Registration for courses and exams

Teaching and exams must be organised well in advance. It is therefore important that students are careful and responsible when registering for courses and exams. Full-time students generally complete 60 ECTS per academic year, i.e. 30 ECTS per semester, and study programmes are organised around this system. Students may register for up to 40 ECTS each semester.

(For further details see Articles [48](#), [53](#) and [56](#) of the Regulation for UI no. 569/2009.)

12) Exams periods and withdrawal from exams

General final exams are held from 23 November to 13 December, and from 15 April to 12 May, as further determined by individual faculties in consultation with the director of exams.

Students can withdraw from an exam online, or by emailing Student Registration, no later than 10 September for exams in the autumn semester, 1 February for exams in the spring semester and no later than 24 hours after publication of the makeup exam timetable. Courses taught only for a specific part of the semester may have separate deadlines for withdrawal from exams, as further determined by the director of exams in consultation with the faculty. In this case, the deadline should appear in the course catalogue. If students do not withdraw by the deadline, they are considered to have confirmed registration for the exam. Registered students are marked as absent if they do not attend the exam, which amounts to a failing grade.

(For further details see Articles [56](#) and [57](#) of the Regulation for UI no. 569/2009.)

13) Right to sit an exam

Exams are intended only for registered students. Invigilators must make sure at the start of the exam that everyone present has the right to sit it, i.e. is on the list of people registered for the exam. Invigilators are authorised to ask unregistered students to leave the exam room.

(For further details see Article [48](#) of the Regulation for UI no. 569/2009 and the [UI course catalogue](#).)

14) Seating plans in exam rooms

The exam timetable shall be published on the University website and in Ugla. Information about the location of exams shall be published in Ugla well in advance. Students are directed to specific seats in exam rooms according to numbers, which are individually accessible in Ugla the day before the exam. Assigned seats shall also be specifically noted on the list of registered students for each exam on the day that it takes place. No student may sit an exam in a seat other than that assigned in advance. Students must present photo ID at the exam.

(For further details see Article [58](#) of the Regulation for UI no. 569/2009 and the [UI course catalogue](#).)

15) Written exams

The weight of questions should generally be noted on the exam paper. Ideally the structure of the exam paper should be briefly explained at the start of the exam, particularly if the paper is several pages long, contains many different sections or if the

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weight of questions is unequal. This ensures that students will realise if their exam paper contains any errors.

Instructors (or their proxies) should ideally attend written exams for which they are responsible, and be available for the duration of the exam. If an instructor becomes aware of a general point of confusion among the students in an exam, they should ideally explain it out loud to everyone, if circumstances permit. It is recommended that students be informed in advance if neither the instructor nor a proxy will be attending the exam. Instructors shall not attend competitive exams.

If an error in an exam paper is discovered, which cannot be corrected easily in the exam room, instructors must increase the weight of other components. This also applies if the relevant instructor is not available.

[Exam rules](#) shall appear on the inside cover of exam booklets and students must follow these rules.

(Good practice, see e.g. the records of the University Council 11 November 1993.)

16) Oral and practical exams

An external examiner shall be present for oral exams, but written and practical exams will be assessed solely by the relevant instructors, unless the faculty decide otherwise.

(See Article [59](#) of the Regulation for UI no. 569/2009.)

17) Exam numbers and student numbers

Students shall label written exam papers with their exam number, which is the same as the student number allocated to each student by Student Registration. Faculties may set [rules for exemptions](#) from this general requirement. Grades may be published under these numbers.

(See Article [58](#) of the Regulation for UI no. 569/2009.)

18) Return of grades

Grades shall be published no later than two weeks after the exam. If assessment involves something other than a written or oral exam, the marking deadline is based on the submission deadline for the essay/assignment, or the date on which the assessment takes place.

Students can access their academic transcript with grades and various certificates in Ugly, under My Ugly. The Service Desk in the University Centre can also provide academic transcripts to students who present ID.

(For further details see Articles [58](#) and [60](#) of the Regulation for UI no. 569/2009 and [Article 10 of the Regulation for UI no. 244/2014](#))

19) Grades

One grade is awarded for each course (course number). When a course has more than one assessment component, e.g. a written exam, practical exercises, essays, reports etc., the grade for the course is the weighted average of all assessments. Faculties may, however, require students to achieve a minimum grade in each individual assessment. If a course has more than one assessment component, students will be told what grade they achieved for each component. Instructors shall record grades for each assessment in Canvas, but upload the final grade to Ugly where the student will be able to see it as soon as all grades for the course have been added.

(For further details see Articles [56](#), [60](#) and [61](#) of the Regulation for UI no. 569/2009 and the specific rules and protocols at individual faculties.)

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20) Explanation for grades

Students have the right to receive an explanation from the instructor of how their written exam papers were assessed, if requested within fifteen days of grades being published. Instructors may hold a presentation for all students in a course to explain how written exam papers were assessed.

(See Article [59](#) of the Regulation for UI no. 569/2009.)

21) Appointment of external examiners

External examiners are appointed in advance for a three-year period for competitive exams. Furthermore, one external examiner shall be present at any oral exam. Written exams are assessed solely by the relevant instructors, except if an external examiner has been appointed in advance, see also item 22. The school dean shall appoint external examiners after receiving proposals from University faculties.

(For further details see Article [59](#) of the Regulation for UI no. 569/2009.)

22) If a student or instructor requests an external examiner

If a student who has failed an exam does not accept the instructor's assessment, the student may contact the relevant faculty head. An external examiner shall then be appointed in each case. An instructor, or the majority of students in a course, if they believe there is particular reason to do so, may also request that an external examiner is appointed for an individual exam. The assessment of an external examiner appointed after the instructor has awarded a grade may result in the student's grade being adjusted up or down, when weighed against the instructor's assessment. However, this does not apply to cases where an external examiner was appointed retroactively at the request of the instructor. In those circumstances, the external examiner's assessment can only result in a higher grade, if applicable.

(For further details see Articles [59](#) and [60](#) of the Regulation for UI no. 569/2009)

23) Division of responsibilities between instructors and external examiners

The instructor and the external examiner, if one is appointed, shall each assess the exam paper individually. Each shall award an independent grade for the exam paper, both of which shall apply equally in the final grading. The role of an external examiner brought in after the instructor has awarded a grade, is restricted to reviewing exam papers for that particular exam. In these circumstances, the external examiner will not review the structure of the exam in terms of the course material.

(For further details see Article [60](#) of the Regulation for UI no. 569/2009.)

24) Resitting an exam

Students may sit an exam twice for each course. If students fail an exam, leave after the start of the exam or fail to attend an exam without accounting for their absence, they may sit it the next time a general exam is held for the course, within a year at the latest. If they then fail the exam, leave or fail to attend without accounting for their absence, they shall have lost their right to sit it again.

Faculties may, in consultation with the director of exams, arrange special resit exams for individual courses. Resit examinations of this kind are intended only for students who have previously sat an exam for the course in question; they shall be held in conjunction with makeup exams, as further determined by the director of exams. Resit exams will be announced before the end of January and before 25 May. Faculties may furthermore, in

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consultation with the director of exams, hold resit examinations in individual courses when a student has the chance of graduating at the next graduation ceremony if they pass the exam.

Students may also resit exams they have passed, within a year of passing, if an exam for the same course is held within this timeframe. Once the student starts the second exam, results from the first become invalid. Separate rules apply to competitive examinations.

(For further details see Article [57](#) of the Regulation for UI no. 569/2009 and the specific rules and protocols at individual faculties.)

25) Illness during exams

If a student is ill and therefore unable to attend a final exam, the student must notify Student Registration by email (nemskra@hi.is) within three days of the exam date. The email must include the course name and number, as well as the student's name and ID number. The same applies if a student's child is ill. The exam date itself is not included in the time allowed to report the illness. If the deadline falls on a weekend or public holiday, the student must report by the next working day at the latest.

If a student falls ill during an exam, the student must inform an invigilator, who shall make a note of it on the exam paper. The student should then notify Student Registration of their illness by email that same day. The email must include the course name and number, as well as the student's name and ID number.

Interim and mid-semester exams are organised in various ways and makeup exams are not always an option. Students must follow the rules set by the instructor.

(See the [UI course catalogue](#).)

26) Makeup and resit exam period

The makeup and resit exam period for the autumn semester is up to seven days following the general exam period in December each year. The makeup and resit exam period for the spring semester is up to seven days following the general exam period in May and early June each year. In exceptional circumstances, faculties may, subject to the agreement of the director of exams and the relevant school board, decide that makeup and resit exams for individual courses in the autumn semester will take place following the spring general exam period rather than in the autumn. This must have been decided by the time teaching starts in the autumn semester. However, a makeup exam must be held if the student has the chance of graduating at the next graduation ceremony.

(See Article [56](#) of the Regulation for UI no. 569/2009.)

27) Entrance exams and competitive exams

Entrance exams or competitive exams are held in some faculties where a predetermined number of students are accepted into a programme each year.

There are specific rules that apply to these exams, published separately on the University website. As a general rule, it is not possible to resit entrance or competitive exams and results are valid for each individual attempt. Makeup exams may be held for competitive exams.

(For further details see [Regulation no. 153/2012 on restrictions on the admission of students to certain subjects](#), specific faculty rules and Article 56 of the Regulation for UI no. 569/2009).

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28) Mode of education

Some faculties offer certain courses or programmes as distance learning, online learning, self-learning and blended learning, as well as traditional on-campus learning. The same rules apply to all modes of education.

29) Distance exams

Distance exams may be held in adult education centres. The centre's managers are responsible for receiving, copying (if applicable) and posting the exam papers, and for holding the exam itself. Distance exams must always be authorised by the relevant faculty and instructor. The same rules apply to distance exams as to exams held on the University of Iceland campus.

The Distance Exam Centre (fjarprof@hi.is) oversees distance exams in consultation with the director of exams. Exams shall not be held outside the University or adult education centres unless a distance greater than 50 kilometres and a mountain road separates a student from the exam location. Applications for exams to be held outside of Iceland are invalid unless accompanied by a written statement from a reliable party (e.g. an employee of an educational institution or embassy), who will manage invigilation and take responsibility for exam papers. Exam candidates are responsible for finding someone to take on this role. The person who will oversee the exam must be approved by the Distance Exam Centre.

30) Misconduct in exams and assignments

Students caught behaving improperly in an exam shall be asked to leave and may lose the right to sit exams for other courses during the exam period. The University of Iceland imposes heavy disciplinary sanctions for misconduct in exams. As well as losing the right to sit further exams, the student in question may be formally reprimanded or expelled from the University, on a temporary or permanent basis, see item 34. The same applies to misconduct in course assessments other than written or oral exams, for example if students submit an assignment passing off AI-generated text or another student's work as their own, or reuse their own work without disclosing that they have done so.

(For further details see Article [19](#) of the Act on Public Higher Education Institutions no. 85/2008 and Articles [51](#), [54](#) and [58](#) of the Regulation for UI no. 569/2009.) Also [information about artificial intelligence](#).)

31) Access to old exam papers

Generally students can access papers for exams at the University of Iceland after the examination process is fully complete. In exceptional circumstances, requests for access may be denied. Instructors shall determine how access to old exam papers is provided. Instructors may decide to provide old papers themselves, or to upload them to an archive of old exam papers accessible on the course web. If the instructor's decision is not stated in the instructions on the implementation of the exam, the paper will be uploaded to an archive.

(See the [Information Act no. 140/2012](#).)

III. STUDENT COMMUNICATION CHANNELS

Governance of the University Iceland is the responsibility of the University Council and the rector. University administration operates under the authority of the rector and the University Council. Schools are the primary organisational units of the University of Iceland and are divided into faculties, which are the basic academic units of the

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University. Governance of faculties is in the hands of the faculty meeting, the faculty council where applicable, and the head of faculty. Faculties may be divided into departments. There are various channels through which students may influence decisions taken by these bodies. Students shall have representatives on the faculty teaching committees and study committees, the University Council committees, at departmental meetings, faculty forums, faculty council meetings, on the school boards and on the University Council. Student representatives also sit on the University Forum, which is a collegial forum for the University community.

Each school shall operate administrative and support services, but the school board will address central school matters. The dean of a school governs day to day operations and acts as its academic leader and spokesperson within and outside of the University.

The faculty meeting, chaired by the head of faculty, is the most senior decision-making body of each faculty. The head of a faculty is the academic leader of the faculty and is responsible, in consultation with the school dean, for shaping faculty policy, the organisation of studies and the quality of teaching and research.

The director of the Division of Academic Affairs shall oversee and supervise central matters pertaining to teaching, exams and student registration

32) Procedures for student complaints and appeals

If students believe that their rights have been infringed, in relation to teaching, exams, assessment, grading, evaluation of progress or anything else pertaining to teaching and examinations, they should contact the faculty head in writing. They must clearly outline the issue, their claim and any supporting arguments. If the matter involves the relationship between the student and academic supervisor during work on a final thesis, the faculty head shall attempt to resolve the dispute as soon as possible. A new academic supervisor will only be appointed in exceptional circumstances.

The faculty head shall address the issue as quickly as possible, generally producing a ruling within two months of receiving the complaint. If the matter is serious and expected to take longer to resolve, parties involved shall be notified and informed of when to expect a ruling. The faculty head shall provide a formal response to the student's complaint, whether it involves a ruling on the student's rights or obligations, as defined in the Administrative Procedures Act no. 37/1993, or otherwise concerns teaching or the student's exams. The faculty head is always authorised to seek the opinion of the faculty meeting on the issue, in which case the procedure and ruling should be consistent with the provisions of this Article.

If students do not accept the final ruling of the faculty head regarding their rights or obligations, they may refer the matter to the [University of Iceland Complaints Committee for student issues](#), see Article 7 of the Regulation for UI. The Complaints Committee shall rule on the student's rights. If a student contacts the faculty head with a matter that cannot be resolved with a final ruling on the student's rights or obligations, the student may ask the Complaints Committee to determine whether the faculty head has handled the complaint in accordance with relevant legislation and best administrative practice. Neither the faculty head nor the Complaints Committee will reassess exam papers or review the professional conclusions of instructors or external examiners.

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If an applicant for a graduate programme is rejected, they may refer this decision to the Complaints Committee. This does not apply to applicants rejected for an undergraduate programme, see paragraph 7, Article 47 of the Regulation for UI. A case may not be referred to the Complaints Committee until the final ruling or opinion of the head of faculty has been issued or three months have passed since the faculty head was first notified in writing.

Rulings of the UI Complaints Committee for student issues may be referred to the Board of Appeal to deal with higher education institution student complaints, see Article 20 of the Higher Education Institutions Act no. 63/2006.

(See Article [50](#) of the Regulation for UI no. 569/2009.)

33) The Board of Appeal to deal with higher education institution student complaints

The Board of Appeal to deal with higher education institution student complaints operates in accordance with Article 20 of the Higher Education Institutions Act no. 63/2006. If students believe that the University of Iceland has infringed their rights in relation to teaching, exams, assessment, evaluation of progress, the handling of an application for a programme etc., they may refer the case to the Board of Appeal. The Board of Appeal will not reassess exam papers or review the professional conclusions of instructors, evaluation committees or external examiners. Cases cannot be referred to the Board of Appeal before the University of Iceland Complaints Committee has issued a ruling, or three months have passed since the complaint was first submitted in writing to the Complaints Committee. Students shall be informed of their right to appeal when rulings are issued.

Applications for rulings from the Board of Appeal shall be submitted in writing, clearly outlining the details of the case, the student's claim and any supporting arguments. For further details and the email address of the Board of Appeal, see the [Government of Iceland website](#).

(For further details see [Article 20](#) of the Higher Education Institutions Act no. 63/2006 and paragraph 2, Article [50](#) of the Regulation for UI. See also rules for the Board of Appeal to deal with higher education institution student complaints, no. [1152/2006](#).)

34) Student rights and obligations and disciplinary sanctions

Students at the University of Iceland must refrain from any behaviour which is dishonourable or disreputable or likely to bring discredit upon their studies or the institution.

If a student is suspected of the behaviour described in paragraph 1, or if a student is found guilty of breaking the law or the rules of the University, the student's faculty head shall be alerted to the matter. In the case of an offence liable to affect the student's grades, only the relevant instructor can make such a decision. However, the faculty head shall oversee the handling of the matter, in consultation with the instructor. If the faculty head is alerted to such a matter, see paragraph 1, the student shall be notified immediately and given a suitable amount of time to make a statement, in writing where appropriate, providing this is not evidently unnecessary. Taking the student's response into consideration, a decision will be made on whether or not the student has broken a rule and the effect this shall have on the student's grades, where applicable. The student shall be informed of the faculty's decision in writing. At the same time, the faculty head shall

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forward the matter to the school dean as soon as possible for a verdict regarding disciplinary sanctions, see paragraph 3, Article 19 of the Act on Public Higher Education Institutions no. 85/2008. There is no need to give the student further opportunity to comment at the faculty level. The notification sent to the school dean shall describe the alleged offence.

If the student is found guilty of misconduct, see paragraph 1, or of behaviour in violation of the Act on Public Higher Education Institutions no. 85/2008 or rules set in accordance with that Act, the dean of the school at which the student is registered shall process the case. Depending on the gravity of the offence, the student may be formally reprimanded, suspended or permanently expelled from the institution. Before the decision is made to expel a student, the student shall be given an opportunity to present a statement on the matter. Students may refer the dean's decision to the Board of Appeal to deal with higher education institution student complaints, see the Higher Education Institutions Act no. 63/2006. If an appeal is made, execution of the dean's ruling will be deferred.

The rector may, after a reasonable length of time, authorise a student who has been permanently expelled to enrol again at the University if circumstances have changed. In such cases, students may refer a rejection from the rector to the Board of Appeal.

(See [Article 19](#) of the Act on Public Higher Education Institutions and Article [51](#) of the Regulation for UI no. 569/2009.)

"Pamphlet on working practices in teaching, study and examination at the University of Iceland"

Originally published January 1996 in collaboration with the University Council academic affairs committee, the University of Iceland Division of Academic Affairs and the University of Iceland Student Council.

These rules of procedure were updated in 2002 and again in 2006, in consideration of amendments to the legislation, regulations, organisation and development of teaching practices.

A revised edition, adjusted for the new legislation and regulation was approved by the University Council 10 April 2014 and again 4 September 2025.