

REGULATIONS

on Doctoral Studies at the University of Iceland's School of Social Sciences

CHAPTER I

General regulations at the School of Social Sciences

Article 1

Doctoral studies at the School of Social Sciences

The School of Social Sciences offers doctoral programmes in fields where faculties deem that the necessary facilities and expertise are available, as faculties are authorised to offer such studies as stipulated in the articles of chapter X in the University of Iceland's regulations, 569/2009. The aim of the doctoral studies is to provide doctoral students with scientific training and to prepare them for scientific work, including university teaching or research at research institutes; as well as other important work in society.

The regulations on doctoral studies at the School of Sciences are set in accordance with articles 47, 68, and 69 in the University of Iceland's regulations no. 569/2009 and guidelines and requirements on the quality of doctoral studies.

The University of Iceland's Centre for Graduate Studies oversees and ensures that the set standards and requirements for graduate studies at the University of Iceland are observed; as per article 66 of the University of Iceland's Regulations no. 569/2009. All information and data the University of Iceland's Centre for Graduate Studies requires must be handed in.

Article 2

The School of Social Sciences' Scientific Committee and the Faculties' Permanent Committees.

The School of Social Sciences' Scientific Committee oversees issues concerning the School's Doctoral Studies. The committee's role is primarily general policy making in matters concerning research based studies in the field of Social Sciences; as well as collaboration, provision of information, and other matters assigned to the committee by the faculties. The Head of the Scientific Committee is the school's liaison to the University of Iceland's Centre for Graduate Studies.

The Dean of the School of Social Sciences appoints the Science Committee and decides who heads it. Members on the Science Committee include representatives from all faculties and a representative from the Doctoral Students' interest group. The committee is appointed for a three-year period. The committee must alert the faculties in good time before the committee's appointment expires and request nominations.

The faculties shall vote a special Permanent Committee (committee for doctoral studies, committee for research based studies, science committee) that manages issues pertaining to doctoral studies and oversees it; including evaluating applications, supervision and processing of conflicts caused by

decisions made on the basis of Article 10. Faculties can set further rules on the work of the permanent committee.

Article 3 *Application Deadline*

The application deadline for Doctoral Studies is twice a year, usually 15 April and 15 October, and 1 February and 1 September for applicants from outside the EEA area. The school is authorised to accept application for doctoral studies at other times in particular circumstances.

Article 4 *Application Process*

Applications shall be submitted to the University of Iceland Registration Office in a specific on-line form accessible on the University website. The Registration Office sends the applications to the respective faculty after registering the data.

The application process is as follows:

- a) The Registration Office sends the application along with the attached documents to the respective faculty. The application must include confirmed copies of diplomas, curriculum vitae, two references, a preliminary draft of the research proposal, a statement on the applicant's academic abilities for the studies, project schedule on the applicant's abilities to dedicate her/himself to the studies, a request for a specific supervisor if applicable, and other required material as per instructions issued by the faculty in question.
- b) The faculty's administrative office reviews and registers applications and checks whether the required data is enclosed. The application is consequently put to the Faculty's Permanent Committee, which issues a written assessment. The committee must confirm that the formal requirements are met. Furthermore, the committee evaluates the preliminary draft of the research proposal and the student's prerequisites for doctoral studies. The permanent committee sends the application to the department for review if applicable. The permanent committee is furthermore, when appropriate, authorised to take into consideration rulings or departmental rules on the maximum number of doctoral students per supervisor. If an application for doctoral studies is declined by the faculty the decision must be accompanied by reasoning. The faculty's administrative office answers the applicant in writing and informs the Registration Office of the faculty's decision. Applications shall generally be processed and answered within six weeks from the application deadline, or alternatively the receipt of the application if it was accepted outside the deadline.
- c) The applicant shall enrol and register with the Registration Office. Registration and payment of the fee for the autumn semester must be made by 5 June, but by 30 November for studies in the spring semester.

- d) The faculty's administrative office preserves records of the doctoral student's application and the course of their studies.

Article 5

General Requirements for Acceptance

A student who has completed a First Class Master's degree or equivalent from the University of Iceland or another university may apply for admission to a doctoral programme in faculties of the School of Social Sciences. Furthermore, a doctoral student who has been studying at another university can apply for doctoral studies at the School of Social Sciences. The faculties set rules on evaluation of previous studies.

Applicants must, as a rule, have completed a Master's degree or equivalent with a First Class Grade.

Should a student intend to commence her/his doctoral studies immediately pursuant to his/her completion of a Master's degree, she /he may apply before the degree is completed, given that his/her current programme verifies that she /he is expected to complete the programme satisfactorily before the doctoral programme begins. However, no one can begin their doctoral studies prior to the completion of Masters Studies.

Individual faculties in the School of Social Sciences are authorized to set additional requirements to the admission criteria in Articles 1 and 2, as per stipulations in chapters 2 through 7 in these regulations.

Academic employees of faculties cannot be accepted as doctoral students at the faculty that employs them.

Article 6

Number of Credits and Duration of Studies

A doctoral programme at the School of Social Sciences consists of minimum 180 ECTS, doctoral thesis and sometimes doctoral courses. The faculty decides whether the doctoral courses are part of the studies as per chapters 2 through 7 in these regulations. The courses shall generally be completed in the first two years of the doctoral programme, or before 2/3 of the doctoral thesis is completed.

A doctoral programme at the School of Social Sciences is at least a three-year full time study. However, if the doctoral student enrols in part-time study the programme can take up to five years. A request for an exception from the time limits must be put to the Faculty's Permanent Committee and the department, when applicable. It may be decided that the student must fulfil current requirements for the doctoral programme, even though other rules were in place when she/he began her/his studies.

Article 7

Connection between Master's and Doctoral Programmes

A master's thesis may not be used as the foundation for the doctoral thesis. However, it is permitted to continue research in the same or related field of study. Courses at the undergraduate level (BA or equivalent) can never be used

as part of a doctoral student's coursework.

Article 8

Supervisor

A supervisor is appointed to each doctoral candidate at the onset of the studies. The supervisor carries out the same role and obligations as a supervisory teacher, as per University of Iceland's Regulations no. 569/2009. The supervisor must be a tenured lecturer (Professor, Associate Professor or Assistant Professor) at the University of Iceland. Only those who have completed their Ph. Degree, or equivalent, can be considered for supervision of doctoral candidates. Supervisors must be acknowledged specialists in the field in question and have published academic papers in publications of high academic standards. The Centre for Graduate Studies ratifies whether supervisors fit the frame of reference and quality requirements as per Article 66 of University of Iceland's Regulations no. 569/2009. Doctoral research must be in the field of the supervisor's expertise.

In certain instances a doctoral student may have two supervisors, a main advisor and a co-advisor. The main supervisor must always be a tenured lecturer at the University of Iceland, however, the co-advisor may work outside the University.

The role of the supervisor is to guide the doctoral student in her/his doctoral thesis and monitor the work. The doctoral candidate consults with the supervisor on writing the research proposal, organisation of the doctoral programme, selection of course, and other issues pertaining to the course of study.

Should the supervisor (or even the co-advisor) retire, the faculty endeavours to procure a new one. However, faculties are not obligated to find a new supervisor.

Faculties set further rules on co-operation and the role of supervisors, doctoral students and doctoral committees.

Article 9

Doctoral Committee: Appointment and Role

Once the doctoral student has submitted the research proposal in accordance with Article 10, a doctoral committee is appointed as per faculty regulations in chapters 2 through 7 in these regulations.

The doctoral committee is composed of the supervisor and two to four specialists in the academic field of the thesis. The supervisor heads the committee. At least one of the committee members shall be external to the faculty (preferably from another recognized university). The committee members must have expert knowledge in the doctoral candidate's field of research and have a Ph.D. Degree or equivalent. Once the doctoral committee has been appointed the Dean of School sends each member a letter of appointment along with information on the role of the committee as well as the pertinent regulations.

The role of the doctoral committee is to monitor that the progress of the studies is in accordance with the research proposal and study plan and ensure

that academic quality is maintained. The doctoral committee summons the candidate when presumed necessary during the course of the studies and submits the candidate to examination on her/his academic knowledge and research methods in the field or evaluates the studies.

The doctoral committee must provide the faculty with a well-founded estimation of whether the candidate is allowed to submit his/her thesis for doctoral defence. The faculty decides whether the doctoral thesis is acceptable to be defended.

10 Article

Organisation and Progress of Study

The doctoral candidate writes in consultation with the supervisor, a detailed research proposal; a schedule of academic progress, and study abroad (if appropriate). The study can only continue upon the committee's approval of the proposal.

The doctoral candidate is to honour the approved research proposal and the deadline for her/his studies. Doctoral candidates must submit an academic progress report on their studies on a special form by 15 June each year. The report must include a summary of the academic year and status of the doctoral thesis. Should there be any changes in the study progress or proposal, the student must include that in the report. The supervisor must attest to the doctoral candidate's study after each semester on a specific form. All forms and ordinances pertaining to the doctoral candidate shall be filed at the faculty's academic office as part of the student's academic record.

An approved proposal shall be submitted to the appropriate faculty office along with the doctoral committee's approval where it becomes a part of the student's academic record. If a doctoral candidate alters the research project, a new proposal must be submitted to the Faculty's Permanent Committee. Changes in the research proposal are subject to the approval of the doctoral committee and the Centre for Graduate Studies.

If the doctoral candidate's research proposal is deemed unacceptable according to the doctoral committee; the committee can give the student an extension of maximum six months to make ameliorations. The doctoral committee's remarks must be made in writing and include instructions on what needs to be ameliorated. Should the doctoral candidate ignore the committee's remarks it is considered a breach of study contract and that doctoral studies have been terminated. If the doctoral student believes that the doctoral committee's remarks are not well-founded he/she can request that the permanent committee discuss the matter and give a statement before the faculty decides on the progress of study. The permanent committee summons a specialist if necessary. The faculty shall seek the opinion of the doctoral candidate prior to its decision.

If the progress of study is substandard or a disagreement arises or any uncertainties in the doctoral committee or between the committee and the doctoral student, the matter is to be referred to the Faculty's Permanent Committee for reference. The faculty must consult with the parties in question before making a decision. Otherwise the stipulations in article 50 of the University of Iceland's Regulations no 569/2009 apply.

Article 11

Evaluation of Courses and other Accomplishments of Doctoral Students

Faculties can set a frame of reference when evaluating courses in doctoral programmes.

Article 12

Doctoral Thesis Requirements

The doctoral student concludes her/his research by writing a substantial thesis. The doctoral thesis must adhere to standards in scientific methodology and form an independent and authentic contribution to the creation of knowledge in the field in question. In principle the doctoral thesis forms an autonomous whole.

The doctoral thesis should not exceed 100 thousand words. The doctoral thesis should generally be in Icelandic or English, as per Article 14.

The doctoral thesis can be an integral collection of articles on one main field of research. In those cases the doctoral student must write a feature article covering all the main topics of the individual articles, summing up main conclusions; connecting the articles academically. Faculties set specific rules on the number of articles, publication requirements and how many must be peer reviewed, as per chapters two through seven in these regulations.

Article 13

Opponents

Opponents in the doctoral defence must be two independent parties who are not members of the doctoral committee. Opponents are chosen by the faculty after having received recommendations from the Faculty's Permanent Committee and a statement for the Centre for Graduate Studies. Only those with Ph.D degrees or equivalent may be considered as opponents at a doctoral defence in the School of Social Sciences. Generally both opponents shall come from outside the Faculty; preferably from another university or science research institute.

Article 14

Submission and Layout of Doctoral Theses

Once the doctoral candidate has completed the thesis the doctoral committee shall send a letter to the faculty stating that the thesis is ready for defence.

If the faculty considers the thesis ready for defence, it sends the opponents a well-prepared final manuscript at least three months prior to the scheduled defence. The opponents shall send the Dean of School a well-argued commentary within six weeks on whether they deem the thesis acceptable for doctoral defence as well as suggestions for alterations, if needed, and whether certain changes must be made before the doctoral defence can take place.

The precondition for a doctoral defence is that the candidate make

satisfactory alterations according to opponents' and supervisor's instructions. Should the candidate not accept the conclusions of the opponents and the supervisor, she/he can refer the case to the faculty, as per article 50 in the University of Iceland's Regulations no. 569/2009.

When submitting and finalising a doctoral thesis the candidate must follow the School of Social Sciences' procedure policies on the matter. The thesis must clearly indicate that the research is carried out at the University of Iceland, as well as the names of both the faculty and school. University funds and other parties that have sponsored the project must be named. Each doctoral thesis must include an abstract in both Icelandic and English. The doctoral candidate is responsible for printing and publication of the thesis, which must be completed three weeks prior to the defence. The doctoral candidate must submit at least 15 copies to the Faculty.

Article 15

Overview of Academic Record

Once a doctoral thesis is submitted, the student's academic records shall be submitted for the faculty and the Registration office to file and validate.

Article 16

Student Obligations

Rights and obligations of doctoral candidates are stipulated in the University of Iceland's Regulations no. 569/2009 and Rules on Academic Integrity.

Article 17

Doctoral Defence

The doctoral candidate shall defend the thesis in public on the day set by the faculty. The thesis is assessed and defended according to the rules of the University of Iceland on doctoral exams. No grades are given for doctoral thesis, as per stipulations in Article 61 in the University of Iceland's Regulations no. 569/2009. The School of Social Sciences sets further rules on the execution of doctoral defences.

Article 18

Academic Titles

A doctoral exam at the School of Social Sciences, following doctoral studies, according to these regulations results in the academic title *Philosophiae Doctor* (Ph.D.)

Article 19

Joint PhD's

Faculties are authorised to make agreements with other universities on

joint doctoral degrees, as per Article 62 in the University of Iceland's Regulations no. 568/2009. A formal agreement on the organisation of study of the student in question shall be made at the outset of the collaboration. The stipulations of these regulations apply as possible.

CHAPTER II

Faculty of Social and Human Sciences

Article 20

Science Committee

The Science Committee within the Faculty of Social and Human Sciences serves as the permanent committee as per the second article. Members on the science committee are representatives from each department and its chairman shall be the faculty's representative in the School of Social Sciences' Science Committee. The committee is elected at a faculty meeting. The faculty's doctoral students shall have one representative. The committee is appointed for a two-year term.

Article 21

Additional Requirements for Acceptance

In addition to the requirements for acceptance stipulated in the fifth article, a department can require that the doctoral candidate take up to 60 ECTS in coursework in consultation with the supervisor, if the student's basic knowledge in the research methodology, or the academic field, is considered lacking. These credits shall be completed before the research proposal can be accepted.

Article 22

Number of Credits and Duration of Studies

A doctoral programme at the Faculty of Social and Human Sciences consists of minimum 180 ECTS, doctoral thesis and 30 ECTS courses within the academic field of the doctoral research. Doctoral students shall take part in the doctoral programme's seminars in consultation with the supervisor.

Doctoral candidates who have completed both their undergraduate and graduate studies at an Icelandic university shall generally take at least one semester of the doctoral studies at a foreign university.

Article 23

Appointment of a Supervisor

The supervisor must be a tenured lecturer (Professor, Associate Professor or Assistant Professor) at the University of Iceland's Faculty of Social and Human Sciences.

Article 24

Appointment of the doctoral committee

A doctoral committee shall be appointed on the supervisor's recommendations and approved by the Faculty of Social and Human Sciences' Science Committee. One member of the doctoral committee should generally be from a foreign university or a foreign academic institution.

Article 25

Doctoral Thesis

The doctoral thesis shall be written in English unless there is a particular rationale for it being written in another language.

The doctoral thesis at the Faculty of Social and Human Sciences can be an integral collection of articles on one main field of research. In those cases the doctoral student must write a feature article covering all the main topics of the individual articles, summing up main conclusions; connecting the articles academically. A composite doctoral thesis shall include a minimum of four scientific articles. Furthermore, the doctoral candidate must be the first author of at least two of the articles and co-author of the other two. Two articles must have been approved for publication with or without provision of changes in accepted international peer reviewed journals in the academic field in question. The doctoral candidate must be the first author of at least one of the two articles that have been accepted. Two articles must have been submitted for peer review.

CHAPTER III

Faculty of Social Work

Article 26

Science Committee

The Science Committee within the Faculty of Social Work serves as the permanent committee as per the second article. Members on the science committee are three representatives from the faculty and its chairman shall be the faculty's representative in the School of Social Sciences' science committee. The committee is appointed at a faculty meeting. The faculty's doctoral students shall have one representative. The committee is appointed for a two-year term.

Article 27

Additional Requirements for Acceptance

In addition to the requirements for acceptance stipulated in the fifth article, the Faculty of Social Work can require that the doctoral candidate take up to 60 ECTS in coursework in consultation with the supervisor, if the student's basic knowledge in the research methodology, or the academic field, is considered lacking. These credits shall be completed before the research proposal can be accepted.

Article 28

Number of Credits and Duration of Studies

A doctoral programme at the Faculty of Social Work consists of minimum 180 ECTS doctoral thesis and 30 ECTS courses in methodology and courses within the academic field of the doctoral research. Doctoral candidates who have completed both their undergraduate and graduate studies at an Icelandic university shall generally take at least one semester of the doctoral studies at a foreign university.

Article 29

Seminars in Doctoral Studies

In the course of the doctoral programme each student must account for or introduce the research in three seminars that are each a prerequisite for the next section. The seminars are organised by the Faculty's Science Committee, the supervisor and tenured lecturers at the faculty.

The first seminar is scheduled at the outset of the doctoral programme. There the student introduces and explains the research proposal.

The second seminar shall be held once the supervisor and the doctoral student consider the work half-finished. An opponent, that is not a member of the doctoral committee, but is a lecturer at another university or faculty should attend. The opponent submits a written statement on the subject, style, and acquisition of data. The opponent is appointed by the Faculty's Science Committee.

The third seminar shall be held once the supervisor and doctoral candidate consider the thesis ready for defence. The opponent in this seminar must be a University lecturer, who is neither a member of the doctoral committee nor faculty staff. The opponent is appointed by the Faculty's Science Committee.

Doctoral students shall furthermore take active part in the doctoral programme's seminars in consultation with the supervisor, and present their project at least once a year in such seminars. The doctoral student is also expected to take active part in the discussions on other doctoral candidate's research projects and in general take part in the academic discussions in their research field.

Doctoral students report to the doctoral committee and the Faculty's academic office regarding the progress of study through seminars.

Article 30

Supervisor and Doctoral Committee

A doctoral committee shall be appointed by the faculty on the supervisor's recommendations and approved by the Faculty of Social Work's Science Committee.

The doctoral committee is composed of the supervisor and two to four specialists in the academic field of the thesis. At least one of the committee members cannot hold a position at the faculty. The supervisor, who is also the supervisory teacher, heads the committee.

Article 31

Doctoral Thesis

The doctoral thesis shall be written in English unless there is a particular rationale for it being written in another language. Should a doctoral student wish to write in another language she/he must apply for an exemption to the Faculty's Science Committee.

A composite doctoral thesis shall include a minimum of four scientific articles. Furthermore, the doctoral candidate must be the first author of at least two of the articles and co-author of the other two. Supervisors can be co-author of two articles. Three articles must have been approved for publication in accepted international peer reviewed journals in the academic field in question and the fourth must have been submitted for peer-review. Should the student wish to follow this path he/she needs to submit a written statement and have the approval of the supervisor and the science committee after the first seminar.

CHAPTER IV

Faculty of Economics

Article 32

Doctoral Study Committee

A Doctoral study committee working within the Faculty of Economics serves as the permanent committee as per the second article. Members on the doctoral study committee are the Head of Faculty, the faculty representative in the School of Social Sciences' Science Committee and at least two members chosen at a faculty meeting. The committee is appointed for a three-year term.

Article 33

Admission Requirements

A Master's Degree in Economics with a good result is generally prerequisite for admission to doctoral studies at the Faculty of Economics. Applicants with degrees from other academic fields may be accepted for interdisciplinary doctoral programmes. In such instances the admission of students shall be based on a special rationale showing that such enrolment in the Faculty of Economics is for the interdisciplinary doctoral programme's benefit.

Article 34

Structure of the Doctoral Programme

The doctoral programme generally includes specialisation in courses and independent research ending in a doctoral thesis. The committee for doctoral studies can, in consultation with the supervisor, request that the student complete certain courses. Should conflict arise between the supervisor and the committee for doctoral studies, the committee has the final say. Part of the

courses can be reading courses; in those cases the committee for doctoral studies shall appoint a monitor or monitors for each course. The monitors decide the requirements in the courses in question and decide whether the student has fulfilled them. It is preferred that the doctoral candidate complete part of her/his studies at an acknowledged academic or research institution abroad.

Article 35

Doctoral Committee

The committee for doctoral studies appoints a doctoral committee for the doctoral student once she/he has submitted a research proposal. A doctoral committee shall be appointed on the supervisory teacher's (main supervisor's) recommendation and approved by the Faculty of Economics' Committee for Doctoral Studies. There must be at least one Professor on the doctoral committee.

Article 36

Assessment and Supervision with Study Progress

The doctoral candidate shall, after one year of study, submit a research proposal that he/she defends in the presence of the doctoral committee and the Faculty of Economics' academic staff. The proposal must include a detailed account of the academic work; the status of knowledge, references and the data that the candidate is working with, as well as research methods, theories and expected conclusions. Emphasis is on providing the doctoral candidate with supervision and constructive criticism at that stage in the studies in order to include it in the research work.

Doctoral students shall organise at least one seminar at the faculty annually, after defending the research proposal. The doctoral candidate should preferably make efforts to introduce his/her work abroad and take part in academic meetings and conferences connected to the student's subject.

The supervisor, the doctoral committee and the doctoral study committee can, together, or individually, examine the doctoral candidate's academic knowledge in his/her field of study.

Article 37

Doctoral Thesis Requirements

The subject of doctoral thesis shall be fit for publication in international peer-reviewed journals in Economics.

CHAPTER V

Faculty of Law

Article 38

Appointment of a Research Study Committee

The Faculty of Law meeting elects a three-member research study committee that serves the role of a permanent committee as per the second article. The committee shall be appointed for a two-year period and at least two of its members shall be a tenured lecturer at the faculty. Furthermore, the faculty meeting elects, for a two-year period, two substitute committee members, (a primary substitute and a secondary substitute) from the group of tenured lecturers at the faculty. The Head of Faculty can sit in on committee meetings. The faculty meeting appoints a chairman and vice chairman to head the committee from the group of tenured lecturers at the faculty. The chairman of the research study committee is the Faculty of Law's representative in the School of Social Sciences' Science Committee. The vice chairman of the science study committee is the faculty's substitute representative in the science committee.

Article 39

The Committee's Role

The research study committee's role is to supervise research based studies at the Faculty of Law, in consultation with the Head of Faculty, as further stipulated in these regulations, regulations on Master's studies at the Faculty of Law and other rules on individual departments offering Master's degrees from the Faculty of Law.

Article 40

Additional Admission Requirements

A student that has completed a Master's Degree (Masters Examination) or equivalent in Law from the University of Iceland or another university can apply for doctoral studies at the Faculty of Law. Applicants must as a rule have completed a Master's degree with a First Class Grade. Exceptions can be made after receiving a review from the research study committee. The prospective supervisor can, in consultation with the research study committee, request that the applicant take an exam to confirm her/ his eligibility, if there is any doubt that the level of preparation corresponds to what the aforementioned degrees are supposed to ensure.

Should the applicant wish to write the doctoral thesis in another language than Icelandic, the research study committee can set the requirement that she/he prove her/his abilities in the language in question by subjecting the applicant to an exam or have him/her submit a specific certificate.

Applicants who have pursued a doctoral programme at another acknowledged university can apply for a doctoral programme at the Faculty of Law provided that an evaluation of the former studies has been made by the research study committee.

Article 41

Number of Credits and Duration of Studies

A doctoral programme at the Faculty of Law is 180 credits (ECTS). Parallel to writing the essay, or collection of articles, the doctoral student shall study as planned in the study and research proposal. Courses, assignments and other contributions from the doctoral student shall amount to minimum 30 (ECTS) of the 180 credits. Compulsory courses shall, among other things, include basic knowledge in methodology, law, provisions of law, interpretations and philosophy of law. If the supervisor and the doctoral committee judge that the doctoral candidate's basic knowledge is still lacking, they can have the student take as up to 60 credits in theoretical study, in addition to the aforementioned 180 credits.

Article 42

Evaluation of Courses and other Contributions from Doctoral Candidates

When evaluating courses and other contributions from doctoral candidates the following parameters are to be followed:

1. A whole day on courses for doctoral students, or a whole day on an equivalent course, is generally evaluated as 2 credits (ECTS). This does not apply if preparations are limited, then the day is to be evaluated as 1 credit.
2. A doctoral student's own research project shall be evaluated as 4 credits. Participation on other candidates' research projects shall be evaluated as 2 credits. When referring to the candidates own research project it applies mostly to peer reviewed articles.
3. Minimum 12 credits must be for participation in methodology courses and Philosophy of Law (basic course) as well as courses and conferences in the candidate's field of study.
4. The maximum credits for courses in Education Studies can be 4 (ECTS).
5. Courses on the master's level are generally not evaluated into a doctoral programme, unless the supervisor requested that the candidate take such a course and then it is evaluated as 3 credits.
6. The evaluation used in universities in Europe is in general the parameter for courses, seminars etc. in which doctoral candidates participate. When courses are taken at universities that do not use the ECTS system the courses and seminars have to be evaluated separately.
7. Other work contribution of doctoral students can be evaluated as credits, such as chairing meetings and organising conferences or seminars, research day in Social Sciences (Research in Social Sciences), lectures at conferences or seminars, board membership in interested doctoral societies or other comparable work.

The doctoral student is responsible for keeping on file all relevant data such as letters, course descriptions, conference or seminar programmes, acknowledgements, confirmation and other material relevant to the evaluation.

The doctoral student must request in writing, that the Research Study Committee evaluate her/ his work as credits. A short statement and rationale must accompany the request if item seven, first paragraph applies. Requests for evaluation must be submitted by 15 March and 15 October.

The faculty meeting, after receiving the Research Study Committee's

recommendation on processing, makes the decision whether the candidate has submitted satisfactory data and explanations. The faculty meeting must declare its decision in writing.

Article 43

Supervisory Teacher and Supervisor

The Research Study Committee can authorise two supervisors per doctoral student, a main advisor and a co-advisor. Consequently the main supervisor is also the doctoral student's supervisory teacher. The appointment of a main supervisor; and a co-supervisor, if applicable, is subject to the Research Study Committee's approval and shall be announced at a faculty meeting.

Article 44

Doctoral Committee: Appointment and Role

Once the doctoral student has submitted the research proposal in accordance with Article 10, a doctoral committee is appointed by the Faculty of Law according to recommendations from the Research Study Committee. The doctoral committee is composed of the supervisor (supervisory teacher), co-supervisor if applicable, and two specialists in the academic field of the thesis. Once the doctoral committee has been appointed, the Institute of Law sends, on behalf of the Head of Faculty, each committee member a letter of appointment along with information on the role of the committee as well as the pertinent regulations and quality reference.

The doctoral committee summons the candidate when presumed necessary during the course of the studies and submits the candidate to examination on her/his academic knowledge and research methods in the field or evaluates the studies. The doctoral committee's examinations shall take place once the candidate is half way through her/his studies.

Article 45

Organisation, Progress of Study and Study Requirements

Doctoral candidates who have completed their Master's degree at an Icelandic university shall take part of the doctoral studies at a foreign university. A research proposal must be submitted as soon as possible, and no later than at the end of the first year in doctoral studies.

Article 46

Doctoral Thesis Requirements

The doctoral thesis at the Faculty of law can be a comprehensive thesis, or an integral collection of peer reviewed and published articles (category A) on one main field of research. The length of the thesis is relevant to the subject and structure of individual essays. A composite doctoral thesis at the Faculty of Law shall include a minimum of five published articles. Furthermore, the doctoral student must write a feature article covering all the main topics of the individual

articles as well as summing up main conclusions. The doctoral thesis can be written in a foreign language subject to the Research Study Committee's approval. If the doctoral thesis is written in Iceland it must include an abstract and summary in English or another foreign language.

CHAPTER VI

Faculty of Political Science

Article 47

Science Committee

The science committee within the Faculty of Political Science serves as the permanent committee as per the second article. Members on the science committee are three representatives from the faculty who shall be appointed at a faculty meeting for a two-year term.

Article 48

Additional Requirements for Acceptance

In addition to the requirements for acceptance stipulated in the fifth article, the Faculty of Political Science can require that the doctoral candidate take up to 60 ECTS in courses in consultation with the supervisor, if it is believed that the student's basic knowledge in the research methodology, or the academic field is lacking. These credits must be completed before the research proposal can be accepted.

Article 49

Number of Credits and Duration of Study

A doctoral programme at the Faculty of Political Science consists of 180 ECTS, doctoral thesis, and 30 ECTS courses within the academic field of the doctoral research.

At the end of the first academic year, or in accordance with the plan of study, approved when the student was accepted, the doctoral candidate prepares, in consultation with the supervisor a detailed research proposal, a schedule of academic progress and study abroad, if appropriate. The proposal shall be submitted to the doctoral committee in question. The student may continue with his/her studies only upon the doctoral committee's acceptance of this proposal. The approved proposal shall be submitted to the Faculty of Political Science's administrative office, where it becomes a part of the doctoral student's curricular records.

Doctoral candidates who have completed both their undergraduate and graduate studies at an Icelandic university shall generally take at least one semester of the doctoral studies at a foreign university.

Doctoral students shall take an active part in the doctoral programme's seminars, including presenting their project at least once a year, taking active part in the discussions on other doctoral candidate's research projects and in

general taking part in the academic discussions in their research field.

Article 50

Supervisor

The appointment of a supervisor is subject to faculty approval. The supervisor reports on the doctoral candidate's academic progress once per year. It is not authorized to have more than one supervisor.

Each supervisor within the Faculty of Political Science may generally not supervise more than four doctoral students at a time. It is possible to grant exemptions in special circumstance from this rule; however, the number of students per supervisor can never exceed six students.

Article 51

Doctoral Committees

A doctoral committee shall be appointed on the supervisor's recommendation and approved by the Faculty's Science Committee, and in certain instances the Faculty Council.

The supervisor can suggest to the faculty that others, in addition to the head of the doctoral committee, have the leading supervisory role. This needs to be reported on to the science committee and faculty meeting in the Faculty of Political Science. Such a suggestion requires thorough rationale as well as a detailed statement on the division of work and the percentage of work effort of each party.

Article 52

Doctoral Thesis

The doctoral thesis shall be written in English unless there is a particular rationale for it being written in another language.

The doctoral thesis at the Faculty of Political Science can be an integral collection of articles on one main field of research. In those cases the doctoral student must write a feature article covering all the main topics of the individual articles, summing up main conclusions; connecting the articles academically. A composite doctoral thesis shall include a minimum of four scientific articles. Furthermore, the doctoral candidate must be the first author of at least two of the articles and co-author of the other two. Two articles must have been approved for publication with or without provision of changes in accepted international peer reviewed journals in the academic field in question. The doctoral candidate must be the first author of at least one of the two articles that have been accepted. Two articles must have been submitted for peer review.

If the doctoral candidate is not the only author of an article / articles, her/his contribution must be clear and co-authors must send confirmation on the subject to the doctoral committee.

CHAPTER VII

Faculty of Business Administration

Article 53

Doctoral Study Committee

A Doctoral Study Committee within the Faculty of Business Administration serves as the permanent committee as per the second article. Members on the doctoral study committee are the Head of Faculty and two individuals who are appointed at faculty meeting and its chairman shall be the faculty's representative in the School of Social Sciences' Science Committee, and the other one a substitute. The committee is appointed for a three-year term.

Article 54

Number of Credits

A doctoral programme at the Faculty of Business Administration consists of 180 ECTS. Doctoral courses are decided upon by the supervisor in consultation with the student. The supervisor can also require that the doctoral student take course on Master's level as a part of her/his preparation.

Article 55

Supervisors

Each lecturer is not, generally, the main supervisor for more than four doctoral candidates.

Article 56

Appointment of a Doctoral Committee

A doctoral committee shall be appointed on the supervisor's recommendations and approved by the Faculty of Business Administration's Committee on Doctoral Studies. The committee shall be appointed no later than 18 months prior to the scheduled end of studies.

CHAPTER VIII

Validity and other items

Article 57

Authorisation and Validity

These regulations are set in accordance with articles 47 and 68 – 69 of the University of Iceland's Regulation no. 569/2009 and as per authorisation of laws no 85/2008 on public universities. These regulations have been agreed upon by the School of Social Sciences' faculties, the School Board, and the Centre for Graduate Studies, as per articles 66 and 69 of the University of Iceland's Regulations no. 569/2009. These regulations took effect on 1 July 2011 and at the same time regulations no 134/2005 on doctoral studies and research study

committees at the University of Iceland's Faculty of Law, with amendments; regulations no. 797/2006 on doctoral studies at the University of Iceland's Department of Social Sciences; and rules no 595/2006 on research studies at the University of Iceland's Department of Business Administration and Economics are no longer valid.

Provisional stipulations

I.

The Faculty meeting shall, in its first meeting after these regulations take effect, appoint a new Permanent Committee as per the third paragraph in the second article and at the same time the authority of the current committee is revoked.

II.

Doctoral students who were in their doctoral studies one year prior to the introduction of these regulations, but have not submitted a detailed research proposal as per the first paragraph in the tenth article, shall submit a detailed research proposal to the relevant doctoral committee no later than six months after the introduction of these regulations.

The University of Iceland, 3 May 2011

Kristín Ingólfssdóttir

Department B – Issue date: 18 May 2011

Pórður Kristinsson