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I. TEACHING

Faculties are the fundamental units of the University of Iceland; they and the schools shall oversee teaching. Certain central regulation applies to teaching within the University, but individual schools must establish general rules concerning teaching, teaching methods and course assessment, conveying clear objectives concerning the quality of teaching and studies.

Lectures, practical exercises, courses and examinations are intended for registered students, but teaching staff may provide others with access, unless a University faculty states otherwise. The [University course catalogue](#), to be published no later than February/March of each year and appear on the University website, shall outline the organisation of study, course material, teaching methods and assessment. The course catalogue is divided into chapters, arranged according to school and faculty, and includes most of the essential information about studies; 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 that material relating to the faculty or department within which they study. All changes to the published course catalogue must be reported 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. A school teaching committee shall oversee the making of teaching policy within the school, organise a forum on academic matters between students and teaching staff and handle other tasks with a view to improving teaching and studies.

Advisory study committees may operate within each faculty, made up of students and teaching staff in equal numbers. The role of these committees is to discuss propositions regarding course material for each subject, and to compose statements and propositions concerning the organisation of programmes and the teaching structure of 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 the University of Iceland no. 569/2009.)

1) Books and other reading material


Teaching staff shall submit a list of set texts to Bóksala stúdenta and the National and University Library of Iceland two months before teaching begins, when possible. If necessary, at the start of a course teaching staff shall provide students with a more detailed syllabus than that which appears in the course catalogue and a reading list covering all relevant course material. At the same time, teaching staff may upload a syllabus and reading list to the course's teaching website in Ugla, the University intraweb. When uploading copyrighted material to a teaching website, the extent of said material must at the same time be specified. 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 the University of Iceland no. 569/2009.)

2) Examination material

If a list of examination material does not appear on the reading list, ideally it shall be specified at the start of the course. If it is necessary to add or remove reading material, notification shall be given well in advance.

(Good practice with reference to Article [23](#) of the Regulation for the University of Iceland 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 applying to obligatory participation in individual courses, exercises, practical 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 examinations.

(For further details see Articles [48](#), [54](#) and [57](#) of the Regulation for the University of Iceland no. 569/2009.)

4) Student behaviour in class

Students at the University of Iceland must refrain from anything in their studies or conduct inside and outside of the University that may dishonour them, damage their reputations or compromise their studies or the University. Students must arrive punctually to class, behave in a courteous and diplomatic fashion and comply with the instructions of teaching staff, concerning, e.g., the use of computers and telephones. Students, as well as others within 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 canteens. Particular attention is drawn to the fact that smoking is not permitted inside University buildings.

(Good practice, cf. in particular Article 19 of the [Act on Public Higher Education Institutions](#), [Article 51](#) of the Regulation for the University of Iceland 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 semesters, students should have ready access to teaching staff, either during advertised office hours or by appointment.

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

6) Survey on teaching and courses


An online survey is conducted each semester in order to gather student evaluations of teaching and courses. This evaluation is part of the assurance of quality of teaching and courses. The teaching evaluation survey is intended to take place over two weeks during the last three weeks of teaching in the semester, and to take approximately 10 to 15 minutes to complete. The teaching evaluation survey appears automatically on student websites upon logging in to Uglá.

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

Students are required to answer questions conscientiously and may not discuss responses to the survey amongst themselves.

Mid-semester surveys are presented in October and February. There shall be two open questions about what has been successful and what might be improved. Students are also requested 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 the University of Iceland no. 569/2009 and the [Rules of procedure on the teaching and course evaluation survey at UI and its usage](#), approved by the University Council April 2010.)

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7) Essay writing and turning in assignments

Students will complete assignments and essays in conformity 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 conformity 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 criteria in this matter, 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-prevention service *Turnitin* is used.

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

(Preferred procedures, cf. Article [54](#) of the Regulation for the University of Iceland no. 569/2009 and [the University of Iceland course catalogue](#). See also the regulations of individual faculties and schools 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, study and examination

Disabled students at the University of Iceland or those with special difficulties affecting their studies are entitled to certain services in accordance with that recommended in Regulation no. 481/2012 on disability services for study at the University of Iceland. Students desiring such services should contact the University Student Counselling and Career Centre.

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


II. EXAMINATIONS

Examinations are intended for registered students and may be oral, written or practical. Registering for a course shall at the same time register a student for the examination, regardless of whether course assessment consists of a written or oral examination, practical work, assignments or an essay.

Students are required to present photo identification at an examination to verify that they have the right to sit the examination. Teaching staff are responsible for course assessment and examinations, but each faculty shall determine modes of examination in accordance with the law and University regulation. As wide a selection as possible from the examination material shall be examined.

Only a head of faculty can change an advertised examination date, having first consulted with the director of examinations and obtained the written assent of all those registered in the examination in question.

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

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9) Notification of assessment and examination

The general mode of assessment and examination shall appear in the course catalogue. Further details, where appropriate, shall be indicated in the syllabus presented at the beginning of the course and/or on its teaching website. The same applies to the weighting of practical components, essays, oral examinations and so forth for the final grade.

(For further details see Article [23](#) of the Regulation for the University of Iceland no. 569/2009 and the specific regulations and records of individual faculties.)

10) Discussion periods before examinations

Teaching staff shall preferably conclude the course with a discussion and questions session shortly before the examination.

11) Registration for courses and examinations

Teaching and examinations must be organised well in advance. It is therefore important that students are careful and responsible when registering for courses and examinations. Full-time study is generally based on 60 credits per academic year, i.e. 30 credits per semester, and the organisation of teaching and study programmes is based on this assumption. Students may register for up to 40 credits each semester.

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

12) Examination periods and withdrawal from an examination

General final examinations are held from 2 to 18 December and from 25 April to 10 May, as further determined by individual faculties in consultation with the director of examinations. Makeup examinations due to illness are held after the general examination periods in December and May, over a four-day period, as further determined by the director of examinations. Faculties are authorised, having consulted with the director of examinations, to use this period in the spring for makeup examinations for both semesters.

Withdrawal from an examination shall be completed online, or emailed to the Student Registration, no later than 1 October for examinations in the autumn semester, 1 February for examinations in the spring semester and no later than 24 hours after the publication of the makeup examination schedule. Should no withdrawal be received before the deadline, students are considered to have confirmed their registration for the examination for the relevant course. Registered students shall receive a failing grade should they fail to attend the examination.

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


13) Right to sit an examination

Examinations are intended only for registered students. Invigilators are required to ensure at the start of the examination that everyone present has the right to sit it, i.e. is registered for the examination in accordance with the examination register. They are authorised to expel students who are not registered.

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

14) Seating plans in examination rooms

The examination schedule shall be published on the University website and in Ugla. A room plan detailing the location of scheduled examinations shall be published in Ugla in a timely fashion before the examination. Students are directed to specific seats in examination

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rooms according to numbers individually accessible in Ugla the day before the examination. Seating plans shall also be specifically noted on the examination register for each examination the same day that it takes place. No examinee may sit an examination in another seat than that assigned in advance. Students must present photo identification at the examination.

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

15) Written examinations

If possible, the weighting of questions shall be noted on the examination paper. It is recommended that the organisation of material be briefly described at the start of the examination, particularly if the paper is several pages long, in many sections or if the weighting of questions is unequal. This ensures that examinees realise should they receive a faulty examination paper.

Teaching staff (or their proxies) shall preferably attend those written examinations for which they are responsible, and be available for the duration of the examination. Should a member of teaching staff become aware of a general point of doubt among the students in an examination, it is recommended that he or she explain it out loud to everyone, if circumstances permit. It is recommended that students be informed in advance if neither a member of teaching staff nor a proxy will be attending the examination. Teaching staff shall not attend competitive examinations.

Should an error in an examination paper be discovered, which cannot be corrected easily in the examination room, teaching staff are required to increase the weighting of other components. This also applies if the relevant member of teaching staff is not available.

[Examination rules](#) shall appear on the inside cover of examination booklets, with which students are required to comply.

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

16) Oral and practical examination

For oral examinations, an external examiner shall be present, but written and practical examinations shall be assessed solely by the teaching staff in question, unless the faculty decide otherwise.

(Cf. Article [59](#) of the Regulation for the University of Iceland no. 569/2009.)


17) Examination numbers and student numbers

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

(Cf. Article [58](#) of the Regulation for the University of Iceland no. 569/2009.)

18) Return of grades

Grades shall be published two weeks after the examination at the latest, or three weeks at the latest after each autumn semester examination in December. Should course assessment involve something other than a written or oral examination, the marking deadline is based on the deadline for returning the essay/assignment, or the date on which assessment takes place.

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Students have access to their grades and registered courses through Ugla. It is also possible to obtain a printout of grades from the Student Registration, on presenting personal identification.

(For further details see Article [58](#) of the Regulation for the University of Iceland no. 569/2009.)

19) Grades

One grade is awarded for each course (course number). Where a course is divided into more than one assessment, e.g. a written examination, practical exercises, essays, reports and so forth, the grade for the course is the weighted average of all assessments. Faculties may, however, stipulate that a minimum grade be obtained in each individual assessment. If a course is divided in this way into more than one assessment, students shall be informed of the grade awarded for each component. Teaching staff shall upload grades to Ugla where they will be accessible for students as soon as all grades for the course have been uploaded.

(For further details see Articles [56](#), [60](#) and [61](#) of the Regulation for the University of Iceland no. 569/2009 and the specific regulations and records of individual faculties.)

20) Explanation for grades

Students have the right to receive from teaching staff an explanation of the evaluation of their written examination papers, if requested within fifteen days of grades being published. Teaching staff may hold a presentation for all students in a course to explain the evaluation of written examination papers.

(Cf. Article [59](#) of the Regulation for the University of Iceland no. 569/2009.)

21) Appointment of external examiners


External examiners are appointed in advance for a three-year period for competitive examinations. Furthermore, one external examiner shall be present at any oral examination which counts towards a qualification. Written examinations are assessed solely by the relevant teaching staff, except if an external examiner has been appointed in advance, cf. also item 22. The dean of a school shall appoint external examiners on receiving proposals from University faculties.

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

22) Students or teaching staff wishing for the appointment of an external examiner

Should a student, having failed an examination, not accept the assessment of a member of teaching staff, he or she may contact the head of the relevant faculty. An external examiner shall then be appointed in each case. A member of teaching staff, or the majority of students in a course, should they believe there is particular reason to do so, may also request the appointment of an external examiner for an individual examination. The conclusion of an external examiner appointed after the initial grades have been published may lead to a lower or higher grade than that published, when weighed against the assessment of the member of teaching staff. However, this does not apply to cases in which an external examiner was appointed retroactively at the request of a member of teaching staff. In those circumstances, the conclusion of an external examiner can only lead to a higher grade than that published, when applicable.

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

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23) Division of labour between teaching staff and external examiners

A member of teaching staff and an external examiner, should one be brought in, shall each assess the examination paper individually. Each shall award an independent grade for the examination paper, both of which shall apply equally in the final grading. The role of an external examiner brought in after the official assessment of a member of teaching staff, is restricted to reviewing examination papers for that particular examination. In these circumstances, the external examiner shall not review the structure of the examination in terms of the course material.

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

24) Resitting examinations

Students may sit an examination in each course twice. Should students fail an examination, leave after the examination begins or fail to attend an examination without accounting for their absence, they are permitted to sit it the next time a general examination is held for the course, within a year at the latest. Should they then fail the examination, 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 examinations, arrange special resit examinations in individual courses. Special resit examinations of this kind are intended solely for those students who have previously sat an examination in the respective course; they shall be held in conjunction with the makeup examinations in the spring semester following the general examination period in May, as further determined by the director of examinations. The final examination date shall be no later than two weeks before the June graduation ceremony. Before the end of January and before 25 May, information shall be posted on which examinations for courses in the relevant semester will be repeated. Faculties may furthermore, in consultation with the director of examinations, hold resit examinations in individual courses where a student has the option of graduating at the next graduation ceremony upon passing the examination.


Students may also resit examinations they have passed, within a year of passing, on the condition that an examination in the same course is held within this period. On beginning the second examination, results from the first shall become invalid. However, separate rules apply to competitive examinations.

(For further details see Article [57](#) of the Regulation for the University of Iceland no. 569/2009 and the specific regulations and records of individual faculties.)

25) Illness during examinations

Students unable to sit an examination due to illness are required to submit a medical certificate to the University Centre service desk within three days of the examination date. The same applies should a student's child fall ill. Students who fall ill during an examination are required to notify an invigilator, who shall note it in the examination paper. A medical certificate must be submitted the same day to the service desk. Medical certificates are reviewed by the University doctor.

(Cf. the [University of Iceland course catalogue](#).)

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26) Makeup examinations due to illness

Makeup examinations due to illness are held after the general examination periods in December and May, over a four to five-day period, as further determined by the director of examinations. Faculties are authorised, having consulted with the director of examinations, to use this period in the spring for makeup examinations for both semesters. Decisions regarding this must have been taken by the time teaching starts in the autumn semester. However, a makeup examination must be held if the student has the option of graduating at the next graduation ceremony upon passing the examination. A makeup examination shall take the place of the conventional semester examination and therefore generally does not affect the student's right to resit the examination the next time it is held.

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

27) Entrance examinations, competitive examinations and access examinations

Entrance examinations or competitive examinations are held in some faculties, in which a predetermined number of students are accepted into the programme in question each year. Access examinations are also held in some faculties, without involving a limit on the number of students accepted.

Specific regulations apply to the implementation of these examinations in those cases in which they are used, the examinations being specifically noted on the University website. As a general rule, it is not possible to resit entrance, competitive or access examinations and results are valid only in relation to each individual attempt.

(For further details see [Regulation no. 153/2010 on restrictions on the admission of students to certain subjects](#) and the specific regulations of individual faculties.)


28) Distance studies

Individual faculties offer certain courses or programmes for distance study. The same rules of study apply to distance students as to other students.

29) Distance examinations

Distance examinations may take place in adult education centres; their administrative staff shall be responsible for receiving, copying (if applicable) and posting the examination papers, and for the implementation of the examination. Examinations shall always take place at the same time as in Reykjavík. It must always be verified that examination candidates have handed over their mobile telephones and that the examination room is empty of coats, bags, telephones, books or other unauthorised papers or communication devices which could be used in answering examination questions. Information on authorised aids shall always be given on the instruction sheet accompanying each examination; this information is often also given on the examination papers themselves. All communication between examination candidates or with anyone other than the invigilators is strictly forbidden for the duration of the examination. Distance examinations shall always be subject to authorisation from the relevant teaching staff and faculty.

The Distance Examination Centre (fjarprof@hi.is) in the University Main Building shall oversee the implementation of distance examinations in consultation with the director of examinations. Examinations shall not be held outside of the University or adult education centres, unless a distance greater than 50 kilometres and a mountain road separates a student from the examination location. Applications for examinations to be held outside of Iceland

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are invalid unless accompanied by a written statement from a reliable party (e.g. an employee of an educational institution or embassy), who shall oversee invigilation and bear responsibility for examination papers. Examination candidates shall make their own arrangements regarding this administrative authority. Supervision of the examination is subject to authorisation from the Distance Examination Centre.

30) Misconduct in examinations and the completion of assignments

Students caught behaving improperly in an examination shall be expelled and may lose the right to sit examinations for other courses during the examination period. The University of Iceland shall impose heavy disciplinary sanctions for misconduct in examinations; in addition to losing the right to sit further examinations, the student in question may be formally reprimanded or expelled from the University, on a temporary or permanent basis, cf. item 34. The same applies to misconduct in course assessments other than written or oral examinations, such as if students submit an assignment passing off 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 [50](#), [51](#), [54](#) and [58](#) of the Regulation for the University of Iceland no. 569/2009.)

31) Access to old examination papers


Generally, students can access papers for examinations sat at the University of Iceland after the examination process is fully completed. In exceptional circumstances, requests for access may be denied. Teaching staff shall decide how access to old examination papers is provided. Teaching staff may decide to provide old papers themselves, or to have the examinations office upload them to an archive of old examination papers accessible on the course teaching website. Should such decisions of teaching staff not be outlined in instructions on the implementation of the examination, the examination paper will be uploaded to the archive.

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

III. STUDENT CHANNELS

Governance of the University of 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 University. Governance of faculties is in the hands of the faculty forum, 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 governing 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 administration and support services, but the governing board of the school shall address central school matters. The dean of a school governs day-to-day

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operations and acts as its academic leader and spokesperson within and outside of the University.

The faculty forum, chaired by the head of faculty, is the foremost 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 dean of the school, for forming faculty policy, the organisation of studies and the quality of teaching and research.

The head of the Division of Academic Affairs shall oversee and supervise central matters pertaining to teaching, examinations and student registration.


32) Procedures for student complaints and appeals

Students believing their rights have been infringed, in relation to assessment, grading, evaluation of progress or anything else pertaining to teaching and examinations, shall submit a notification in writing to the relevant head of faculty. This notification must clearly outline the issue at hand, specifying the student's claim and any supporting arguments. Should the claim pertain to the relationship between student and supervisor during work on a final thesis, the head of faculty shall attempt to bring about an agreement between the parties as soon as possible. A new supervisor will not be appointed except in special circumstances.

The head of faculty shall address the issue as quickly as possible, generally ruling on it within two months of receiving notification at the latest. If the matter is extensive and expected to take longer to resolve, those parties involved shall be notified and informed of when to expect a ruling. The head of faculty shall respond to the student's claim with a formal reply, whether it pertains to a ruling on the student's rights or obligations, as defined in the Administrative Procedures Act no. 37/1993, or otherwise to teaching or the student's examinations. The head of faculty may as needed seek the opinion of the faculty forum on the matter. In such cases, the provisions of this Article apply, as appropriate, to the procedure and ruling of the faculty forum.

Should a student not accept the final ruling of the head of faculty on his or her rights or obligations, he or she may refer the matter to the University of Iceland Complaints Committee for student issues, cf. Article 7 of the Regulation for the University of Iceland. The Committee shall determine the student's rights. If a student's notification to a head of faculty does not concern an issue that can be resolved with a final decision on his or her rights or obligations, the student may seek the Committee's opinion on whether the head of faculty has handled his or her written claim in accordance with the applicable law and best administrative practice. Neither the head of faculty nor the Complaints Committee will reassess examination papers or the professional conclusions of teaching staff or external examiners.

An applicant for a postgraduate programme may refer a rejection to the Complaints Committee. This stipulation does not apply to a rejection for undergraduate studies, cf. paragraph 7, Article 47 of the Regulation for the University of Iceland. 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 a notification was first submitted in writing to the head of faculty.

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

(See Article [50](#) of the Regulation for the University of Iceland 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. Students who believe that the University of Iceland has infringed their rights pertaining to teaching, examination, assessment, evaluation of progress, the handling of a university application etc. may refer their case to the Board of Appeal. The Board does not reassess examination papers or the professional conclusions of teaching staff, 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 Committee. Students shall be instructed of their right to appeal when rulings are issued.

Applications for rulings from the Board shall be submitted in writing, clearly outlining details of the case, the student's claim and any supporting arguments. For further information and the Board's postal address, see the [website of the Ministry of Education, Science and Culture](#).


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

34) Student rights and obligations and disciplinary sanctions

Students of the University of Iceland must avoid any behaviour in their studies, or within or outside the University which damages the honour or prestige of the institution or may cast aspersions on their studies or the University.

If a student is suspected of the behaviour described in paragraph 1, or if a student is found guilty of breaking the law or violating the rules of the University, the relevant head of faculty shall be alerted to the matter. In the case of a violation liable to affect the student's grades, only the relevant member of teaching staff can make such a decision. However, the head of faculty shall oversee the handling of the matter, in consultation with teaching staff. Should the head of faculty be alerted to such a matter, cf. paragraph 1, the student shall be notified immediately and given a suitable amount of time to make a statement on the matter, in writing where appropriate, providing this is not evidently unnecessary. Taking the student's response into consideration, it shall be judged whether or not the student has violated 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 head of faculty shall forward the matter to the dean of the school as soon as possible for a verdict regarding disciplinary sanctions, cf. 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 dean of the school shall describe the alleged offence.

Should the student be found guilty of misconduct, cf. paragraph 1, or of behaviour in violation of the Act on Public Higher Education Institutions no. 85/2008 or rules set in

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accordance with that Act, the dean of the relevant school shall process the case. Depending on the gravity of the offence, the student may be formally reprimanded or expelled from the University, on a temporary or permanent basis. Before the decision to expel a student is taken, the student in question shall be given an opportunity to present a statement on the matter. Students may refer the dean of the school's decision to the Board of Appeal to deal with higher education institution student complaints, cf. the Higher Education Institutions Act no. 63/2006. Such an appeal shall defer execution of the dean's ruling.

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 the University of Iceland no. 569/2009.)

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