



1. Purpose and scope

These rules of procedure are intended to ensure good, consistent and efficient working practices in creating the University of Iceland course catalogue, in conformity with the provisions of Article 23 of the Regulation for the University of Iceland no. 569/2009. The rules apply to the structure and content of the course catalogue, deadlines for processing and publication and the responsibilities and cooperation of those parties involved in creating the course catalogue.

These rules of procedure are part of the University of Iceland quality assurance system.

2. Content and publication

A course catalogue for the University as a whole shall be published on the University website each year. The Division of Academic Affairs shall oversee publication, but school and faculty staff shall manage the editing and updating of material in the relevant sections of the course catalogue. The editor, the editorial board and faculty contacts shall collaborate on the creation of the course catalogue. The course catalogue shall include information on, e.g.:

- a. programmes offered, interdisciplinary studies, distance studies and courses taught in English;
- b. each programme and its individual components; level of qualification, number of credits, official length and mode of study, language used in teaching/examinations, admission requirements, main objective and subject matter, programme requirements and learning outcomes, degree conferred and access to further study, professional recognition and other information where applicable;
- c. each course offered; course number, academic year, semester, level of qualification, type of course (mandatory, elective, assignment, final assignment), preceding courses / prerequisites, language used in teaching/examinations, weighting and minimum grade, the main objective and content of the course, teaching methods and their objective, learning outcomes and assessment, teaching structure (lectures, practical instruction, laboratory sessions), form of final examination, maximum student capacity, course material, supervisory teaching staff and other information where necessary;
- d. general information on:
 - admission requirements, enrolment restrictions, application process, registration and payment of fees and evaluation of previous study;
 - important dates, regulation concerning course assessment, examinations, examination rules, examination periods and implementation of examinations, credits and the University ECTS contact;
 - graduation;
 - student social issues, rights and obligations;
 - cost of living, grants and financial support, housing, restaurants and cafeterias, health services, services to students with special needs due to disability, insurance, Student Registration, the Student Counselling and Career Centre, study facilities, practical information for exchange students,



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language courses, internships, sports facilities, social life and leisure activities, student organisations.

University regulations shall be referred to where appropriate, as well as other information, with links when necessary.

Each individual school and faculty shall provide information on: governance, physical address, telephone numbers, the name and email address of a contact, admission requirements, teaching methods, assessment, grades and examinations, teaching and examination periods, progress requirements and regulation regarding maximum period of study, re-enrolment and prerequisites, the possibility of commencing study in the spring semester and exchange study. Faculties may independently decide to include further information if necessary.

Collaborative work on the preparation and finalisation of the course catalogue for the next academic year shall commence no later than October of each year. The project shall be managed in keeping with the strategy set by the editor, in consultation with the editorial board. Deadlines for various sections of the project shall be determined with their extent and nature in mind. Information on study programmes, enrolment restrictions, admission requirements and other important matters should be published in a timely fashion, in relation to the Open Day fair and application deadlines for international students.

The course catalogue shall appear on the website in its final form no later than March of each year, before the start of the upcoming academic year; at the same time an eprint shall be created for archival storage. The course catalogue shall be published in both Icelandic and English.

3. Staff, division of labour and responsibilities

The Division of Academic Affairs shall appoint the editor, and each school shall appoint their own representative to the course catalogue editorial board. Two representatives from the Division of Academic Affairs and one representative from the University Computer Services' Department of Software Development shall also sit on the editorial board. Each faculty shall appoint a member of staff (a contact) to address work on the course catalogue on behalf of the faculty.

3.1 The editor

The editor shall manage work on the course catalogue in collaboration with the editorial board. This involves, e.g. organising the contents of the course catalogue and presentation of material, supervising faculty contacts and encouraging collaboration, promoting consistency in structure, setting deadlines for individual sections of the project, preparing new sections and managing amendments.

The editor shall call regular editorial board meetings, as well as consultations and workshops with faculty contacts. The editor shall oversee the annual reproduction of the course catalogue, as well as the updating of general chapters.



3.2 Editorial board

The editorial board is intended to advise the editor. Each editorial board member representing a school shall advise on the course catalogue within that school. This involves, e.g., supervising the faculty contacts, monitoring the gathering and insertion of material, ensuring that the structure and format is consistent with established criteria and ensuring the review of text for the course catalogue. An editorial board member shall endeavour to consult with the school teaching committee and the faculty study committees as needed.

3.3 Faculty contacts

Faculty contacts shall handle the editing and updating of material in the course catalogue. They shall bear in mind the criteria of the editor and the editorial board regarding content, organisation and format, as well as ensuring that individual sections of the course catalogue are completed before those deadlines set by the editor. Contacts shall gather material for the course catalogue in consultation with teaching staff and other faculty staff, as well as recording material in collaboration with editorial board members and the editor.

3.4 Role of teaching staff

Teaching staff are responsible for certain information on courses appearing in the course catalogue, such as a course description, information on textbooks and other reading material, assessment and learning outcomes. Teaching staff are provided with editing access to this information for a limited period, as determined by the editor. Faculty contacts shall review and approve any information saved by teaching staff.

3.5 Role of the University of Iceland Computer Services

The University of Iceland Computer Services is responsible for Ugla, the software system in which the course catalogue is compiled. Computer Services staff are responsible for maintaining the system and developing the software and user interface for the course catalogue, in consultation with the editor. Computer Services is at the same time responsible for the functionality of the course catalogue on the website and the security of the data.

3.6 Rulings on study programmes and courses offered

The programmes and courses offered at each time are determined by, depending on circumstances, the faculty forum of each faculty, the faculty council or the relevant department or board of study, cf. Articles 12 - 21 of the Regulation for the University of Iceland no. 569/2009. The governing board of a school shall address faculty rulings on programmes and courses offered, faculty proposals for new programmes and, where applicable, enrolment restrictions for each year, cf. Article 12 of Regulation no. 569/2009. Preparation and organisation of new degree or diploma programmes shall be conducted in accordance with the [rules of procedure](#) set by the University Council, cf. Article 53 of Regulation no. 569/2009.

4. Work procedure

The editor, editorial board and faculty contacts shall actively collaborate on the creation of the course catalogue and together endeavour to ensure that:



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Guarantor: SK
Approved by the University
Council: 5 November 2009
Case number: HÍ09110058
Authorised translation

- information is correct,
- material is presented in a well-ordered manner consistent with established criteria,
- requirements are met regarding quality and a user-friendly interface,
- terminology is consistent,
- the course catalogue is written in good, readable Icelandic and English.

Information should be recorded no more than once. Information already available on the main website need not be repeated in the course catalogue; instead, the course catalogue shall link to the main website. However, key information on the most important points directly concerning study and teaching, cf. item 2, should always be saved under kennsluskra.hi.is to ensure it is preserved as it originally appeared in the relevant edition of the course catalogue.

The course catalogue shall be written in good, clear Icelandic. Spelling in the English edition shall follow the conventions of British English and terms shall be consistent with official usage in English.

The course catalogue shall be transcribed when the final version has been published.