 <p>HÁSKÓLI ÍSLANDS</p>	<p style="text-align: center;"><b>RULES OF PROCEDURE</b>  <b>on visiting scholars at the University</b>  <b>of Iceland,</b>  cf. Article 13 of the Regulation for the University of  Iceland no. 569/2009</p>	<p>P. 1 of 2  Guarantors:  SMG/ MDB  Approved by the UC  14 April 2016  Case number:  HÍ16040081</p>
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## 1. Professional requirements

School deans may, under the authority of the rector, offer selected individuals positions as visiting scholars at the faculties within their school. Individuals selected for the position of visiting scholar must unambiguously fulfil the same requirements regarding professional competence as other regular teaching and research staff at the University of Iceland.

## 2. Application and qualifications assessment

A head of faculty intending to offer an individual a position as a visiting scholar shall submit a written application, together with the individual's CV, to the chair of the University Council Quality Committee. The application must include:

- a) A reasoned argument in favour of the application, including information on the individual's prospective responsibilities and the benefit to the faculty and the University of Iceland.
- b) Information on how many visiting scholars are at the faculty at the time of application and what proportion they make up of the total number of regular teaching staff, cf. item 3.

The Quality Committee shall seek a written assessment of the individual's academic competence from the Division of Science and Innovation. This assessment must state whether the individual *unambiguously* meets the minimum requirements for academic competence made of those holding corresponding professional titles at the University of Iceland. The Quality Committee shall then come to a decision on whether to offer the position and notify the relevant school dean and head of faculty of this decision.

## 3. Number of visiting scholars

The number of visiting scholars at any one time shall not exceed 20% of the total number of regular teaching staff at the faculty in question.

## 4. Supervision in research-based postgraduate studies


Visiting scholars are recognised supervisors for postgraduate students at the faculties in question, since they meet the University's requirements in this regard.

## 5. The right to attend faculty meetings and departmental meetings

Visiting scholars have the right to attend faculty meetings at the faculty in question and, where applicable, departmental meetings, cf. Articles 17 and 21 of the Regulation for the University of Iceland no. 569/2009. However, they do not have the right to vote at faculty meetings or departmental meetings.

## 6. Contract

A written contract shall be entered into for each visiting scholar, comprising stipulations on

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basis, scope and duration of the position; financial arrangements; rights and obligations of both parties; and the nature and content of the collaboration. The contract shall specify whether and to what degree the position involves research, teaching and supervision at undergraduate and postgraduate level, membership of postgraduate study committees, administration, publication of scientific articles in the name of both parties, and publicity, as applicable in each case. The relevant school dean, head of faculty and the chair of the Quality Committee shall sign the contract on behalf of the University of Iceland, on the authority of the rector. The head of the visiting scholar's home institution or company and the visiting scholar shall sign the contract on behalf of the institution or company. The relevant school dean shall be responsible for recording the contracts of visiting scholars in GoPro, the document filing system at the University of Iceland, and maintaining a record of all visiting scholars at the school at any given time. The Division of Science and Innovation shall maintain a record of all visiting scholars and make it accessible on the University website.

### **7. Duration of contract**

All visiting scholar positions shall be temporary up to a maximum of 5 years at a time. After 5 years, an assessment shall be conducted as to whether to offer the position again, in which case a new contract shall be made. It is not possible to apply for a higher professional title whilst the contract remains valid.

### **8. Finances**

The position of visiting scholar is not salaried unless the contract specifies otherwise, cf. item 6 or, in certain cases, cf. item 10.

### **9. Professional titles**

The Icelandic titles of visiting scholars are *gestalektor*, *gestadósent* and *gestaprófessor*. The corresponding English (USA) translations of these titles are adjunct assistant professor, adjunct associate professor and adjunct professor. With the rector's approval, other titles may be used, such as research professor, research associate professor and research assistant professor, in cases of extensive collaboration in teaching and research.

### **10. Special salaried positions for adjunct professors in 20% employment**

Recognised scholars may be hired to special positions as adjunct professors in 20% employment. Such a hiring must be formally approved by the University Council.

### **11. Code of Ethics**

The University of Iceland Code of Ethics applies to visiting scholars.