

General Rules of Study and Examinations

1. Registration Rules

Article 1.1

Withdrawal from Examinations and Registration for Repeat Examinations

A student who leaves a course after the appropriate withdrawal deadline shall receive the final grade of zero in that course. Students should thoroughly familiarise themselves with all dates in Reykjavik University's academic calendar (see www.ru.is), as registration for a course equals registration for the final examination for that course. Students may alter their course registration during the first two weeks of each semester. Registration changes can be made by e-mail to the Administrations Office (nemendabokhald@ru.is) or by filling in a form at the office. Registration for repeat examinations starts when examination results have been made official. Relevant dates are published in the academic calendar.

The fee for each repeat examination is ISK 7,500.

Students who are ill during final examinations can apply for repeat examinations. For further information, see RU's rules on examinations.

Article 1.2

Rules on Transfer between Departments

A student wishing to transfer to another department within the same RU School must submit a written application to that effect to the faculty administrator. Transfers can only be made between semesters.

A student wishing to transfer to another RU School must submit a fresh application to the school in question. Being a former student of one school does not automatically guarantee acceptance by another.

Article 1.3

Maximum Number of Credits

A student can register for a maximum of 18 credits (see, however, special rules in the School of Law and note that students in the Department of Preliminary Studies register for 24 credits each semester). A student wishing to accumulate more than 18 credits must seek the approval of the faculty administrator and have an average grade of 7.5 or higher.

Article 1.4

Rules on Attendance

Students are responsible for familiarising themselves with special rules applying in their departments concerning compulsory attendance in practical classes.

Article 1.5

Number of Exams Taken

Each School sets specific rules on how many times a student may attempt an examination. For further information refer to departmental rules.

2. Rules on Examinations and Grades

Article 2.1

Examination Procedures

Written and oral examinations follow the completion of each semester's courses. The examination schedule shall be available six weeks before the first final examination is held. The Directorate of Examinations reserves the right to change the examination schedule within ten working days of its publication. When examinations in individual courses are held outside the regular examinations periods, rules on examination procedure shall be followed as far as this is possible. In such cases, responsibility for upholding the proper examination procedure rests with the teacher(s) and department concerned in consultation with the Directors of Examinations. Grades for written examinations shall be made official no later than ten working days from the examination date.

Release of Grades

Grades for oral examinations at the end of a course shall be made official no later than seven working days from the examination date. Grades for repeat examinations shall be made official no later than five working days from the examination date. Teachers grading large numbers of examinations may apply for an exemption from this rule and an extension of the submission deadline.

Article 2.2

Director of Examinations and Directorate of Examinations

Directors of Examinations liaise with Deans and the Head of the Department of Preliminary studies on the organisation of examinations. The Directorate of Examinations is composed of the Directors of Examinations and the Director of Academic Affairs. Course teachers must submit their examinations, both electronically and on paper, to the appropriate Director of Examinations no later than 48 hours before the examination is to begin. Teachers ensure that a standardised cover page, which can be retrieved from the university intranet, is used for all examinations. Teachers must also fill in a form indicating what materials are to be allowed during their examinations in addition to other instructions.

Article 2.3

Examination Time

The examination time for written examinations shall not be less than two hours and never more than four hours. Deans may, however, after consulting with the Director of Examinations, allow exceptions for individual courses. A teacher or locum tenens must visit each examination room at least once during an examination to answer questions about issues that may be unclear (e.g. errors in the examination or misleading question wording) or on any other parts of the examination. A student intending to take two examinations that happen to be held simultaneously shall notify the Director of Examinations who makes arrangements for the student to take the second examination immediately upon completing the previous one.

Article 2.4

Registration of Final Grades

Teachers enter final grades in the electronic learning system for their courses where they are saved and the courses then closed down. The Administrations Office releases student grades when teachers have closed their courses and confirmed the submission of grades in writing.

Article 2.5

Changes to Grades

The Administrations Office reserves the right to postpone the release of student grades until the last examination has been taken in a course programme/year of study/faculty.

3. Separate Examination Rules – Department of Preliminary Studies

Right to Sit an Examination

Examinations are held at the end of every semester. The length of written examinations shall generally not exceed three hours. Final course grades shall be made official no later than two weeks from the date of the final examination. Final grades for the last examinations of each examinations period shall be available before the official viewing of examinations takes place. Students have the right to see the assessment and grading of their work on a written examination and seek explanations from their teachers during an official viewing of examinations, which shall take place within three days from the posting of grades on a date that is advertised on the RU website. Students who have failed an examination and are dissatisfied with their score may turn to the Head of the Department of Preliminary Studies within four weeks from the posting of the grades and request evaluation by an external examiner. A fully justified account stating the reasons for the re-evaluation request shall accompany the application. External examiners are appointed as necessary.

Grades in the Department of Preliminary Studies

- a) Grades are given in whole and half numbers on a scale from 0 to 10. The minimum pass grade for a course is 5.0.
- b) A student is permitted three attempts at passing an examination in the same course. Students must accept all changes that may take place in course content between examination attempts. Students wishing to make a third attempt at passing an examination must attend the course concerned as instructed by the Head of the Department of Preliminary Studies.
- c) A student who fails to submit required assignments in a course where part of the final grade consists of a number of grades for different assignments or practical work has forfeited his/her right to sit the final examination in that course. This student is regarded as having used one of his/her attempts at the examination and loses the right to take another examination in the course for the current semester.

4. Assessment and Grading

Article 4.1

Composition of Grades

One final grade is given for each course in which a student is registered. The final grade is made up of grades for one or more of the following components:

- Performance on a final examination.
- Performance on in-course examinations.
- Performance and in-class participation.
- Projects and reports submitted during the course.

Article 4.2

Minimum Grade

Grades are given in whole and half numbers on a scale from 0 to 10. A final grade lower than 5 is regarded as failure and the student gains no credit for that course. In order to pass a course, a student must receive the grade of 5.0 on the final examination. Teachers may depart from this condition if the weight of the final examination is 20% or less of the final grade. A department may determine a higher pass grade for individual courses (see Rules for the School of Law). A department may also decide to award the grades of “passed” or “failed” instead of a numerical grade for individual courses. The minimum pass grade for former students of the Technical University of Iceland is 5.5.

No grades are given for courses waived due to having been completed at other schools.

Article 4.3

The principal course teacher (or teachers) is responsible for writing all examinations and assignments that are presented in the course and upon which the course grades are based. Written examinations must state the weight of each question on the examination sheet proper. If the grade for a practical examination is to be made up of more than one part, the students must be notified of the weight of each part before the examination is taken. The successful completion of the practical aspects of a course, satisfactory attendance and submission of assignments may be made prerequisites for taking a written examination.

In a combined examination, it is permissible to require a pass grade in all parts of the examination provided this is made clear at the beginning of the course.

Article 4.4

Assessment in practical courses and of final projects is at the discretion of the project teacher. The weight of individual project sections in the final grade must be presented in writing at the beginning of practical courses. It is permitted to demand that certain project parts are completed adequately in order for the student to complete a practical course. Such conditions must be presented in writing at the beginning of the course.

Article 4.5

Rules on Examinations and Project Work

Students must work alone on solving individual assignments as well as on in-course and final examinations. Students are strictly forbidden to offer assistance or accept help from other students. The repercussions for resorting to dishonest measures in individual parts of a course may range from the grade of zero (0) for the part in question, or as the final grade for the entire course, to expulsion from RU. Oral or

written caution may also be given for dishonest measures in accordance with further rules determined by each department. For further information on the handling of such cases, see Chapter 7 of these Rules.

When students work in groups on assignments for which a grade is given, the solutions submitted by each group must be that group's own work. Any copying of work by students in other groups or other individuals inside or outside RU, in whatever form, is strictly prohibited and may result in the same disciplinary action as stated above. For further information see specific RU rules on project work: "Your Creation – Your Contribution" published as an accompanying document to the Rules on Study and Examinations. See also the RU Code of Ethics.

The principal teacher of a course shall inform students in writing of the examination and assignment requirements of the course. This includes information on all reference material permitted in an examination. The use of other materials than those officially permitted in an examination may result in the disciplinary action detailed above.

Article 4.6

Rules on Assignments

Course teachers set specific rules concerning submission deadlines for assignments which must be respected by students. Submission deadlines for assignments are generally not extended for a single student or groups of students. A teacher may, however, choose to overlook deadlines and decide that late submissions will instead have detrimental effects on the grades given.

Article 4.7

Students taking an oral examination are not permitted to discuss or in any other way exchange information on its content while the examination is in progress. If a student is exposed at such behaviour, the case shall be referred to the Dean as detailed in Chapter 7 of these Rules.

5. Repeated Examinations and Students' Right to Appeal

Article 5.1

Students may withdraw from a course before the date indicated in each year's course catalogue. Withdrawals with clear indications as to the course title(s) can be made by e-mail to nemendabokhald@ru.is. Students failing to show up for examinations without notifying the office of an acceptable reason for their absence shall be considered as having taken the examination and receive the grade of zero (failed/failed to attend) in the course.

Article 5.2

Students who are unable to attend an examination on account of illness must notify the Administrations Office of their absence before the examination commences or while it is in progress. A medical certificate must be presented at the Administrations Office within three working days of the examination date, otherwise the student will be considered as having taken the examination (the examination date is not counted as one of the three working days). The medical certificate shall be signed by a doctor on the same date as the examination. The medical certificate shall also indicate the title

of the course and/or examination which the student was unable to attend. The same applies if a student is unable to attend an examination on account of the illness of his/her child. Only medical certificates that are handed in during office hours within the three-day limit will be accepted. The rule on notification and medical certificates also applies for in-course examinations taken during the semester.

Article 5.3

Written repeat examinations are normally held soon after the semester's final examination. Repeat examinations replace final examinations but grades for assignments and in-course examinations or any other type of assessment remain unchanged. Only students who have attended the final examinations or notified of an illness (cf. Article 5.1 above) are eligible for repeat examinations. Students who have been absent from the regular final examination on account of illness and fail the repeat examination have forfeited their right to repeat the examination. The student must resit the course in order to take the final examination again. Further rules on the maximum number of repeat examinations a student can take during his/her time of study are set by each department.

Article 5.4

Registration for repeat examinations takes place once the results from the examinations have become official. Repeat examination dates are published in the academic calendar and details on examination fees for repeat examinations are provided in the course catalogue. Once a student has taken a repeat examination, his/her previous examination in that subject becomes null and void. If a student fails the repeat examination, leaves it or does not show up, he/she has lost his/her right to take another final examination in that course without resitting it.

Withdrawals from repeat examinations can be made by e-mail to nemendabokhald@ru.is at the latest on the examination date, but before the examination commences. Fees for repeat examinations are non-refundable.

Article 5.5

Students have the right to a teacher's explanation of the evaluation of their written examinations if they request so within five days of the date when the grade was posted. The teacher shall comply with such requests before the repeat examination is held, or within 10 days, whichever is earlier.

A student who has failed an examination and is dissatisfied with the teacher's explanation of the evaluation may file a complaint with the Director of Examinations. The complaint shall be made in writing and lodged within ten days of the date of the official viewing of examinations. In such cases, an external examiner shall be appointed. External examiners are appointed in consultation with the Dean of the School concerned.

Article 5.6

If a student files a complaint concerning the grading of a written examination, an external examiner is appointed. The examiner shall evaluate the student's examination answers independently. If the external examiner sees reason to review a grade, the external examiner is not bound by the original grade. If the teacher and external examiner fail to reach agreement on the grade to be given, the grade awarded by the

external examiner shall apply. A reviewed grade must be available within two weeks from the filing of the complaint. An external examiner shall be present during all oral final examinations and the final grade is the joint consensus of the teacher(s) and the external examiner. Oral examination grades cannot be contested. Grades awarded by a supervisor and an external examiner for final theses cannot be contested.

Article 5.7

Once the time limit for student complaints has passed and the external examiner has completed the evaluation of all relevant examinations, the examination papers shall be submitted to the Directorate of Examinations for safekeeping. All examination documents must be kept for one year. RU also keeps electronic copies of all final examinations and copies of examinations held during the regular examinations periods are available to students on the RU intranet.

Article 5.8

If a mistake in the calculation or recording of grades is detected, the Administrations Office reserves every right, after consulting with the teacher concerned, to correct the grade within two weeks from the submission date.

6. Examination Procedure

Article 6.1

Examination rooms shall as a rule be opened 10 minutes prior to the commencement of an examination. Students who turn up later than one hour after the examination has begun will not be allowed to take the examination.

Article 6.2

While an examination is in progress, students must have valid identification papers readily available for proctors. A student failing to produce such documentation may be barred from taking the examination.

Article 6.3

Proctors give clear instructions as to when students may begin the examination and when the examination time is over. Students must then hand in their examination papers.

Article 6.4

In combined examinations, students shall complete each section separately.

Article 6.5

If corrections or other kind of information needs to be communicated to students during an examination, this is done by writing the information on a board or distributing photocopies after consulting with the Director of Examinations.

Article 6.6

No student is allowed to hand in examination papers before an hour has passed of the examination time. At the end of the examination, all papers must be handed in without delay. Students continuing to answer examination questions after the signal to stop has been given may receive the grade of zero (0) or be expelled from the course.

Students shall, however, be given time to gather their papers and label them after the examination time has expired, but no alterations or improvements may be made after that time.

Article 6.7

All question sheets, answers and rough copies must be handed in to the proctors at the end of written examinations at RU. Question sheets from all examinations held during the regular examinations periods will be made accessible to students on the RU intranet (but not multiple choice questions, however).

Article 6.8

Students may not leave overcoats, bags or other items which are not part of the permitted reference materials near their desks in the examination room. Any disturbance in the examination room is prohibited.

Article 6.9

Any attempt at using mobile telephones or other types of cordless communication devices will result in expulsion from the examination. Students carrying such devices are required to turn them off and hand them over to the proctors for safekeeping for the duration of the examination.

Article 6.10

Students may not use any other reference materials or aids in an examination than those stated on the cover page of the examination. Any attempt at doing otherwise will result in expulsion from the examination as determined by the Director of Examinations. The case shall be referred to the Dean of the School in question for further handling, as detailed in Chapter 7 of these Rules.

Article 6.11

Students may only leave their desks in the examination room before they have completed the examination if they need to go to the toilet. This can only be done under the supervision of a chaperon.

Article 6.12

Students are not allowed to complete an examination without returning the answer sheet marked with either their names and identification numbers or examination numbers.

Article 6.13

Students who complete their examinations before the end of the examination has been signalled shall leave the examination room without disturbing those who are still working.

Article 6.14

Individual faculties may, after consulting with the Director of Examinations, decide to use examination numbers.

Article 6.15

The Director of Examinations may permit a student who applies to take an examination at a location other than the premises of RU to take the examination at

another university or educational establishment, provided the student has a justifiably good reason for this request and there is an existing contract with the establishment concerned for such arrangements.

Article 6.16

If a student is caught cheating during an examination, the student's question sheet and answer papers shall be removed without delay and the Director of Examinations or a substitute called to the examination room. The student's case shall subsequently be referred to the Dean for further handling.

7. Handling of Cases and Complaints Procedures

Article 7.1

All decisions concerning students' rights and obligations shall, as applicable, be based on the principles of administrative law and good administrative practices.

Article 7.2

Complaints on the grading of examinations may be lodged with the Directorate of Examinations according to the rules set out in Chapter 5 above. If a student believes that other decisions concerning teaching and/or examinations constitute infringements of his/her rights, the student may, within a period of ten days from such decisions, submit a written and adequately justified request for these decisions to be reviewed. If the student is discontented with the outcome of the revision, the decision may be appealed to the Director of Academic Affairs who then takes a substantiated stance on the matter. Ultimate power of decision rests with the Dean of the School concerned.

Article 7.3

The Dean of each School decides upon the disciplinary action to be taken in the event of breaches of the Rules of Study and Examinations, other RU rules, or laws and regulations applicable to the operations of the University. Disciplinary action may entail awarding the grade of zero (0) for a part or parts of a course, expulsion from a course or expulsion from the University. Instead of resorting to the last two measures, the Dean of a School may decide to give the student a caution in combination with, or without, other means of disciplinary action. A student can, however, only be cautioned once for the same kind of infringement during his/her course of study.

Article 7.4

Students who have exhausted all available resources for processing complaints within RU may submit their cases to the Appeals Committee for University Students in accordance with Article 20 of the Universities Act no. 63/2006. The role of the appeals committee, cf. Rules no. 1152/2006, is to rule in matters where students at universities approved by the Ministry of Education have reason to believe that an infringement of their rights has taken place concerning: a) the conduct of examinations and assessment, including the presentation of examinations, grading procedure, the appointment of external examiners, the posting of grades; b) the assessment of study progress, including the right to sit repeat examinations; c) the processing of admission applications, including the assessment of studies completed at other educational establishments; d) expulsion from an educational establishment and other kinds of disciplinary action.

The appeals committee does not rule in matters pertaining to a teacher's professional assessment (e.g. examinations).