

Management and Organisation of the School of Law at Reykjavík University

Dean of the School of Law

The Dean of the School of Law is responsible for the professional administration of the School and shall report on the financial affairs of the School to the President of the University; the Dean shall lead the strategic planning of the School and have the power of final decision in matters relating to the rights and obligations of students under Section 2.4 of the Regulation on the University of Reykjavik.

The Dean of the School of Law is responsible for the administrative organisation of the School in accordance with the University policy and shall ensure the participation of academic staff in the administration of the School, as provided in Section 2.5 of the University Regulation

The Dean of the School of Law shall appoint the permanent teaching staff of the School in consultation with the chairs of the Academic Affairs Council and Research Council and, as applicable, the teachers in the fields in question. The Dean shall also appoint part-time teachers following consultation with the chairman of the Academic Affairs Council and, as applicable, the teachers in the fields in question.

To the extent that the statutes and rules of the School of Law provide that faculty meetings, the Academic Affairs Council, the Research Council or the Admissions Board should make decisions, the Dean of the School of Law has delegated such powers of decision.

Faculty Meeting

The Faculty Meeting of the School of Law is a forum for discussions and decisions on the academic affairs of the School, including issues such as teaching and research policy, content and organisation of studies, development of studies, evaluation of student performance, teaching methods, research and quality. The Faculty Meeting shall appoint members of the academic councils and boards of directors of the School's institutes. In addition, the Faculty Meeting has powers of decision in certain matters pursuant to the Rules of the School of Law on B.A., M.L. and doctoral studies.

In addition to the Dean of the School, the following are entitled to attend Faculty Meetings and participate in voting: academic staff, i.e. professors, associate professors, assistant professors, specialists and adjuncts involved in all aspects of academic activities. The office staff of the School of Law and the president or a delegate from Lögrétta, the School's student association, are entitled to attend Faculty meetings with the right to speak and submit proposals.

Faculty Meetings shall normally be held once every month in the course of each term and more frequently if needed. Meetings shall be called by e-mail with a minimum of two working days' notice. The notice of the meeting shall specify the business of the meeting and shall be accompanied by the necessary documents that will be the subject of discussion at the meeting. Minutes shall be kept at meetings and submitted to the following Faculty Meeting for confirmation. The Dean of the School of Law shall preside at Faculty Meetings. The

Administrative Director of the School shall serve as the secretary at Faculty Meetings. A quorum of a Faculty Meeting is achieved if the meeting is attended by a minimum of one half of the academic staff, in addition to the Dean of the School. Decisions are made by majority vote. In the event of an equality of votes, the Dean shall cast the deciding vote.

Academic Advisory Councils

The advisory councils of the School of Law are the Academic Affairs Council and the Research Council.

Academic Affairs Council

A Faculty Meeting shall appoint three members of the academic staff to serve on the Academic Affairs Council for a term of two years. The Dean of the School of Law shall submit proposals at a Faculty Meeting regarding the chairman of the Academic Affairs Council. In other respects the Academic Affairs Council shall allocate tasks among its members and may establish rules of procedure on the further discharge of the Council's duties. Decisions of the Academic Affairs Council require the support of a majority of the Council.

The role of the Academic Affairs Council is to work, together with the Dean of the School (does not apply to points (k) and (l)), on the development of B.A. and M.L. studies, including organisation and quality, teaching arrangements, teaching methods and student evaluation, and to submit proposals to the School of Law on the above matters as necessary: This includes:

- a) Preparation and revision of the rules of the School on B.A. and M.L. studies, policies on studies and teaching and criteria regarding teaching methods;
- b) Work on the implementation of the School's policies regarding studies and teaching, learning outcomes and general principles regarding studies and teaching;
- c) Work on the development of teaching evaluation and other teaching criteria;
- d) Organisation of continued education and teacher's training in pedagogics;
- e) Work on the development and improvement of new programmes at the School;
- f) Organisation of quality audits;
- g) Submission of proposals on studies and teaching in the B.A. and M.L. programmes in consultation with the staff of the School of Law and the board of directors of Lögrétta, including offerings of elective courses and M.L. level seminars;
- h) Submission of proposals, in consultation with the staff of the School of Law and the board of directors of Lögrétta, regarding which electives at M.L. level should be offered in the sixth term of B.A. studies;
- i) Submission of opinions and recommendations in response to queries from the Dean of the School;
- j) Taking the initiative in contracting with organisations and business enterprises on internships in M.L. level studies;
- k) Taking a position on applications for exchange studies and internships in M.L. studies. Decisions of the Academic Affairs Council under this point may be appealed to the Dean of the School of Law;
- l) Taking a position regarding requests from B.A. and M.L. students for transfers of credits from earlier studies and making decisions on the progress of studies and interruptions of studies of individual students pursuant to the Rules on B.A. and M.L. studies. Decisions of the Academic Affairs Council under this point may be appealed to the Dean of the School of Law;

- m) Work on the co-ordination of courses at the B.A. and M.L. level in consultation with teachers in the professional fields of the School, e.g. in the fields of criminal law, civil law and international law;
- n) Work with the RU Academic Affairs Council.

The Chairman of the Academic Affairs Council shall call meetings of the Council. However, the Administrative Director shall call and attend meetings where requests under points (k) and (l) are on the agenda. The Chairman of the Academic Affairs Council shall work on matters relating to studies and teaching between Council meetings with the Dean and Administrative Director of the School of Law, as applicable.

Research Council

A Faculty Meeting shall appoint three members of the academic staff to serve on the Research Council for a term of two years. The Dean of the School shall submit proposals at a Faculty Meeting regarding the chairman of the Research Council. In other respects the Research Council shall allocate tasks among its members and may establish rules of procedure on the further discharge of the Council's duties.

The role of the Research Council is to work with the Dean of the School of Law on the promotion of domestic and international research in the Reykjavik University School of Law. This includes:

- a) The establishment of a research strategy for the School. The strategic planning shall be conducted in consultation with the staff of the School of Law. The strategy shall be planned for a term of two years. The strategy shall be submitted and presented by the Research Council at a Faculty Meeting once a year, where the results of the preceding year shall also be discussed;
- b) Promotion of research co-operation with domestic and foreign entities in consultation with the staff of the School of Law;
- c) Monitoring the results of research work in the School and taking appropriate measures in response to any findings;
- d) Establishing a strategy for research co-operation between teachers and students;
- e) Work on promoting research work in the School;
- f) Dealing with affairs relating to doctoral studies in accordance with the rules on doctoral studies at the Reykjavik University School of Law;
- g) Work with the RU Research Council.

Admissions Board

The Dean of the School of Law, a delegate of the Academic Affairs Council and the Administrative Director of the School of Law shall serve on the Admissions Board of the School of Law. The role of the Board is to decide which applicants should be admitted to B.A. and M.L. studies. Decisions of the Admissions Board on admission to B.A. and M.L. studies are final.

Institutes

Research centres and institutes are subject to the Rules of RU on institutes.

Information and consultation

The arrangements set out above are intended to make the activities of the School of Law effective and transparent and to ensure normal involvement by academic staff and students in the School's administration.

The School of Law attaches great importance to the free flow of information between administrators, teachers and students. An endeavour shall be made to maintain informal exchanges of opinion between staff and students.

The Dean of the School of Law shall, in the course of every term, organise consultation meetings with the board of directors of Lögrétta, the students' association of the School. The student body of each year of admission shall appoint a delegate at the start of the academic year to represent students' requests and viewpoints to the administrators of the School. The Dean of the School shall meet with them at their request.

Rules of the Reykjavík University School of Law

These rules are complementary to the Rules of Reykjavik University.

So approved at a Faculty Meeting of the School of Law on January 13, 2012.