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HÁSKÓLINN Á BIFRÖST
BIFRÖST UNIVERSITY



Handbook for Learning and teaching

Rules and procedures

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This is a translation of the document Handbók-Nám og Kennsla. In the event of any discrepancies between the translation and the original text, the original shall take precedence.

1. Bifröst University Teaching Policy

On the Bifröst University Teaching Policy

It is the policy of Bifröst University to offer outstanding education that provides students with extensive knowledge in their field of study, enhances their broad-mindedness and critical thinking and strengthens their creativity. Emphasis is laid on enhancing students' ability to employ professional work methods, on applying theories and concepts in problem-solving and on enhancing their ability to find solutions for concrete problems. Bifröst University thereby aims to provide students with the best possible preparation for participation in democratic society and the economy, or for continuing studies. Bifröst University fulfils the requirements made for studies in those disciplines for which the University has been accredited.

Teaching methods and organisation of teaching

Teaching at Bifröst University involves diverse teaching methods that emphasise autonomous work methods for students, with solid academic support from teachers. Bifröst University therefore expects students to engage in extensive project work, which sharpens students' initiative and responsibility, as well as their cooperative skills when group work is at issue. Diversity and professionalism are emphasised in course assessment. There shall likewise be congruence between teaching methods, course assessment and intended learning outcomes.

Bifröst University adopts teaching methods based on lectures, which teachers publish on the University learning management system, and on rigorous project work and examinations or final projects. Get-togethers with teachers are offered in on-site sessions in the University calendar, and in Teams meetings at the beginning and end of teaching.

Bifröst University stresses that students should use face-to-face time with their teachers for project work or discussions on course-related topics, as applicable, and watch teachers' lectures online. A point is made of providing students with internship opportunities, at both the undergraduate and Masters level.

Teachers

Bifröst University endeavours to hire competent teachers with a strong academic background, organisational skills that allow them to prepare their teaching well and the desire and ability to impart their knowledge in a systematic way that fosters a positive and creative environment.

Teachers at Bifröst University shall display initiative in pursuing innovation and developing their instruction methods. Bifröst University makes a point of providing teachers with opportunities for continuous education and training in their respective disciplines. Teachers should in the same manner acquaint themselves with rules on learning and teaching, along with the University teachers' guide, and should comply with all the conditions presented therein

Teaching and links with research and development projects

Bifröst University encourages teachers to link their research and/or field of expertise with their teaching activities, to the extent that this is possible. Students at Bifröst University have the opportunity to participate in research or development projects under teacher supervision, as applicable at any given time, and thus receive training in scholarly work methods.

Teaching and links with the economy and society

A special point is made of linking student learning and project work with the economy and

society. Bifröst University aims to provide students with opportunities to complete real-life assignments for businesses, public agencies, NGOs and municipalities which will prepare students still better for future participation in the various economic sectors after the completion of their studies. Bifröst University places no less emphasis on social projects that aim to benefit the local community, including regional development projects, guided by principles of sustainability and social responsibility.

Teaching and international collaboration

Student and staff exchange is an integral part of the University's operations, giving students the opportunity to complete part of their studies at a university abroad. In the same vein, it is the policy of Bifröst University to provide its employees with opportunities to participate in teacher and staff exchange. Bifröst University likewise endeavours to increase collaboration with universities outside Iceland by way of joint course offerings or lines of study funded by third-party grants.

Teaching facilities and working conditions for teachers and students

Bifröst University endeavours to provide good working conditions for teaching and learning, not least in terms of its buildings, technology, services and learning management system. The University endeavours to provide good service for teachers and students that solidly supports them in their teaching and learning.

Quality management for learning and teaching

The University's learning offer and structure of study programmes are reviewed periodically with a view to maintaining and enhancing the strength of learning, to meeting the needs of students to the extent possible and ensuring them a good foundation for participating in employment and in society, or for graduate study.

Bifröst University has a representative on the Quality Board for Icelandic Higher Education, and the University's operations are assessed on a regular basis, through both internal evaluation and periodic external evaluation of the quality of learning and teaching. Student evaluation of teaching is conducted periodically for individual courses, and the results of teaching evaluation are presented to teachers each semester. The teacher and the respective supervisor shall subsequently examine what elements require improvement and what is well done. Academic Services is responsible for uniformity of presentation for course plans and student assessment for individual courses through systematic quality control for all departments of the University. All study programmes have Programme leaders who work in the relevant department. The Programme leader supervises and monitors the relevant study programme, has an overview over individual courses, their content, and is a mentor for sessional teachers. He takes the initiative on changes in consultation with the Head of Department.

The Code of Ethics and ethical guidelines

Teachers and students at Bifröst University must familiarise themselves with and abide by the University's Code of Ethics. Students bear full responsibility for their own studies and study progress. Relations between teachers and students shall be characterised by mutual courtesy, integrity and respect.

Implementation and follow-up

The academic departments of Bifröst University and Academic Services are responsible for the implementation of the Bifröst University Teaching Policy and follow-up.

2. Bifröst University Education and Services Policy

The purpose of the Bifröst University Education and Services Policy is to define the University's services. It is the objective of Bifröst University to provide personal and professional services which necessitates that both employees and students are participants and take mutual responsibility for constructive and positive relations.

Students at Bifröst University are responsible for their own educational performance. Learning and its framework supported by teaching and guidance by teachers and other employees of the University. Students are key participants in Bifröst University's study programmes, and services and relations with the University's staff are thus as much their responsibility as that of employees. Studies involve cooperation based on respect and trust, and on students' and teachers' interest in acquiring new knowledge and skills and their willingness to take on challenging assignments.

Guidelines and expectations

- a. Bifröst University strives to offer students education that enhances their knowledge, skills and competences and serves them in their life and work.
- b. Bifröst University has the objective of preparing students for leadership positions in society, emphasising the University's values: Initiative, responsibility and cooperation.
- c. Bifröst University emphasises quality and professionalism in teaching and teaching methods.
- d. Teachers do their best to support their students in their studies by:
 - a. preparing and submitting a clear course plan in a timely manner,
 - b. diligently preparing their teaching and presenting the curriculum in a clear, understandable way,
 - c. delivering evaluation of assignments and examinations as per the course plan,
 - d. evaluating students in a fair and professional manner,
 - e. supporting the students' learning to the extent possible

Students:

- a. Students show initiative and are responsible for their study progress.
- b. Students are expected to prepare themselves for in-person meetings with their teachers in accordance with the course plan and their teachers' instructions, among other things by listening to lectures, reading the course material and participating in discussions. Students shall also hand in assignments in a timely manner.
- c. Students are responsible for asking for further explanations from teachers where needed. This should be done with reasonable notice and within the timeframe provided by the teacher. Students shall keep in mind that teachers require time to respond to students' questions.
- d. Students shall acquaint themselves with and completely respect rules on academic work methods, for example on intellectual property rights and handling of sources.

Communications:

- a. Bifröst University stresses that mutual respect shall be upheld in all communications, whether taking place in the classroom or via another communications medium.
- b. All parties shall make an effort to show courtesy and respect in their relations.
- c. Communication between students and teachers takes various forms and the teacher shall specify in the course plan what preferred communications media are to be used during the course.

- d. E-mail is a common mode of communication between teachers and students, and teachers shall endeavour to respond to e-mails as promptly as possible. However, teachers cannot be required to communicate with students outside of normal working hours.
- e. It is important that all students be able to follow all discussions and communication between students and teachers within a course that relate to the course materials and explanations thereon.
- f. Students are encouraged to actively participate in discussions in groups created for individual courses in the learning management system.

Communications in remote meetings:

If organised meetings or teaching is conducted through virtual conferencing equipment, the following rules apply:

- a. Those who participate in the meeting should have their cameras on during the meeting.
- b. Those who do not have the floor should mute their microphones.
- c. A student wishing to speak should raise a virtual hand.
- d. If teachers plan to record the meeting, this must be stated in the call to the meeting and reiterated at the beginning of the meeting.
- e. A headset with microphone shall be used at meetings to ensure meeting quality for all present.

3. Rules on Studies and Teaching at Bifröst University

1. Article Courses

- e. Traditional courses at Bifröst University are based on online lectures, discussions and assignments. The purpose of lectures is to give an overview of the core elements of the course subject, the discipline it belongs to, the academic and applied context and the methods that students are expected to acquire. Teachers lead *discussions* in class or purposefully enlist students to participate in and potentially lead discussions, with the objective of enhancing students' comprehension of the subject. *Assignments* are presented to students in order to provide them with academic training at the same time as students develop the skills and ability to tackle the subject at hand and solve progressively more difficult exercises.
- f. In addition to traditional courses, the University offers its students opportunities to complete independent project work and internships in cooperation with organisations and institutions. These study options are organised with a view to enabling students to gain experience that reinforces their independent thinking skills and working methods beyond what may be expected from traditional courses.
- g. Students carry out 25 - 30 hours of work for each ECTS credit in their studies, and course organisation must take this into account. Students who wish to complete more than 36 ECTS credits in the autumn, spring or summer semester must apply for an exemption.
- h. Courses shall be taught either over the term of a full semester or in shorter sessions. The duration of a course in this respect does not have an effect on the minimum number of working hours a student must contribute. Teachers shall ensure that project work forms a major component of course assessment.
- i. Teachers are permitted to set attendance requirements for assignment and discussion classes for undergraduate students. Such requirements shall be approved by the Dean of Department and clearly specified in the course plan.
- j. Students are permitted to withdraw from courses up to a deadline that the University Office determines and advertises on the University website.

2. Article Teachers' responsibilities

- a. Teachers organise courses and make decisions on study materials, study review and assessment within the framework prescribed by the rules of the University. If more than one teacher is involved in the organisation and teaching of a course, one of them shall be designated the principal teacher and is thereby responsible for the course. The principal teacher is responsible for the coordination of teaching and for the course plan. Teachers in distance learning courses shall make an effort to be in regular and efficient contact with their students.
- b. For courses with more than 30 students, teachers may request the aid of an assistant teacher without this being subtracted from the total number of working hours that they spend on the course. Optimally, assistant teachers shall be hired from among the ranks of more advanced students at Bifröst University; assistant teachers are paid as per the University's rules on assistant teachers at any given time.
- c. The principal teacher is responsible for all aspects of the assistant teacher's work as part of the course. The principal teacher ensures that complete consistency is maintained between the principal teacher, the assistant teacher and any other teachers in reviewing assignments for the course.

- d. The teacher keeps track of the handing in of assignments and student attendance as per instructions and in cooperation with the University Office at any given time. If a student has shown little or no activity in a course, the teacher shall forward information about this to the study and career counsellor at the end of the second week.
- e. The teacher shall normally publish lectures and other material in accordance with the course plan.
- f. The teacher impresses upon students the need to respect the University's rules on correct and proper working methods for University activities. The teacher shall take disciplinary action as stipulated in Article 29 of the Bifröst University Regulations against any students who are found to have behaved dishonestly on assignments or in examinations and shall notify the University Office of such incidents.

3. Article Programme leader responsibilities

Programme leaders are responsible for academic leadership within study programmes, and for leading their maintenance and development in close cooperation with Heads of Departments and teachers. A Programme leader monitors the quality of organisation and teaching and of the orientation and learning experience of students. A Programme leader maintains good cooperation with Academic Services and with the Director of Quality Management.

4. Article Course Description and Course Plan

- a. The *Course Description* lists the main components of the course, its objectives, learning outcomes, format and (as applicable) reading material and it shall be accessible on the University website. The *Course Plan* is a precise description of the organisation of the course, assignments and their weight, required and supplementary reading and the format and weight of the final examination. This plan shall be in conformity with the rules and pedagogical objectives of the University. It shall be made available to those students enrolled in the course at least two weeks before the start of the course.
- b. Teachers shall submit a list of reading material for their courses to the University with four weeks' notice to enable supply of those materials that students are expected to purchase or obtain at the University Library, to have at hand during the course, and no later than two months before the start of a course.
- c. Teachers are responsible for ensuring that the course plan is published to students in the learning management system, no later than two weeks before teaching begins. Teachers may submit the course plan to Academic Services no later than three weeks before the start of teaching each semester and request that it be reviewed by an employee. Academic Services is responsible for monitoring teachers' compliance with requirements on the preparation and publication of course plans.
- d. Changes shall not be made to course assessment as specified in the course plan after a course has started except in exceptional cases, and the consent of all students in the class is required to do so. Should a teacher otherwise alter the course plan after the start of a course, the teacher must ensure that all students in the course receive express notification of these changes.

5. Article Assessment of studies and publication of grades

- a. Teachers determine how assessment will take place and give grades for assignments and examinations. Teachers have a responsibility to explain assessment criteria ahead of time to the extent possible. Teachers shall show

fairness and ensure equitable treatment in giving grades.

- b. In general, assessment shall be based on an assignment component and a final examination. Teachers are permitted to hold courses without a final examination component. Teachers may also evaluate course participation as part of the final grade.
- c. Assessment is based on the learning outcomes of the course. Teachers shall endeavour at the start of a course to explain the correlation between learning outcomes and assessment to students to the best of their abilities.
- d. Teachers shall post all grades in the University learning management system, including grades for both examination and assignment components, and ensure that their relative weight is made clear. The University Office shall otherwise see to the overall management of grades and is responsible for the publication of grades for assignments and examinations and the calculation of the final grade.
- e. Should it emerge that a mistake has been made in recording or calculating grades, the University Office reserves the right to correct the grade, in consultation with the teacher. Corrections of this nature shall be made as soon as the initial mistake is discovered, and students shall be immediately notified of these corrections. The University Office is not authorised to correct a grade if more than a week has passed from the time of its initial publication.

6. Article Assignments

- a. Teachers provide students with written feedback on all written assignments they hand in.
- b. The objective of feedback is to explain assessment and the grade received, identify what aspects of the student's understanding of the subject may be improved and stimulate the student to contemplate further on the subject.
- c. If an assignment takes the form of a multiple-choice test or calculations that do not give occasion for special comment (other than to provide the correct answer), then the teacher shall provide an instructional solution in place of feedback on each problem.
- d. Students should optimally have the opportunity to work on different forms of assignments (i.e., group, pair and individual assignments).
- e. Teachers determine when assignments are to be handed in. They shall strive to finish reviewing assignments and providing feedback before the next assignment is due.
- f. In calculating the grade for the assignment component, teachers are permitted to omit the assignment for which a student received the lowest mark, provided that this rule is specified in the course plan. If an assignment is not turned in, the student automatically receives a grade of 0 (zero) for that assignment.
- g. Teachers shall decide their response in cases where assignments are turned in after the deadline. Teachers are permitted to refuse to accept assignments after a given length of time has passed.
- h. In the case of final project or final thesis, the same rules apply as to final examinations. In order to pass the course, the student needs to attain a minimum grade of 5 for project or essay.
- i. Teachers are not permitted to offer extra assignments except in extraordinary circumstances, such as serious illness (confirmed by a doctor) or the death of a close relative, where a student has defaulted on an assignment submission but the student may apply to the Dean of Department for an extra assignment .

7. Article Examinations

Rules on examinations at Bifröst University are documented in chapter 4 *Rules on final examinations* and these rules are the reference for matters concerning examinations at the University.

8. Article Grades

- a) Final grades for courses and for final projects are given in increments of 0.5.
- b) Grades for individual assignments and examinations are given to one decimal place.
- c) With the approval of the Head of Department, a teacher may give only the grades of pass or fail for performance in a course as a whole or for individual assignments, provided that this is specified in the course description.
- d) More detailed rules on grades are documented in chapter 4, *Rules on final examinations*, which is the reference for such matters.
- e) Guidelines for grades

10	for perfect command of a subject. This grade is awarded only for peerless performance.
9.0– 9.5	for excellent understanding and ability.
8.0– 8.5	for very good knowledge and understanding.
7.0– 7.5	for solid knowledge.
5.5– 6.5	for a fair knowledge of the basics.
5.0	for a minimum knowledge of the basics.
0.0 - 4.5	for unacceptable performance.

9. Article Minimum performance requirements

Rules on minimum performance requirements for assignments and examinations at Bifröst University are documented in chapter 4, *Rules on final examinations*, which is the reference for such matters.

10. Article Term projects

Rules on term projects at Bifröst University are documented in the *Term Project Manual*, which is the reference for such matters.

11. Article Final theses in undergraduate and Masters studies

Rules and guidelines on finance theses in undergraduate and Master's studies at Bifröst University are documented in chapter 5 *Rules and guidelines on final thesis in undergraduate and Master's studies at Bifröst University*, which is the reference for such matters.

13. Article Specific criteria for the Department of Preparatory Studies

- a. Teachers may decide to take distance learning students' participation and activity during working weekends into account in assessment, provided that this is made clear in the course plan.
- b. Courses in the Department of Preparatory Studies take place over 7-week sessions. In general, students at the Department of Preparatory Studies shall receive weekly assignments in their courses. Teachers may not assign a project due in the 7th week, unless the course does not involve an examination component and the assignment is the final project. Week 7 is intended for examination preparations and the final

examination or handing in of the final project.

- c. In calculating the grade for the assignment component, the assignment for which a student received the lowest mark may be omitted.

14. Article Publication and amendment to these rules

These rules are part of the University Quality Handbook. They come into force subsequent to approval by the Rector and having been published in the Handbook for Learning and Teaching.

4. Rules on final examinations

The examinations coordinator supervises the administration of examinations. The examinations coordinator is also responsible for acquainting teachers, students and distance learning examination centres with these rules.

Temporary provisions

In cases of force majeure, quarantine measures or natural calamities such as Covid 19, the university is authorised to deviate from examination rules in order to respond to the circumstances. In such instances, the University must inform students and staff about the changes with as much notice as possible.

Format and organisation of final examinations

The teacher decides the format and length of the examination and includes all necessary information on the examination in the course plan.

Examinations are written or oral. As a rule, a written final examination shall be 2-4 hours long. Written and oral examinations held at the University shall be without external aids, unless otherwise specified in the course plan. Teachers may permit access to study materials in part or in their entirety and open access to the Internet. Communications and communication software is however never permitted during an examination. The University reserves the right to use software to create a standardised examination environment. For more information, see the guidelines from Academic Services.

The University shall provide all students with comparable facilities for their examinations.

The final examination must be in keeping with the defined learning outcomes set forth in the course description and be clearly worded and structured so that expectations of students are unambiguous.

The layout of the examination shall be in accordance with a standard template of coverpage which is provided by the examinations coordinator. Submission of final examinations to the University Office

Teachers must submit a completed the final examination with a resit examination to the university's examination software or to the examination coordinator, no later than 5 working days before the examination.

The main examination and the resit examination shall be comparable with respect to level of difficulty and structure. The examinations coordinator reads over the examination and makes comments, if necessary; this shall be done no later than three working days before the final examination. The examination coordinator is responsible for time and access settings on examinations.

Teacher availability during examinations

Teachers must be reachable via telephone examinations and resit examinations and be prepared to resolve or clear up any problems or uncertainties that may arise.

Submission of examination papers

Final examinations taken with the computer, shall be submitted through the University's examination software along with a security copy to the email address prof@bifrost.is where appropriate. Students are entirely responsible for submitting the correct examination solution in

a timely manner at the end of the examination. Students shall show consideration for others at the examination venue and leave all materials and the computer (if applicable) on the table if they complete the examination before the end of the allocated time. Students are not permitted to leave the examination room during the last 30 minutes of the allocated time for the examination.

Administration of final examinations

Final examinations take place in the University's classrooms or at the University's examination centres. Administration of distance learning examinations is partly in the hands of continuous education centres, research centres and other education institutions. Students shall register the examination location in the University learning management system. Should a student request to take the examination at another location than at the University's registered examination locations, he must make a special application for this to the examination coordinator no later than two weeks before the examination week. Students taking their examinations abroad are themselves responsible for arranging for an examination venue, which the examinations coordinator must approve.

An examination venue must be established no later than two weeks before the week of examinations.

Students attend a final examination with their own computers. It is extremely important that the computer has been upgraded.

An invigilator shall be present in each examination room during written examinations.

For oral examinations, an external examiner shall be present and shall jointly grade the examination with the teacher. A teacher chooses an external examiner in consultation with the Head of Department. A grade that has been confirmed by an external examiner is final and cannot be appealed. If more than one teacher teaches a course, they must also designate one external examiner.

Oral examinations held at the University are variously with external aids where course material can be used, or without external aids; or without preparation time or with previously supplied questions, in accordance with the course plan for each course. The duration of oral examinations is 10-15 minutes.

In a home exam, students take written examination at home and it takes place during the learning assessment week of each session. Students neither attend the school examination facility nor the examination centre to take the examination. The teacher decides the length of examination and the time limits, i.e. the time that the students have to complete the test. Home examinations allow documents and access to the Internet. The same rules apply to home examinations as to others with respect to sickness and failure to pass the examination.

Minimum grade requirements for final examinations, resit examinations and final projects

- a) To pass a course, students must achieve a grade of 5 in the examination.
- b) If the final examination counts for more than 30% of the final grade, students must achieve at least 5 in both the assignment and examination components of the course.
- c) To be entitled to take a final examination, students must achieve a minimum grade of 5 for the assignment component of the course, i.e. if the examination counts for more than 30% of the final grade.

- d) It is the responsibility of students to make sure that they are entitled to take the final examination before attending the examination.
- e) If there is no examination in the course, the student must achieve a minimum grade of 5 for the final project.
- f) Students who fail to achieve a minimum passing grade on an examination shall have the option of taking a resit examination during the period decided by the University Office. Students who fail a resit examination must repeat the course.
- g) A student who does not achieve the minimum grade for the course final project has failed and must resit the examination.
- h) Students failing the assignment component of a course must repeat that course.
- i) Should a student fail a course a second time after exhausting the regular resit options, he loses the right to continued attendance at the University, and is considered to have withdrawn from the University, pursuant to Article 28 of the Bifröst University Regulations.

Accommodations

Students with disabilities as defined under Article 2 of the Act on the Affairs of People with Disabilities no. 59/1992 are entitled to special arrangements when they take their examinations. The University provides all students with comparable facilities for their final examinations and ensures that students receive required accommodations when taking examinations, to the fullest extent possible.

Students receiving accommodations have an additional 15 minutes for every hour of a written final examination. This does not apply to an oral final examination. In other respects, the study and career counsellor evaluates the best solutions in each individual instance, given that there is an accredited authorisation with the request.

No special accommodations are in place for oral final examinations. Students can however submit a request to the study and career counsellor, who evaluates the most suitable solution in each individual instance, given that there is an accredited authorisation with the request.

Violations of rules, illness, remedies

There are two examination options: a final examination and a resit examination. The student has the option of registering in either examination option. A student who fails a final examination can register in a resit examination. A student who however decides to only register in a resit examination has no possibility of an additional resit examination and is therefore considered to have failed if he does not attain the minimum grade. A specific charge is made for each resit examination, which is advertised on the University website.

Should a student violate examination rules or behave dishonestly, the student shall receive the grade of 0 (zero).

A student who leaves an examination shall receive the grade of 0 (zero) and will need to take a resit in order to pass the course. Absence from a final examination must be notified to the examinations coordinator before the examination begins.

The student is entirely responsible for registering in a resit examination on the University learning management system website.

The same applies if a student cannot take a resit examination because of illness. The student is then considered to have failed the course.

A student who is unable to take advantage of the two examination options may, in the following circumstances, apply to take the examination when the course is next offered, but no more than two years later:

- a) Serious long-term illness, confirmed by a doctor.
- b) Death of a close relative.

Applications for exemptions shall be made to the Director of Curriculum, who processes the request. Should the exemption be granted to take the final examination when the course is next offered, it is entirely the responsibility of the student to register for that examination. It should be noted that the examination format for a course may change from year to year, and its format will not be altered for a student receiving a third opportunity to take the examination.

Final grades

Final grades in courses shall be given in 0.5 increments on the scale of 0-10 and shall be rounded as follows:

57.5 – 62.49% gives the grade 6.0
62.5 – 67.49% gives the grade 6.5

Guidelines for grades

10	for perfect command of a subject. This grade is awarded only for peerless performance.
9.0– 9.5	for excellent understanding and ability.
8.0– 8.5	for very good knowledge and understanding.
7.0– 7.5	for solid knowledge.
5.5– 6.5	for a fair knowledge of the basics. 5.0 for a minimum knowledge of the basics.
0.0 - 4.5	for unacceptable performance.

Submission of grades

Teachers enter grades for assignments and final examinations in the learning management system and close the course but do not disclose the final grade to students. It is therefore important that they enter into the learning management system, the correct grade rule and the weighting of projects. The Examination coordinator is responsible for registering the correct final grade in the University student registration system.

The University Office publishes calculated final grades, which are based on the grade rule chosen by the teacher.

Grades for oral examinations must be confirmed with the signatures of the external examiner and teacher. The University Office archives the grade document in the University repository. Teachers have two weeks to finish marking final examinations or final projects and submit final grades. Should it emerge that a mistake has been made in recording or calculating grades, the University Office reserves the right to correct the grade, in consultation with the teacher. Corrections of this nature shall be made as soon as the initial mistake is discovered, and students shall be immediately notified of these corrections. The University Office is not authorised to correct a grade if more than a week has passed from the time of its initial publication.

Examination viewing

The teacher organises an examination viewing, which shall take place no later than one week after the publication of final grades. At the viewing, students have an opportunity to discuss

assessment of a written final examination with their teacher and can review their own responses on the examination paper with their teacher at a previously advertised time.

Should a student who has not passed an examination be dissatisfied with the teacher's assessment, that student may appeal the assessment to Academic Services, cf. Article 31 of the Bifröst University Regulations. The appeal shall be submitted in writing within four weeks of the examination viewing. Should the examination paper not be accessible for students in an electronic format, they can obtain a photocopy from their teacher or from the learning management system. An external examiner shall submit a grade as soon as possible and this grade is final. Grades for oral examinations cannot be appealed.

No formal viewing is offered for resit examinations. However, students may ask teachers to see examination papers and receive an explanation for the course assessment.

Rules at examination venue

- Students are requested to have settled in the examination room no later than ten minutes prior to the beginning of the examination, out of consideration for other students.
- Students writing a final examination must show ID.
- All electronic communication devices are banned in final examinations.
- Students are not permitted to have coats, telephones, bags and other equipment which is not specified as permitted, at their examination desk.
- All work on the examination paper must be finished within the allotted examination time.
- Electronic examinations shall be submitted to the e-mail address prof@bifrost.is where appropriate.
- If a problem arises in submitting the examination to, the student shall alert the examinations coordinator or invigilator, who will assist the student after everyone has left the room.
- Should the examination paper be submitted before the allotted examination time is over, the student shall leave all materials and the computer on the table in order to cause as little disturbance as possible to others in the room and exit the room quietly, remembering to submit electronic copies of the examination paper, and notify the invigilator.
- Should a teacher not permit the use of a computer in an examination, a paper copy of the examination submission shall be handed in to the invigilator.
- To minimise disturbance to others at the examination venue, students are not permitted to leave the examination room during the last 30 minutes of the examination time, even if they have completed work on the examination.
- Permission to take a washroom break must be requested and it should be limited to 5 minutes. Only one student may leave the room at a time. It is only permitted to leave the examination room to go to the washroom. A student who leaves the room for another purpose during the examination is considered to have ended the examination.

Violations of rules on final examinations may lead to expulsion from the University, pursuant to Article 29 of the Bifröst University Regulations.

5. Guidelines on writing final theses in undergraduate and graduate studies at Bifröst University

Final BS or BA theses in the Department of Business Studies or the Department of Social Sciences are worth 12-14 ECTS while final theses in the Department of Law are worth 12 ECTS. Students must have completed 150 ECTS credits to begin work on the final thesis. Special rules apply to the completion of the final thesis, with which students must acquaint themselves thoroughly on the University website or with project managers in their department. Students in the Department of Business Studies are authorised to work on their final thesis in cooperation with another student, and the same rules apply to both students with respect to final thesis. Final theses written jointly by two students should be more extensive than those written by one student. This should in general be 50% more than in the case of one student.

The final project in Masters study programmes is an academic research thesis, which Masters students complete by themselves and must meet all general requirements made of final projects at this stage of higher education. The objective of the final thesis is to verify the student's ability to select, prepare and complete a project that has scientific value and enhances the student's knowledge. The Masters thesis is normally worth 30 ECTS credits. Students may apply to the Dean of Department for permission to complete a thesis worth up to 60 ECTS credits. Permission will be granted if the academic scope of the intended thesis so requires and the student has previously demonstrated considerable research ability. This does not, however, apply to a Masters thesis in the Department of Law, which shall always be worth 30 ECTS credits. The length of the Masters thesis depends on the treatment of the subject in question and shall be decided in consultation with the supervisor where as a rule, the body of the thesis shall be between 25,000 - 30,000 words (i.e., excluding the table of contents, summaries, bibliography and any appendices). In estimating the time necessary to complete the final thesis, students shall keep in mind that two ECTS credits correspond to one week's work.

Students' responsibilities

Students bear full responsibility for writing the thesis and although they enjoy guidance from a supervisor, they are expected to show independence in their work. The student takes the initiative in communication with the supervisor. The student informs the supervisor on the project's progress, and they shall jointly plan the student's work between interactions and/or deadlines for submitting material, as applicable.

Role of supervisors

The supervisor briefs the student on the requirements made of the Masters thesis and provides the student with encouragement and support. Supervisors shall allocate time for interaction with their students in connection with the submission of the research plan, the thesis and - where applicable - individual chapters or project segments. The supervisor provides the student with guidance, including advice on the following points:

- Preparing the research plan
- Defining the scope of the thesis
- Defining the research question(s) and goals
- Acquiring, processing and analysing data
- Presenting conclusions and preparing the written final thesis and its layout in general

All communications in connection with the final thesis (such as face-to-face meetings, assistance, guidance, phone calls and emails) constitute supervisor-student interactions. The supervisor shall provide the student with substantive feedback and comments within two weeks

of the submission of the research plan, interim submission and final submission to the supervisor.

Research plan and interim submission

Students complete the research plan in consultation with the supervisor. The student submits the research plan to the University's learning management system. The supervisor submits a commentary on the research plan to the learning management system within two weeks. There is no separate grade given for the research plan, but it must be approved by the supervisor. A student who has not handed in a research plan by the advertised deadline is considered to have withdrawn from the final thesis for that semester.

The research plan shall include:

- A cover page with the working title of the thesis project, the student's name and the name of the study programme/department/university
- A description of the thesis project and its background
- The research question(s) and goals
- The purpose of the thesis project and its applied/academic value
- The scholarly foundation and theories/concepts with which the student will be working
- Methods and procedures used in the project (e.g., data acquisition methods)
- A project schedule, including project timing
- A draft table of contents
- A bibliography with a list of the main sources that the student anticipates will be used in carrying out the project

The Bifröst University uses the Turnitin plagiarism programme. In interim submissions to the supervisor in Canvas, the box "I accept Turnitin" shall be checked.

Final submission to the supervisor

The student shall submit a final draft of the thesis to the supervisor through the University's learning management system no later than four weeks in advance of the final submission to the University Office. The supervisor submits a commentary on the draft within two weeks. The student has two weeks to act upon the supervisor's comments. The student is not permitted to submit the thesis to the University Office without the supervisor's approval.

Final submission to the University Office

In making the final submission of the thesis to the University Office, the following documents shall be submitted via the University's learning management system:

- A copy of the final thesis in PDF format
- A completed statement on the treatment of final thesis projects
- A thesis submission form, noting key concepts and the title of the thesis in English
- Turnitin originality report by checking the box "I accept Turnitin" when submitting the project in Canvas.
- Confirmation of electronic submission to Skemman, the digital repository of the University (automated response)

The thesis defence will not take place if any of the above has not been submitted.

Final thesis submissions to Skemman are reviewed by staff of the University and confirmed prior to publication of the thesis after graduation. In keeping with Bifröst University's open access policy, the final thesis shall be open in Skemman unless there is a compelling reason to restrict access. However, access to a final thesis may not be restricted indefinitely and it is mandatory to specify a date of disclosure for the thesis.

Layout of the thesis

Emphasis shall be placed on sound work practices in all matters concerning the layout and finishing of the thesis. Particular emphasis shall be placed on sound work practices in recording sources and use of sources shall be according to the rules of the Bifröst University and shall comply with the APA standard (version 7). Inadequacies in handling of sources, plagiarism, representation of material by others as if it were one's own and falsification of all kinds may lead to expulsion from the University, pursuant to the Bifröst University Regulations.

The following applies to the layout of the final thesis:

- The final thesis shall be neatly laid out in a computer on A4 pages, using a purpose-made template that can be accessed in the student handbook on the University's website.
- An easily readable and clear font shall be used, e.g. 12 pt. Times New Roman, 11 pt. Arial, or comparable font.
- Line spacing of 1.5 lines shall be used.
- The thesis shall include page numbers in a footer.

The following guidelines provide the outline for a typical final thesis structure:

- Cover page (use the template that can be downloaded from the University's website)
- Confidentiality agreement (if applicable)
- Title page (same information as on cover)
- Copyright declaration
- Summary: A brief description of the key concepts, hypotheses and methods applied in the thesis and of the research process if applicable. An outline of the main conclusions and how they may be interpreted (240 words maximum).
- English summary (240 words maximum)
- Preface with the student's signature. This shall contain information on the number of ECTS credits that the thesis is worth and the name of the thesis supervisor.
- Table of contents
- List of images/tables (if applicable)
- Introduction: The scope of the subject matter, the purpose and value of the thesis and the author explains the methods used in the thesis and provides reasoning for the approach taken.
- Body: The content of the thesis, ideas and theories that will be covered are , explained and discussed (appropriately divided into chapters).
- Summary and Conclusions: The conclusion sums up the main points of the thesis and the findings are explained.
- Bibliography
- List of interviews and informants, if applicable
- Accompanying documents, if applicable
- Back page

Masters thesis defence

A final masters thesis shall be defended in the presence of an external examiner. Masters thesis defences are closed. The defence shall last a maximum of one hour and commence with an oral presentation of the project by the student, which may be up to 15 minutes long. Following

this, the examiner (and the supervisor, where applicable) puts questions to the student, who has the opportunity to answer the questions and elucidate points that the evaluation committee (the examiner and the supervisor) finds unclear. The supervisor acts as the moderator during the defence and ensures that both the student and the examiner have equal opportunities to present their position. Following this, the student shall withdraw while the examiner and supervisor reach an agreement on the grade. The student is subsequently notified of the decision of the evaluation committee, which is final and cannot be appealed. The student receives a written commentary and the final grade for the Masters thesis in the learning management system no later than three working days after the defence has taken place and the supervisor is responsible for submitting this information in the learning management system.

Following the defence, the evaluation committee may request that the student makes improvements to the thesis, to which the student must accede. However, such improvements may under no circumstances have an effect on the grade.

Annex 1 - Criteria for evaluation of theses

Grade scale for final thesis at the Bifröst University.

- 10 for an excellent submission which demonstrates creative, critical thinking and insight. This grade is awarded only for peerless performance.
- 9 - 9.5 excellent understanding and competence, excellent use of theories and academic base, clear academic presentation and originality.
- 8 - 8.5 very good knowledge and understanding of theories and academic criteria. Clear discussion, notable academic contribution.
- 7 - 7.5 good knowledge of the material, competence in using and working with theories, clear vision of the subject matter and its academic criteria.
- 5.5 - 6.5 fair knowledge of fundamentals, some knowledge of the theories and academic base, endeavoured to discuss the material in a critical and independent manner.
- 5 minimum knowledge of fundamental aspects, minimum understanding of theories and academic criteria of the field.
- 0 - 4,5 unacceptable work.

6. Rules on the Rights and Responsibilities of Students at Bifröst University

1. Article

Mutual respect, courtesy and honesty shall be observed in communications between students and employees of the University. All members of the academic community have a duty to defend the University's honour. Students and employees shall refrain from anything in the Bifröst community, their studies, their teaching or their conduct within and outside the University that could dishonour them, damage their reputation or discredit their studies, their teaching or the University.

2. Article

Students must obey rules on professional and honest work methods in all their studies and abide by the University's rules on use of sources. In the event of suspicion of plagiarism, the University's Rules of Procedure for plagiarism shall be followed.

3. Article

In making decisions that concern students' rights and responsibilities, principles of administrative law and good administrative practices shall act as a frame of reference as applicable.

4. Article

A student who has exhausted all possibilities to appeal a matter within the University may appeal to the Board of Appeal dealing with Higher Education Institution students' complaints, pursuant to Article 20 of the Higher Education Institution Act No. 63/2006.

5. Article

These rules are issued on the basis of Article 33 of the Bifröst University Regulations. They shall enter into force upon their confirmation by the Rector.

7. Chapter Plagiarism

Respect for other people's intellectual property is the foundation for scrupulous and academic working practices. Copyright is considered a right of ownership cf. Act no. 73/1972 on copyright. Penalties for infringements against the act are in accordance with this and cover all intellectual property that is considered published. It is important in studies of the Bifröst University to work with care, whether on projects in courses or in the final theses. Plagiarism is not tolerated within the University and procedure for cases when such instances occur is according to the provisions of the University Regulation (Article 29, Article 34).

- Bifröst University Regulation, Article 29:

Students shall, without exception, comply with instructions and rules on use of sources in theses and projects. If this is not done, the student can be given the grade 0 (zero) for a project, thesis or course.

Should a student violate examination rules or behave dishonestly, the student shall receive the grade of 0 (zero).

A breach can result in a caution or expulsion from the University, cf. , Article 34 of this Regulation.

- Bifröst University Regulation Article 34:

The Rector can give a student a caution or expel him from the University for a specific period of time or permanently, If he is in breach of the law or the rules of the University.

8. Rules on procedures of the Appeals Committee of Bifröst University.

1. Article

The Appeals Committee for students' complaints makes rulings in matters where students of Bifröst University consider that their rights have been violated concerning:

- a. Execution of examinations and course assessment, including administration of examinations, grading, appointment of examiners and publication of grades;
- b. Assessment of study progress, including the right to take a resit examination;
- c. Handling of applications for admission, including evaluation of studies in other education institutions;
- d. Other formal decisions on matters of a similar nature.

The Appeals Committee does not re-evaluate completed examinations or assignments or other professional conclusions on the part of teachers, evaluation committees or examiners.

2. Article

The Appeals Committee may rule to confirm, alter or void decisions in matters in which students believe that their rights have been infringed upon, cf. Article 1.

The Committee's rulings shall be in writing and shall cite the main evidence on which its findings are based. The Committee's findings shall include concise reasoning. A simple majority of votes shall determine the decision of the Committee.

3. Article

The Rector appoints the Appeals Committee, consisting of three members, who are appointed for a period of one year where one of the members shall be nominated by the Education and Research Board, and one jointly by the student unions at the University and one member shall be appointed without nomination, who shall act as the chair of the committee. Deputies shall be appointed in the same way.

4. Article

An appeal to the Committee shall be made in writing and shall clearly state the matter being appealed, the demands of the appellant and the grounds of appeal. The Committee shall deal with the appeal as promptly as possible but in general, the Committee shall make its ruling within a month of receiving the appeal.

Should a case be so extensive in nature that its processing may be anticipated to take longer than the said time, then the Committee must notify the parties concerned and specify when a decision may be expected. However, the response time shall never exceed two months.

5. Article

After an appeal has been lodged, the parties to the case shall be granted time to comment in writing on the appeal and any other material that the student may have submitted. In

general, this time shall not be longer than two weeks but under special circumstances, the deadline may be extended. After the deadline has passed, the Committee shall hold a meeting with the parties to the case, where parties may submit any further additional documents.

When all the materials that the parties wish to present have been submitted to the Committee, the Committee shall decide whether the parties to the case should discuss the case orally or in writing. In general, submission of material shall be complete at this point in time. Regardless of whether the Committee decides that the case should be discussed orally or in writing, a relatively short deadline shall be given for doing so.

6. Article

The Committee is permitted to procure information and data and request statements from parties, as well as to enlist the help of experts in ruling on individual cases.

The Committee shall keep meeting minutes and a record of cases. The Committee shall submit an annual report to the Rector on its operations during the previous calendar year.

7. Article

Members of the Appeals Committee must maintain confidentiality regarding whatever information they may acquire in their work or in connection with their duties.

8. Article

Apart from the above-mentioned, processing of cases by the Committee shall follow the provisions of the Administrative Procedures Act.

9. Bifröst University Motivational and Graduation Awards (Bifrastarlistinn)

1. Objectives. Bifröst University encourages its students to apply themselves in their studies at the University, with the objective of maximising their success. Awards are granted at graduation as a means of motivation. Rules on graduation awards were approved at a meeting of the Executive Board on 21 October 2014.
2. The Bifröst List: Bifröst University Motivational Awards. Awards are granted to undergraduate students at the graduation for the spring semester in June and the graduation for the autumn semester.

Awards are granted to the undergraduate students still in their studies who receive the highest grades in each respective department at the University. The awards consist of a full tuition waiver for the next semester. To be eligible for the award, a student must have been enrolled in full-time studies during the semester (equivalent to 30 ECTS credits) and received a minimum average grade of 8.0, without taking resit examinations into account.

3. Graduation awards

Awards for Masters studies. The Masters students who attain the highest grades in each respective department receive an award. Awards for undergraduate studies. The graduating students who attain the best overall results in each respective department in their undergraduate studies receive an award. The award consists of a gift certificate for 20 credits at the Masters level at Bifröst University. The gift certificate remains valid for two years. Award for Preparatory Studies. The student graduating with the highest grade from the

Department of Preparatory Studies receives an award consisting of a full tuition waiver for the first semester in undergraduate studies at Bifröst University, provided that studies commence within two years.



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