

AGREEMENT BY THE PUBLIC UNIVERSITIES OF ICELAND

on the reciprocal access of students to study modules

The University of Iceland, the University of Akureyri, the Agricultural University of Iceland and Holar University College have reached the following agreement:

The four institutions have agreed to enable increased access of students to study modules across the four institutions and to encourage their students to use the opportunity to study as guest-students at another institution.

The objective of this agreement is to increase the utilization of each study module offered and thus to support efforts by individual programs to economize by collapsing two modules into one. Another objective is to increase the choice that students have in terms of courses available to them, and to broaden their horizons.

Definitions of key terms:

- Guest-student: A student registered at institution A but taking individual study modules at institution B is a guest-student at institution B.
- Home institution: The institution (A) where the student is registered, where he or she pays the annual registration fee and where he or she plans to graduate.
- Receiving institution: The institution (B) where the student takes individual study modules, to fulfill the requirements of a degree from institution A.
- Guest studies: Any modules completed outside the home institution under this agreement.

To fulfill this agreement the institutions will work according to the following guidelines:

1. As of January 1st 2012 the institutions will remove all limitations on the number of modules or credits that students from another public university can register for, given that all procedures and conditions described in this agreement are followed and fulfilled. The institutions will also cease to charge any registration fees to students from other public universities, regardless of whether they are studying under a specific contract or not. As hitherto, individual Departments or Schools can install conditions regarding the minimum number of credits completed at the Home institution.
2. As of January 1st 2012 the institutions will specifically advertise to their students the possibility for guest-studies. This advertisement will take place both in course calendars and in general information on the institutions' websites. The institutions will make fully clear that the availability of modules via distance education may be limited and that the student must in each case fulfill the requirements for attendance made in each module.
3. Guest-students must fulfill general requirements for acceptance into each of the institutions, any special requirements for acceptance into a given department (if applicable) and also possibly special requirements made for prerequisites for the study module in question. If the institutions need to apply limitations on the number of students accepted into a given course of

study or a given module, guest students may need to fulfill additional requirements as well. In general a Bachelors' student will be expected to complete the first year at the Home institution before becoming a guest student.

4. The institutions commit to ensuring that program committees, or other relevant bodies at each department, regularly acquaint themselves with the program offerings at the other institutions and that they inform students as to what specific modules they particularly recommend. The recommendation of a module can either signify that the module is comparable to a module at the Home institution or that it is well suited to the program as an elective.
5. A Home institution can, based on a specific agreement with the Receiving institution, use this agreement to stop offering elective or required modules that are taken by only a few students, and advise its students instead to take comparable modules at the Receiving institution.
6. The process for the movement of Guest students across institutions is as follows:
 - a. A student wishing to become a Guest-student at another institution in the collaboration must submit a formal request for this to the applicable party at his or her Home institution, before a specified deadline each term (see article 7).
 - b. The Home institution is responsible for approving (ahead of time) each study module selected at the Receiving institution and to make sure that they do not overlap too much with previously completed or other modules.
 - c. The Home institution will send a request to the Receiving institution for registration in selected study modules and specify how they fit into the students' degree program. The Home institution will also certify that the student is registered there in a continuing degree program and that he or she has paid the registration fee. The Home institution shall provide the Receiving institution with access to the students' transcript as well as documentation concerning their preparatory (secondary) education.
 - d. Guest students do not have to pay registration fee at the Receiving institution, as they continue to pay the annual fees at their Home institution.
 - e. Each institution will label Guest students specially in their records so that the numbers of Guest students can be monitored. The institutions will also label specially in their records any of their students who are allowed to take modules at other institutions each term.
 - f. The Home institution is responsible for the study program of the Guest student and for providing information on his or her study progress to the Icelandic Student Loan Fund.
7. The institutions will in the next six months put together a clear process for the registration of Guest students, including time limits for requests and how they are to be handled. The process will be introduced on the websites of each institution and thoroughly introduced to staff working in all Registrar's Offices, as well as to relevant staff working on School or Departmental Offices.
8. Each institution will be paid by the Government for the number of credits completed at that institution, based on regular rules and procedures on the financing of universities in Iceland and on each institution's contract with the Ministry for Education, Science and Culture.
 - a. In November each year the four institutions will create a report detailing the number, distribution and credits taken by Guest students. A common report on these statistics shall be submitted to the Ministry no later than December 1st each year.

- b. In the year 2012 a part of the 150 million ISK allocated to establishing the collaboration of public universities in Iceland may be used to reimburse institution for accepting students based on this agreement, given that this acceptance results in the institution exceeding the limit of funds available to it in the state's annual budget.
- c. The Ministry for Education, Science and Culture will work to review rules and procedures on the financing of universities in order to ensure that these rules support the collaboration of institutions in general, and in particular the objectives of this agreement.

The steering group charged with student and teaching affairs within the collaboration of public universities in Iceland is responsible for the implementation of this agreement.

This agreement does not have a specific end date but each institution can terminate with a formal notification, given a notice period of 18 months.

Reykjavík, December 5th 2011

Rector, University of Iceland

Rector, University of Akureyri

Rector, Agricultural University of Iceland

Rector, Holar University College

Minister of Education, Science and Culture