

# REGULATIONS no 500-2011

on Doctoral Studies at the University of Iceland's School of Social Sciences no.  
500/2011  
with later changes

## CHAPTER I

### **General regulations at the School of Social Sciences**

#### Article 1

##### *Doctoral studies at the School of Social Sciences*

The School of Social Sciences offers doctoral programmes in fields where faculties deem that the necessary facilities and expertise are available, as faculties are authorised to offer such studies as stipulated in the articles of chapter X in the University of Iceland's regulations, 569/2009. The aim of the doctoral studies is to provide doctoral students with extensive and solid research training, and to enable them to engage in independent scientific work.

(1)

The regulations on doctoral studies at the School of Social Sciences are set in accordance with articles 47, 68, and 69 in the University of Iceland's regulations no. 569/2009 and guidelines and requirements on the quality of doctoral studies.

The University of Iceland's Centre for Graduate Studies oversees and ensures that the set standards and requirements for graduate studies at the University of Iceland are observed; as per article 66 of the University of Iceland's Regulations no. 569/2009. All information and data the University of Iceland's Centre for Graduate Studies requires must be handed in.

(1) Changed as per article 1, Regulations no. 547/2015.

#### Article 2

##### *The School of Social Sciences' Scientific Committee and the Faculties' Permanent Committees.*

The School of Social Sciences' Scientific Committee oversees issues concerning the School's Doctoral Studies. The committee's role is primarily general policy making in matters concerning research based studies in the field of Social Sciences; as well as collaboration, provision of information, and other matters assigned to the committee by the faculties. The Head of the Scientific Committee is the school's liaison to the University of Iceland's Centre for Graduate Studies.

The Dean of the School of Social Sciences appoints the Science Committee, in accordance with nominations by faculties, and decides who heads it. Members on the Science Committee include representatives from all faculties and a representative from the Doctoral Students' interest group. The committee is appointed for a two-year period. The committee must alert the faculties in good time before the committee's appointment expires and request nominations.

Faculty meetings shall vote a special permanent committee with 3-5 members (committee for doctoral studies, committee for research based studies, science committee) that manages issues pertaining to doctoral studies and oversees them; including evaluating applications and supervision cf. Article 10. The committee shall be appointed for two years at a time. The faculty meeting is allowed to select two substitute committee members (1<sup>st</sup> and 2<sup>nd</sup>). The head of the faculty has the right to attend the committee's meetings. Faculty meetings choose the chairperson and vice-chairperson of the committee. The chairperson of the permanent committee represents the faculty in the science committee of the School of Social Sciences. (1)

(1) Changed as per article 1, Regulations no. 547/2015.

### Article 3

#### *Application Deadline*

The application deadline for Doctoral Studies is twice a year, usually 15 April and 15 October, and once a year, generally 1 February for foreign applicants. The school is authorised to accept applications for doctoral studies at other times in particular circumstances. (1)

### Article 4

#### *Application Process*

Applications shall be submitted to the University of Iceland Registration Office on a specific on-line form accessible on the University website. All attachments shall be sent to the faculty in question. All applications are processed as promptly as possible, and answered within two months of the application deadline. The application process is discussed in the School of Social Sciences' procedural rules.

### Article 5

#### *General Requirements for Acceptance*

A student who has completed a Master's degree or equivalent from an accredited university may apply for admission to a doctoral programme at the faculties of the School of Social Sciences. Furthermore, a doctoral student who has been studying at another university can apply for doctoral studies at the School of Social Sciences. The faculties set rules on evaluation of previous studies.

Applicants must, as a rule, have completed a Master's degree or equivalent with a First Class Grade.

Should a student intend to commence her/his doctoral studies immediately pursuant to his/her completion of a Master's degree, she /he may apply before the degree is completed, given that she /he is expected to complete the programme satisfactorily before the doctoral programme begins. However, no one can begin their doctoral studies prior to the completion of Masters Studies.

Individual faculties in the School of Social Sciences are authorized to set additional requirements to the admission criteria in Articles 1 and 2, as per stipulations in chapters 2 through 7 in these regulations.

#### Article 6

##### *Number of Credits and Duration of Studies*

A doctoral programme at the School of Social Sciences consists of minimum 180 ECTS doctoral thesis, and sometimes doctoral courses. The faculty decides whether the doctoral courses are part of the studies as per chapters 2 through 7 in these regulations. The courses shall generally be completed in the first two years of the doctoral programme, or before 2/3 of the doctoral thesis is completed.

A doctoral programme at the School of Social Sciences is at least a three-year full time study. However, if the doctoral student enrolls in part-time study the programme can take up to five years. A request for an exception from the time limits must be put to the Faculty's Permanent Committee and the department, when applicable. It may be decided that the student must fulfil current requirements for the doctoral programme, even though other rules were in place when she/he began her/his studies.

#### Article 7

##### *Connection between Master's and Doctoral Programmes*

A master's thesis may not be used as the foundation for the doctoral thesis. However, it is permitted to continue research in the same or related field of study. Courses at the undergraduate level (BA or equivalent) can never be used as part of a doctoral student's coursework.

#### Article 8

##### *Supervisor*

A supervisor is appointed to each doctoral candidate at the onset of the studies. The supervisor carries out the same role and obligations as a supervisory teacher, as per University of Iceland's Regulations no. 569/2009. The supervisor must be a tenured lecturer (Professor, Associate Professor or Assistant Professor) at the University of Iceland.

Only those who have completed their Ph. Degree, or equivalent, can be considered for supervision of doctoral candidates. Supervisors must be acknowledged specialists in the field in question and have published academic papers in publications of high academic standards. The Centre for Graduate Studies ratifies whether supervisors fit the frame of reference and quality requirements as per Article 66 of University of Iceland's Regulations no.

569/2009. Doctoral research must be in the field of the supervisor's expertise.

In certain instances a doctoral student may have two supervisors, a main advisor and a co-advisor. The main supervisor must always be a tenured lecturer at the University of Iceland, however, the co-advisor may work outside the University.

The role of the supervisor is to guide the doctoral student in her/his doctoral thesis and monitor the work. The doctoral candidate consults with the supervisor on writing the research proposal, organisation of the doctoral programme, selection of course, and other issues pertaining to the course of study.

Should the supervisor (or even the co-advisor) retire, the faculty endeavours to procure a new one. However, faculties are not obligated to find a new supervisor.

Faculties set further rules on co-operation and the role of supervisors, doctoral students and doctoral committees.

## Article 9

### *Doctoral Committee: Appointment and Role*

Once the doctoral student has submitted the research proposal in accordance with Article 10, a doctoral committee is appointed as per faculty regulations in chapters 2 through 7 in these regulations.

The doctoral committee is composed of the supervisor and two to four specialists in the academic field of the thesis. The supervisor heads the committee. At least one of the committee members shall be external to the University (preferably from another recognized university or research institute). The committee members must have expert knowledge in the doctoral candidate's field of research, and have a Ph.D. Degree or equivalent.

The role of the doctoral committee is to monitor that the progress of the studies is in accordance with the research proposal and study plan and ensure that academic quality is maintained. The doctoral committee summons the candidate when presumed necessary during the course of the studies and submits the candidate to examination on her/his academic knowledge and research methods in the field or evaluates the studies.

The doctoral committee must provide the faculty with a well-founded estimation of whether the candidate is allowed to submit his/her thesis for doctoral defence. The faculty decides whether the doctoral thesis is acceptable to be defended.

## 10 Article

### *Organisation and Progress of Study*

The doctoral candidate writes in consultation with the supervisor, a detailed research proposal; a schedule of academic progress, and study abroad (if appropriate). A research plan must be ready as soon as possible, no later than at the end of the first year of the programme. The study can only continue upon the committee's approval of the proposal.

The doctoral candidate is to honour the approved research proposal and

the deadline for her/his studies. If a doctoral candidate has not handed in a research proposal that the supervisor deems sufficient within a year, or completed her/ his studies within five years of starting them, the continuation of her/ his studies are subject to the approval of the permanent committee of the faculty in question. In such cases a student must submit a well-argued application for continuing studies to the permanent committee.

Doctoral candidates must submit an academic progress report on their studies on a special form by 15 June each year. The report must include a summary of the academic year and status of the doctoral thesis. Should there be any changes in the study progress or proposal, the student must include that in the report. The supervisor must attest to the doctoral candidate's study after each semester on a specific form. All forms and ordinances pertaining to the doctoral candidate shall be filed at the faculty's academic office as part of the student's academic record. They are also sent to the permanent committee of the faculty in question and measures can be taken if the candidate's progress is deemed insufficient. An approved research proposal shall be sent to the faculty in question, along with a statement from the supervisor and the chairman of the doctoral committee documenting their approval, whereby it becomes a part of the candidate's academic record. If a doctoral candidate alters the research project, a new proposal must be submitted to the Faculty's Permanent Committee. Changes in the research proposal are subject to the approval of the doctoral committee and the Centre for Graduate Studies.

If the doctoral candidate's research proposal is deemed unacceptable according to the doctoral committee; the committee can give the student an extension of maximum six months to make ameliorations. The doctoral committee's remarks must be made in writing and include instructions on what needs to be ameliorated. Should the doctoral candidate ignore the committee's remarks it is considered a breach of study contract and that doctoral studies have been terminated. If the doctoral student believes that the doctoral committee's remarks are not well-founded he/she can request that the permanent committee discuss the matter and give a statement before the faculty decides on the progress of study. The permanent committee summons a specialist if necessary. The faculty shall seek the opinion of the doctoral candidate prior to its decision.

If disagreement arises or any uncertainties in the doctoral committee, or between the committee and the doctoral candidate, the matter is to be referred to the Faculty's Permanent Committee for reference. Otherwise the article 50 of regulation 569/2009 for the University of Iceland apply.

#### Article 11

##### *Evaluation of Courses and other Accomplishments of Doctoral Students*

Faculties can set a frame of reference when evaluating courses in doctoral programmes.

#### Article 12

##### *Doctoral Thesis Requirements*

The doctoral student concludes her/his research by writing a substantial

thesis. The doctoral thesis must adhere to standards in scientific methodology and form an independent and authentic contribution to the creation of knowledge in the field in question. The doctoral thesis either forms an autonomous whole, or consists of three scientific articles that share a common thread.

In the doctoral thesis a specialised and consistent subject is taken and researched rigorously using scientific methods. The conclusions must be presented clearly and accessibly. If the study is divided into separate parts that are not fully consistent the different parts of the study must be argued for separately and main conclusions of different parts must be connected in one place. To abide by the general demands of the School of Social Sciences a Doctoral Candidate must follow accepted scientific methodology and shown clear understanding of his field of study, and comprehensive knowledge. Furthermore a doctoral thesis should contain innovation in the field in question. The thesis, and other parts of the study should show that the candidate can analyse and present clearly complex subjects that demand rigorous study. She/he should be able to participate in discourse within the field of scholarship as an independent scientist, present his knowledge orally and in writing, and enhance learning and knowledge in society.

The doctoral thesis should not exceed 100 thousand words. The doctoral thesis should generally be in Icelandic or English, as per Article 14.

The doctoral thesis can be an integral collection of articles on one main field of research. In those cases the doctoral student must write a feature article covering all the main topics of the individual articles, summing up main conclusions; connecting the articles academically. In such cases the role of the candidate in the project in question must be clear. The permanent committee is responsible for verifying that the role of the candidate is adequate, as per the articles above. Faculties set specific rules on the number of articles, publication requirements and how many must be peer reviewed, as per chapters two through seven in these regulations.

### Article 13

#### *Opponents*

Opponents in the doctoral defence must be two independent parties who are not members of the doctoral committee. Opponents are chosen by the faculty after having received recommendations from the Faculty's Permanent Committee and a statement for the Centre for Graduate Studies. Only those with Ph.D degrees or equivalent may be considered as opponents at a doctoral defence in the School of Social Sciences. Both opponents shall come from outside the School of Social Sciences; preferably from another university or science research institute, if language is not a barrier.

### Article 14

### *Submission and Layout of Doctoral Theses*

Once the doctoral candidate has completed the thesis the doctoral committee shall send a letter to the faculty stating that the thesis is ready for defence.

If the faculty considers the thesis ready for defence, it sends the opponents a well-prepared final manuscript at least three months prior to the scheduled defence. The opponents shall send the Dean of School a well-argued commentary within six weeks on whether they deem the thesis acceptable for doctoral defence as well as suggestions for alterations, if needed, and whether certain changes must be made before the doctoral defence can take place.

The precondition for a doctoral defence is that the candidate make satisfactory alterations according to opponents' and supervisor's instructions. Should the candidate not accept the conclusions of the opponents and the supervisor, she/he can refer the case to the faculty, as per article 50 in the University of Iceland's Regulations no. 569/2009.

When submitting and finalising a doctoral thesis the candidate must follow the School of Social Sciences' procedure policies on the matter. The thesis must clearly indicate that the research is carried out at the University of Iceland, as well as the names of both the faculty and school. University funds and other parties that have sponsored the project must be named. Each doctoral thesis must include an abstract in both Icelandic and English. The doctoral candidate is responsible for printing and publication of the thesis, which must be completed three weeks prior to the defence. The doctoral candidate must submit at least 15 copies to the Faculty.

### Article 15

#### *Overview of Academic Record*

Once a doctoral thesis is submitted, the student's academic records shall be submitted for the faculty and the Registration office to file and validate.

### Article 16

#### *Student Obligations*

Rights and obligations of doctoral candidates are stipulated in the University of Iceland's Regulations no. 569/2009, the University's rules on Academic Integrity and Code of Ethics.

### Article 17

#### *Doctoral Defence*

The doctoral candidate shall defend the thesis in public on the day set by the faculty. The thesis is assessed and defended according to the rules of the University of Iceland on doctoral exams. No grades are given for doctoral thesis, as per stipulations in Article 61 in the University of Iceland's Regulations no. 569/2009. The School of Social Sciences sets further procedural rules on the execution of doctoral defences.

Article 18  
*Academic Titles*

A doctoral exam at the School of Social Sciences, following doctoral studies, according to these regulations results in the academic title *Philosophiae Doctor* (Ph.D.)

Article 19  
*Joint PhD's*

Faculties are authorised to make agreements with other universities on joint doctoral degrees, as per Article 62 in the University of Iceland's Regulations no. 568/2009. A formal agreement on the organisation of study of the student in question shall be made at the outset of the collaboration. The stipulations of these regulations apply as possible.

CHAPTER II  
**Faculty of Social and Human Sciences**

Article 20  
*Science Committee*

The Science Committee within the Faculty of Social and Human Sciences serves as the permanent committee as per the second article. Members on the science committee are representatives from each department and its chairman shall be the faculty's representative in the School of Social Sciences' Science Committee.

Article 21  
*Additional Requirements for Acceptance*

In addition to the requirements for acceptance stipulated in the fifth article, a department can require that the doctoral candidate take up to 60 ECTS in coursework in consultation with the supervisor, if the student's basic knowledge in the research methodology, or the academic field, is considered lacking. These credits shall in most cases be completed before the research proposal can be accepted.

Article 22  
*Number of Credits and Duration of Studies*

A doctoral programme at the Faculty of Social and Human Sciences consists of minimum 180 ECTS, doctoral thesis and 30 ECTS courses within the academic field of the doctoral research. Doctoral students shall take part in the doctoral programme's seminars in consultation with the supervisor.

Doctoral candidates who have completed both their undergraduate and graduate studies at an Icelandic university shall take at least one semester of the

doctoral studies at a foreign university.

#### Article 23

##### *Appointment of a Supervisor*

The supervisor must be a tenured lecturer (Professor, Associate Professor or Assistant Professor) at the University of Iceland's Faculty of Social and Human Sciences.

An exception from the rule on the supervisor's being a tenured lecturer (Professor, Associate Professor or Assistant Professor) at the University of Iceland's Faculty of Social and Human Sciences is possible. Application for such an exception should be addressed to the faculty. In such cases the co-advisor must a tenured lecturer at the faculty and take on the duties and responsibilities of a supervisory teacher.

#### Article 24

##### *Appointment of the doctoral committee*

A doctoral committee shall be appointed on the supervisor's recommendations and approved by the Faculty of Social and Human Sciences' Science Committee. One member of the doctoral committee should generally be from a foreign university or a foreign academic institution.

#### Article 25

##### *Doctoral Thesis*

The doctoral candidate concludes her/ his studies with a thesis. The doctoral thesis shall be written in English unless there is a particular rationale for it being written in another language. The thesis must adhere to demands on scientific methodology and be an independent contribution to the creation of knowledge in the field. The doctoral thesis either forms an autonomous whole, or consists of scientific articles that share a common thread.

The doctoral thesis at the Faculty of Social and Human Sciences can be an integral collection of articles on one main field of research. In those cases the doctoral student must write a feature article covering theories on the field in question, methodology; summing up main conclusions. A composite doctoral thesis shall include a minimum of three to five scientific articles. The doctoral candidate must be the first author of at least two of the articles and provide a substantial contribution to the others. Two articles must have been approved for publication with or without provision of changes in accepted international peer reviewed journals in the academic field in question. The doctoral candidate must be the first author of at least one of the two articles that have been accepted. Two articles must have been submitted for peer review.

### CHAPTER III

## **Faculty of Social Work**

### Article 26

#### *Science Committee*

The Science Committee within the Faculty of Social Work serves as the permanent committee as per the second article. Members on the science committee are three representatives from the faculty and its chairman shall be the faculty's representative in the School of Social Sciences' science committee. The committee is elected by a faculty meeting. Doctoral candidates shall have one representative on the committee.

### Article 27

#### *Additional Requirements for Acceptance*

In addition to the requirements for acceptance stipulated in the fifth article, the Faculty of Social Work can require that the doctoral candidate take up to 60 ECTS in coursework in consultation with the supervisor, if the student's basic knowledge in the research methodology, or the academic field, is considered lacking. These credits shall be completed before the research proposal can be accepted.

### Article 28

#### *Number of Credits and Duration of Studies*

A doctoral programme at the Faculty of Social Work consists of minimum 180 ECTS doctoral thesis and 30 ECTS courses in methodology and courses within the academic field of the doctoral research. Doctoral candidates who have completed both their undergraduate and graduate studies at an Icelandic university shall generally take at least one semester of the doctoral studies at a foreign university.

### Article 29

#### *Seminars in Doctoral Studies*

In the course of the doctoral programme each student must account for or introduce the research in three seminars that are each a prerequisite for the next section. The seminars are organised by the Faculty's Science Committee, the supervisor and tenured lecturers at the faculty.

The first seminar is scheduled at the outset of the doctoral programme. There the student introduces and defends the research proposal. The Science committee appoints two opponents. After the presentation the Science committee and the supervisor must approve the research proposal before it is sent to the Centre for Graduate Studies. Then the Science committee appoints the doctoral committee.

The second seminar shall be held once the supervisor and the doctoral student consider the work half-finished. An opponent is appointed by the Science committee. The opponent should not be a member of the doctoral committee, but a lecturer at another university. The opponent submits a written statement on the subject, style, and acquisition of data.

The third seminar shall be held once the supervisor and doctoral candidate

consider the thesis in its final stages. The opponent in this seminar must be a University lecturer, who is neither a member of the doctoral committee nor faculty staff. The opponent is appointed by the Faculty's Science Committee. The opponent presents a written and oral statement on what may be improved concerning the thesis to the candidate and doctoral committee. At the stage the doctoral committee decides whether the thesis is ready to be put up for defence.

Doctoral students shall furthermore take active part in the doctoral programme's seminars in consultation with the supervisor, and present their project at least once a year in such seminars. The doctoral student is also expected to take active part in the discussions on other doctoral candidate's research projects and in general take part in the academic discussions in their research field.

### Article 30

#### *Supervisor and Doctoral Committee*

A doctoral committee shall be appointed by the faculty on the supervisor's recommendations and approved by the Faculty of Social Work's Science Committee.

The doctoral committee is composed of the supervisor and two to four specialists in the academic field of the thesis. At least one of the committee members cannot hold a position at the faculty. The supervisor, who is also the supervisory teacher, heads the committee.

An exception from the rule on the supervisor's being a tenured lecturer (Professor, Associate Professor or Assistant Professor) at the University of Iceland's Faculty of Social Work is possible. Application for such an exception should be addressed to the faculty. In such cases the co-advisor must be a tenured lecturer at the faculty and take on the duties and responsibilities of a supervisory teacher.

### Article 31

#### *Doctoral Thesis*

The doctoral thesis shall be written in English unless there is a particular rationale for it being written in another language. Should a doctoral student wish to write in another language she/he must apply for an exemption to the Faculty's Science Committee.

A composite doctoral thesis shall include three to five scientific articles. Furthermore, the doctoral candidate must be the first author of at least two of the articles. Two articles must have been approved for publication, and the others sent for review in accepted international peer reviewed journals in the academic field in question. The candidate must be the first author of at least one of the accepted articles.

## CHAPTER IV

### Faculty of Economics

#### Article 32

##### *Doctoral Study Committee*

A Doctoral study committee working within the Faculty of Economics serves as the permanent committee as per the second article.

#### Article 33

##### *Admission Requirements*

A Master's Degree in Economics with a good result is generally prerequisite for admission to doctoral studies at the Faculty of Economics. Applicants with degrees from other academic fields may be accepted for interdisciplinary doctoral programmes. In such instances the admission of students shall be based on a special rationale showing that such enrolment in the Faculty of Economics is for the interdisciplinary doctoral programme's benefit.

#### Article 34

##### *Structure of the Doctoral Programme*

The doctoral programme generally includes specialisation in courses and independent research ending in a doctoral thesis. The committee for doctoral studies can, in consultation with the supervisor, request that the student complete certain courses. Should conflict arise between the supervisor and the committee for doctoral studies, the committee has the final say. Part of the courses can be reading courses; in those cases the committee for doctoral studies shall appoint a monitor or monitors for each course. The monitors decide the requirements in the courses in question and decide whether the student has fulfilled them. It is preferred that the doctoral candidate complete part of her/his studies at an acknowledged academic or research institution abroad.

#### Article 35

##### *Doctoral Committee*

The committee for doctoral studies appoints a doctoral committee for the doctoral student once she/he has submitted a research proposal. A doctoral committee shall be appointed on the supervisory teacher's (main supervisor's) recommendation and approved by the Faculty of Economics' Committee for Doctoral Studies. There must be at least one Professor on the doctoral committee.

An exception from the rule on the supervisor's being a tenured lecturer (Professor, Associate Professor or Assistant Professor) at the University of Iceland's Faculty of Economics is possible. In such cases the co-advisor must a tenured lecturer at the faculty and take on the duties and responsibilities of a supervisory teacher.

#### Article 36

##### *Assessment and Supervision with Study Progress*

The doctoral candidate shall, after one year of study, submit a research proposal that he/she defends in the presence of the doctoral committee and the Faculty of Economics' academic staff. The proposal must include a detailed account of the academic work; the status of knowledge, references and the data that the candidate is working with, as well as research methods, theories and expected conclusions. Emphasis is on providing the doctoral candidate with supervision and constructive criticism at that stage in the studies in order to include it in the research work.

Doctoral students shall organise at least one seminar at the faculty annually, after defending the research proposal. The doctoral candidate should preferably make efforts to introduce his/her work abroad and take part in academic meetings and conferences connected to the student's subject.

The supervisor, the doctoral committee and the doctoral study committee can, together, or individually, examine the doctoral candidate's academic knowledge in his/her field of study.

#### Article 37

##### *Doctoral Thesis Requirements*

The subject of doctoral thesis shall be fit for publication in international peer-reviewed journals in Economics.

### CHAPTER V

#### **Faculty of Law**

#### Article 38

##### *Appointment of a Research Study Committee*

The Faculty of Law meeting elects a three-member research study committee that serves as a permanent committee as per the second article. The research study committee's role is to supervise research based studies at the Faculty of Law, in consultation with the Head of Faculty, as further stipulated in these regulations, regulations on Masters studies at the Faculty of Law and other rules on individual departments offering Masters degrees from the Faculty of Law.

#### Article 39

##### *Additional Admission Requirements*

A student that has completed a Master's Degree (Masters Examination) or equivalent in Law from the University of Iceland or another university can apply for doctoral studies at the Faculty of Law. Applicants must as a rule have completed a Master's degree with a First Class Grade. Exceptions can be made after receiving a review from the research study committee. The prospective supervisor can, in consultation with the research study committee, request that the applicant take an exam to confirm her/ his eligibility, if there is any doubt that the level of preparation corresponds to what the aforementioned degrees are supposed to ensure.

Should the applicant wish to write the doctoral thesis in another language than Icelandic, the research study committee can set the requirement that she/he prove her/his abilities in the language in question by subjecting the applicant to an exam.

Applicants who have pursued a doctoral programme at another acknowledged university can apply for a doctoral programme at the Faculty of Law provided that an evaluation of the former studies has been made by the research study committee.

#### Article 40

##### *Number of Credits and Duration of Studies*

A doctoral programme at the Faculty of Law is 180 credits (ECTS). Parallel to writing the essay, or collection of articles, the doctoral student shall study as planned in the study and research proposal. Courses, assignments and other contributions from the doctoral student shall amount to minimum 30 (ECTS) of the 180 credits. Compulsory courses shall, among other things, include basic knowledge in methodology, law, provisions of law, interpretations and philosophy of law. If the supervisor and the doctoral committee judge that the doctoral candidate's basic knowledge is still lacking, they can have the student take as up to 60 credits in theoretical study, in addition to the aforementioned 180 credits.

#### Article 41

##### *Evaluation of Courses and other Contributions from Doctoral Candidates*

When evaluating courses and other from doctoral candidates the following parameters are to be followed:

1. A whole day on courses for doctoral students, or a whole day on an equivalent course, is generally evaluated as 2 credits (ECTS). This does not apply if preparations are limited, then the day is to be evaluated as 1 credit.
2. A doctoral student's own research project shall be evaluated as 4 credits. Participation on other candidates' research projects shall be evaluated as 2 credits. When referring to the candidates own research project it applies mostly to peer reviewed articles.
3. Minimum 12 credits must be for participation in methodology courses and Philosophy of Law (basic course) as well as courses and conferences in the candidate's field of study.
4. The maximum credits for courses in Education Studies can be 4 (ECTS).
5. Courses on the master's level are generally not evaluated into a doctoral

programme, unless the supervisor requested that the candidate take such a course and then it is evaluated as 3 credits.

6. The evaluation used in universities in Europe is in general the parameter for courses, seminars etc. in which doctoral candidates participate. When courses are taken at universities that do not use the ECTS system the courses and seminars have to be evaluated separately.
7. Other work contribution of doctoral students can be evaluated as credits, such as chairing meetings and organising conferences or seminars, research day in Social Sciences (Research in Social Sciences), lectures at conferences or seminars, board membership in interested doctoral societies or other comparable work.

The doctoral student is responsible for keeping on file all relevant data such as letters, course descriptions, conference or seminar programmes, acknowledgements, confirmation and other material relevant to the evaluation.

The doctoral student must request in writing, that the Research Study Committee evaluate her/ his work as credits. A short statement and rationale must accompany the request if item seven, first paragraph applies. Requests for evaluation must be submitted by 15 March and 15 October.

The faculty meeting, after receiving the Research Study Committee's recommendation on processing, makes the decision whether the candidate has submitted satisfactory data and explanations. The faculty meeting must declare its decision in writing.

## Article 42

### *Processing of application and Supervisor*

The Faculty meeting rules on applications for doctoral studies, after receiving a written statement from the Research Study Committee. If the application is approved the faculty meeting shall appoint a supervisor concurrent to that ruling, based on the Research Study Committee's proposal.

The Research Study Committee can authorise two supervisors per doctoral student, a main advisor and a co-advisor. Consequently the main supervisor is also the doctoral student's supervisory teacher. The appointment of a main supervisor; and a co-supervisor, if applicable, is subject to the Research Study Committee's approval and shall be announced at a faculty meeting.

An exception from the rule on the supervisor's being a tenured lecturer (Professor, Associate Professor or Assistant Professor) at the University of Iceland's Faculty of Law. Application for such an exception should be addressed to the faculty. In such cases the co-advisor must a tenured lecturer at the faculty and take on the duties and responsibilities of a supervisory teacher.

## Article 43

### *Doctoral Committee: Appointment and Role*

Once the doctoral student has submitted the research proposal in accordance with Article 10, a doctoral committee is appointed by the Faculty of Law according to recommendations from the Research Study Committee. The doctoral committee is composed of the supervisor (supervisory teacher), co-

supervisor if applicable, and two specialists in the academic field of the thesis. Once the doctoral committee has been appointed, the Office of the Faculty of Law sends, on behalf of the Head of Faculty, each committee member a letter of appointment along with information on the role of the committee as well as the pertinent regulations and quality reference.

The doctoral committee summons the candidate when presumed necessary during the course of the studies and submits the candidate to examination on her/his academic knowledge and research methods in the field or evaluates the studies. The doctoral committee's examinations shall take place once the candidate is half way through her/his studies.

#### Article 44

##### *Organisation, Progress of Study and Study Requirements*

Doctoral candidates who have completed their Master's degree at an Icelandic university shall take part of the doctoral studies at a foreign university. A research proposal must be submitted as soon as possible, and no later than at the end of the first year in doctoral studies.

#### Article 45

##### *Doctoral Thesis Requirements*

The doctoral thesis at the Faculty of law can be a comprehensive thesis, or an integral collection of peer reviewed and published articles (A3.1, A3.2, A3.3, A4.1, A4.2, A4.3 or A5.1 in the evaluation system of public universities) on one main field of research. The length of the thesis is relevant to the subject and structure of individual essays. A composite doctoral thesis at the Faculty of Law shall include a minimum of five published articles. Furthermore, the doctoral student must write a feature article covering all the main topics of the individual articles as well as summing up main conclusions. The doctoral thesis can be written in a foreign language subject to the Research Study Committee's approval. If the doctoral thesis is written in Iceland it must include an abstract and summary in English or another foreign language.

## CHAPTER VI

### **Faculty of Political Science**

#### Article 46

##### *Science Committee*

The science committee within the Faculty of Political Science serves as the permanent committee as per the second article.

#### Article 47

##### *Additional Requirements for Acceptance*

In addition to the requirements for acceptance stipulated in the fifth article, the Faculty of Political Science can require that the doctoral candidate take up to 60 ECTS in courses in consultation with the supervisor, if it is believed that the student's basic knowledge in the research methodology, or the academic field is lacking. These credits must be completed before the research proposal can be accepted.

#### Article 48

##### *Number of Credits and Duration of Study*

A doctoral programme at the Faculty of Political Science consists of 180 ECTS, doctoral thesis, and 30 ECTS courses within the academic field of the doctoral research.

At the end of the first academic year, or in accordance with the plan of study, approved when the student was accepted, the doctoral candidate prepares, in consultation with the supervisor a detailed research proposal, a schedule of academic progress and study abroad, if appropriate. The proposal shall be submitted to the doctoral committee in question. The student may continue with his/her studies only upon the doctoral committee's acceptance of this proposal. The approved proposal shall be submitted to the Faculty of Political Science's administrative office, where it becomes a part of the doctoral student's curricular records.

Doctoral candidates who have completed both their undergraduate and graduate studies at an Icelandic university shall generally take at least one semester of the doctoral studies at a foreign university, and the institution shall be chosen in collaboration with the supervisor and/ or doctoral committee.

Doctoral students shall take an active part in the doctoral programme's seminars, including presenting their project at least once a year, taking active part in the discussions on other doctoral candidate's research projects and in general taking part in the academic discussions in their research field.

#### Article 49

##### *Supervisor*

Each doctoral student must have a supervisor from the onset of studies, and the supervisor should generally be a tenured lecturer at the Faculty of Political Science. The appointment of a supervisor is subject to faculty approval. The supervisor reports on the doctoral candidate's academic progress once per year. In exceptional cases the Faculty of Political Science can approve supervisors external to the faculty. In such cases the supervisor in question must be a specialist in the field in question. In such cases the co-advisor shall be a tenured academic staff member and take on the duties of supervisory teacher.

#### Article 50

##### *Doctoral Committees*

A doctoral committee shall be appointed on the supervisor's recommendation and approved by the Faculty's Science Committee, and in

certain instances the Faculty Council.

#### Article 51

##### *Doctoral Thesis*

The doctoral thesis shall be written in English unless there is a particular rationale for it being written in another language.

The doctoral thesis at the Faculty of Political Science can be an integral collection of articles on one main field of research. In those cases the doctoral student must write a feature article covering all the main topics of the individual articles, summing up main conclusions; connecting the articles academically. A composite doctoral thesis shall include a minimum of three to five scientific articles. Furthermore, the doctoral candidate must be the first author of at least two of the articles and co-author of the other two. Two articles must have been approved for publication with or without provision of changes in accepted international peer reviewed journals in the academic field in question. The doctoral candidate must be the first author of at least one of the two articles that have been accepted. Two articles must have been submitted for peer review.

If the doctoral candidate is not the only author of an article / articles, her/his contribution must be clear and co-authors must send confirmation on the subject to the doctoral committee.

## CHAPTER VII

### **Faculty of Business Administration**

#### Article 52

##### *Doctoral Study Committee*

A Doctoral Study Committee within the Faculty of Business Administration serves as the permanent committee as per the second article.

#### Article 53

##### *Number of Credits*

A doctoral programme at the Faculty of Business Administration consists of 180 ECTS. Doctoral courses are decided upon by the supervisor in consultation with the student. The supervisor can also require that the doctoral student take course on Master's level as a part of her/his preparation.

#### Article 54

##### *Appointment of a Doctoral Committee*

A doctoral committee shall be appointed on the supervisor's recommendations and approved by the Faculty of Business Administration's Committee on Doctoral Studies. The committee shall be appointed no later than 18 months prior to the scheduled end of studies.

## CHAPTER VIII

### **Validity and other items**

#### Article 55

##### *Authorisation and Validity*

These regulations are set in accordance with articles 47 and 68 – 69 of the University of Iceland's Regulation no. 569/2009 and as per authorisation of laws no 85/2008 on public universities. These regulations have been agreed upon by the School of Social Sciences' faculties, the School Board, and the Centre for Graduate Studies, as per articles 66 and 69 of the University of Iceland's Regulations no. 569/2009. These regulations took effect on 1 July 2011 and at the same time regulations no 134/2005 on doctoral studies and research study committees at the University of Iceland's Faculty of Law, with amendments; regulations no. 797/2006 on doctoral studies at the University of Iceland's Department of Social Sciences; and rules no 595/2006 on research studies at the University of Iceland's Department of Business Administration and Economics are no longer valid.

#### **Provisional stipulations**

##### **I.**

The Faculty meeting shall, in its first meeting after these regulations take effect, appoint a new Permanent Committee as per the third paragraph in the second article and at the same time the authority of the current committee is revoked.

##### **II.**

Doctoral students who were in their doctoral studies one year prior to the introduction of these regulations, but have not submitted a detailed research proposal as per the first paragraph in the tenth article, shall submit a detailed research proposal to the relevant doctoral committee no later than six months after the introduction of these regulations.