

Introduction

Welcome to the Iceland Academy of the Arts (IAA). This handbook is intended for international students and teachers and provides useful information regarding school policy and administration. It gives an overview of services, contact persons, housing, technical facilities, the work of the teacher and the general functioning of the Academy. Necessary information such as school regulations, department organisation and information about study programmes is also included. We hope this handbook will help make your work and study at the Academy more productive and enjoyable.

Policy and Objectives

The role of the Iceland Academy of the Arts is to encourage progressive thinking in the arts and to stimulate innovation and development in different fields. The Academy offers education in the arts at the university level and conveys both knowledge and professionalism in the arts to Icelandic society. It operates in a global environment and cooperates with many academies in the field of arts in neighbouring countries.

Three main values guide the focus and direction of the Academy in all of its work:

- Curiosity
- Understanding
- Courage

Curiosity prompts us to ask questions and constantly search for new approaches, solutions and answers. Through understanding and training we develop the talents and skills we require. In that way we strengthen our courage to follow through on our convictions and our artistic vision.

Management and Administration

The Iceland Academy of the Arts is a self-governing institution providing higher education in fine arts, theatre, dance, music, design, architecture and art education. The operations of the Academy are three-fold: a common executive management, university departments, and support division/joint administration.

The Academy board is the highest decision-making body and oversees all issues pertaining to general school operations. It serves to protect the interests of the Academy and ensure that it operates according to the set objectives. The board is responsible for the administration, finances and property of the institution, determines the tuition fees and appoints the rector.

The rector acts on behalf of the board to carry out the operations and administration of the Academy, and holds ultimate responsibility. He is in charge of ensuring that school practices are carried out in accordance with the roles, objectives and standards set by the Academy, particularly with respect to curriculum and instruction. The rector chairs meetings of the Academy's Management Council and Academic Council and calls the meeting of the Academy Forum. He also acts as the Academy's spokesman.

The Management Council is a collaborative forum for the Academy's executive staff. The Council discusses issues of joint concern to the departments and support divisions and supports the rector in the daily operations of the school.

The Academic Council is a collaborative forum for administrators, instructors and students at the Academy. The Council discusses the professional standards of the Academy, the quality and performance of its work, and supports the rector and management in making decisions on academic matters.

The Academy Forum is an open venue for discussing professional matters within the Academy as well as academic policy. The rector and board may seek its opinion on any and all matters pertaining to the school's operations and development. The Academy Forum is held at least once a year.

Service / joint administration

The purpose of the joint administration is to create conditions that allow the Academy's departments, students, teachers and staff to perform their work in accordance with the set charter and rules of the Academy. It is made up of the following support divisions: Finance Office, Academy Office, Library and Information Services, Research Services, and Computer Services. The common objective of the support divisions is to provide the best possible service at any given time.

The managing director is head of the Finance Office, works alongside the rector and administers the Academy's finances and property in collaboration with him. Operations of other support divisions are the responsibility of their individual managers, and their responsibilities and area of operations are clearly defined.

*The Academy facilities are open Monday – Friday from 8:00 to 16:00.
Access to the facilities can be gained with a key and access code
from 16:00 – 01:00 Monday – Friday and 8:00 – 01:00 Saturday – Sunday.*

*Keys and access codes can be obtained from the Academy offices. The fee for
replacing a key is ISK 5,000. Students are required to return the keys upon
completion of their studies.*

Academy Offices

Skipholt 1, tel. (+354) 552 4000, fax (+354) 562 3629, lhi@lhi.is
Opening hours: Monday – Friday, 9:00 – 15:00.

The Academy's offices are in three locations. The main office is located on the first floor of Skipholt 1 and branch offices are in the same locations as the different departments. The Department of Design and Architecture office is located on the fourth floor of Skipholt 1, the Department of Fine Arts office is located at Laugarnesvegur 91, and the Departments of Theatre & Dance and Music both have an office at Sölvhóisgata 13.

The offices provide various types of information and services to students and teachers. They maintain student records, allocate instruction space, make up schedules and timetables, and handle international affairs and the dissemination of information. The department offices provide students with certificates of attendance, transcripts, and forms for withdrawing from courses. Students turn in and collect assignments at department offices. The department offices also manage the loaning of instructional equipment.

Main Office:

Rector: Hjálmar H. Ragnarsson, hjalmar@lhi.is
Managing Director: Jóna Finnsdóttir, jona@lhi.is

Director of the Academy Offices: Björg J. Birgisdóttir, bjorg@lhi.is
Director of Research Service Centre: Ólöf Gerður Sigfúsdóttir, olofg@lhi.is

Office Receptionist: Póra Katrín Kolbeins, katkolb@lhi.is, tel. 552 4000.
The Office Receptionist handles queries on behalf of students and teachers. She is responsible for keys, access codes, mailing lists and so forth. Students and staff notify the office of illnesses and absences.

Public Relations Officer: Álfrún G. Guðrúnardóttir, alfrun@lhi.is, tel. 545 2214.

The public relations officer is responsible for public relations. Any information passed through to the media concerning courses and events must be coordinated with her. The public relations officer is based in Skiphólt 1 but visits the Department of Fine Arts in Laugarnes the first and the third Monday of every month from 11:00 – 13:00 and the Department of Music/Department of Theatre and Dance at Sólhvólgata the first and the third Friday of every month from 11:00 – 13:00.

International Coordinator: Alma Ragnarsdóttir, alma@lhi.is, tel. 545 2205.

The international coordinator handles matters having to do with international exchanges for students and teachers. Office hours are 10:00 to 14:00 at Skiphólt 1, Monday through Friday. The international coordinator visits the Department of Music/ Department of Theatre and Dance the first Tuesday of every month from 10:00 to 14:00, and the Fine Arts Department the first Wednesday of every month from 10:00 to 14:00.

Student Counselling Services: Ingibjörg Kristinsdóttir, ingibjorg@lhi.is, 545 2229.

University studies demand independent work habits and analytical thinking. Student counselling specialises in helping students improve their study methods and efficiency.

Office hours are Tuesdays from 10:00 to 12:00 at Sólhvólgata, Wednesdays from 10:00 to 12:00 at Skiphólt 1 and Fridays from 10:00 to 12:00 at Laugarnes.

Director of Accounts: Anna Biering, anna@lhi.is, tel. 545 2212.

Accountant: Sigurlaug Sæmundsdóttir, silla@lhi.is, tel. 545 2213.

Payroll Accountant: Sýlvía Matthíasdóttir, Sylvia@lhi.is, tel. 545 2210.

Sýlvía handles the Academy payroll and takes care of contracts and wage matters for instructors. Sigurlaug is responsible for collecting tuition and student fees. Sigurlaug, Sýlvía and Anna can be reached until noon all office days.

Maintenance: Ólafur Hallgrímsson, oli@lhi.is, tel. 896 1470.

Ólafur is responsible for operational and custodial services for the Academy facilities. He is the Academy's liaison officer with public officials such as security, health and fire inspectors. Any social events using Academy facilities must be coordinated through him.

Staff of Department Offices (for additional information, see pages for the respective departments)

Department of Fine Arts:

Department Secretary: Helga Pálína Brynjólfssdóttir, helgapalina@lhi.is, tel. 520 2403.

Service Assistant: Lísa Guðjónsdóttir, lisa@lhi.is, tel. 520 2400.

Department of Design and Architecture:

Department Secretary: Hafdís Harðardóttir, hafdis@lhi.is, tel. 545 2221.

Service Assistant: Björg Stefánsdóttir, bjorgstef@lhi.is, tel. 545 2202.

Department of Theatre and Dance:

Department Secretary: Esther Judit Steinsson, esterj@lhi.is, tel. 552 5020.

Service Assistant: Albert Eiríksson, albert@lhi.is, tel. 552 5020.

Department of Music:

Department Secretary: Sóley Björt Guðmundsdóttir, soleybjort@lhi.is, tel. 545 2283.

Service Assistant: Albert Eiríksson, albert@lhi.is, tel. 552 5020.

Department of Art Education:

Department Secretary: Svanborg Matthíasdóttir, svanborg@lhi.is , s: 520 2417.

Tuition and Fees:

Tuition for the academic year 2009-10 is ISK 320,000 and is payable in two payments, in August and February. Invoices for payments in banks are sent to students by post. Failure to pay on time will result in termination of access to Academy facilities and invalidation of the student ID number. Students on leave from their studies pay ISK 45,000 for keeping their place.

Research Service Centre

Skipholt 1, tel. (+354) 545-2211, fax: (+354) 562-3629, www.lhi.is/rannsoknir
Director: Ólöf Gerður Sigfúsdóttir, tel. 699-7066, olofg@lhi.is

The aim of the Research Service Centre is to enhance research at the Academy and to encourage the production of new knowledge in the fields of art and design. This is done by creating research opportunities for academic staff, as well offering research training courses for students.

The Centre provides information on funding for research in the fields of art and design, consultancy to students and staff, and guides applicants in writing research proposals.

An important aim of the Centre is to strategically find opportunities for new research projects and build dynamic and enterprising relationships with other institutions and business.

The Director of Research is responsible for the quality assessment of research within the Academy.

Library and Information Services

Skipholt 1, tel. (+354) 545 2217, fax (+354) 562 3629
bokasafn@lhi.is, <http://bokasafn.lhi.is>

Branch facilities:

Sölvhólgata 13, tel. (+ 354) 545 2295.
Laugarnesvegur 91, tel. (+ 354) 520 2402.

Opening Hours:

Skipholt: Monday – Friday, 8:30 – 16:00
Laugarnesvegur: Monday – Friday, 9:00 – 16.30
Sölvhólgata: Monday – Friday, 8:00 – 16:00

The Academy library specialises in the art fields taught at the Academy. The library's main function is to provide resources and assistance in support of studies, instruction and research at the Iceland Academy of the Arts.

Students are encouraged to use the library, both for borrowing and/or photocopying materials. An information service assists students with finding reference materials and using databases. Materials not available in the library can be ordered through an inter-library loans system. Students can suggest new orders by filling out request forms available at the library front desk and on the library website.

Teachers can reserve materials for courses by contacting the library staff. Library materials necessary for student reference can be placed on reserve for the duration of a course.

Teachers are requested to list reference sources in course descriptions and notify the library with the information. Teachers are also encouraged to contact the library with suggestions for new purchases. All suggestions for improving the library and its resources are welcomed by the library director.

Teachers are advised to include book lists in the course descriptions published on the academy's inner network, and to inform the library before the course begins.

Library Staff:

Director: Lísa Z. Valdimarsdóttir, lisav@lhi.is, tel. 545 2220 (Skiopholt).

Librarian: Berglind Hanna Jónsdóttir, berglindh@lhi.is, tel. 545 2209 (Skiopholt / Laugarnes).

Librarian: Jóhanna M. Diðriksdóttir, jmd@lhi.is, tel. 545 2218 and 545 2295 (Skiopholt / Sölvhólgata).

Librarian: Sigrún Sveinsdóttir, sigrunsvains@lhi.is, tel. 545 2219 and 545 2295 (Sölvhólgata / Skiopholt).

Library Assistant: Riina Pauliina Finnsdóttir, riina@lhi.is, tel. 545 2217 and 520 2402 (Skiopholt / Laugarnes).

Library Assistant: Bryndís Erla Hjálmarsdóttir, bryndiserla@lhi.is, tel. 520 2402 (Laugarnes).

Computer Services

Locations and Working Hours of Computer Services

Computer Services' main office is located on the third floor of Skiopholt 1, room 301. Computer services are provided at Sölvhólgata on Tuesdays from 9:00 – 16:00 and in Laugarnes on Thursdays from 9:00 – 16:00 and every other day of the week from 13:00-16:00.

Staff:

Ágúst Loftsson, tel. 899 9081.

Sigurþór Heimisson, tel. 845 4149.

Bjarni Þórisson, tel. 844 7848.

Requests for Service

Computer service is provided from 8:00 to 16:00. If the Computer Services staff is not available, a request for service can be made through e-mail to verkbeidni@lhi.is. Requests must be accompanied by your name and school position (student, teacher, office), as well as an e-mail address and telephone number. State your request and the location where it should be carried out. Requests due to technical malfunctions and problems that disrupt instruction have priority and computer staff may be contacted on their mobile phones in those cases.

Services provided

- Students are allocated 100 MB on the lhi.is mail server.
- Students are also allocated 10 GB of space on the file server. Larger file spaces are allocated upon request for a limited time.
- Access codes are provided for the Academy facilities.
- Students receive a print quota of 1000 points (eq. 250 colour A4 pages) per semester. Additional printing is available against payment. Charges for additional printing are paid at the main office in Skiopholt and to the service assistants in Laugarnes and Sölvhólgata.
- Information and assistance with the following is available:
 - connecting to the Academy network and e-mail service
 - accessing the Academy file server
 - setting up Academy printers on student computers where applicable

All student work areas are equipped with 1 GB net on cable and 54 MB wireless access. Students must provide their own cables for private computers.

Computers and equipment owned by the Academy are fully serviced, including hardware and software.

Students:

Students receive assistance with basic service for their computers. The service department supports the following operating systems: Mac OS X, Windows XP PRO and Windows Vista. If student's computers cannot be successfully configured for access to Academy services due to faults in computer hardware, operating systems or other software, students must contact outside repair services at their own expense.

Teachers:

Teachers at the Academy can receive assistance with basic services and software in connection with instruction.

E-mail addresses: Teachers and students are provided with e-mail addresses.

Printer locations:

Skipholt: Room 301, A3/A4 colour printer

Laugarnes: In the Photo and Image lab (RGB lab) are photo quality printers up to A3 and large format photo quality printer up to one metre wide and in front of the library is a black/white A4 printer.

Sölvhólgata: In front of the library is a black/white A4 printer.

Workshop Facilities for the Departments of Fine Arts and Design and Architecture

Supervisor: Jóhann Torfason, joi@lhi.is, tel. 520 2415 and 864 9822.

Workshop facilities for the Departments of Fine Arts and Design and Architecture are available to all students in both departments. Instruction takes place in the workshops and supervisors provide both students and instructors with technical assistance in the execution of their projects. Appointments to the supervisors must be made in advance. Instructors are encouraged to use the workshop facilities and seek advice from the supervisor or service assistant regarding equipment use and needs. Students must complete courses on how to operate equipment in the workshops and sign a user agreement (available on the IAA website).

Laugarnesvegur 91:**Photo and Image Studio (RGB Lab)**

Work with negatives, digital images, and image printing takes place at the photo and image studio. The photo laboratory is equipped for processing, printing and enlarging colour and black-and-white photographs.

Supervisor: Eric Wolf, ericwolf@lhi.is, tel. 520 2413.

Metal and Wood Workshop

The workshop at Laugarnesvegur contains carpentry and metalworking facilities. The carpentry shop has tools and machinery suitable for performing most operations. The metal workshop provides facilities for general metal work, such as metal cutting, welding and soldering. There are also facilities for moulding and casting.

Supervisor: Gulleik Lövskar, gulleik@lhi.is, tel. 520 2418.

Printmaking Workshop

Students have access to the workshop for developing their ideas in the printmaking medium. The workshop is well equipped for most printmaking techniques.

Supervisor: Jóhann Torfason, joi@lhi.is, tel. 520 2415 and 864 9822.

Skipholt 1:**Model Shop**

The small workshop on the second floor at Skipholt is suitable for light carpentry, moulding and model building. A pottery kiln is also located there.

Supervisor: Gulleik Lövskar, gulleik@lhi.is, tel. 520 2418.

The following workshops are primarily intended for specific departments but instructors from other departments can use them when available. Booking of the facilities is done through the department offices.

Video Recording Studio at Laugarnesvegur

Provides students in the Department of Fine Arts with facilities for video recording, with the possibility of using interactive techniques. Students can choose various methods in video recordings, e.g. digital processing, in combination with other art media such as installations, performance art, concerts and the Internet.

Supervisor: Sigrún Harðardóttir, sigrunhardar@lhi.is, tel. 520 2412. The studio website is at <http://tv.lhi.is>.

Textile Workshop at Skipholt 1

The textile workshop is located on the top floor of the building at Skipholt 1. It has facilities for textile printing, pattern making, sewing, knitting, weaving, and other techniques for use with clothing, costumes and fabrics.

Supervisor: Katrín Káradóttir, katrinkara@lhi.is

Music Recording Studio at Sölvhólgata 13

The Department of Music operates a recording studio at Sölvhólgata which is primarily intended for recording live music. To work in the studio students must have completed preparatory courses and have the necessary knowledge to operate the equipment.

Supervisor: Sveinn Kjartansson, sveinnkj@simnet.is, tel. 552 0656 and 897 2222.

The Work of the Teacher

Professional titles

The Iceland Academy of the Arts employs both permanent and sessional teachers. Permanent teachers are, on the one hand, teachers appointed according to regulations concerning the appointment of academic instructors who have been deemed qualified by a special committee, i.e. professors, associate professors and assistant professors, and on the other hand adjuncts who are appointed directly by the rector in collaboration with the relevant dean to carry out specific projects within a department.

Programme directors supervise academic programmes. They can be either professors, associate professors, assistant professors or adjuncts.

The particulars of a teacher's work are defined in his/her employment contract. The work of professors, associate professors and assistant professors consists of three integrated components: teaching, administration, and research/development, while the work of adjuncts can be composed of one, two or three of those components.

Categorisation of instruction

Instruction at the Iceland Academy of the Arts is divided into five different categories depending on content, arrangement and the contribution of teachers and students:

- Lectures
- Academic classes
- Seminars / Discussions
- Workshops / Studio – art creation / art interpretation
- Technique / Training

Lectures are based on the teacher's independent contribution, which he/she presents as prepared text, slides, pictures, musical examples, or in some other prepared form. Lectures are kept as documentation, are traceable and can be repeated.

Specification of work components

Instruction:

Instruction at the Iceland Academy of the Arts takes place in accordance with the following: policy, values and objective of the school, the curriculum and the standards of individual departments and programmes, regulations concerning the planning of programmes, study progress and evaluation, and other rules and standards set for the instruction at any given time.

Instruction is made up of specified courses. Teachers provide course descriptions and are responsible for ensuring that teaching is in accordance with those descriptions. They deliver assessments and grades as objectively as possible and are prepared to elaborate on those.

Teaching incorporates the preparation of teaching materials, issuing of examinations and projects, evaluation, recording of grades, preparation of study plans and registration of attendance. Instructors arrange for specialists and other guests to teach courses when necessary.

Administration:

Engaged in administration within the Academy are solely those individuals who have been appointed for that purpose through a defined job ratio, or who are appointed by the management to conduct specific projects in accordance with the laws and regulations of the school. Administrative responsibility is subject to the charter and rules of the Academy, its human resources policy and general rules and standards pertaining to conduct and good working practices.

a) Administration by teachers: Teachers who hold administrative responsibilities engage in work designed to shape their particular departments and the Academy as a whole. They work on preparing the course catalogue, organising instruction and projects, attend department meetings and other specialised meetings pertaining to their job, take part in student admissions, supervise special needs students, and collaborate with the dean on projects relating to the department and its growth.

b) Administration by programme directors: Programme directors oversee study programmes in collaboration with the dean and are, along with the dean, responsible for their development and operations. Programme directors are responsible for a variety of tasks, such as:

- Preparation of course catalogues and timetables (in English and Icelandic)
- Preparation of course descriptions and supervision of study plans
- Student admissions
- Supervision of students, evaluation and follow-up
- Follow-up on students' final projects
- Hiring of sessional teachers and specialists (Icelandic and non-Icelandic)
- Collaboration with other schools, institutions and businesses
- Coordination and communication with workshops or Technical Services
- Quality control (grading supervision, project evaluation, student presentations, concerts, performances, etc.)

Division of the work components may differ depending on the type of work involved and the number of students in the programme.

Research and development:

The Iceland Academy of the Arts works to expand research and development at the school in line with the Academy's role, values and policies. The Academy's emphases and regulatory system are currently in formation; however, the goal is for the school to be a forum for artists and academics with the skills and ambition to undertake research and art creation, and for the Academy's internal structure to be strengthened to allow it to fulfill its role in this regard.

Teachers whose contract stipulates a specific work ratio to be devoted to research and development shall account for their work in an annual report to the rector, incorporating a summary of the main projects they have engaged in over that period. On request, teachers shall also present an account of their research work or art creation by giving lectures or presentations within the school.

Sessional teachers:

The Academy employs a large number of sessional teachers for longer or shorter periods. Sessional teachers are specialists in varying fields and are hired by deans and/or programme directors. They are responsible for their own teaching. Their main tasks are supervising students and recording attendance, and planning and executing project work and evaluations in collaboration with the programme director and/or dean. Sessional teachers have access to the services and administration of the school while they are employed by the Academy.

MySchool Network

The Academy uses an inner network system called MySchool for student registration and records. The system provides students and their instructors with efficient and extensive access to information concerning their studies, such as course schedules, grades, assignment due dates, course materials and announcements. Instructors are encouraged to acquaint themselves well with the system and fully utilise its options for their own benefit and that of the students. Students should make a habit of regularly checking the website for new information.

It is possible to receive all information in English at MySchool. In order to change the language of MySchool select “Persónuupplýsingar – samskipti – tungumál vefs – English”.

Communication between instructors and students

Announcements to students can easily be placed on the inner network system. The system also allows instructors to send e-mail messages to students and students to send e-mail to other participants in courses. Web discussions can easily be carried out on the system as well.

New information

Lists are maintained where students and instructors can see all changes made to their courses.

Course timetables

Another feature of the system is a weekly timetable for each student. Information includes details of coursework and lectures, teaching materials in connection with lectures and assignment due dates.

Course materials

The network system stores all digital materials relating to courses, such as digital slides, web links, and all types of documents. Instructors have the option of creating home pages, assignments that are submitted via computer, and web discussions linked to their courses. A convenient interface is conducive to the productive use of the system.

Course descriptions

Basic information about courses, such as course descriptions and objectives, are available under this heading. Teachers can also include course plans giving more detailed information about individual lessons. This provides students with an overview of the coursework and the weight of various course requirements.

Assignments

Information regarding course assignments is grouped together under this heading. This is where students can find assignment guidelines from teachers and submit completed assignments. Grades and feedback from teachers are also placed here for student access. Everything concerning course assignments is kept in one location.

Curriculum Guide

The Academy's curriculum guide can be accessed on the Academy website. Descriptions and other information regarding courses appears within MySchool when users click on the name of individual courses under the heading "All courses" on the left-hand side of the screen.

Issues Pertaining to Rights – Teachers' Rights and Obligations

The Academy employs both permanent and temporary teachers. The permanently employed instructors are professors (full, associate, and assistant) and sessional. A specially appointed review board evaluates applications for permanent Academy positions. The rector, upon recommendation from the dean of the department, determines the proportion of instruction and other professional duties of each instructor. Further professional duties and responsibilities are outlined in the instructors' employment contracts. Instructors are advised to inform themselves of their rights and responsibilities.

Grievance committee on student affairs

A special grievance committee operating within the Academy makes final decisions in matters concerning discipline and the rights of students. The committee is chaired by the rector and is comprised of two deans, two faculty representatives and two student representatives. Faculty and student representatives are appointed for one-year terms along with their alternate representatives. The deans choose candidates among themselves to sit in the committee and serve as alternates. Further duties and regulations for the committee are determined by the Academy board.

Discipline

The rector can reprove a student or expel him/her temporarily or permanently from the Academy if the student has broken the law or rules of the Academy, or if the conduct of the student towards the staff or other students has been unseemly or improper. Students may appeal such decisions to the grievance committee on student affairs. Concerning matters of this nature, all parties must in all respects comply with the laws of the nation.

Confidentiality

All students at the Iceland Academy of the Arts are legal adults and, therefore, fully responsible for all their actions. Instructors and staff must keep all student matters confidential and are not allowed to divulge information regarding students to outside parties, including relatives.

If students need consultation regarding sensitive and personal matters, they can contact Ingibjörg Kristinsdóttir, the student counsellor. Department deans and programme directors are also available for consultations. Appointments can be made through the departmental coordinator.

Special needs

The IAA adheres to the fundamental principle that all students meet the set requirements regarding knowledge, skills and artistic talent, irrespective of gender, origin, ethnic background, nationality, sexual orientation or other defining features. Students at the Academy who have special needs or disabilities that affect their ability to perform academically are entitled to special services. In order to be eligible for special assistance, students must provide official documentation of their disability or special needs. See the Academy website for further information about the IAA policy regarding special needs and services.

Equal rights

The Academy Board has approved an equal rights policy for the IAA. The goal of the policy is to ensure the equal rights of men and women within the Academy's community through specific actions, and to promote an active debate on equal rights in every area of the academy's activities. Students and staff are referred to the website for the full text of the equal rights policy.

Sexual harassment

Sexual harassment is not tolerated within the IAA, neither by staff members nor students. Victims of sexual harassment have the right to consult the student councillor for assistance and/or the supervisor responsible for the victim's working environment. The consulting party will then seek to resolve the matter. The victim shall in no manner be harmed by the measures taken for that purpose. For further information see the Academy's equal rights policy on the website.

Student Council

Within each department there is a students' organisation which handles student interests and social activities. The IAA Student Council is comprised of the heads of the student organisations of each of the departments. Students have representatives on department councils and two representatives on the student grievance committee. Students are also represented at the Academy forum meetings, which are a venue for cooperation between students, instructors, and the Academy administration. Fees for the students' social fund are paid along with the first tuition payment.

The Federation of Icelandic Students (BISN)

The Academy is a member of the Federation of Icelandic Students, an independent special interest group with students from university-level institutions other than the University of Iceland. The IAA pays the membership fees for their students in the federation as well as membership in the Student Building Fund, giving them all the rights accorded to members. For further information about the federation, see www.bisn.is.

House rules

Both students and staff at the Iceland Academy of the Arts are expected to treat all school facilities and equipment with care and respect. In that context, the following reminders are in order:

- Smoking is strictly forbidden within the Academy's facilities. The same is true of the use of alcohol and narcotics.
- Food consumption is not permitted in lecture halls, classrooms and other areas of instruction.
- Students and staff are required to treat school facilities with care and take an active part in cleaning days which are organised at the end of each teaching period. Students are expected to remove their work and personal objects at the end of each semester. Note that objects left behind will be disposed of.
- Students and staff shall close windows and doors, turn off faucets etc. when they leave the Academy's buildings.
- If furniture or equipment is damaged, please inform the service assistant immediately.
- Students and staff members are reminded to take care of their keys and passwords. Lending keys is forbidden, and the service assistant must be informed immediately of lost keys.
- Students and staff are strongly encouraged to inform appropriate authorities of suspicious persons within the school facilities, both day and night.

Course Descriptions

Instructors are expected to provide detailed descriptions of the courses they teach. The descriptions should provide clear information to the student regarding the content of the course, the academic and practical skills they are expected to learn, and how their performance will be assessed. Course descriptions are created in coordination with the department dean and head of studies and are published in the online Curriculum Guide (in English and Icelandic) prior to their commencement. Course descriptions should contain the following standard information:

- Course title
- Course number
- Type of course
- Level of course
- Year of study
- When taught (Semester/trimester)
- Number of ECTS credits
- Instructor's name and office hours
- Course objectives
- Prerequisites
- Contents of the course
- Reading materials
- Teaching methods
- Assessment methods
- Language of instruction

Teachers can see good examples of course descriptions on the Academy network.

Course Credits and Educational Progress

Education at the Academy is measured in ECTS (European Credit Transfer System) credits. The workload per credit varies between subject areas but, in general, the student can expect to devote a minimum of 20-30 hours of work per credit. A minimum of 180 ECTS is needed to graduate with a B.A. or B.Mus. and 240 ECTS are required for the B.F.A degree from the Department of Theatre and Dance.

Students are responsible for their studies and academic progress within the Academy. Students must successfully complete a total of 60 ECTS per academic year (approximately 30 ECTS per term) in order to advance to the next year's course of study. This applies to the entire period of study at the Academy and is the basis for course requirements and assessment.

Students cannot advance between years if they lack 12 ECTS or more credits of the required 30. Regulations within the Department of Theatre state that first-year students who lack the required number of credits must reapply for admission if they wish to continue studying at the Academy. The maximum number of credits students may receive per academic year is 72 ECTS.

The maximum length of continuous enrolment at the Academy is one year more than the prescribed length of study. This does not apply in cases of maternity/paternity leave. The rector, upon proposal from a dean, can grant exemptions from this rule under special circumstances.

Attendance

There is 100% attendance required in all courses at the IAA. Instructors are responsible for recording student attendance. Attendance requirements should be stated in course descriptions distributed to students.

If absences due to illness or other circumstances beyond the student's control exceed one-fifth of the total hours of instruction in a course, the student automatically fails the course. In particular cases and owing to unforeseen circumstances the student can appeal to the rector for an exemption from this rule.

Assessment

The primary purpose of assessment is to provide students with information regarding their academic performance. It also provides the Academy with verification that students have gained knowledge and competence in specified areas.

Organisation and responsibility

Examinations and/or other forms of assessment shall take place during the instructional period or during the examination period at the end of each term. Academy instructors are responsible for the evaluation of students' achievements. Each department sets policies for examinations and assignment or project deadlines within the limits of these rules.

Examinations may be oral, written or practical. Projects and assignments can include essays, reports, concerts, art creation and related research work. Methods of assessment and requirements are determined by the instructor in coordination with the dean and must be stated in the course description given to students at the start of the course.

Student obligations and course withdrawal

Upon enrolment in a course, students are automatically registered for the examination and are bound to the assignment deadlines designated by the instructor. Upon withdrawal from a course, students are no longer subject to the assessment requirements.

Withdrawal from courses must be done by notifying the Academy in writing before 1/3 of the course duration is finished. In the case of week-long courses, withdrawal must take place in writing on the first day of the course. Neglecting to withdraw from courses on time will result in failure of the course.

Student illness

A student who is not able to take an examination or is unable to meet an assignment deadline due to illness must notify the Academy before the examination begins or the deadline expires. A medical certificate must be submitted to the Academy office no later than three days after the exam date or assignment deadline in order for the absence to be recognised. If a medical certificate is not submitted, the student is considered to have taken the exam or completed the assignment.

Final project evaluation

For evaluation of final projects and final examinations there shall be a board of examiners with at least one external examiner. The rector makes appointments to the board of examiners upon recommendations from the dean of the department concerned. Students may appeal the decision of the board by sending a detailed written request for a re-evaluation. Appeal decisions of the external examiners are final. The chairman of the board of examiners holds a ruling vote within the board. Special rules are published regarding the practical part of the final project.

Grading marks

Marks range from 0 to 10 with units of 0.5. The minimum mark necessary to pass an examination is 5.0. The rector issues standardised assessment guidelines to the instructors. In courses of two credits or less, the dean can permit assessments of 'S' for 'Pass' and 'F' for 'Fail'.

Marks

Marks range from 0 to 10 with units of 0.5. The minimum mark necessary to pass an examination is 5.0. An assessment rubric used as guideline for giving marks:

LHÍ			U.K.	U.S.A.
10,0	Ágætt	Ágætiseinkunn	1 st	A+
9,5	Ágætt	Ágætiseinkunn	1 st	A
9,0	Ágætt	Ágætiseinkunn	1 st	A-
8,5	Mjög gott	I. einkunn	2 ⁱ	B+
8,0	Mjög gott	I. einkunn	2 ⁱ	B
7,5	Mjög gott	I. einkunn	2 ⁱ	B-
7,0	Gott	II. einkunn	2 ⁱⁱ	C+
6,5	Gott	II. einkunn	2 ⁱⁱ	C
6,0	Gott	II. einkunn	2 ⁱⁱ	C-
5,5	Sæmilegt	III. einkunn	3 rd	D
5,0	Sæmilegt	III. einkunn	3 rd	D
4,5	Ábótavant	Falleinkunn	Fail	F

Assessment results and appeals

Assessment results shall be made available to the student no later than two weeks after the evaluation took place. Students who have not met the set requirements are entitled to an explanation of the evaluation within 15 days after the results have been announced. Students may appeal the decision of the instructor to the dean of the department and, in cases other than final projects, an external examiner shall be consulted if possible. The examiner's decision is final.

Examination absences

A student who does not take a registered exam and fails to notify the Academy in advance forfeits his/her right to a re-examination.

Re-examinations and repeating assignments

A student who fails an examination or an assignment is entitled to a re-examination or to repeat the assignment. A re-examination/repeating of assignment requires special permission from the department dean. The permission must be requested in writing no later than ten days after the grade was posted. If re-examination is not possible, the dean may decide on a comparable assignment.

If the student does not pass the re-examination/assignment he/she must repeat the course in order to fulfil the required ECTS. A student who has passed an examination/assignment may, under special circumstances, request a re-examination/repeating of assignment. Upon approval by the department dean, the student may retake the examination/repeat the assignment at its next regularly scheduled date. The marks from the latter exam will count.

Dates for re-examinations and repeating of assignments

Re-examinations and examinations due to illness shall be held before 15 January for the autumn term, and before 1 June for the spring term.

Recording and posting of marks

The Academy office is responsible for recording and posting students' marks. Written examinations shall be held for six months from the examination date and then be destroyed.

Graduation

Graduation ceremonies are held once a year at the end of spring semester (June). To be eligible for graduation students must apply for graduation before March 15 and have paid all outstanding fees to the Academy. Students who lack 6 ECTS or fewer to be able to graduate may apply to the rector for an autumn graduation (September 15) or for a winter graduation (January 15). Applications for autumn graduations must be submitted before August 15 and for winter graduations before November 15.

Course Evaluations

At the end of each course students are asked to evaluate the course. Students can access the online evaluation forms with a password. Student evaluations of courses are an important part of improving the quality of education provided by the Academy. The evaluations are anonymous, quick to complete, and give students the chance to express their feelings about courses and make suggestions for improvements. It is important to keep in mind that the evaluation focuses primarily on the course content and instruction and not the teacher. The director of the Academy office compiles the evaluations and passes them on to the rector and deans. When they have reviewed the results, the evaluations are made accessible to the respective teachers within the MySchool network. The course evaluations are handled with strictest confidentiality.

Rector's meetings with students

Students are invited to meet with the rector at special meetings that are held to discuss educational issues of concern to Academy students. The issues can include the organisation and content of the study programs, instruction and roles of the instructors, or school facilities, services, social activities, and interaction between students, teachers and the administration. The department deans, managing director, and director of the Academy office also attend the meetings, which are generally held early in the spring term. Each meeting is intended for one group of students such as students from a single year in a particular department or students participating in a particular study programme. The rector writes up a report based on the points brought up during the meetings and presents it to the faculty and administration. It is also made available to students. The main purpose of the meetings is to guarantee that the services provided by the Academy reflect the needs of the students.

Departments and Degree Programmes

The Iceland Academy of the Arts is comprised of five departments: The Department of Fine Arts, the Department of Theatre and Dance, the Department of Design and Architecture, the Department of Music and the Department of Art Education. The Academy offers 17 degree programmes, 13 at Bachelors of Arts level and 4 at Masters of Arts level.

Department of Design and Architecture:

Architecture	B.A.
Fashion Design	B.A.
Graphic Design	B.A.
Product Design	B.A.

Department of Theatre and Dance:

Acting	B.F.A.
Contemporary Dance	B.A.
Theatre-Theory and Practice	B.A.

Department of Fine Arts:

Fine Arts	B.A.
-----------	------

Department of Music:

Instrumental/Vocal Performance	Diploma
Instrumental/Vocal Performance	B.Mus.
Church Music	B.A.
Music Education and Communication	B.A.
Composition	B.A.
Composition	M.A.
Joint Master of New Audiences and Innovative Practise	M.A.

Department of Art Education:

Art Education	Diploma
Art Education	M.A.

DEPARTMENT OF FINE ARTS

Laugarnesvegur 91, 105 Reykjavík, tel.(+354) 520 2400, fax 520 2409.

Dean: Kristján Steingrímur Jónsson, kristjan@lhi.is

Professors:

Hulda Stefánsdóttir, huldastefansdottir@lhi.is

Katrín Sigurðardóttir, katrins@lhi.is

Ólafur Sveinn Gíslason, olafur@lhi.is

Programme Director: Hanna Guðlaug Guðmundsdóttir, hannagudlaug@lhi.is

The Department of Fine Arts offers a three-year, 180 ECTS, programme leading to a B.A. degree. Its main focus is on facilitating original thought processes and developing different methods for realising ideas. In the programme, students work with ideas, their processing, presentation and critique. Cooperation with working artists, organisations and companies is actively sought with regard to instruction and involvement in specialised projects.

Goals:

The role of the Department of Fine Arts is to be a leading force in fine arts instruction at the university level and an open venue for research and debate. Students and instructors are expected to take an active part in cultural life and to maintain vibrant ties with the artistic community.

The study programme places emphasis on the development of independent work habits, strengthening the students' knowledge and appreciation of art and preparing them for their role and position as artists in society.

Instruction:

During the first year of study the focus is on stimulating the students' visual artistic expression and creative abilities. The emphasis is on introducing students to various art movements, art methods and techniques. Students attend courses in contemporary art theory and receive instruction in subjects such as photography, computer skills, video making, wood and metal work, moulding, painting and printing in the various school workshops and studios.

In the second year students choose from a wide variety of courses and studio work offered by various artists. The focus is on the aspect of art creation, with emphasis on individual work. Students work independently under the guidance of the department professors and professional artists. The emphasis in art theory is on specific subjects in art history and ideology.

During the third year students work independently and complete their studies with a B.A. thesis and a final project displayed at the graduation exhibition. Students are awarded a B.A. degree upon completion of the coursework, examinations, and other requirements of the programme.

The hours of instruction are from 8:30 – 12:20 and 13:00 – 18:00 Monday through Friday. Courses vary in length from one and up to ten weeks. Areas of emphasis are work time in studios, lectures on art theory, workshop courses, project work and independent study. Students spend the time from 8:30 – 12:20 in the workshops, which are considered the workplaces of the students and the supervisors. Work done in the workshops includes conceptual work, research, instruction in methods and techniques, and independent work. From 13:00 – 18:00 students work on their own and attend classes in art theory subjects or workshops in methods and techniques.

Teachers' office hours: please e-mail the teachers to make an appointment.

Kristján Steingrímur: Mondays, 11:00-12:00, kristjan@lhi.is

Hulda Stefánsdóttir, huldastefansdottir@lhi.is

Katrín Sigurðardóttir, katrins@lhi.is

Ólafur Sveinn Gíslason: olafur@lhi.is

Hanna Guðlaug Guðmundsdóttir: hannagudlaug@lhi.is

Assignments:

Information regarding assignments may be found on the course plan presented by the instructor.

Photocopying:

Students can purchase a photocopying allowance with an access code from the service assistant.

Equipment requests:

Students can borrow equipment such as cameras and video and audio recorders after 13:00 and return them before instruction begins at 8:30 the following morning. Requests should be directed to the service assistant.

Cafeteria:

The cafeteria at Laugarnesvegur is open from 9:00 – 13:00. Hot lunches are available from 12:00 – 13:00.

The Student Association:

The department's student association deals with issues of concern to students and organises various social events. It focuses on facilitating interaction between students in different years within the department, as well as with other departments, with the aim of improving students' social life at the Academy.

Department Secretary: Helga Pálína Brynjólfssdóttir, helgapalina@lhi.is, tel. 520 2403.

Office hours are from 10:00 – 12:00 every weekday and additionally from 13:00 to 16:00 Mondays and Thursdays.

The department secretary is responsible for student records within the department and providing information to students and teachers, as well as special tasks and general office duties. Additional duties include developing timetables, recording marks, handling course enrolment and withdrawals, and course descriptions and credits.

Service Assistant: Lísa Guðjónsdóttir, lisa@lhi.is, tel. 520 2400.

The service assistant provides assistance with matters regarding facilities and equipment. She is also the receptionist for guests, exchange students and teachers at the Academy, providing them with necessary information, keys, access codes, etc.

DEPARTMENT OF DESIGN AND ARCHITECTURE

Skipholt 1, 105 Reykjavík, tel.(+354) 552 4000, fax 562 3629.

Dean: Jóhannes Þórðarson, johannes@lhi.is

Professor of Graphic Design: Guðmundur Oddur Magnússon, goddur@lhi.is

Professor of Product Design: Sigríður Sigurjónsdóttir, sigridur@lhi.is

Assistant Professor of Graphic Design: Halldóra G. Ísleifsdóttir, dora@lhi.is

Assistant Professor of Architecture: Sigrún Birgisdóttir, sigrunbirgis@lhi.is

Programme Directors:

Fashion Design: Linda Björg Árnadóttir, linda@lhi.is

Architecture: Sigrún Birgisdóttir, sigrunbirgis@lhi.is

Product Design: Sigríður Sigurjónsdóttir, sigridur@lhi.is

Graphic Design: Halldóra G. Ísleifsdóttir, dora@lhi.is

Design Theory: Viðar Þorsteinsson, vidar@lhi.is

Student Association President: Berglind Sigurðardóttir, berglind08@lhi.is

The Department of Design and Architecture offers programmes leading to a B.A. degree through four specialisations: Architecture, Product Design, Fashion Design and Graphic Design. Upon completion of their studies, students are awarded a B.A. degree. The duration of study is three years (180 ECTS).

The policy of the Department of Design and Architecture is to:

- Encourage an awareness of the quality of life through professional and responsible design
- Enhance understanding and knowledge of design through a well-defined and enlightened ideology
- Encourage tolerance and open-minded design, based on independent and creative working methods
- Place all design in a clear and comprehensive context with the most important circumstances at any given time
- Analyse and understand circumstances that encourage innovative thinking and elevate creativity, courage, imagination and independent thought
- Think progressively

Our goals are:

Understanding, knowledge, competence, creativity, originality, courage, radiance, intuition and personal vision.

Objectives:

The objective of the study programme is for students to be able to carry out diverse assignments in a creative manner, to seek knowledge from the different areas within the sector and learn various methods for solving problems.

The Department of Design and Architecture compares itself with similar departments in acclaimed overseas academies. While it strives to meet international standards, the department also derives inspiration from Icelandic culture.

Instruction:

Instruction in the first year focuses on sharpening the students' creative and organisational abilities. Students work on a number of projects in the studios which all are meant to increase their understanding of the two main principles in the field of design: technique and theory.

Instruction in the second year is based on the student's ability to clearly and quickly present his/her thoughts, and him/her having adopted a designer's way of thinking. This entails continuously looking for new answers to fundamental questions and not taking any results for granted. Most of the projects during the 2nd and 3rd years are specific and clearly defined so that students can apply specialised techniques and methods in finding solutions. The programme of study concludes with a thesis and final projects presented at the Academy's public graduation exhibition.

Instruction in the department is basically divided into two parts: one-half formal teaching and one-half hands-on project work in the studio. Studio work is the central part of the study programme. Every student is allocated a work area and is expected to use it. Instruction and work in the studios is from 8:30 – 12:30 every morning. Lectures in theory and technical courses are held in the afternoons. Studio instructors meet with the students most mornings to discuss the day's work. The needs of the course determine whether work in the studio is done individually or in groups. The instructor is expected to inform students of the type of work they will be doing at the beginning of the course and to make arrangements for important meetings and consultations between instructor and student.

Department policy on assessment of student work:

Academy rules regarding assessment of student work are listed in Article 23 of the Rules of IAA. Department policy is based on those rules. Special attention is drawn to the responsibilities of the instructor regarding assessment and that "Forms of assessment and requirements are determined by the instructor in consultation with the dean" (Article 23). In addition, the department and the instructors are required to inform students of how assessment is determined and carried out. The department administration stresses the importance of instructors in the department adhering to the academic policy under which they were hired.

The general rule in the department is that assessment in studio courses is not done singly by instructors, but rather in consultation with the programme directors and the dean, who also share the role of examiners. Alternately, assessment can be carried out by a team of examiners, particularly in the case where numerous instructors take part in teaching a course. Students must always be informed of assessment policy at the beginning of courses when they receive the course study plan, and the information should also be included in the course description found in the Academy Curriculum Guide.

Assessment of assignments:

Two forms of assessment of student work are commonly used in the department: a) display and critique and b) submitting a portfolio to the department office.

a) Students are expected to have their work mounted by the appointed time and be prepared to describe their work and process and receive criticism when it is their turn. Student works should remain on display until after the examiners have given their critique and completed their assessment.

b) Students submit the completed assignments to the department office, where they are stamped with the date of receipt. Students who fail to meet the assigned deadline are considered to have failed the course and must apply to the department administration for permission to repeat the course.

Photocopying:

Students can photocopy in room 312. They must provide their own paper.

Equipment requests:

Students can borrow equipment from the service assistant for a 24-hours period, with the possibility of an extension.

Cafeteria:

The cafeteria at Skipholt, in room 105, is open from 9:00 – 13:00. Hot lunches are available from 12:00 – 13:00.

The Student Association

The primary function of the association is to handle student matters and organise social events for students at the Academy. The board consists of five members; four second-year students elected in the spring and one student elected from among first-year students in the autumn. Among events organised by the association is a dinner and party to which the second-year students from all departments invite the first-year students. Other parties and social events are also held during the year, in particular the annual dinner and dance held in the spring.

Department Secretary: Hafðís Harðardóttir, hafdis@lhi.is, tel. 545 2221.

Office hours are from 10:00 – 12:00 and from 13:00 – 14:30 Monday through Friday.

The department secretary is responsible for the department's student records and for providing information to students and teachers, along with special tasks and general office duties. Additional duties include developing timetables, recording marks, supervision of admissions, handling course enrolment and withdrawals, and course descriptions and credits. The department secretary also records instructors' teaching hours and is the department liaison with the payroll office. She also helps the exchange students in the department and provides them with the necessary informational materials, keys, computer passwords, etc.

Service Assistant: Björg Stefánsdóttir, bjorgstef@lhi.is, tel. 545 2202 / 864 6822.

Students and faculty can turn to the service assistant for assistance with matters having to do with facilities, cabinets, keys, and equipment, both in regard to teaching space and the department workshops. She is responsible for application materials and shares the responsibility of receiving guests with the public relations officer and the dean. The service assistant also works with the third-year students in setting up and taking down the graduation exhibition.

DEPARTMENT OF MUSIC

Sölvhólgata 13, 101 Reykjavík, tel. (+354) 552 5020, fax 561 6314.

Dean: Mist Þorkeldsdóttir, mist@lhi.is

Professor of Composition and Theory: Kjartan Ólafsson, kjol@lhi.is

Professor of Strings and Chamber Music: Gunnar Kvaran, gunnarkvaran@lhi.is

Programme Directors:

Vocal Performance: Elísabet Erlingsdóttir, elisabete@lhi.is

Piano: Peter Maté, peter@lhi.is

Composition and Theory: Kjartan Ólafsson, kjol@lhi.is

Strings and Chamber Music: Gunnar Kvaran, gunnarkvaran@lhi.is

Technical Director: Sveinn Kjartansson, sveinnkj@lhi.is

The Department of Music offers three-year programmes, 180 ECTS, towards B.Mus. and B.A. degrees. Students choose between four programmes: instrumental/vocal performance, music education, church music and composition – with emphasis on contemporary composition, film music, theatre or stage music, music production or new media.

The department also offers a Master's programme in composition, 120 ECTS, leading to a M.A. degree.

Additionally the department offers a diploma programme for extraordinarily talented students who are still in secondary school but meet the Academy's demands with regard to musical knowledge and ability.

Objectives:

The role of the Department of Music is to train musicians for a broad range of music professions. The objective is for them to acquire independent work methods, enhance their knowledge and develop as independent artists.

The programme should meet international standards and reflect the wide range of opportunities open to musicians in the fields of musical performance, innovation and education. Graduates of the Department of Music should be a source of enrichment for society.

Course of Study:

Education in the department is divided into three main parts: one third is devoted to the student's specialisation, which can be in an instrument, voice, composition, church music or music education; one third is a core of theoretical courses; and the final third is composed of elective courses in theory, technique, or courses from other departments of the Academy.

The academic year is divided into two 15-week terms, which are broken down into shorter periods of instruction. Individual and group instruction in instrument and composition is continuous throughout the academic year. Participation in ensemble groups of various sizes is an important part of the education provided by the department. In addition to participating in organised ensemble groups within the department, students are encouraged to work independently with groups of various sizes, and with other artists.

Student participation in non-affiliated productions:

Music students who wish to take part in productions or events that are not affiliated with the Academy need to apply to the dean for permission.

Photocopying:

Photocopy machines for the Department of Music are located in the department office and in the library.

Students can purchase a photocopying card from the service assistant.

Teachers are responsible for their own photocopying. The maximum number of copies per student is five at a time. If that limit is exceeded, copying must be done by a professional photocopying service.

Equipment requests:

Equipment can be borrowed through the service assistant, whose office hours are weekdays from 8:00 – 16:00. Individuals who borrow equipment assume full responsibility for returning it at the designated time.

Cafeteria:

The cafeteria at Sólhólgsgata is open from 9:00 – 13:00 Monday through Friday. Hot lunches are available from 12:00 – 13:00.

The Student Association

The representatives of the Department of Music's student association are the president, secretary, treasurer, entertainment head and first-year representative. The main roles of the association are to represent the students in interactions with the Academy administration, communicate students' views and channel information from the administration back to students, and to organise social events. The association is involved in organising the Academy concerts in which all students in the department do their best to ensure success. The association has also been active in raising funds for and organising the graduation trip taken after the second year. The association's main objective, however, is making the time spent at the Academy as enjoyable and productive as possible for the students of the department.

Department Secretary: Sóley Björt Guðmundsdóttir, soleybjort@lhi.is, tel. 545 2283.

The department secretary is responsible for student records for the departments and providing information to students and teachers, along with special tasks and general office duties. Additional duties include developing timetables, recording marks, supervision of admissions, handling course enrolment and withdrawals, and course descriptions and credits. The department secretary also records the instructors' teaching hours and is the department liaison with the payroll office. She handles the preparation for events set up by the department in cooperation with the public relations officer. The department secretary also helps exchange students in the department and provides them with keys, computer passwords and other practical matters.

Service Assistant: Albert Eiríksson, albert@lhi.is, tel. 552 5020.

The service assistant is responsible for the facilities, instruments, costumes, and equipment of the Department of Music. He handles applications and assists with the planning of department events such as concerts and theatre productions. The service assistant also greets guests and exchange students and provides them with practical help and information.

DEPARTMENT OF THEATRE AND DANCE

Sólvhólgata 13, 101 Reykjavík, tel. (+354) 552 5020, fax 561 6314.

Dean: Ragnheiður Skúladóttir, ragnheidur@lhi.is

Assistant Professor of Theatre: Magnús Þór Þorbergsson, magnusthor@lhi.is

Programme Directors:

Acting: Stefán Jónsson, stefan@lhi.is

Contemporary Dance: Karen María Jónsdóttir, karenmaria@lhi.is

Theory and Practice: Magnús Þór Þorbergsson, magnusthor@lhi.is

Technical Director: Egill Ingbergsson, egill@lhi.is

The Department of Theatre and Dance offers three programmes: Acting, Contemporary Dance and Theatre –Theory and Practice. Acting is a four-year, 240 ECTS programme leading to a B.F.A. degree, in which the main emphasis is on training the actor; Theory and Practice is a three-year, 180 ECTS programme leading to a B.A. degree, consisting of both theoretical and practical work in which the focus is on theatre in the widest sense; and the dance programme is a three-year, 180 ECTS programme leading to a B.A. degree.

The Theatre Department's Manifesto:

- We are a society of independently creative artists
- The world is our point of reference
- We are progressive, curious and inventive
- We view theatre as a state of mind, not an institution
- We view technique as a tool, not as a goal in itself
- We use history as a springboard into the future
- We seek and use, without prejudice, material from other forms of art and science

Instruction:

The aim of the study programmes in the department is to help students open their minds about their role in the arts, and strengthen their ability to develop new ideas and generally take an initiative in the advancement of their field of art.

The composition of the study programmes varies, but the overall emphasis is on providing students with a sound knowledge of the major aspects of theatre art and concentrated training in the subjects on which their technique is based. Students work on their assignments either in groups or as individuals.

The Actor Training Programme places emphasis on the student's independence in work, aiming at sharpening his/her vision of personal development and working methods as an artist. In the first two years of the programme, the acting student receives a solid foundation in all technical subjects. Theatre history is also taught in this period. In the third year, the emphasis is on dramatic interpretation and theoretical courses. In the fourth year, students take part in the student theatre. In the student theatre, three performances are staged under the direction of a professional director. In addition, students write a thesis under the guidance of a special tutor/teacher. The goal of the student theatre is to bridge the gap between the Academy and the industry, and to give students an insight into the operations of the theatre.

Instruction in the programme **Theatre – Theory and Practice** is both theoretical and practical. In the first year, students develop their theoretical foundation and mostly undergo the same programme. In the second year, they build on that foundation in practical courses, and their academic choice increases. In the third year, students are expected to go abroad as exchange students, and to work on creative projects, theoretical or artistic, at their own initiative or in consultation with a professor or teachers within the department.

The overall aim of the **Contemporary Dance** programme is to prepare talented, advanced dance students for the diverse working environment of the dancer. Emphasis is placed on giving students further training in dance technique and movement ability, which will bring them further insights into methods of dance as well as developing them as dance artists. The programme aims at stimulating students and strengthening them as independent, open-minded and creative artists, while at the same time giving them theoretical knowledge so they can develop and strengthen their own critical and innovative thinking. The programme includes a thesis and a final project.

Attendance requirements:

There is 100% attendance required in all courses at the IAA.

Photocopying:

The photocopying machines for the Department of Theatre and Dance are located in the department office and in the library. Students can purchase a photocopying card from the service assistant.

Equipment requests:

Equipment can be borrowed through the service assistant, whose office hours are weekdays from 8:00 – 16:00. Individuals who borrow equipment assume full responsibility for returning it at the designated time.

Cafeteria:

The cafeteria at Sölvhólgata is open from 9:00 – 13:00 Monday through Friday. Hot lunches are available from 12:00 – 13:00.

Department Secretary: Esther Judit Steinsson, estherj@lhi.is, tel. 552 5020.

Office hours 08:00 - 14:00 Monday through Friday.

The department secretary is responsible for student records for the department and providing information to students and teachers, along with special tasks and general office duties. Additional duties include developing timetables, recording marks, supervision of admissions, handling course enrolment and withdrawals, and course descriptions and credits. She also handles the preparation for events set up by the department in cooperation with the public relations officer and is responsible for accounts and funds used for the projects of the Student Theatre. The department secretary also records instructors' teaching hours and is their liaison with the payroll office. She also helps exchange students and provides them with information, keys, computer passwords and other practical aspects.

Service Assistant: Albert Eiríksson, albert@lhi.is, tel. 552 5020.

The service assistant is responsible for the facilities, instruments, costumes and equipment of the Department of Theatre and Dance. He handles applications and assists with the planning of department events such as concerts and theatre productions. The service assistant also greets guests and exchange students and provides them with practical information and assistance.

DEPARTMENT OF ART EDUCATION

Laugarnesvegur 91, 105 Reykjavík, tel. (+354) 520 2400, fax 520 2409.

Dean: Kristin Valsdóttir, Kristin@lhi.is, s: 520 2416

Department Secretary: Svanborg Matthíasdóttir, svanborg@lhi.is , s: 520 2417

The Department of Art Education offers instruction in two separate programmes, allowing graduates to apply for certification to teach at the primary and secondary school levels. The programme is 120 ECTS towards an M.A. degree. There is also offered a 60 ECTS diploma towards a teaching certificate. The intention is to offer only an M.A. programme from 1 July 2011 onward, when new legislation concerning the training and appointment of teachers and school directors takes effect. Students who enrol in the Department of Art Education must have completed a B.A. degree or comparable training in fine art, design, theatre or music before being admitted to the department. All teaching takes place in Icelandic, and therefore it is prerequisite to admission, that all students understand and speak Icelandic.

Objective:

The M.A. programme in Art Education has three fundamental objectives:

- To provide excellent training for art teachers, guided by the criteria and working methods in different art forms. Emphasis is placed on professionalism and clear vision.
- To respond to an acute need for dedicated, well-trained art instructors at all educational levels, and to encourage collaboration and discussion in the teaching of art.
- To show initiative and strengthen interaction between academic and creative work through research in art education and teaching.

The Art Education programme is an academic programme to train teachers to transmit art and perform general academic work and art instruction in primary and secondary schools, in line with a set curriculum. By offering the programme the IAA wishes to ensure that innovation in art and artistic subjects is transmitted from one educational level to another, and to ensure a high regard towards art education among artists.

It is the goal of the Academy to strengthen the role of living art in the education and instruction of all Icelandic residents, while forging an understanding of the value of creative thinking in all forms of education.

Study arrangement:

The aim of the programme is to train artists in the method of instruction and to strengthen their skills and academic foundation, allowing them to communicate their knowledge in a new forum and lead artistic projects within the educational system and outside of it. The Art Education programme is composed of workshops in instructional theory, pedagogy, psychology, philosophy and sociology, parallel to teacher training and artistic communication in a classroom setting.

An emphasis is placed on students acquiring knowledge and understanding of the teaching profession, both academically and in the classroom. Students learn to plan instruction and individual study components on the basis of the curricula of primary and secondary schools, and to select study materials, instruction methods and the appropriate methods of evaluation. Teaching and communication are also examined in a broader context and students are encouraged to introduce their own visions and ideas about art instruction and programme availability in society.

The programme is organised with the goal of training leading art instructors, whereby artists in various art forms work together and parallel to each other on solutions relating to instructional theory. As each student focuses on his/her specialty, continuous dialogue is generated between different art forms which opens the doors for collaboration between them, and thereby new opportunities in art instruction.

Instruction:

The department is in Laugarnes. Computers, a printer and other equipments are available to students at the student study area. Students can borrow equipments such as cameras and video and audio recorders by the service assistant.

Photocopying:

Students can purchase a photocopying allowance with an access code from the service assistant.

Cafeteria:

The cafeteria at Laugarnesvegur is open from 9:00 – 13:00. Hot lunches are available from 12:00 – 13:00.

The Student Association:

The goal of the department's student association is to represent students in the programme by increasing interaction between departments, contributing to the Academy social life, and addressing issues of concern to students. The association has one representative on the Art Education advisory committee.

Department Secretary: Svanborg Matthíasdóttir, svanborg@ihi.is, tel. 520 2417.

Office hours are from 10:00 – 12:00 every weekday.

The department secretary is responsible for student records within the department and providing information to students and teachers, as well as special tasks and general office duties. Additional duties include developing timetables, recording marks, handling course enrolment and withdrawals, and course descriptions and credits. Furthermore the department secretary oversees the admission procedures in cooperation with the dean.

International Cooperation:

The Iceland Academy of the Arts actively participates in international cooperation. The Academy is a member of two extensive international cooperative ventures, the NordPlus educational programme organised by the Nordic Council of Ministers and the EU programme LLP Erasmus. Both of these programmes include teacher and student exchanges as well as other cooperation. The IAA has made bilateral agreements with about 70 higher education institutions in Europe through Erasmus. Within NordPlus, the Academy participates in the following networks of cooperation:

KUNO, a cooperative network of 16 fine arts academies in the Nordics and Baltics.

Cirrus, a cooperative network of 20 design academies in the Nordics and Baltics.

NordTeas, a cooperative network of 18 drama schools in the Nordics and Baltics.

Nordic Academy of Architecture, cooperative network of 15 architecture schools in the Nordics and Baltics.

Sibelius/Espansiva, a cooperative network of 33 music academies in the Nordics.

EMD, a cooperative network of 14 art academies in the Nordics and Baltics, in the field of music and contemporary dance.

CTDN, a cooperative network of 5 art academies in the Nordics and Baltics, in the field of contemporary dance and new media.

In addition, the Iceland Academy of the Arts is currently working on bilateral agreements with academies in Asia and outside Europe.

The IAA's participation in these international programmes makes it possible for its students to complete part of their study programme abroad. Dozens of foreign exchange students also study at the Academy every year. The duration of the exchange is generally one semester.

*For incoming exchange students, the application deadlines are April 15, for the autumn semester/whole year, and November 1, for the spring semester.
For all other students, see the IAA website for information (www.lhi.is).*

The Academy's teachers also benefit from the participation in the **Erasmus** and **NordPlus** programmes as they can apply for grants to hold workshops or lectures at other European art schools. Conversely, a large number of foreign guest instructors teach at the Academy for longer or shorter periods each semester.

The Iceland Academy of the Arts is a full member of **ELIA**, the European League of Institutes of the Arts, which is an organisation of about 320 art academies in 47 European countries. ELIA organises conferences, publications and debates about art education among artists, teachers, administrators and students.

The Academy also takes part in **Cumulus**, which is a network of approximately 140 design schools around the world; the **EAAE**, which is an organisation of more than 100 European schools of architecture; and **AEC**, which is an organisation of almost 250 music academies.

At graduation, all IAA students receive a Diploma Supplement. The Diploma Supplement (DS) follows a model developed by the European Commission, Council of Europe and UNESCO/CEPES. It is a precise description of the academic curriculum and of the competencies acquired by the student during his/her studies at the IAA. The purpose of the supplement is to provide sufficient independent data to improve the international transparency and academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). As such, the DS improves IAA graduates' access to education and work elsewhere in Europe.

The Academy's main office handles matters having to do with international exchanges for students and teachers. For further information contact the international coordinator, Alma Ragnarsdóttir, at alma@lhi.is or browse the Academy's website, www.lhi.is. Also, for further practical information regarding international exchanges in Iceland, go the website of The Office of International Education, www.ask.hi.is.

International Relations - The IAA is a cooperating partner with the following schools and institutions:

AUSTRIA

Academie der Bildenden Künste, Wien
Universität für Angewandte Kunst, Wien
Universität Mozarteum, Salzburg
FH Joanneum University of Applied Sciences, Graz
Leopold-Franzens-Universität, Innsbruck
Konservatorium Wien Academy

BELGIUM

Académie Royale des Beaux-Arts, Brussels
Hogeschool Sint-Lukas, Brussels

CZECH REPUBLIC

Academy of Arts, Architecture and Design, Prague
Academy of Fine Arts, Prague
FAMU Film and TV School, Prague
Brno University of Technology
Janacek Academy of Music and Performing Arts

FRANCE

École Regionale des Beaux-Arts de Nantes
Ecole Nationale Supérieure d'Art, Villa Arson, Nice
Ecole Supérieure des Beaux – Arts, de Marseille
École Supérieure d'Arts Graphiques et d'Architecture Interieure, Paris
ECV École Communication Visuais, Paris
École nationale supérieure d'Architecture de Clermont-Ferrand
L'École supérieure des Arts Grenoble
ESAD Reims
Université Paris 8
ENSCI Paris
École Nationale Supérieure d'Architecture de Montpellier

GERMANY

Hochschule für Künste, Bremen
Hochschule für bildende Künste, Hamburg 76
Hochschule für Angewandte Wissenschaft, Hamburg
Universität der Künste, Berlin
Hochschule für Music und Theater, Leipzig
Kunsthochschule Berlin-Weissensee, Berlin
Hanns-Eisler Academy, Berlin
Hochschule f. Grafik & Buchkunst, Leipzig
Hannover Fachhochschule
Akademie der Bildende Kunste, Karlsruhe
Hochschule für Musik & Theater, Hannover
Hochschule für Gestaltung, Schwäbisch Gmünd
Justus-Liebig University, Giessen
Muthesius Academy of Fine Arts
Hochschule für Musik Köln

HUNGARY

University of Arts and Crafts, Budapest
Academy of Fine Arts, Budapest

IRELAND

Crawford College of Art and Design, Cork
University College, Dublin

ITALY

Accademia di Belle Arti di Brera, Milano
Politecnico di Milano
Conservatorio de Musica di Milani
Istituto Europa di Design, Milan (also in Barcelona)
Conservatorio "Tito Schipo", Lecce

THE NETHERLANDS

Hanzehogeschool Groningen
Hogeschool voor de Kunsten Utrecht
Design Academy Eindhoven
Conservatorium van Amsterdam
Gerrit Rietveld Academy
Royal Academie of Art, the Hague
Amsterdam Hogeschool voor de Kunstem, Theaterschool
ARTEZ Institute of the Arts, Arnhem

PORTUGAL

Universidad do Porto

POLAND

The Igancy Jan Pederewski Academy of Music, Poznan

SCOTLAND

Edinburgh College of Art
Royal Scottish Academy of Music and Dance

SLOVAKIA

Academy of Arts Banska Bystrica

SLOVENIA

University of Ljubljana

SPAIN

Universitat de Barcelona
Universidad Politecnica de Valencia
IED Instituto Europa di Design (Milano)
Conservatorio Sup. de Música "Eduardo Martínez Torner"
Conservatorio Superior de Música Oscar Esplá de Alicante

SWITZERLAND

Hochschule für Gestaltung und Kunst, Zürich
Lucerne School of Art and Design

THAILAND

KMUTT Bangkok

TURKEY

Yildiz Technical University, Istanbul

UNITED KINGDOM

University College Falmouth/Dartington College of Arts
Guildhall School of Music and Drama
Royal Academy of Music, London
London College of Visual Communication
Royal Scottish Academy of Music and Drama
Edinburgh College of Art
University of Wales Aberystwyth
University of Derby
University of Exeter

U.S.A

School of Art and Design, University of Michigan

The IAA is also party to an agreement through the Nordplus programme with over 70 schools in the Nordic and Baltic countries. A list of those schools may be found on our website. The IAA is currently in the process of making bilateral cooperative agreements with schools worldwide.