

REGULATIONS

on the rates of the University of Akureyri for services to students and collection and allocation of registration fee No. 1211/2020, with amendments No. 721/2023 and No. 300/2024.

Article 1

Generating income in addition to budget contributions

The University of Akureyri is authorized to generate income in addition to budget contributions. These regulations are set by the University Council of the University of Akureyri in accordance with Article 24 of the Act on Public Higher Education Institutions no. 85/2008.

Article 2

Registration fee

Registration fee when enrolling in a study program	75.000 ISK
Registration fee, first-time registration in the spring semester	55.000 ISK
Permission to register outside the registration period	11.250 ISK
Registration fee, disabled (upon confirmation of disability assessment)	37.500 ISK

By paying the registration fee, the applicant confirms their enrolment at the University of Akureyri. The registration fee for enrolling in a study program covers the entire school year, but those students who are authorized to start studying in the spring semester do not pay a full registration fee.

A discount on the registration fee is granted to students who have a disability, upon confirmation of a disability assessment.

Article 3

Registration period and payments

1. Once the application for a study program has been approved, applicants can pay the registration fee through an electronic card payment gateway. ...¹
The final due date for the registration fee is [July 4]⁷ for study registration, i.e., new registrations and continuing studies. If the final due date is a holiday or public holiday, the deadline is transferred to the next workday after. For new registrations in the spring semester, the registration fee must be paid by December 9. ...²
The registration period for [the school year]³ ends on [July 4]⁸ for both freshmen and other students.
2. Payment authorization expires on the final due date, [July 4]⁹. From [July 4 up to and including August 4]¹⁰ [due to enrolment for the autumn semester and from December 11 up to and including December 20 due to enrolment for the spring semester]⁴, students can request permission to pay the registration fee after the end of the registration period, when a 15% surcharge is added to the fee.
If the registration fee plus surcharge has not been paid on [August 4]¹¹ [for enrolment for the autumn semester and December 20 for enrolment for the spring semester]⁵, it is considered that the applicant does not intend to study at the University of Akureyri in the coming school year. If [August 4]¹² [and December 20]⁶ is a holiday or public holiday, the deadline for payment of the registration fee plus surcharge is moved to the next working day thereafter.
The additional fee for permission to register outside the registration period is intended to cover the increased work and costs of registration.
3. International students who have been accepted as exchange students through the programs Nordplus, Erasmus and North2North, or from universities that have bilateral agreements with the University of Akureyri, are exempt from paying the registration fee at UNAK if they have paid the registration fee at their home university.
4. Accepted guest students from Public Higher Education Institutions in Iceland are exempt from paying the registration fee if they have paid the registration fee at their university.

- 1) Amended by Regulations no. 721/2023
- 2) Amended by Regulations no. 721/2023
- 3) Amended by Regulations no. 721/2023
- 4) Amended by Regulations no. 721/2023
- 5) Amended by Regulations no. 721/2023
- 6) Amended by Regulations no. 721/2023
- 7) Amended by Regulations no. 300/2024
- 8) Amended by Regulations no. 300/2024
- 9) Amended by Regulations no. 300/2024
- 10) Amended by Regulations no. 300/2024
- 11) Amended by Regulations no. 300/2024
- 12) Amended by Regulations no. 300/2024

Article 4

Refund of registration fee

1. The registration fee is not refunded if a student leaves the study program. The registration fee is not refunded unless the following conditions are met:
 - 1.1 The decisions of university faculties or other public bodies disrupt the student's criteria for starting studies. A reasoned statement to that effect must be sent to the Student Registry by November 4 for the autumn semester, but by February 4 for the spring semester. If a statement to that effect is accepted, the reimbursement amounts to only 75% of the registration fee.
 - 1.2 If a student cannot study due to illness, they can get 75% of the fee refunded upon presentation of a doctor's certificate until November 5 in the autumn semester, if the student starts studying in [the autumn semester]¹, but until February 5 in the spring semester, if the student starts studying in [the spring semester]².
 - 1.3 Reimbursement of a discount on the registration fee due to disability only applies to the current school year.

- 1) Amended by Regulations no. 721/2023
- 2) Amended by Regulations no. 721/2023

Article 5

Rates for access to UNAK premises

[Students access to premises – one-time payment 2.000 ISK

Costs include the user license and registration process.]¹

- 1) Amended by Regulations no. 721/2023

Article 6

Rates for library services at the University of Akureyri

1. Library client rights:

Students/employees	0 ISK
Library client rights (annual fee)	[2,500 ISK] ¹
2. Daily penalties:

Monthly loans and semi-monthly loans, per day	[70 ISK] ²
Short-term loans from the study library, per day	[300 ISK] ³
3. Interlibrary loans:

Books from Icelandic libraries	[2,000 ISK] ⁴
Books from other Nordic countries	[3,000 ISK] ⁵
Books from libraries outside the Nordic countries	[4,000 ISK] ⁶
Photocopies of articles, 1–20 pages	[2,000 ISK] ⁷
Photocopies of articles, 21 pages or more	[3,000 ISK] ⁸

Students at the University of Akureyri pay half the normal fee for interlibrary loans.

	Fee for a lost book or publication	8,000 ISK
4.	Lamination: Lamination of an A4 sheet, per sheet	100 ISK
5.	[Scanning: A4 sheets – single sheets on both sides A service fee is added if an employee oversees the scanning, 1,000 ISK per scan] ⁹	2 ISK
6.	Photocopying and printing: A4 – single sheet on one side – black/white A4 – single sheet on both sides – black/white A3 – single sheet on one side – black/white A3 – single sheet on both sides – black/white A4 – single sheet on one side – colour A4 – single sheet on both sides – colour A3 – single sheet on one side – colour A3 – single sheet on both sides – colour	10 ISK 15 ISK 20 ISK 30 ISK 20 ISK 30 ISK 40 ISK 60 ISK

[The fee is doubled if an employee oversees the printing or photocopying.]¹⁰

The above fees are based on the estimated material and operating costs of the printer, the cost of cards and printing on them, and traditional library fees such as interlibrary loans and daily penalties.

- 1) Amended by Regulations no. 721/2023
- 2) Amended by Regulations no. 721/2023
- 3) Amended by Regulations no. 721/2023
- 4) Amended by Regulations no. 721/2023
- 5) Amended by Regulations no. 721/2023

- 6) Amended by Regulations no. 721/2023
- 7) Amended by Regulations no. 721/2023
- 8) Amended by Regulations no. 721/2023
- 9) Amended by Regulations no. 721/2023
- 10) Amended by Regulations no. 721/2023

Article 7

Student Registry service desk fee list

1. Printouts [and digital copies]¹ on service desk:

A student certificate	[450 ISK] ²
Educational track summary	[450 ISK] ³
[Course descriptions, per page, max. 1.800 ISK	450 ISK] ⁴
[Course descriptions in excess of five pages] ⁵	2.000 ISK

Students can access an overview of courses in their educational track in Ugla free of charge. Upon graduation, students receive a graduation certificate, a graduation course summary, and a diploma supplement in Icelandic and English.
If the student requests an additional certified summary or certificate, a fee is charged.
The fee is based on the estimated printing and sheet costs. If documents are requested by mail, postage is charged in accordance with Iceland Post's rates.
2. ...⁶

- 1) Amended by Regulations no. 721/2023
- 2) Amended by Regulations no. 721/2023
- 3) Amended by Regulations no. 721/2023
- 4) Amended by Regulations no. 721/2023
- 5) Amended by Regulations no. 721/2023
- 6) Amended by Regulations no. 721/2023

Article 8

Examination fee

Examination fee, second exam period [6.000 ISK]¹

The fee is based on the cost of exam administration, variable salaries of supervisors, exam materials, exam supervision and postage where applicable.

1) Amended by Regulations no. 721/2023

Article 9

Rates for Student counselling services

Bendill, interest profile 6.000 ISK

Exam anxiety course 5.000 ISK

The fee is based on administration, purchased services, material costs and printing costs. If documents are requested by mail, postage is charged in accordance with Iceland Post's rates.

Article 10

Allocation of registration fee

The registration fee is booked as a part of the University's general operations. The University Council allocates the registration fee to the cost items that are connected with the fee in accordance with governing law.

The registration fee is allocated to cost items, in accordance with the attached appendix, for other services to students that do not count towards the cost of teaching and research activities, for promotional work, freshman days, the International Office, office managers services, and access to the computer system and other information services.

A part of the collected registration fees may be allocated to the Union of Students at the University of Akureyri and FÉSTA – Student Housing Akureyri in accordance with the agreements made with the relevant associations.

Article 11

Administrative and processing fee for foreign applications

The administrative and processing fee for applications from students with citizenship outside the European Economic Area, with the exception of the Faroe Islands and Greenland, is 50 Euros.

The administration and processing fee is based on the work involved in receiving each application, reviewing it and the enclosed documents, communicating with applicants if among other things supporting documents are missing, evaluating the application and processing it. For foreign applications, fees are in Euros.

Article 12

Legal reference and entry into force

[These regulations, as well as Appendix I, which were approved by the University Council, are based on the Act on Public Higher Education Institutions no. 85/2008, cf. also Article 54 of Regulations no. 694/2022 for the University of Akureyri and enter into force immediately.]¹

1) Amended by Regulations no. 721/2023

The University of Akureyri, 19 June 2020.

Eyjólfur Guðmundsson, Rector.

Amendments no. 721/2023 approved by the University Council on 22 June 2023.

Amendments no. 300/2024 approved by the University Council on 29 February 2024.

APPENDIX I

Cf. Article 24 of the Act on Public Higher Education Institutions No. 85/2008, The University of Akureyri is authorized to generate income in addition to budget contributions. The registration fee is determined on the basis of the same law and is 75,000 ISK for the school year 2014–2015. With reference to the authorization in the same law, the fee increases by 15% once the registration deadline has passed, provided that the applicant has received permission to register outside the advertised registration period.

The registration fee covers the entire school year, but those students who are authorized to start studying in the spring semester pay 55,000 ISK (in accordance with Article 30 of the Regulation for the University of Akureyri no. 387/2009.)

In accordance with authorization in Article 24 of Act no. 85/2008, The University of Akureyri grants a 50% discount on the registration fee to students who have a disability, upon confirmation of a 75% work disability assessment.

In accordance with authorization in Article 25 of Act no. 85/2008, the University of Akureyri allocates a certain part of the collected registration fees to the Union of Students at the University of Akureyri (SHA) and FÉSTA – Student Housing Akureyri in accordance with the agreements made with the relevant associations.

Allocation of registration fee – cost items:

The registration fee is booked as a part of the senior management in accordance with the budget. The collected registration fee is allocated to the following cost items (see a-j below) that are connected with

the fee in accordance with Paragraph 2 of Article 24 of Act no. 85/2008, i.e. due to student registration and services to students that do not count as teaching or research activities (see items b-g in Article 2 of the Act). A 15% additional charge on registration fees outside the registration period is intended to cover the increased work and costs due to registration outside the traditional registration period (cf. point a in article 1). It is estimated that such instances cost an average of two hours of work.

a) Promotional work.

Advertisements for the promotion of the University of Akureyri and course offerings, 50% of the expenses of the marketing and promotion department of the University of Akureyri for advertising, promotions and printing of promotional materials.

b) Student register service desk, international department, study counselling, exam administration and office manager services.

Estimated expenses (35%) of the salary costs of the staff of the student register service desk, the centre of international relations, the centre of study and career counselling and the office managers of the academic departments of UNAK. c) Library and information services. Access to the library, reading facilities and databases, estimated expenses (25%) of running the library and information services.

c) Library and Information Services.

Access to the library, reading facilities and databases, estimated expenses (25%) of running the library and information services.

d) Registration system.

Estimated expenses due to employees responsible for registration in Ugla and handling registration information.

e)]¹

f) Freshman days.

Expenses due to preparation and guidance for the reception of new students on “Freshman Days” at the beginning of the autumn semester.

g) [....]²

h) Access to computer system.

Estimated expenses for student access to the UNAK computer system.

i) Central Administration and facilities.

Calculated share (12%) in the salary costs of Central Administration staff as well as a share (12%) in the operating costs of premises at Sólborg and Borgir.

j) Allocations to student organizations.

Booked expenses – allocation to the Student Association of the University of Akureyri (SHA). In accordance with an agreement between UNAK and SHA, the latter receives a share of the registration fees collected. Booked expenses – allocation to the Icelandic Student Services (Félagsstofnun stúdenta, FÉSTA). In accordance with an agreement between UNAK and FÉSTA, the latter receives a share of the registration fees collected.

1) Amended by Regulations no. 300/2024

2) Amended by Regulations no. 300/2024