



# Key to the University of Iceland Handbook for new employees





# The University of Iceland – University of the Future

Dear international colleagues,  
welcome to the University of Iceland!

We are a leading Icelandic University and an active participant in the international scientific and academic community. The University's success in recent years and decades has earned it a place amongst the very best universities in accordance with recognised international rankings. In order to consolidate this success and continue to progress, the University of Iceland is now working according to an ambitious strategy for 2016–2021 under the title "Successful University – Thriving Society".

There are 5 schools and 26 faculties at the University, as well as diverse interdisciplinary postgraduate programmes, a large number of research institutes and 9 regional research centres. Staff at the University number around 2,000, including ever increasing numbers of international staff from all over the world. There are currently around 13,000 students enrolled at the University of Iceland, including around 1,500 international students hailing from over 90 different countries.

Over 50 thousand students have graduated from the University of Iceland since it was founded in 1911, and it is the only comprehensive university in Iceland offering undergraduate, Master's and PhD programmes in all major fields of study.

The University of Iceland has always been heavily involved in international collaboration and a large proportion of academic staff have pursued postgraduate studies at foreign universities all over the world. It has therefore become a diverse and international university, the like of which is rarely seen. A clear testament to this is the proportion of scientific papers published by University of Iceland's researchers as part of international collaborative projects, which is among the highest in the world.

The University of Iceland places a great deal of emphasis on attracting talented international staff and students, and considers them an important asset in creating a diverse workplace where equality, professionalism, and academic freedom are the guiding principles. The University of Iceland is situated in the heart of Reykjavík and our goal is to develop a green, sustainable campus where the wellbeing of staff and students is paramount. We work together to build a university that focuses on quality education and dynamic research and innovation in order to ensure future competitiveness, prosperity and quality of life.

*Jón Atli Benediktsson*  
*Rector of the University of Iceland*





## Successful University – Thriving Society

The strategy of the University of Iceland 2016–2021 focuses on a progressive vision for teaching and learning that prepares students for participation in society, industry and international collaboration. Emphasis is placed on strong research infrastructure that supports the creation of knowledge that has a wide impact and addresses the challenges of the 21st century.

---

### A great place to work

---

The University of Iceland is a dynamic academic community where a diverse group of staff and students come together to create and

communicate new ideas and solutions. It is important for the University to be an engaging and ambitious workplace that attracts talented staff and students in a competitive international environment.

Emphasis is placed on a vibrant and family-friendly work environment, equality and opportunities for professional development.

The University cares about the wellbeing of its employees and their families. The administration has thus created a family strategy for employees in order for them to balance employment and family responsibilities, whilst being successful in their work.





## What to expect at the University of Iceland?

Whether you are a guest or a new employee, we want your experience to be as pleasant as possible. The University of Iceland is spread over a large area. However, most of the central administration is located in the Main Building (Aðalbygging), Setberg, house of teaching, and the University Centre (Háskólatorg).

The website [english.hi.is](http://english.hi.is) provides answers to most questions concerning University operations, services, and events—either on the school/faculty pages, the main website, or the University's intranet "Ugla".

We try to answer most of your questions in this booklet to make your time at the University of Iceland as enjoyable as possible right from the outset. Do not hesitate to seek further information or advice from University staff.

We hope you thoroughly enjoy your time at the University of Iceland and make full use of the opportunities open to you here.

## In brief

The University of Iceland, founded in 1911, is a progressive educational and international research university. During the 1911–1912 academic year, 45 students were registered at the University, only one of whom was a woman. In 2018–2019, however, almost thirteen thousand students study at the University of Iceland, two thirds of them women.

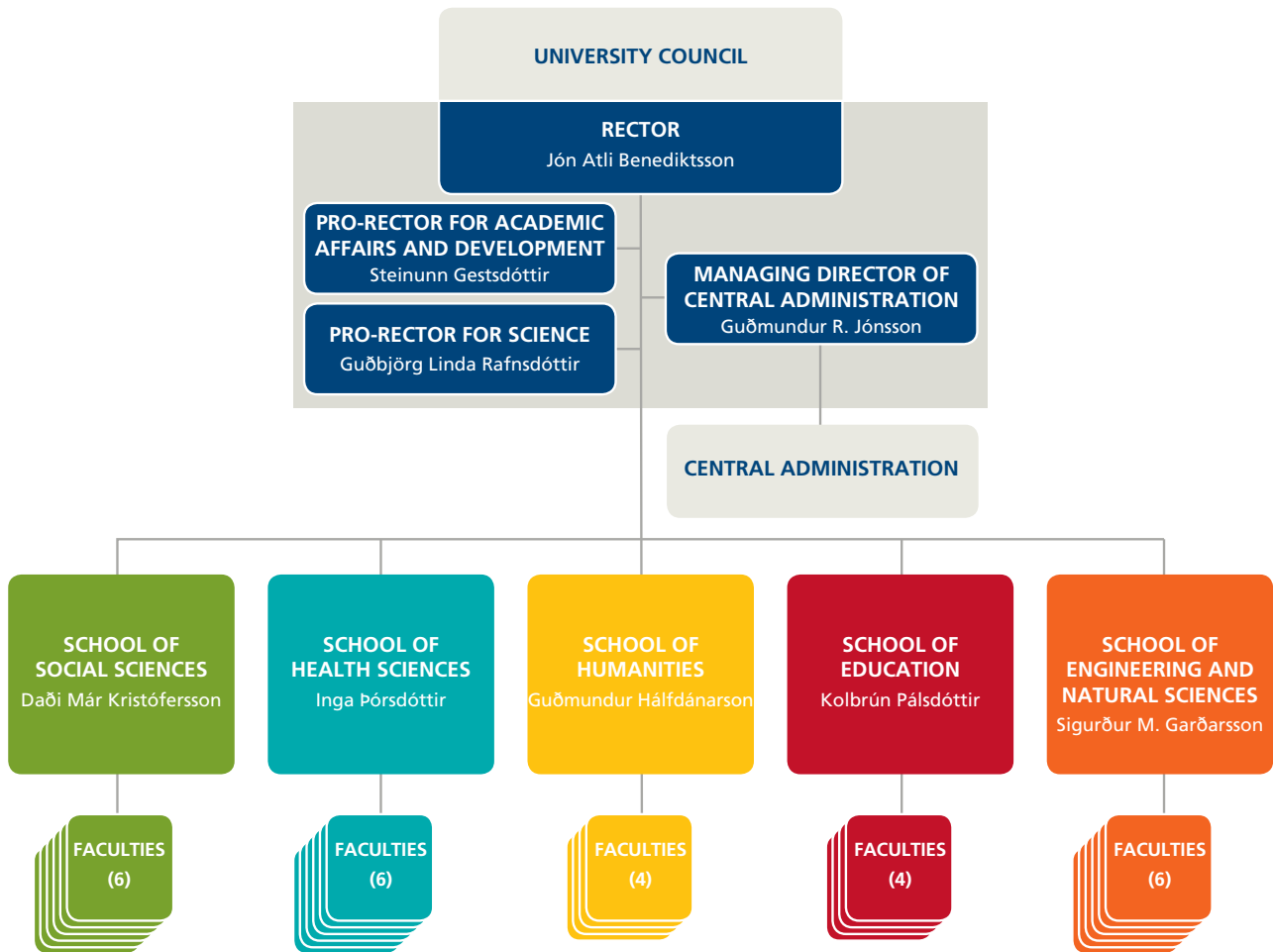
The University employs around 1,600 people (FTE), including 660 academics. A survey on work environment, conducted every other year, reveals that over 80% of employees are satisfied with working for the University.

The University of Iceland is a leading Icelandic university and an active participant in the international scientific and academic communities. The University focuses on progressive research and innovation. Its importance as a research university is evidenced by its inclusion in lists of the highest ranked universities in the world. The University of Iceland has been ranked amongst the 300 best universities (top 2%) since 2011 according to the Times Higher Education World University Rankings.

According to general surveys, the University of Iceland is one of the most trusted institutions in Iceland.



# Structure of the University of Iceland



**University Council** – Governance of the University lies in the hands of the University Council and the rector. The University Council sets overall teaching and research policy and shapes the structural organisation of the University. The Council is also responsible for general oversight of University, school, and institute operations.

**The Rector** is the head of University administration and the University’s ultimate representative and advocate in relation to individuals and institutions within and outside the University. The

rector supervises all University activities, including recruitment and the financial affairs of individual schools and institutes. The rector chairs the University Council and, between University Council meetings, holds decision-making power in all University affairs.

**The University Forum** is a platform for the University community to debate the development and growth of the University. The role of the General Forum is to discuss and participate in the creation of a collective scientific and educational policy initiated by the rector.

The University of Iceland comprises **5 schools** and **26 faculties** offering over four hundred different study programmes. The University offers undergraduate and graduate programmes in all major academic disciplines, including doctoral degrees in most fields of study. Each school is governed by a dean as well as a board comprised of the faculty heads.

---

## School of Education

---

The School of Education educates teachers for preschools, primary and upper secondary schools, sports and health scientists, social educators and leisure professionals. At the School, research is carried out in the fields of education, pedagogy and leisure studies, with the purpose of creating new knowledge to benefit Icelandic society.

- » Faculty of Education and Diversity
- » Faculty of Education and Pedagogy
- » Faculty of Health Promotion, Sports and Leisure Studies
- » Faculty of Subject Teacher Education

[english.hi.is/school\\_of\\_education](http://english.hi.is/school_of_education)

---

## School of Engineering and Natural Sciences

---

The School of Engineering and Natural Sciences is one of the leading institutions for teaching and research in the fields of engineering, computer science and natural sciences in Iceland. The School provides various services for students, the professional sector, and the general community.

- » Faculty of Civil and Environmental Engineering
- » Faculty of Earth Sciences
- » Faculty of Electrical and Computer Engineering
- » Faculty of Industrial Engineering, Mechanical Engineering and Computer Science
- » Faculty of Life and Environmental Sciences
- » Faculty of Physical Sciences

[english.hi.is/sens/school\\_of\\_engineering\\_and\\_sciences](http://english.hi.is/sens/school_of_engineering_and_sciences)

---

## School of Health Sciences

---

The School of Health Sciences plays a leading role in the development and growth of the Icelandic health sector. The objective of the School is to educate and train competent health care professionals, ready to undertake demanding careers in Iceland and worldwide.

- » Faculty of Food Science and Nutrition
- » Faculty of Medicine
- » Faculty of Nursing
- » Faculty of Odontology
- » Faculty of Pharmaceutical Sciences
- » Faculty of Psychology

[english.hi.is/school\\_of\\_health\\_sciences](http://english.hi.is/school_of_health_sciences)

---

## School of Humanities

---

The range of academic programmes at the University of Iceland's School of Humanities is highly diverse. The University is the only institution in the country offering programmes at all levels within the humanities. While each faculty constitutes a separate academic unit, students can choose to pursue a minor degree or individual courses, not only in other programmes within the respective faculty, but also in other faculties, or even at other schools within the University.

- » Faculty of History and Philosophy
- » Faculty of Icelandic and Comparative Cultural Studies
- » Faculty of Languages and Cultures
- » Faculty of Theology and Religious Studies

[english.hi.is/school\\_of\\_humanities](http://english.hi.is/school_of_humanities)

---

## School of Social Sciences

---

The School of Social Sciences is the largest school at the University of Iceland and offers a multitude of academic programmes in the field of social sciences. The number of students at the School is constantly growing, as demand for graduates with a social science degree is increasing. Topics within the social sciences are dealt with in an imaginative and critical way and active student involvement is required.

- » Faculty of Business Administration
- » Faculty of Economics
- » Faculty of Law
- » Faculty of Political Science
- » Faculty of Social Work
- » Faculty of Sociology, Anthropology and Folkloristics

[english.hi.is/school\\_of\\_social\\_sciences](http://english.hi.is/school_of_social_sciences)





**School Assembly:** The Assembly is composed of representatives of staff and students at the School, as well as representatives from outside the School. The School dean chairs the Assembly which is a forum for the School's faculties and institutions to discuss internal issues. The Assembly sets policy in academic and professional matters.

### **Interdisciplinary studies**

The University of Iceland offers highly diverse studies, allowing students to blend subjects from different disciplines, and thus attain a unique education.



# University policies and strategies

---

## Equality and Diversity

---

Equality is a guiding principle of the University of Iceland and the basis of diversity and respect in the academic community. At [equality.hi.is](https://equality.hi.is) you can find our Equality Action Plan and other information.

The University celebrates Equality Days annually with various discussions and events on equality.

The University is committed to creating a safe and inclusive working environment. To do so, it is necessary to ensure measures are in place in the event of sexual harassment, bullying and violence within the University.

Rules of procedure are in place, and professional councils receive and investigate complaints. Anyone receiving complaints shall immediately refer the matter for administrative action. Further information can be found in Ugla and at [equality.hi.is](https://equality.hi.is).

If you require advice, you can contact the equality officer of the University of Iceland at [jafnretti@hi.is](mailto:jafnretti@hi.is).

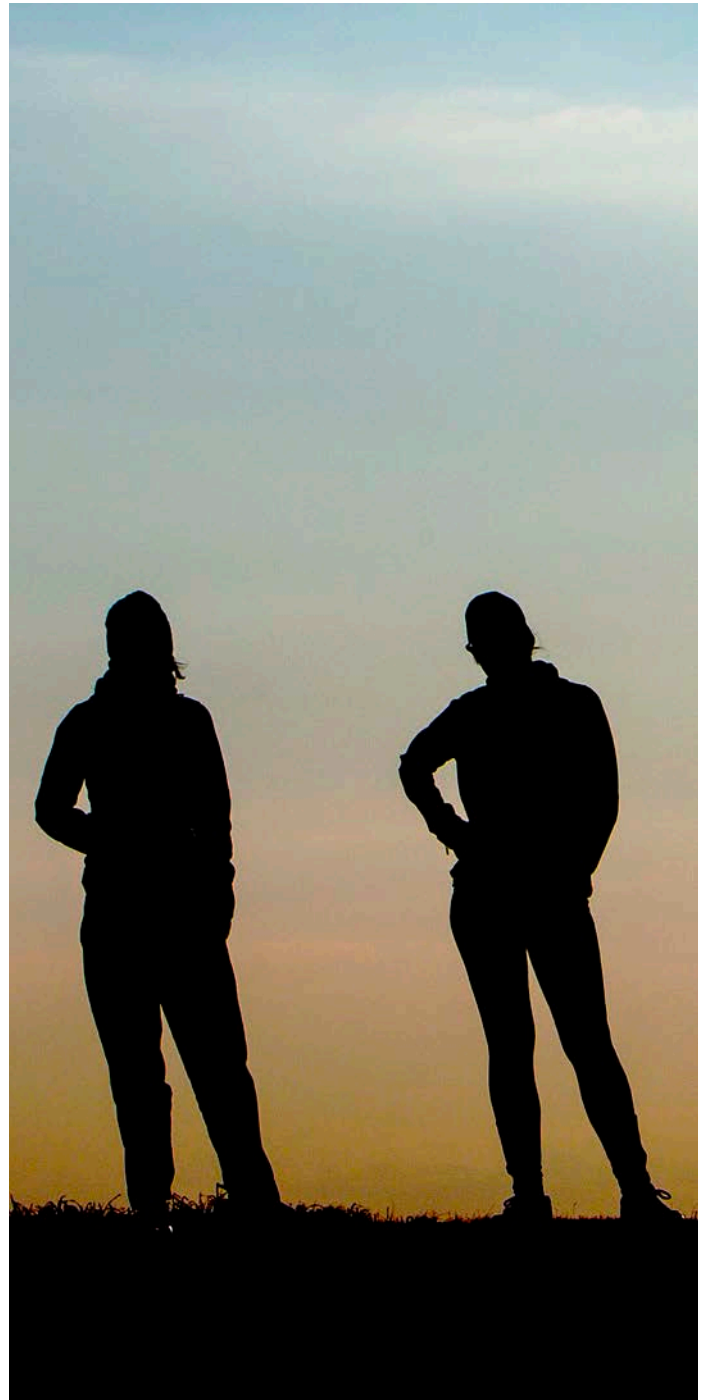
---

## Sustainability and Environment

---

The University of Iceland has implemented its own sustainability and environmental policy, created with everyone on campus in mind – students, visitors and staff alike. Everyday decisions in our daily lives matter. The University of Iceland, therefore, promotes recycling stations located in every building on campus and a feasible transportation agreement between the UI and its staff.

Any staff member who signs this **transportation agreement** undertakes to use environmentally friendly transport options rather than a private car when travelling to and from the University. The agreement is made with the Division of Finance – Payroll Department.





## Culture and society

Iceland is a small nation, with around 350,000 inhabitants. 65% of the population lives in or around the capital city of Reykjavík.

Icelanders are informal both in appearance and speech. First names are always used when addressing someone, no matter how formal the meeting or to whom you are talking. The same goes for interacting within the University of Iceland, be it between colleagues, or staff and students. Iceland is a country of equality where the number of women working outside the home is one of the highest in the world. Both parents take and are entitled to parental leave, so many students and staff juggle work and family life.

---

### Reykjavík – a modern city close to nature

---

The University of Iceland is situated in the heart of Reykjavík, the capital of Iceland and the world's northernmost capital. Reykjavik is a cool city in every sense of the word; it is a city of contrasts

where international influences mingle with Icelandic traditions and the cosmopolitan meets unpolluted nature. Reykjavík is situated by the Atlantic Ocean and surrounded by mountains; there is even a salmon river running through it.

Many of Iceland's natural treasures are within easy reach from the city, such as the Blue Lagoon geothermal spa; Gullfoss, one of the most famous waterfalls in Iceland; the great Geysir geothermal area; and the Þingvellir National Park, the home of our ancient parliament, Althing. There are a number of hiking trails all around Reykjavík, both for beginners and experienced hikers, such as Mount Esja, Úlfarsfell, Bláfjöll and the outdoor paradise Heiðmörk.

Whatever your interests, Reykjavík should have something to offer: cafés on every corner, amazing restaurants, world-renowned music festivals, and ice-cream parlours, which are always busy no matter the weather.

One way to soak up Reykjavík's pure energy is to visit one of the many thermal swimming pools or spas. Going to the pool is very much a way of life for Reykjavík's residents, ideal for relaxing, re-energizing and socialising; just remember that Icelanders are always on a first-name basis!





## In case of an emergency

The University of Iceland endeavours to ensure a good working environment for students and staff by meeting strict safety requirements and standards. The University's Health and Safety Committee is meant to secure a safe workplace in accordance with the Act on Working Environment, Health and Safety in Workplaces, No. 46/1980.

Employees are responsible for following established standards for any facilities.

National Emergency Number  
– please call **112**

The facility supervisor on duty can be reached after office hours on weekdays from 4 pm to 10 pm and during weekends from 7:30 am to 5 pm by phone 834 6512.

The University of Iceland has published a contingency plan for reaction against threats, natural disasters, communicable diseases, chemical accidents and other unexpected incidents.



## Support services

The University Centre is home to all central service institutes: the Service Desk, the International Office, Icelandic Student Services, the Student Counselling and Career Centre, Student Registration, IT Help Desk.

The University Bookstore, Student Café, the Student Cellar, and Háma canteen are also located in the University Centre, as well as a computer lab, classrooms, reading rooms, and meeting rooms. The open area in the Centre is used for various events and is always a bustling place from morning to night.

---

### International Staff Services

---

International Staff Services welcomes newly recruited international researchers, teachers and doctoral students to the University of Iceland. Specialised assistance and practical support is offered to all incoming international staff and their families on various issues related to moving to Iceland: immigration requirements, health insurance, wages, tax, social security, banking and other issues important for a great start in a new country.

The aim is to facilitate the relocation process and support international colleagues during their employment at the University of Iceland

Tel: +354 525 4896  
[english.hi.is/international\\_staff\\_services](http://english.hi.is/international_staff_services)  
[internationalstaff@hi.is](mailto:internationalstaff@hi.is)





---

## International Office

---

The International Office manages international affairs for the University of Iceland. The Office is responsible for organising and developing international student and staff exchange agreements along with participation in international networks and cooperation with academic partners.

Tel: +354 525 4311  
[english.hi.is/international\\_office](http://english.hi.is/international_office)  
[ask@hi.is](mailto:ask@hi.is)

---

## Service Desk

---

The Service Desk is the point of access for all service units located in the University Centre. Various other services are provided at the Service Desk and if the staff there are unable to help you, they will direct you to someone who can.

Tel: +354 525 5800  
[english.hi.is/university/service\\_desk](http://english.hi.is/university/service_desk)  
[servicedesk@hi.is](mailto:servicedesk@hi.is)

---

## Student Registration

---

Student Registration manages matters concerning admission and each student's registration and study progress in the University, from application to graduation.

Tel: +354 525 4309  
[english.hi.is/university/student\\_registration](http://english.hi.is/university/student_registration) · [nemskra@hi.is](mailto:nemskra@hi.is)

---

## Centre for Teaching and Learning

---

The main objective of the Centre for Teaching and Learning is to provide professional assistance to all UI teachers—established and new—on teaching development, methods, various teaching systems, and varied assessment tools.

Setberg, house of teaching · Tel: +354 525 4447  
[kennslumidstod.hi.is/en/?page\\_id=906](http://kennslumidstod.hi.is/en/?page_id=906) · [kemst@hi.is](mailto:kemst@hi.is)

---

## Student Counselling and Career Centre

---

The Student Counselling and Career Centre provides academic counselling and help with course selection, how to improve learning strategies, goal setting and time management, and skills for enhancing the job search.

Tel.: +354 525 4315  
[english.hi.is/student\\_counselling\\_and\\_career\\_centre](http://english.hi.is/student_counselling_and_career_centre)  
[radgjof@hi.is](mailto:radgjof@hi.is)

---

## Language Centre

---

The Language Centre is open to all University students and staff interested in learning a foreign language, or Icelandic as a second language. The Centre has a variety of resources for the study of languages, supported by the latest in information and communication technologies.

Veröld – hús Vigdísar · Tel: +354 525 4593  
[english.hi.is/university/the\\_language\\_centre](http://english.hi.is/university/the_language_centre) · [ems@hi.is](mailto:ems@hi.is)

# Central administration

---

## Division of Academic Affairs

---

The Division of Academic Affairs attends to collective matters relating to teaching, learning and examinations. For instance, the division handles student admissions and registration, academic recognition and evaluation of qualifications (ENIC/NARIC Office), academic and career counselling, as well as the central organisation and administration of examinations. Furthermore, the Division of Academic Affairs promotes the development of teaching methods, including e-learning options, supervises the teaching and course evaluation survey, and is responsible for the annual publication of the online course catalogue. The division also operates the University Centre Service Desk, providing various services to students, staff and guests alike.

### Setberg and University Centre

[english.hi.is/division\\_of\\_teaching/division\\_of\\_academic\\_affairs](http://english.hi.is/division_of_teaching/division_of_academic_affairs)

---

## Division of Finance

---

The operations of the Division of Finance are in the areas of accounting, payroll services, planning, procurement, treasurer's services, and administration of travel allowances. The division provides assistance to University of Iceland employees regarding any issues related to the finances of the University's faculties and institutes.

### Main Building

[english.hi.is/division\\_of\\_finance/division\\_of\\_finance](http://english.hi.is/division_of_finance/division_of_finance)

---

## Payroll Department

---

The UI Payroll Department is part of the UI Division of Finance and manages payment of wages for the entire University, faculties, institutes, and research centres.

### Main Building

[english.hi.is/division\\_of\\_finance/division\\_of\\_finance](http://english.hi.is/division_of_finance/division_of_finance)

---

## Division of Human Resources

---

The primary role of the Division of Human Resources is to promote good working practices in matters of human resources at the University of Iceland and to ensure that legislation and regulation is enforced in the processing of these matters. Emphasis is placed on serving University employees by promoting a vibrant and family-friendly work environment, equality, health, and opportunities for professional development.

### Main Building

[english.hi.is/university/division\\_of\\_human\\_resources](http://english.hi.is/university/division_of_human_resources)

---

## Division of Information Technology

---

Division of Information Technology oversees the IT system. The Division of IT website contains useful information and instructions on everything relating to computers, such as email, connecting to the wireless network, Ugla access, computer labs, print credits, usernames, passwords, open access software and so forth. The Division of Information Technology operates several computer labs around campus.

Neshagi 16, uts.hi.is

---

## Division of Marketing and Public Relations

---

The Division of Marketing and Public Relations manages communications, promotions, and marketing within and outside the University. The division collaborates closely with the University's central administration, schools and faculties. Its role is to further the reputation of the University by providing information for the public on ongoing research and projects.

### Main Building

[english.hi.is/division\\_of\\_marketing\\_and\\_public\\_relations/division\\_of\\_marketing\\_and\\_public\\_relations](http://english.hi.is/division_of_marketing_and_public_relations/division_of_marketing_and_public_relations)





---

## Division of Operations and Resources

---

The Division of Operations and Resources oversees matters relating to the planning of sites as well as buildings and operations on them. It is responsible for all new building and renovation projects in addition to overall maintenance of the 30 buildings belonging to the University.

### Main Building

[english.hi.is/division\\_of\\_operations\\_and\\_resources/division\\_of\\_operations\\_and\\_resources](https://english.hi.is/division_of_operations_and_resources/division_of_operations_and_resources)

---

## Division of Science and Innovation

---

The Division of Science and Innovation manages UI matters relating to research, such as consultancy for academic staff and insti-

tutes. Its task is to strengthen cooperation between faculties and institutes in the field of research, keep track of available research based funds, evaluate performance of academic staff, and manage all UI statistics.

### Main Building

[english.hi.is/university/division\\_of\\_science\\_and\\_research\\_0](https://english.hi.is/university/division_of_science_and_research_0)

---

## Rector's Office

---

The Rector's Office is primarily devoted to implementing the role of the rector of the University of Iceland as ordained by law, in order for the University to fulfil its role in teaching, research, and service to the community as efficiently as possible.

### Main Building

[english.hi.is/university/office\\_rector](https://english.hi.is/university/office_rector)

# IT services and University network

All staff and students at the University of Iceland have access to **Ugla, the University intranet**, where they create their own profile. Ugla is a dynamic information, teaching, and service site for students and staff and as such will be one of your most important tools. Your University of Iceland email ([username]@hi.is) is your communication tool and username for Ugla intranet.

The three primary functions of Ugla intranet are to:

- » store information on University operations
- » act as a work environment giving access to programmes, teaching webs, forms, etc.
- » communicate information on University events and news

It is thus vital for all staff to keep abreast and check into Ugla regularly. You will need an Icelandic ID number (kennitala) to access the UI intranet.

[ugla.hi.is](http://ugla.hi.is)

**Eduroam** is a secure, world-wide roaming access service developed for the international research and education community. It is found widely abroad and if you already have an eduroam connection in your own country you can use it to connect to eduroam in Iceland. To set up a new connection to eduroam you need to have an UI username. You can then follow easy instructions on the computing services website, [uts.hi.is](http://uts.hi.is)

There is an **IT Help Desk** in the University Centre where UI staff and students can get help with various computer related matters.

Tel: +354 525 4222  
[uts.hi.is/it\\_help\\_desk](http://uts.hi.is/it_help_desk)  
[help@hi.is](mailto:help@hi.is)

If you encounter any problems, contact the Division of Information Technology by emailing [help@hi.is](mailto:help@hi.is) or by calling 525 4222. The IT Help Desks are located in the University Centre and in Stakkahlíð (School of Education).





# Checklist

- Attend the Welcome orientation
- Activate your eduroam connection and connect with the University community
- Locate the nearest coffee machine
- Open Ugla intranet daily and check what the owl says!
- Check out UI events and news on Ugla
- Visit the famous Nordic house on campus
- Consult the Employee Handbook on Ugla
- Try something truly Icelandic like skyr or flatkaka with smoked lamb in the Háma canteen
- Throw your garbage in the appropriately coloured recycling bin
- Enjoy a burger at the Student Cellar
- Visit the National Museum on campus. It is an absolute must!
- Go swimming!
- Take a walk to downtown Reykjavík – it's just around the corner
- Find your way around campus
- Help yourself to the clean and delicious Icelandic tap water
- Acquaint yourself with UI policies in environmental and equality issues
- Try out the University Gym, join a running club or try pilates
- Follow us on Facebook, Instagram, Snapchat, and Twitter
- Make friends – almost all Icelanders speak good English
- Enjoy your time at UI!





## Social life and leisure

The University of Iceland is a diverse, international, and vibrant community. Social activities for employees are organised by the University for all staff, but also within schools or even smaller work units.

---

### Annual Festive Ball

---

The University hosts an Annual Festive Ball. This is a great opportunity to meet colleagues from other schools and faculties and of course a great chance to enjoy good food, dance, and have a good time.

---

### Children's Christmas party

---

The University of Iceland and Student Council invite students, staff members, and their families to a Christmas Party in the University

Centre every year between Christmas and New Year. Santa pays a visit, sings and dances with the children around the Christmas tree, and brings sweets for everyone. Light refreshments are served and admission is free.

---

### Háma canteen

---

Háma offers a great selection of healthy and nutritious food, from sandwiches to hot meals. Háma is located in the University Centre with branches in several other University buildings.

---

### Hiking trips with Science tips

---

The Icelandic Touring Association and the University of Iceland organise diverse and entertaining excursions all year round. This collaboration combines the experience and knowledge of the tour guides with the knowledge of academics at the University of Iceland. The aim is to create interest in science and outdoor activities. Participation is free of charge and everyone is welcome.



---

## Public events

---

There is an all-year-round programme of public events at the University of Iceland: lectures, symposiums, conferences, and other events. Around 35,000 guests attend these events every year.

---

## Student Cellar

---

The Student Cellar is a restaurant and pub located on the lower level of the University Centre, where staff and students can grab a bite and relax. It hosts a diverse programme of events such as live music, sports broadcasts, pub quizzes and more.

[studentakjallarinn.is/](http://studentakjallarinn.is/)

---

## University Bookstore

---

The University Bookstore is one of a kind. The main goal is to supply students with textbooks and materials needed for their studies at a fair price. The Student Café (Bókakaffi stúdenta) and the Student Co-op (Kaupfélag stúdenta) are also located within the

Bookstore. Some say you get the best cup of coffee in Reykjavík at the University Bookstore!

Tel: +354 5 700 700

[www.fs.is/en/the-university-bookstore/](http://www.fs.is/en/the-university-bookstore/)

---

## University concerts

---

University concerts are held regularly in the Main Building and the University Centre. The programme is very varied and admittance is free.

---

## University Gym

---

The gym at Sæmundargata is open to all University staff and students for a modest fee. It contains a fully equipped weight-lifting room, various group classes, gymnastics equipment and more. It is also possible to book the sports hall for groups (soccer, bandi, basketball etc.). The gym's programme is highly diverse, so please check out the range of activities available. Gym cards are sold at the Service desk in Háskólatorg.

# Grants and funds

Academic staff at the University can apply for grants from several funds belonging to the University of Iceland. The grants are divided into the University of Iceland Research Fund and the Scholarship Funds. Additional information regarding these funds can be found here:

**Research Fund:** [sjodir.hi.is/research\\_funds\\_0](http://sjodir.hi.is/research_funds_0)

**Scholarship Funds:** [sjodir.hi.is/university\\_iceland\\_trust\\_fund](http://sjodir.hi.is/university_iceland_trust_fund)

Division of Science and Innovation

Tel: +354 525 5242,

email: [sjodir@hi.is](mailto:sjodir@hi.is).

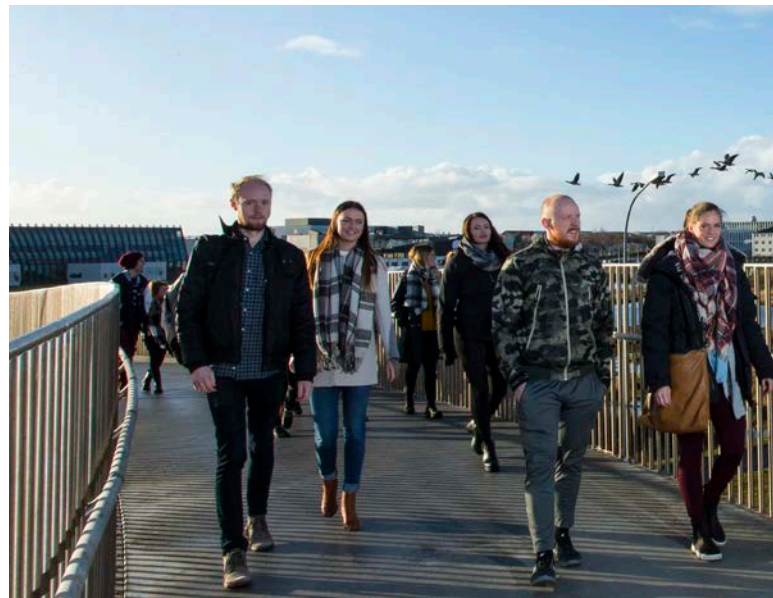
# Wage related issues

---

## Evaluation system

---

The Evaluation System for Public Higher Education Institutions forms the basis for the performance evaluation of academic staff. Evaluation applies to academic staff, adjuncts (>50%) and post docs and covers research, teaching, administration and other factors. New employees undergo basic evaluation at the beginning of their employment. Annually on 1 February all employees are obliged to submit a performance report detailing activities during the previous year.



---

## UI Trade Unions

---

Most people working in Iceland belong to a trade union. BHM (The Association of Academics) is an umbrella organisation for its member unions. Each member union represents workers with particular qualifications or professions. For further information on rights and obligations please visit their webpage [www.bhm.is](http://www.bhm.is).

Being a member gives you the right to apply for various funds managed by BHM. The Relief Fund, the Vacation Fund, and the Vocational Training Fund are the most important ones.

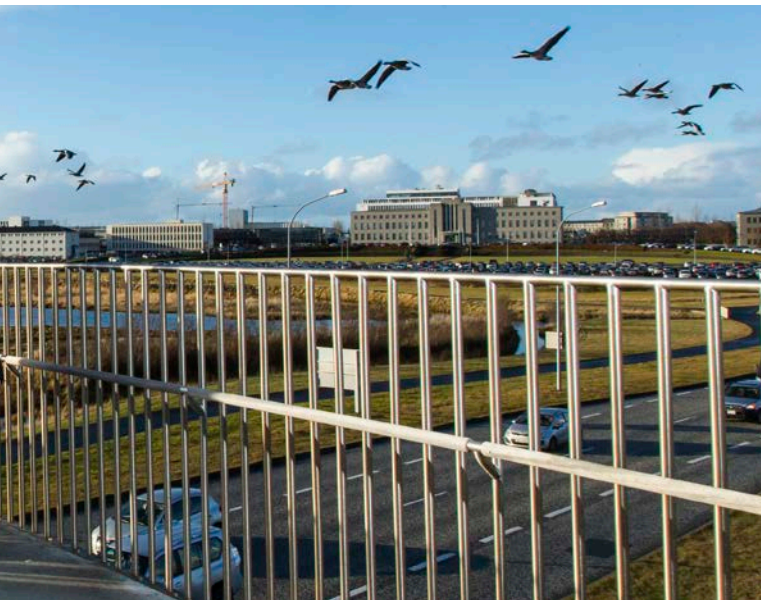
---

## Pension Fund

---

By law all employees in Iceland must pay a premium to a pension fund. The premium is usually 4% of wages, complemented by another 8% paid by the employer. UI employees are obliged by law to pay their pension premium to LSR, the Pension Fund for State Employees. Citizens of countries outside the EU/EEA can apply to have their pension premium reimbursed if/when they choose to return to their home country. Other citizens must wait for the official pension age to have the pension premium reimbursed.





## On campus

---

### The Nordic House

---

Those interested in Nordic culture, architecture and events should visit the Nordic House. It was designed by the famous Finnish architect Alvar Aalto, and offers a diverse programme of cultural events and exhibitions, as well as a library, shop for classic and new Nordic design and a restaurant serving New Nordic food. Further information can be found on their website.

[nordichouse.is/en/um-husid/](http://nordichouse.is/en/um-husid/)

---

### Landspítali University Hospital

---

Landspítali – The National University Hospital of Iceland is the leading university hospital in Iceland and its main building is on Hringbraut, within the UI campus area. The close proximity to the hospital plays an important role in the education of health sciences students, clinical training and research.

---

### The National Museum of Iceland

---

The National Museum of Iceland was established in 1863 and is the oldest museum in Iceland. The museum is on campus and within easy walking distance from the centre of Reykjavik. A number of city buses also stop close to the museum. The museum is open every day from 10:00 to 17:00 (closed on Mondays from 16 September to 30 April).

---

### The National and University Library of Iceland

---

Students and staff at the University of Iceland have access to and receive a free library card for the largest library in the country, the National and University Library of Iceland. The library contains around 400 study desks as well as numerous desks with computers, and work stations in the audio-visual department. Rooms for group work are also available.

# Contact Us

## The University of Iceland

english.hi.is  
Sæmundargata 2  
hi@hi.is

## School of Education

english.hi.is/school\_of\_education/school\_of\_education  
Service center, Stakkahlíð  
menntavísindasvið@hi.is

## School of Engineering and Natural Sciences

english.hi.is/sens/school\_of\_engineering\_and\_sciences/school\_of\_engineering\_and\_natural\_sciences  
Tæknigarður, Dunhagi 5

## School of Health Sciences

english.hi.is/school\_of\_health\_sciences/school\_of\_health\_sciences  
Læknagarður, Vatnsmýrarvegur 16  
hvs@hi.is

## School of Humanities

english.hi.is/school\_of\_humanities  
Main Building, 3rd floor  
hug@hi.is

## School of Social Sciences

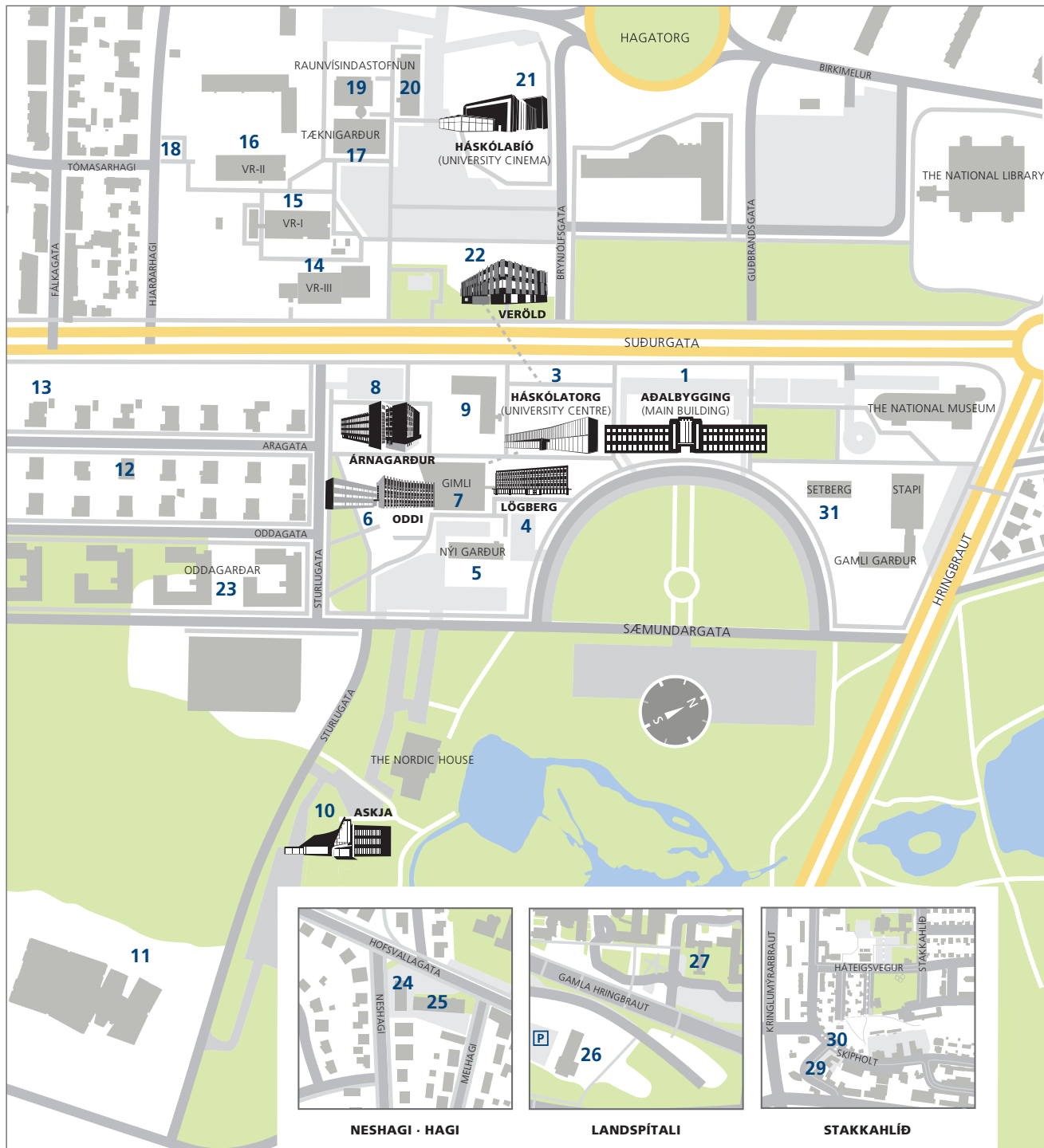
english.hi.is/school\_of\_social\_sciences/school\_social\_sciences  
Gimli, Sæmundargata  
gimli.info@hi.is

# Map of campus

The University of Iceland campus covers a large area and there are around thirty University buildings. In timetables and elsewhere you will see abbreviations for the different buildings. The University website explains the most common abbreviations.

A few examples include A (Aðalbygging / Main Building), E (Eirberg), HB (Háskólabíó / University Cinema), HT (Háskólatorg / University Centre), H (Hamar), L (Lögberg), N (Askja, Natural Sciences Building) and T (Tæknigarður / Centre for Technological Innovation).

- |                            |   |
|----------------------------|---|
| <b>1</b> Main Building     | <b>17</b> Centre for Technological Innovation |
| <b>2</b> Stapi             | <b>18</b> Smyrilsvegur                        |
| <b>3</b> University Centre | <b>19</b> Continuing Education Institute      |
| <b>4</b> Lögberg           | <b>20</b> Science Institute                   |
| <b>5</b> Nýi Garður        | <b>21</b> University Cinema                   |
| <b>6</b> Oddi              | <b>22</b> Veröld – hús Vigdísar               |
| <b>7</b> Gimli             | <b>23</b> Oddagarðar                          |
| <b>8</b> Árnagarður        | <b>24</b> Neshagi 16                          |
| <b>9</b> Gymnasium         | <b>25</b> Hagi                                |
| <b>10</b> Askja            | <b>26</b> Læknagarður                         |
| <b>11</b> Sturlugata 8     | <b>27</b> Eirberg                             |
| <b>12</b> Aragata 9        | <b>28</b> Stakkahlíð                          |
| <b>13</b> Aragata 14       | <b>29</b> Bolholt 6                           |
| <b>14</b> VR-III           | <b>30</b> Skipholt 37                         |
| <b>15</b> VR-I             | <b>31</b> Setberg, house of teaching          |
| <b>16</b> VR-II            |   |







## UNIVERSITY OF ICELAND

Sæmundargata 2  
101 Reykjavík

Tel. 525 4000  
Fax 525 1331

[hi@hi.is](mailto:hi@hi.is)  
[english.hi.is](http://english.hi.is)

