

Information about Attached Data and Finishing of Applications for Point Assessment:

A. Research

Examination Theses (degree candidate, master's and doctoral degrees)

One copy of the thesis is to be enclosed including a graduation certificate.

The following is required in the entry and in the following order:

Title, year, examination degree, name of university, number of pages.

Books

Books and academic journals

Textbook Republications.

One copy of a book is to be enclosed. It is not sufficient to submit a manuscript or galleyproof.

The following is required in the entry and in the following order:

Book title, year, publisher, number of pages, name/s of author.

Articles in Academic Journals

Copy of an article and front page/title page of a periodical are to be enclosed. A special printing is not sufficient. It is not sufficient to send in a manuscript or the galley proof of an article.

The following information is required in the entry in this order:

Title of the article, name of periodical, year of publication and issue, (publisher), page number in a periodical and the names of the authors.

All names must be listed.

Book Chapter/Article in a Conference Booklet

Photocopy of a book chapter/article including a photocopy of the front page of a book and the table of contents to be enclosed with the research report.

A special printing also suffices. In instances where very long chapters are involved, the entire book can be submitted. Disclosure of information is required about the conference, where the article originates (not abbreviated), i.e. who holds the conference and where.

The following information is required in an entry, if applicable, and in this order:

Title of the article/book chapter, name of the book/conference booklet, year of publication, name and date of conference, publisher, page number in a book and name/s of author/s of an article or book chapter.

Teaching Material

Minor publications or teaching material on the Web.

One copy of an original work or reference to a home page are to accompany the application.

The following needs to be listed in the entry and in the following order:

Name of the work, year of publication or publishing, distributor, number of pages, author/s names.

Teaching Material, Textbooks

One copy of a book is to accompany the application. It does not suffice to submit a manuscript or galley proof.

The following is to be disclosed in the entry and in this order:

Title, year, length, publisher, number of pages, name/s of authors.

Academic Report or Advisory Opinion

Copy of a report/advisory opinion must be enclosed. It does not suffice to send a print-out.

Unpublished and inaccessible reports/advisory opinions are not assessed in terms of point ratings.

The following is to be included in an entry and in this order:

Report name, year, institute, number of pages, publishing number or number in a publication series and name/s of the author/s.

Refereeing of a Publication

A photocopy of the refereed article and a photocopy of the title page of the periodical including the table of contents must be submitted. It does not suffice to submit a manuscript or the galley proof of an article. The following information must be listed in the entry and in this order:

Title of the article, name of the book/material to be assessed and its author, name of periodical, year and issue, publisher, page number in the periodical and names of authors.

Lectures

The programme of a conference or meeting must be enclosed. It has to reflect who the conference holder is (not abbreviated) and where it is held. There is no need to submit a lecture print-out, but it is permitted. If the lecture is delivered by a student, it has to be disclosed. In order for a lecture to receive a 5 point assessment, a letter of invitation must be enclosed in addition to a programme.

The following information must be listed in the entry and in this order:

Title of the lecture, conference title, place, date of performance, name of authors and name of performer.

Wall Placards

The programme of a conference is required for the presentation of a wall placard. It shall disclose who the conference holder is (not abbreviated) and where it is held.

The following is to be displayed in the entry and in this order:

Placard title, conference title, place, date of presentation, name/s of author/s.

Translations

One copy of a work must be enclosed. It does not suffice to submit a manuscript or galley proof.

In case of a translation of an article or a book chapter, it is to be shown where it is published.

The following is to be listed in the entry and in this order:

Title, name of author, year of translation, translation publisher, page number/number of pages, translator's name.

Other Features: (software, patent, psychology examination, law proposals, design projects etc.)

Confirmation of publication must be enclosed, one copy of the work, if applicable. The documents submitted are required to disclose what contribution to the work was made by the party concerned.

The following information must be disclosed in the entry and in this order:

Title, year, publisher, page number, name of author and other data as applicable.

Citations

The Research Administration/Committee on Salaries and Work Conditions collects information on citations from ISI data bases. Information is acquired at the time of hiring. The teacher can on his own collect data on citations, if he wants to.

Editor of a Periodical.

Membership on the Editorial Board of a Periodical

One copy of the periodical must accompany the application.

The following must be disclosed in an entry and in this order:

Name of periodical, year of publication and number, publisher, number of issues during the year.

Editor of an Academic Book.

Membership on the editorial board of an academic book.

One copy of a book must be enclosed. It does not suffice to submit a manuscript or a galley proof.

The following information must be disclosed in the entry and in this order:

Book title, year, publisher, number of pages, name/s of author/s.

B. Teaching

Teaching Experience

Assistant professor, associate professor or professor, full time position.

In an annual assessment, data are collected by the schools. Point ratings are in direct proportion to the work ratio percentage.

A temporary instructor, who supervises courses.

Teaching at the university level is assessed. The name of the course must be disclosed, the number of credits and participation in the teaching (supervision and/or teaching in part or in full).

If an assessment is requested of the teaching in an academic exchange plan, the duration of the course must be enclosed as well as the information referred to here above.

Student Guidance

A photocopy of the title page and table of contents of the examination thesis are to accompany the report.

The following information must be disclosed:

Name of student, thesis title, name of institute, number of pages, number of credits.

Innovation in Teaching

A brief report on the position is to be enclosed, half a page or a whole page. Confirmation of development work from a third party, e.g. a faculty dean, must be enclosed with the application.

C. Administration

Administration on behalf of a university as a whole is assessed in section C. Intra-departmental administration is not assessed in terms of points in other respects. The names of the units to be assessed must be disclosed (e.g. faculties, committees or institutes). The period to be assessed must also be disclosed. At the Iceland University of Education a department equals a section at other universities. Hence, department administration at universities other than the Iceland University of Education is not assessed in terms of point ratings.

C.1-C7.

No attachments need to be submitted because of these sections. The name of the section/department and the period of chairmanship need to be disclosed. Serving as heads of departments applies solely to the Iceland University of Education.

Membership (chair) in a committee on behalf of the University Council or Rector.

A photocopy of the letter of appointment is to accompany the report. The projects and work period of the committee are to be disclosed.

D. Service

The organisation of an international scientific conference

The conference programme is to be enclosed. The name of the conference is to be displayed, who the holder is (not abbreviated), where it is held and when.

Membership of a doctoral committee.

Confirmation of the position must be presented in the application.

The following must be disclosed:

Name of the doctoral candidate, title of the thesis, name of the university/institute.

Membership (chairman) in a selection committee.

The work must be completed in order to qualify for point assessment. A university confirmation is to accompany the report. Disclosure is to be made of what position was assessed and when the selection committee finished its work.

Opposing at the defence of the doctoral thesis.

The task must be accomplished in order to qualify for point rating assessment. Confirmation must accompany the application.

The following must be disclosed:

Name of the doctor, date of defence, university/institute.

Information Material for the Public

Here various information features for the public can be assessed, e.g. articles in periodicals of a general nature and lectures for the public. Confirmation of delivery/publication must accompany the application.

Membership of committees and boards

Name of the committee/board and employment period must be disclosed. Confirmation of the employment must accompany the application.

E. Service and Prior Employment

Name of work place, title of position, employment period, and position percentage ratio must be disclosed.

Other Features in the Assessment Regulations**a) Number of Authors**

In the assessment ratings the following rules apply to books, book chapters, periodical articles and wall placards:

When there are more authors than one, points are computed in the following manner:

2 authors: $1,5 \times \text{stig} / 2$

3 authors: $1,8 \times \text{stig} / 3$

4 authors or more: $2 \times \text{stig} / \text{number of authors}$

b) Reassessment

Every five years a reassessment can be requested of projects that have attracted special attention or had unusual influence in the academic field of the party concerned. Reassessment does not influence payments from the University Work Assessment Fund.