



Prior Studies Evaluation Rules

I. General

If an enrolled student in the School of Education at the University of Iceland has previously studied at another comparable, equivalent university programme, the student can apply for an evaluation of prior studies. Applicants should not rely on having their application approved and should not change their registration until the evaluation is complete.

Applications for prior studies evaluation are reviewed three times per year.

- Applications submitted before 10 August are generally processed before the end of course registration revision in the autumn semester.
- Applications submitted before 1 December are generally processed before the end of course registration revision in the spring semester.
- Applications submitted before 1 April are generally processed before 10 May.

II. Faculty Evaluation

Each faculty is responsible for the evaluation of prior studies in collaboration with the Office of Academic and Student Affairs. The members of the evaluation committee are nominated by the faculty to carry out the evaluation. The evaluation is based on criteria listed in Chapter V of these rules to ensure consistency between faculties. The Office of Academic and Student Affairs receives applications and formally administers the results of the evaluation committees.

III. Applications

To make sure an evaluation committee can process an application for evaluation of prior university study, the application must fulfil the following criteria:

- The student must specify which study programme they intend to finish in the School of Education.
- The student must specify which courses were completed during prior studies and they wish to have evaluated. Course names, number of ECTS credits, and university level (graduate or postgraduate) need to be listed.
- The student must specify the courses in the School of Education they believe correspond with their prior university studies.
- The application should mention if the student has previously applied for evaluation of the same study elements at the University of Iceland or other universities. The results of the former evaluation should then be included with the application.



- Applicants are responsible for all the above information to be included in the application so that it can be processed. If the application does not fulfil the criteria, it will be rejected on those grounds.
- Certified course descriptions should be included with the application if the courses being evaluated were completed outside the University of Iceland. Certified documents can be sent to mvs@hi.is.

IV. Application Process

Each faculty's evaluation committee processes applications with reference to the criteria in Chapter V of these rules and in collaboration with the Department Chairs. Academic staff are consulted if needed.

The results of the evaluation are sent to the student's university email address. Student Registration also gets an email with the results and finalises the evaluation registration. Both the application and the results of the evaluation are saved to the student's academic record.

V. Evaluation Criteria

General Stipulations

- When evaluating prior studies, the aim is to evaluate a course as an equivalent of a comparable course in the School of Education, even if the courses' content is not entirely the same.
- If a student has a degree from The Iceland University of Education (Kennaraháskóli Íslands) or its predecessors, the entire studies can be evaluated, irrespective of which courses were completed.

Evaluation Limitations

- In general, only formal education at university level can be evaluated.
- Final projects cannot be evaluated.
- To complete a degree from the School of Education, half of the study programme must be completed within the School of Education. A student may also be required to complete at least half of each part of the study, the specialisation of in each programme, in the School of Education.
- Fieldwork is generally not evaluated.
- Students who begin a postgraduate study programme in the School of Education, can only have courses evaluated that they have completed at postgraduate level at recognised university institutions.



- If a student with a master's degree chooses to complete another master's degree, whose content overlaps with the first one, then least 60 ECTS credits must be specifically completed for the second degree.
- Prior studies are generally not evaluated if ten years or more have passed since the studies ended.
- The evaluation committee is only able to evaluate whole courses from prior studies to replace whole courses.
- Evaluation can include exemptions from taking specific courses with conditions.
- A course that received a grade lower than 6 cannot be evaluated.
- A course that has been used towards a degree can at most be used once more towards a degree.
- Generally, those who completed a three-year study at The Icelandic College of Teacher Education (Kennaraskóli Íslands), The Icelandic College of Preschool Teachers (Fósturskóli Íslands), or The Icelandic College of Social Pedagogy (Þroskaþjálfaskólinn) get a maximum of 150 ECTS credits evaluated. Those who completed a two-year study at the Icelandic College of Physical Education and Sport (Íþróttakennaraskóli Íslands), get a maximum of 120 ECTS credits evaluated. Students who have completed their study at the above-mentioned schools and enrol in a 30 or 60 ECTS additional studies diploma to get a bachelor's degree from the faculties of the School of Education, cannot have their prior studies evaluated.

Special clause: Evaluation of previous teacher certification studies for students enrolled in Upper Secondary School Teaching, 120 ECTS, who are also working teachers in upper secondary schools with teacher certificates.

A student who applies to have their previous studies evaluated under this special clause, must have completed 60 ECTS credits in upper secondary school pedagogy, and must have worked as an upper secondary school teacher for a minimum of three years after completing the studies.

Study programmes that were at postgraduate level according to the universities' course catalogues can be evaluated for up to 60 ECTS credits. Teacher certificate study programmes have been taught at master's level:

- From 2005 at UI (year of admission)
- From 2007 at UNAK (year of admission)
- From 2007 at The Iceland University of Education (year of admission)
- From 2007-2011 at RU (2007 year of admission)
- Evaluation of prior studies from other universities that issue ECTS credit certificates confirming that the studies were at master's level are possible.



**UNIVERSITY
OF ICELAND**

SCHOOL OF EDUCATION

Stakkahlid, 105 Reykjavik, Iceland
Tel. +354 525 5950 · mvs@hi.is · hi.is

Previous studies that required a bachelor's degree according to admission requirements, but do not have an ECTS credit certificate confirming the studies were at master's level, can be evaluated up to 40 ECTS credits (corresponding to the mandatory courses in pedagogy).

This special clause is valid until end of 2024.

Approved, November 2022