

## Guidelines for PhD students at Hólar University College

January 2016

HUC does not have the authority to graduate students with the degree of PhD, however HUC has been accommodating a growing number of PhD students (both Icelandic and foreigners) for the past 20 years. Those students will either spend their whole PhD programme HUC or a part of it.

HUC offers excellent facilities in terms of laboratory space, experimental facilities, and studying environment.

*In winter 2016, HUC accommodates 10 PhD students in the Department of Aquaculture and Fish Biology. In fact, most of these students are full time students at HUC.*

### How to do a PhD study at HUC?

Get in touch with the professor you are interested in working with, and define a research project lasting 3 years (funding for PhD studies in Iceland is 3 years). Start the registration process well in advance, especially if you are a foreign citizen. Look for funding (see section below)

If you are a foreign citizen planning to study in Iceland, this is a useful link before and after you arrive in Iceland:

<http://www.studyiniceland.is/>

### How to apply for a PhD programme?

You will have to apply for a PhD study at the University of Iceland (HI), even if your supervisor and your work will be based at HUC.

Here is how to apply for a PhD study at HI:

[http://english.hi.is/university/graduate\\_studies](http://english.hi.is/university/graduate_studies)

<http://english.hi.is/node/2540>

The deadline for international applications for graduate studies is February 1<sup>st</sup>, in order to be able to commence the PhD programme in the fall. Citizens of the Nordic countries may apply until 15<sup>th</sup> of April.

Note that all PhD programmes are **in English**. Therefore proof of English proficiency requirements may apply to applicants whose native language is not English. For example

at the School of Engineering and Natural Sciences (HI), the minimum score is TOEFL 79, IELTS 6.5.

***NB: it is possible to register for a PhD study at other universities offering a PhD degree. However most of our PhD students to date are registered at the University of Iceland. This has to be discussed with a potential HUC supervisor.***

Check the status of your PhD application at HI:

<https://ugla.hi.is/umsoknir/Nynemar/index.php?sid=1890>

### How to register the first year, and the following years

- There are no tuition fees at the University of Iceland but **annual registration fee is 75000 Isk** (summer 2015). If starting your degree in January, lower annual registration may apply for that particular school year.

“International applicants will receive an answer to their application either by e-mail or by ordinary mail. Those accepted into the University will be sent various practical information, including how to transfer the registration fee from their homeland. The fee needs to be paid by a specific due date, generally a month after reception of the acceptance letter. **Registration for studies at the University of Iceland is confirmed upon payment of the registration fee.** The registration fee is non-refundable”. (from the University of Iceland website)

[http://english.hi.is/university/registration\\_fees\\_0](http://english.hi.is/university/registration_fees_0)

[http://english.hi.is/university/international\\_students\\_0#handling](http://english.hi.is/university/international_students_0#handling)

- If you are enrolled in a PhD programme, **you NEED to register each year during the annual registration period (March/April each year)**. Annual registration fees need to be paid before July each year. Several options for payment are available:

<https://ugla.hi.is/kennsluskra/index.php?tab=skoli&chapter=content&id=28554&version=current>

*NB: in Iceland annual registration fee is paid by the student and not covered by Icelandic research funds.*

### What to do after acceptance into a PhD programme

*Once you have been accepted onto the programme, start the immigration process if applicable! You will need an appropriate visa: **a student or a working visa**. If you are getting a stipend you need a student visa; if you are getting a salary you will need a working visa.*

*In any case you are responsible for complying to the immigration rules, to be found on the Directorate of Immigration website:*

<http://utl.is/index.php/en/visas>

*The immigration authorities in Iceland will take approximately **3 months to issue visas, counting from the day all documents have been received.***

*You are responsible for checking the status of your application, and/or whether all documents have been received, by the Directorate of Immigration.*

After arrival (and maximum 3 months after your arrival) you need to register with the Icelandic registry:

<http://www.skra.is/thjodskra/>

You will be assigned an Icelandic ID-number (kennitala), which will be necessary to open a bank account in Iceland for example. You will also become a part of the Icelandic national system from the day you have a kennitala, and a part of the Icelandic health care system 6 months from receiving your kennitala

How to access Uglya (the network of all Universities in Iceland):

New students get access to Uglya and the university's IT system as soon as their registration fee has been paid:

<https://ugla.hi.is/umsoknir/Nynemar/index.php?sid=1890>

<http://english.hi.is/node/18688/>

The Uglya-intraweb allows registration for courses (modules) offered at HI. Registering for courses at other public universities in Iceland (including HUC) is also possible but will need departmental consent.

As a PhD student registered at HI but studying at HUC, you will have access to the intrawebs (Uglyas) of both universities (HUC and HI).

The student will get a separate email address at each university. It is the student's own responsibility to make sure he/she reads emails from the two institutions. It is possible to set up your account so that all incoming emails are forwarded the other one.

More on Uglya (in Icelandic): <http://rhi.hi.is/ugla>

Registration and keeping track of your progress:

**Full time** studies amount to 60 ECTS per year, 30 ECTS for each semester.

**PhD students need to register for courses (modules) each year and every semester.** Students working on their PhD must register for the thesis, based on the estimated progress in the autumn and spring semester, 30 ECTS per semester for full-time studies, or less as applicable. If a student is registered for other courses alongside the thesis, the number of ECTS allocated to thesis work should be lowered accordingly.

Be aware that at the end of each semester, your grades and advancement in your research need to be reported to the University. Therefore, as a student you are responsible for providing the material for the report to be written up by your supervisor.

Your supervisor(s) is responsible for sending the report status to the University.

Where do I apply for student housing?

-**in Hólar**: accommodation is available at the Hólar campus. Several options exist, your best bet would be to send an email directly to Disa: [disa@holar.is](mailto:disa@holar.is)  
(phone number +354 455 6300)

-Temporary housing on campus **in Reykjavík**: Student housing is the best option in Reykjavik. However there is a limited number of available apartments. Applications open June 1<sup>st</sup> for the autumn and October 1st for spring:

<http://www.studentagardar.is/default.aspx?PageID=73dbba45-96be-11e2-93f3-005056bc0bdb>

Library services:

The library is situated in the main building of HUC. An extension of books related to aquaculture and fish biology is held at Verið in Sauðárkrókur. The library participates in the union catalogue for Icelandic libraries at [leitir.is](http://leitir.is) providing access to broad range of scientific, educational and entertainment material. Inter-library loans are easily accessible through this collaboration as well as from libraries abroad. The HUC library participates in the Iceland Consortium (IC) allowing nationwide access to [databases](#) and [electronic journals](#) via [hvar.is](http://hvar.is) and [leitir.is](http://leitir.is). HUC participates in [Skemman.is](http://Skemman.is), an online institutional repository of Icelandic university libraries. It houses students' digital theses and dissertations as well as articles and other research material from the universities' academic staff.

The library staff participates in teaching information literacy (the students ability to find, use and assess information in a professional and responsible manner), e.g. introducing the library and the various information resources to HUC students by means of short courses or classes connected to specific courses in the curriculum.

HUC has made a collaboration contract with the University of Akureyri (UA) regarding library and information services. A librarian from UA works at the HUC library one day bi-weekly but students and staff have daily access to the librarian's services via phone or email ([bsha@unak.is](mailto:bsha@unak.is), 460-8050/460-8060) during the [UA Library and Information Services](#) opening hours. Day-to-day assistance at Hólar (e.g. book loans, printing, etc.) is provided by the service desk.

#### Where do I get a Student ID Card?

Applications for Student ID Cards are made online, through the HI Ugla. The Student ID Cards are issued in two different types of which you select one.

<http://english.hi.is/node/4929#studentID>

#### Funding opportunities as a PhD student:

*Please be advised that there might be some other sources of funding available...*

-The Icelandic Research Fund RANNÍS, Doctoral student grant:

<http://en.rannis.is/funding/research/icelandic-research-fund/>

-Landsvirkjun, Energy Research Fund:

<http://www.landsvirkjun.com/researchdevelopment/energyresearchfund>

-Náttúruverndarsjóður Pálma Jónssonar stofnanda Hagkaups:

<http://www.natturuverndarsjodur.is/>

*-Funding through the University of Iceland:*

-Eimskip University Fund / Research Fund of the University of Iceland for Doctoral studies

<http://sjodir.hi.is/node/16129>

-University of Iceland travelling grant (to attend a scientific conference):

<http://sjodir.hi.is/node/16128>

*-European Mobility grants*

-ERASMUS+

[http://english.hi.is/university/erasmus\\_exchange\\_studies\\_and\\_traineeship\\_grants](http://english.hi.is/university/erasmus_exchange_studies_and_traineeship_grants)

*NB: Doctoral students can not apply for Nordplus grants. The International Relations Officer at HUC can assist you regarding these applications: [international@holar.is](mailto:international@holar.is)*