

2018/2019

Student Handbook



University of the Faroe Islands

2018/2019

INTRODUCTION

Dear student,

Welcome to the University of the Faroe Islands.

You are now embarking upon a new period of your life, where you have chosen to attend university. Our wish is that your time spent studying here will be positive, instructive, and stimulating.

At the University of the Faroe Islands it is important to us that as a student you feel as welcome as possible, that you receive a great start to your studies and good studying habits, that your well-being is a priority, and that your time spent at the university will be both challenging, constructive, and exciting.

We encourage you as a student to be active, to participate in social activities or events, and to bring your own personal contribution to a good and constructive academic environment, so that you play a part in promoting well-being – both for yourself and for your fellow students.

It is, among others, productive students who have helped making the university known for being a good place to study. The fact that the various offered programmes are located at several separate places in the city, makes it even more necessary that the students and staff participate in communal arrangements for everyone, and thereby play their part in developing a feeling of communal identity and increased well-being.

The staff at the university is also there to help, guide, and support you in reaching your educational goals. Those who are first and foremost available to you are: the department offices, the Student Services Centre and the student counsellors. But

also, mentors, programme directors, teachers, IT co-ordinators, librarians, and others are eager to provide assistance in their respective areas of expertise.

Broadly speaking, the help being offered is student and careers guidance, special needs counselling, IT support, library information, academic guidance and other similar services that would be expected of any educational programme and academic environment. In short, assistance in all matters associated with or directly connected to education, studying, or the well-being of you as a student.

To ensure that you receive as good a start as possible, we have in this handbook collected a broad range of information, which will be useful for you to know, when you start as a student at the university – as for instance information on services and tools, which are available to you at the university, including technical tools, student guidance, and library services. Additionally, we have listed the contact information of administrative staff, which you as a student may need to get a hold of. Also details on exams etc. are included.

The handbook concludes with information on opportunities for financial support in addition to a glossary, which is found at the back.

The information in this handbook is also available on the website of the University of the Faroe Islands at www.setur.fo as an expanded version, where it is updated regularly.

The best of luck with your time studying here at the university.

Sigurð í Jákupsstovu, Rector

The University of the Faroe Islands, August 2018

The handbook was edited by the Student Services Centre, August 2018

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WHERE IS THE UNIVERSITY?

Many people are not entirely certain where the University of the Faroe Islands resides. Perhaps this isn't so strange, since the university is not located at any one single site – yet.

All in all, the university consists of five departments in addition to the administration itself. The university's activities are spread out across ten addresses at various locations in the city. Please refer to the map below to see where most of the university resides.

The University Office (Central Administration) is at J.C. Svabos Gøta 14.

The Student Services Centre resides at J.C. Svabos Gøta 14.

The Department of Language and Literature is at 22 V.U. Hammershaimbs Gøta.

The Department of Education is at 20 Frælsið.

The Department of Science and Technology and Health Sciences are at 15 Vestarabryggja.

The Department of History and Social Sciences is at 25 Jónas Broncks Gøta.



The department offices are located alongside their respective programmes, and where the students' daily work takes place. It is also useful to know the location of the Student Services Centre (LSS). The Student Services Centre is a part of the Central Administration at the University of the Faroe Islands and provides assorted services for the students pertaining to their education and studies.

THE UNIVERSITY OFFICE (SSS)

UNIVERSITY CENTRAL ADMINISTRATION



ADDRESS:

J. C. Svabos Gøta 14
100 Tórshavn
Tel. 352500, fax 352501
E-mail: [setur\(at\)setur.fo](mailto:setur(at)setur.fo)

POSTAL ADDRESS:

Setursskrivstovan
PO Box 272, 110 Tórshavn

OFFICE HOURS:

Monday – Friday 9.00-15.00

ABOUT THE UNIVERSITY OFFICE:

The University Office is connected to the position of the principal as a managerial office and central administration for the entire university. The University Office consists of the central administration, the Finance Department, the archives, the IT department, and the office for the caretakers. The Student Services Centre and the libraries of all the departments except the Department of Science and Technology are also connected to the central administration.

The responsibilities of the University Office include, among other things, drafting and co-ordinating budgets and grants, as well as orders, bookkeeping in FSL (The National Financial System) and supervising allotted grants. The University Office is responsible for the University of the Faroe Islands accounts, as well as administering funds, financial support etc.

Other responsibilities worth mentioning are: general and university-internal rules, meetings of various committees, human resource management, the archive, registration, election of members of the University Board, annual reports and other information, public seminars, public lectures, monograph contests, collaborations and communications with other institutions abroad. The University Office additionally performs certain office duties for others.

The Faroese Academy of Sciences has, since it played a part in the foundation of the University of the Faroe Islands, been closely connected to the University Office. A large part of the academy's activities has been publication work. This has now been reorganised into the private limited company Fróðskapur, which the Faroese Academy of Sciences and the University of the Faroe Islands have founded together. The University Office also administers several funds, as for instance the Thorvald Poulsen av Steinum Fund, the Dalsgarð Fund, the Anna Djurhuus Fund, and the Faroese-Norwegian Association.

THE FINANCE DEPARTMENT – UNIVERSITY ACCOUNTS

The Finance Department is in charge all University of the Faroe Islands financial affairs and advises staff and management on financial matters. Hugin Skaalum is the head of finance.

- E-mail to accounts: e-faktura@setur.fo
- Company Registration Number (V-tal): 328944
- EAN: 5797100000201

THE STUDENT RECORDS OFFICE – UNIVERSITY REGISTRY

The Student Records Office is the academic registry of the University of the Faroe Islands. Johan Í. S. Hansen, University Director, oversees the Student Office and Anna Tórgarð, office clerk, handles the daily operations.

Students may access their own data recorded in the University Registry on the Student Portal here: <https://studportal.setur.fo/>.

You can find a guide on using the Student Portal in this handbook (please refer to the table of contents), and on the website here:

<https://setur.fo/lestrarliv/ambod/studentaportalurin/>

ADMINISTRATIVE AND CLERICAL STAFF AT THE UNIVERSITY OFFICE



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Anna Tórgarð
Student Records Coordinator

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Anna Katrin Matras
Information and Communications Officer

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Tel. 292517

THE STUDENT SERVICES CENTRE (LSS)

STUDENT SERVICES, INFORMATION, AND MARKETING



ADDRESS:

J. C. Svabos Gøta 14
FO-100 Tórshavn
Tel.: 352511
lss@setur.fo

OFFICE HOURS:

Monday – Friday
10.00-15.00

Wednesdays closed
– although the International Office is open 10.00-18.00 Wednesdays

TELEPHONE HOURS:

Monday – Friday
10.00-15.00

ABOUT THE STUDENT SERVICES CENTRE:

The Student Services Centre (LSS) was founded in spring 2015. The unit is part of the central administration. The Student Services Centre is in charge of information, guidance, administrative, and academic tasks especially related to the studies of coming, current, and former students and must, alongside other administrative units, work towards a more effective level of service for students, staff, and guests at the University of the Faroe Islands.

The Student Services Centre handles its responsibilities in close co-operation with the management and administration at the university, the Student Records Office and archives, the department offices, the student counsellors and programme directors, as well as the Study Board, the Students' Representative Council, IT services, and external IT partners.

The Student Services Centre handles *practical administrative responsibilities* in areas directly related to admission and student affairs – as for instance receiving applications, admissions and registry of students – including cataloguing in the archives and the student records in es that applications are assessed, assesses grades and qualifications of the applicants, orders student ID cards, prints transcript and records for students, documents that students are actively participating in university studies to STUDNI and the National Faroese Transport Company (Strandfaraskip Landsins), collects statistical data, develops administrative procedures and regulations – e.g. for leave of absence, credit transfers, withdrawals from study etc., creates various kinds of guides relevant to the students, updates information on student rights, executive orders etc., organises graduation ceremonies, helps students from abroad with applying for residence permits, organises external examinations for students at higher educational institutions abroad, but who are home in the Faroe Islands – etc.

The Student Services Centre *co-ordinates the students' guidance* at the University of the Faroe Islands and develops various tools and services to ensure that the university's users receive appropriate help and information on affairs relevant to studying. Guidance is provided on studying at home and abroad (including student exchange programmes) and on financial support options thereto.

The Student Services Centre *markets to and informs* the public on education and research at the University of the Faroe Islands.

Additionally, the Student Services Centre provides relevant guidance on quality control tools and procedures, conducts surveys, as well as oversees a contact point for researchers (EURAXESS) and helps researchers from abroad et al., who come to the Faroe Islands to work at the University of the Faroe Islands.

STAFF AT THE STUDENT SERVICES CENTRE



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Rannvá Dávadóttir
Secretary

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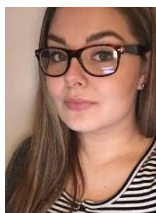
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Maud Wang Hansen

Student worker

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THE INTERNATIONAL OFFICE (ASK)

ASK US INFORMATION ABOUT EDUCATIONS. ALL OF THEM. EVERYWHERE.



ADDRESS:

J. C. Svabos Gøta 14
FO-100 Tórshavn
Tel.: 322065
ask@setur.fo

OFFICE HOURS:

Monday – Friday
10.00-15.00, Wednesday excepted
10.00-18.00

TELEPHONE HOURS:

Monday – Friday
10.00-15.00, Wednesday excepted
10.00-18.00

ABOUT THE INTERNATIONAL OFFICE:

The International Office (ASK) is a part of the Student Services Centre at the University of the Faroe Islands and is a hub of knowledge on educational and financial support opportunities both in the Faroe Islands and abroad.

The International Office exists to guide you should you plan to attain higher education in the Faroe Islands or abroad, regardless of whether it is a short or a long education, practical or theoretical. You are the one who has the final say in your education, but the International Office can provide you with general guidance and information on educational opportunities, educational systems, and financial support systems in the Faroe Islands and abroad.

If you have started higher education in the Faroe Islands, you have good opportunities for entering student exchange programmes in Scandinavia, but also in other countries. The International Office can help you with this. The International Office acts as an information centre for Nordplus, which is an educational system of the Nordic Council of Ministers and the co-ordinator for the Nordlys network. Guidance on student exchange programmes further abroad is also possible, as for instance Freemover.

Biannually ASK helps organise English language tests, which English universities may require as an entry requirement.

The International Office is, in co-operation with others, part of bridging the gap between students and the job market with career guidance. Among other things by participating in Jobmatch, a recurring job fair, which is held in the Faroe Islands between Christmas and New Year's. At Jobmatch the International Office represents the University of the Faroe Islands. The aim of the fair is to foster connections between students/graduates and the Faroese job market.

The International Office is staffed by Holger Arnbjerg, who is a counsellor. It is possible to reach Holger Arnbjerg by phone at 29 25 13 or by e-mail to ask@setur.fo and make an appointment. This may be preferable, since it is then possible to prepare in advance an answer to your exact inquiry.

When you write to ask for counselling it helps if you tell us a little bit about yourself. It is also a good idea for you to include your telephone number and address, so that ASK is potentially able to send you materials and contact you.

STAFF AT THE INTERNATIONAL OFFICE (ASK)



Holger Arnbjerg,
International Office Manager
Guidance and information out to the world

ask@setur.fo

Tel. 292513



Deirdre Hansen
Guidance counsellor

deirdreh@setur.fo

Tel. 292545

THE STUDENT GUIDANCE SERVICE

HELP AND SUPPORT WHILE STUDYING

The Student Guidance Service is a support service for prospective and current students at the University of the Faroe Islands. Student counsellors work in close connection with all of the university's five departments. The counsellors' main task is to provide counselling in matters related to studying.

Among other things, this includes programme offers, admission requirements, the academic content of the programmes, the educational system, what is expected of students, academic work methods, how the individual student can structure their studies, academic skills, daily study life, and questions on well-being.

The overall purpose of the Student Guidance Service is to provide you with guidance, when you apply for admission at the University of the Faroe Islands, and support in your time spent studying, when challenges, which may affect your studies, arise, and to provide guidance regarding the development of academic skills and other skills relevant to studying and working. It is also possible to contact a counsellor with questions of a more personal nature, which may affect your studies. All counselling provided is confidential.

Should you require guidance on higher education abroad, please contact the International Office (ASK) at the University of the Faroe Islands: ask@ask.fo. Please refer to ASK elsewhere in this booklet for further information.

WHAT IS STUDENT GUIDANCE?

Student counsellors' main tasks are:

- being available to students for personal guidance on their studies and financial, social, and personal difficulties connected with their studies or that may affect their studies
- referring people with disabilities or other special needs to aids and special education
- providing information on rights and obligations connected with studying
- referring students to basic academic methods, notetaking methods, learning methods, and work habits

- providing information on regulations and opportunities for financial support and residency
- providing information on study programmes, electives, and further education

WHEN CAN I CONTACT THE STUDENT GUIDANCE SERVICE?

The Student Guidance Service is available to you and useful to contact if:

- you would like help with structuring your studies
- you yearn for vocational experience or a stay abroad
- you fail your examination or are struck with illness during the exam period
- you are going on maternity leave
- you are considering a leave of absence
- you are stuck on a larger written project
- and much, much more...

WHAT KIND OF GUIDANCE CAN A STUDENT COUNSELLOR GIVE?

The counsellor can help you with:

- information on all educations – including:
 - rules of admission and deadlines
 - general information on how the programmes are structured
 - clarification of the regulations and procedures applicable to your education
 - programme descriptions, electives etc.
 - credit transfers, examinations, or time spent studying elsewhere
- student grants – including:
 - opportunities for financial support
 - procedures in this regard
 - funds to apply for
 - guidance on attendance requirements of various student support schemes
- studying – including:
 - structuring your studies and getting an overview of your programme of study
 - academic methods and study habits

- study burnout
- assorted opportunities that may ease you in your studies
- opportunities for studying abroad
- changing programmes or schools
- plans for the future / career preference – including:
 - What do you wish to achieve with your degree?
 - Talking about future career options and perhaps help with finding jobs upon graduation
- exams – including:
 - finding a solution regarding a failed exam
 - exam anxiety – I am losing control of the situation when it comes to exams. What should I do?
- other – including:
 - talking about it if everything is not alright, or if you are unclear about something
 - leave of absence – e.g. regarding maternity or illness
 - the potential cessation of studies
 - applications and other written forms
 - applications for various dispensations
 - further and continued education
 - lectures and seminars of various kinds
 - complaints regarding exams and other issues

You can also receive counselling on the academic content of the programmes, the educational system, academic work habits, how to structure your studies, daily study life, and matters of well-being.

Take note: The counsellors can provide support and help in personal matters regarding the education, but they cannot take on the responsibility of counselling people in matters involving severe personal or social difficulties. In these cases, students are referred to external help outside of the university. If such issues should arise, please write to: [studvegl\(at\)setur.fo](mailto:studvegl(at)setur.fo).

Concerning matters of student exchange programmes or further education abroad, please contact the International Office at the University of the Faroe Islands: [ask\(at\)setur.fo](mailto:ask(at)setur.fo). Further information can be found elsewhere in this booklet (please refer to the table of contents).

ARE YOU UNCERTAIN WHETHER YOU NEED STUDENT GUIDANCE?

Do you have doubts as to whether contacting the Student Guidance Service is worth it? The answer is: it is better to contact the Student Guidance Service one too many times than one too few.

These are examples of situations you may find yourself in where you might be in doubt as to whether the Student Guidance Service can help you:

- You are feeling stuck in a rut in your studies
- You may have lost your motivation
- You may be experiencing performance anxiety
- You might be experiencing financial instability
- You feel bullied by someone at the university or similar
- You can always seek counselling – either for personal or other reasons. Bear in mind that no issue is too small or too big for you to contact a counsellor about it.

Of programme, the counsellors might not be able to help you with everything, but they may be able to help you help yourself – and in matters where the counsellor cannot help you, they are usually able to refer you to others, who can.

There is no reason to fear that you are wasting your time with a counsellor. That is what they are there for. So, by all means, do not hesitate to contact the Student Guidance Service.

ARE COUNSELLORS BOUND BY CONFIDENTIALITY?

Yes, counsellors are bound by confidentiality – although with the exception of confirmed exam cheating or other severe misconduct or illegality.

HOW IS A STUDENT COUNSELLING SESSION CONDUCTED?

Having a talk with a counsellor can happen as follows:

- You meet with the counsellor in a counselling room, where you two can sit undisturbed and speak openly together
- You can expect a conversation, which may take a few minutes or up to an hour or more

- You may be given inspiration and new input, so that you may work on your choice of path on your own
- You are offered a choice of methods and tools – but the counsellor does not choose for you
- You take another step forward on your path
- You are always welcome back to counselling

THE STUDENT COUNSELLING TEAM:



Team Coordinator
Holger Arnbjerg,
International Office Manager
Guidance and information at home and out to the world

ask@setur.fo

Tel. 292513



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Tel. 299414



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Tel. 292265



Deirdre Hansen
Counsellor at the Dep. of Language and Literature, the Dep. Of
Science and Technology and the Dep. Of History and Social Sciences

deidreh@setur.fo

Tel: 292545

THE DEP. OF LANGUAGE AND LITERATURE (FMD)

FAROESE LANGUAGE AND FAROESE LITERATURE



ADDRESS:

V. U. Hammershaimbs Gøta 22

FO-100 Tórshavn

Tel.: 352500

fmd@setur.fo

OFFICE HOURS:

Monday – Friday

09.00-13.00

TELEPHONE HOURS:

Monday – Friday

09.00-15.00

ABOUT THE DEPARTMENT

The Department of Language and Literature does research in and teaches Faroese language and literature. The department aims to promote research on an international level and to offer quality BA and MA level education. In addition to Faroese language and Faroese literature, the programmes also provide insight into the literature and language of the other Nordic countries.

Research at the Department of Language and Literature provides the foundation of the programmes. The research is conducted in accordance with the same scientific perspective and with the same methodologies as used in humanities research on language and literature in general.

Any student, who has completed a BA degree in Faroese, may apply for admission to the MA programme, which is a 2-year postgraduate programme. Additionally, it is possible to do a combined MA programme in Faroese. Faroese can then be either the major or the minor subject. The programme qualifies the graduate to teach either of two subjects at upper secondary level. Given fulfilment of certain specific requirements, it is possible to attain a research degree, Ph.D., at the department in a linguistic or literary subject.

The Department of Language and Literature has a research archive, which students are encouraged to make use of in their studies. The archive is in two parts; the fireproof storage room houses an archive of manuscripts, index slips, toponym collections, and audio tapes. Parts of the archive, especially the audio and the index slips have been digitised and added to a database. It is possible to contact the research assistants for more information and help.

Read more about the Department of Language and Literature at the website setur.fo via the path Setrið > Deildir á Setrinum > [Føroyamálsdeildin](#)

ADMINISTRATIVE STAFF AT THE DEP. OF LANGUAGE AND LITERATURE



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Dean, Ph.D., Associate Professor of Literature

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Tel. 292542



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Course Leader, Lecturer in Faroese

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Tel. 292533



Sára Joensen
Department Secretary and Deputy Member of the Board
Department of Language and Literature

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Tel. 292538



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Department of Language and Literature

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Tel. 292539



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Tel. 292545

THE DEPARTMENT OF EDUCATION (NÁÐ)

EDUCATION AND SOCIAL EDUCATION



ADDRESS:

Á Frælsinum 20
PO Box 348
FO-110 Tórshavn
Tel.: 352500 or 359400
nad@setur.fo

OFFICE HOURS:

Monday – Friday
09.00-15.00

TELEPHONE HOURS:

Monday – Friday
09.00-15.00

ABOUT THE DEPARTMENT

The main responsibility of the Department of Education is to organise the education of teachers and pedagogues. Additionally, the department also promotes and develops research in pedagogics and didactics and organises continuing education.

The degrees in education, as well as pedagogical work (a.k.a. social education) are 4-year bachelor programmes, which conclude respectively with a diploma in teaching (Bachelor in Education) or in pedagogy (Bachelor in Social Education).

2013 was the first time the department admitted students to the MA programme in counselling (Master in Career Guidance and Counselling). In addition to being a new programme at the University of the Faroe Islands the counselling programme also constitutes a brand-new way of structuring a programme at the university. It is a part-time programme and structured into modules combined into self-studying, project writing, and online lectures as well as weekend seminars.

Read more about the Department of Education at the website setur.fo via the path Setrið > Deildir á Setrinum > [Námsvísindadeildin](#)

ADMINISTRATIVE STAFF AT THE DEPARTMENT OF EDUCATION



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Secretary

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Department Secretary

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THE DEP.OF SCIENCE AND TECHNOLOGY (NVD)

BIOLOGY, ENERGY, IT, AND MATHEMATICS



ADDRESS:

Vestarabryggja 15

FO-100 Tórshavn

Tel.: 352500 or 352550

nvd@setur.fo

OFFICE HOURS:

Monday – Friday

kl. 9.00-12.00

TELEPHONE HOURS:

Monday – Friday

kl. 9.00-14.00

ABOUT THE DEPARTMENT

The Department of Science and Technology does research in and teaches in the field of the natural sciences, technology, and mathematics. The programmes at the department are: B.Sc. in IT Engineering, B.Sc. in Ecology, B.Sc. in Marine Biology, B.Sc. in Molecular Life Sciences, B.Sc. in Energy Engineering, B.Sc. in Energy and Mathematics, as well as mathematics as a minor subject. Admission to the bachelor programmes is usually granted every other year. Work is being carried out in developing certain master programmes as an extension of the bachelor programmes.

An emphasis is placed on programme offers and research areas, which, among other things, may benefit both the private and the public sector. Progress in contemporary society is largely built on research and higher education in the natural sciences and technology.

Most of the education at the Department of Science and Technology is structured into four periods of eight weeks in addition to an examination. However, there is a certain deviation from this when seminars are held in co-operation with other universities.

Read more about the Department of Science and Technology at the website setur.fo via the path Setrið > Deildir á Setrinum > [Náttúruvísindaeildin](#)

ADMINISTRATIVE STAFF AT THE DEP. OF SCIENCE AND TECHNOLOGY



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THE DEPARTMENT OF HEALTH SCIENCES (HSV)

HEALTH, NURSING, AND HEALTHCARE



ADDRESS:

Vestarábryggja 15

FO-100 Tórshavn

Tel.: 352500 or 352250

sfd@setur.fo

OFFICE HOURS:

Monday and Friday

09.00-14.00

Tuesday and Thursday

09.00-12.30

Wednesdays closed

TELEPHONE HOURS:

Monday – Thursday

09.00-15.00

Friday

09.00-14.30

ABOUT THE DEPARTMENT

The Department of Nursing does research in and teaches nursing science and health sciences in a broad sense. The programmes encompass bachelor in nursing science and supplementary education for nurses and supplementary education for nurses and others with mid-length higher educations in healthcare, who attained their degree as per now defunct laws.

At the Department of Nursing, it is possible to study for an MA in public health and in health sciences. The department also organises individual bachelor, master, and Ph.D. level seminars.

Read more about the Department of Nursing at the website setur.fo via the path Setrið > Deildir á Setrinum > [Sjúkrarøktarfrøðideildin](#)

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Secretary

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Tel. 292265

THE DEPARTMENT OF HISTORY AND SOCIAL SCIENCES (SSD)

HISTORY, SOCIOLOGY, ECONOMICS, OG LAW



ADDRESS:

Jónas Broncks Gøta 25, 3. fl.
FO-100 Tórshavn
Tel.: 352500 or 352580
[ssd\(at\)setur.fo](mailto:ssd(at)setur.fo)

OFFICE HOURS:

Monday and Friday
09.00-14.00
Tuesday and Thursday
09.00-12.30
Wednesdays closed

TELEPHONE HOURS:

Monday – Thursday
09.00-15.00
Friday
09.00-14.30

ABOUT THE DEPARTMENT

The Department of History and Social Sciences does research in and teaches various matters of history and society. The research is the foundation of the lessons. The Department of History and Social Sciences aims to promote research-based education on an international level. The research at the department is conducted in accordance with the same scientific perspective and with the same methodologies as used in research on history and sociology in general, but with a larger foundational emphasis on Faroese affairs. The education at the department is largely based on materials and examples, which are of relevance to Faroese society.

A choice of multiple programmes is offered at the Department of History and Social Sciences, both at bachelor and master level.

It is possible to take a 3-year bachelor programme in history, social sciences, community planning, in politics and administration, or in economics.

Students, who have completed a social sciences bachelor degree, are also eligible to apply for a two-year master degree in history, social sciences, and community planning, in politics and administration, in law, or in West Nordic Studies.

It is also possible to do a combined master programme, with for example history as either the major or the minor subject combined with a different subject as either the minor or the major, which academically qualifies a graduate to teach two subjects at upper secondary level.

Given fulfilment of certain special conditions it is also possible to do a Ph.D. at the Department of History and Social Sciences.

You can read more about the Department of History and Social Sciences at the website, setur.fo.

ADMINISTRATIVE STAFF AT THE DEP. OF HISTORY AND SOCIAL SCIENCES



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Course Leader for the Bachelor in Economics

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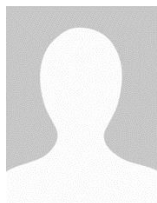
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Hallbera West

Course Leader for West Nordic Studies www.westnordicstudies.net

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Secretary

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STUDENT REPRESENTATION

THE STUDENTS' REPRESENTATIVE COUNCIL (RTL)

WHAT IS THE PURPOSE OF THE STUDENTS' REPRESENTATIVE COUNCIL?

The student body at the University of the Faroe Islands organises in the Students' Representative Council (RTL) in accordance with an agreement with the university's administration. The aim of the Students' Representative Council (RTL) is to represent all students of the University of the Faroe Islands. The main objective is tending to student interests in co-operation with the university administration, educators, and other staff at the institution. Students are also an active part in:

- The study committees at the departments, which are advisory units under the dean, which among other things discuss education objectives and evaluate the quality of the programmes. The study committees are comprised of educators and students.
- The Academic Council, which is the Principal's advisory unit. The Academic Council is comprised of educators, students, and administrative staff. The Academic Council deals, among other things, with strategic and financial prioritising.

WHAT DOES RTL DO?

RTL plays a part in:

- Organising events at the University of the Faroe Islands, among other things introduction days, freshers' trips, and get-togethers. This is, for instance done by organising the study committees at the departments and together with the university staff organising the election of a board member, where the students elect their representative in the university administration.
- Carrying out work to implement a mentor scheme.
- In the last, few years above all working on improving the academic environment among other things by establishing a university café.
- Continuously working on organising students in the departments and working toward the departments each establishing their own respective active Students' Representative Council to work on behalf of student interests at the departments.

WHO IS A MEMBER ON RTL?

The overarching council is membered by a representative and a deputy representative for each department. In addition to this there are local Students' Representative Councils at each department with about six representatives.

Representatives in RTL are elected annually. The election is usually held in October, and a representative and a deputy representative are elected for each department.

Representatives in RTL in 2017-18 are:

- Silja Aldudóttir, Department of Language and Literature
- Andrias Gregoriussen, Department of Science and Technology
- Hans Jakup Abrahamsen, Department of Science and Technology
- Bergur Arnbjarnarson Dalsgarð, Department of Nursing Science
- Elisa Abrahamsen, Department of History and Social Sciences
- Turid Christophersen, Department of History and Social Sciences

WHERE DOES RTL RESIDE?

The council still resides in the student lounge at 20 Frælsinum,, where there are also study rooms and group study rooms for students of the University of the Faroe Islands, but it will be moving to the Department of Education at 20 Frælsið in the academic year of 2017-2018.

HOW DOES ONE CONTACT RTL?

Students are always welcome to send the Students' Representative Council their thoughts on what the council has been up to throughout the year, as well as suggestions as to how the university could be made a better place for students to be. Should you have any desires for improvements of various kinds, please send a message on Facebook, and RTL will bring it to the attention of the university administration. Send a message here: <https://www.facebook.com/pg/Ráð-Teirra-Lesandi-á-Setrinum-292410597584496/about/> or an e-mail to: rtl@setur.fo.



STUDENT REPRESENTATIVES ON THE UNIVERSITY BOARD

The board of the University of the Faroe Islands comprises seven members. The minister of education and culture appoints four external members, the staff appoints two, and the student body appoints one member. For each member, a deputy member is also appointed. The term is four years, although for the students the term is one year.

Tráin Nónklett was appointed the student representative for 2018. Tráin is a BA student at the Department of History and Social Sciences. Tráin's deputy member is Ingilín D. Strøm, BA student at the Department of Language and Literature.

Read more about the board of the University of the Faroe Islands here:

<https://setur.fo/setrid/styrid-rad-og-samstoerv/styrid/>



The university board with the minister of education and culture, Rigmor Dam. Silja Aldudóttir is stood in the front row as no. four from the left. Emil Hermansen is stood in the back row as no. three from the left.

STUDY COMMITTEES

FORUM FOR TEACHERS AND STUDENTS

Each department ought to have its own study committee. In the study committees, teacher and student representatives meet to discuss questions of common interest. The study committees take care of handling and deciding on various matters related to studies and therefore have their own vital role.

The overarching duty of the study committees is to ensure that educations and lessons are continually developed. The study committees are therefore among other things tasked with:

1. Working toward reaching the goal of a research-based education at an international level
2. Approving education profiles and education systems
3. Discussing assessments of lessons and programmes and drafting recommendations to programme directors for corrective measures.
4. Approving credit transfer applications and ensuring that they are processed correctly
5. Promoting the full use of inter-programme co-operative advantages

MEMBERS OF THE STUDY COMMITTEES

The study committees can at the most have six appointed members. For each member, a deputy member is also appointed. Students and researchers share an equal number of representatives on the study committees. Researches can be represented by various professions (professors, associate professors, assistant professors, Ph.D. students, and lecturers).

In addition to the appointed representatives in the study committees, the committees are also attended by the department secretary and representatives for the Student Services Centre, who have the right to speak but not to vote.

Representatives for researchers have a term of three years at a time; representatives for students have a term of one year at a time. Study committee meetings are generally open, and the study committee may invite others, who are not members of the study committee, to a study committee meeting as observers.

Read more about the study committees here: <https://setur.fo/fo/setrid/rad-og-samstoerv/lestrarrad/>

STUDENT GATHERING PLACES

THE UNIVERSITY CAFÉ

April 2014 saw the first University Café event, organised by the Students' Representative Council. The start was a miniature University Café at Bókbindaragøta 8, which was the location of student common rooms back then. In November 2015, the University Café moved to Fr. Petersens Gøta 9, where the café has been a regular recurrence on Friday afternoons and evenings.

Since 2016 the University Café has also been located in Perlan at Tórsgøta about once a month.

The usual University Café is now moving to the Department of Education at Frælsið 20. The plan is to continue with the University Café there every Friday night.

The University Café evenings often feature the popular University Quiz as well as live music. Students receive notifications of events via e-mail.



THE MENTOR SCHEME

AN OFFER FOR NEW STUDENTS AND THEIR WELL-BEING

During the summer of 2016 a new mentor scheme was implemented at the university. The aim of the mentor scheme is for older students to help new students get started on good academic habits, so that they may faster start to thrive at the university.

The duties of the mentors are broadly to:

- Strengthen the identity of the students at the university
- Inform the students about their responsibility for their own education
- Refer students to main rules for problem-based, subject-based learning
- Prepare students for organising and working in groups
- Support students in building up social communities

This is done among other things by:

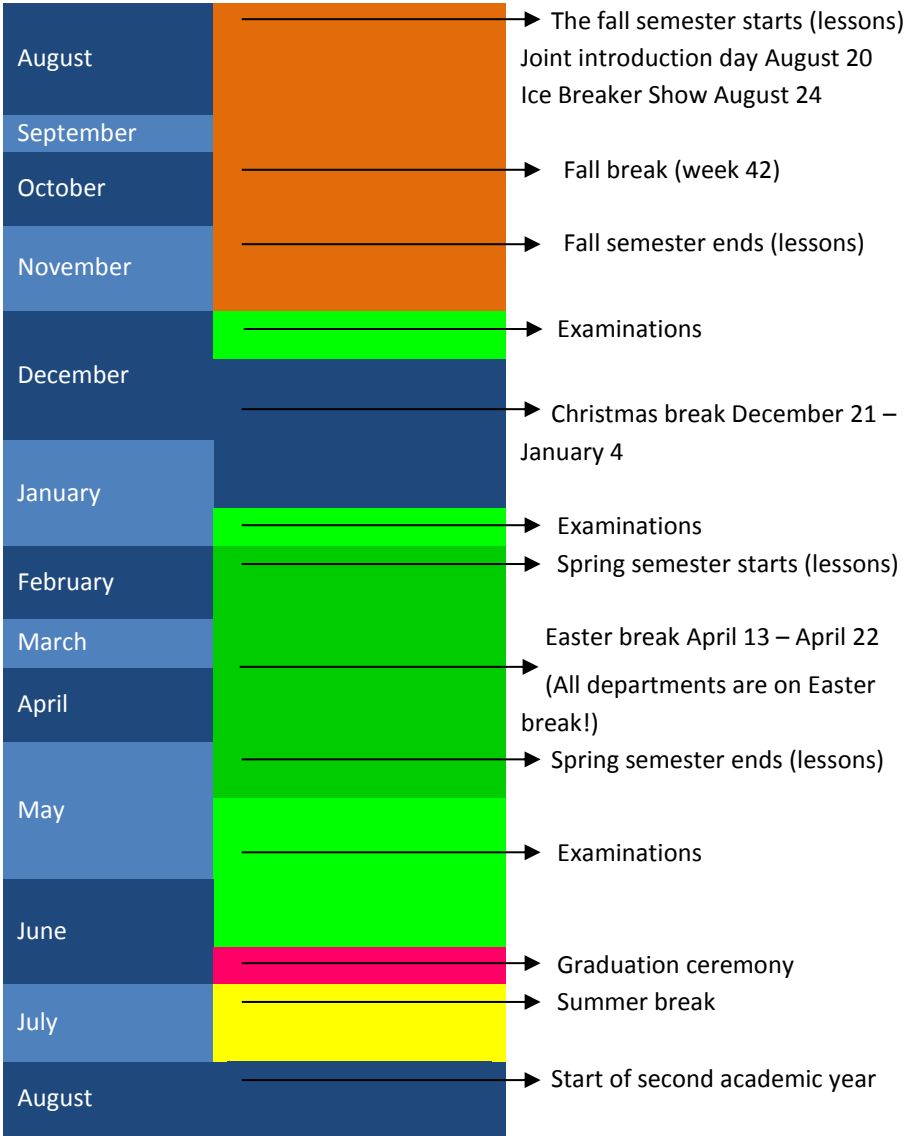
- Organising study groups and demonstrating study techniques and exam preparation.
- Organising events promoting well-being among new students – e.g. fresher's trips.

Read more about the mentor scheme and its purpose, as well as about who the mentors are, at the website: <https://setur fo/lestrarliv/tilbod-og-taenastur/mentorskipan/>



ACADEMIC CALENDAR

This is a guideline calendar for the coming academic year. Take note! Not all departments adhere precisely to this. Closer information about the academic year is available to you at your department or at the Student Services Centre.



STUDENT ID CARD

YOUR LEGITIMATION AS A STUDENT

Together with your enrolment documentation you sent in a picture of yourself and these two are the basis for your registration at the University of the Faroe Islands and for your student ID card, which all new students are issued at the start of the academic year. The student ID card is your proof for being a student at the university and functions as identification in various circumstances.

You must, for instance, use your student ID as identification when sitting exams and as a key for copiers and printers. The student ID is also used as admission for student-specific events.

You will be provided with a student ID during the introduction week or later at the Student Services Centre.



Student IDs look like this.

ONLINE COMMUNICATION PLATFORMS AND SERVICES

THE STUDENT PORTAL – A VERY IMPORTANT TOOL FOR STUDENTS

HOW DO I FIND THE STUDENT PORTAL?

You may find the Student Portal Here: <http://studportal.setur.fo>

WHAT CAN I FIND ON THE STUDENT PORTAL?

You can see all of the information recorded about you in the registry (the university's database). The information in question includes:

1. BASIC DATA – as for instance name, student registration number, birthdate, gender, address, telephone number, e-mail.
2. EDUCATION – i.e. which programme you are or have been enrolled in, when you started, when you finished (for graduates), and how many ECTS points have been credited to you.
3. INDIVIDUAL MODULES – i.e. individual modules you have taken, including module number, module title, how many ECTS have been credited to you, when you started/finished the module.
4. EXAMINATIONS – i.e. which modules you have taken an examination in, module number, module title, how many ECTS points have been credited to you, whether you were attending or absent, and marks.
5. PROJECTS – i.e. which projects you have handed in.
6. CREDIT TRANSFER – i.e. which credit transfers you have received.

WHAT IS THIS INFORMATION USEFUL FOR?

You can print information out from the Student Portal to use in various circumstances – e.g. as documentation for educational institutions abroad, if, for instance, you are a transfer student, or as documentation of active studying for STUDNI. However, you must also have your printout officially stamped by the University of the Faroe Islands, which you can have done at the Student Services Centre, J.C. Svabos Gøta 14. Read more about the office hours of the Student

Services Centre elsewhere in this handbook (go to the table of contents to find it) – or here: <https://setur.fo/setrid/deildir-a-setrinum/lestrarskrivstovan/>

HOW DO I LOG IN TO THE STUDENT PORTAL?

When you are on the Student Portal (<http://studportal.setur.fo>), follow these steps:

1. Enter your student registration number, which is the year you were enrolled to the University of the Faroe Islands + period + three more digits. Remember to include the period between the year and the last three digits. The student registration number is written on your student ID, if you have been given one. (If not, contact the Student Services Centre by phone, Tel. 352511).
2. Enter your password (the same one as you use for the copier and printer).
3. If you have forgotten your password, go straight to “Hvussu fáir eg nýtt loyniorð...” on the next page and follow the instructions for resetting your password.
4. Click "Rita inn".

WHAT IF I HAVE FORGOTTEN MY STUDENT REGISTRATION NUMBER?

If you cannot remember your student registration number, you can contact your department secretary or call the Student Services Centre, Tel. 352511, or write an e-mail to lss@setur.fo and get it.

HOW CAN I GET A NEW PASSWORD, IF I DON'T HAVE ONE – OR IF I HAVE FORGOTTEN?

If you have forgotten your password – or don't have a password, there is a solution:

1. Click "Gloymt loyniorð" or "Bílegg loyniorð".
2. Enter your student registration number and the e-mail address, you used to enrol at the university (the one on file in the registry), as well as your birthdate.
3. Click "Send mær nýtt loyniorð".

4. If the information you entered corresponds with the data in the registry, you will receive a new password by e-mail.
5. Log in again with your new password.

HOW DO I CHANGE MY PASSWORD?

If you have just received a new password – or if it has been long since you last changed your password, it is recommended that you change your password on the Student Portal as soon as possible.

1. Click "Broyt loyniorð" at the top of the page to the right
2. Enter your old password
3. Enter your new password
4. Repeat your new password
5. Click "Broyt loyniorð"

TAKE NOTE!

The new password must include at least eight characters; it must include both uppercase and lowercase characters; it must include digits and/or special characters; it must NOT include special Faroese characters such as á, ð, í, ó, ú, æ, ø; it must NOT be a password you have used before; and it must NOT be easily guessable by others, and not include your student registration number, name, or parts of these.

Passwords are personal and must not be shared with others. If you suspect that someone might know your password, change it as soon as possible.

HOW DO I PRINT MY INFORMATION FROM THE STUDENT PORTAL?

Click the print icon at the top right.

UNIVERSITY E-MAIL ADDRESS – BETWEEN UNIVERSITY AND STUDENTS

All students are given their own university e-mail address when they are enrolled at the University of the Faroe Islands.

WHAT IS MY UNIVERSITY E-MAIL ADDRESS?

Your university e-mail address is:

- (student ID number including dot)@student.setur.fo – e.g.:
2016.123@student.setur.fo
- OR your alias: (your first name). (the first three letters of your surname)(Year – two digits)@student.setur.fo – e.g.:
elin.hei16@student.setur.fo)

E-mails sent to either address are sent to the same inbox in Outlook at:

<http://outlook.office.com>.

WHAT IS THE UNIVERSITY E-MAIL ADDRESS USED FOR?

The university e-mail address is used *for all official communications between the University of the Faroe Islands and the students*, so it is important that you familiarise yourself with logging in to Office 365 and keep yourself updated on important information there. This includes messages from teachers, professors, your department, administration, the Student Service Centre, the LMS-system Moodle, ICT-instructions etc.

We therefore kindly urge you to check your student e-mail regularly. Read more about how to access your university e-mail below.

HOW DO I ACCESS MY UNIVERSITY E-MAIL?

At the Office 365 portal <http://portal.office.com> you have access to Outlook, which has been set up with your university e-mail address. (For information on how to use Office 365, please refer to information given under the headline “Office 365” in this handbook – see the table of contents).

You can also access your student email on <http://outlook.office.com> with the username : (student ID number)@student.setur.fo (Example: 2017.567@student.setur.fo) and the password you use for the Student Portal (see below).

HOW DO I GET A PASSWORD FOR MY UNIVERSITY E-MAIL?

Username and password to the ITC-services (Information and Communication Technology) available to students of the University are administered from the Student Portal: <https://studportal.setur.fo/>. (Read more about the Student Portal in this handbook. Go to the Table of Contents).

If you have not already done so, you can acquire a password by clicking “Bílegg loyniorð” (Acquire password) and provide your student ID, personal e-mail (the one you provided the University when you enrolled), and date of birth (in the format dd-mm-yyyy). You will find the student ID on your student card. (If you haven’t received a student card, please contact the Student Services Centre by phone to Tel. 352511 or by e-mail to LSS@setur.fo in order to acquire one).

We recommend that you to log in to the Student Portal to personalize your password.

NOTE! There is a tutorial on **YouTube** (in Faroese only) on how to get a password, how to change the password and how you get access to your university e-mail: <https://youtu.be/EW15POwrUkc>

INNANSETURS is the intranet of the University of the Faroe Islands with internal communication and useful tools for staff and students. Having an intranet is a part of the development of better communication and information at the university.

LOGGING IN TO INNANSETURS

STAFF log in to INNANSETURS with their normal AD-login – i.e. the same login as the one used for their university work computer.

STUDENTS log in to INNANSETURS with the same login as to use for Office 365. Further information on how to log in to Office 365 is included below in this handbook (See “Office 365” in the table of contents).

WHERE DO I FIND INNANSETURS?

INNANSETURS has its own URL-address, which is: <https://innan.setur.fo>

A link to INNANSETURS is also always to be found at the University of the Faroe Islands website – at the very top under “Innanhýsis”.

OFFICE 365 – ACCESS TO MICROSOFT OFFICE APPLICATIONS

WHAT IS THE OFFICE 365 PACKAGE?

On Office 365 you can get tools such as Word, Excel, Powerpoint, Outlook, OneNote, OneDrive, and other online services relevant to studying, and software/apps, which you can download and install on your devices such as your computer, your phone, or your tablet.

WHAT IS SO CLEVER ABOUT OFFICE 365?

- It is possible to synchronise your files in the cloud OneDrive across multiple devices such as computers, tablets, and smartphones.
- It is possible to share files and documents with others.
- It is possible to collaborate online on documents, presentations, spreadsheets etc.
- And it is possible to have full functionality, when you're offline.

WHO HAS ACCESS TO THE OFFICE 365 PACKAGE?

All students and staff at the University of the Faroe Islands have access to the Office 365 package.

HOW MUCH DOES OFFICE 365 ACCESS COST?

Accessing Office 365 is free of charge for students and staff at the University of the Faroe Islands.

WHERE CAN I DOWNLOAD THE OFFICE 365 PACKAGE?

Office 365 can be found at this URL-address: <http://portal.Office.com>

CAN I INSTALL OFFICE 365 ON MULTIPLE DEVICES?

The system allows each individual user to install the Office package on up to five devices (computers, tablets, smartphones etc.)

HOW DO I LOG IN TO OFFICE 365?

Your login name is (student registration number including period)@student.setur.fo
– e.g.: 2016.123@student.setur.fo

WHAT IS MY PASSWORD?

The Student Portal (<http://studportal.setur.fo>) has a self-service function for procuring and changing passwords. The password is the same as the one you use for the Student Portal, Innanseturs, the printer and copier etc.

Read more about using the Student Portal and procuring passwords [HERE](#).

IF I AM HAVING TROUBLE WITH THE SYSTEM, WHERE CAN I GET HELP?

If you are having trouble with the login process itself, we might be able to help. Call or write to the Student Services Centre (Tel. 352511, [lss\(a\)setur.fo](mailto:lss(a)setur.fo)), if you are having trouble logging in.

If you are having trouble with the software in the package, the University of the Faroe Islands is unfortunately unable to help you. The university IT services do NOT support this package due to insufficient capacity. However, you can seek help from official Microsoft retailers and at Microsoft's website – such as here:
<https://www.microsoft.com/da-dk/education/students/default.aspx>.

HOW DO I USE THE PRINTING AND COPYING SYSTEM?

To use the OKI printers and copiers at the University of the Faroe Islands, you must have a valid student registration number / student ID, must have been on the Student Portal and procured a password, and must have provided payment for use. You can pay to the department secretary at the department you are affiliated with. The department secretary has 100 DKK quota cards for sale.

HOW MUCH DOES PRINTING AND COPYING COST?

Prices per sheet are as follows:

- A4 black/white: DKK 0.15
- A4 in colours: DKK 0.45

HOW DO I ACTIVATE MY QUOTA CARD?

When you have bought a quota card, it must be activated as follows:

1. Go to the website <https://PaperCut.setur.fo:9192> on a computer connected to the Wi-Fi network **UNI_guest** or from another university network
2. Once you have accessed the PaperCut system, enter your username (student registration number including period) and password
3. Select **Redeem Card** or **Indlæs Kort**
4. Enter the number exactly as it is written on the card, both characters, digits, and dashes
5. Click or
6. Your account balance should now be updated with your purchased quota
7. You can also see your balance and your usage history on the same website



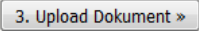
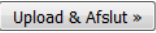
HOW DO I COPY WITH THE OKI MACHINES?

To copy something with an OKI machine, follow these steps:

1. At the copier, you can place your electronic key/card (multiple kinds can be used e.g. your student ID) on the machine's card reader, which is usually placed at the side of the machine. (On first use the key must be registered by entering your username and password on the screen)
2. ... or enter your username and password
3. Without a key/card the username and password must be entered every time
4. When you are done, click **AUTHENTICATION** and then **JA** to log out

HOW DO I PRINT WITH OKI MACHINES FROM MY OWN COMPUTER?

Web Print is a service for printing from computers with no print driver installation required.

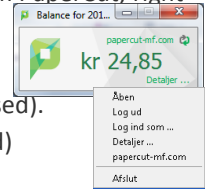
1. Go to the website <https://PaperCut.setur.fo:9192> on a computer connected to the Wi-Fi network **UNI_guest** or to some other university network
2. Enter your username (student registration number including period) and your password
3. Select **Web Print**
4. Select **Send et Job**
5. Select  **srv-printPaperCut (Virtual)** and click 
6. Type in number of copies and click 
7. Select a PDF-file to upload and print and click 
8. Select **Log Af**
9. Go to a copier with PaperCut capabilities
10. Present your electronic key/card (multiple kinds can be used). (On first time use you must enter in your username and password)
11. ... or enter your username and password
12. Select **VÆLG JOBS** and choose what to print or click **VÆLG ALLE** and then **OK**
13. Click **AUTHENTICATION** and then **JA** to log out

HOW DO I PRINT WITH OKI MACHINES FROM UNIVERSITY COMPUTERS?

To print from university computers, follow these steps:

1. In e.g. Word, select print on the printer PaperCut (virtuel) on SRV-PRINT

2. If you are logged in to the computer as a guest, you must provide your username and password to PaperCut. If you leave the guest computer, remember to log out from the guest profile or log out from PaperCut, right click the balance sign and click **Log ud**:
3. Go to a copier with PaperCut capabilities
4. Present your electronic key/card (multiple kinds can be used).
(On first use you must enter your username and password)
5. ... or enter your username and password
6. Click **VÆLG JOBS** and choose what to print or click **VÆLG ALLE** and then **OK**
7. Click **AUTHENTICATION** and then **JA** to log out



I CAN'T FIGURE THIS OUT. WHO CAN I CONTACT?

First and foremost, contact your department secretary. If the secretaries cannot help, the IT co-ordinator, Sjúrður Ravnsfjal may be able to help – Tel. 299412 or sjurduurr@setur.fo. It is also possible to write the Student Services Centre, e-mail: LSS@setur.fo or call 35 25 11.

MOODLE – MODULE SYSTEM FOR EASIER TEACHING AND LEARNING

Moodle is a Learning Management System, where you find relevant material for your programmes.

HOW TO LOG IN

To log in to <https://moodle.setur.fo>, use your Microsoft Office 365 account from the University. The password to Office 365 is the same that you use to the Student Portal (<https://studportal.setur.fo>) and to the University's print-and-copy system.

GUIDELINES

Please follow these guidelines:

1. Go to <https://moodle.setur.fo>
2. Press "Log in" in the top right corner
3. Log in with your Microsoft Office 365 username and password

If you are logged in to Office 365 already, you can access Moodle without having to type in any information.

If you want to acquire a password or change the current password, this has to be done at the Student Portal. Go to the section about the Student Portal in this handbook to read more about how.

NOTE! If you have a personal Office 365 account prior to your enrollment to the University of the Faroe Islands, you will have to log out of this one before logging in to Moodle with your Office 365 account from the University.

HOW TO LOG OUT

To log out, go to <https://portal.office.com> and choose "Sign out" under your name in the top right corner. Note that even if you sign out of Moodle, you will remain logged in to Office 365.

TUTORIALS ON YOUTUBE

There are tutorials available on YouTube which show you how to use different functions in Moodle. They are all in Faroese, but perhaps you can get the idea by following the visual instruction.

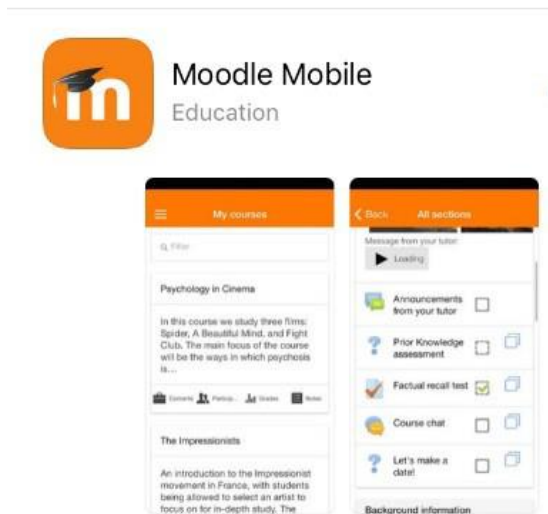
- <https://youtu.be/EW15POwrUkc> - how to acquire a password, how to log in on the Student Portal, change the password, log in again and save the password in the browser, as well as log in to your university e-mail and Office 365.
- <https://youtu.be/xUUGvpe9gNs> - How to hide the menu
- <https://youtu.be/znKGou4vzSU> - How to change the theme
- <https://youtu.be/3w8xtUihtkQ> - How to change language permanently
- <https://youtu.be/UIZXVxsTST8> - How to change language temporarily
- <https://youtu.be/xBvufjJAsk0> - How to set up an assignment
- <https://youtu.be/qMxT-KVdWNI> - How to turn editing on
- https://youtu.be/kL_pEskmAts - How to hand in an assignment
- <https://youtu.be/gKJi9uW3BJU> - How papers are assessed

ACCESS TO MOODLE FROM YOUR SMARTPHONE

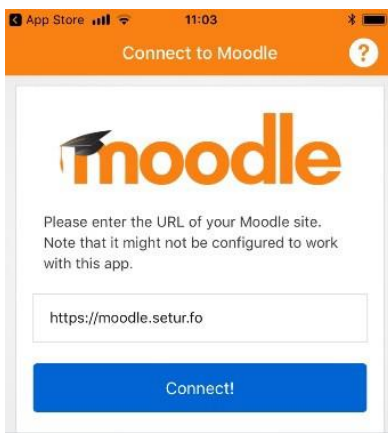
You can access Moodle through a browser on your smartphone or tablet. The University's Moodle-site is configured so that it runs well on these devices.

However, it is possible to download the Moodle-app, so that you always have Moodle at hand. Please follow the procedure on the following pages to do so.


1. Download the app “Moodle Mobile” from Google Play/App Store; it is free:



2. Write the address for the site – in this case <https://moodle.setur.fo>:



3. Choose to log in with Microsoft Office 365 (encircled in the screenshot):


FRÓÐSKAPARSETUR
FØROYA


Brúkararnavn / teldupostur

Løyniorð


☐ Minst til brúkararnavn

Rita inn

[Hevur tú gloymt títt brúkararnavn ella løyniorð?](#)

Cookies must be enabled in your browser 

Log in using your account on:

 Microsoft Office 365

4. Log in with your Microsoft Office 365 username and password:

moodleseturfo

Work or school, or personal Microsoft account

2999.999@student.setur.fo

.....

☐ Keep me signed in

Sign in

[Can't access your account?](#)

5. You do not have to log in every time you open the app. Only the first time.

HELP FOR USE OF IT TOOLS

If you need help installing software/apps or using university ICT tools (Information and Communication Technology tools) as for instance Moodle, you can contact the ICT co-ordinator, who may be able to help you. However, he cannot solve technical software issues.



Hilmar Simonsen
ICT Co-ordinator

Tel. (+298) 530860
hilmars@setur.fo

STUDENTS WITH SPECIAL NEEDS – DYSLEXIA ETC.

Students of the University of the Faroe Islands with disabilities or special needs of any kind, should inform the university of this when enrolling, since they have a right to practical or special pedagogical help or support.

This may, for instance, encompass offers for programme or examination extensions, special educational tools, a reference to a psychologist or other specialists and help regarding dyslexia. How much help we can provide also depends on the financial resources of the university, which again is dependent upon the funds allocated to the University of the Faroe Islands annually.

Further information is available by contacting the Student Services Centre or the department's counsellor.

Should you need tools for aiding with dyslexia, it is possible to contact University Director, Johan Ísak Suni Hansen, directly at tel. 292504 or by writing to johanh@setur.fo



THE UNIVERSITY LIBRARIES

Libraries are an important part of studying, and therefore it is important that students make full use of them.

The university has specialist libraries located in the departments. In some cases, students can check certain materials out from the libraries, and in other cases the materials are only available for on-site reference at the libraries themselves.

The books are all catalogued digitally, and it is therefore possible to search in them in the library database <http://bokasavn.fo>. Libraries all over the country are also registered in this database, except for the Tórshavn City Library (www.bbs.fo).

If you need to search in the University of the Faroe Islands library database, first select “bókasavnsgrunn” and then “Fróðskaparsetur Føroya”. Select “Víðkað leiting” to search with multiple keywords.

You can also read more about your department’s library on the website.

Librarians are attached to the department libraries.

LIBRARY STAFF



Herluf Hansen

Cand. scient.bibl. and librarian at the departments of Language and Literature, of History and Social Sciences, of Health Sciences, and the Department of Science and Technology

Tel. 292580

herlufh@setur.fo



Dagbjartur Debes

Lecturer in history and librarian at the Department of Education

Tel. 299415

dagbjarturd@setur.fo

THE NATIONAL LIBRARY

LIBRARY SERVICES FOR STUDENTS

The National Library of the Faroe Islands serves both as our national archive and our university library, and as the country's main library it has a duty to promote the dissemination of learning, knowledge, and information to the country.

The National Library
160J. C. Svabos Gøta
100 Tórshavn
Tel. 340525
utlan@savn.fo
www.savn.fo

Opening Hours:

Monday – Thursday 10.00-18.00
and Friday 10.00-17.00

Librarians are available at the National Library during opening hours.

Students, educators, and researchers are among the National Library's most important users. The National Library is able to procure most of the reading materials and supplementary texts for this target group.

Regarding Faroese materials, the National Library in its function as national archive is tasked with collecting all Faroese literature and, if possible, every piece of literature written about the Faroe Islands and by Faroese people.

The National Library also has a manuscript section containing manuscripts and documents by Faroese authors and manuscripts, which are otherwise relevant to Faroese literary and cultural history.

It is possible to search for books with the search engine at bokasavn.fo, which can be found through the National Library's website www.flb.fo.

The National Library provides scientific library services in co-operation with the University of the Faroe Islands among others. Particularly worth mentioning are the

services involving scientific papers and e-books in the collection E-feingi (efeingi.fo) and the reference books and article collections in EBI (ebi.fo).

Articles from Faroese newspapers (up to and including 1999) and in multiple periodicals are accessible via the Faroese periodical collection (tidarrit.fo).

So those in need of reading materials or information on some topic can always make use of the National Library's services.

It is also possible to sit and read at the National Library. It is quiet here and free Wi-Fi is available.

If individual students or groups of students or classes should want an introductory tour of the National Library and the services it offers, people are welcome to request information and to arrange a time at the help desk.

Everyone who uses the National Library and wants to borrow books or other materials must have a library card. This is available at the National Library's help desk.

Using the National Library is free.



THE CITY LIBRARY OF TÓRSHAVN

A PLEASANT PUBLIC LIBRARY IN CENTRAL TÓRSHAVN

The City Library features great conditions for sitting down to read and write projects. The library has mostly all Faroese books and a broad selection of foreign language fiction and non-fiction and additionally Faroese audio books and a selection in Danish. DVD-films are also available for borrowing.

Býarbókasavnið
7 Niels Finsens Gøta
100 Tórshavn
Tel. 302030
bbs@bbs.fo
www.bbs.fo

Opening hours:

Monday – Thursday

9.00-21.00

Friday

9.00-18.00

Saturday

10.00-16.00

Sunday

14.00-17.00

The City Library has a subscription to all Faroese newspapers and periodicals and a selection in foreign languages. Older periodicals can be checked out. Similarly, the City Library has reference books, encyclopaediae, and audio books. In addition, there will soon be a collection of encyclopaediae and reference books available online, although only accessible on-site from the library. Should you wish to borrow a book or an article, which the library does not have, the City Library can attempt to procure the materials from another library.

Using computers, scanners, and printers is free of charge, but printing costs DKK 1.- per sheet. It is also possible to copy, fax, and laminate at the City Library. A price list for these services is available at the City Library's website.

EXAMINATIONS

THINGS WORTH REMEMBERING ABOUT EXAMS

Show up on time; at the latest 15 minutes before your examination starts.

Unless it is a study in which the language of instruction is in English, all examinations are conducted in Faroese. However, in some cases the examinations may be conducted in another Scandinavian language and in exceptional circumstances in English, if either the teacher or the external examiner does not understand Faroese.

The outcome of oral examinations is usually announced immediately following the exam's conclusion. The principal rule is that examinations must be marked within a month. Exceptions to this rule include BA and MA dissertations. These must be marked within two months.

WHEN ARE EXAMINATIONS HELD?

The examinations are usually held at the end of a semester or conclusion of a unit. The examinations dates are usually in December and January following the fall semester. And in May and June following the spring semester. However, deviations from this may occur. The semesters at the Department of Nursing Science (often called 'units' there) and at the Department of Science and Technology, for instance, are structured differently than the semesters at other departments.

ENROLMENT FOR EXAMINATION

When you accept a studentship offer and have submitted your enrolment documents, this is almost always done in conjunction with enrolment to the examinations of the programme. In some cases, however, one must enrol to the examination oneself – e.g. regarding electives. It is always a good idea to inquire at the department office, whether enrolment to the examination is necessary.

CANCELLING AN EXAMINATION ENROLMENT

At most departments, it is NOT possible to cancel the enrolment for an examination. At the Department of Science and Technology, however, it is possible to cancel an enrolment for an examination a week prior to the exam date. Some programmes

may be subject to special terms. Please inquire at department office, which rules are applicable at your department.

In cases where illness is preventing you from sitting the examination on the exam date, a notification of this should be given to the department before the examination – and a written statement should be given the department immediately after the examination along with a doctor's note as well as an appeal for discounting the absence as a failed exam attempt. If you do not sit the exam and have not given any notification of illness, you are recorded as having made a conclusive exam attempt, and having used the first of your three exam opportunities for the relevant programme.

EXAMINATION – EXTENDED TIME ETC.

If you have a disability, it is possible to appeal for special provisions regarding examinations, as for instance extended time or special premises. An application and a doctor's note about your disability should then have been enclosed along with your enrolment.

RE-EXAMINATION

Should you fail your exam, you can request a re-examination. At some departments, the re-examinations are held at specific weeks of the year. You can at most sit an exam three times in the same programme. However, the administration can by written application allow you to sit a forth exam in the same programme in case of mitigating circumstances.

An application for dispensation should be submitted to the department at the latest two weeks after you have been notified of failing the exam for the third time. Should you fail the programme for a third time and have not gotten a dispensation for a fourth resit, or if you fail the fourth examination, you are considered as being no longer a student of the university.

THE DUTIES OF THE EXTERNAL EXAMINER

External examiners must ensure:

1. That the requirements for the written and oral assignments are in accordance with the requirements described in executive orders, education systems etc.

2. That the examinations are in accordance with currently applicable rules and that students are given a fair and equal treatment in their performance evaluations
3. That the assessment is in accordance with currently applicable rules for marking

It is additionally the duty of external examiners to continuously contribute to working toward ensuring the quality and development of the educations.

APPEAL OPTIONS

If you feel you have been treated unfairly, you have the option to appeal. You can appeal an examination in accordance with currently applicable rules.

1. The deadline for appeals is two weeks after the announcement of the exam result.
2. The appeal must be written and substantiated.
3. You can challenge 1) the examination materials, 2) the examination process, or 3) the examination result.
4. Please refer to law no. 58 enacted by the Faroese parliament from June 9, 2008, regarding the University of the Faroe Islands, which was changed with the Faroese parliament enacting law no. 51 from May 8, 2012, Ch. 6 a, §§ 20b-20e for further information on the appeal process.

The appeal must be submitted to the Student Services Centre, J.C. Svabos Gøta 14, PO-Box 272, FO-110 Tórshavn, and must be received by the University of the Faroe Islands at the latest two weeks after the announcement of the examination result. However, it is possible to apply for dispensation.

You must be given an answer to your appeal at the latest six weeks after the University of the Faroe Islands has received the appeal. Should you not receive an answer within this time, you must be given a direct notification of this and be informed when to expect an answer.

The University of the Faroe Islands offers information on appeal procedures on its website, and students can therefore receive guidance on how to phrase appeals. Read more about this topic here: <https://setur.fo/til-lesandi/provtoekur/>



ACADEMIC INTEGRITY AND PLAGIARISM

As a student, you are required to follow the rules on academic integrity and plagiarism. It would be dishonesty to omit citing sources or to obfuscate them in such a way that it misrepresents your own efforts. For instance, it is considered obfuscation to not cite all sources in a dissertation. Transcribing or imitating texts by others is falsification, barring clear indication as to what is a quote, what is a paraphrase of someone else's text, and whence ideas, which are not common knowledge and not your own, are derived.

Clear-cut examples of cheating include submitting an assignment, you yourself did not write, or to submit the same assignment for multiple examinations.

Plagiarism will not be tolerated. Should plagiarism or cheating be discovered in written assignments, including both examination assignments and other submitted work, this will have consequences, and in a worst-case scenario may lead to your expulsion from the University of the Faroe Islands.

MONITORING

The university has implemented plagiarism monitoring. In practice, this means that a paper submitted to Moodle will be compared to other papers in the system and on the web as a whole.

Note that this system has been implemented to strengthen the quality of the processing / assessment of the papers and not because the University believes that students are cheating deliberately.



MARKING AND GRADING SCALE

The University of the Faroe Islands uses the 7-point marking scale. It is so-called for comprising 7 possible marks. The 7-point marking scale is comparable to the ECTS scale, which is why it is used. The 7-point marking scale has no exceptional marks as for instance the 13 mark in the old marking scale.

You have not passed, when you are marked 00 or -3.

The ECTS marking scale goes from A to F. A is the highest mark you can achieve and comparable to the 12 mark in the 7-point scale. According to §5 in the executive order on marking scales and assessments, which was changed by executive order no. 124 from November 13, 2013, regarding diplomas and certifications, you may read, that the marks included on diplomas and certifications in accordance with the marking scale must all be described by their comparable letter from the ECTS scale according to appendix 1.

An up-to-date comparison of the marking scales may be found here:

<https://www.ug.dk/uddannelser/artikleromuddannelser/karakterskala-7-trinsskalaen>

The next page includes an advisory comparison.



7-point scale	Mark meaning	Mark description	13-point scale	ECTS scale
12	A faultless or close to faultless performance	Is given for a performance, which is faultless or which mostly meets the objectives of the programme curriculum.	13-11	A
10	A very good performance	Is given for a very good performance, which despite minor faults meets most of the objectives of the programme curriculum.	10	B
7	A good performance	Is given for a good performance, which despite some faults still readily meets the objectives of the programme curriculum.	9-8	C
4	A fair performance	Is given for a fair performance, which has multiple major faults and does not meet the objectives of the programme curriculum well.	7	D
02	An adequate performance	Is given for an adequate performance, which only just suffices and which only minimally meets the objectives of the programme curriculum.	6	E
00	An inadequate performance	Is given for an inadequate performance, which does not suffice and does not meet the objectives of the programme curriculum.	5-03	FX
-3	An entirely poor performance	Is given for an entirely poor performance, which is not at all acceptable. 02, 4, 7, 10 and 12 are passing marks.	03	F

DIPLOMAS AND TRANSCRIPTS

DIPLOMAS

The University Office prints out diplomas, when students have passed all of the required examinations of a degree.

The diploma is usually handed out at the joint graduation ceremony in the Nordic House.

The diploma includes a statement on which degree the student has graduated from, and on the end-date of the education.

In addition to the diploma the student is also given a transcript of all programmes the student has passed including marks and a Diploma Supplement, which is a joint European document describing the completed degree.

TRANSCRIPTS

Students at the University of the Faroe Islands can always request of the University Office or the department office to send them a transcript listing the examinations they have passed so far.

The transcripts are personal, and therefore the student is required to present identification papers when picking up the transcript.

COPIES OF PREVIOUSLY PRINTED DIPLOMAS

If a diploma has been lost, it is possible to obtain a copy of the original diploma from the University of the Faroe Islands. It is not possible to have a new diploma printed.

Inquiries regarding diplomas and transcripts should be addressed to the University Office, Tel. 352511 or lss@setur.fo.

GRADUATION CEREMONY

Following the final examination in the summer, the University of the Faroe Islands organises a joint graduation ceremony for graduates. Students eligible for diplomas are sent an invitation to the graduation ceremony containing further information.

Additionally, a photoshoot is also organised for the memorable event itself and joint pictures of those who have graduated together. Students must pay for the year photo themselves.



FINANCIAL SUPPORT OPTIONS

ABOUT STUDNI

By far the largest part of the financial support provided by STUDNI is for students studying in the Faroe Islands. In addition to the support for students in the Faroe Islands, STUDNI also administers certain support schemes, which provide financial support for Faroese students abroad e.g. travel expense aid and the ÚSUN grant. Only degrees structured as full-time studies give eligibility for financial support.

If you are planning to apply for financial support from STUDNI, it is important that you take note of the following:

- STUDNI requests that all applicants send in their applications online in digital form. It is possible to get information on how this is done at STUDNI's website. Please go to <http://www.studni.fo/Default.aspx?pageid=21563>, where you can find an exact guide on how to apply for financial support. Please also refer to the informative document on STUDNI's website <http://www.studni.fo/Default.aspx?pageid=8353&NewsItemID=24631>
- We remind you that applications must be submitted at the same time as the required documentation. Therefore, you must ensure that all required documentation to be enclosed is ready to be sent (as PDF-files) before you start filling in the online application. This could be for instance birth/name certificate, civic registration number (p-tal) of child, residence certificate etc.
- Take note that it is necessary to familiarise oneself thoroughly with pt. 9 in "Vegleiðing til lestrarstuðulin", which can be found on STUDNI's website <http://www.studni.fo/get.file?ID=15653>
- When filling in information about the period of study, it is important that the information provided is correct. Information provided is double-checked regularly, and should inaccuracies be found, you might risk having to pay back financial support you were not eligible for to STUDNI.
- If you cease your university studies, it is very important that you immediately notify both the University of the Faroe Islands and STUDNI of this, so that you avoid having to repay financial support. The law on

financial student support states that it is your responsibility to disclose this. Therefore, it is not possible to excuse oneself, even if one were unaware of this.

- If you send in documentation via e-mail, you are required to disclose your name and birthdate. However, promissory notes must be sent by regular mail.
- Should you be unclear about any of this, you are always welcome to ask: the counsellors (<http://setur.fo/lestrarvegleiding/>) or the department secretaries at your department (<http://setur.fo/um-setrid/starvsfolk/>)

WHO IS ELIGIBLE FOR FINANCIAL SUPPORT IN THE FAROE ISLANDS?

Financial support for students in the Faroe Islands is by application provided to those who are *actively studying*, are enrolled to degree programmes structured as full-time studies and have:

- Danish citizenship and residence in the Faroe Islands, or
- foreign citizenship, legal residence in the Faroe Islands, and are not receiving financial support from their country of origin, but:
 - before having turned 20 have taken up permanent residence with parents in the Faroe Islands,
 - after having turned 20 have had permanent residence in the Faroe Islands for at least two contiguous years before starting on their education, or
 - have permanent residence in the Faroe Islands and have been married to a Danish citizen for at least two years.

WHEN ARE STUDENTS CONSIDERED ACTIVE IN THEIR STUDIES?

Students are considered active:

- if they are not more than a year behind their standard period of study for their programme, and
- attend lessons, submit required assignments, and sit examinations in accordance with the rules of the educational institution

Additionally, the student must be enrolled at a programme structured as full-time study.

WHO IS ELIGIBLE FOR FINANCIAL SUPPORT FOR STUDYING ABROAD?

Financial support for studying abroad is by application provided to those who are actively studying and who meet the requirements for receiving financial support in the Faroe Islands, and who have lived in the Faroe Islands for at least:

- two of the last three years immediately preceding the start of their studies, or
- half of their life before the start of their studies

FINANCIAL SUPPORT OPTIONS

STUDYING AND MONEY

All students at the University of the Faroe Islands may receive financial support from STUDNI provided they meet the requirements. The support is paid out monthly, 11 months of the year. In July only single providers and apprentices receive support.

	Annual support for 11 months:	Support per month:
Higher Education Support:	DKK 52,344	DKK 4,362
Loan:	DKK 29,352	DKK 2,446

TRAVEL EXPENSE AID IN THE FAROE ISLANDS

All students, who use the National Faroese Transport Company (Strandfaraskip Landsins, SSL), and who are eligible for financial support, are entitled to equal cost of travel to their place of education regardless of where in the Faroe Islands they reside.

Further information about travel expense aid is available at the National Faroese Transport Company's website: www.ssl.fo – and you can apply for a student travel card here: <http://www.ssl.fo/fo/ferdasedlar-og-prisir/skulakort/>

SSL allots itself 14 days to make the card after receiving an order. SSL must note that SSL cannot guarantee against delays in the postal system. Should the student not be able to present a valid student travel card while travelling, the usual fee for the trip applies. However, it is possible to receive a 20% discount by presenting valid documentation of being a student.

OTHER INCOME

Financial support provided will be income regulated in proportion to personal income taxed at source. Should the applicant's paid out income taxed at source average less than DKK 20,000 per month during the period of study, the financial support will not be income regulated. Should the paid-out income taxed at source

exceed an average of DKK 20,000 the financial support will be income regulated proportionally to the income taxed at source.

Read more about how income is regulated at STUDNI's website:

<http://www.studni.fo/get.file?ID=15573>

CHILD BENEFITS

Child benefits are provided to students, who have children or are providers of children under the age of 18. Child benefits amount to DKK 1,000 per month for each child. If both providers are students, only one is eligible for child benefits. Child benefits are only given to providers living with the child.

Financial support for single providers is given to applicants who are actively studying and who receive special supplementary financial support for single providers from the Social Security Office. The financial support for single providers is DKK 1,532 per month.

COMPLETION LOAN

If you have already received the financial support from STUDNI you are entitled to by the usual rules, you can apply for a completion loan to a maximum sum of DKK 6,734.00 per month for 11 months. The condition for applying for a completion loan is that you are currently pursuing higher education, are actively studying, and that the relevant educational institution can attest to your ability to complete your education within 1 year. Repayment conditions for this loan are the same as the normal student loan.

Read more about financial support options at www.studni.fo



BRIEF GLOSSARY

A USEFUL REFERENCE LIST

At the University of the Faroe Islands words, titles, and abbreviations are often used, which are not commonly used among people outside the university. Often as a newcomer at the university one can feel a little bit lost, when people bandy about concepts and abbreviations, which one may not have heard before or have not considered the meaning of.

Listed here are some definitions, which, hopefully, will make it easier for those, who are new to the university, to understand what people of the university are talking about.

A

AFFILIATED: To be affiliated means to be associated with. As an example, the University of the Faroe Islands employs affiliate professors, affiliate lecturers etc. They are scientific staff who are associated with the university for a limited term.

ADJUNKTUR: See 'Assistant Professor.'

ASSISTANT PROFESSOR: Limited term research and teaching position with opportunity for advancement to a permanent position as an Associate Professor. Also called 'Adjunktur.'

ASSOCIATE PROFESSOR: Associate Professor is the job title of a permanently employed researcher and teacher. An Associate Professor usually holds a Ph.D. degree, and possesses good scientific, academic, pedagogical, and administrative competence. Also called 'Lektari.'

B

D

DEAN: The highest academic and administrative head of a main department. The Dean is responsible for ensuring the quality of research and education and the consistency between the two. The Dean is likewise responsible for all research, education, and other university activities being conducted in accordance with the regulations and objectives, which the University of the Faroe Islands has set itself.

DS: Diploma Supplement – an international supplement, which gives a description of, for instance, a Faroese diploma.

E

ECTS: Abbreviation for “European Credit Transfer and Accumulation System”. This is the marking scale used by the University of the Faroe Islands. Read more about ECTS [HERE](#).

EQF: The European Qualifications Framework (EQF) – is a tool for easier communication and easier comparisons between various qualification frameworks used in Europe. The eight most common European levels of reference are described based on learning outcome: knowledge, skills, and competence. These frameworks make it possible to evaluate any national qualifications framework, to evaluate national quality frameworks (NQF), and to evaluate how European qualifications place compared to the EQF levels. Students, examinees, and educational providers and employees can use these levels to understand and compare qualifications bestowed by various countries and/or various educational institutions, when they assess qualifications. In EQF a bachelor degree is at level 6, a master at level 7, and a Ph.D. at level 8.

ESG: Abbreviation for “Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)”.

EURAXESS: A trans-European campaign providing information and support for researchers. Further information can be found at www.euraxess.fo

F

FF: Fróðskaparsetur Føroya – the University of the Faroe Islands

FIRSTCLASS: In some programmes FirstClass has been used similarly to the Moodle system. (Please see ‘Moodle’ here on the same list). FirstClass has since been abandoned in favour of the Moodle system.

FMD: Føroyamálsdeildin – The Department of Language and Literature

G

H

I

INNANSETURS: Innanseturs is the intranet of the University of the Faroe Islands encompassing internal communication and useful tools for staff and students. Having an intranet is a part of the development of better communication and information at the university. You can find Innanseturs here: <https://innan.setur.fo>. See ‘Student Portal’ on this list for a guide on logging in to Innanseturs.

J

K

L

LECTURER: A lecturer position is a full-time teaching position. A lecturer first and foremost possesses a good pedagogical competence, and usually does not have any research responsibilities. Also called ‘Námslektari.’

LEKTARI: See 'Associate Professor'.

LSS: At the University of the Faroe Islands this refers the Student Services Centre (Lestrarskrivstovan) and not the Faroese National Archives (Landsskjalasavnið).

LEARNING OUTCOME: The things you, as a student, ought to know, understand, and be able to do upon completing a programme.

M

MMR: Mentamálaráðið – the Ministry of Culture

MOODLE: Most programmes use the Moodle system to share course materials and to facilitate communication between students and teachers. Read more here: <https://setur.fo/lestrarliv/ambod/moodle/>

N

NÁD: Námsvísindadeildin – the Department of Education.

NÁMSLEKTARI: See 'Lecturer.'

NORDPLUS: Systems for lifelong learning by the Nordic Council of Ministers. Read about the various Nordplus systems at www.nordplusonline.org

NVD: Náttúruvísindadeildin – the Department of Science and Technology

O

OFFICE 365: All students have access to the Office 365 package. Office 365 includes software such as Word, Excel, Powerpoint, Outlook, OneNote, OneDrive, and other software relevant to studying. Read more about the Office 365 package here: <https://setur.fo/lestrarliv/ambod/office-365/>.

P

PAPERCUT: PaperCut is the university's printing and copying system. To use the printers and copiers at the university logging into the machines is required.

Instructions are available on the website:

<https://setur.fo/lestrarliv/ambod/prent-og-kopiskipan> - Instructions are also posted by all copiers and printers, and your username is your student registration number.

PROFESSOR: Teacher employed in a permanent scientific position at the highest employment level (at a university). A professor possesses the highest scientific and academic competence, good pedagogical competence, and solid administrative experience regarding higher education and research.

PRÓVBÓK: The academic registry system of the University of the Faroe Islands, where all students, programmes, examinations, marks etc. are catalogued.

R

RTL: Ráð teirra lesandi – the Students' Representative Council. Read more about RTL [HERE](#).

S

SFD: Sjúkrarøktarfrøðideildin – the Department of Nursing Science

SSD: Sögu- og samfelagsdeildin – the Department of History and Social Sciences

SSS: Setursskrivstovan – the University Office

STUDENT PORTAL: At the Student Portal, you can log on to see all information, which is recorded about you in 'Próvbók (the academic registry system of the University of the Faroe Islands, where all students, programmes, examinations, marks etc. are catalogued). You can find the student portal here:

<http://studportal.setur.fo>. The Student Portal has a self-service option for procuring or changing passwords for the Student Portal, Office365, the

university's printing and copying system, as well as Innanseturs (the university's intranet). Read more about how to use the Student Portal here:

<https://setur.fo/lestrarliv/ambod/studentaportalurin/>

STUDENT REGISTRATION NUMBER: All new students are issued a student registration number immediately upon enrolling as students at the University of the Faroe Islands. The student registration number is your legitimation at the university e.g. regarding examinations. It will follow you the rest of your life – i.e. should you quit being a student of the university and later start pursuing a different degree, you will still retain the same student registration number. The student registration number is written on your student ID card, which you are issued shortly after the start of your studies. If you have lost your student ID, it is possible to write or call the Student Services Centre to be reminded what your student registration number is – Tel. 352511 / [iss\(at\)setur.fo](mailto:iss(at)setur.fo), or to contact your department's department secretary.

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