



Mandate

Course Coordinators

Adopted
28.08.24

Adopted by
Vice Rector for Academic Affairs

NHH's study programmes consist of courses offered by the departments. Each course has one or more course coordinators. The purpose of this document is to outline the role of course coordinators in the systematic quality assurance work at NHH.

Role

The course coordinator(s)

- is responsible for planning, delivering, and evaluating the course
- is appointed by the department leadership
- reports to the department leadership

For courses with multiple coordinators, one of them must act as the primary contact for the administration.

Areas of Responsibility

Planning

The course coordinator is responsible for

- developing the course in its entirety. This includes ensuring that the course has appropriate learning outcome descriptions and that the teaching plan and assessment methods are aligned with these outcomes.
- preparing a course description in accordance with established guidelines. This must be approved by the department leadership before being submitted to the academic director for final approval.
- planning the course in alignment with the approved course description
- adhering to the agreed schedule for teaching and examinations
- ensuring that all contributors to the course are familiar with and follow the course description and teaching plan/approach

Planning applies to both existing and approved courses, as well as the development of new courses.

Implementation

The course coordinator is responsible for

- ensuring that the course is delivered in a way that enables students to achieve the approved learning outcomes
- submitting approval lists to the Section for Exams within the specified deadlines if the course has requirements for course approval
- preparing and quality-assuring exam questions and examiner guidelines and ensuring that the specified deadlines for these are met

Evaluation

The course coordinator is responsible for summarising the course evaluation in a course report, which is submitted to the department leadership and the academic director.