



Mandate

Teaching Coordinators

Adopted
28.08.24

Adopted by
Vice Rector for Academic Affairs

There must be one teaching coordinator at each department.

The purpose of this document is to outline the role of teaching coordinators in the systematic quality assurance work at NHH.

Role

The teaching coordinators

- are members of the department leadership
- are members of the Academic Committee

Areas of Responsibility

The teaching coordinators must

- Represent the department within the Academic Committee.
- Ensure that advice provided to the Academic Committee and the Vice Rector for Academic Affairs is broadly grounded.
- Inform the department about relevant discussions and considerations within the Academic Committee, as well as subsequent decisions (final resolutions) made by the Vice Rector.
- Act as the academic contact person for the study administration on matters concerning the course portfolio, teaching, supervision, and examinations, where the course coordinator is not the appropriate point of contact.

The responsibilities of individual teaching coordinators beyond what is outlined here may vary from department to department.