

# Mandate

NHH

## Academic Director for the Bachelor's programme in Economics and Business Administration (BØA)



**Adopted**  
15.10.23

**Adopted by**  
Vice Rector for Academic Affairs

The purpose of this document is to outline the role and responsibilities of the Academic Director for BØA in systematic quality assurance, including the academic authority delegated by the Vice Rector for Academic Affairs.

### Role

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The Academic Director for BØA:

- serves as the academic leader and coordinator of the study programme
- is appointed by the Vice Rector for Academic Affairs, typically for a period of four years
- reports to the Vice Rector and acts on the Vice Rector's authority
- is responsible for implementing and following up on decisions related to BØA made by the Vice Rector for Academic Affairs and the Board
- holds decision-making authority in matters that are not of an overarching, strategic, and/or principal nature. This authority must be exercised in consultation with the Vice Rector and in alignment with strategic guidelines and any action or implementation plans.
- works closely with the Vice Rector, departments, profile coordinators, and the administration

### Areas of Responsibility

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#### Study programme

The academic director is responsible for

- ensuring that the study programme is
  - academically and pedagogically well-suited to current and future needs in the labour market and society
  - is designed to enable all students to develop international competencies, facilitated by mobility opportunities abroad and at NHH
- coordinate and ensure coherence, integration, and academic alignment at the programme level.

Major changes to the study programme must be decided in consultation with the Vice Rector and Rector.

#### Course Portfolio

The academic director decides the final course portfolio.

#### Pedagogical Competence/Methods

The academic director must

- ensure the use of varied pedagogical methods in both teaching and assessment

- actively promote a culture of quality and sharing among staff, and motivate and inspire innovation

### **Educational Quality**

The academic director must monitor the quality of the study programme and

- play an active role in quality assurance by maintaining key quality control routines, including responsibility for the Assurance of Learning (AoL) efforts within the programme and implementing quality improvement measures where necessary
- conduct periodic programme evaluations and develop action plans in accordance with current procedural guidelines
- actively utilise key figures and evaluation results to support renewal and development
- initiate changes to course offerings, teaching methods, and assessment forms with departments as needed

### **Non-Conformance**

The academic director is responsible for addressing serious and persistent failures in academic or administrative delivery, such as delays in grading, lack of assessment explanations, examiner guidelines, pre-approvals, credit transfers, etc., involving departments and administrative units.

### **Advisory Role**

The academic director must provide advice and serve as a discussion partner for the administration on matters related to day-to-day operations. This includes, for example, student admissions, recognition of external education, loss of study rights, extended study rights, additional exam attempts, deferred exams, etc.

### **Councils and Committees**

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- The academic director for BØA must have their own advisory reference group.
- The academic director for BØA is a member of the Academic Committee and participates in the Academic Director Meeting.
- In consultation with the Vice Rector, the academic director may represent NHH in external councils and committees, such as within the Norwegian Association of Higher Education Institutions (UHR).