

Director of NHH Executive (NHHE) – roles and responsibilities in systematic quality work

I. Purpose

The purpose of this document is to outline the role and responsibilities of the director of NHHE in systematic quality assurance work, including the academic authorities delegated by the rector. The document assumes that the director holds academic qualifications at the level of first competence.

The systematic quality assurance work at NHH is outlined in a general system description that applies to all study programmes at NHH. Supplementary provisions for NHHE, including associated guidelines, procedural descriptions, and mandates, provide a more specific and detailed account of how this is to be managed within NHHE.

II. Role

The director of NHHE is the academic leader for NHH's executive and continuing education programmes and is responsible for ensuring that these programmes maintain a high academic standard, comply with relevant laws, regulations, guidelines, and requirements set by the Ministry of Education and Research (KD), NOKUT, and international accreditations, and that the provisions outlined in NHH's quality assurance system are adhered to. The director of NHHE reports to the rector.

III. Academic Authorities

Within Director NHHE's academic area of responsibility, certain activities are governed by academic mandates delegated by the Rector, as illustrated in the table below

Activity	Degree programmes	Specialisations EMBA	Non-degree programmes		Course (non-ECTS)
	90 stp	90 stp	> 15 stp	≤ 15 stp	
Review of compliance with formal requirements in connection with the establishment and re-accreditation of study programmes, and in cases of substantial changes	SUK	SUK	SUK	Director	
Submit a recommendation on the academic content in connection with the establishment and re-accreditation of study programmes, as well as in cases of substantial changes	Academic Council	Academic Council	Academic Council	Director	Director
Approve study, module, and course plans, and approve any significant changes to them	Rector	Rector	Rector	Director	Director
Accreditation and re-accreditation of study programmes	Board				

¹⁾ SUK = Section for Educational Quality, Office of Student and Academic Affairs. ²⁾ the AC has own mandate.

IV. Areas of Responsibility

The director of NHHE holds responsibility for ensuring that

- a) the study portfolio is relevant
- b) the study, module, and course plans comply with:
 - relevant laws, regulations, and guidelines issued by the Ministry of Education and Research (KD) and NOKUT
 - requirements set by international accreditation bodies
- c) the evaluation of study programmes and the establishment of study, module, and course plans are carried out in accordance with the table above.
- d) the information provided to prospective students is accurate and satisfactory, and that the admissions process complies with established regulations.
- e) teaching, supervision, and assessment are carried out in a satisfactory manner
- f) student evaluations are conducted and followed up for all study programmes
- g) a satisfactory Assurance of Learning (AoL) system is established for all degree programmes
- h) periodic programme evaluations are conducted in accordance with NHH's guidelines
- i) the quality culture at NHHE is further developed, with a focus on the continuous improvement of study programmes and administrative processes
- j) the framework quality of the educational offerings is satisfactory

V. Councils and Committees

The director of NHHE chairs the NHHE Strategic Board, which is an advisory committee to the director on matters concerning the strategic and market development of NHHE's study programmes.

The director of NHHE is a member of the AoL Committee