

## Mandate for CEMS Academic Director

Established	Established by
03.02.25	Vice Rector for Academic Affairs

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

The AD has overall responsibility for the management and quality assurance of the CEMS Master's in international management (MIM) at NHH. Externally, the AD is the main contact for academic issues in the CEMS network. Internally, the AD ensures that the CEMS MIM at NHH is strategically anchored, and in line with the learning objectives of the CEMS MIM and NHH's master's program.

### **Role**

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#### The CEMS Academic Director

- is the academic lead and coordinator for the CEMS MIM, and is appointed by the Vice Rector for Academic Affairs, normally for a period of four years
- reports to the Vice Rector for Academic Affairs and is responsible for implementing and following up on CEMS-related decisions made by the Vice Rector for Academic Affairs, the NHH Board and the governing bodies in CEMS
- has decision-making authority on areas/matters that are not of an overall, strategic and/or principled nature for NHH. The decision-making authority shall be exercised in consultation with the Vice Rector for Academic Affairs and in line with strategic guidelines and any action and initiative plans.
- collaborates closely with the Vice Rector, the departments, the Academic Director MØA and the administration.

### **Area of Responsibility**

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#### **Programme management**

- Ensure a thorough selection of students for the CEMS MIM in line with the criteria.
- Develop and maintain the course portfolio in line with the learning outcomes of the CEMS MIM and NHH's master's programmes, and ensure high quality in teaching, course implementation and seminars.
- Follow up on Business Projects and facilitate collaboration between students, staff and companies.
- Report annually on CEMS to the Vice Rector for Academic Affairs, including key indicators related to MIM.

#### **Student support**

- Ensure that students receive sufficient information before, during and after the program and facilitate a student environment and activities that strengthen the student community.
- Establish channels for feedback and ensure that student input is followed up.

### **Relationship management**

- Be the main point of contact for academic issues in the CEMS network and contribute to collaboration with CEMS partners, including companies, alumni and other universities.
- Ensure that CEMS Corporate Partners and alumni are involved in teaching, projects, seminars and events.
- Collaborate with the CEMS Club and the academic and administrative resources at NHH.

### **Committee work**

- Participate in the CEMS Academic Committee and ensure NHH participation in the CEMS Faculty Groups.
- Act as a liaison between your own institution and the international CEMS network, including reporting and organizing the CEMS Peer Review.
- Lead the CEMS team at NHH.

### **The framework of the mandate**

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The CEMS Academic Director has decision-making authority in academic matters related to the CEMS MIM locally and represents the institution on the CEMS Academic Committee. The role shall be carried out in close collaboration with NHH's leadership, the Head of the Section for International Relations, the CEMS Programme Manager, the CEMS Corporate Relations Manager, and other relevant stakeholders.