

# Mandat for Profile Reference Group

NHH

Adopted	Adopted by
06.06.24	Academic Director MØA



*Last revised by the Academic Director MØA 10.12.24*

The Master's Programme in Economics and Business Administration (MØA) is divided into profiles, each with its own Profile Coordinator. The Profile Coordinators share a common mandate but have their own advisory profile reference groups. This mandate applies to the main profiles in the MØA programme but may also be used for independent support profiles, to the extent that it is appropriate.

## Mandate

The Profile Reference Group is an advisory body that shall

- ensure that the profile's learning outcomes are relevant to the labour market the students will enter.
- contribute to ensuring that the profile's course offerings are well-suited to enable students to achieve the profile's learning outcomes.
- be consulted regarding the determination of the profile's course offerings each semester.
- be consulted on significant changes to the profile's course portfolio.
- discuss any matters of importance to the development of the profile.

## Composition

- Profile Coordinator (Chair)
- At least two representatives from the academic staff in addition to the Profile Coordinator. These representatives must collectively cover the academic breadth of the profile and come from at least two departments.
- At least one external representative from the labour market.
- At least one student representative.

The Profile Coordinator is responsible for proposing members for the Profile Reference Group. It is expected that members of the group (excluding student representatives) serve for at least two years, and they are encouraged to remain in their roles longer to ensure continuity.

The Programme Director must be presented with and approve the list of members of the Profile Reference Group once per year.

## Working Method

### Meeting structure

- The Profile Reference Group is expected to convene for at least one meeting each semester.
- The Profile Coordinator determines the meeting format.

### Recommended agenda items

1. Review of course lists from the departments (new, discontinued/paused courses).
2. In the case of major revisions: Presentation of revision proposals by the Profile Coordinator, followed by discussion within the group.
3. Review and discussion of general topics related to the profile, with a particular focus on the learning outcomes (LOs) and whether the course composition/tracks and structural requirements align with the expectations of the LOs.
4. Review of statistics, such as profile-specific data, including gender distribution, course sizes, grade distributions, etc.

#### *Administrative Support*

- The Section for Educational Quality prepares and distributes a shared, recommended meeting framework with relevant data for the Profile Reference Group's proposed meetings. The Profile Coordinator adapts this framework to suit the specific needs of their Profile Reference Group.
- Minutes must be recorded for all meetings. These minutes are to be submitted to the Section for Educational Quality, which will formally archive them.

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#### **Change Log**

<b>Date</b>	<b>Note</b>
10.12.24	The description of the meeting structure has been updated