

Mandate for the Research Committee

Approved by the Department Board of the Department of Business and Management Science on
07.10.2026

1. Purpose

The Research Committee is an advisory body to the Faculty Person Responsible for Research. The Committee shall serve as a forum for discussing research-related issues of importance to the Department, including the development and operation of the PhD specialization in Management Science. The Committee shall contribute to the development and implementation of the Department's action plans and promote communication, coordination and collaboration across the Department's research groups.

2. Composition

The Research Committee consists of:

- The Faculty Person Responsible for Research (Chair)
- The leaders of the Department's research groups

The Committee chair may invite other individuals to attend meetings as needed. The Committee shall meet as needed and at least once each semester.

3. Responsibilities

The Research Committee shall advise the Responsible for Research on matters related to the Department's research activities. This includes:

- The development, implementation and follow-up of the Department's research priorities and action plans.
- Measures to strengthen research quality, scholarly impact, external visibility and collaboration across research groups.
- Initiatives aimed at increasing external research funding, strengthening the Department's capacity to develop competitive funding proposals, and sharing experience and best practices related to externally funded research projects.
- Recruitment priorities, staffing needs and recommendations concerning the Department's recruitment plans and academic appointments.
- The role and development of the Department's research groups, including measures to strengthen research leadership, collaboration and follow-up of researchers within the groups.
- Career development and support for PhD candidates, postdoctoral fellows and early-career faculty, including matters related to supervision, mentoring and research integration.
- The Department's participation in the PhD program, including the development of the PhD course portfolio, composition of supervisory committees and monitoring of progress for PhD candidates.
- Research seminars, workshops, mentoring initiatives and other activities that contribute to a strong and vibrant research environment.

Mandate for the Responsible for Research

Approved by the Department Board of the Department of Business and Management Science on 07.10.2026

1. Purpose

The Responsible for Research is a member of the Department's management team, and supports the Head of Department in the development of the Department's research activities.

The Responsible for Research normally also serves as the Department's representative in NHH's Committee for Research and Research Education (FFU).

2. Responsibilities

The Responsible for Research shall

- monitor and promote the quality, visibility and long-term development of the Department's research activities;
- oversee the implementation of the Department's research strategy as formulated in action plans;
- oversee the Department's externally funded research projects;
- contribute to the development of new research initiatives and applications for external funding in line with NHH's and the Department's strategic priorities;
- maintain regular contact with research group leaders, center leaders and principal investigators, and facilitate collaboration and exchange of experience across research groups, centers and research projects;
- promote compliance with applicable legislation, ethical standards and institutional requirements related to research, including research integrity, information security and data protection;
- support the academic and professional development of all faculty members and in particular early career researchers;
- represent the Department and NHH in external research collaborations, boards and governance bodies where relevant;
- serve on the Department's committee for evaluating, prioritizing and recommending applications for NHH internal research funds and small research grants (Småforsk);
- chair the Department's committee responsible for identifying potential female candidates for future academic positions;
- chair the Department's Research Committee and use this forum as an advisory and coordinating body on issues concerning research and doctoral education;
- serve as a liaison between the Department's management team and the research groups, ensuring that views and priorities from the research groups are effectively communicated and considered in departmental decision-making processes

The Head of Department may delegate additional responsibilities to the Responsible for Research where these naturally fall within the scope of the role.

Mandate for the PhD Coordinator (in Norwegian)

Vedtatt av prorektor for forskning 28.11.2024

Alle spesialiseringene i ph.d.-programmet har en ph.d.-koordinator. Ph.d.-koordinatorene har individuelt oppfølgingsansvar overfor alle ph.d.-studentene og veilederne i sine respektive spesialiseringer, samt ansvar for spesialiseringens emneportefølje og faglige helhet.

Ph.d.-koordinatorer oppnevnes av prorektor for forskning etter forslag fra instituttene.

1. Rolle

Ph.d.-koordinator

- er spesialiseringens faglige leder og koordinator
- skal fremme en god faglig helhet i programmet
- rapporterer til prorektor for forskning og har ansvar for å følge opp beslutninger knyttet til ph.d.-programmet
- er bindeledd mellom prorektor for forskning og instituttene

2. Ansvarsområder

Ph.d.-koordinator har ansvar for

- sammensetningen av spesialiseringens emneportefølje innenfor rammer satt av prorektor for forskning
- å kvalitetssikre emner og emnebeskrivelser før de skal godkjennes av prorektor for forskning
- å sikre at hver enkelt ph.d.-students opplæringsdel er i samsvar med læringsutbyttet på programnivå
- å foreslå veiledningskomiteer
- å følge opp veilederne i deres arbeid og utøvelse av rollen
- å følge opp den enkelte ph.d.-students progresjon, herunder at det gjennomføres fremdriftsrapportering og midtveisevaluering
- å sikre at det er et godt læringsmiljø i spesialiseringen
- å legge til rette for at ph.d.-studentene får relevant karriereveiledning
- at det foreslås bedømmelseskomiteer

Ph.d.-koordinator har medansvar for

- å vedlikeholde og utvikle en spesialisering som kjennetegnes av høy faglig og pedagogisk kvalitet med best mulig tilpasset læringsutbyttet på programnivå
- arbeid med AoL i ph.d.-programmet
- å bidra i arbeidet med promotering av og rekruttering til spesialiseringen og ph.d.-programmet

Ph.d.-koordinator skal også sørge for at

- spesialiseringen legger til rette for at ph.d.-studentene kan opparbeide seg internasjonal erfaring gjennom deltagelse på konferanser, forskningsopphold og/eller internasjonalisering hjemme

Instituttene kan i tillegg delegere oppgaver til ph.d.-koordinatorene som det er naturlig å kombinere med det ansvaret som er beskrevet i dette mandatet, eksempelvis å gjennomføre medarbeidersamtaler og å prioritere fondssøknader fra ph.d.-studentene.

Departmental responsibilities for the PhD Coordinator

Approved by the Department Board of the Department of Business and Management Science on
07.10.2026

With reference to the mandate for the PhD Coordinator, approved by the Vice Rector for Research on
28.11.2024, the PhD Coordinator at the Department of Business and Management Science shall

- conduct annual performance appraisal dialogues with PhD research scholars on delegation from the Head of Department;
- chair the committee responsible for assessing and ranking applicants for PhD Research Scholar positions

The Head of Department may delegate additional responsibilities to the PhD Coordinator where these naturally fall within the scope of the role.

Mandate for the Placement Officer

Approved by the Department Board of the Department of Business and Management Science on
07.10.2026

1. Purpose

The Placement Officer supports the Department's PhD research scholars and postdoctoral fellows in preparing for their future careers.

The Placement Officer contributes to the Department's efforts to strengthen career development, increase the visibility of the Department's job market candidates, and improve placements in academia, industry and the public sector.

The Placement Officer works closely with the Responsible for Research, the PhD Coordinator, supervisors and research group leaders.

2. Responsibilities

The Placement Officer shall

- meet with PhD research scholars during the later stages of their programme to discuss career plans and job market preparations, and provide career guidance to PhD research scholars and postdoctoral fellows;
- provide advice on academic CVs, application materials, personal webpages and professional visibility;
- organise and contribute to workshops and other activities related to career development and the academic job market;
- provide extra support to PhD research scholars and postdoctoral candidates who intend to enter the international academic job market;
- coordinate with supervisors and the PhD Coordinator on matters related to career development and placement;
- ensure that PhD research scholars who are expected to complete their degree within the coming year are considered for inclusion on the Department's Job Market Candidates webpage;
- maintain and further develop the Department's presentation of job market candidates;
- facilitate cooperation with placement officers and career-development initiatives at other departments.

The Head of Department may delegate additional responsibilities to the Placement Officer where these naturally fall within the scope of the role.

Mandate for the research group leaders

Approved by the Department Board of the Department of Business and Management Science on
07.10.2026

1. Purpose

The Department's research groups are the primary organizational units for research development, academic collaboration and research leadership.

Research Group Leaders support the Head of Department and the Responsible for Research in developing the Department's research activities and research environment. They serve as the first point of contact for research-related matters within their respective groups and contribute to the integration and development of faculty members, PhD research scholars and postdoctoral fellows.

Research Group Leaders are members of the Department's Research Committee.

2. Responsibilities

The Research Group Leader shall

- promote research quality, scholarly ambition and research collaboration within the group;
- facilitate cooperation on research projects, publications and applications for external funding;
- mentor group members on publication strategies, journal selection and research visibility;
- maintain regular contact with the group members;
- organize at least two meetings of the research group each semester to discuss research activities, progress and opportunities;
- support the development and follow-up of Career Development Plans (CDPs) for postdoctoral fellows affiliated with the group;
- follow up individual research plans and conduct annual collegial development dialogues with tenured faculty members, assistant professors and postdoctoral fellows who have primary affiliation to the group;
- contribute to the recruitment, integration and academic development of PhD research scholars and postdoctoral fellows affiliated with the group;
- support the Responsible for Research in identifying opportunities, challenges and resource needs within the group;
- contribute to the implementation of the Department's action plans within the group;
- facilitate collaboration and exchange of experience across research groups, centers and research projects;
- serve as a member of the Department's Research Committee and contribute to the development of the Department's research activities.
- be good role models by participating at department and group events like PhD trial lectures, defenses and celebrations, semester kick-offs and other department meetings.

The Head of Department may delegate additional responsibilities to Research Group Leaders where these naturally fall within the scope of the role.