Mandate for the Head of Teaching

Approved by the Department Board of the Department of Business and Management Science on 04.11.2026

1. Role and purpose

The Head of Teaching is elected in accordance with NHH's Election Regulations and is a member of the Department Board and the Department's management team.

The Head of Teaching has overall responsibility for coordinating, overseeing and developing the Department's teaching activities and course portfolio. The role shall contribute to high academic quality, effective use of the Department's teaching resources, and the continued development of the Department's contribution to NHH's study programmes.

The Head of Teaching exercises authority delegated by the Head of Department and acts within the framework of decisions, plans and guidelines adopted by the Department Board and NHH. The role is exercised in close cooperation with the Head of Department.

The Head of Teaching represents the Department in NHH's Academic Committee and performs the responsibilities set out in NHH's central mandate for the role, included in the appendix to this mandate.

2. Responsibilities and tasks

The Head of Teaching shall

- develop and oversee the Department's course portfolio, including the establishment, development and discontinuation of courses, taking into account the Department's academic profile, programme needs and available teaching resources;
- prepare and implement the Department's teaching plan, in close cooperation with the Head of Department and subject to approval by the Department Board, including the allocation of teaching responsibilities and other teaching-related duties;
- coordinate the engagement of external teaching staff, ensuring that responsibility for contacting external faculty is clearly assigned and that the Head of Administration is informed about necessary contract renewals, appointments and other matters that require follow-up;
- coordinate new faculty members' participation in NHH's Teaching Mentor Program and ensure that they understand NHH's expectations for teaching quality and their responsibilities in the systematic quality assurance of teaching
- follow up courses where there are concerns about quality or course delivery, and initiate necessary measures in dialogue with the Course Coordinator and other relevant faculty;
- promote the continuous development of teaching and assessment, with particular attention to developments in course evaluations, grading and student enrolment, and facilitate the exchange of experience and good practice among faculty;
- oversee the Department's processes for maintaining and updating course information, including the annual EpN process, and ensure that relevant deadlines are met;
- coordinate the Department's teaching activities with Programme Directors, Specialisation Coordinators and the Office of Student and Academic Affairs, as appropriate;

- ensure appropriate involvement of the academic staff in important matters concerning teaching and the course portfolio.

3. Division of responsibilities

Course Coordinators retain the responsibilities assigned to them under NHH's central mandate for the role. Matters involving formal personnel responsibility shall be handled by the Head of Department.

Responsibility for coordinating the Department's master's thesis activities is delegated to the Master's Thesis Coordinator, whose responsibilities are set out in a separate mandate.

Mandate for the Master's Thesis Coordinator

The Master's Thesis Coordinator coordinates the Department's allocation of master's theses and supervisors on behalf of the Head of Teaching and supports the Department's ambition to attract and supervise master's thesis students within its areas of academic expertise.

The Master's Thesis Coordinator shall:

- represent the Department in the allocation of master's thesis applications between departments, with particular attention to the Department's academic expertise and available supervision capacity;
- allocate master's theses assigned to the Department to suitable supervisors, taking into account the students' topics and preferences, relevant faculty expertise and the distribution of supervision duties among faculty;
- coordinate the collection and publication of proposed master's thesis topics from the Department's faculty and ensure that the information is updated in advance of the relevant application deadlines;
- monitor the Department's supervision needs and capacity, promote effective use of the available supervision capacity, and report the outcome of each allocation round to the Head of Teaching and the Department's management team as a basis for teaching and supervision planning.

The Master's Thesis Coordinator works in close cooperation with the Head of Teaching and relevant administrative and academic staff.

Appendix: Related documents

Mandate for Teaching Coordinators*

Adopted 28.08.2024 by the Vice Rector for Academic Affairs

There must be one teaching coordinator at each department. The purpose of this document is to outline the role of teaching coordinators in the systematic quality assurance work at NHH.

Role

The teaching coordinators

- are members of the department leadership
- are members of the Academic Committee

Areas of responsibility

The teaching coordinators must

- Represent the department within the Academic Committee.
- Ensure that advice provided to the Academic Committee and the Vice Rector for Academic Affairs is broadly grounded.
- Inform the department about relevant discussions and considerations within the Academic Committee, as well as subsequent decisions (final resolutions) made by the Vice Rector.
- Act as the academic contact person for the study administration on matters concerning the course portfolio, teaching, supervision, and examinations, where the course coordinator is not the appropriate point of contact.

The responsibilities of individual teaching coordinators beyond what is outlined here may vary from department to department.

* The title Teaching Coordinator is used in the central mandate adopted by the Vice Rector for Academic Affairs. This is the same role referred to as Head of Teaching in NHH's Election Regulations.

Mandate for Course Coordinators

Adopted 28.08.2024 by the Vice Rector for Academic Affairs

NHH's study programmes consist of courses offered by the departments. Each course has one or more course coordinators. The purpose of this document is to outline the role of course coordinators in the systematic quality assurance work at NHH.

Role

The course coordinator(s)

- is responsible for planning, delivering, and evaluating the course
- is appointed by the department leadership
- reports to the department leadership

For courses with multiple coordinators, one of them must act as the primary contact for the administration.

Areas of responsibility

Planning

The course coordinator is responsible for

- developing the course in its entirety. This includes ensuring that the course has appropriate learning outcome descriptions and that the teaching plan and assessment methods are aligned with these outcomes.
- preparing a course description in accordance with established guidelines. This must be approved by the department leadership before being submitted to the academic director for final approval.
- planning the course in alignment with the approved course description
- adhering to the agreed schedule for teaching and examinations
- ensuring that all contributors to the course are familiar with and follow the course description and teaching plan/approach

Planning applies to both existing and approved courses, as well as the development of new courses.

Implementation

The course coordinator is responsible for

- ensuring that the course is delivered in a way that enables students to achieve the approved learning outcomes.
- submitting approval lists to the Section for Exams within the specified deadlines if the course has requirements for course approval
- preparing and quality-assuring exam questions and examiner guidelines and ensuring that the specified deadlines for these are met

Evaluation

The course coordinator is responsible for summarising the course evaluation in a course report, which is submitted to the department leadership and the academic director.