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## Mandate for programme councils at the Faculty of Natural Sciences and Technology

### Introduction

A programme council is primarily an advisory committee for the Dean. The duties of the programme council include work with the academic profile and development of one or more related programmes of study. The programme council has responsibility for proposing the academic content, structure and implementation of the relevant programme of study according to approved policies and systems, delegated from the Dean of the host faculty. The organizational structure follows the principles for project organization, where all personnel responsibility for the participants in the council is in the line management.

The programme council and its leader are appointed by the host faculty, based on nomination by the departments that are the main providers of teaching to the programme(s) of study. For inter-faculty programmes of study, the Rector designates a host faculty based on the faculties and departments involved, which appoints the leader and other representatives to the programme council in the same way. The role of leader will normally rotate among the representatives proposed by the departments that are the main providers of teaching to the programme(s) of study. The Faculty invites the relevant department to propose the leader of the programme for a new period of appointment. The Faculty administration or the departments provide a secretary for the programme council and, if applicable, a study programme committee.

As far as possible, the programme council should be anchored in the line management at the departmental level. As far as appropriate from the academic perspective of the programme of study, the Head of Department or Deputy Head of Department for the relevant departments should be members of the programme council. The programme council meets 1 to 2 times per semester. The council works with questions related to the programme of study at an overall level.

Anchoring in the market and contact with business and public administration sectors that recruit graduates from the programme(s), beyond external members of the programme council, are normally handled through the departments, department boards and industry networks (including Samarbeidsforum, the Faculty's Forum for Industrial Cooperation).

### Composition and term of office

The programme council consists of:

- Leader  
The leader also heads a *programme committee* if applicable; see the mandate.
- 2 - 4 permanent academic staff representatives. The academic staff representatives are expected to be able to take on the duties of the person responsible for each specialization.
- Minimum 2 students (elected by the students)
- Minimum 2 external representatives from industry and public administration that use the services of graduates from the programme

The term of office normally corresponds to the Rector's term of office, but the appointing authority may change the term of office if necessary. Student representatives are elected by and among the students with a one-year term of office.

### Time allocation

The members of the programme council must expect the following workload depending on the extent of activities related to academic follow-up and development of the programme of study:

#### *Study programme leader:*

In NTNU's mandate for study programme leaders, the normal allocation for time spent is specified as a 20% position. This may be adjusted upward or downward depending on the programme's size, complexity and development needs. At the executive meeting held on 9 February 2016, the following time allocations for study programme leaders at the Faculty of Natural Sciences and Technology (NT) were approved:

- 20% position for the leader of the programme council for 5-year courses of study, i.e., 5-year integrated master's degree programmes with associated 2-year master's degree programmes for engineers if applicable, and bachelor's programmes plus 2-year master's degree programmes.
- 10% position for the study programme leader for one 2-year master's degree programme.

#### *Programme council representatives:*

- 40-50 hours per year for members who participate in the programme committee.
- 10-20 hours per year for other members.

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### Mandate

The programme leader is to contribute to developing the learning environment as well as the academic and pedagogical quality of the programme of study. This is described in more detail in NTNU's mandate for programme leaders. The mandate for programme councils at the Faculty of Natural Sciences and Technology (NT) is described below. The programme council is to advise the Dean on tasks related to the programme of study as a whole, beyond teaching and academic supervision in individual courses. This includes:

- Developing the academic content, profile and relevance of the programme of study by
  - taking the initiative and contributing to changes that improve the academic content and the educational approach in the teaching.
  - evaluating the content and workload in individual courses and proposing changes if necessary.
  - preparing and coordinating work on the annual revision of the programme description.
- Ensuring that the description of the learning outcomes for the programme of study expresses the ambitions of the programme, and that the courses included in the programme help students to achieve the programme's learning outcomes.
- Developing the programme design with good consistency between the description of the learning outcomes for the programme of study, the learning activities and forms of assessment and ensuring that the courses are coordinated horizontally and vertically by
  - developing the programme description, including learning outcomes and professional objectives, definition of specializations and main profiles and their main content of courses. This may include proposals to the Faculty and departments as needed regarding the establishment of new courses and discontinuation of existing courses.
  - conducting a comprehensive assessment of the combination of courses, content, and forms of teaching and learning for the annual courses individually and collectively so that the learning outcomes of the programme are achieved.
  - advising on the dimensions of the programme.
- Contributing to quality assurance and evaluation of the programme of study in accordance with approved guidelines, including preparing annual reports on the quality of the education and action plans for quality improvement measures. Following up the distribution of grades in the programme of study over time and proposing actions as needed. Initiating and following up evaluations of individual courses and evaluations of whole semesters in the programme as well as periodic evaluations of the entire programme of study. Questions and non-conformances that apply to individual courses are taken up directly with the relevant academic department or via the Faculty.
- Helping to develop a mutually fruitful relationship with relevant external parties within the knowledge domain of the programme.
- Contributing input to marketing of and recruitment to the programme aimed at young people seeking higher education. The programme council designates a contact person among the members in relation to the person responsible for recruitment to the Faculty.
- Helping students to develop a strong and independent academic identity within the knowledge domain of the programme of study, and being a driving force for a good learning environment for students by the following means, among others:
  - Contribute to welcoming new students in suitable ways, including the arrangements for Teknostart/Realstart orientation activities.
  - Contribute to appropriate and effective use of "tiltaksuger" (lecture-free weeks for initiatives to help students in their studies).
  - Contribute satisfactory academic information on studies for prospective students and for students in the programme, including academic considerations related to study abroad.
- Commenting on issues presented to the council as
  - consultative hearing processes
  - questions of principle in matters related to specific recognition and exemption.

Under the programme council, a study programme committee (working committee) may be established, consisting of the leader of the programme council, the council members responsible for specializations and up to two student representatives. The study programme committee takes care of detailed development work and follows up the operation of the programme of study, such as the selection of courses, teaching and learning environment measures, recruitment materials, reception of new students as well as evaluation and follow-up of individual courses.

More information about programme councils, programme management and quality assurance of education at NTNU is available at <https://innsida.ntnu.no/wiki/-/wiki/English/Quality+assurance+of+education>.