Management Regulations for

the Norwegian University of Science and Technology (NTNU)

Adopted by the Board 5 November 2013

The English version may differ from the authoritative version, which is in Norwegian. If so, the authoritative version is to be consulted.
1. NTNU's central organizational structure

1.1 NTNU is to have

- a Board; cf. Chapter 9 in the Act relating to Universities and University Colleges
- Rector, cf. Section 10-4 of the Act relating to Universities and University Colleges and S-sak 17/05
- Pro-Rectors for
  - Education, cf. S-sak 50/05, 70/05, 56/12 and 16/13
  - Research, cf. S-sak 50/05, 70/05 and 56/12
  - Innovation, cf. 18/09, 56/12 and 16/13
- Director of Finance and Property and Director of Organization, cf. S-sak 74/06
- Standing committees
- Administration

1.2 The Board

The Board's responsibilities and duties are set out in Sections 9.1 and 9.2 of the Act relating to Universities and University Colleges.

The Board consists of 11 members, cf. Section 9-3 of the Act relating to Universities and University Colleges and the decision in S-sak 34/03 and 41/03

- External Chair
- Four representatives of the staff in academic positions, of whom one represents temporary staff
- One representative of the technical and administrative staff
- Two student representatives
- Three external members

The Board works in accordance with the Rules of Procedure specified in S-sak 65/05

1.3 Rector's duties

Rector's responsibilities and duties are described in Section 10-4 of the Act relating to Universities and University Colleges. Rector has authority to make decisions between the Board's meetings.

As well as the duties referred to in the above Act, Rector is to:

- promote and position NTNU nationally and internationally as a research and educational institution
- initiate and lead institutional strategy processes and ensure that the strategies are followed up
- ensure that there is good academic leadership practice that emphasizes quality throughout the organization
- develop suitable administrative services and ensure that the activities are managed effectively
- create a positive organizational culture as well as a satisfactory and productive work environment

1.4 Pro-Rectors' duties

The Pro-Rectors' duties are specified through delegation from Rector. One of the Pro-Rectors is Rector's deputy. Rector designates his or her deputy.
1.5 Directors' duties
The duties of the Director of Finance and Property and the Director of Organization are specified through delegation from Rector.

1.6 Standing committees
NTNU has the following standing committees
- University Research Committee
- University Education Committee
- Executive Committee for Engineering Education (FUS)
- Executive Committee for Teacher Education (FUL)
- Learning Environment Committee
- Working Environment Committee (AMU)
- NTNU's Central Appeals Committee
- University Coordination Committee (SESAM)

1.7 University Administration
In addition to Rector's staff, the University Administration consists of the following departments

Reporting to the Pro-Rector for Education
- Student and Academic Division
- NTNU University Library

Reporting to the Director of Finance and Property:
- Financial Division
- Technical Division

Reporting to the Director of Organization
- Communication Division
- IT Division
- Health, Safety and Environment Division
- Human Resources Division
- Administrative Services

2. Organization, governance and academic leadership

2.1 The Faculties
NTNU's academic activities are organized in the following units (cf. K-sak 65B/01)
- Faculty of Architecture and Fine Art (AB)
- Faculty of Humanities (HF)
- Faculty of Information Technology, Mathematics and Electrical Engineering (IME)
- Faculty of Engineering Science and Technology (IVT)
- Faculty of Medicine (DMF)
- Faculty of Natural Sciences and Technology (NT)
- Faculty of Social Sciences and Technology Management (SVT)
- Faculty of Natural Sciences and Technology (NT)
- NTNU University Museum

The Faculties are divided into Departments. The Departments can be organized in academic groups; cf. S-sak 30/10 and guidelines specified by Rector dated 30 August 2010.
The NTNU University Museum is divided into sections.

Academic activities can also be organized in centres or programmes, as decided by the Board.

2.2 Leadership and governance of faculties and the NTNU University Museum

2.2.1 The Faculties and the NTNU University Museum are to have the following:
- Faculty Board/Museum Board
- Faculty Dean (hereafter Dean)/Museum Director
- Vice-Dean, who is the Dean's deputy
- Appointments Board for technical and administrative positions
- Appointments Committee for academic positions
- Local Coordination Committee (LOSAM)

2.2.2 Mandate for the Faculty Boards and Museum Board
The Faculty Board or the Museum Board is the highest governing body in that unit. The boards are responsible for establishing goals and strategies for the unit and for setting priorities within the framework laid down in regulations and decisions made at higher levels. To meet these responsibilities, the boards are to handle (cf. S-sak 15/13):
- Strategy and plans of action
- Strategic staffing plans
- Budget and main allocations
- Research priorities and profile
- Portfolio of courses and programmes of study
- Financial reporting
- Internal organization
- Significant matters of principle

If there is disagreement between the Dean and the Faculty Board regarding where decision-making authority lies, the issue is decided by Rector.

2.2.3 Composition
The boards of the Faculties and the NTNU University Museum each have 11 members:
- External Chair
- Four academic staff members, one of whom represents the temporary staff
- Two student representatives
- One representative of the technical and administrative staff
- Three external representatives in addition to the Chair

A corresponding number of deputies in succession are elected by each electoral group. At least two deputies, in succession, are to be appointed for the external representatives.

The Dean/Museum Director is the Secretary to the Board and attends regularly with the right to speak.

2.2.4 Election and appointment
The internal members are elected in accordance with NTNU's election regulations. Permanent staff are elected for four years; the student representatives and temporary staff are elected for one year.
The external members and the Chair are designated by Rector based on the proposal of the Dean/Museum Director. At least eight external candidates are to be proposed for Rector to make the selection. Equal numbers of women and men are to be appointed in the group of external representatives.

2.2.5 Establishment of committees
The Dean and the Museum Director can establish special committees for specific areas or specific issues. The composition is to be in accordance with Section 4-4 of the Act relating to Universities and University Colleges and with the Act relating to Gender Equality.

The Dean and the Museum Director can delegate decision-making powers to such committees unless the scope for delegation is restricted by law or by a superior body.

2.2.6 Organization of the management and administration of the Faculty/Museum
One or two Vice-Deans are appointed by the Dean. They are to spend up to 50% of their working hours on the duties of Vice-Dean.

The Dean is authorized to organize the Faculty's management and administrative activities. This takes place in accordance with the provisions of the Basic Collective Agreement regarding co-determination. The Board, or if applicable, Rector is delegated to decide the issue if the parties do not reach agreement.

2.2.7 Duties of the Dean and the Museum Director
The Dean and the Museum Director head their units. They must ensure that the activities are managed within the parameters of the regulations, decisions made at higher levels, and the decisions of the boards.

The Dean and the Museum Director have overall responsibility for all tasks that are not explicitly assigned to the boards and have general authority to deal with current business. The Dean and Museum Director report directly to their board in matters within the scope of the board's powers, and to the Rector in other respects. The Dean and Museum Director are included in the Rector's management group.

The primary responsibilities of the Dean and the Museum Director are to:
- lead and develop the activities of the unit, focusing on core tasks
- prepare matters for the unit's board and implement the board's decisions
- lead the unit's appointments committee
- participate in the institution's strategic work, ensure that the unit has up-to-date strategies and that these are followed up
- create a positive organizational culture and foster a productive and satisfactory work environment
- ensure that there is good academic leadership practice that emphasizes the quality of teaching and research
- be responsible for appropriate technical and administrative services and effective operation of the activities
- represent and position the unit and promote internal and external cooperation
- make the arrangements necessary to foster the students' learning and work environment
- ensure that internal control and financial management comply with prescribed rules and procedures
- represent the employer, ensure that employees are heard and safeguard the organizations' right of participation and co-determination
2.2.8 Appointment of the Deans and the Museum Director
The Board appoints the Deans and Museum Director based on the recommendation of an appointments committee, cf. Section 6-4 and Section 11-1(3) of the Act relating to Universities and University Colleges.

2.2.9 Duties of the Vice-Deans
The Dean specifies the duties and authority of the Vice-Deans. The Dean designates one of the Vice-Deans as his or her deputy. The Vice-Deans report to the Dean.

2.3 Management and governance of departments

2.3.1 Departmental bodies
- Appointed Head of Department
- Alternative forums for participation and co-determination
  - Extended Management Group
  - Department Board
  - Department Council

The Faculty Board approves the structure of the departments/sections based on a proposal from the Head of Department/Head of Section. Departments in the same Faculty may have different types of participatory and co-determination structures unless the unit's board decides otherwise.

2.3.2 Mandate and meeting frequency
The Department Board takes decisions within the authority delegated to the Department, while the Department Council and the Extended Management Group have an advisory role to the Head of Department.

These bodies are to handle the following matters:
- Strategy and plans of action
- Strategic staffing plans
- Budget and main allocations
- Research priorities and profile
- Portfolio of courses and programmes of study
- Financial reporting
- Internal organization
- Significant matters of principle

These bodies are to meet at least twice a semester or otherwise as needed. The meetings are to be held at times that ensure the participation of staff and students. There will be notification of meetings and the minutes are to be available for staff and students.

If there is disagreement between the Head of Department and the Department Board regarding where decision-making authority lies, the issue is decided by the Dean.

2.3.3 Composition
The Extended Management Group consists of the Department's management together with at least:
- Two elected representatives of the permanent staff in academic positions
- One elected representative of the temporary staff in academic positions
- One elected representative of the technical and administrative staff
Two elected student representatives

The Department Board and the Department Council are led by the Head of Department and are to have the following composition:

- Three elected representatives of the permanent staff in academic positions
- One elected representative of the temporary staff in academic positions
- One elected representative of the technical and administrative staff
- Two elected student representatives
- Two external members employed at other departments at NTNU or outside NTNU

2.3.4 Election and appointment
The internal members are elected in accordance with NTNU's election regulations. Permanent staff are elected for four years; the student representatives and temporary staff are elected for one year.

2.3.5 Other participatory structures
In addition, each Department is to have the following forums for staff participation:

- Staff Meeting (for all staff in the department). The Staff Meeting is to advise on preparation of strategic staffing plans in particular.
- Forum for Staff in Academic Positions. The forum is to advise on research priorities, the portfolio of courses and programmes of study in particular.

These forums are to meet at least once a semester and give advice on issues that will be discussed in the Extended Management Group, the Department Board or Department Council.

2.3.5 Head of Department
The Head of Department manages the unit. This person is to ensure that the activities are managed within the framework of the regulations, decisions made at higher levels, and the decisions of the Department Board, and has general authority to deal with current business. The Head of Department reports to his or her board in matters within the scope of the board's powers, and to the Dean in other respects. The Head of Department is included in the Dean's management group.

Important duties are to:

- lead and develop the activities of the unit, focusing on core tasks
- prepare matters for the unit's board and implement the board's decisions
- head the unit's appointments committee
- participate in the institution's strategic work, ensure that the unit has up-to-date strategies and that these are followed up
- create a positive organizational culture and foster a productive and satisfactory environment for students and staff
- ensure that there is good academic leadership practice that emphasizes the quality of teaching and research
- ensure that there appropriate technical and administrative services and effective operation of the activities
- represent and position the unit and promote internal and external cooperation
- make the arrangements that are necessary to foster the students' learning and work environment
- ensure that internal control and financial management comply with prescribed regulations and procedures
- represent the employer, ensure that employees are heard and safeguard the organizations' right of participation and co-determination
2.3.7 Appointment of Head of Department
The Faculty Board appoints Heads of Department based on the recommendation of an appointments committee, cf. Section 6-4 and Section 11-1(3) of the Act relating to Universities and University Colleges.

2.3.8 Establishment of committees
The Head of Department may appoint extraordinary committees for specific activities or specific issues. The department management is normally to be included and the composition is to be in accordance with Section 4-4 of the Act relating to Universities and University Colleges and the Act relating to Gender Equality.

Heads of Departments may delegate decision-making powers to such committees unless the scope for delegation is restricted by law or by a superior body.
Rules of Procedure for Faculty Boards and the Museum Board

1.1 Notice of meetings

At least two Board meetings are to be held during the semester, based on a predetermined meeting schedule. In addition, the Chair of the Board convenes meetings in consultation with the Dean/Museum Director to meetings when needed.

Notice of meetings and agenda documents are to be sent to the Board's members in a timely manner, and at least 10 days before ordinary Board meetings.

Notice of meetings, the agenda and supporting documents for the Board meetings are to be announced via the unit's home page in parallel with distribution of the documents to members.

1.2 Meetings

If the Chair of the Board is absent, the Board designates an acting Chair from the external members.

The Faculty Boards and the Museum Board are to consider the items on the agenda at a meeting. The meetings are to be open to the public.

The Board may invite external parties to participate in the discussions with speaking rights but no voting rights.

1.3 Quorum and voting rules

The Board has a quorum when more than half of its members are present and vote.

Members of the Board have a duty to vote and cannot cast a blank vote. Voting takes place by a show of hands, and resolutions are made by simple majority of the votes cast. In the case of equality of votes, the Chair of the Board has the casting vote.

1.4 Minutes

Minutes from Board meetings are to be recorded, with information about:

- who was present
- how each member voted
- any explanations of votes and entries into the minutes

Explanations of votes and entries into the minutes are to be submitted during the meeting. The minutes are to be published on the unit’s home page no later than one week after the meeting.

1.5 Duty to attend meetings and inability to attend

Members have a duty to attend meetings and to participate in the proceedings unless they have legitimate reasons for absence. In the event of absence, the secretary is to be notified so that a deputy member can be asked to attend.