

Role Description for the Study Programme Director

About role, position and organisational placement			Document status:
Position category: Academic position	Position code: UF-code	Position size: 10-100%	Approved: 21.05.25
Position type: Teaching and research	Terms of employment: Special Agreement for Study Programme Directors	Duration: Permanent/fixed-term	Last updated: 25.4.2025
Area of responsibility: Study Programme Quality			
Management responsibilities: Quality management and work management (re. course coordinators) (in accordance with <i>Organisation, Leadership and Governance at INN</i>)			
Role: Study Programme Director (SPD)			
Purpose: Contribute to the development and quality assurance of the study programme in accordance with strategic objectives.			
Operational unit (level 2): Faculty	Unit (level 3-4): Faculty/department/section	Report to: Line manager (Head of Department/Section or Vice-Dean for Education)	

Responsibilities, Main Duties, Powers, Competence Requirements and Collaborative Roles/Interfaces
Responsibilities and Duties
Quality Management Ensures that the study programme maintains a high standard of academic and pedagogical quality through evaluation, analysis and improvement measures. Responsibilities: - Plan and implement quality assurance processes, including ensuring that staff have the appropriate qualifications and that staffing levels are adequate to maintain quality. - Analyse student satisfaction, student progression and the learning environment. - Follow up on student evaluations and propose improvements. - Ensure that the study programme is aligned with national guidelines and the needs of the world of work. - Implement measures to support the academic development of the programme. Work Management and Coordination Coordinates the academic resources associated with the study programme—including course coordinators, teaching staff and research group leaders—and leads the Study Programme Committee. Responsibilities: - Plan and coordinate the delivery of the study programme and quality enhancement processes, ensuring appropriate prioritisation and staffing in consultation with the line manager. - Organise the programme's provision, including learning support and individual study plans. - Agree the allocation of administrative duties with the line manager. - Lead and organise the work of the Study Programme Committee. - Plan and chair academic meetings to support the further development of the study programme. Collaboration and External Relations Facilitates collaboration between the academic community, administrative staff, students and external stakeholders. Responsibilities: - Collaborate with placement providers and employers to ensure that the education is relevant. - Promote student participation and an inclusive learning environment. - Represent the programme in internal and external strategic discussions. - Ensure that class representatives are elected and receive appropriate training. This responsibility may be delegated in agreement with the line manager.

Powers and responsibilities

The Study Programme Director (SPD) has decision-making authority in matters relating to academic development, the organisation of the study programme and quality assurance. The SPD has no budgetary authority or personnel-management responsibilities.

The SPD makes decisions within their area of responsibility, in accordance with the quality assurance system and the faculty's framework. This includes:

Academic development of the study programme

- Propose adjustments to course content and learning outcomes within the framework of approved programme specifications.
- Propose changes to teaching and assessment methods.

Organisation and delivery of the study programme

- Plan the overall allocation of teaching in the timetable in accordance with the programme specification, in consultation with administrative units and the line manager.
- Delegate tasks to course coordinators and programme administration in consultation with the line manager.

Student participation

- Organise student participation at study-programme level and ensure that class representatives are elected.

Quality assurance and evaluation

- Implement quality improvement measures to improve student wellbeing, student progression and the learning environment.
- Follow up on student evaluations through dialogue and appropriate measures.

Study Programme Committee

- Lead the Programme Committee and implement its decisions within the SPD's area of responsibility.

The role has influence over strategic decisions but requires collaboration with senior management on matters such as budgets, structural changes and personnel management.

The role contributes to strategic and operational decisions by proposing, recommending or advising on the following:

- Changes to the study programme.
- Revisions to the programme specification and course portfolio.
- The establishment or discontinuation of courses and study programmes.
- Resource allocation and staffing.
- Requirements for teaching resources, including external examiners and supervision.
- Professional development measures for staff in teaching positions.
- Cooperation agreements with placement providers and employers.
- Partnerships with other institutions to develop the study programme.

Competence Requirements:

Re. [Særvtale for Studieprogramansvarlig](#)

- Relevant qualifications, experience and personal competencies, as set out in the Quality Assurance System.
- Competence in the exercise of work management responsibilities, as set out in the HSE system.

Key Collaborative Roles and Interfaces:

Quality management: Collaborates with course coordinators, student class representatives, administrative staff—including the international adviser—the line manager, the Vice-Dean for Education, representatives of placement providers and/or employers and industry representatives, and other Programme Directors within the faculty.

Work management: Works with the line manager to coordinate course coordinators and administrative staff in programme administration.