

Regulations on delegation

for

the Norwegian University of Science and Technology (NTNU)

Approved by the Board on 2 December 2021[[1]](#footnote-1)

Contents

PART 2 - [THE BOARD’S DELEGATION OF AUTHORITY AND POWERS TO THE RECTOR OF NTNU](#_Toc110423905)

[1. Purpose 4](#_Toc110423906)

[1.1 Principles 4](#_Toc110423907)

[2. The Board 5](#_Toc110423908)

[2.1 The Board itself - prohibition of delegation 5](#_Toc110423909)

[2.2 The enterprise’s internal organizational structure 6](#_Toc110423910)

[2.3 The Board of Directors’ delegation to the university’s Appeals Committee 6](#_Toc110423911)

[3. Rector 6](#_Toc110423912)

[3.1 The Board’s delegation of authority and powers to the Rector 6](#_Toc110423913)

[3.2 Urgent authorization 6](#_Toc110423914)

[3.3 Deputy functions 7](#_Toc110423915)

[4. Authority and powers related to functional areas 7](#_Toc110423916)

[4.1 Internal control 7](#_Toc110423917)

[4.2 Reporting of criminal offences 7](#_Toc110423918)

[4.3 Decisions on fines 7](#_Toc110423919)

[4.4 Liability for damages 7](#_Toc110423920)

[4.5 Authorization to initiate conciliation proceedings 8](#_Toc110423921)

[4.6 Educational activities 8](#_Toc110423922)

[4.7 Finances and resource management 9](#_Toc110423923)

[4.8 Deferred publication 10](#_Toc110423924)

[4.9 Management of NTNU’s ownership interests 10](#_Toc110423925)

[4.10 Personnel/HR 11](#_Toc110423926)

[4.11 Health, safety and the environment (HSE) 11](#_Toc110423927)

[4.12 Information security 11](#_Toc110423928)

[4.13 Gender equality 11](#_Toc110423929)

[5. Revision 11](#_Toc110423930)

[5.1 Revision and update of local procedures 11](#_Toc110423931)

[PART 2 - THE RECTOR’S SUBDELEGATION OF AUTHORITY AND POWERS AT NTNU](#_Toc110423933)

[1. Purpose 12](#_Toc110423934)

[2. Managers’ general duties 12](#_Toc110423935)

[2.1 The Rector’s delegation of authority and powers 12](#_Toc110423936)

[2.2 Powers of Vice-Rectors in Ålesund and in Gjøvik 12](#_Toc110423937)

[2.3 Deputy functions 12](#_Toc110423938)

[3. The Rector’s subdelegation related to functional areas 13](#_Toc110423939)

[3.1 Internal control and process ownership 13](#_Toc110423940)

[3.2 Programmes of study and organized research training 13](#_Toc110423941)

[3.3 Finances and resource management 17](#_Toc110423942)

[3.4 Property management 18](#_Toc110423943)

[3.5 Personnel/HR 18](#_Toc110423944)

[3.6Health, safety and the environment 19](#_Toc110423945)

[3.7 Privacy and information security 20](#_Toc110423946)

PART I

# THE BOARD’S DELEGATION OF AUTHORITY AND POWERS TO THE RECTOR OF NTNU

*Adopted by the Board on 2 December 2021*

## 1. Purpose

The allocation of authority and powers at NTNU is described in this document on the Board's delegation of authority and powers to the Rector (Part I) and the Rector’s subdelegation at NTNU (Part II). Part I of the regulations has been decided by the Board of NTNU. Part II of the regulations is decided by the Rector.

The regulations on delegation must be seen in the context of NTNU’s management regulations, which describe the organization of the institution. The documents apply with effect from 1 January 2022.

The Act of 1 April 2005 No. 15 relating to Universities and University Colleges (“Universities and University Colleges Act”, abbreviated to uhl. in Norwegian) assigns all authority and all responsibility to the Board of NTNU, which shall thereby ensure that NTNU is managed in accordance with the regulations and framework in effect. Together, the above documents constitute the Board’s instructions to the Rector; see Section 9-2 third paragraph of the Universities and University Colleges Act.

### 1.1 Principles

“Delegation” refers to the assignment of competence (area of authority), without the delegating party giving up its own competence. Delegation is conditional on the authority to issue instructions and can always be withdrawn by the delegating body if the authority is not exercised within the given framework and assumptions. This implies that all delegated authority is exercised under the assumption of established systems for institution-based quality assurance and internal control. All delegation assumes that the Board constitutes NTNU’s top governing body, and that the Rector alone is accountable to the Board.

The allocation of authority and powers assumes that the University Board delegates authority to the Rector, as well as to the university’s Appeals Committee where the Universities and University Colleges Act provides for such delegation. The Rector may generally subdelegate his or her authority to ensure effective allocation of work at NTNU. Such delegation shall be conditional on the Rector’s responsibility for control of the institution with respect to the Board. Delegation should generally be explicit and documentable.

The right/authority to commit NTNU with respect to a third party follows the budget allocation authority, unless otherwise provided by law, special rules or decisions.

The regulations provide for the following distribution of work:

Matters that under the Universities and University Colleges Act are to be decided by “the Board itself or the institution’s appeals committee” are to be delegated to NTNU’s Appeals Committee.

The Board uses “Rector himself/herself” when the Board restricts the Rector’s access to subdelegation.

The Rector informs the Board of his/her subdelegation. The Rector’s subdelegation processes are set out in Part II of the document.

## 2. The Board

NTNU is headed by the University Board, which under the University and University Colleges Act is the university’s highest governing body, and which has responsibility and authority for the operation of the university; see Section 9-1 of the Act of 1 April 2005 No. 15 relating to Universities and University Colleges. The Board has general powers of delegation, except where the Act grants authority to “the Board itself” or other specific limitations apply to the right to delegate. All decisions made at the institution by parties other than the Board shall be made with authority delegated by the Board and on the responsibility of the Board.

### 2.1 The Board itself - prohibition of delegation

Decisions of an overarching nature should generally be taken by the institution’s highest governing body. Decisions that the Act determines are to be taken by the Board itself are:

* The enterprise’s internal organizational structure (cf. Section 9-2 No. 4); see also NTNU’s local adjustment agreement (Tilpasningsavtalen)
* Decisions on the composition of the Board (cf. Section 9-3 No. 2 first sentence and Section 9-3 No. 3 first sentence).
* Decisions on rules for the election of members of the Board (cf. Section 9-4 No. 10).
* Decisions about employment of the Rector (cf. Section 10-4)
* Decision that holders of certain posts shall not be eligible for election to the institution’s Board (cf. Section 9-4 No. 7).
* Decision that the Pro-Rector is to assume the duties of the Rector if the Rector is absent or must resign from office (Section 10-4 No. 2).
* The Board itself shall decide the composition of NTNU’s appointments committees that make appointments to academic positions; cf. Section 6-3 No. 1 second sentence of the Universities and University Colleges Act, as well as establishing rules for nomination and deciding who may nominate candidates, etc.; cf. Section 6-3 No. 5 of the Act.
* Decisions on general regulations governing the taking and conducting of examinations (Section 3-9 No. 7).
* Exceptions to the provisions under the Act that grades must be available within three weeks after examination (Section 3-9 No. 4 second and third sentence; cf. first sentence).
* Appointment of members to NTNU’s suitability committee; cf. Section 7 of the regulations for suitability assessment.
* Restricted admission to programmes of study; cf. Section 3-7 (5).
* Functions specified in Section 9-2, but where the expression “the board itself” is not used:
* decisions on the institution’s budget and
* overarching strategic decisions related to education and research,
* exercise overarching supervision of the management of finances and real property at the institution.
* Decisions to buy and sell real property; cf. Section 12-3 of the Universities and University Colleges Act.
* Appointment to the position of Pro-Rector or Head of Section and basic unit without prior advertisement; see Section 11-1 (4) of the Universities and University Colleges Act.
* Appointment to academic positions without prior advertisement; see Section 6-3 (4) of the Universities and University Colleges Act

Thus, under the Act with its associated administrative regulations, the Board cannot delegate the matters above.

### 2.2 The enterprise’s internal organizational structure

The Board delegates authority to the Rector to decide how the joint university administration, the faculty administrations and the department administrations are to be organized.

### 2.3 The Board of Directors’ delegation to the university’s Appeals Committee

The Board delegates making of decisions specified in clauses 1 to 7 to the Appeals Committee at NTNU:

1. Decisions in cases concerning complaints against procedural errors in connection with examinations (Section 5-2 of the Universities and University Colleges Act),
2. Decisions on annulment of examinations or tests (Section 4-7 of the Universities and University Colleges Act),
3. Decisions on confiscation and decisions on periods of quarantine because of falsification and the like (Section 3-7 of the Universities and University Colleges Act),
4. Decisions on exclusion from the institution, expulsion and loss of the right to take examinations (Section 4-8 of the Universities and University Colleges Act),
5. Decision that a student is not suitable for an occupation and any exclusion from the programme of study on this basis (Section 4-10 of the Universities and University Colleges Act),
6. Decisions on reductions in fees in connection with legal assistance (Section 4-8 of the Universities and University Colleges Act).
7. Decisions on exclusion due to use of face-covering clothing (Section 7-9 of the Universities and University Colleges Act)

2.3.1 Members of the university’s Appeals Committee

The Board delegates to the Rector the function of appointing members to the university’s Appeals Committee.

## 3. Rector

The Rector of NTNU is appointed and is responsible for day-to-day management of the institution’s academic and administrative activities; cf. Section 10-1 of the Universities and University Colleges Act.

According to the Act, the Rector is the secretary to the Board and prepares agenda items and makes recommendations in academic and administrative cases for the Board of Directors in consultation with the Chair of the Board and is responsible on the Board’s behalf for management of real property and finances as well as asset management. For a more detailed description of the Rector’s responsibilities, see the management regulations for NTNU.

### 3.1 The Board’s delegation of authority and powers to the Rector

The Board delegates decision-making authority to the Rector as long as delegation has not been precluded in the Act or elsewhere or follows from the Board’s delegation decisions.

### 3.2 Urgent authorization

The Rector is also authorized to deal with current business which ought to be settled before the next Board meeting and which is not considered important enough for an extraordinary meeting to be called; see Section 10-2 of the Universities and University Colleges Act. The delegation does not apply to matters that rest with the Board itself for decision. The Rector informs the Board of use of the authorization at the next Board meeting.

### 3.3 Deputy functions

The Board decides on a deputy for NTNU’s Rector on the basis of a proposal from the Rector.

The Board decides that, in the absence of the deputy, the Rector may authorize his or her other pro-rectors or the Director of Organization and Infrastructure to act as deputy.

## 4. Authority and powers related to functional areas

### 4.1 Internal control

The Rector is authorized to establish, implement, follow up and document NTNU’s overall system for internal control and risk management. Internal control is supra-organizational, i.e., it is not limited to the area of finance, but applies to all aspects of the organization.

The Rector himself/herself is authorized to approve policies, after discussion with the Board in advance.

The Rector is authorized to establish NTNU’s common quality standards, procedures and guidelines.

4.1.1 Reporting to DBH and other reporting sources

The Rector is authorized to approve reporting to the Database for Statistics on Higher Education (DBH) and other sources.

### 4.2 Reporting of criminal offences

The Board delegates authority to the Rector to report criminal offences, as well as to make a statement to the public prosecuting authority on whether public interest considerations are involved. Only the Rector himself/herself may report NTNU’s own employees.

### 4.3 Decisions on fines

The Board gives the Rector himself/herself powers to accept fines on behalf of the university (corporate penalties). If the Rector considers refusing to accept a fine, the Board itself must decide the matter.

### 4.4 Liability for damages

The Board grants powers to the Rector to reach a settlement or admit liability for damages and pay compensatory damages, within the scope of special authorization granted by the Ministry of Education and Research.

The powers apply to the cases where NTNU itself is to cover the amount within its own budget limits.

In cases concerning compensatory damages above the level specified in the authorization document (letter of allocation), the matter must be submitted to the Ministry of Education and Research for a decision.

More detailed conditions and use of the powers are described in a separate annex to the letter of allocation.

### 4.5 Authorization to initiate conciliation proceedings

The Board authorizes the Rector to initiate conciliation proceedings, and to attend meetings of the conciliation board in cases in which the Ministry would otherwise have been a party, see Section 12-2 of the Universities and University Colleges Act.

### 4.6 Educational activities

4.6.1Delegation through the establishment of regulations

The Board delegates authority to the Rector by establishing academic and admission regulations for NTNU. Where the regulations refer to “the faculty” or “the faculty itself”, this implies that the faculty’s authority is exercised through delegation from the Rector.

NTNU has the following academic and admission regulations that have been determined by the Board:

* Forskrift om studier ved Norges teknisk-naturvitenskapelige universitet (NTNU) [Academic Regulations for the Norwegian University of Science and Technology (NTNU)]
* Forskrift for graden philosophiae doctor (ph.d.) og philosophiae doctor (ph.d.) i kunstnerisk utviklingsarbeid ved Norges teknisk-naturvitenskapelige universitet (NTNU) [Regulations concerning the degrees of Philosophiae Doctor (PhD) and Philosophiae Doctor (PhD) in artistic research at the Norwegian University of Science and Technology (NTNU)]
* Forskrift for graden dr.philos. ved Norges teknisk-naturvitenskapelige universitet (NTNU) [Regulations concerning the dr.philos. degree at the Norwegian University of Science and Technology (NTNU)]
* Forskrift om opptak til studier ved Norges teknisk-naturvitenskapelige universitet (NTNU) [Regulations on admission to studies at the Norwegian University of Science and Technology (NTNU)]
* Forskrift for integrert PhD utdanning ved Norges teknisk-naturvitenskapelige universitet (NTNU) [Regulations for integrated PhD education at the Norwegian University of Science and Technology (NTNU)]
* Praksisforskrift for sivilingeniørutdanningen ved Norges teknisk-naturvitenskapelige universitet (NTNU) [Regulations for professional training in the Master of Science in Engineering programme at the Norwegian University of Science and Technology (NTNU)]
* The Rector’s right to approve supplementary regulations is set out in the academic regulations. In the academic, PhD and admission regulations, the Board has delegated authority to the Rector where there is a need for central coordination.

#### 4.6.1.1 Admission

The Rector is authorized to:

* appoint admission committees
* establish guidelines for exceptions from the Higher Education Entrance Qualification
* establish guidelines for the documentation of prior learning and work experience, and the processing of such applications

#### 4.6.1.2 Fees

The Rector is authorized to specify examination fees for external candidates as well as to specify fees for issue of duplicate diplomas.

#### 4.6.1.3 Guidelines, supplementary regulations, procedures

The Rector is authorized to:

* establish supplementary regulations to the academic regulations for the Master of Science in Engineering (sivilingeniør) programme, the 3-year engineering programme and the 5-year teacher education programme
* establish guidelines for the implementation of practical training
* establish guidelines for dealing with cases of academic misconduct or examination offences/attempts at academic misconduct or examination offences in examinations
* lay down procedures for establishing new programmes of study and more detailed requirements for the content of programme descriptions and course descriptions

#### 4.6.1.4 Programmes of study, examiners, academic year, examination periods and adaptation

The Rector is authorized to:

* establish and close PhD programmes
* establish and close study programmes of 60 credits or more
* specify requirements for up to 90 new credits for the Master of Science in Engineering programmes and the 5-year teacher education programmes
* rename programmes of study
* appoint external examiners in the course Experts in Teamwork (EiT)
* specify when the academic year starts and ends and determine the examination periods
* make decisions on applications for adapted assessment for students with special needs

### 4.7 Finances and resource management

4.7.1 Payments to the Rector

The Chair of the Board is authorized to approve payments to the Rector. The authorization may be subdelegated to the Director of Organization and Infrastructure. This must be in writing and specify limits on payments to the Rector.

4.7.2 Budget allocation authority

The Board delegates budget allocation authority to the Rector.

4.7.3 Collaboration- and contract-funded activity (“BOA”)

The Board authorizes the Rector to enter into agreements/contracts with external funding sources.

The Rector is responsible for ensuring that the necessary professional and financial monitoring of projects with collaborative and contract funding (“BOA”) is addressed and that the BOA activities comply with applicable requirements.

The authorization may be subdelegated to employees at lower levels within the specified guidelines for such delegation.

4.7.4Activity in collaboration with independent organizations

The Board itself makes decisions on the organization of collaborative and contract funding as activity in collaboration with independent organizations (“randsoneaktivitet”), if such organizational structure involves formation or ownership of limited liability companies.

Decisions about the organization of collaborative and contract funding without formation or ownership of limited liability companies are delegated to the Rector.

### 4.8 Deferred publication

The Board authorizes the Rector to delay publishing of research results, see Section 1-5 of the Universities and University Colleges Act, for up to 6 months at a time, up to two times (6 + 6).

### 4.9 Management of NTNU’s ownership interests

The Ministry of Education and Research has authorized NTNU to manage the State’s ownership interests on behalf of the Ministry. The Ministry’s guidelines on the exercise of governance and control authority must provide the basis. More detailed conditions and use of the authorization are described in the letter of allocation with annexes from the Ministry of Education and Research.

4.9.1 General meeting proxy

The Board delegates proxy rights for general meetings to the Rector. The Rector is authorized to represent NTNU at ordinary or extraordinary general meetings of the companies in which NTNU has ownership interests. Members of the Board are elected by the general meeting.

4.9.2 Entry into legal entities, purchase and sale of shares

The Board itself decides on establishment of or entry into legal entities, including capital contributions and strategic sale of shares. The Board must be able to establish that the ownership is of professional interest.

The Board delegates authority to the Rector to sell shares, where the sale is not of a strategic nature. A prerequisite is that the Board be kept informed in connection with the sale.

4.9.3 Acquisition and disposal of real estate, and property management

The Board itself undertakes acquisition and disposal of real estate.

#### 4.9.3.1 Day-to-day property management

The Board delegates authority to the Rector to exercise day-to-day property management.

4.9.3.2Authorization to enter into agreements regarding rental, etc.

The Board authorizes the Rector to enter into agreements on rental and letting of land, establishment and administration of easements and rights of use that do not influence NTNU’s use of its own properties and areas to a material extent and that do not involve matters of principle.

#### 4.9.3.3 Management of foundations (funds and endowments)

The Board delegates the management responsibility for assets belonging to foundations managed by NTNU to the Rector. Authorization to appoint a common board is delegated to the Rector.

### 4.10 Personnel/HR

4.10.1 Employer responsibility

The Board authorizes the Rector to follow-up and exercise the Board’s employer responsibility in the organization. The delegation applies to the employer responsibility beyond that which follows from the Board itself.

4.10.2 Social partner (employer) under the Basic Agreement for the Civil Service/the Basic Collective Agreement

NTNU’s highest multipartite body in relation to the Basic Agreement for the Civil Service is IDF-SESAM (central works council). The Board authorizes the Rector to act as social partner (employer) under the Basic Agreement for the Civil Service (Hovedavtalen)/the Basic Collective Agreement for the Civil Service (hovedtariffavtalen).

### 4.11 Health, safety and the environment (HSE)

The Board delegates responsibility to the Rector for the follow-up of work in health, safety, and the environment (HSE) and emergency response capacity at NTNU.

This means that the Rector is granted authority to ensure compliance with the legal requirements for the safety service (safety representatives and working environment committee) and occupational health service (BHT), as well as internal control systems and emergency response systems and plans.

### 4.12 Information security

The Board delegates necessary powers to the Rector to ensure satisfactory information security at NTNU as an organization.

### 4.13 Gender equality

The Board delegates necessary powers to the Rector for ensuring follow-up of the university’s statutory duty, see Section 6-2 of the Universities and University Colleges Act, to work to enable equal opportunity between the sexes, within all types of positions, both academic and administrative.

## 5. Revision

### 5.1 Revision and update of local procedures

The Board is responsible for approving changes in NTNU’s regulations on delegation. The Rector is authorized to undertake technical revision and update of the regulations on delegation part 1 as needed. If there is any doubt about whether amendments are of a technical or material nature, amendments to the regulations on delegation must always be submitted to the Board.

PART 2

THE RECTOR’S SUBDELEGATION OF AUTHORITY AND POWERS AT NTNU

1. Purpose

This document provides an overview of how authority, including delegations and powers, is assigned from the Rector and further in NTNU with effect from 1 January 2017. The regulations on delegation must be read in conjunction with NTNU’s management regulations, which describe the organization of the institution.

Part II is decided by the Rector, or the person authorized by the Rector.

2. Managers’ general duties

Managers have at their disposal the resources that are assigned to the unit to perform the tasks and achieve the goals that apply to its activities, within given limits defined in regulations and overarching decisions. This includes staff, finances, organization and infrastructure. Also see the management regulations and tasks and responsibilities for deans and for heads of departments.

2.1 The Rector’s delegation of authority and powers

The Rector may subdelegate authority and powers to the pro-rectors, the Director of Organization and Infrastructure, vice-rectors and deans unless otherwise decided. Vice-rectors may be assigned special powers by the Rector.

Pro-rectors, the Director of Organization and Infrastructure, deans and vice-rectors may subdelegate authority unless otherwise decided. The Rector may delegate authority to the organization’s committees unless delegation is precluded by law or otherwise. This decision-making authority may not be subdelegated.

2.2 Powers of Vice-Rectors in Ålesund and in Gjøvik

Vice-rectors in Gjøvik and in Ålesund may be assigned special powers by the Rector.

2.3 Deputy functions

Managers at two levels at NTNU, that is, Rector and Dean/Museum Director, shall have a permanent deputy who acts with powers and authority equivalent to those of the manager represented.

3. The Rector’s subdelegation related to functional areas

3.1 Internal control and process ownership

The Rector authorizes pro-rectors and the Director of Organization and Infrastructure to exercise process ownership for NTNU’s work processes throughout the operations. Pro-rectors and the Director of Organization and Infrastructure are authorized to establish NTNU’s common procedures and guidelines for work processes throughout the operations.

Pro-rectors/the Director of Organization and Infrastructure are also authorized to implement control measures at all levels in the organization for work processes throughout the operations.

Deans/the museum director are authorized to establish supplementary local guidelines for internal control at the faculty and to exercise these within the framework that follows from centrally imposed regulations.

3.1.1 Reporting to DBH and other reporting channels

The Rector subdelegates authority to approve reporting to the Database for Statistics on Higher Education (DBH) and other sources to the Pro-Rector for Research, the Pro-Rector for Education, and the Director of Organization and Infrastructure. The authorization may be subdelegated to relevant department managers.

3.2 Programmes of study and organized research training

Through the establishment of academic and admission regulations, the Board has delegated authority; see Part I of the regulations on delegation.

The Rector has subdelegated powers to make decisions within the area of studies to the Pro-Rector for Education, deans, as well as the  [Executive Committee for the 5-year Teacher Education programmes](https://innsida.ntnu.no/wiki/-/wiki/Norsk/Forvaltningsutvalget+for+de+5-%C3%A5rige+lektorutdanningene+-+FUL)  (FUL), the [Executive Committee for Engineering Education](https://innsida.ntnu.no/wiki/-/wiki/Norsk/Forvaltningsutvalget+for+sivilingeni%C3%B8rutdanningen+-+FUS)  (FUS) and the Executive Committee for the 3-Year Engineering Programmes (FUI).

3.2.1 Admission and ranking rules

The Rector authorizes the Pro-Rector for Education to:

* implement admissions and decide on applications for transfer to another programme of study. To be subdelegated to the Head of Section.
* determine the restricted-admission programmes of study to which it is possible to apply for transfer. To be subdelegated to the Head of Section.
* decide on applications for exemptions from the requirement for the Higher Education Entrance Qualification and postponed start of studies. To be subdelegated to the Head of Section.
* decide on loss of admission rights after failure to present original documents on admission. To be subdelegated to the Head of Section.

The Dean is authorized by the Rector to:

* undertake admissions to PhD programmes
* undertake admission to programme options
* determine the distribution of figures for admissions to the programme options in a programme of study
* establish ranking rules for admission to programme options
* establish ranking rules for admission to further education that is not based on a completed degree
* establish ranking rules for applicants to PhD courses if the course has a limited number of places
* establish ranking rules other than the standard rules for admission to programmes of study and individual courses that are contract-funded
* establish requirements for grades in connection with admission to master’s degree programmes
* establish academic requirements for applicants who are exempt from the requirement for the Higher Education Entrance Qualification.
* establish the requirements for entrance tests for visual arts, music performance studies, musicology and music technology and rules for the admission process
* decide that, for academic reasons, transfer to a programme of study may only be granted up to a certain level in the programme of study

3.2.2 Deadlines, examinations and diplomas

The Rector authorizes the Pro-Rector for Education to:

* set deadlines for registration and payment of semester fees, registration for examinations, local deadlines for applications, deadlines for subsequent submission of documents in connection with local admissions and deadlines for applying for transfers. To be subdelegated to the Head of Section.
* establish rules for conducting examinations, including instructions for course teachers, examiners, students and invigilators. To be subdelegated to the Head of Section.
* set deadlines for withdrawal from an examination. The authorization is subdelegated to the Head of Section.
* decide on applications for arranging written examinations with invigilation outside the examination period. To be subdelegated to the Head of Section.
* establish the period for re-sit examinations. To be subdelegated to the Head of Section.
* decide on applications for exemption from the deadline for registration. To be subdelegated to the Head of Section.
* decide on applications for legitimate absence in connection with written examinations with invigilation and oral examinations. To be subdelegated to the Head of Section.
* establish specific registration deadlines for external candidates. To be subdelegated to the Head of Section.
* specify rules for the formulation of diplomas and diploma supplements.

3.2.3 Academic misconduct, disruptive behaviour

The Rector authorizes the Pro-Rector for Education to submit cases of academic misconduct and grossly disruptive/blameworthy behaviour to the Appeals Committee at NTNU – to be subdelegated to the Head of Section.

3.2.4 Programme descriptions, course descriptions, establishing programmes of study and courses

The Rector authorizes the Dean to:

establish programme descriptions and course descriptions; however, see sections 3.2.6.1- 3.2.6.3

create and discontinue programmes of study of less than 60 credits

create and discontinue courses (except for the Master of Science in Engineering programme and the 3-year engineering programmes), specify requirements for up to 90 new credits for individual programmes of study for the award of new degrees (except for the Master of Science in Engineering programmes, the 3-year engineering programmes and the 5-Year Teacher Education programmes)

3.2.4.1 Programme descriptions for the Master of Science in Engineering programme

The Rector authorizes the Executive Committee for Engineering Education (FUS) to approve programme descriptions (including establishment/discontinuation of courses, programme options and main profiles) and learning outcomes based on proposals from the faculties.

3.2.4.2Programme descriptions for the 3-year engineering programmes

The Rector authorizes the Executive Committee for the 3-Year Engineering Programmes (FUI) to approve programme descriptions (including establishment/discontinuation of courses, programme options and main profiles) and learning outcomes based on proposals from the faculties.

3.2.4.3 Programme descriptions for the 5-year teacher education programmes

The Rector authorizes the Executive Committee for Teacher Education (FUL) to approve programme descriptions (programme options and main profiles) and learning outcomes based on proposals from the faculties that manage the content of the courses in the discipline subjects.

3.2.5 Decisions on applications, entry into individual education plans, master's and doctoral degree contracts

The Rector authorizes the Dean to:

* decide on applications for permission to take the dr.philos. examination
* decide on applications for leave of absence and whether students must give reasons for applications for leave of absence in programmes of study with practical training
* decide on applications for part-time studies
* decide on applications for an examination paper in a language other than Norwegian or the language of instruction
* decide on applications for fourth and fifth attempts at an examination
* decide on applications for admission for improvement of grades in courses with restricted admission, for students who have completed the programme of study
* decide on applications for recognition and specific recognition
* decide on applications for approval of education as academically equivalent to a degree/programme of study
* decide on applications for legitimate absence in connection with forms of assessment other than examinations with invigilation enter into individual education plans
* enter into a contract regarding the master’s thesis
* enter into an agreement on admission to a PhD programme
* approve changes to an individual plan for a PhD programme

3.2.6 Examiners, descriptions of grades

The Rector authorizes the Dean to:

* appoint examiners and appeals commissions; appoint examiners for reassessment of examination grades for Experts in Teamwork (EiT);
* establish discipline-specific descriptions of the assessment criteria for the grading scale

3.2.7 External candidates

The Rector authorizes the Dean to establish rules for access to examinations for external candidates, as well as to decide whether the prerequisites for registration have been fulfilled for external candidates.

A3.2.8 Supplementary regulations, lectures, examinations, complaints against procedural errors in examinations

The Rector authorizes the Dean to:

* establish supplementary regulations to the academic regulations (except for the Master of Science in Engineering (sivilingeniør) programme, the 3-year engineering programmes and the 5-year teacher education programmes)
* approve restrictions in the access to certain lectures
* grant access to participation by people other than students in courses and exercises if there is available capacity decide that oral examinations are not to be public
* grant exemption from the requirement that master’s degree theses /graduate theses written in English must have a summary in a Scandinavian language
* decide on complaints against procedural errors in examinations as the first instance
* appoint supervisors for PhD candidates
* appoint an assessment committee for doctoral theses

3.2.9 Loss of admission to study, warning for grossly disruptive behaviour

The Rector authorizes the Dean to:

* approve loss of admission to a programme of study due to delay/lack of progress
* approve loss of admission to a programme of study in connection with default in payment of semester fees
* approve non-voluntary termination of doctoral education
* issue a written warning because of grossly disruptive behaviour

3.2.10 Award of degrees

The Rector authorizes the Dean to award degrees/professional training qualifications and to issue diplomas.

3.2.11 Fees[[2]](#footnote-2)

The Rector authorizes the Dean to decide whether fees are to be paid for an experience-based master’s programme, training and courses as well as the level of the fees.

3.3 Finances and resource management

Within the area of finance, responsibility and delegation of authority are set out in the Management Regulations and the regulations on delegation for NTNU. Additional requirements for financial and resource management are included in the finance regulations for the State, as well as in internal governance documents.

3.3.1Use of appropriations and other income

The Rector grants deans general authority to allocate appropriations to the faculty and other income obtained by the faculty based on powers to manage externally funded activities. The authority may be delegated within the specified guidelines for such delegation.

3.3.2 Budget allocation authority

The Rector delegates budget allocation authority to pro-rectors, the Director of Organization and Infrastructure, and deans for allocations that apply within their unit. Delegated budget disposition authority can be subdelegated and all delegation must be in writing.

All transactions that involve financial obligations must be confirmed by a person with budget allocation authority.

3.3.3 Liability for damages

The Rector may grant authorization to pay compensatory damages in accordance with the budget allocation authority, see Section 3.3.2, and within the framework set by the Ministry of Education and Research; see Part I, Section 4.4 of the regulations on delegation.

3.3.4 Collaboration- and contract-funded activity (BOA)

The Rector grants the Dean general authority to allocate appropriations to the faculty/unit and other income obtained by the faculty/unit based on powers to manage externally funded activities. However, see the section on EU-funded projects.

The externally funded activities are subject to the ordinary governing bodies and the ordinary line responsibility. The Dean’s responsibility and powers also therefore apply in general to the externally funded activities.

The normal system at NTNU is that operative responsibility and powers, with some restrictions, are assigned to the department level. The Dean is however responsible for ensuring that the collaboration- and contract-funded activity (BOA) functions satisfactorily within his or her area of responsibility and is authorized to implement necessary measures for follow-up of this activity. For all collaboration- and contract-funded projects, a written contract or agreement must exist between NTNU and the external source of funding.

The Rector authorizes the Dean to sign contracts for collaboration- and contract-funded activity (BOA) within his or her line responsibility.

The Dean may delegate authority to the Head of Department to sign contracts that involve responsibility and obligations within NTNU’s standard terms of contract and with a contract sum from the external source of funding of up to NOK 10 million.

If the external source of funding requires it, the contract is to be signed by the Dean or person authorized by the Dean, or by the Rector or person authorized by the Rector. In accordance with the decision of the Board of NTNU on 7 December 2005, contracts of an unusual nature or of large size must be submitted to the Board of NTNU.

3.3.4.1 EU-funded projects

For projects funded by EU programmes, applications must be quality assured according to specified procedures and guidelines. The applications must be signed by the Dean or the person authorized by the Dean or by the Rector or by the person authorized by the Rector.

For all EU contracts (grant agreements) and collaboration agreements related to Horizon 2020, as well as agreements related to projects under the EEA Financial Mechanism (EEA and Norway Grants), signature of applications and collaboration agreements must take place at Rector level.

Applications and agreements on joint degrees within Erasmus Plus must be signed by the Rector.

The Rector authorizes the Pro-Rector for Research to sign applications and collaborative agreements on NTNU’s behalf (“Legal Signatory”), for grant agreements and projects under the EEA Financial Mechanism.

3.3.4.2 Applications for large centres

Applications for schemes for large centres must be quality assured and approved by the Rector or the person authorized by the Rector.

3.4 Property management

The Rector has granted authority to the Director of Organization and Infrastructure. On behalf of the Director of Organization and Infrastructure, the Director of Finance and Property is authorized to sign agreements related to NTNU’s properties.

3.5 Personnel/HR

3.5.1 Employer responsibility

The Rector authorizes pro-rectors, directors (including directors of any Section 1-4 activity), deans and the museum director to follow up and fulfil the University Board’s employer responsibility in the individual operational unit/the individual area of responsibility, including the exercise of management prerogative, which is understood as the right to lead, distribute, control and check work, as well as to implement measures to ensure that the work environment is sound within the respective unit.

The delegation applies to powers necessary to fulfil the Board’s employer responsibility beyond what follows from the Board’s and the Rector’s own tasks, as well as within the limitations and obligations following from law, regulations, agreements, etc.

The authorization may be subdelegated to the respective subordinate managers with personnel responsibility within the scope of management regulations and staff regulations at NTNU.

3.5.2 Appointments and termination of service

The Rector has granted powers of appointment and submission of cases concerning dismissal, as set out in NTNU’s Staff Regulations, negotiated with the civil service unions and approved by the Ministry. The powers follow from the staff regulations for academic employees and the staff regulations for technical and administrative employees.

3.5.3 Social partner (employer) under the Basic Agreement for the Civil Service/the Basic Collective Agreement

NTNU’s highest multipartite body in relation to the Basic Agreement for the Civil Service is IDF-SESAM (central works council).

The Rector authorizes the the Director of Organization and Infrastructure to chair IDF-SESAM with powers to undertake discussions and negotiations on the employer’s behalf.

The Rector delegates authority to the the Director of Organization and Infrastructure to lead annual pay negotiations, pay negotiations on special grounds, and other central negotiations under the Basic Collective Agreement. Exceptions from this are pay negotiations and other negotiations concerning deans, the museum director, the Director of Organization and Infrastructure, pro-rectors and vice-rectors.

The Director of Organization and Infrastructure may subdelegate the above tasks.

3.5.4Collective agreement issues

Deans, Pro-Rectors, the Director of Organization and Infrastructure, the Museum Director and department managers in the University Administration are authorized within the provisions of the Basic Collective Agreement in the State to:

* establish salaries in connection with appointments
* if applicable, change salaries up to 12 months after appointment under Section 2.5.5 No. 3 of the Basic Collective Agreement
* propose salary changes under Section 2.5.1 of the Basic Collective Agreement (annual negotiations)
* propose salary changes under Section 2.5.3 of the Basic Collective Agreement (special grounds)

3.6Health, safety and the environment

The Rector delegates authority to the Director of Organization and Infrastructure to ensure satisfactory services for health, safety, and the environment (HSE), including safety and security preparedness, the occupational health service, and the safety delegate service at NTNU.

Follow-up of the HSE service at NTNU is delegated from the Director of Organization and Infrastructure to the head of HR and HSE.

According to delegation from the Rector, managers with personnel responsibility (line managers) have responsibility and authority for ensuring implementation of health, safety and environment work within their own area of responsibility and work, so that the provisions specified in and pursuant to the Working Environment Act are met.

Managers with personnel responsibility are responsible for realization of the unit’s objectives, strategy and plans in HSE. This involves coordination of the HSE work at the unit, as well as undertaking checks to ensure that the work is carried out in accordance with laws, regulations and NTNU’s provisions.

Managers may assign defined tasks related to various aspects of the HSE work to employees at the unit, for example the HSE coordinator, local radiation protection officer, etc. All distribution of tasks must be documented in writing, cf. Section 5 of the Internal Control regulations. The responsibility cannot be delegated to others.

HSE adaptation in department- and faculty-specific student areas is included in the responsibility of the respective units. For other student premises (auditoriums, teaching areas, etc.), the responsibility is assigned to the staff division that is responsible for the areas.

3.6.1 The occupational health service (BHT)

NTNU’s occupational health service (BHT) is a separate scheme and has a free and independent position in working environment issues at NTNU; see Section 3-3 of the Working Environment Act. It is organized as a separate unit under the HSE section in the HSE and HR Department. The occupational health service performs its tasks with authorization delegated from the Rector, and reports to the Rector through the Director of Organization and Infrastructure in professional matters.

The occupational health service may not be instructed in issues relating to its professional activities.

3.7 Privacy and information security

The Rector delegates authority to the Director of Organization and Infrastructure to exercise day-to-day responsibility as controller (contact person); see Article 4 (7) and Article 24 of the General Data Protection Regulation (GDPR).

The Rector delegates authority to the Director of Organization and Infrastructure to approve, coordinate and implement necessary measures, including imposing duties on the faculties to ensure that the processing of personal data takes place in accordance with NTNU’s goals and overall guidelines and legal requirements, and that the security of information functions satisfactorily.

1. Most recently amended in S-sak 49/19; new section 3.2.11 in Part 2, 30/18; new section 5.1, 6/17 section 3.3.   
   The previous regulations on delegation were adopted on 24 November 2015. [↑](#footnote-ref-1)
2. S-sak 49/19 [↑](#footnote-ref-2)