

Procedure for Periodic Programme Evaluation of Degree Awarding Study Programmes at the PhD Level

NHH

Established	Established by
20.06.24	Vice Rector for Research



All degree awarding study programmes at NHH must undergo a periodic programme evaluation at least once every five years. The evaluation is conducted by the academic director and provides an assessment of the programme.

Responsibilities

The academic director is responsible for:

- planning and conducting the evaluation and summarising it in a report
- facilitating the reaccreditation of the study programme in accordance with the established routine
- preparing an action plan and ensuring that the measures outlined in the action plan are implemented

The Section for Doctoral Education provides support and supplies relevant data. The Vice Rector for Research approve the evaluation process and the action plan.

Process/timeline

The programme evaluation must follow these key milestones:

- **Initial meeting:** In this meeting the process, deadlines, and division of responsibilities is clarified. This meeting is initiated by the Section for Doctoral Education.
- **Grounding in the Research Committee (FFU):** The report is presented for discussion in the FFU before it is submitted to the Board.
- **Board submission:** The report will be presented to the Board as an information item, together with a draft action plan
- **Action plan:** The action plan is approved by the Vice Rector for Research following the Board's review.

Involvement

Representatives from the departments, the PhD coordinators, representatives of PhD candidates, and relevant external experts for the study programme, shall be involved in the evaluation. Others may also be included.

Content of the evaluation

The evaluation must

- address all quality areas outlined in the quality system for education
- summarise Assurance of Learning (AoL) work conducted since the last programme evaluation

Report and action plan

The evaluation shall result in a report and a tentative action plan, which shall be submitted to the Vice Rector for Research. The report and the tentative action plan shall be discussed in the FFU and sent for consultation to the departments and the administrative units at NHH. These documents shall then be submitted to the Rector, who will present them to the Board as an information item. NHH's

Board will be given the opportunity to provide input and comments on the action plan before it is approved by the Vice Rector for Research.

Date	Description	Approved by
25.06.25	Revised process for Board handling of programme evaluation and action plan	Vice Rector for Education