

# Procedure for Periodic Programme Evaluation of Degree Awarding Study Programmes at Bachelor's and Master's Levels

(Full-Time Studies)

NHH



| Adopted  | Adopted by                       |
|----------|----------------------------------|
| 20.06.24 | Vice Rector for Academic Affairs |

*Last revised by the Vice Rector for Academic Affairs on 25.06.25.*

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 Educational Quality (SUK) provides support to the academic director and supplies relevant data.

The Vice Rector for Academic Affairs must approve the action plan.

## Process/Timeline

The programme evaluation must follow these key milestones:

- **Initial meeting:** An initial meeting to clarify the process, deadlines, and division of responsibilities is to be held by the end of September. This meeting is initiated by SUK.
- **Evaluation report:** The evaluation report must be completed and submitted to the Vice Rector for Education during the following spring semester.
- **Board submission:** The evaluation report and a draft action plan are to be presented to the Board by December of the same year.
- **Action plan approval:** The action plan is approved by the Vice Rector for Academic Affairs following the Board's review.

The academic director determines the process between these milestones.

The Vice Rector for Academic Affairs may establish an alternative timeline if necessary.

## Involvement

Representatives from industry, students, and external experts relevant to the study programme must contribute to the evaluation. The academic director decides how these groups will be involved.

## Content of the Evaluation

The evaluation must:

- assess how the action plan from the previous programme evaluation has been followed up

- evaluate the programme's learning outcome descriptions and how these are achieved within the programme
- address all quality areas outlined in the quality system for education
- summarise Assurance of Learning (AoL) work conducted since the last programme evaluation

### **Report**

The evaluation must result in a report that is submitted to the Vice Rector for Academic Affairs. The report is then forwarded to the Rector, who presents it to the Board.

### **Action Plan**

The academic director must prepare an action plan based on the findings of the evaluation.

The action plan must be sent for consultation to the departments, administration, councils, and committees. The relevant councils and committees depend on the programme in question.

Before the action plan is approved by the Vice Rector for Academic Affairs, the NHH Board must be given the opportunity to provide input and comments.

| <b>Date</b> | <b>Description</b>   | <b>Approved by</b>               |
|-------------|--|----------------------------------|
| 25.06.25    | Revised process for Board handling of programme evaluation and action plan | Vice Rector for Academic Affairs |