

Routine for Periodic Programme Evaluation of Degree Awarding Programmes in Executive Education (NHHE)

NHH



Adopted	Adopted by
15.08.24	Rector

Last revised by the Rector on 27.06.25.

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 Study Programmes and Quality provides support to the academic director and supplies relevant data.

The Director of NHHE 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 Section for Studies and Quality.
- **Evaluation report:** The evaluation report must be completed and submitted to the Director of NHHE 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 Director of NHHE following the Board's review.

The academic director determines the process between these milestones.

The Director of NHHE 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 Director of NHHE. 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 Director of NHHE, the NHH Board must be given the opportunity to provide input and comments.

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