

Procedure for Accreditation and Establishment of New Degree Awarding Study Programmes at NHHE

NHH



Adopted	Adopted by
15.08.24	Rector

The NHH Board accredits and approves the establishment of new degree awarding study programmes. By delegation from the Rector, the Director of NHHE is responsible for the processes related to the development of new study programmes for continuing and executive education (NHHE). In consultation with the Rector, the Director of NHHE presents their recommendation to the Board.

The procedure for the accreditation and establishment of new study programmes at NHHE is as follows:

Working Group

The Director of NHHE establishes a broadly composed working group tasked with developing the new study programme. The working group receives a mandate with clear guidelines and deadlines and reports in writing to the Director of NHHE throughout the process. The Director of NHHE appoints the leader of the group.

In the development of the study programme, advice and input should be sought from relevant stakeholders, such as:

- academic staff who will contribute to the programme and/or be affected by it in other ways
- academic directors/ coordinators
- industry professionals, public organisations, and other potential target groups.

The proposal must include:

- responses to the issues outlined in the mandate.
- assessments of how the study programme aligns with the institution's strategic goals.
- a proposed study plan, including draft learning outcomes.
- an assessment of applicable legal requirements by completing the "*Checklist for Accreditation of Study Programmes at NHHE*"
- the preparation and evaluation of financial calculations

Formal Requirements

1. The "*Checklist for Accreditation of Study Programmes at NHHE*", along with the study plan, must be submitted to the Section for Educational Quality (SUK) for review no later than six weeks before the Board meeting. SUK carries out the final approval of the checklist.
2. The Director of NHHE submits a proposal for accreditation and establishment of the new study programme to the NHHE Academic Council. The study plan and the approved checklist must accompany the proposal.
3. The NHHE Academic Council provides its recommendation to the Rector of NHH regarding accreditation and the establishment of the new study programme.
4. In consultation with the Rector, the Director of NHHE submits the matter to the Board.

Board Approval

A proposal is prepared for the Board, with the study plan, checklist, and background for the establishment included as annexes. The Board accredits the study programme and approves its establishment.