

Procedure for establishment of courses (> 15 ECTS) at NHHE

NHH



Adopted	Adopted by
15.08.24	Rector

The Rector of NHH approves the establishment of new courses with a scope greater than 15 ECTS credits for continuing and executive education (NHHE).

By delegation from the Rector, the Director of NHHE is responsible for the processes related to developing new courses exceeding 15 ECTS credits.

The procedure for establishing new courses is as follows:

Working Group

The Director of NHHE establishes a working group tasked with developing new courses. The working group receives a mandate with clear guidelines and deadlines and reports in writing to the Director of NHHE throughout the process.

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

- academic staff who will contribute to the course 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 course aligns with NHHE's strategy and existing study programmes
- a proposed course plan, including draft learning outcomes
- the preparation and evaluation of financial calculations

Formal Requirements

1. Based on the course plan, the Section for Educational Quality evaluates whether the formal requirements are met.
2. The Director of NHHE submits a proposal for the establishment of a new course to the NHHE Academic Council. The proposal must include an explanation of how the formal requirements are fulfilled.
3. The NHHE Academic Council provides its recommendation to the Rector of NHH regarding the establishment of the new course.
4. The Rector of NHH approves the establishment of the new course.