

## Procedure for Establishment of New EMBA Specialisations at NHHE

NHH

Adopted	Adopted by
15.08.24	Rector



Rector approves the establishment of new EMBA specialisations at NHHE. By delegation from the Rector, the Director of NHHE is responsible for the processes related to the development of new EMBA specialisations at NHHE.

The procedure for the establishment of new EMBA specialisations at NHHE is as follows:

### Working Group

The Director of NHHE establishes a broadly composed working group tasked with developing the new specialisation. 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 EMBA specialisation, 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 EMBA specialisation aligns with the institution's strategic goals
- assessments of how the EMBA specialisation aligns with AMBA guidelines, including the checklist for AMBA criteria
- a proposed study plan, including draft learning outcomes.
- an assessment of applicable legal requirements by completing the "*Checklist for Establishment of EMBA specialisations at NHHE*"
- the preparation and evaluation of financial calculations

### Formal Requirements

1. The "*Checklist for Establishment of EMBA specialisations 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 matter is submitted to the Academic Council. SUK carries out the final approval of the checklist.
2. The Director of NHHE submits a proposal for accreditation and establishment of the EMBA specialisation 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 the establishment of a new EMBA specialisation.
4. The Rector of NHH approves the establishment of a new EMBA specialisation.