

Procedure for Accreditation and Establishment of New Degree Awarding Study Programmes at Bachelor's and Master's Levels (Full-Time Programmes)

NHH



Adopted	Adopted by
29.01.23	Rector

The NHH Board accredits and approves the establishment of new degree awarding study programmes. By delegation from the Rector, the Vice Rector for Academic Affairs is responsible for processes related to the development of new study programmes. In consultation with the Rector, the Vice Rector for Academic Affairs presents their proposal to the Board.

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

Working Group

The Vice Rector for Academic Affairs establishes an interdisciplinary working group tasked with developing the new study programme. The working group is given a mandate with clear guidelines and deadlines and reports to the Vice Rector throughout the process. The outcome of the group's work is to be documented in a report that addresses the mandate. The Vice Rector appoints the leader of the group.

The report must include at least the following:

- Responses to the issues outlined in the mandate
- A proposed programme description, including a draft of learning outcomes
- Assessments of how the study programme aligns with the strategic objectives of the institution
- An evaluation of applicable legal requirements using the *“Checklist – Accreditation of Degree-Granting Study Programmes at Bachelor's and Master's Levels (Full-Time Programmes)”*
- An assessment of the financial implications of establishing the programme

Consultation Process

The Vice Rector for Academic Affairs sends the report to relevant stakeholders for consultation. The Vice Rector determines which stakeholders are relevant and decides whether any changes to the proposed study programme are necessary based on feedback from the consultation process.

Formal Requirements

The *“Checklist for Accreditation of Study Programmes at Bachelor's and Master's Levels (Full-Time Programmes)”*, along with the associated programme description, must be submitted to the Section for Educational Quality (SUK) for approval no later than six weeks before the Board meeting. Once approved, the checklist is sent to the Vice Rector, who, in consultation with the Rector, submits the matter to the Board.

Board Review

A case document is prepared for the Board, including the programme description and a summary of the consultation process as appendices.

The Board accredits the study programme and approves its establishment.

The Board review must take place no later than 1 July for study programmes that are to commence in the autumn semester of the following year.