

Procedure for Establishing New Specialisations in the Master of Science in Economics and Business Administration (MØA)

NHH



| Adopted | Adopted by |
|----------|----------------------------------|
| 14.05.24 | Vice Rector for Academic Affairs |

The Vice Rector for Academic Affairs approves the establishment of new majors/specialisations at the master's level (full-time programmes). By delegation from the Vice Rector, the MØA Academic Director is responsible for processes related to the development of new specialisations within the MØA programme.

Working Group

The Academic Director establishes a working group tasked with developing the new specialisation. The group is provided with a mandate outlining clear objectives and deadlines and reports to the Academic Director throughout the process. The Academic Director appoints the leader of the group.

The proposal must include the following:

- an assessment of the need for the specialisation
- a proposed profile description, including descriptions of learning outcomes and an explanation of the progression within the specialisation
- a mapping of courses in relation to the specialisation's learning outcome descriptions
- a review of legal requirements using the *"Checklist for Establishing New Specialisations in MØA"*

Consultation Process

- To ensure that all relevant units have the opportunity to provide input, the proposal for the new specialisation must be sent for consultation within the organisation.
- The Academic Director determines which stakeholders are relevant for consultation.
- The Academic Director decides whether the proposal should be adjusted based on feedback from the consultation process.
- The consultation feedback must accompany the proposal when it is submitted to the Vice Rector.

Timeline

- As a general rule, the decision to establish a new specialisation must be made at least six months before its launch. This means by 1 January for a start in the autumn semester and by 1 July for a start in the spring semester.
- For the establishment of supporting specialisations or the conversion of supporting specialisations into main specialisations, a faster process may be permitted.
- Any deviation from the general rule must be agreed upon with the Vice Rector for Academic Affairs.

Formal Requirements

- The *“Checklist for Establishing New Specialisations in MØA”*, along with the associated specialisation plan, must be approved by the Section for Educational Quality.
- The Academic Director submits their proposal to the Vice Rector for Academic Affairs. The consultation feedback, along with the approved checklist, must be included with the proposal.
- The Vice Rector for Academic Affairs approves the establishment of the new specialisation following discussions in the Academic Committee.
- The new specialisation is quality assured and developed in accordance with the institution's systematic quality assurance processes.

Discontinuation

Decisions to discontinue a specialisation are made by the Vice Rector for Academic Affairs based on input from the Academic Director.