

# Guideline. Requirements for degree-granting programmes of study at NMBU

DEPARTMENT OF ACADEMIC AFFAIRS,

**NMBU**

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NMBU's programmes of study shall maintain a high academic and pedagogical level and help NMBU fulfil its social mission and its own strategic plans and goals. The programme shall fulfil all applicable Norwegian laws, regulations and frameworks and NMBU's regulations.

**About the use of this guideline:**

The requirements for degree-granting programmes of study apply to all degree-granting programmes at NMBU. Both new and existing studies. The criteria are based on NOKUT's Academic Supervision Regulations, other national laws and regulations, NMBU's education-related regulations and institutional requirements and guidelines found in strategies and plans.

- i. Application for approval of new degree-granting programme of study:  
The application must include an evaluation of all the areas listed in this document. The faculty assess whether the criterion are fulfilled for all areas. If there are areas in need of further development and improvement, plans for this work shall be prepared. The application must describe these assessments and any plans for further development and improvements. The experts review the application and assess whether the programme fulfils each requirements in this guideline.
- ii. Annual control and review of existing programmes of study:  
At the faculties annual control of whether the programmes meets the requirements, the checklist in the guideline (page 3-6) may be used
- iii. Programme evaluation:  
The guideline should also be used as a tool during the programme evaluation (annual and periodic)

## Checklist:

The checklist gives a short description of the requirements for degree-granting programmes at NMBU. All criteria must be fulfilled.

	Checklist with requirements	Are the criteria met? Yes/No/ Uncertain/ Does not apply
<b><i>Strategic anchoring, overarching assessments and background for the application</i></b>		
Strategic conformity and social mission	The relevance of the programme must correspond with NMBU's social mission and the University and Faculty's strategic plans, including links to any research strategies.	Yes
Student recruitment and market assessment	The anticipated student recruitment must be sufficient to establish and maintain a satisfactory learning environment and stability in the programme. This must be assessed based on the programme's scope and level.	Yes
Robust academic community, interdisciplinarity, synergies	The composition, size and overall competency of the academic community must be adapted and simultaneously be sufficient to ensure that the research and academic development work being carried out. Indicate here how the programme contributes to interdisciplinary collaboration and exploitation of synergies across programmes, departments and faculties.	Yes
Description of the process of initial development of the programme, quality assurance and case processing. External involvement in the development	The process shall be in accordance with the guidelines.	Yes
Cost estimate and finances	Economic sustainability of the new programme	Not sure
Academic management	The new programme must have an academic management.	Yes
<b><i>Basic conditions for the programme, programme description (PD) and study plan</i></b>		
Name, degree, title	The name of the degree and any title shall be correctly listed in the programme description (PD) in line with the "Regulations concerning degrees and vocational training,	Yes

	protected titles and nominal lengths of study at universities and university colleges" and NMBU's regulations  The programme shall have a name that covers/describes its contents, scope and level.	
National curriculum	The requirements in the applicable national curriculum must be met.	Yes
Suitability assessment	A suitability assessment must be made in compliance with the Regulations relating to suitability assessment in higher education and the study regulation at NMBU.	Not sure
Scope of work	The scope of the work is expected to be 1500-1800 hours a year (a full-time programme is 60 credits), and is divided into adapted forms of teaching, independent study and examination preparations.	Yes
Agreements	Satisfactory agreements that regulate significant aspects important to students shall be available when parts of the programme take place outside of NMBU.	Does not apply
Admission	The admission criteria for the programme of study shall be clearly described and be in line with the regulations.	Yes
Ex.phil.	In the bachelor's degree and the five-year master's degree, 10 credits shall be for a common introductory course (Ex.phil.).	Does not apply
Bachelor – Specialisation	The 180 credits in the bachelor's degree programme shall include a specialisation of at least 80 credits..	Does not apply
Two - year Master's - Academic requirements that the programme is based on	The PD (two-year master's) shall stipulate which academic requirements the master's degree is based on (the disciplines, courses or groups of courses included in the educational programme the master's degree is based on) and must comply with the NMBU's study regulations.	Yes

Two- and five- year Master's - Independent work	Two and five-year master's degrees shall include an independent work (of a scope) of at least 30 and 60 credits at the most.	Yes
Experience-based Master - Relevant work experience	A programme description for a master's programme based on previous professional experience must stipulate what work experience is relevant, that at least two years of work experience is required, and whether work experience of more than three years is required.	Does not apply
Supervised professional training	For programmes with supervised professional training, there must be adequate agreements regulating significant issues of importance for students. Any practitioners should have appropriate experience from the field of practice.	Does not apply
Link to R&D	The programme must have a satisfactory link to R&D, assessed in relation to the programme's level, scope and character.	Research: yes; Development: Does not apply
Support functions and infrastructure	The premises, library services, administrative and technical services, access to ICT resources and working conditions for students shall be adapted to the number of students and the programme as described in the programme description. The list is not exhaustive. The support functions and infrastructure shall be adequate for students to be able to achieve the learning outcomes described for the programme.	Yes

<p>Academic community affiliated with the programme</p>	<p>The composition, size and overall competency of the academic community shall be adapted as described in the plan for the programme and at the same time be sufficient to carry out research and academic development work.</p> <p>The program shall have a broad and stable professional community consisting of sufficient number of employees with high academic competence in education, research and professional development within the field of study.</p> <p>The size must be in proportion to the number of students and the programme's distinctiveness.</p> <p>The academic community must be stable over time and have relevant educational competence</p> <p>The academic community should be able to demonstrate proven results with a quality and an extent that is satisfactory for the content and level of the programme</p> <p>The academic community shall participate actively in national and international collaborations and networks relevant to the programme.</p> <p>At least 50 per cent of full-time equivalents (FTEs) related to the programme shall be academics in primary positions at NMBU. There must be academics with competence of at least the level of Associate Professor in the central parts of the program.</p> <p>Bachelor programme: at least 20% at the level of Associate Professor or higher.</p> <p>Master programme: minimum 50% at the level of Associate Professor or</p>	<p>Yes</p>
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	<p>higher. Minimum 10% of this 50% must be at the level of Professor or higher.</p> <p>Any supervisors of professional training must have appropriate practical experience in the field.</p>	
Description of learning outcomes	The learning outcomes students shall have achieved on completing the programme shall be described in accordance with the National Qualifications Framework; and in terms of knowledge, skills and general competency.	Yes
Contents and structure	The content and structure of the programme shall be satisfactorily described in the programme description, in accordance with the programme description requirements in the Academic Supervision Regulations. The PD's description of the contents and structure of the programme shall include all relevant sections of the guide and clearly describe all academic requirements for achieving the degree. The contents and structure of the programme shall be adequately related to the learning outcomes, as described in the programme description.	Yes
Forms of teaching and learning	The student learning activities shall be suitable for achieving the learning outcomes described in the PD. The teaching and learning activities shall facilitate the student's active role in the learning process.	Yes
Examination and assessments	The forms of examination and assessment shall be suited for assessing the degree to which the student has achieved the learning outcomes.	Yes
Relevance	<p>The programme must be professionally updated and be clearly relevant to the labour market, further studies and society in general.</p> <p>The relevance of the programme shall correspond to NMBU's social mission and strategic plans.</p>	Yes

Schemes for student exchanges and internationalisation	The programme shall have agreements for student exchange and arrangements for internationalisation relevant to the scope, level and character of the programme. The content of the exchange agreements must be of professional relevance	Yes
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