

## Academic regulations 2013, BSc(B) International Business

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## INTRODUCTION

The formal basis of the study programme is defined in the Danish Ministry of Science, Technology and Innovation's Executive Order no. 814 of 29 June 2010 on Bachelor's and Master's programmes (candidatus) at the universities.

The academic regulations contain an overview of the courses, examinations, examination regulations etc. of the study programme. For more information about the course content, please see the course descriptions available at <http://kursuskatalog.au.dk/en/>.

The academic regulations constitute the overall framework for the study programme, and as such, they may not necessarily be able to answer in detail all programme-related questions. Please contact the student counsellor, who can help you answer these questions.

The students are also encouraged to keep themselves updated on any changes that may occur via Blackboard at <http://blackboard.hih.dk> (requires a login, which all AU Herning students receive at the beginning of their study).

August 2013

## WHERE TO ENQUIRE?

Aarhus University  
School of Business and Social Sciences  
AU Herning  
Birk Centerpark 15  
DK-7400 Herning

The student enquiry desk, tel.: +45 8715 1908  
AU Herning, fax: +45 8716 4701

### The student counsellor

The student counsellor is a current student who possesses detailed knowledge about the study programme, the social environment etc. See office hours next to class room 2112 – or email the student counsellor at: [HAim\\_studievejleder@hih.au.dk](mailto:HAim_studievejleder@hih.au.dk).

### The student administration

The student administration guides future and current students as well as handles all administrative tasks in connection with teaching and examinations. Examination complaints addressed to the director of AU Herning should also be handed in to the Student Administration.

**Office hours: Monday-Friday from 8.00 a.m. to 12.30 p.m. (personal inquiries)**

### The reception

Among other things, the reception handles the submission of examination assignments.

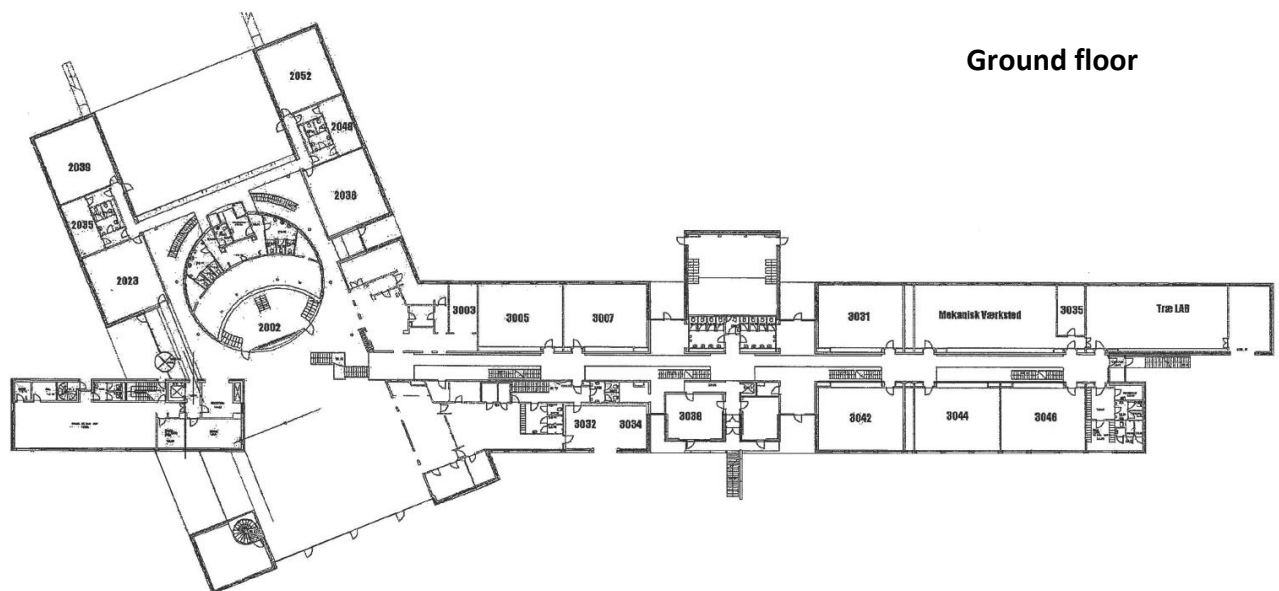
**Office hours: Monday-Thursday from 8.00 a.m. to 14.00 p.m.  
Friday from 8.00 a.m. to 12.30 p.m.**

## Board of Studies

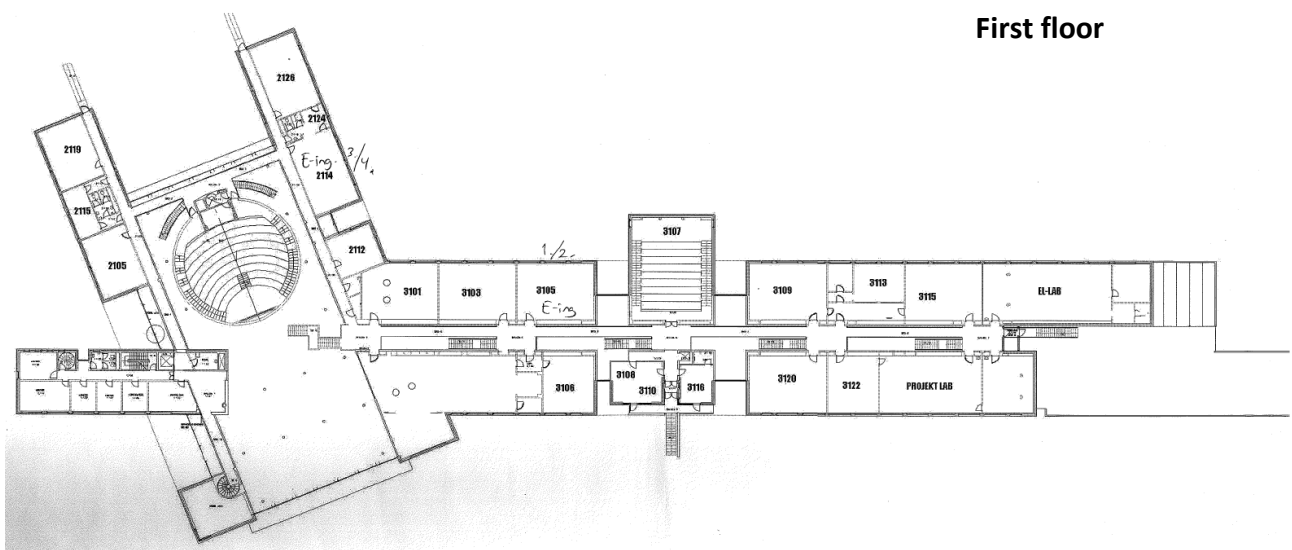
The HAib programme falls under the Board of Study for Economics and Business Administration in Aarhus.

Applications (for exemption as well as credit transfer) to be considered by the Board of Studies must first be sent directly to the email: [louise@hih.au.dk](mailto:louise@hih.au.dk). They will then be redistributed to the Board of Studies in Aarhus. Exemption as well as credit transfer application forms can be found at the study portal: <http://studerende.au.dk/en/studies/subject-portals/au-herning/>.

## Map of AU Herning



Ground floor



First floor

## **OBJECTIVES OF THE STUDY PROGRAMME**

The BSc(B) International Business study programme is a research-based business economics programme with an official duration of three years (full-time study = 180 ECTS). The study programme consists of a Part 1 (60 ECTS) and a Part 2 (120 ECTS).

The programme entitles the graduate to use the title: Bachelor of Science (BSc) in Economics and Business Administration with a specialisation in International Business.

The study programme provides immediate job qualifications and makes graduates able to deal with business economics issues in public and private companies and organisations.

At the same time, the study programme qualifies graduates for Master's degree programmes in Economics and Business Administration and Master's degree programmes in Economics and Auditing as well as several other graduate programmes within social sciences.

Throughout the study, the student obtains knowledge about theory, method and practice within the field of business administration which qualifies them to:

- understand and reflect on the theories, methods and practices.
- assess the theoretical and practical issues and use appropriate analysis and solution models.
- handle complex problems in study- and work-related contexts.
- formulate/communicate technical issues and different solutions.
- independently be part of a disciplinary and interdisciplinary cooperation.
- identify own learning needs and organise own learning.

In addition, the student acquires special knowledge of cultural, political and business economics matters.

## THE STRUCTURE OF THE STUDY PROGRAMME

The BSc(B) International Business study programme has an official duration of three years (full-time study = 180 ECTS). The study programme consists of a Part 1 (60 ECTS) and a Part 2 (120 ECTS).

Part 1 of the study programme consists of compulsory courses.

Part 2 of the study programme consists of both compulsory and elective courses.

Each subject/course is worth 5 ECTS credits, except *Business Law* (10 ECTS credits), *International Business* (15 ECTS credits) and the Bachelor's Project (20 ECTS credits).

The structure of the study programme is illustrated below:

**BSc(B) International Business**

1st semester	Statistics I	Microeconomics	Information Systems for Business	Costing Theory and Capital Budgeting	Basic Financial Accounting	Mathematics
2nd semester	Statistics II	Descriptive Economics	Macroeconomics	Operations and Supply Chain Management	Financial Accounting	Philosophy of Science and Methodology I
3rd semester	Organisational Behaviour	Finance I	Marketing Management	Management Science Models	Management Accounting	Philosophy of Science and Methodology II (Quantitative Methods)
4th semester	International Business			Project Management	Elective 1	Seminar in Business Economics
5th semester	Elective 2	Elective 3	Elective 4	Philosophy of Science and Methodology III (Qualitative Methods)	Seminar in Marketing	Strategy
6th semester	Business Law			Bachelor Project		

## **RULES AND REGULATIONS FOR THE ACADEMIC PROGRESSION**

According to the Ministerial Order on University Examinations and Grading (no. 666 of 24 June 2012) section 15, the examination(s), which the student according to the executive order or the academic regulations must take before the end of the first year of study, must be passed before the end of the student's second year of study in order to be allowed to continue the study programme.

Examinations in *Mathematics, Statistics I, Microeconomics, Costing Theory and Capital Budgeting, Basic Financial Accounting* as well as *Information Systems for Business* are conducted in December/January following the first semester.

First attempt in *Operations and Supply Chain Management, Descriptive Economics, Macroeconomics, Statistics II, Financial Accounting* and *Philosophy of Science and Methodology I* must be conducted at the examination in May/June after the second semester.

Registration for the examination automatically takes place when the student signs up for the teaching/courses via STADS online Student Services. The Board of Studies may – upon request – allow deregistration of the first examination attempt in the courses on second semester.

Deregistering too late for an examination means that the student has used the first of three examination attempts, cf. the Examination Order. However, this does not apply in cases where the student is unable to attend due to illness.

The student must have used the first attempt in the courses *Project Management, Management Science Models, Personal Development, Philosophy of Science and Methodology II (Quantitative Methods), Management Accounting, Finance I, International Business, Seminar in Business Economics, Marketing Management* as well as examinations in electives within the same examination period as the final examinations of the third year of the Bachelor's degree programme.

To be allowed to sit a re-examination, the student must have attended the ordinary examination, unless the Board of Studies has granted an exemption from this rule.

To acquire the Bachelor's degree in Economics and Business Administration, the minimum average mark of 02 must be obtained. In addition to having passed the first year (all Part 1 tests), the minimum mark must be 00 in each separate examination at the second and third year. However, the Bachelor's Project must be passed with the mark 02 as a minimum.



## PART 1 – TEACHING

Part 1 of the study programme has a duration of 1 year (= 60 ECTS credits), i.e. 2 semesters.

1st semester begins with an introduction week at the end of August. The teaching includes lectures, class teaching as well as tutorials, incl. exercises (assignments).

### Distribution of lessons Part 1

Course	Semester 1		Semester 2	
	Lectures	Tutorials	Lectures	Tutorials
Information Systems for Business	2 <sup>(10)</sup>	2 <sup>(13)</sup>		
Mathematics	2 <sup>(13)</sup>	2 <sup>(12)</sup>		
Costing Theory and Capital Budgeting	2 <sup>(13)</sup>	2 <sup>(8)</sup>		
Operations and Supply Chain Management			2 <sup>(13)</sup>	2 <sup>(6)</sup>
Basic Financial Accounting	2 <sup>(13)</sup>	2 <sup>(8)</sup>		
Financial Accounting			2 <sup>(13)</sup>	2 <sup>(13)</sup>
Statistics I	3 <sup>(13)</sup>	2 <sup>(8)</sup>		
Statistics II			2 <sup>(13)</sup>	2 <sup>(8)</sup>
Microeconomics	3 <sup>(13)</sup>	2 <sup>(7)</sup>		
Macroeconomics			3 <sup>(14)</sup>	2 <sup>(7)</sup>
Descriptive Economics			3 <sup>(10)</sup>	4 <sup>(4)</sup>
Philosophy of Science and Methodology I			2 <sup>(12)</sup>	

The numbers in parenthesis indicate the number of teaching weeks in the semester.

Each subject/course is worth 5 ECTS credits.

In addition to the above courses, AU Herring's IT department offers courses in the use of different software, while the library organises a course in library orientation.

See the course content in the course catalogue at <http://kursuskatalog.au.dk/en/>.

## PART 1 – EXAMINATIONS

### List of examinations

Part 1 of the study programme has the following compulsory examinations:

COURSE	ASSESSMENT METHODS	SEMESTER	ECTS CREDITS
Information Systems for Business	Group assignment Oral	1	5
Mathematics	Written	1	5
Costing Theory and Capital Budgeting	Written	1	5
Basic Financial Accounting	Written	1	5
Statistics I	Written	1	5
Microeconomics	Written	1	5
Operations and Supply Chain Management	Written	2	5
Financial Accounting	Written	2	5
Statistics II	Oral	2	5
Macroeconomics	Written	2	5
Descriptive Economics	Written	2	5
Philosophy of Science and Methodology I	Written	2	5

The written examinations are evaluated by a teacher in accordance with the Danish 7-step marking scale. However, the examinations in 'Financial Accounting', Costing Theory and Capital Budgeting' and 'Information Systems for Business' are evaluated by a teacher and an external examiner.

The examinations after the 1st semester will take place in December/January, while the examinations after the 2nd semester are in May/June.

In case five students or less register for the re-examination, an oral examination may, upon approval from the programme coordinator, be held instead.

If a written examination is replaced by an oral, the oral examination is, as a rule, without the use of aids and preparation time. If a written examination is replaced by an oral, the students will be notified when the examination plan is published.

## **Assessment methods**

For a more detailed description of the assessment methods, we refer to the course descriptions in the course catalogue at <http://kursuskatalog.au.dk/en/>.

## **Assessment**

The written examinations are assessed according to the Danish 7-step marking scale.

For all written assignments/examinations, the assessment must reflect the linguistic clarity and certainty with which the professional substance is produced.

## **Use of aids**

Examination aids, if any are permitted, are indicated in the course description.

## **PART 1 – EXAMINATION REGULATIONS**

Within the first year of study, you **must** sit for all Part 1 examinations.

### **Requirements for passing an examination**

Passing Part 1 requires an average of at least 02 and the mark 00 in each examination. Examinations receiving a mark of 02 or above cannot be retaken, whereas an examination receiving the mark 00 may be retaken. The mark -3 implies that the examination must be retaken.

When Part 1 is passed, students can no longer participate in Part 1 exams in subsequent examination periods, even if the mark in one or more examinations is 00. Students who have received a mark of -3 in one or more exams are allowed to register for exams in that subject or subjects at a later examination term.

The average is calculated on the basis of the ECTS credits specified in the list of examinations.

**Part 1 must be passed no later than two years after admission to the study programme.**

**It is recommended that Part 1 is passed prior to the beginning of Part 2. In case you consider starting Part 2 before having passed Part 1, you must contact the secretary of the study programme after which a final decision will be made.**

### **Re-examinations**

A student can only sit for the same exam *three times*. Under special circumstances, however, the Board of Studies may – upon request – allow a fourth examination attempt.

Examinations receiving a mark of 02 or above cannot be retaken, whereas an examination receiving the mark 00 may be retaken. The mark -3 implies that the examination must be retaken.

For all examinations after the 1st semester, there is, besides the option to register for the re-examination in February, an option to register for re-examination in the next ordinary examination period.

For all examinations after the 2nd semester, there is, besides the option to register for the re-examination in August, an option to register for re-examination in the next ordinary examination period.

To register for a re-examination in February/August, the student must have participated in the examination in question in the previous ordinary examination period.

## **PART 2 – TEACHING**

Part 2 of the study programme has a duration of two years (from 3rd to 6th semester), i.e. 120 ECTS credits.

Each subject/course is worth 5 ECTS credits, except *Business Law* (10 ECTS credits), *International Business* (15 ECTS credits) and the Bachelor's Project (20 ECTS credits).

The teaching will consist of lectures, class teaching, tutorials, incl. exercises (assignments), seminars as well as a Bachelor's Project.

Seminar attendance is compulsory.

The study programme shows that the Bachelor's Project is considered the final activity.

### **Electives**

In addition to the electives described in the course catalogue (<http://kursuskatalog.au.dk/en/>), the student may also choose courses at other Danish or foreign universities provided that the courses are approved by the Board of Studies.

## Distribution of lessons Part 2

Course	3rd semester			4th semester			5th semester			6th semester	
	Lec	seminar	class	Lec	seminar	class	Lec	seminar	class	Lec	class
Management Science Models	2 <sup>(15)</sup>		2 <sup>(11)</sup>								
Marketing Management	3 <sup>(10)</sup>		2 <sup>(7)</sup>								
Organisational Behaviour	2 <sup>(13)</sup>		2 <sup>(7)</sup>								
Philosophy of Science and Methodology II	2 <sup>(12)</sup>		2 <sup>(7)</sup>								
Management Accounting	2 <sup>(13)</sup>		2 <sup>(13)</sup>								
Finance I	2 <sup>(15)</sup>		2 <sup>(13)</sup>								
International Business				6 <sup>(12)</sup>		2 <sup>(9)</sup> + 8 <sup>(2)</sup>					
Project Management				3 <sup>(12)</sup>							
Personal Development				2 <sup>(12)</sup>							
Seminar in Business Economics				Depends on classes							
Strategy							3 <sup>(8)</sup>				
Philosophy of Science and Methodology III							2 <sup>(11)</sup>			2 <sup>(4)</sup>	
Seminar in Marketing				Depends on classes					3 <sup>(6)</sup>		
Electives 1-4**											
Business Law										4 <sup>(12)</sup>	4 <sup>(10)</sup>
Bachelor Project										*	

\* The number of lessons is not final yet.

\*\* The number of lessons and placing of the electives may vary. Please see the elective course catalogue.

## PART 2 – EXAMINATIONS

### List of examinations

Part 2 consists of the following examinations:

COURSE	ASSESSMENT METHODS	MARKING	SEMESTER	ECTS CREDITS
Management Science Models	Written	Internal	3	5
Organisational Behaviour	Oral	External	3	5
Marketing Management	Written group report, oral	External	3	5
Philosophy of Science and Methodology II	Written report, oral	Internal	3	5
Management Accounting	Written	External	3	5
Finance I	Written group report, oral	External	3	5
International Business	Written	Internal	4	15
Project Management	Written	External	4	5
Seminar in Business Economics			4	5
Elective*	See course description		5	20
Philosophy of Science and Methodology III	Written	External	5	5
Strategy	Oral	External	5	5
Seminar in Marketing	Seminar report	None	5	5
Business Law	Oral	External	6	10
Bachelor Project	Bachelor project, incl. oral defence	External	6	20

The written examinations take place at the end of the semester in December/January and May/June, respectively.

In case five students or less register for the re-examination, an oral examination may, upon approval from the programme coordinator, be held instead.

If a written examination is replaced by an oral, the oral examination is, as a rule, without the use of aids and preparation time. If a written examination is replaced by an oral, the students will be notified when the examination plan is published.



## **Assessment methods**

For a more detailed description of the assessment methods, please see the course descriptions.

The examinations are always conducted in English.

## **Assessment**

The examinations are assessed by a teacher and an external examiner according to the Danish 7-step marking scale. Please see the list of examinations.

The seminar reports are assessed by a teacher/supervisor according to the Danish 7-step marking scale. To have the report assessed, the seminar participation must be approved.

Regarding electives, the written examinations are assessed by a teacher, while the oral examinations are assessed by a teacher and an external examiner.

The Bachelor's Project, incl. the oral defence, is assessed by the supervisor and an external examiner.

For all written assignments/examinations, the assessment must reflect the linguistic clarity and certainty with which the professional substance is produced.

## **Use of aids**

Examination aids, if any are permitted, are indicated in the course description.

As a rule, oral examinations are without the use of aids and preparation time.

## **PART 2 – EXAMINATION REGULATIONS**

Examinations take place once each year, with the possibility of re-examination in February/August.

*The Bachelor's Project takes place once a year.*

To register for a re-examination in February/August as well as the re-examination in the Bachelor's Project, the student must have participated in the examination in question in the previous ordinary examination period.

### **Requirements for passing an examination**

Passing the BSc in Economics and Business Administration, International Business, requires an average of at least 02 and the mark 02 in each examination. The average is calculated from the ECTS credits specified in the list of Part 1 and Part 2 examinations.

Failed examinations may be retaken as long as the study has not been completed. Examinations receiving a mark of 02 or above cannot be retaken.

### **Re-examinations**

A student can only sit for the same exam three times. Under special circumstances, however, the Board of Studies may – upon request – allow a fourth examination attempt.

Examinations receiving a mark of 02 or above cannot be retaken, whereas an examination receiving the mark 00 may be retaken. The mark -3 implies that the examination must be retaken.

For all Part 2 examinations, there is, besides the option to register for the re-examination at the next ordinary examination, an option to register for a re-examination in February/August.

To register for a re-examination in February/August, the student must have participated in the examination in question in the previous ordinary examination period.

## REGISTRATION AND DEREGISTRATION FOR EXAMINATIONS

To sit an examination, the student must have registered for the course. When registered for a course, the student is automatically registered for an evaluation in the course, either in the form of an approval or an examination (oral or written). However, it is the student's own responsibility to register for re-examination, make-up examinations, postponed examinations, etc.

The registration deadline for the re-examination in February and August is published on the Blackboard.

A deregistration for an examination must be received in writing no later than one week before the examination date. Evaluations included in the automatic Part 1 registration cannot be deregistered.

A student must have registered for **the Bachelor's Project** no later than 1 December with the possibility of deregistration until 15 February.

***Whether or not the registration for an examination has been performed automatically or by the student, the student must make sure that the examination has been registered correctly. If there are any changes to the registration, please contact the student administration before expiration of the deadline.***

### Illness

A student who on medical grounds is unable to sit for or finish an examination, a seminar or an assignment, etc. may be allowed by the Board of Studies – upon request – to deregister and instead sit a re-examination, a make-up examination or hand in an assignment at a later time.

When applying for this, the illness must always be documented in the form of a medical certificate from the day or period in question. The certificate must be dated on the day of the examination or deadline for handing in the assignment.

Re-examinations due to illness will usually be conducted along with the normal re-examinations.

Registration for a re-examination due to illness must take place in writing to the student administration.

## **Examination cheating**

A student who cheats at an oral or written examination (including assignments and reports) will be expelled from the examination. In some instances, the institution may even decide to expel the student from all examinations within the examination period in question. In aggravated circumstance, AU Herning may decide to expel the student from the study.

## **EXAMINATION REGULATIONS**

For all written examinations, a number of practical rules apply. These are stated in the document “Examination Regulations”.

### **Exemptions**

Students who have passed other courses at other institutions equivalent to courses at the study programme may be granted credit transfer by the Board of Studies.

Exemption applications must be handed in to the Board of Studies no later than 1 October for evaluations held in connection with the autumn semester and 1 March for evaluations held in connection with the spring semester.

A student cannot be exempted from an evaluation that s/he has passed at the study programme.

On the diploma, it will appear if the graduate has been exempted (credit transfer) from the evaluations in question. The average is calculated on the basis of the rest of the examinations.

Under special circumstances, the Board of Studies may – upon request – grant an exemption from the rules in the curriculum. Contact the secretary of the study programme before applying for credit transfer.

### **Complaints**

Different authorities deal with teaching and examination complaints depending on the nature of the complaint. Please see the Executive Order on examination at universities.

The time limit for filing a complaint is two weeks after the result of the examination has been published.

For written examinations, the mark will be published no later than four weeks after the examination date. In case of delay, the complaint deadline counts from the published date.

Complaints must be substantiated. As a result, complaints about examination results can only be submitted individually. Other complaints may be submitted by more students provided that all complaints can be identified and a contact person is stated.

## STUDYING ABROAD

AU Herning has a large network of universities abroad, with which the university can exchange students for typically one semester. At the study programme, studying abroad takes place on the 5th semester.

To obtain a credit transfer for an exchange stay, the student must have passed the majority of ECTS credits in the study programme.

There will be annual briefings held by the International Office in October/November for all 3rd semester BSc students who wish to study abroad on their 5th semester. More detailed information on this will be provided in a letter or on the Blackboard.

Read more about studying abroad and AU Herning's International Office at <http://studerende.au.dk/studier/fagportaler/auhe/opholdiudlandet/>.

## CHANGES TO THE ACADEMIC REGULATIONS

Change	Page	Date