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## **Introduction**

The formal basis of the Bachelor's Degree in Economics and Business Administration was formulated in the Danish Ministry of Science Technology and Innovation Ministerial order no. 814 of 29 June 2010 on bachelor and master's programmes (candidatus) at universities.

This *study guide* contains general information about the study programme, rules and regulations, etc. Detailed course and exam descriptions can be found in the *course catalogue* which you can access via StudyInfo at [www.asb.dk/](http://www.asb.dk/).

If you have specific questions concerning your programme, we recommend that you consult the *student counsellors* for this particular field of study. These counsellors are all older students who advise prospective and current students on all matters concerning the programme. The student counsellors will also be able to assist in questions regarding cases of exemptions, procedures for complaints, etc.

The Study Committee for the BSc in Economics and Business Administration

September 2011

## **WHERE TO APPLY?**

Please note that the following information is accurate from programme start in September 2011. During your time of study a reorganization and relocation of the campus will take place. You will be kept informed about the changes via the website.

### **The Central Registry**

Located in the B-wing (reception in room B4)

Deals with matters of admission, registration for exams, etc.

### **Student Counselling Services**

Located in the B-wing

Advise students on admission, structuring of study plans, applications for exemption and processing of exam complaints, etc. The Student Counselling Services also offer advice on international exchange programmes and on academic credits during exchange programmes.

### **Secretariat for the Study Committees**

Located in the B-wing

Receives and processes cases for the Study Committee.

### **International Office**

Located in the B-wing

Provides information on e.g. international exchange programmes.

### **The Planning Office**

Located in the C-wing

Primarily deals with organizing class schedules, examination lists, class cancellations, replacement classes, classroom bookings.

### **CampusNet**

CampusNet is the e-learning platform of Business and Social Sciences. When logging onto CampusNet, you have access to your courses and to a number of functions and various types of information needed during your time as a student at Aarhus University. You can, for example, find information about your timetable, about the courses you attend, the material or messages posted for you and the rest of your group by your teachers, lists of fellow students, lectures cancelled, links to other relevant websites and lots more. The address is [www.campusnet.asb.dk](http://www.campusnet.asb.dk).

### **SU (State Education Grant)**

All enquiries about SU should be directed to the SU Office at Aarhus University.

## QUALIFICATION DESCRIPTION

The research-based BSc study programme in Economics and Business Administration which is prescribed to 3 years of full-time studies (=180 ECTS) consists of a Part 1 (60 ECTS) and a Part 2 (120 ECTS).

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

In addition to the general Bachelor of Science (BSc) in Economics and Business Administration the study programme includes two alternative variants:

- Bachelor of Science (BSc) in Economics and Business Administration - International Management
- Bachelor of Science (BSc) in Economics and Business Administration – Sustainability

The study programme gives graduates immediate business-relevant qualifications that enable them to handle issues pertaining to business administration in companies and organisations in both the private and public sectors. The programme qualifies the graduate for enrolment in the MSc study programme in Economics and Business Administration, the MSc study programme in Business Economics and Auditing as well as several other MSc programmes in the social sciences.

Throughout the studies, the student acquires knowledge of theory, methodology and practice within business administration that qualifies to

- Understand and reflect on theories, methodologies and practice
- Assess theoretical and practical issues and apply relevant analysis and solution models
- Handle complex issues in study and work-related contexts
- Formulate/communicate specialist issues and solution models
- Participate in academic and interdisciplinary collaboration in an independent manner
- Identify own learning needs and plan own learning

In addition, the student in Economics and Business Administration – International Management acquires special knowledge of International Management and International Communication, while the student in Economics and Business Administration – Sustainability acquires special knowledge of sustainable development.

## STRUCTURE OF THE PROGRAMME

The BSc study programme in Economics and Business Administration which is prescribed to 3 years of full-time studies (=180 ECTS) consists of a Part 1 (60 ECTS) which must be passed separately and a Part 2 (120 ECTS).

In addition to the general Bachelor of Science (BSc) in Economics and Business Administration the study programme includes two alternative variants:

- Bachelor of Science (BSc) in Economics and Business Administration - International Management
- Bachelor of Science (BSc) in Economics and Business Administration – Sustainability

Part 1 is shared by the 3 variants. The same thing applies for the subjects in Part 2 except for *International Economics*, *Industrial Economics*, *Finance II*, the *Seminar in Descriptive Economics* and the *Seminar in Business Studies* which in the two variants “International Management” and “Sustainability” are replaced with special subjects for these variants.

Each subject carries a weight of 5 ECTS-credits apart from the *Bachelor’s Thesis*, which carries a weight of 20 ECTS-credits and the subject *International Management* (BSc in Economics and Business Administration - International Management) which carries a weight of 10 ECTS-credits.

For further description of the structure see schematic outline.

## **SCHEMATIC OUTLINE OF THE PROGRAMME**

### **BSc in Economics and Business Administration**

1st semester	Business Statistics I	Microeconomics	IT in Business	Costing Theory and Capital Budgeting	Basic Financial Accounting	Mathematics
2nd semester	Business Statistics II	Descriptive Economics	Macroeconomics	Operations and Supply Chain Management	Financial Accounting	Philosophy of Science I
3rd semester	International Economics	Seminar in Descriptive Economics	Finance I	Management Science Models	Management Accounting	Philosophy of Science II
4th semester	Industrial Economics	Seminar in Business Studies	Finance II	Organisational Behaviour	Marketing Management	Philosophy of Science III
5th semester	Elective	Elective	Elective	Elective	Seminar in Marketing	Strategic Management and Organization
6th semester	EU Law	International Business Law	Bachelor's Thesis			

The highlighted subjects are replaced by the below subjects on BSc in Economics and Business Administration – International Management and BSc in Economics and Business Administration - Sustainability

### BSc in Economics and Business Administration – International Management

1st semester	Business Statistics I	Microeconomics	IT in Business	Costing Theory and Capital Budgetting	Basic Financial Accounting	Mathematics
2nd semester	Business Statistics II	Descriptive Economics	Macroeconomics	Operations and Supply Chain Management	Financial Accounting	Philosophy of Science I
3rd semester	English Language Proficiency and US Society	Intercultural Communication	Finance I	Management Science Models	Management Accounting	Philosophy of Science II
4th semester	English Language Proficiency and UK Society	International Management	Organisational Behaviour	Marketing Management	Philosophy of Science III	
5th semester	Elective	Elective	Elective	Elective	Seminar in Marketing	Strategic Management and Organization
6th semester	EU Law	International Business Law	Bachelor's Thesis			

### BSc in Economics and Business Administration - Sustainability

1st semester	Business Statistics I	Microeconomics	IT in Business	Costing Theory and Capital Budgetting	Basic Financial Accounting	Mathematics
2nd semester	Business Statistics II	Descriptive Economics	Macroeconomics	Operations and Supply Chain Management	Financial Accounting	Philosophy of Science I
3rd semester	Natural Resources and Environmental Economics	Sustainable Production and Consumption	Finance I	Management Science Models	Management Accounting	Philosophy of Science II
4th semester	Sustainable Economics	Project Evaluation and Sustainability	Seminar on Environmental Issues	Organisational Behaviour	Marketing Management	Philosophy of Science III
5th semester	Elective	Elective	Elective	Elective	Seminar in Marketing	Strategic Management and Organization
6th semester	EU Law	International Business Law	Bachelor's Thesis			



## PART ONE - TEACHING

Part One of the Bachelor's Degree in Economics and Business Administration is planned to last one year (=60 ECTS) and is divided into semesters 1 and 2. Teaching involves lectures, tutorials - including tutorials run by student teaching assistants.

Lessons are planned as follows:

	Weekly number of lessons			
	Semester 1		Semester 2	
Type of lessons	Lectures	Tutorials	Lectures	Tutorials
IT in Business	2 <sup>(10)</sup>	2 <sup>(13)</sup>		
Mathematics	4 <sup>(7)</sup> +2 <sup>(7)</sup>	2 <sup>(11)</sup>		
Costing Theory and Capital Budgeting	2 <sup>(13)</sup>	2 <sup>(8)</sup>		
Cost, Operations and Supply Chain Management			2 <sup>(14)</sup>	2 <sup>(7)</sup>
Basic Financial Accounting	2 <sup>(13)</sup>	2 <sup>(8)</sup>		
Financial Accounting			2 <sup>(13)</sup>	2 <sup>(11)</sup>
Business Statistics I	2 <sup>(11)</sup> +4 <sup>(2)</sup>	2 <sup>(8)</sup>		
Business Statistics II			2 <sup>(15)</sup>	2 <sup>(10)</sup>
Microeconomics	2 <sup>(7)</sup> +4 <sup>(7)</sup>	2 <sup>(7)</sup>		
Macroeconomics			2 <sup>(7)</sup> +4 <sup>(7)</sup>	2 <sup>(7)</sup>
Descriptive Economics			2 <sup>(7)</sup> +4 <sup>(7)</sup>	
Philosophy of Science I			2 <sup>(12)</sup>	

The figures in brackets indicate the number of weeks during the semester.

All subjects carry a weight of 5 ECTS-credits.

In addition to the above, The Computing Centre of the Aarhus School of Business, University of Aarhus offers short courses in the application of various types of software, just as the ASB Library offers an orientation course.

A detailed description of the subjects will appear from the Course Catalogue.

## PART ONE - EXAMS

For a closer description of exams - see the Course Catalogue.

### INDEX OF EXAMS

Part One involves the following compulsory exams:

<b>SUBJECTS</b>	<b>FORM OF EXAM</b>	<b>SEMESTER</b>	<b>WEIGHTING OF MARKS/ECTS</b>
IT in Business	Group report Oral	1 <sup>st</sup>	5
Mathematics	Written	1 <sup>st</sup>	5
Costing Theory and Capital Budgeting	Written	1 <sup>st</sup>	5
Business Statistics I	Written	1 <sup>st</sup>	5
Basic Financial Accounting	Written	1 <sup>st</sup>	5
Microeconomics	Written	1 <sup>st</sup>	5
Operations and Supply Chain Management	Written	2 <sup>nd</sup>	5
Financial Accounting	Written	2 <sup>nd</sup>	5
Business Statistics II	Written	2 <sup>nd</sup>	5
Macroeconomics	Written	2 <sup>nd</sup>	5
Descriptive Economics	Written	2 <sup>nd</sup>	5
Philosophy of Science I	Written	2 <sup>nd</sup>	5

The tests after the 1st semester must be passed in January while the tests after the 2nd semester must be passed in May/June.

If the Department so desires, any written exams may be converted into oral exams if only five students have registered for the exam before the deadline. If a written exam is converted into an oral exam, no supplementary materials are permitted at the exam, unless otherwise stated. Announcement about conversion of a written exam into an oral exam will be given by notice on the relevant bulletin board in connection with the announcement of the general exam plan.

## DESCRIPTION OF EXAMS

For a closer description of exams - see the Course Catalogue.

## EXAMINATION

The written exams will be assessed by a teacher according to the 7-point scale. However, the test in Financial Accounting will be assessed by a teacher and an external examiner.

The group assignment and the oral test in *IT in Business* will be assessed by the teacher and an external examiner according to the 7-point scale. The oral test is passed in English.

Where written tasks or exams are concerned, the professional assessment reflects the linguistic clarity and skill by which the professional substance is expounded. By the assessment of thesis the linguistic clarity and skill may, under special circumstances, be subject to independent evaluation.

## SUPPLEMENTARY MATERIAL

It appears from the course descriptions whether supplementary materials are allowed and what supplementary materials are allowed. By written exams where no supplementary materials are allowed the student is allowed to bring a pocket calculator. The pocket calculator's memory must be empty at the beginning of the test (spot checking will be made).

## **PART ONE - EXAMINATION RULES AND REGULATIONS**

Within the first year of the admission the student has to be signed up for all Part One exams

### **MINIMUM REQUIREMENTS FOR PASSING THE EXAMS**

To pass Part One a minimum average mark of 2.0 must be obtained. The minimum mark required in each separate exam is 00. The general average is calculated according to the weighting system indicated in the index of exams.

Once the entire Part One exam has been passed, it is not possible to participate in any further Part One exams even if the marks in one or more individual exams are 00.

Part one must be passed before the end of the second year of study.

**It is recommended that the student has passed Part one before starting on Part two. If the student contemplates starting on Part two before having passed Part one, the student should contact the Student Counsellor before making a final decision.**

### **RE-EXAMINATION**

Students may only participate in any exams three times. Under certain circumstances, The Study Committee for Undergraduate Programmes may allow additional examination attempts.

It is not possible to be re-examined in tests for which the mark of 02 has been obtained, whereas re-examination in tests where the mark of -3 has been given is compulsory.

The last result obtained in any exam will always be the valid one - even if the last result is inferior to the one previously obtained. Please note that if your name has been taken down as "absent" you will have missed one of your three attempts at passing an exam, and the result will be registered as the last one obtained in that exam.

In connection with all Part one-exams after the 1st semester it is possible - besides applying for re-examination in the next ordinary exam - to apply for re-examination in February.

In connection with all Part one-exams after the 2nd Semester it is possible - besides applying for re-examination in the next ordinary exam - to apply for re-examination in August.

Registration for the ordinary exam is a prerequisite for applying for participation in the re-examination in February/August.

By re-exam in February in the test in *IT in Business* the test is carried through as an individual 72 hours home assignment.

## **PART TWO – TEACHING**

Part Two of the Bachelor's Degree in Business Administration is planned to last two years (= 120 ECTS) and is subdivided into semesters 3-6. Teaching involves lectures, tutorials - including tutorials run by student teaching assistants - seminars and a Bachelor's Thesis.

Participation in the seminar sessions is compulsory. After preceding written application and subsequent written documentation the seminar leader/the seminar co-ordinator may approve one case of absence. Only the Study Committee for the BSc in Economics and Business Administration can approve further cases of absence based on a written application.

### **ELECTIVES**

In addition to the electives described in the course catalogue it is possible to choose courses from other bachelor programmes at Aarhus University after prior acceptance from the Study Committee. Besides it is possible to choose courses at other Danish and foreign universities.

Registering for electives in the approaching autumn and spring semester must take place no later than 15 June. Cancellation of registrations for electives must take place no later than one week before the exam was supposed to have taken place and cannot take place when one has previously participated in the exam/has not cancelled the registration for exams in due time.

**The lessons are planned as follows:**

<b>VARIANT/SUBJECT</b>	<b>3<sup>rd</sup> Semester</b>			<b>4<sup>th</sup> Semester</b>			<b>5<sup>th</sup> Semester</b>			<b>6<sup>th</sup> Semester</b>	
<b>BSc in Economics and Business Administration</b>	Lect.	Seminar	Tut.	Lect.	Seminar	Tut.	Lect.	Seminar	Tut.	Lectures	Tutorials
Management Science Models	2 <sup>(15)</sup>		2 <sup>(11)</sup>								
Seminar in Business Studies					2 <sup>(6)</sup>						
Seminar in Descriptive Economics		2 <sup>(6)</sup>									
International Economics	2 <sup>(7)</sup> +4 <sup>(7)</sup>		2 <sup>(7)</sup>								
Industrial Economics				2 <sup>(14)</sup>							
Philosophy of Science II	2 <sup>(7)</sup>		2 <sup>(7)</sup>								
Philosophy of Science III				2 <sup>(11)</sup>		2 <sup>(4)</sup>					
Management Accounting	2 <sup>(12)</sup>		2 <sup>(10)</sup>								
Finance I	2 <sup>(13)</sup>		2 <sup>(10)</sup>								
Finance II				2 <sup>(13)</sup>							
Organisational Behaviour				2 <sup>(9)</sup>		2 <sup>(5)</sup>					
Strategic Management and Organization							4 <sup>(4)</sup>		2 <sup>(10)</sup>		
Marketing Management				3 <sup>(10)</sup>		2 <sup>(7)</sup>					
Seminar in Marketing								3 <sup>(6)</sup>			
EU Law										4 <sup>(12)</sup>	
International Business Law										4 <sup>(12)</sup>	
Electives 1 – 4*											
Project day – Bachelor's Thesis									3 <sup>(1)</sup>		

\* The number and place of lessons involved for each Elective may vary. Please consult the description of electives in the course catalogue.

In the variants, the highlighted subjects are replaced by the below subjects.

<b>VARIANT/SUBJECT</b>								
	3 <sup>rd</sup> Semester		4 <sup>th</sup> Semester		5 <sup>th</sup> Semester		6 <sup>th</sup> Semester	
<b>International Management</b>	Lectures	Tutorials	Lectures	Tutorials	Lectures	Tutorials	Lectures	Tutorials
Intercultural Communication		2 <sup>(14)</sup>						
English Language Proficiency and US Society		3 <sup>(14)</sup>						
English Language Proficiency and UK Society				3 <sup>(14)</sup>				
International Management				4 <sup>(14)</sup>				
<b>Sustainability:</b>	Lectures	Tutorials	Lectures	Tutorials	Lectures	Tutorials	Lectures	Tutorials
Natural Resources and Environmental Economics	2 <sup>(14)</sup>	2 <sup>(7)</sup>						
Sustainable Production and Consumption	4 <sup>(6)+</sup> 2 <sup>(3)</sup>							
Sustainable Economics			2 <sup>(14)</sup>					
Project Evaluation and Sustainability			2 <sup>(14)</sup>					
Seminar in Environmental Issues			2 <sup>(8)</sup>					

## PART TWO - EXAMS

### INDEX OF EXAMS

Part Two involves the below mentioned compulsory exams:

SUBJECT	EXAMINATION FORM	ASSESSMENT	SEMESTER	WEIGHTING OF MARKS/ ECTS
Management Science Models	Written	Teacher	3rd	5
Seminar in Descriptive Economics	Seminar report	Teacher	3rd	5
International Economics	Written	External	3rd	5
Philosophy of Science II	Seminar	Teacher	3rd	5
Management Accounting	Written	External	3rd	5
Finance I	Written	Teacher	3rd	5
Seminar in Business Studies	Seminar report	Teacher	4th	5
Industrial Economics	Written	Teacher	4th	5
Philosophy of Science III	Written	Teacher	4th	5
Finance II	Written	External	4th	5
Organisational Behaviour	Written	External	4th	5
Marketing Management	Written	External	4th	5
Strategic Management and Organization	Written	External	5th	5
Seminar in Marketing	Seminar report	Teacher	5th	5
Electives	Se fagbeskrivelse	External/teacher	5th	20
International Business Law	Written	Teacher	6th	5
EU Law	Written	Teacher	6th	5
Bachelor's Thesis	Bachelor's Thesis with oral defence	External	6th	20

In the BSc in Economics and Business Administration – International Management and BSc in Economics and Business Administration – Sustainability, the highlighted exams are replaced by exams in the below subjects.



VARIANT/SUBJECT	FORM OF EXAM	MARKING	SEMESTER	WEIGHTING OF MARKS/ECTS
<b><i>International Management</i></b>				
Intercultural Communication	Oral	External	3rd	Language 1/3 } Content 2/3 } 5
English Language Proficiency and US Society	Report with oral defence	External	3rd	Language 1/2 } Content 1/2 } 5
English Language Proficiency and UK Society	Report with oral defence	External	4th	Language 1/2 } Content 1/2 } 5
International Management	Written	Teacher	4th	10
<b><i>Sustainability</i></b>				
Natural Resources and Environmental Economics	Written	External	3rd	5
Sustainable Production and Consumption	Written	External	3rd	5
Sustainable Economics	Written	Teacher	4th	5
Project Evaluation and Sustainability	Written	Teacher	4th	5
Seminar on Environmental Issues	Seminar report	Teacher	4th	5

The written and oral tests are placed at the end of the semester in January and May/June.

If the Department so desires, any written exams may be converted into oral exams in the case that only five students have registered for the exam before the deadline. If a written exam is converted into an oral exam, no supplementary materials are permitted at the exam, unless otherwise stated.

Announcement about conversion of a written exam into an oral exam will be given by notice on the relevant bulletin board immediately after the expiry of the deadline.

## DESCRIPTION OF EXAMS

For a closer description of exams - see the Course Catalogue.

### EXAMINATION

A teacher or a teacher and an external examiner will assess exams according to the 7-point scale. Please see Index of exams.

A teacher/supervisor will assess the seminar papers according to the 7-point scale. It is a prerequisite for assessment of a seminar paper that participation in the seminar sessions has been approved.

As far as electives are concerned it applies, that written tests are assessed by a teacher alone while oral tests are assessed by a teacher and an internal/external examiner.

The supervisor(s) and an external examiner will assess *the Bachelor's Thesis* incl. the oral examination.

Where written tasks or exams are concerned, the academic assessment reflects the linguistic clarity and skill by which the academic substance is expounded. By the assessment of thesis the linguistic clarity and skill may, under special circumstances, be subject to independent evaluation.

### SUPPLEMENTARY MATERIAL

It appears from the course descriptions whether supplementary materials are allowed and what supplementary materials are allowed. By written exams where no supplementary materials are allowed the student is allowed to bring a pocket calculator. The pocket calculator's memory must be empty at the beginning of the test (spot checking will be made).

As a starting point, the oral exams are without preparation and no supplementary materials are permitted.

By written exams where no supplementary materials are permitted the student is allowed to bring a pocket calculator. The pocket calculator's memory must be empty at the beginning of the test (spot checking will be made).

## **PART TWO - EXAMINATION RULES AND REGULATIONS**

It is recommended to take the Part Two exams in the order according to the description of exams.

The tests are placed once a year with a possibility of participating in a special re-examination in February/August.

The test in the *Bachelor's Thesis* takes place once a year with a possibility of participating in a special re-examination in the autumn semester. The deadline for handing in of the Bachelor's Thesis is then 1 December.

Registration for the ordinary examination is a prerequisite for signing up for the special re-examinations in February/August and the special re-examination in the Bachelor's Thesis.

### **MINIMUM REQUIREMENTS FOR PASSING THE EXAMS**

For passing the BSc in Economics and Business Administration a general average mark of 2.0 must be obtained and the minimum mark required in each separate exam is 00. The general average mark is calculated according to the weighting system indicated in the index of exams for Part 1 and 2. Besides this, the Bachelor's Thesis must be passed with at least 02.

As long as the student has not passed the programme, the student may apply for re-examination in individual exams where the mark 02 or above has not been obtained. As for individual exams where the mark 02 or above has been obtained, it is not possible to be re-examined.

### **RE-EXAMS**

Students may only participate in any exams three times.

Under certain circumstances, The Study Committee for Undergraduate Programmes may allow additional examination attempts.

No re-exam is possible in tests awarded the grade 02 whereas re-exam is compulsory in tests awarded the grade -3.

The last result obtained in any exam will always be the valid one - even if the last result is inferior to the one previously obtained. Please note that if your name has been taken down as "absent" you will have missed one of your three attempts at passing an exam, and the result will be registered as the last one obtained in that exam.

In connection with all Part two-exams it is possible - besides applying for re-examination in the ordinary exam - to apply for re-examination in February/August.

Registration for the ordinary exam is a prerequisite for applying for participation in the re-examination in February/August.

It is a prerequisite for handing in of a seminar report by the re-exam in February/August that participation in the seminar sessions has been approved. By handing in of a new seminar report in February/August no new participation in the seminar sessions is necessary.

In case of re-examination of the *Bachelor's Thesis*, the student must hand in another thesis based on a new subject, and the student must participate in renewed oral defence.

**By major changes in the curriculum**, the student is examined in the old curriculum in three subsequent examination periods – after that the student is tested in the new curriculum regardless of study programme.

## **REGISTRATION FOR EXAMS**

Students may only participate in exams if they have registered for these exams.

Registration for the oral and written tests and the seminars takes place automatically when registering for the course in the relevant semester, while the student her-/him self must register for tests in subjects for which he/she has not previously been registered (make-up exams, re-exams or postponed exams) and for tests at the re-exams in February/August.

Registration for January exams must take place no later than 1 October while registration for the exams in May/June must take place no later than 1 March.

The deadline for registration for the re-exams in February/August will be published on CampusNet.

Cancellation of registrations for exams must take place no later than one week before the exam takes place/is started. However, cancellation of the seminar series in Business Studies must take place no later than 15 December while cancellation of the seminar series in Marketing must take place no later than 1 August. Tests included in the automatic registration on Part 1 cannot be cancelled

Registration for the Bachelor's Thesis must take place no later than 1 December with a possibility of cancellation until 15 February. The deadline for re-exam is 1 July with a possibility of cancellation until 15 August.

*It is the student's own responsibility to check that the registration has actually taken place regardless if the registration has taken place automatically or by the student her-/him self. If any errors are noticed in connection with the registration, the Central Registry has to be informed about it before the deadline stated.*

## **ILLNESS, ETC.**

Provided illness etc. prevents the student from participating in or completing an exam, seminars, etc., and provided the student applies for it, the Study Committee for Undergraduate Programmes may permit cancellation of this exam after the expiry of the deadline.

Any application claiming illness must be accompanied by a medical certificate, which must cover the day or period in question and must be issued on personal request to the doctor on the same day as the exam or handing-in was supposed to take place.

## **RULES FOR HANDLING EXAM REGULATION VIOLATIONS**

Cheating at oral or written exams (incl. assignments and reports) will cause rejection of the test and in such cases the University may decide to expel the student from all exams in the current examination period. In severe cases, the University may decide to expel the student from his/her study programme.

Please see:

<http://www.asb.dk/en/forstudents/studentcounselling/bachelorbusinessadministration/exams/cheatingatexams/>

## **EXEMPTIONS**

Students who have passed exams in other study programmes, which cover subjects taught at the BSc in Economics and Business Administration, may be exempted from such exams in the present study programme on application.

In connection with exams held in continuation of the autumn semester, applications for exemption must be submitted at the Student Counselling Service by 1 October. As for exams held in continuation of the spring semester such applications must be submitted by 1 March.

It is not possible for students to be exempted from exams for which (s)he has already been registered under the present study programme.

On the Exam Certificate it will be stated if the student has been exempted from a particular exam and the total average will be calculated on the basis of the remaining marks.

## **SPECIAL EXEMPTIONS**

In connection with a number of the rules in this Study Guide it has been mentioned that, on application, the Study Committee for Undergraduate Programmes may grant students special exemptions when special conditions speak for it.

In addition to the cases already mentioned there might also be other special cases where unusual conditions speak for a special exemption. Students are advised to contact a Student Counsellor before they apply for such special exemptions.

## COMPLAINTS

Complaints concerning teaching or examinations are considered by different bodies, depending on the nature of the complaint.

Complaints stating that the **teaching** has not covered the syllabus are considered by the Study Committee. Students are, however, advised to contact their lecturer/teacher and the relevant head of department first.

Complaints concerning **the basis of examinations** (exam questions, including their relevance to the syllabus), the result of the assessment and the way the examination is conducted must be submitted to Tina Lindhardt at the Student Counsellors' Office where students can also receive advice and guidance on how to complain about examinations.

Complaints concerning examination must be submitted no later than 2 weeks after the announcement of the exam result.

For further information please see:

<http://www.asb.dk/en/forstudents/studentcounselling/bachelorbusinessadministration/exams/complaints/aboutexams/>

## STUDY ABROAD PERIOD

Aarhus University has a large network of universities around the world where you have the opportunity to spend one semester (your 5<sup>th</sup> semester) as an exchange student.

An orientation day is held every year in October/November for all 3<sup>rd</sup> semester bachelor students interested in spending a semester abroad. Further information about the orientation meeting will be supplied by letter or by notice.

You can obtain further information about studies abroad at

<http://www.asb.dk/en/forstudents/studyabroad/>