

BSc in Business Administration and Commercial Law – 2012

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Introduction

The BSc study programme in Business Administration and Commercial Law is governed by the Danish Ministerial Order no. 814 of 29 June 2010 on bachelor and master's programmes (candidatus) at universities. This Study Guide contains overviews study programme structure and information about a range of academic, practical and legal aspects of the programme. Reference is made to the course descriptions in the Course Catalogue on the study portal.

Please refer any questions to the *student counsellors* who are students guiding applicants and students in connection with questions concerning the study programme. The student counsellors can also assist with any questions relating to exemptions.

Board of studies for Law
September 2012

QUALIFICATION TARGETS

The research-based **BSc study programme in Business Administration and Commercial Laws** gives graduates immediate business-relevant qualifications that enable them to handle issues pertaining to business administration and commercial laws in companies and organisations in both the private and public sectors.

The study programme also qualifies the graduate for enrolment in the MSc study programme in Business Administration and Commercial Laws, the MSc study programme in Economics and Business Administration and the MSc study programme in Auditing as well as several other MSc study programmes in the social sciences.

The graduate has acquired knowledge of theory, methodology and practice within the business law subject area that qualifies the graduate 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

Structure

The BSc study programme in Business Administration and Commercial Law is a three-year full-time programme (=180 ECTS) and consists of a Part One, which has to be passed separately (60 ECTS), and a Part Two (120 ECTS). In addition to the general programme in Business Administration and commercial Law the programme includes two alternative variants, one with Tax Law and one with Environmental Law

Part One of the study programme is shared by all three variants. The same applies to the subjects/course modules in Part Two apart from *Labour Law*, *Marketing Law* and *International Commercial Law*, which are replaced by other subjects in the BSc in Business Administration Tax and Commercial Law and in the BSc in Business Administration, Environment and Commercial Law, Each subject/course module carries a weight of 5 ECTS. However, *Private and Commercial Law*, *Company Law*, *EU Law and Danish Administrative Law*, *Labour Law*, *Tax Law II* and *Environmental Law I*, carry a weight of 10 ECTS, while the Bachelor Project carries a weight of 15 ECTS.

The structure of the study programme is shown below (the highlighted subjects are the study programme's variant courses):

BSc in Business Administration and Commercial Law

First semester	Business Statistics I	Microeconomics	Introduction to Business Law	Costing Theory and Capital Budgetting	Basic Financial Accounting	Mathematics
Second semester	Business Statistics II	Private and Commercial Law		Operation and Supply Chain Management	Financial Accounting	Philosophy of Science I
Third semester	Company Law		Tax Law I	EU and Danish Administrative Law		Philosophy of Science II
Fourth semester	Labour Law		Marketing law	Descriptive Economics	Marketing Management	Philosophy of Science III
Fifth semester	Elective 1	Elective 2	Elective 3	Finance I	Management Accounting	Legal Methodology
Sixth semester	Organisational Behaviour	Macroeconomics	Bachelor's Thesis			International Commercial Law

BSc in Business Administration, Tax Commercial Law

First semester	Statistics I	Microeconomics	Introduction to Business Law??	Costing Theory and Capital Budgetting	Basic Financial Accounting	Mathematics
Second semester	Statistics II	Private and Commercial Law		Operation and Supply Chain Management	Financial Accounting	Philosophy of Science I
Third semester	Company Law		Tax Law I	EU and Danish Administrative Law		Philosophy of Science II
Fourth semester	Tax Law II		VAT Law	Descriptive Economics	Marketing Management	Philosophy of Science III
Fifth semester	Elective 1	Elective 2	Elective 3	Finance I	Management Accounting	Legal Methodology
Sixth semester	Organisational Behaviour	Macroeconomics	Bachelor's Thesis			EU Customs and Excise Law

BSc in Business Administration, Environment and Commercial Law

First semester	Statistics I	Microeconomics	Introduction to Business Law	Costing Theory and Capital Budgeting	Basic Financial Accounting	Mathematics
Second semester	Statistics II	Private and Commercial Law		Operation and Supply Chain Management	Financial Accounting	Philosophy of Science I
Third semester	Company Law		Tax Law I	EU and Administrative Law		Philosophy of Science II
Fourth semester	Environmental Law I		Climate Law	Descriptive Economics	Marketing Management	Philosophy of Science III
Fifth semester	Elective 1	Elective 2	Elective 3	Finance I	Financial Management	Legal Methodology
Sixth semester	Organisational Behaviour	Macroeconomics	Bachelor's Thesis			Environmental Law II

Part One – Teaching

To Part One of the BSc in Business Administration and Commercial Law study programme, one year is officially allocated, corresponding to two semesters (= 60 ECTS).

The first semester starts with an introductory week at the end of August. Teaching includes lectures, class lessons, incl. exercises (assignments).

The distribution of lessons is as follows:

	Lectures lessons	Class	Lectures lessons	Class
Introduction to Business Law	4 ⁽¹²⁾ + 2 ⁽¹⁾	2 ⁽²⁾		
Private and Commercial Law			8 ⁽¹⁰⁾ + 6 ⁽⁴⁾	2 ⁽²⁾
Mathematics	4 ⁽⁷⁾ + 2 ⁽⁷⁾	2 ⁽¹¹⁾		
Costing Theory and Capital Budgeting	2 ⁽¹³⁾	2 ⁽⁸⁾		
Operation and Supply Chain Management			2 ⁽¹⁴⁾	2 ⁽⁷⁾
Basic Financial Accounting	2 ⁽¹³⁾	2 ⁽⁸⁾		
Financial Accounting			2 ⁽¹³⁾	2 ⁽¹¹⁾
Business Statistics I	2 ⁽¹³⁾ + 4 ⁽¹⁾	2 ⁽⁸⁾		
Business Statistics II			2 ⁽¹⁵⁾	2 ⁽¹⁰⁾
Microeconomics	2 ⁽⁷⁾ +4 ⁽⁷⁾	2 ⁽⁷⁾		
Philosophy of Science I			2 ⁽¹²⁾	

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

Apart from Private and Commercial Law, all subjects carry a weight of five ECTS.

In addition to the above, courses are offered in the use of various software programs and a library information course.

The academic content of the courses is described in the Course Catalogue on the study portal.

Part One – Exams

OVERVIEW OF EXAMS

Part One involves the following compulsory exams:

COURSES	EXAM TYPE	SEMESTER	GRADE WEIGHTING
Introduction to Business Law	Written	1.	5
Mathematics	Written	1.	5
Costing Theory and Capital Budgeting	Written	1.	5
Basic Financial Accounting	Written	1.	5
Business Statistics I	Written	1.	5
Microeconomics	Written	1.	5
Private and Commercial Law	Written	2.	10
Cost, Operations and Supply Chain Management	Written	2.	5
Financial Accounting	Written	2.	5
Business Statistics II	Written	2.	5
Philosophy of Science I	Written	2.	5

Written and oral exams are held at the end of the semester in January or May/June.

If so decided by the relevant department, written exams can be converted into oral exams if no more than 10 students have registered for the exam by deadline for registering. If a written exam is converted into an oral exam, no aids are normally allowed. The decision to convert a written exam to an oral exam is announced on notice boards in connection with the publication of the exam plan.

PART ONE – EXAM DESCRIPTIONS

Reference is made to the course description for more details on the exam types.

ASSESSMENT

The exams are assessed by a lecturer according to the Danish 7-point grading scale. Except for the exams in *Private and Commercial Law* and *Financial Accounting*, which are assessed by a lecturer and an external examiner.

For all written exams, the academic assessment takes account of the linguistic clarity and skill with which the academic substance is presented.

EXAM AID

A description of the exam aids allowed, if any, can be found in the course descriptions. Calculators are always allowed in connection with written exams. The memory of the calculator must be empty at the beginning of the exam (random checks are carried out).

Part One – Examination rules

Students **must** be registered for all first year exams the first time they are held, i.e. in the first January/May-June exam period following commencement of the study programme.

PASSING REQUIREMENTS

Passing of Part One requires an average grade of at least 2.0 and a minimum grade of at least 00 in each individual exam/mid-term exam. The average is calculated based on the grade weightings stated in the overview of exams.

Part One must be passed within two years of admission at the latest. Once Part One has been passed, students are not allowed to sit any further Part One exams, even if the grade obtained in one or more exams is 00.

It is recommended that Part One is passed before commencement of Part Two. Students contemplating to commence Part Two prior to passing of Part One are advised to contact the Student Counsellor's Office before making a final decision.

RE-EXAMINATIONS

It is not possible to take an exam more than three times. The Academic Study Board for Law may in special circumstances and by application grant permission for further exam attempts.

Exams awarded in which a grade of 02 or above has been awarded cannot be re-taken, while exams in which a grade of -3 has been awarded **must** be re-taken.

For all exams after the first semester, in addition to the option of registering for re-exam at the ordinary exam in January, it is also possible to register for re-exam at the re-exam in February.

For all exams after the second semester, in addition to the option of registering for re-exam at the ordinary exam in May/June, it is also possible to register for re-exam at the re-exam in August.

To register for the re-exam in February/August, the student must have been registered for the ordinary exam in the previous ordinary exam period.

Part Two – Teaching

Part Two of the BSc in Business Administration and Commercial Law study programme is a two-year programme covering four semesters (= 120 ECTS).

Teaching includes lectures, class lessons, incl. exercises, a legal paper and a Bachelor Project.

The BSc in Business Administration and Commercial Law programme contains both compulsory courses and electives.

ELECTIVE

In addition to the electives described in the course catalogue, courses at other Danish and foreign institutions can form part of the electives block, provided that this is approved by the Study Committee.

The deadline for registering for electives in the next autumn and spring semester is 15 June. The deadline for deregistering is one week prior to the exam, and deregistration is not possible when a student has participated in the exam/has not deregistered for the exam on time.

Please note that specific requirements for elective combinations apply to students who wish to be admitted to the MSc in Business Administration or MSc in Business Administration, Accounting and Auditing programmes.

Distribution of lessons – BSc in Business Administration and Commercial Law

Courses	Third semester		Fourth semester		Fifth semester		Sixth semester	
	Lectures	Class lessons	Lectures lessons	Class	Lectures lessons	Class	Lectures lessons	Class
Company Law	6 ⁽¹⁰⁾ +5 ⁽⁴⁾							
Tax Law I	4 ⁽⁶⁾ +2 ⁽⁸⁾							
EU Law and Danish Administrative Law	5 ⁽¹¹⁾ + 6 ⁽³⁾							
Legal Methodology					4 ⁽⁶⁾			
Labour Law			3 ⁽¹⁴⁾	1 ⁽¹⁴⁾				
Marketing law			2 ⁽¹⁰⁾					
International Commercial Law							2	
Descriptive Economics			3 ⁽¹⁵⁾					
Philosophy of Science II	2 ⁽⁷⁾	2 ⁽⁷⁾						
Philosophy of Science III			2 ⁽¹¹⁾	2 ⁽⁴⁾				
Marketing Management			3 ⁽¹⁰⁾	2 ⁽⁷⁾				
Financial Management	2 ⁽¹²⁾	2 ⁽¹⁰⁾						
Finance I					2 ⁽¹³⁾	2 ⁽¹⁰⁾		
Organisational Behaviour							2 ⁽⁹⁾	2 ⁽⁵⁾
Macroeconomics							2 ⁽⁷⁾ +4 ⁽⁷⁾	2 ⁽⁷⁾
Electives 1-3*								
Project Day – Bachelor's Thesis						3 ⁽¹⁾		

* The number and place of electives may vary. Reference is made to the course descriptions.

The highlighted subjects are replaced by the following subjects in the BSc in Business Administration, Tax and Commercial Law, and in the BSc in Business Administration, Environment and Commercial Law:

	Third semester	Fourth semester	Fifth semester	Sixth semester
Variant course	LECTURES Class lessons	Lectures Class lessons	Lectures Class lessons	Lectures Class lessons
BSc in Business Administration, Tax and Commercial Law				
Tax Law II		6 ⁽¹¹⁾ +4 ⁽³⁾		
VAT Law		3 ⁽¹³⁾		
Indirect Taxes Law				3 ⁽¹²⁾
BSc in Business Administration, Environment and Commercial Law				
Environmental Law I		6 ⁽⁵⁾ +4 ⁽⁷⁾		
Climate Law		3 ⁽¹³⁾		
Environmental Law II				4 ⁽⁶⁾ +2 ⁽⁵⁾

Part Two – Exams

OVERVIEW OF EXAMS

COURSES	EXAM TYPE	GRADING	SEMESTER	GRADE WEIGHTING
Company Law	Written	None	3.	10
Tax Law I	Oral	External	3.	5
EU Law and Danish Administrative Law	Written	None/External	3.	10
Philosophy of Science II	Written	None	3.	5
Legal Methodology	Group exam Oral	None	5.	5
Labour Law	Written	None	4.	10
Philosophy Science III	Written	None	4.	5
Descriptive Economics	Written	None	4.	5
Marketing Management	Written	External	4.	5
Financial Management	Written	External	5.	5
Finance I	Written	None	5.	5
Marketing law	Oral	External	4.	5
Elective	See course description	External/None	5.	15
Organisational Behaviour	Written	External	6.	5
International Commercial Law	Written	None	6.	5
Macroeconomics	Written	None	6.	5
Bachelor's Thesis	Bachelor Project with oral defence	External	6.	15

The highlighted exams are replaced by the following exams in the BSc in Business Administration, Tax and Commercial Law, and in the BSc in Business Administration, Environment and Commercial Law:

VARIANT/SUBJECT	EXAM TYPE	GRADING	SEMESTER	GRADE WEIGHTING
BSc in Business Administration, Tax and Commercial Law				
Tax Law II	Written	None	4.	10
VAT Law	Oral	External	4.	5
EU Customs and Excise Law	Written	None	6	5
BSc in Business Administration, Environment and Commercial Law				
Environmental Law I	Written	None	4.	10
Climate Law	Oral	External	4.	5
Environmental Law II	Written	None	6.	5

Exams are held at the end of the semester in January or May/June.

If so decided by the relevant department, written exams can be converted into oral exams if no more than 10 students have registered for the exam by deadline for registering. If a written exam is converted into an oral exam, no aids are normally allowed. The decision to convert a written exam to an oral exam is announced on notice boards in connection with the publication of the exam plan.

PART TWO – EXAM DESCRIPTIONS

Reference is made to the course description for more details on the exam types.

Exams are held in Danish. If a course has been taught in English, the exam will, however, be held in English. If the course has been taught in English by a Danish lecturer, it is also possible to take the exam in Danish.

ASSESSMENT

The exams are assessed by a lecturer or a lecturer and external examiner according to the Danish 7-point grading scale. Please see the exam overview.

For electives, written exams are assessed by a lecturer, while oral exams are assessed by a lecturer and an external examiner.

The Bachelor's Thesis and the oral defence are evaluated by the supervisor and an external examiner.

For all written exams, the academic assessment takes account of the linguistic clarity and skill with which the academic substance is presented.

EXAM AID

A description of the exam aids allowed, if any, can be found in the course descriptions. Calculators are always allowed in connection with written exams. The memory of the calculator must be empty at the beginning of the exam (random checks are carried out).

Part Two – Examination rules

It is recommended that the Part Two exams are taken in the order stated in the overview of exams.

The exams are held once a year with the option of re-exam in February/August.

The Bachelor Project can be submitted once a year, but it is also possible to apply for a special re-examination in the autumn semester with a deadline for submission on 1 December.

To register for the re-exams in February/August and the re-exam in the *Bachelor Project*, the student must have been registered for the given exam in the previous ordinary exam period.

PASSING REQUIREMENTS

Passing the study programme requires an average grade of at least 2.0 and a minimum grade of at least 00 in each exam. The average is calculated based on the grade weightings stated in the overview of exams for Part One and Part Two. In addition, bachelor projects must be given a minimum grade of 02.

As long as the study programme has not been passed, exams in which a grade of 02 or above has been awarded can be retaken. Exams in which a grade of 02 or above has been awarded cannot be re-taken.

RE-EXAMINATIONS

It is not possible to take an exam more than *three times*.

The Board of Studies for Law may in special circumstances grant permission for further exam attempts.

Exams in which a grade of 02 or above has been awarded cannot be re-taken, while exams in which a grade of -3 has been awarded must be re-taken.

The following conditions also apply to EU Law and Danish Administrative Law:

- A subtest cannot be re-taken until a combined grade for the entire exam has been found
- A subtest that has earned a grade of 02 cannot be re-taken.
- A subtest that has earned a grade of 00 cannot be re-taken, if the combined grade is 02 or above.

A subtest that has earned a grade of - 3 must be re-taken, regardless of the combined grade awarded for the entire exam.

For all Part Two exams, it is, in addition to the option of registering for re-exam at the next ordinary exam, also possible to register for re-exam at the re-exam in February/August.

To register for the re-exam in February/August, the student must have been registered for the exam in question in the previous exam period.

For re-exam in the bachelor project, a new bachelor project on another topic must be submitted.

In case of *major changes in the syllabus*, students will be examined in the old syllabus in three consecutive exam periods – subsequent exams will be based on the new syllabus, irrespective of the curriculum.

Exam registration and deregistration

Students are only allowed to take exams for which they have registered.

Registration for oral and written exams takes place automatically upon registration for the course in the semester in question, while students must actively register for exams in courses for which they have not been registered (make-up exams, re-exams, postponed exams) as well as for re-exams in February and August.

The deadline for registering for exams in January is **1 October** at the latest, while the deadline for registering for exams in May/June is **1 March** at the latest.

The deadlines for registering for re-exams in February and August will be published on CampusNet.

The deadline for deregistering is one week before the exam is held/starts. Students cannot deregister for exams covered by the automatic registration for Part One.

The deadline for registering for the **Bachelor's Thesis** is 1 December with the option of deregistering until 15 February. The deadline for registering for any re-exams is 1 July with the option of deregistering until 15 August.

No matter whether the registration has taken place automatically or the student has registered him/herself, it must be checked whether the registration for the exam has been registered correctly. In case of corrections to the registration, students must inform the Study Administration thereof before the stipulated deadline.

Illness etc.

If a student is prevented from taking or completing an exam or a paper on account of illness or the like, the Board of Studies for Law may upon application grant permission for deregistration and for the student to take the exam as a re-examination or a make-up examination or for late submission of the paper.

In case of illness, applications must be accompanied by documentation in the form of a medical certificate covering the day or period in question, such certificate having been issued following personal contact with the doctor on the day on which the exam or the submission of a paper was due to take place.

Exam cheating

Cheating in connection with oral and written exams (including papers and reports) will lead to dismissal from the exam. Dismissal from an examination may also cover remaining examinations in the same exam period. In severe cases, students may be expelled from the study programme. Please also see the study portal.

Exemptions

Students who have passed exams in connection with other programmes which cover BSc in Business Administration and Commercial Law courses can, upon application to the Academic Study Board for Law, be exempted from sitting similar exams under the BSc in Commercial Administration and Business Law programme.

Applications for exemptions must be submitted by 1 October as regards exams in continuation of the autumn semester and by 1 March in connection with exams in continuation of the spring semester.

Students cannot be granted exemptions for exams **already taken** in connection with the BSc in Business Administration and Commercial Law programme.

On the diploma, it is stated if a student has been exempted from an exam, and the average is calculated based on the remaining grades.

In connection with a number of the rules in this Study Guide, it has been mentioned that a dispensation may be granted in special circumstances upon application to the Board of Studies.

Apart from the situations mentioned, there may be other cases in which a dispensation can be given for special reasons. Students are, however, advised to contact a student counsellor prior to submitting an application for dispensation.

Complaints

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

Complaints about **the teaching**, including complaints that the teaching has not covered the syllabus are considered by the relevant Board of Studies. However, students are advised to contact their teacher and department first.

Complaints concerning **the basis of exams** (exam questions, including their relevance to the syllabus), **the result of the assessment** and **the way in which the exam is conducted** will be considered by the director of studies and must be submitted within two weeks after the assessment has been publicised. Please also see the study portal.

Please also see the study portal - study abroad

Aarhus University is part of a very extensive international network of universities offering exchange positions for students for typically one semester (5th semester).

Each year, information meetings are held in October/November for all third-semester BSc students who want to make use of the opportunity to study abroad for one semester. The meetings will be advertised in letters or on the notice boards.

For further information, please see the study portal – www.bss.au.dk/international.