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PREFACE

The present Study Guide for the Bachelor's Degree in Business Administration and International Management - BSc(IM) - at the Aarhus School of Business has been set down by the Study Committee for Undergraduate Programmes, Faculty of Business Administration.

The formal basis of the Bachelor's Degree in Business Administration was formulated in the Danish Ministry of Science Technology and Innovation Order No. 338 of 6 May 2004 about the Bachelor Degree in Business Administration. The present Study Guide contains a list of subjects and exams, examination regulations, etc. As for the contents of the subjects, please see descriptions in the Course Catalogue on <https://www.campusnet.asb.dk/>.

Details in connection with the programme for the Bachelor's Degree in Business Administration are not part of the Study Guide. Here Student Counsellors - senior students who advise applicants and students - should be consulted.

In addition, students are obliged to keep themselves updated on any changes that may take place in the course of the semester by consulting the "Study Information" on the www.asb.dk. Furthermore, it is possible for the students to keep themselves updated via the Internet on <https://www.campusnet.asb.dk/>.

The Study Committee for Undergraduate Programmes,
August 2006

MAP OF THE AARHUS SCHOOL OF BUSINESS

PART ONE - TEACHING

INDEX OF SUBJECTS

Part One of the Bachelor's Degree in Business Administration and International Management is planned to last one year and is divided into semesters 1 and 2. The first semester starts with an introductory week by the end of August or January. 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
Subjects:				
IT in Business	2 ⁽¹²⁾	2 ⁽¹²⁾		
Mathematics	2 ⁽¹⁴⁾	2 ⁽⁷⁾	2 ⁽¹⁴⁾	2 ⁽⁷⁾
Business Statistics	2 ⁽¹²⁾ +4 ⁽²⁾	2 ⁽⁸⁾	2 ⁽¹³⁾	2 ⁽⁹⁾
Micro Economics	3 ⁽¹⁴⁾	2 ⁽⁷⁾		
Macro Economics			3 ⁽¹⁴⁾	2 ⁽⁷⁾
Descriptive Economics	2 ⁽¹⁴⁾	2 ⁽³⁾	2 ⁽¹⁴⁾	2 ⁽⁴⁾
Cost, Operations and Supply Chain Management	4 ⁽⁶⁾ +2 ⁽⁹⁾	3 ⁽⁹⁾	3 ⁽¹⁴⁾	2 ⁽⁷⁾
English Language Proficiency and US/UK Society	3 ⁽¹⁴⁾		3 ⁽¹⁴⁾	
Philosophy of Science and Methodology			2 ⁽¹⁵⁾	

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

Teaching of **Bookkeeping**, which is part of the course *Cost, Operations and Supply Chain Management*, is for students who have not passed the subject of *Erhvervsøkonomi at B-level* as part of their Higher Commercial Examination (HH).

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:

SUBJECTS		FORM OF EXAM	SEMESTER	WEIGHTING OF MARKS
Mathematics	Test 1	Written	1 st	2/5 7,5 3/5
	Test 2	Written	2 nd	
Business Statistics		Written	2 nd	7,5
Cost, Operations and Supply Chain Management	Test 1	Written	1 st	2/5 12,5 3/5
	Test 2	Written	1 st	
	Test 3	Written	2 nd	
Economics/Descriptive Economics		Written	2 nd	15
IT in Business		Group report Oral	1 st	5
Philosophy of Science and Methodology		Written	2 nd	5
English Language Proficiency and US/UK Society		Group report Oral	2 nd	7,5

Weighting of marks is according to the ECTS-system (European Community Course Credit Transfer System). The weighting expresses the subject's share of all study activities in Part One.

The written and oral tests are placed in January and 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.

PART ONE - 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 official Danish grading system. However, test 1 (*Bookkeeping*) in *Cost, Operations and Supply Chain Management* will be assessed passed/not passed.

The group assignment and the oral test in *IT in Business* will be assessed by the teacher and an external examiner according to the official Danish grading system. The oral test is passed in English.

The group assignment and the oral test in *English Language and UK/US Society* will be assessed by the teacher and an internal examiner according to the official Danish grading system. 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 the 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 only 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

PART ONE - EXAMS

During the first year of study the student **must** participate in all Part one-tests.

Failure to appear at a midterm exam/exam implies exclusion from the study.

MINIMUM REQUIREMENTS FOR PASSING THE EXAMS

To pass Part One a minimum average mark of 6.0 must be obtained. The minimum mark that is required in each separate exam/midterm exam is 03. 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 several individual exams are 5 or 03.

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 it is recommended to contact the Student Counsellor before making a final decision.

RE-EXAMINATION

In connection with all Part one-exams it is possible - besides participation in the ordinary exams - to apply for re-examination in August. The student may choose to apply for re-examination in all subjects or in some of the subjects, where either the marks (as far as *Cost, Operations and Supply Chain Management* and *Mathematics* are concerned - the weighted average mark) 00, 03 or 05 have been awarded.

Participation in the ordinary exam is a prerequisite for applying for participation in the re-examination.

It is a prerequisite for handing in of the seminar report in August that the participation in the seminar work has been approved. By handing in of a new seminar report in August no seminar sessions will be required.

If the student has participated in the re-examination, the general average of Part One will be based on the results of the re-examination together with the remaining marks from the ordinary exam.

In case the student has neither passed the ordinary exam or the re-examination in August, it is compulsory to apply for re-examination at the subsequent Part One exam.

In connection with re-examination it is possible - as was the case in connection with re-examination in August - to apply for re-examination in all subjects, or only in the subjects where the mark 6 or above has not been obtained. As for exams where the mark 6 or above has been obtained, re-examination is

not possible. As for exams where the mark 00 has been given, re-examination is compulsory. As for the exams in *Cost, Operations and Supply Chain Management* and *Mathematics* the below mentioned rules must be observed:

- re-examination is not possible in a sub test where the grade 6 or above has been obtained
- re-examination is not possible in sub tests where the grade 03 or 5 has been obtained, if the weighted average mark awarded is 6 or above
- the student must participate in a re-examination in a sub test where the grade 00 has been obtained no matter what the weighted average mark is.

The re-examination in August at the end of the second year of study must be passed according to the above mentioned examination rules and regulations. It is a prerequisite for being accepted for re-examination that the student has participated in the exam in the previous examination period.

Students may only participate in any exams three times. Under certain circumstances, The Study Committee for Undergraduate Programmes may allow participation in an exam for the fourth time. 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.

REGISTRATION

Registration for the exams takes place automatically the first time whereas it is the student's own responsibility to register for re-examination or make-up examination.

Registration for exams included in the automatic registration cannot be cancelled. Applications for re-examination can be cancelled by inquiring at the Central Registry no later than one week before the exam was supposed to have taken place.

The deadlines for registration for re-examination or make-up examination will be announced on the bulletin boards.

It is the student's own responsibility to check that the registration has actually taken place. 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 or seminar and provided that the student applies for it, the Study Committee for Undergraduate Programmes may permit cancellation of this exam and may permit re-examination at a special make-up exam - or delayed handing in of a seminar.

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

Violation of examination rules and regulations during written or oral exams (including seminar papers and reports in *IT in Business*) leads to expulsion from the exam, and in such cases Rector may decide to expel the student from all exams at the term in question. In very serious cases Rector may decide to relegate the student completely.

EXAMINATION REGULATIONS

As for the written exams a number of practical rules have been adopted. These are stated in *Examination regulations for studies in Business Administration*.

PART TWO -- TEACHING

INDEX OF SUBJECTS

Part Two of the Bachelor's Degree in Business Administration is planned to last two years and is subdivided into semesters 3-6. Teaching involves lectures, tutorials - including tutorials run by student teaching assistants - seminars/case reports and a Bachelor's Thesis. Participation in series of seminar sessions/case reports is compulsory.

ELECTIVES

In addition to electives described in the course catalogue it is possible to choose courses from other Danish and foreign institutions as electives after prior acceptance from the Study Committee for Undergraduate Studies.

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:

Types of lessons	3 rd semester		4 th semester		5 th semester			6 th semester	
	Lect.	Tutor.	Lect.	Tutor.	Lect.	Seminar	Tutor.	Lect.	Tutor.
Managem. Science Models	2 ⁽¹³⁾ +4 ⁽²⁾	2 ⁽¹²⁾							
Financial Accounting	2 ⁽⁹⁾ +4 ⁽³⁾	2 ⁽⁷⁾							
Finance	2 ⁽¹⁵⁾	2 ⁽¹²⁾							
Philosophy of Science and Methodology	2 ⁽¹⁵⁾		2 ⁽¹⁵⁾						
Intercultural Communication	4 ⁽¹⁴⁾								
Marketing			3 ⁽¹²⁾	2 ⁽⁸⁾		3 ⁽⁶⁾			
Strategic Management and Organization					4 ⁽⁶⁾		2 ⁽⁶⁾		
International Management			4 ⁽¹⁴⁾						
Management Accounting			2 ⁽¹²⁾	2 ⁽¹⁰⁾					
Organisational Behaviour			2 ⁽⁷⁾	2 ⁽⁸⁾					
Electives I – III							*		
Bachelor's Thesis: Electives/Project Day							3 ⁽¹⁾		
EU Law								4 ⁽¹²⁾	
International Business Law								4 ⁽¹²⁾	

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

PART TWO - EXAMS

INDEX OF EXAMS

Part Two involves the compulsory exams below:

SUBJECTS	FORM OF EXAM	SEMESTER	WEIGHTING OF MARKS
Finance	Written	3 rd	7,5
Financial Accounting	Written	3 rd	5
Management Accounting	Written	4 th	5
Management Science Models	Written	3 rd	5
Intercultural Communication	Oral	3 rd	7,5
Philosophy of Science and Methodology	Written	4 th	10
Organisational Behaviour	Written	4 th	5
International Management	Written	4 th	10
Marketing	Written	4 th	5
	Seminar report	5 th	5
Strategic Management and Organization	Written	5 th	5
Electives	See course descriptions	5 th	20
EU Law	Oral	6 th	5
International Business Law	Oral	6 th	5
Bachelor's Thesis	Thesis and oral defence	6 th	20

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.

PART TWO - DESCRIPTION OF EXAMS

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

EXAMINATION

A teacher and an external examiner will assess the written and oral exams according to the official Danish grading system. However, the test in *Philosophy of Science and Methodology* is assessed by a teacher alone. The same thing applies to the tests in the electives unless otherwise stated in the course descriptions.

The seminar paper in *Marketing* will be assessed by a teacher/supervisor according to the official Danish grading system. It is a prerequisite for assessment of a seminar paper/case report that the student has participated in the seminar sessions/presentations in a satisfactory manner.

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 professional assessment reflects the linguistic clarity and skill by which the professional substance is expounded. By the assessment of the 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 only 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 allowed the student is only 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).

EXAMINATION RULES AND REGULATIONS

PART TWO - EXAMS

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

PREREQUISITES

- **Seminar papers/Case reports**

It is a prerequisite for assessment of a seminar paper/case report that the student has participated in the seminar sessions/presentations in a satisfactory manner.

Participation in the seminar meetings/presentations is compulsory. Provided the student in advance has submitted a written application for absence the seminar leader/seminar coordinator may allow one case of absence.

The Study Committee for Graduate Programmes may only allow additional cases of absence after a written application.

- **Written test in Philosophy of Science and Methodology**

It is a prerequisite for participating in the written test that the project work in quantitative/qualitative retrieval of information has been approved.

- **Written tests**

The written tests are placed twice a year.

The tests in *EU Law* and *International Business Law* are placed twice a year with a possibility of participating in a special re-examination in August. The seminar report in Marketing is placed once a year.

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.

It is a prerequisite for application for participation in the special re-examinations in August in *EU Law* and *International Business Law* and the special re-examination in the *Bachelor's thesis* that the student has participated in the ordinary exam in the previous examination period.

If the seminar report in *Marketing* has been assessed to the mark of 03 or 5, the student is allowed to hand in a new report without participating in the seminar sessions.

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.

MINIMUM REQUIREMENTS FOR PASSING THE EXAMS

For passing of the Part Two exams a general average mark of 6.0 must be obtained and the minimum mark required in each separate exam is 03. The general average mark is calculated according to the weighting system indicated in the index of exams.

As long as the student has not passed the Part Two exam, the student may apply for re-examination in individual exams where the mark 6 or above has not been obtained. As for individual exams where the mark 6 or above has been obtained, it is not possible to be re-examined.

NUMBER OF POSSIBLE EVALUATIONS

Students may only participate in Part two exams three times. Under certain circumstances, The Study Committee for Undergraduate Programmes may allow participation in an exam for the fourth time.

The *last result obtained in any exam* will always be the valid one - even if the last result is inferior to the one obtained previously. Please note that if your name is 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 the case of *major changes in syllabus* the old syllabus will form the basis of the examination in three consecutive exam terms - any subsequent exams will involve the new syllabus irrespective of curriculum.

REGISTRATION

Students may only participate in exams if they have registered for these exams. *It is the student's own responsibility to check that the registration has actually taken place. If any errors are noticed in connection with the registration, the Central Registry has to be informed about it before the deadline stated.*

Deadlines for registration for exams are as follows:

ORAL AND WRITTEN EXAMS

enrolment: 1 March and 1 October
cancellation: no later than 1 week before the exam (the first day before the exam)

SEMINAR IN MARKETING:

enrolment: takes place automatically
cancellation: no later than 1 August

GROUP REPORT IN MANAGEMENT SCIENCE MODELS

enrolment: takes place automatically
cancellation: no later than 15 December

BACHELOR'S THESIS:

enrolment: 1 December (re-examination 1 July)
cancellation: 15 February (re-examination 15 August)

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

The same rules apply as mentioned under Part One.

EXAMINATION REGULATIONS

The rules of the examination regulations also apply to Part Two written exams.

EXEMPTIONS

Students who have passed exams in other study programmes, which cover subjects taught at the BSc(B), 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 October 1. As for exams held in continuation of the spring semester such applications must be submitted by March 1.

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.

Exemption from *Bookkeeping* takes place automatically for students who have passed the exam in *Erhvervsøkonomi at B-level* as part of their Higher Commercial Examination (HH).

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.

It should be stressed that the Aarhus School of Business may only grant such special exemptions within the framework of rules stipulated by the Danish Ministry of Education.

COMPLAINTS

Various bodies of the Aarhus School of Business depending on the nature of the complaint deal with complaints about teaching and exams.

The Study Committee deals with complaints to the effect that the teaching has not covered the syllabus stated for Undergraduate Programmes. However, it is recommended that the teacher and the Head of Department be contacted first.

The President deals with complaints about external conditions in connection with the exam such as rooms, invigilators, etc.

Complaints about the basis for the exam (exam questions, incl. their connection with the syllabus), examination results and the course of the examination are submitted to the Student

Counselling Service and are directed to the President. In connections with complaints about examination results a special form obtainable at the Student Counselling Service must be used.

The complaint must be submitted no later than 2 weeks after the announcement of the examination results or, in connection with written exams, no later than 2 weeks after the date stated as the official date of announcement of the examination result.

In connection with written exams the marks must be published no later than 4 weeks after the exam. However, July 1 is the final deadline for Part One exams. In connection with delays the date stamped on the list of marks is considered the official date of announcement.

Reasons for complaints must be stated. Consequently, complaints about examination results can only be submitted individually. Several students may submit other complaints jointly provided that all persons involved are identifiable and one person is pointed out as the contact person.

As for complaints about the evaluation of seminar work the following rules apply: The marks must be announced by written notice no later than 4 weeks after the last day of teaching of the semester. The complaint must be submitted no later than 2 weeks after this date. In connection with delays the date stamped on the list of marks is considered the official date of announcement.

The teacher and the external examiner will first deal with the complaint. When it concerns an exam without any external examiner, an external examiner will be appointed. If the student is dissatisfied with the first result, the complaint may be submitted to an Appeals Committee within 2 weeks of the first result. The Appeals Committee consists of two external examiners, one teacher and one student. The findings of the Appeals Committee are final.

STUDY ABROAD PERIOD

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

An orientation day is held every year in October/November for all 3rd 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/studinfo/studyabroad.aspx> or at the International Office.