

Only the original study guide in Danish language has legal validity in matters of discrepancy

## TABLE OF CONTENTS – BSc IN BUSINESS ADMINISTRATION AND IT

<b>Preface</b> .....	3
<b>Useful addresses</b> .....	4
<b>Map of Aarhus School of Business</b> .....	5
<b>Part One – teaching</b> .....	6
Overview of courses .....	6
<b>Part One – exams</b> .....	7
Overview of exams .....	7
<b>Part One – exam descriptions</b>	
Grading .....	8
Aids .....	8
<b>Part One – exam regulations</b> .....	9
Part One – exams .....	9
Passing requirements .....	9
Re-examinations .....	9
Registration .....	10
Illness etc. ....	10
Cheating at exams .....	10
Exam regulations .....	10
<b>Part Two – teaching</b> .....	11
Overview of courses .....	11
Electives .....	11
Distribution of lessons .....	12
<b>Part Two – exams</b> .....	13
Overview of exams .....	13
<b>Part Two – exam descriptions</b>	
Grading .....	14
Aids .....	14
<b>Part Two – exam regulations</b>	
Part Two – exams .....	15
Passing requirements .....	16
Number of exam attempts .....	16
Registration .....	16
Illness .....	17
Cheating at exams .....	17
Exam regulations .....	17
<b>Exemptions</b> .....	18
<b>Dispensations</b> .....	18
<b>Complaints</b> .....	18
<b>Studying abroad</b> .....	20



## PREFACE

The BSc in Business Administration and IT programme is governed by the Danish Ministerial Order no. 338 of 6 May 2004 on bachelor and master's programmes (candidatus) at universities. This Study Guide contains overviews of courses and exams as well as exam regulations etc. of the BSc in Business Administration and IT programme. Please consult the course descriptions in the Course Catalogue on <https://www.campusnet.asb.dk/> for more details on the course content.

It has not been possible to cover all issues in this Study Guide. Please refer to the student counsellors who are older students guiding applicants and students in connection with questions concerning the study programme.

Students are encouraged to stay informed on any changes on <https://www.campusnet.asb.dk/>.

August 2007



## MAP OF AARHUS SCHOOL OF BUSINESS

## PART ONE – TEACHING

### OVERVIEW OF COURSES

The official length of Part One of the BSc in Business Administration and IT programme is one year, i.e. the first and second semester.

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:

Distribution of lessons COURSES	1 <sup>st</sup> semester		2 <sup>nd</sup> semester	
	LECTURES	Class lessons	LECTURES	Class lessons
Introduction to Management Science	4 <sup>(6)</sup> +2 <sup>(9)</sup>	3 <sup>(9)</sup>	3 <sup>(14)</sup>	2 <sup>(7)</sup>
Economics	3 <sup>(14)</sup>	2 <sup>(7)</sup>	3 <sup>(14)</sup>	2 <sup>(7)</sup>
Descriptive Economics	2 <sup>(14)</sup>	2 <sup>(3)</sup>	2 <sup>(14)</sup>	2 <sup>(4)</sup>
Statistics	2 <sup>(12)</sup> +4 <sup>(2)</sup>	2 <sup>(8)</sup>	2 <sup>(13)</sup>	2 <sup>(9)</sup>
IT in Business	2 <sup>(8)</sup> +4 <sup>(6)</sup>	2 <sup>(8)</sup>		
Introduction to Programming			4 <sup>(7)</sup>	4 <sup>(7)</sup>
Mathematics	2 <sup>(14)</sup>	2 <sup>(7)</sup>	2 <sup>(14)</sup>	2 <sup>(7)</sup>
Philosophy of Science and Methodology			2 <sup>(15)</sup>	

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

The IT Department at ASB offers courses in the use of various software programs while the Library offers a library information course.

Teaching in **Bookkeeping**, which is part of the *Introduction to Management Science* course, is targeted at students who have not passed the *Business Administration* course at B level as part of their Higher Commercial Examination.

## PART ONE – EXAMS

### OVERVIEW OF EXAMS

Students doing Part One of the BSc in Economics and Business Administration programme are required to sit the following compulsory exams:

COURSES		EXAM TYPE	SEMESTER	GRADE WEIGHTING
IT in Business		Group exam	1	5
		Oral	1	
Mathematics	Exam 1	Written	1	2/5   7.5 3/5
	Exam 2	Written	2	
Statistics		Written	2	7.5
Introduction to Management Science	Exam 1	Written	1	2/5   12.5 3/5
	Exam 2	Written	1	
	Exam 3	Written	2	
Economics		Written	2	15
Introduction to Programming		Group exam	2	7.5
		Oral	2	
Philosophy of Science and Methodology		Written	2	5

The grade weighting is calculated based on the European Community Course Credit Transfer System (ECTS). The grade weighting reflects the share of the Part One study activities taken up by the course.

The first semester written exams and the oral exam in *IT in Business* are held in January, while the second semester written exams are held in May/June.

If so decided by the relevant department, written exams can be converted into oral exams if no more than five 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.

## EXAM DESCRIPTIONS

Please see 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 written exam is assessed by a lecturer according to the Danish 7-point grading scale. Partial exam 1 (*Bookkeeping*) in *Introduction to Management Science* is, however, assessed as pass/fail.

The seminar in *Descriptive Economics* is assessed by the supervisor according to the Danish 7-point grading scale. It is a precondition for the assessment of the seminar paper that the student has participated in the seminar sessions in a satisfactory manner, i.e. must have submitted a satisfactory report, defended this report, acted as an opponent and participated in the seminar meetings in a satisfactory manner.

The group exams and the oral exams in *IT in Business* and *Introduction to Programming* are assessed according to the Danish 7-point grading scale 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.

### AIDS

A description of the allowed aids, 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).

As for oral exams, no preparation time is allowed.

## EXAM REGULATIONS

### PART ONE – EXAMS

Within the first year of study, students **must** sit in all Part One exams. Students failing to sit any of the mid-term exams are deregistered from 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

In connection with all Part One exams it is possible, in addition to sitting the ordinary exam, to apply for re-examination in August. Students can apply to re-sit all or some of the exams for which a grade of 00 has been obtained (as for *Introduction to Management Science* and *Mathematics* the combined grade applies).

Only students who have sat the ordinary exam can apply for a re-examination.

If a student has re-sat one or more exams, the average of Part One is calculated based on the grades obtained in the re-examinations and the remaining grades obtained for the ordinary exams.

If Part One is not passed – neither in connection with the ordinary exams, nor in connection with re-examinations in August, the student **must** apply to re-sit the Part One exams in the following academic year. When applying to sit in Part One exams in the following year, students can apply to sit all exams for which a grade of 02 or above has not been obtained as is the case with re-examinations in August. 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 the exams in *Mathematics* and *Introduction to Management Science* the following applies:

- Any partial exam that has earned a grade of 02 or above may not be re-taken.
- Any partial exams that has earned a grade of 00 may not be re-taken, if the combined grade is 02 or above.
- Any partial exam that has earned a grade of -3 **must** be re-taken, regardless of the combined grade

awarded the entire exam.

Any re-examinations in August at the end of the second year of study must be taken according to the above rules on re-examinations. Only students who have sat the exam in question in the previous exam period may re-sit the exam.

It is not possible to take an exam more than three times. The Study Committee for Undergraduate Programmes may in special circumstances grant permission for a fourth exam attempt.

The latest assessment result obtained is always the valid one – even if the latest result is lower than the previous one(s). Please note that if a student is registered as “absent”, this constitutes an exam attempt, and the assessment result will be the latest result obtained.

## REGISTRATION

Registration for exams takes place automatically the first time, whereas students are responsible for registering for any re-examinations and make-up examinations themselves.

It is not possible to deregister for exams for which automatic registration takes place. Students can deregister for exams by contacting the Study Administration one week prior to the exam, the first day of the exam at the latest.

Deadlines for registering for re-examinations and make-up examinations are announced on the notice boards.

Students are responsible for checking if the registration for exams has taken place themselves. In case of errors in the registration, students must inform the Study Administration hereof before the stipulated deadline.

## ILLNESS ETC.

If a student is prevented from taking or completing an exam or a seminar on account of illness or the like, the Study Committee for Undergraduate Programmes 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.

## CHEATING AT EXAMS

In case of cheating in connection with oral and written exams (including papers and reports) the exam

will be rejected. In such cases, the Dean can decide to expel the student from all exams in the current exam period. In serious cases, the Dean can decide to expel the student from the study programme altogether.

#### EXAM REGULATION

For written exams, a number of practical rules apply. These are described in the “Examination regulations for studies in business administration”.

## **PART TWO – TEACHING**

### **OVERVIEW OF COURSES**

The official length of Part Two of the BSc in Business Administration and IT programme is two years, i.e. the third to the sixth semester.

Teaching includes lectures, class lessons, incl. exercises (assignments), and a Bachelor Project.

### **ELECTIVES**

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. 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 to be admitted to the MSc in Business Administration and to the MSc in Business Administration, Accounting and Auditing programmes, students must have taken the electives Strategy and Management as well as Seminar in Sales.

**The distribution of lessons is as follows:**

Distribution of lessons COURSES	3 <sup>rd</sup> semester		4 <sup>th</sup> semester		5 <sup>th</sup> semester			6 <sup>th</sup> semester	
	Lectures	Class lessons	Lectures	Class lessons	Lect.	Sem. Class lessons	Lectures	Class lessons	
Philosophy of Science and Methodology	2 <sup>(15)</sup>		2 <sup>(15)</sup>						
Business Administration	4 <sup>(2)</sup> +2 <sup>(13)</sup> 2 <sup>(12)</sup>								
External Financial Statements	2 <sup>(9)</sup> +4 <sup>(3)</sup> 2 <sup>(7)</sup>								
Financing	2 <sup>(15)</sup> 2 <sup>(12)</sup>								
Financial Management			2 <sup>(12)</sup>	2 <sup>(10)</sup>					
Behaviour in Organisations			2 <sup>(7)</sup>	2 <sup>(8)</sup>					
Marketing Management			3 <sup>(12)</sup>	2 <sup>(8)</sup>					
System Work	2 <sup>(13)</sup>		2 <sup>(13)</sup>						
Information Systems and Organisation			2 <sup>(15)</sup>						
Seminar in Informatics						2 <sup>(12)</sup>			
Electives I – III*									
Business Law**					4 <sup>(2)</sup> + 2 <sup>(10)</sup> 2 <sup>(10)</sup>		4 <sup>(2)</sup> + 2 <sup>(10)</sup> 2 <sup>(10)</sup>		
Project Day – Bachelor Project						3 <sup>(1)</sup>			

\* The number and timing of electives may vary. Please consult the course descriptions. The figures in brackets indicate the number of weeks of teaching during the semester.

\*\* Business Law is also offered in a special, concentrated period during the spring semester, primarily for students who are going on exchange.

**PART TWO – EXAMS – OVERVIEW OF EXAMS**

<b>COURSES</b>	<b>EXAM TYPE</b>	<b>SEMESTER</b>	<b>GRADE WEIGHTING</b>
Business Administration	Written	3	5
Financing	Written exam	3	7.5
External Financial Statements	Written	3	5
Marketing Management	Written	4	5
Financial Management	Written	4	5
System Work	Group Projects Oral	4	15
Philosophy of Science and Methodology	Written	4	10
Information Systems and Organisation	Group Projects Oral	4	5
Behaviour in Organisations	Written	4	5
Seminar in Informatics	Seminar	5	7.5
Electives	See course description	5/6	20
<b>BUSINESS LAW</b>	Written	6	10
Bachelor Project	Bachelor Project and oral defence	6	20

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 five 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**

Please see the course description for more details on the exam types.

### **ASSESSMENT**

As for the exam language etc., please see the description in connection with Part One.

The written exams are assessed by a lecturer and an external examiner according to the Danish 7-point grading scale.

The written exams in *Philosophy of Science and Methodology* and *Business Law* are, however, assessed by a lecturer only. This also applies to electives, unless otherwise stated in the course descriptions.

The group projects and the oral exams in *System Work* and *Information Systems and Organisation* are assessed according to the Danish 7-point grading scale by a lecturer and an external examiner.

The *Informatics* seminar paper is assessed by a lecturer/supervisor according to the Danish 7-point grading scale. To have the seminar paper assessed, the student must have participated in the seminar meetings in a satisfactory way.

The Bachelor Project and the oral exam in connection with the project are assessed by the supervisor and an external examiner.

### **AIDS**

A description of the allowed aids, 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).

For oral exams, neither aids nor preparation time are normally allowed.

## PART TWO – EXAM REGULATIONS

### PART TWO – EXAMS

It is recommended that the Part Two exams are taken in the order stated in the overview of exams. For the exams in *Business Administration*, *System Work*, *Information Systems and Organisation*, *Philosophy of Science and Methodology* as well as for the seminar paper in *Informatics* the following applies:

- **System Work, Information Systems and Organisation**  
To take the exams, students must have submitted a satisfactory group report.
  
- **Written exam in Philosophy of Science and Methodology**  
To take this written exam, the projects in quantitative/qualitative information gathering and analyses must have been approved.
  
- **Seminar paper in Informatics**  
To have the seminar paper assessed, the student must have participated in the seminar meetings/presentations in a satisfactory way.  
Participation in seminar meetings is compulsory. Subject to an advance written request and possibly provision of subsequent written documentation, the seminar leader/head of programme may authorise one instance of non-attendance.  
Further non-attendance can only be approved by the Study Committee for Undergraduate Programmes based on a written application.
  
- **Business Administration**  
To take the exam, the take-home paper must have been approved.

Written exams take place twice a year. In *Business Law*, students are also able to sit a special re-examination in August.

The *Informatics* seminar series takes place once a year. The group reports and the oral exams in *System Work* and *Information Systems and Organisation* can also be submitted or taken once a year.

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 special re-examination in *Business Law* in August and the special re-examination in the *Bachelor Project*, the student must have sat the ordinary exam in the previous exam period.

If a grade of 00 is awarded for the *Informatics* seminar paper, the student can submit a new report without having to participate in the seminar sessions.

If the student has to re-take his/her Bachelor Project, a new Bachelor Project on another topic must be

submitted.

## PASSING REQUIREMENTS

Passing of Part Two 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.

As long as Part Two 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.

## NUMBER OF EXAM ATTEMPTS

It is not possible to take a Part Two exam more than *three times*.

The Study Committee for Undergraduate Programmes may in special circumstances grant permission for a fourth exam attempt.

The *latest assessment result obtained* is always the valid one – even if the latest result is lower than the previous one(s). Please note that if a student is registered as “absent”, this constitutes an exam attempt, and the assessment result will be the latest result obtained.

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.

## REGISTRATION

Students are only allowed to take exams for which they have registered. Deadlines for registering are announced on the notice boards.

*Students are responsible for checking if their registration of assessment has been registered themselves. In case of corrections to the registration, students must immediately inform the Study Administration thereof before the stipulated deadline.*

Such late registration requires no dispensation.

## **Deadlines for registration:**

### **ORAL AND WRITTEN EXAMS:**

Registration: 1 March and 1 October

Deregistration: One week before the exam (the first day of the exam)

### **SEMINAR SERIES IN INFORMATICS:**

Registration: Automatically

Deregistration: 1 August

### **BACHELOR PROJECT:**

Registration: 1 December (re-examination 1 July)  
Deregistration: 15 February (re-examination 15 August)

### **ILLNESS ETC.**

If students are prevented from taking or completing an exam, a take-home paper/seminar series or the Bachelor Project on account of illness or the like, the Study Committee for Undergraduate Programmes may, upon application, grant permission for late deregistration.

In case of illness, late 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.

If this causes a delay in the completion of the student's studies, the Study Committee may in addition grant permission for the student to re-sit or re-take the exam or to submit the paper at a later time.

### **CHEATING AT EXAMS**

The same rules as mentioned under Part One apply.

### **EXAM REGULATION**

The rules in the exam regulation also cover written assignments of Part Two.

## **EXEMPTIONS**

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

Applications for exemptions must be submitted to the Student Counsellor's Office 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 IT 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.

Exemption from Exam 1 (*Bookkeeping*) in *Introduction to Management Science* is automatic if the student has passed the *Business Administration* course at B level as part of his/her Higher Commercial Examination.

## **DISPENSATIONS**

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 Study Committee for Undergraduate Students.

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.

It should be stressed that Aarhus School of Business, University of Aarhus is only allowed to grant dispensations within the framework laid down in the Danish Ministerial Orders.

## **COMPLAINTS**

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

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

Complaints related to external circumstances in connection with an exam, such as the exam rooms, the invigilators and the like, are considered by the Dean.

Complaints concerning the basis of exams (exam questions, including their relevance to the syllabus), the result of the assessment and the way the exam is conducted must be submitted to the Student Counsellors' Office for the attention of the Dean at Aarhus School of Business, University of Aarhus. Complaints concerning exams (complaints about the grade) must be filed using a special complaints form which is available from the Student Counsellors' Office (B5).

Complaints must be filed within two weeks of the exam results being announced or as regards written exams within two weeks of the date by which the results must be announced at the latest.

Grades given in respect of written exams must be announced within 4 weeks of the date of the exam at the latest, 1 July for the Part One exams. In the event of delay, the deadline for complaints is calculated from the date stamped on the announcement posted on the notice board.

Complaints must be reasoned. As a consequence, complaints about assessments can only be submitted individually. Other complaints can be submitted jointly by several students, provided that all of the complaining students are identified and that a contact person is named.

As for complaints about the assessment of seminars, case report and the like, the following rules apply: Grades are announced on notice boards four weeks after the last teaching day at the latest. The complaint must be submitted within two weeks of this date at the latest or, in connection with delays, within two weeks of the date stamped on the list of grades.

The complaint will be referred to the lecturer and the examiner. When an exam without any external examiner is concerned, an external examiner will be appointed. If the student is dissatisfied with the result, the complaint may be submitted to an appeals committee within two weeks. The appeals committee consists of two external examiners, one lecturer and one student. The decision made by the appeals committee is final.

## STUDYING ABROAD

Aarhus Business School is part of a very extensive international network of universities offering exchange places for students for typically one semester (5<sup>th</sup> semester).

Normally, students do not have to pay university fees abroad, and they will also be entitled to receive grants under the Danish State Education Grant and Loan Schemes (SU) while studying abroad. Furthermore, SOCRATES grants will probably be available to a certain extent, and students can also apply for private scholarships.

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

You can find more information on exchange programmes, including credit transfers, at [www.asb.dk/studinfo/studyabroad](http://www.asb.dk/studinfo/studyabroad) – or by contacting the International Office.