

**Please note:** Only the original study guide in Danish language has legal validity in matters of discrepancy.

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## **PREFACE**

The BSc in Economics and Business Administration programme is governed by 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 the exam regulation etc. of the BSc in Economics and Business Administration study programme. Reference is made to the course descriptions in the Course Catalogue at <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 of any changes at <https://www.campusnet.asb.dk/>.

Study Committee for Undergraduate Programmes  
August 2008



**MAP OF AARHUS SCHOOL OF BUSINESS**

## **INTRODUCTION**

The research-based BSc in Economics and Business Administration study programme is a three-year full-time programme (= 180 ECTS). The study programme consists of Part One (60 ECTS) and Part Two (120 ECTS), which must both be passed.

The study programme affords immediate qualifications that enable the graduate to handle business administration issues in both public and private-sector enterprises and organisations.

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

During the study programme, the student acquires knowledge of theory, methodology and practice within business administration that qualifies the student 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

## PART ONE – TEACHING

### OVERVIEW OF COURSES

To Part One of the BSc in Economics and Business Administration 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), and a seminar series.

The distribution of lessons is as follows:

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

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

The ECTS weighting of each course, reflecting the share of the total Part One study activities which the course accounts for, appears from the overview of exams.

In addition to the above, 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 Economics* course at B level as part of their Higher Commercial Examination.

Participation in the seminar meetings in the *Descriptive Economics* seminar is compulsory. Subject to an advance written request and 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.

The academic content of the courses is described in the Course Catalogue at <http://www.campusnet.asb.dk>.

## PART ONE – EXAMS

### OVERVIEW OF EXAMS

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

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

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 may be converted into oral exams if no more than five students have registered for the exam by the deadline for registering. If a written exam is converted into an oral exam, neither aids nor preparation time 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**

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 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 7-point scale. To have the seminar report assessed, the participation in the seminar must have been approved.

The group exam and the oral exam in *IT in Business* are assessed by a lecturer and an external examiner according to the 7-point scale.

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 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 – EXAM REGULATION**

### **PART ONE – EXAMS**

Within the first year of study, students **must** sit 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 be passed before commencement of Part Two. Students contemplating to commence Part Two prior to passing Part One are advised to contact the Student Counsellor's Office before making a final decision.**

### **RE-EXAMS**

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.

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 *Introduction to Management Science* and *Mathematics*, the following applies:

- Any partial exam that has earned a grade of 02 or above may not be re-taken
- Any partial exam 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 partial exam cannot be re-taken until a combined grade for the entire exam has been found

The latest exam 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 exam result will be the latest result obtained.

For all Part One exams, it is, in addition to the option of registering for re-exam at the ordinary exam in January or May/June, 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 sat the ordinary exam in the previous ordinary exam period.

The re-exam in *IT in Business* and partial exam 1 in *Introduction to Management Science (Bookkeeping)* is held in February, whereas, for the other exams, the re-exams are held in August.

Approval of participation in the seminar work is a precondition for submitting the seminar report in August. When submitting a new seminar report in August, no seminar sessions will be held.

The re-exam in February in *IT in Business* is an individual 72-hour take-home paper.

#### REGISTRATION AND DEREGISTRATION

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

The deadline for registering for re-exams in February/August is announced via Campus Net. The deadline for registering for re-exams in the summer exam period is 1 March, whereas the deadline for registering for re-exams in the winter exam period is 1 October. If a student has registered for a course as a repeater, he/she will, however, automatically be registered for the exam in question.

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 errors in the registration, students must inform the Study Administration thereof before the stipulated deadline.

Students cannot deregister for exams covered by the automatic registration. Students can deregister for re-exams by contacting the Study Administration one week before the exam is held/starts at the latest.

#### ILLNESS ETC.

If a student is prevented from taking or completing an exam or a paper 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-exam or a make-up exam 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 a 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**

Part Two of the BSc in Economics and Business Administration study programme is a two-year programme covering the 3rd to 6th semesters (= 120 ECTS).

The ECTS weighting of each course, reflecting the share of the total Part One study activities which the course accounts for, appears from the overview of exams.

Teaching includes lectures, class lessons, incl. exercises (assignments), seminars and a bachelor project.

Participation in the seminar meetings in the *Business Administration* and *Marketing* seminars is compulsory. Subject to an advance written request and 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.

### **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. The deadline for deregistering is one week prior to the exam, and deregistration is not possible when a student has sat the exam/has not deregistered from the exam on time.

## Distribution of lessons

Distribution of lessons – BSc in Economics and Business Administration	3rd semester		4th semester		5th semester		6th semester	
COURSES	Lectures	Class lessons	Lectures	Seminars	Lectures	Seminars	Lectures	Class lessons
Planning Models within Management	4 <sup>(2)</sup> +2 <sup>(13)</sup>	2 <sup>(12)</sup>						
Seminar in Management Science				2 <sup>(6)</sup>				
Economics	3 <sup>(14)</sup>	2 <sup>(7)</sup>						
Econometric Methods			2 <sup>(15)</sup>					
Philosophy of Science and Methodology II	2 <sup>(7)</sup>	2 <sup>(7)</sup>						
Philosophy of Science and Methodology III			2 <sup>(11)</sup>	2 <sup>(4)</sup>				
External Financial Statements	2 <sup>(15)</sup>	2 <sup>(7)</sup>						
Financial Management			2 <sup>(12)</sup>	2 <sup>(10)</sup>				
Behaviour in Organisations			2 <sup>(8)</sup>	2 <sup>(6)</sup>				
Strategic Management and Organisation					4 <sup>(4)</sup>	2 <sup>(10)</sup>		
Marketing Management			3 <sup>(10)</sup>	2 <sup>(7)</sup>				
Seminar on Marketing						3 <sup>(6)</sup>		
Financing	2 <sup>(15)</sup>	2 <sup>(12)</sup>						
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>
Electives 1-3*								
Project Day – Bachelor Project						3 <sup>(1)</sup>		

\* The number and timing of electives may vary. Reference is made to the course description.

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

## PART TWO – EXAMS

### OVERVIEW OF EXAMS

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

<b>COURSES</b>	<b>EXAM TYPE</b>	<b>SEMESTER</b>	<b>GRADE/ ECTS WEIGHTING</b>
Economics	Written	3rd	7.5
Financing	Written	3rd	7.5
External Financial Statements	Written	3rd	5
Philosophy of Science and Methodology II	Written	3rd	5
Planning Models within Management	Written	3rd	5
Seminar in Management Science	Seminar	4th	5
Behaviour in Organisations	Written	4th	5
Econometric Methods	Written	4th	5
Philosophy of Science and Methodology III	Written	4th	5
Financial Management	Written	4th	5
Marketing Management	Written Seminar report	4th 5th	5 5
Strategic Management and Organisation	Written	5th	5
Business Law	Written	6th	10
Elective	See course description	5th/6th	20
Bachelor Project	Bachelor project and oral exam	6th	20

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

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 the deadline for registering. If a written exam is converted into an oral exam, neither aids nor preparation time are normally allowed. The decision to convert an exam type is announced on notice boards after the expiration of the deadline for registration.

## **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 written exams are assessed by a lecturer and an external examiner according to the 7-point scale. The written exams in *Philosophy of Science and Methodology II and III*, *Econometric Methods* and *Business Law* are, however, assessed by a lecturer only. This also applies to electives, unless otherwise stated in the course descriptions.

The *Marketing Management* and *Business Administration* seminar reports are assessed by a lecturer/supervisor according to the 7-point scale. To have the seminar report assessed, participation in the seminar must have been approved.

The bachelor project and the oral exam in connection with the project are assessed 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.

### **AIDS**

A description of the 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).

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

## PART TWO – EXAM REGULATION

### PART TWO – 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 participated in the ordinary exam in the previous ordinary exam period.

### 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 not been awarded can be re-taken. Exams in which a grade of 02 or above has been awarded cannot be re-taken.

### RE-EXAMS

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

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

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 *latest exam 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 exam result will be the latest result obtained.

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 sat the exam in question in the previous exam period.

Approval of participation in the seminar work is a precondition for submitting the seminar report at the re-exam in February. When submitting a new seminar report in February, no seminar sessions will be held.

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.

## REGISTRATION

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

Registration for oral and written exams as well as seminars 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; however, the deadline for deregistering from the Business Administration seminar is 15 December at the latest, while the deadline for deregistering from the Marketing seminar is 1 August at the latest.

The **deadline for registering for the bachelor project** 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.

See the description under Part One.

## CHEATING AT EXAMS

See the description under Part One.

## EXAM REGULATION

See the description under Part One.

## **EXEMPTIONS**

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

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, Aarhus University, is only allowed to grant dispensations within the framework laid down in the Danish ministerial orders.

## **COMPLAINTS**

Complaints concerning teaching activities 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, 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, Aarhus University. Complaints concerning exams (complaints about the grade) must be filed using a special complaints form which is available from the Student Counsellors' Office.

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 awarded in respect of written exams must be announced within four weeks of the date of the exam at the latest; however, by 1 July for the Part One exams at the latest. 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 reports 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).

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.

You can find more information on studying abroad at [www.asb.dk/studinfo/studyabroad](http://www.asb.dk/studinfo/studyabroad) – or by contacting the International Office.