

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 Business Administration and Business Law study 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 Business Administration and Business Law 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 on 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 Business Administration and Business Law 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 and business law 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 Business Administration and Business Law, the MSc study programme in Economics and Business Administration and 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 and business law 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 Business Administration and Business Law study programme, one year is officially allocated, corresponding to the 1st and the 2nd semester (= 60 ECTS).

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

Distribution of lessons COURSES	1st semester		2nd semester	
	LECTURES	Class lessons	LECTURES	Class lessons
Mathematics	2 ⁽¹⁴⁾	2 ⁽¹⁴⁾		
Introduction to Management Science	4 ⁽⁷⁾ +2 ⁽⁷⁾	3 ⁽⁹⁾	3 ⁽¹⁴⁾	2 ⁽⁷⁾
Economics	3 ⁽¹⁴⁾	2 ⁽⁷⁾	3 ⁽¹⁴⁾	2 ⁽⁷⁾
Descriptive Economics	2 ⁽¹⁴⁾	2 ⁽³⁾	2 ⁽¹⁴⁾	2 ⁽⁴⁾
Statistics	2 ⁽¹²⁾ +4 ⁽²⁾	2 ⁽⁸⁾	2 ⁽¹³⁾	2 ⁽⁹⁾
Introduction to Business Law	6 ⁽¹⁰⁾ +5 ⁽⁴⁾			
Property Law I			6 ⁽⁷⁾ +4 ⁽⁵⁾	
Administrative Law			2 ⁽¹⁵⁾	
Philosophy of Science and Methodology I			2 ⁽¹²⁾	

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, 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 study programme are required to sit the following compulsory exams:

COURSES		EXAM TYPE	SEMESTER	GRADE/ ECTS WEIGHTING
Mathematics		Written	1st	5
Introduction to Business Law		Written	1st	7.5
Introduction to Management Science	Exam 1	Written	1st	2/5 } 3/5 } 12.5
	Exam 2	Written	1st	
	Exam 3	Written	2nd	
Economics		Written	2nd	15
Statistics		Written	2nd	7.5
Administrative Law		Oral	2nd	2.5
Property Law I		Oral	2nd	5
Philosophy of Science and Methodology I		Written	2nd	5

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

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, 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.

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 oral exams 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.

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 the re-exam 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 from exams covered by the automatic registration. Students can deregister from 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 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 Business Administration and Business Law study programme is a two-year programme covering the 3rd to 6th semesters (= 120 ECTS).

Teaching includes lectures, class lessons, incl. exercises, a legal paper and a bachelor project.

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

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 – BSc in Business Administration and Business Law	3rd semester		4th semester		5th semester		6th semester	
	Lectures	Class lessons	Lectures	Class lessons	Lectures	Class lessons	Lectures	Class lessons
Philosophy of Science and Methodology II	2 ⁽⁷⁾	2 ⁽⁷⁾						
Planning Models within Management	2 ⁽¹⁴⁾	2 ⁽¹²⁾						
External Financial Statements	2 ⁽¹⁵⁾	2 ⁽⁷⁾						
General Tax Law	4 ⁽¹⁵⁾							
Philosophy of Science and Methodology III			2 ⁽¹¹⁾	2 ⁽⁴⁾				
Financing					2 ⁽¹⁵⁾	2 ⁽¹²⁾		
Property Law II	6 ⁽¹⁰⁾ +4 ⁽³⁾ +2 ⁽¹⁾							
Marketing Management			3 ⁽¹⁰⁾	2 ⁽⁷⁾				
Company Law			4 ⁽¹⁴⁾					
Danish Market Law			2 ⁽¹¹⁾					
EU Law			4 ⁽¹⁴⁾					
International Commercial Law			2 ⁽¹⁴⁾					
Study of Legal Sources and Legal Methodology					2 ⁽¹⁰⁾ +3 ⁽¹⁴⁾			
Labour Law					4 ⁽¹⁴⁾			
Organisational Behaviour							2 ⁽⁷⁾	2 ⁽⁸⁾
Financial Management							2 ⁽¹²⁾	2 ⁽¹⁰⁾
Electives *								

Project Day – Bachelor Project			3 ⁽¹⁾	
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* The number and timing of electives may vary. Reference is made to the course descriptions.

PART TWO – EXAMS

OVERVIEW OF EXAMS

COURSES	EXAM TYPE	SEMESTER	GRADE WEIGHTING
Planning Models within Management	Written	3rd	5
General Tax Law	Written	3rd	7.5
Property Law II	Written	3rd	7.5
External Financial Statements	Written	3rd	5
Philosophy of Science and Methodology II	Written	3rd	5
Marketing Management	Written	4th	5
Danish Market Law	Written	4th	2.5
EU Law	Written	4th	7.5
Philosophy of Science and Methodology III	Written	4th	5
Company Law	Written	4th	7.5
International Commercial Law	Written	4th	2.5
Labour Law	Written	5th	7.5
Study of Legal Sources and Legal Methodology	Group exam Oral	5th	5
Financing	Written	5th	7.5
Elective	See course description	5th	10
Financial Management	Written	6th	5
Organisational Behaviour	Written	6th	5
Bachelor Project	Bachelor project and oral exam	6th	20

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

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, 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

Legal course exams are assessed by a lecturer according to the 7-point scale. This also applies to the exam in *Philosophy of Science and Methodology II* and *III* and to electives exams, unless otherwise stated in the course descriptions. Other exams are assessed by a lecturer and an external examiner according to the 7-point scale.

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).

PART TWO – EXAM REGULATION

PART TWO – EXAMS

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-exam in the autumn semester with a deadline for submission on 1 December.

To register for re-exams in February/August and 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.

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.

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.

If students are prevented from taking or completing an exam, a take-home paper/case presentation, the bachelor project or the like on account of illness or due to other special circumstances, the Study Committee for Undergraduate Programmes may, upon application, grant permission for late deregistration.

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.

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

The same rules as mentioned under Part One apply.

EXAM REGULATION

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

EXEMPTIONS

Students who have passed exams in connection with other programmes which cover BSc in Business Administration and Business Law courses can, upon application to the Study Committee for Undergraduate Programmes, be exempted from sitting similar exams under the BSc in Business Administration and Business Law 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 Business Administration and Business Law 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 the *Bookkeeping* exam 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 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. Dispensations from the rules of the orders may only be granted by the Danish Ministry of Science, Technology and Innovation.

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/teacher 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, 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, 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 (5th 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 – or by contacting the International Office.