

Curriculum for Master of Science in Economics and Business Administration.

**Curriculum for
The Master of Science in Economics and
Business Administration
(cand.merc.)**

Curriculum for Master of Science in Economics and Business Administration.

This curriculum has been prepared under powers conferred by

- The Ministry of Higher Education and Science, The Danish Consolidation Act on Universities No. 261 of 18 March 2015 (The University Act), as amended No. 411 of 11 May 2016 and No. 435 of 8 May 2017
- The Ministry of Higher Education and Science, Ministerial Order No. 1328 of 15 November 2016 on Bachelor and Master's Programmes (candidatus) at Universities (the University Programme Order)
- The Ministry of Higher Education and Science, Ministerial Order No. 1062 of 30 June 2016 on University Examinations and Grading (the Examination Order)
- The Ministry of Higher Education and Science, Ministerial Order No. 114 of 3 February 2015 on Grading Scale and Other Forms of Assessment of programmes within the area of the Ministry of Higher Education and Science (the Grading Scale Order)
- The Ministry of Higher Education and Science, Ministerial Order No. 111 of 30 January 2017 on Admission and Enrolment in Master's Programmes at Universities (the Masters' Programme Admission Order)
- The Ministry of Science, Technology and Development, Ministerial Order No. 1188 of 7. December 2009 on part-time study programmes at the universities (the part-time study programme Order)
- SDU-Rules on the Study Progress Reform of 1 September 2016

This programme is attached to the Academic Study Board of <indsæt studienævnets navn>.

This programme is attached to the external examiners of <indsæt censorkorpets navn>.

The Academic Study Board may, when justified by exceptional circumstances, grant an exemption from the curriculum rules that is determined solely by the University, cf. University Programme Order, section 33, subsection 8.

Relevant extracts from the Ministerial Orders, including references to the respective sections, are written in italics in the curriculum. However, it is recommended to read the Ministerial Orders in their entirety.

The curriculum applies to students commencing the Master of Science in Economics and Business Administration as from September 2009.

The curriculum was approved on the 5th May 2010 by The Study Board of Business Administration, Odense

The curriculum contains:

- The ministerial regulations and additional rules
- Appendices
 - Profile description, which specifies the conditions of the individual profiles.

The study programme is available in:
Esbjerg, Kolding, Odense,

Year:
2009,
Page:
2 of
Version

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Version 02 has been updated in the following sections:

1.3., 2.1.2., 2.1.3., 3.1, 3.2., 4.3.1., 4.4., 4.5, 4.7., 4.8.1., 5.3., 5.4., 5.7. og 5.8.

The Curriculum has 01-08-2017 been updated in the following sections:

Legal basis

2.1 Time limit for completion of the study programme

2.2.1 Rules on active study – rules on exemptions amended

5.11 Number of examination attempts

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1. The overall objective of the study

Master's programmes are independently rounded full-time, research-based programmes on a fixed number of ECTS-points, which provide the student with expertise and methodological skills in one or more subject areas and qualify them to work independently in a professional capacity.

A subject area consists of a discipline or a group of related disciplines in one of the following areas: the humanities, theology, social science, natural science, health science or technical science.

The objectives of Master's programme is:

- *to develop and expand the student's academic knowledge and skills and strengthen his or her theoretical and methodological qualifications and competencies, as well as increasing the student's independence relative to the bachelor degree level;*
- *to provide the student with an opportunity for in-depth studies through the application of advanced elements in the disciplines and methodologies of the subject area(s) in question, including training in scientific work and methodology that further develops the student's ability to work in a more specialised professional capacity and to participate in advanced scientific development work; and*
- *to qualify the student for further studies, including PhD programmes, see the Ministerial Order on the PhD Programme at the Universities and Certain Higher Artistic Educational Institutions (the PhD Order)*

*Cf. Sections 1 and 2 of the University
Programme Order*

The Study Board's additional provisions:

1.1 Competence description for the Master of Science

Graduate in Social Sciences at the University of Southern Denmark

The graduate has acquired knowledge of the subject's underlying theories and methods with scientific methodical competencies and knowledge within a specific academic area, both as far as breadth and depth of knowledge are concerned. The graduate shall independently and systematically structure and analyse theoretical and practical problems within the field of the social sciences with the help of advanced theories and methods, set out proposals for solutions, communicate these, and relate to the solution presented in a detailed and critical manner.

Graduate in Business Economics at the University of Southern Denmark

The Graduate programme in Business Economics has the objective of qualifying the student to identify and prepare solutions with a high scientific level for problems within the field of Business Economics in both private and public companies and organisations. The student thus attains the following competencies:

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Intellectual competencies

An MSc in Economics and Business Administration is able to:

- define, delimit, analyse and solve problems within the field of Business Economics with the help of scientific methods
- communicate methodical and academic deliberations in connection with the problem-solving process within the field of Business Economics to specialists within the field
- make use of arguments based on a valid scientific standpoint
- work in a systematic and goal-orientated manner, both independently and together with others
- utilise his or her academic and methodical overview to independently continue his or her competence development and further specialise himself or herself
- communicate the results in connection with a problem-solving process within the field of Business Economics to the group of persons who are to utilise the result
- familiarise himself or herself with a subject that is related to the profile. Including being able to independently localise, utilise and reflect upon literature that is relevant in the actual context.

Academic competencies

An MSc in Economics and Business Administration has, within his or her academic profile, knowledge of the field's theories and methods on a level so that the graduate:

- is able to utilise the scientific methods and theories of his or her profile to carry out independent and critical analyses of the company/organisation's problems within the profile's area.
- is able to undertake an independent choice of method to analyse and solve a given problem
- has specialist insight into the background and use of the theories, and their applicability and weaknesses
- is able to enter into research-based work, where the field's methods are used
- is able to make use of the subject's methods in an ethically defensible manner
- is able to make use of fundamental Business Economics concepts in a precise and consistent manner.

Competencies in practice

An MSc in Economics and Business Administration is able to:

- utilise his or her knowledge to analyse or obtain the basis for decisions for practical problems within the profile's academic field.
- point to which decision from the various alternatives ought to be chosen in accordance with the analyses that have been carried out
- ensure that development work within the profile's academic field is carried out by the use of the field's scientific methods.
- present new models and theories for other people in the organisation with a view to possible implementation.

For a more detailed description of the profiles referred to see the appendix to the curriculum, in which the profiles with their composition of subjects are described in more detail.

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1.2 Commercially relevant competencies after graduation

The graduate is able to carry out independent and critical analyses of complicated problems in companies, and to present proposals for the solution of these, supported by the profile's scientific methods and theories. The graduate has specialist insight into the background and use of the theories, their strengths and weaknesses, and is able to independently broaden and deepen his or her knowledge within the profile. The graduate is able to enter into management functions in both public and private companies. The graduate may furthermore undertake specialised tasks in relation to his or her profile.

The education programme provides competence for following a PhD programme.

1.3 Advisory board

An advisory board is appointed for the education programme. This board advises the Academic Study Boards in connection with development of the study programme and significant changes etc. to this curriculum.

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2. Organization etc.

The Master of Science consists of a number of modules. A module is a course element or a group of course elements the objective of which is to provide the student with an entirety of professional qualifications within a fixed timeframe stated in ECTS points and completed by one or more examinations within certain examination terms stated and delimited in the curriculum.

60 ECTS points correspond to one year's studies.

The Study Board's additional provisions:

2.1 The structure of the study

Study composition

The Graduate programme is a well-rounded course based on the skills acquired by the student during the qualifying Bachelor programme. The education programme consists of a number of subjects, the scope of which is stated in ECTS. The subjects are combined in a number of modules – in the following referred to as profiles. The students apply for admission to a given profile. Prior to each educational year, overviews are drawn up showing the subjects that have been approved on the respective profiles in the particular educational year. The contents of the profiles are described in the appendix to this curriculum.

Unless otherwise stated, the profile is offered in both Danish and English. For it to be possible to describe the profile as being in English, it is a requirement that a minimum of the constituent subjects and the Master's thesis shall be completed in English, both in instruction and at the examination. If this requirement is not met, the Danish designation of the profile is used.

It is not possible to obtain the Business Economics Graduate programme at the University of Southern Denmark without a profile description.

Course descriptions and examination forms

The course descriptions form part of the curriculum, which describes the individual subject. Course descriptions and forms of examination are updated once a year before instruction in the subject begins. The course descriptions contain information about:

- The course's Danish and English title.
- The campus town in which the course is available.
- Which study programmes the course is offered on
- Course level (bachelor or graduate).
- The Study Board responsible.
- The date approved by the Study Board
- When the course was last updated.

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- The teacher responsible for the course.
- Responsible department.
- ECTS points / full-time equivalents.
- Objective including prerequisites and academic identity, together with the interplay with other subjects.
- Core matter – central areas.
- Academic objectives – description of objective.
- Reading list.
- Type of instruction and didactic principles (including use of IT, working methods and the student's workload).
- Time of classes (autumn or spring) and instruction language
- Examination schedule and conditions (must be fulfilled to sit the examination).
- Form of examination. In connection with the form of examination, the form of the examination and its duration are stated, together with information on the examination aids that the student may use in connection with the examination.
- Grading. It is stated whether there is internal or external grading and whether the 7-point grading scale is applied or whether grading consists of pass/fail. In addition, the criteria for evaluation of the students' presentation are stated.

Profile descriptions

The profile descriptions are updated as required and contain the following information:

- The profile's designation in Danish and English.
- Description of the focus point of the profile; how the profile contributes to knowledge in each academic area, based on the highest level of international research.
- Special circumstances relating to access to the profile.
- Special circumstances regarding the profile such as e.g. special instruction languages.
- Special requirements for the students who follow the profile, including requirements regarding internship or stays abroad.
- A schematic overview of the profile. It is stated whether there is internal or external evaluation and if it is the 7-step scale or passed/not passed which is used in the evaluation form.

2.2 Time limit for the Master of Science

Master's (candidatus) programmes must be structured as full-time programmes so as to allow the student to complete a master's programme in twenty-two months in the fall or twenty-four months, for students beginning their studies in the spring semester.

The University is entitled to stipulate in the curriculum a final deadline after commencement by which the student must complete their Master's programme. In determining the maximum periods of study, the University must organise the programme in such a way that the student has the opportunity for three examination attempts in the programme's course or course elements.

Cf. section 5 of the University Programme Order as well as SDU-Rules regarding Rules on Time Limits for Completion of Bachelors and Masters Programmes, cf. sections 1,3

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The Faculty's additional provisions:

The following rule shall enter into force on 1 September 2016.

Students enrolled in a Master's programme before 1 September, 2015 the following rules apply:

Students enrolled in a Master's programme of two years must complete the Master's programme 28 February, 2018.

The University may grant exemptions from the above if the student is an elite athlete, chairman of an organisation under the Danish Youth Council (DUF), an entrepreneur or if special circumstances apply.

If the student does not meet the requirements set out above, enrolment will be cancelled.

2.2.1 Rules on study activities

Cf. the Master's Programme Admission Order section 20

The University may stipulate that enrollment is terminated for students, who have not passed at least one exam for a consecutive period of at least 1 year.

Rules set by the University regarding completion of supplementary courses after admission to the Master Programme, applies regardless of regulations established pursuant to the above stated.

The University may grant exemptions from the rules, if exceptional circumstances exist.

The Faculty's additional provisions:

The University terminates the enrollment for students, who have not passed at least one exam for a consecutive period of at least one year.

The University may grant exemptions from above stated study activity requirement if exceptional circumstances exist.

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3. Admission requirements etc.

Access to the Master of Science requires a relevant bachelor degree or another relevant Danish or foreign degree at the same level.

Within the framework of the Education Order the University decides, which bachelor degrees that qualify for admission to the Master of Science and which special access requirements in terms of courses and their number of ECTS points the student must have obtained during the individual bachelor study in order to be eligible for admission to the Master of Science.

The University may admit applicants who do not meet the requirements but who, on the basis of a specific assessment, are considered to have educational qualifications equivalent to those mentioned above.

The university may require that the applicant passes additional examinations.

Cf. Section 9 of the Education Order

The Study Board's additional provisions:

3.1 Bachelor of Business Administration

Persons who have passed the Business Administration Bachelor programme (HA) or a combined Business Administration programme have access to the Master of Science in Economics and Business Administration. Applicants with other Bachelor programmes may furthermore have access to certain profiles. If this is the case, this will appear in the individual profile description.

3.2 Other higher education programme

For applicants with other Bachelor programmes there is a minimum of requirements concerning the admission to the Master of Science in Economics and Business Administration (cand.merc.). The requirements are that the applicant must have at least 75 ECTS-points within the area of Business Administration. If the applicant is considered to have the requirements necessary to complete the study programme, the applicant can apply for admission and the local study board will make a separate decision. The Study Board may require that one or more supplementary courses are passed before enrolment.

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4. The Master of Science study

4.1 Standard time

The standard time for the Master of Science is 120 ECTS.

Cf. Section 19 of the Education Order

4.2 Title

The Master of Science entitles the graduate to use the title cand.merc. (candidates/candidate mercaturae). The English title of the degree is Master of Science in Economics and Business Administration.

Cf. Section 20 and 33 of the Education Order

4.3 Study structure

The Master of Science is to be a rounded study expanding the knowledge and insight obtained by the student during the bachelor study.

The University organizes the study in order to secure continuity and progression in the courses. The modularity of the study is to ensure the student the possibility to choose between profiles directed towards various business functions.

The Master of Science study comprises:

- 1) Constituent course elements for the study's special professional competence and identity corresponding with at least 90 ECTS points. This must include a master's thesis of 30 ECTS points.
- 2) Optional courses of at least 10 ECTS points.

The master's thesis is to document skills in using scientific theories and methods during work with a delimited specialist course.

The master's thesis cannot be credit transferred.

The master's thesis completes the study. Under special circumstances the University may grant an exemption from the rule that the master's thesis completes the degree study.

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The Study Board's additional provisions:

Graduate programme

The Graduate programme consists of Business Economics subjects with attached methodology courses, which elaborate delimited academic and interdisciplinary areas compared to the Bachelor programme. Socio-economic subjects may also be part of the Graduate programme. The composition of subjects appears on the profile description in the appendix.

- At least 60 ECTS are compulsory. These courses provide knowledge that is based on the highest levels of international research.
- At least 10 ECTS of the compulsory courses has to provide skills within the area of scientific methods in the course. This is to make sure that the graduate can master the scientific methods and assess and choose between these.

4.4 Study abroad or internship

Any stays abroad can be chosen during the third and fourth semesters of the education programme. Should a student wish to exercise this opportunity, this can only be done with prior approval from the local Academic Study Board.

Internship in a company can be chosen during the third semester. Further information for the internship can be found in the course description.

4.5 Study groups

In addition to the normal curriculum, one or more study circles may be established. A study circle consists of a smaller number of students who, in cooperation with an instructor, arrange a course of instruction/study with a scope and on a level equivalent to a subject on the Graduate programme.

The study circle may be established on the initiative of a group of students or on the initiative of a department. There must be a minimum of four students for a study circle to be established. The students agree together with an instructor on a subject matter and syllabus and apply to the Academic Study Board for permission to establish the study circle; the application shall include the instructor's signature and the names of the students. The Academic Study Board may process such applications at any time of the year. The study circle may be carried out and concluded independently of the semesters. The Academic Study Board, the profile manager and the person responsible for the subject jointly determine the requirements for the individual subject.

In case a course does not meet the required number of enrolments the form of instruction can be replaced by a study group. If this is the case the course will be held according to the original course description apart from the form of instruction.

4.6 Seminar

It will appear in the individual profile description and the associated course description as to whether the seminar may form part of the profile. The regulations regarding seminars appear in the course description.

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4.7 The Master's Thesis

The university must approve the assignment formulation for the Master's thesis and will at the same time stipulate a final date for the submission of the thesis and a plan for the student's thesis supervision. The thesis shall be commenced and submitted within the time frame stipulated in the curriculum of the individual study programme for the relevant size of thesis, as applicable to courses of full-time study.

If the student fails to submit the thesis by the stipulated time limit, the university may approve an altered assignment formulation within the same subject area, and will at the same time specify a new final date for submission within three months. If the student fails to submit the thesis by the new time limit, the student may obtain a third examination attempt, cf. the examination regulations, in accordance with the same rules that apply to the second examination attempt.

The Study Board's additional provisions:

Contents and formalities appear in the course description for the Master's thesis. It appears in the profile description whether an experimental Master's thesis may be written within the profile.

Registration

Following the choice of subject, a supervisory agreement shall be filled in and submitted to the study secretariat.

The subject of the assignment is stated in the agreement along with the deadline. The agreement shall be signed by the student, the profile manager and the supervisor(s) prior to submission to the study programme secretariat.

Processing of thesis

Contents and formalities appear in the course description for the Master's thesis which is a part of the curriculum. Further information can be acquired at the local study secretariat.

Time and place for the discussion of the thesis are posted on the notice board at least 7 days before the discussion is to take place.

The discussion of the thesis is open to the public, unless otherwise stated. The discussion of the thesis shall take place at the University of Southern Denmark.

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4.8 Requirements for passing etc.

A student has passed an examination when he/she achieves the mark 02 or the assessment passed. A passed examination cannot be retaken.

If an examination consists of several sub-examinations, the mark for the total examination must be at least 02. If the total examination is passed, sub-examinations marked 00 or -3 cannot be retaken. Even if the total examination is failed, sub-examinations marked 02 or higher cannot be retaken.

It may be determined that two or more examinations must be passed within the same examination term.

It may be determined that two or more examinations must be passed with a total average mark. In that case, the average must be at least 2.0 without any rounding up.

It must be determined which marks are included in the total examination result.

It may be determined that the total examination result is expressed by means of an average figure. One decimal must be included in the calculation of the average figure. An examination is passed if the average figure is at least 2.0 without any rounding up and if all examinations assessed as passed/failed have been passed.

If an average is not calculated, all tests included in an examination must be passed.

Cf. Sections 14-17 of the Marking Order

The Study Board's additional provisions:

The student has graduated when he/she has achieved the mark 2 or higher or the assessment passed for each individual course.

4.8.1 Examination weight and average figure

When calculating the average, the weight of the courses depends on the course's ECTS value and is included in the calculation as follows:

<i>10 ECTS:</i>	included in the examination average at the weight of <i>1.0</i> .
<i>5 ECTS:</i>	included in the examination average at the weight of <i>0.5</i> .
<i>Seminar 10 ECTS:</i>	included in the examination average at the weight of <i>1.0</i> .
<i>Seminar 5 ECTS:</i>	included in the examination average at the weight of <i>0.5</i> .
<i>The Master Thesis:</i>	included in the examination average at the weight of <i>3.0</i> .

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5. Examination etc.

The following shall apply to examinations and the issuing of examination certificates:

- 1) The Executive Order on the Exams of University Studies (the Examination Order).
- 2) Executive Order on the External Examiner Institution for certain Higher Education Studies under the Ministry of Education (the External Examiner Order).
- 3) Executive Order on the Marking Scale and other Assessment (the Marking Order).

Cf. Section 66 of the Education Order

In the case of study programmes which have examination periods at the end of the autumn semester, students who have participated in ordinary examinations without passing these will have an opportunity to take re-examinations in the same examination period or in immediate extension of this, however no later than the following February. In the case of study programmes which have examination periods at the end of the spring semester, students who have participated in ordinary examinations without passing these will have an opportunity to take re-examinations in the same examination period or in immediate extension of this, however no later than the following August. The same shall apply if students have been prevented from participating in an ordinary examination due to illness.

Cf. Section 18 of the Exam Order

The curriculum may stipulate that make-up examinations or re-examinations shall have a different form of examination or grading than that of the ordinary examinations.

Cf. Section 18 of the Exam Order

The Study Board's additional provisions:

5.1 Syllabus descriptions

Each semester the examination syllabus is published on the Internet. The examination syllabus is part of the curriculum. Examination will always be in the most recent syllabus.

5.2 Ordinary examination

As a main rule, ordinary examinations are held at the end of a course of instruction, respectively in January and June (as well as in November and April for courses lasting a quarter year). This will appear in the respective course descriptions.

5.3 Re-examination

Re-examination (new examination in the same term) is in the autumn semester held in February and in the spring in August. The Academic Board can decide to hold one more re-examination after the following semester. This will be stated in the respective course descriptions. To participate in a re-examination the student must have participated in the ordinary examination in the same semester. The Study Board can decide to change the evaluation form for the re-examination. The evaluation form will be announced after registration deadline.

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For courses lasting a quarter year in Esbjerg:

In case the ordinary exam in the modules are placed in the semesters first examination term it will be offered for the re-examination in the proximate examination term. In case the ordinary exam in the modules are placed in the semesters final eksamination term it t will be offered for the re-examination in the proximate examination term.

5.4 Make-up examination

Make-up examinations are granted by the Examination Office on an application accompanied by documentation of the illness, and the attempt at the ordinary examination is cancelled. Make-up examinations are held together with the re-examinations, February and August. Evaluation form will be announced after registration deadline.

For courses lasting a quarter year in Esbjerg:

In case the ordinary exam in the modules are placed in the semesters first examination term it will be offered for the re-examination in the proximate examination term. In case the ordinary exam in the modules are placed in the semesters final eksamination term it t will be offered for the re-examination in the proximate examination term.

5.5 Examination conditions

Examination conditions fulfilled prior to the first ordinary examination are not to be repeated in connection with a new examination, if any.

5.6 Aids

If students are allowed aids at an examination, this means "books, notes, papers, pocket calculators etc." Aids capable of communicating inside or outside the room and which may have a disturbing effect: computers, printers, telephones etc. may never be brought into the room unless this is expressly stated in the course description.

5.7 Spelling and formulation ability

When assessing master' s thesis and other major written assignments, as well as their academic content, emphasis should also be placed on the students' spelling and writing skills, regardless of the language in which the assignment is written.

The curriculum stipulates the extent to which spelling and writing skills are weighted in the overall assessment of examination performance, but the academic content must always be weighted most heavily.

The university may grant exemption from this rule for students who are able to document a relevant and specific impairment, unless assessing spelling and the ability to formulate oneself are significant objectives of the test.

Cf. Section 11 of the Exam Order

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The Study Board's additional provisions:

The assessment of written papers primarily covers the specialist contents. The student's spelling and formulation ability is to be given limited weight unless it concerns major written papers where a certain degree of precision in the formulation ability are required.

5.8 Examination language

Examinations are in Danish unless part of the examination objective is to document the student's skills in a foreign language. If a course has been taught in a foreign language, the examination must be completed in the respective language. The University may deviate from this rule.

Cf. Section 5 of the Exam Order

Unless otherwise stated, the profile is offered in both Danish and English. For it to be possible to describe the profile as being in English, it is a requirement that a minimum of the constituent subjects and the Master's thesis shall be completed in English, both in instruction and at the examination. If this requirement is not met, the Danish designation of the profile is used.

The language used in the examination will appear from the course description.

5.9 Internal or external examinations

At least 1/3 of the total ECTS points of the study must be documented by external examinations. The external examinations must cover the most important areas of the study, including the master thesis.

Cf. Section 6 of the Exam Order

5.10 Marks or the assessment passed /failed

The assessment passed/failed or approved/failed may only be used for examinations covering 1/3 of the study's ECTS points. However, this does not apply to examinations transferred by credit.

Cf. Section 10 of the Exam Order

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5.11 Number of examination attempts

A passed exam may not be retaken, cf. the Grading Scale Order.

Students are entitled to three attempts to pass an examination. Under special circumstances, the University may allow further attempts. The question of academic aptitude must not be included when assessing whether special circumstances apply.

Students, whose course participation is to be assessed for the second time, may demand to take an examination instead. An examination cannot replace course participation involving practical exercises.

Receipt by students of offers to retake examinations due to Errors or irregularities during an examination are not considered examination attempts.

Cf. Section 13 of the Examination Order

Please note below mentioned instructions for students who previously have been enrolled in the same programme or at similar programme at SDU.

Previously used examination attempts will be transferred to the new programme in case of identical courses in the programmes. If three exam attempts have been used in a course, enrollment in a programme where the same identical course occurs is not possible, unless an exemption has been granted.

Students are entitled to two attempts to pass the examination(s) that form part of the supplementary studies.

In the curriculum, the University lays down rules on examinations forming part of the supplementary studies, including the number of examination attempts. Under special circumstances, the University may grant exemptions hereto.

5.12 Registration and deregistration for examinations

Students who register for course elements, etc., with which one or more examinations are associated, will automatically be registered for the relevant examinations. The university will at the same time stipulate a time limit for withdrawal of the registration for the examination.

If registration is not withdrawn within the time limit, the examination shall be regarded as commenced with respect to the number of examination attempts. This however shall not apply if the student is unable to participate due to illness.

When the university has stipulated a final date for the submission of the thesis withdrawal is no longer allowed. If the student fails to submit the thesis by the stipulated time limit, an examination attempt will be registered.

In exceptional cases, the university may grant exemptions from the time limit for the registration and the withdrawal of registration.

The Study Board's additional provisions:

The examination schedules are published on the examination pages at www.sdu.dk. It is the student's own responsibility to keep up to date with the examinations via this link.

The deadline for deregistration is the weekday prior to the examination taking place (written

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examinations), to an assignment being handed out (home assignments) or to an examination being started (the first day of oral examination), i.e. if an examination is for example held on a Monday, the deadline for deregistration is the previous Monday.

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5.13 Recording of oral examinations

The student may record his/her own oral examinations.

Cf. Section 28 of the Exam Order

5.14 Examination complaints

Students must lodge any complaints about examinations or other assessments included in an examination with the University. The complaint must be reasoned and in writing.

The complaint must be lodged within two weeks after publication of the assessment. However, this deadline only applies from the date stated for the publication. The University may make an exemption from the deadline in case of unusual circumstances.

A complaint cannot result in a lower assessment than the original one.

6. Other provisions

6.1 Rules on credits

Course elements passed according to this Order must be equivalent to similar course elements at other universities offering the same study in accordance with this Order.

The University may accept that course elements passed according to this Order may replace course elements on another study on the same level according to this Order (credit).

The University may also accept that passed course elements for another Danish or foreign study on the same level may replace course elements according to this Order.

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6.2 Complaints

The student may appeal the University's decisions according to the Education Order to the Danish Ministry of Science, Technology and Development if the complaint is about legal matters. The complaint must be submitted to the University which must make a statement on which the complainant is allowed to comment within a time limit of at least one week. The University shall send the complaint to the Ministry with the statement and any comments from the complainant.

The time limit for complaints is two weeks from the date on which the complainant was informed of the decision.

6.3 Transitional rules

Students who have begun the study programme in accordance with previous curriculums and who wish to transfer to the current curriculum should apply to the Academic Study Board.

Once a student has transferred to the current curriculum, it is not possible to subsequently return to the previous curriculum.

The rules for active study that have been applicable until now are replaced as of 1 September 2009 by new active study rules, as can be seen in section 2.2.1 of this curriculum. The new rules will come into force for the first time as per 1 September 2011.

In the time between 1 September 2009 and 31 August 2011 the original active study rules will be applicable for all students who have been admitted prior to 1 September 2009.

Any changes in the profile descriptions which cause interim regulations will be described in the newest version of the respective profile description.