

Curriculum for The Bachelor of Science in Economics and Business Administration

Translation of the curriculum for bacheloruddannelsen i Erhvervsøkonomi, HA

Curriculum for the BSc 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. 110 of 30 January 2017 on Admission and Enrolment in Bachelor Programmes at Universities (the Bachelor Programme Admission Order)
- SDU-Rules on the Study Progress Reform of 1 September 2016

This education is attached to the Academic Study Board of Business Administration.

This education is attached to the external examiners of Economics and Business Administration (Det Erhvervsøkonomiske Censorkorps).

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 extract from the Ministerial Orders including references to the sections is in the curriculum written in italics but it is recommended to also read the complete Ministerial Orders.

The curriculum applies to students commencing the Bachelor programme as from 1 September 2012.

The curriculum was approved on 6 December 2011 by The Academic Study Board of Economics and Business Administration, Esbjerg and on 19 January 2012 by the Dean of the Faculty of Business and Social Sciences.

The Curriculum has been updated in the following sections:
1.2., 2.2.1., 2.2.2., 4.3.2., 4.3.5., 4.3.9., 4.4., 5.4., 6.2. and 6.5.

The Curriculum has been updated in the following sections in regard to new references in Orders on Examination & University Programme (27-04-2017):

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The following sections have been updated: Legal basis, 2.1, 2.1.1, 3, 4.3.10, 4.3.11, 5, 5.3, 5.6, 5.7, 5.8, 5.9, 5.10, 5.12, 6.1, 6.3

The following sections are new: 2.2.4, 2.2.5, 2.3, 4.3.9, 5.5, 5.14

The Curriculum has 30/6 2017 been updated in the following sections:

2.1 Time limit for completion of the study programme

4.3.8 Projectoriented studies - update regarding maximum pay for participation in projectoriented studies.

5.7 Number of exam attempts - exam attempts in identical courses follow the student in a new enrollment

5.8 Registration for exam – obligatory registration for courses that are no longer taught

5.9 First year test – access to exemption widen up til 2. year

5.10 Reexamination – examples of altered test form

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1. The overall objectives of the study programme

Cf. Sections 1 and 2 of the Education Order

Bachelor programmes are full-time, research-based programmes 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 purpose of bachelor programmes is to:

- *Introduce the student to academic disciplines in one or more subject areas, including theory and methods, so they acquire broad academic knowledge and skills,*
- *provide the student with the academic knowledge and competences to make them capable of independently identifying, formulating and solving complex problems within the relevant constituent parts of the subject areas(s), and*
- *provide the student with the basic skills necessary to practice a profession and qualify the student to be admitted to a master's programme.*

The Academic Study Board's additional provision:

1.1 Description of qualifications

Knowledge and understanding

The bachelor programme in Economics and Business Administration at the University of Southern Denmark gives research based knowledge about theory, methodology and practice within the subjects that comprise business administration. Significant subjects are: microeconomics, marketing, organization theory, finance, and accounting. To support these courses, the bachelor in addition has knowledge about economics, business law, and IT.

The knowledge is at a level permitting the bachelor to reflect on theories, methodology and practice.

Skills

A bachelor in Economics and Business Administration can apply methodologies and tools to collect and analyse qualitative and quantitative data for description and analysis of the internal and external conditions as well as theoretical problems related to these areas.

The bachelor can assess theoretical and practical problems relate to business administration and substantiate and select relevant models for analysis and solution of the problem. The bachelor can communicate these solutions to colleagues as well as top management and the immediate environment

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Competences

A bachelor in Economics and Business Administration can handle complex and development oriented situations and independently participate in professional and interdisciplinary collaboration with a professional approach. In addition, the bachelor is able to identify own learning needs and organize own learning.

The programme in Economics and Business Administration gives competences to take on positions in private and public organizations as a specialist or general manager at the middle manager level. This degree gives admission to the Master of Science programme in Economics and Business Administration and the Master of Science Programme in Business Economics and Auditing.

1.2. Advisory board

An advisory board has been appointed to advise the Academic Study Boards on future significant revisions of this curriculum.

2. Organisation, etc.

2.1 Time limit for completion of the study programmes

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 1-2

Bachelor and Master's (candidatus) Programmes must be structured as full-time programmes so as to allow the student to complete a Bachelor Programme in thirty-four months (or thirty-six 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 students must complete their bachelor 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.

The Faculty's additional provisions:

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

Students enrolled in a bachelor's programme 1 September 2015 and onwards must have completed their degree no later than one year after the prescribed period of study, i.e. four years after the start of study.

Students enrolled in a Bachelor programme before 1 September, 2015 the following rules apply:

Students enrolled 1 February, 2015 must complete the Bachelor programme by 28 February, 2019.

Students enrolled before 1 February, 2015 must complete the Bachelor programme 31 August, 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.

The Academic Study Board's additional provision:

2.1.1 Rules on active study

Cf. the Bachelor Admission Order section 34

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 Bachelor 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 study start exam does not fulfil this activity requirement.**

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

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Additional rules on active study also apply to students enrolled 1 September 2015 or later as of 1 September 2016

Cf. the Bachelor Admission Order section 32, The Examination Order section 20 as well as SDU-Rules regarding Rules for Study Activity at SDU sections 1-4

The University may lay down rules stipulating that students on the bachelor programme on an ongoing basis or each year of study must pass exams measured in ECTS credits (study activity requirement) in order to be able to continue in the programme. This requirement can be set to exams with a total scope of no more than 45 ECTS credits each academic year. The University must ensure that the student has the opportunity for three examination attempts in the courses or course elements which are included in a study activity requirement.

The University may also lay down that a study activity requirement can be waived if the student is an entrepreneur or president in a voluntary organisation under the Danish Youth Council (DUF).

The University may grant exemptions from a study activity requirements laid down as mentioned above, if the student is an elite athlete, or if special circumstances apply.

Rules on Study Activity must be publicly available on the University's website.

2.2 The structure of the study programme

Cf. Section 6 of the Education Order

The bachelor programme consists of a number of modules.

A module covers a subject element or a group of subject elements, and is intended to provide the student with a totality of coherent academic qualifications and competencies within a specified time frame expressed in terms of ECTS points. Modules are concluded by one or more examinations conducted during the examination periods specified and defined in the curriculum for the programme in question.

60 ECTS points correspond to one year of full-time study.

The Academic Study Board's additional provision:

2.2.1 Modules and course elements

The Bachelor programme is a well-balanced programme based on the skills acquired at the qualifying education. The programme consists of a number of courses, their work load stated in ECTS. The student can choose between different lines offered at the different campuses. An appendix to this curriculum describes the various lines.

The Bachelor programme consists of 2 modules: A joint module and a line module. The joint module and the requirements for the contents of the line module ensure that all graduates attain the competences necessary to provide direct professional competences, together with access to the Master of Science (M.Sc.) in Business Administration and Master of Science (M.Sc.) in Business Administration and Auditing programmes and which are described in section 1.1.

The joint module consists of a range of joint courses and the Bachelor's project. The courses are the same for all students enrolled in the programme. The joint courses total 55 ECTS points. The responsibility for these courses is anchored with the Academic Study Board of Business Administration in Esbjerg. The joint courses are described in section 4.3.7.

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The line module consists of 3 types of course elements: Flexible courses, specific line courses and optional courses. The line courses and the flexible courses make up the line part of the Bachelor programme. Optional courses are part of the line module. The specific line courses are listed in the line descriptions.

Flexible courses make up 65 ECTS points. Local staff is responsible for these courses that are anchored in the local study boards. The courses must meet the competences described in paragraph 4.3.7 and must be taught in the same term for all students in the programme.

Specific line courses amount to a total of 60 of the programme's ECTS points and are fully anchored with the local study boards. A minimum of 10 ECTS hereof must be electives.

	Joint module	Line module	
Type of course	Joint courses 55 ECTS	Flexible courses 65 ECTS	Specific line courses and electives 60 ECTS
<i>Compulsory course elements</i>	120 ECTS points constituent courses		
<i>Other compulsory line courses</i>			Max.50 ECTS points
<i>Other line courses</i>			Min. 10 ECTS points electives
<i>Characteristics:</i>	Common course description	Common competence description	Decentralised competence description. May contain a 45 ECTS points minor subject.

2.2.2 Line descriptions

The line descriptions are updated as required and include the following information:

- The line's designation in Danish and English.
- Description of the focus of the line.
- Special features of the line, such as e.g. a special teaching language.
- Special requirements for students enrolled, including requirements regarding project-oriented studies or study abroad.
- A schematic overview as presented in section 4.3.6. All the courses comprising the programme are included in the overview. The specific line courses must be marked on the overview.
- A diagram of the distribution of courses for the line.

The following 12 lines are included in the Bachelor of Science in Economics and Business Administration at the University of Southern Denmark:

Esbjerg:

General Business Administration
Sports and Event Management
Business Development in Practice

Kolding:

General Business Administration

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International Business
Entrepreneurship and Innovation

Odense:

General Business Administration
International Business
Strategic Communication

Slagelse:

General Business Administration
Sports and Event Management

Sønderborg:

Economics and Business Administration (in English)

The line descriptions are available at www.sdu.dk.

2.2.3 Course descriptions and forms of examination

The course descriptions are part of the curriculum describing the individual course. Course descriptions and forms of examination are updated twice yearly before teaching in the course begins. The course descriptions contain information about

- The Danish and English title of the course.
- The campus town in which the course is offered.
- The course level (Bachelor or Master degree course).
- The Academic Study Board responsible.
- The Academic Study Board's date of approval.
- The academic staff responsible for the course.
- The responsible department.
- ECTS-points /full-time equivalent.
- Academic prerequisites (recommended but not required).
- The purpose of the course.
- Course matter – central areas.
- Goals description.
- Literature.
- Instruction periods (autumn or spring).
- Type of instruction and teaching language.
- Examination schedule.
- Examination conditions (must be fulfilled to sit the exam).
- Form of examination.
- Grading: Internal or external grading. 7-point grading scale or Pass/fail.

The maximum number of examinations after the completion of a course is three, unless the course is offered again. The examination form and syllabus will always be the ones currently applying.

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Students are only allowed to follow the courses, for which the students are enrolled. However, a previous approval can be applied for at the Academic Study Board as for courses included in other lines or study programmes.

2.2.4 Principles for choice of teaching

The underlying educational principles at the University of Southern Denmark are Active Teaching and Learning.

Teaching at the Faculty of Business and Social Sciences must live up to these principles, and the students, staff and management share the responsibility of ensuring that the principles are fulfilled throughout the entire course of study. The overall goal is to improve student learning on the basis of academic competency, academic development and pedagogical innovation in a committed learning community.

2.2.5 Principles for choice of examination methods

Choice of examination methods in each course must take into account several factors. There have to be a clear connection between the individual course's purpose, content, learning activities and examination form, so that the examination results in the course reflect the student's level of achievement of the learning objectives of the course.

As for the programme as a whole the aim is to have a variation of examination forms across courses, so that students overall are tested in the different types of knowledge, skills and competencies that are represented in the competency profile. This is to ensure that the student's overall examination results reflect the student's level of achievement of the programme's learning objectives.

2.3 Internationalisation

All students enrolled in a full degree program (bachelor or master degree) at SDU are eligible for a merit based study abroad period (mobility window) weighted at 30 ECTS, during their studies. Alternatively, instead of a study abroad period, students can integrate an international dimension into their programme through international activities at SDU such as, Internalisation at Home (IaH), also weighted at 30 ECTS.

- The 5th semester are designed to integrate an international dimension for any given programme such as a period abroad (study or internship abroad) and/or participation in international activities at SDU like IaH.
- Study Abroad: In the 5th semester (bachelor) and 3rd semester (master), students can choose to participate in a merit based study abroad at one of SDU's partner universities, or a self-arranged study or internship abroad.
- Internalisation at Home: IaH is designed to include various international perspectives such as a comparative angle, or intercultural element, project/group work (with participation of Danish and international students), and Guest Lecturers.

3. Entry requirements, etc.

Cf. Section 10 of the University Programme Order and sections 3-4 of the Bachelor Admissions Order
Admission to the bachelor programme requires an upper secondary qualification and the ability to meet any specific entry requirements.

3.1 Other basis for admission

Applicants who do not have the required basis for admission, but who, on the basis of other upper secondary school education, are assessed as possessing the necessary preconditions for being able to complete the programme, may apply to the University for admission. Admission may be conditional on the passing of one or more supplementary examinations.

4. Bachelor programmes

4.1 Prescribed ECTS

Cf. Section 13 of the Education Order

A bachelor programme comprises 180 ECTS points.

4.2 Designation

Cf. Section 14 of the Education Order

A bachelor programme based mainly on social science entitles the graduate to the title BA followed by the specific name of the subject, followed by the programme's subject title in English or BSc followed by the specific name of the subject, followed by the programme's subject title in English, depending on the university's regulations as laid down in the curriculum. Furthermore, the bachelor programme in business administration also entitles the graduate to use the letters HA to describe the qualification.

The Academic Study Board's additional provision:

The English designation of the degree is Bachelor of Science in Economics and Business Administration. The degree entitles the graduate to use the (Danish) designation Bachelor i erhvervsøkonomi, HA or BSc merc. (Bachelor of Science Mercaturae).

Supplementary designation to the general designation for the programme is gained in accordance with the following rules:

1. The title Bachelor of Science in Economics and Business Administration, HA followed by the line designation is obtained by following and passing the elements in one of the lines, which are described in the appendix to this curriculum.
2. If a student chooses to take a minor subject of 45 ECTS offered by another Academic Study Board than the Academic Board of Business Administration, however approved by the latter, he or she can obtain the title Bachelor of Science in Economics and Business Administration, HA followed by the designation of the elective course.
3. If a student follows a study plan that otherwise complies with this curriculum he or she obtains the title Bachelor of Science in Economics and Business Administration, HA, but with no line designation. In this case the student must have his/her special syllabus approved by the local Academic Study Board.

4.3 Structure of the programme

Cf. Section 16 of the Education Order

The bachelor programme should be a rounded course that enhances the skills acquired by the student when qualifying for university.

The university organises the course of study in a manner that guarantees academic coherence and progression. The modular composition of the programmes must ensure that the student is able to choose between several master's programmes or complete the bachelor programme with applied professional skills.

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Admission to a master's programme may, among other things, be conditional on the co-ordination of the various subject elements chosen in the bachelor programme.

Under the rules set by the university in the curriculum for each programme, the bachelor programme includes the following:

- 1. Subject elements basic to the programme's general academic competence and identity, plus other compulsory subject elements, including ancillary courses, corresponding to a minimum of 120 ECTS points. The basic subject elements must account for a minimum of 90 ECTS points and contain the theory of knowledge relevant to the subject or subject area and a bachelor project worth a minimum of 10 and a maximum of 20 ECTS point.*
- 2. An elective subject worth a minimum of 10 ECTS points.*

The bachelor project is placed in the third year of study and must demonstrate the ability of the student to formulate, analyse and process problems in a qualified manner within a more narrowly defined academic subject that reflects the main emphasis of the programme.

The university approves the subject definition as per subsection and stipulates a deadline for submission of the project.

Cf. section 17 of the University Programme Order

Bachelor programs that are qualifying for Master's programmes enclosing both central subject and minor subject, must consist of a central subject and a minor subject, where the main emphasis must be on the central subject. Both subjects must be within the range of subjects of the upper secondary level.

The curriculum for each programme shall describe the applicable rules for the minor subject, including when a minor subject requires the approval of the Academic Study Board.

Cf. Section 18 of the University Programme Order

The University can decide that the students during their study programme can choose to combine the education with a supplementary subject within or outside the subject area of the central subject. The supplementary subject may either consist of subject clusters composed by the University or of elective subjects composed by the student. The University can decide that permission to choose a supplementary subject must be approved by the Academic Study Board of the central subject.

The supplementary subject must be chosen within the approved study programmes.

The Academic Study Board's additional provisions:

4.3.1 Academic coherence and progression

The coherence of the courses is secured through the focus of the study on decision-making by businesses. The functional areas of businesses and the forming of a basis for decisions regarding a given business economic problem are therefore the core of the programme. This is an interdisciplinary competence across the business economic courses (Microeconomics, Entrepreneurship, Organization, Marketing, Accounting, and Corporate Finance). In addition, there are a range of courses that support the acquiring of this competence. This applies to courses that provide knowledge of the framework provisions of the business (Macroeconomics, Business law), together with technical and methodological courses (Tools for Quantitative Analysis, Advanced Quantitative Analyses).

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The introductory courses of the programme take the student's preconditions from the qualifying examination as their starting point. The introductory courses are typically academically narrow and involve activities managed by the lecturers together with a great amount of feedback. The progression of the programme is ensured by the student being led towards greater independence during the course of the education. The student is also led towards taking on more responsibility for own learning and tackling more and more complicated problems through courses that are directed more towards decision-making, and which are managed to a greater degree by the student.

The course "Entrepreneurship" at the first semester has the special objective of clarifying the relevance of the core areas of business economics by giving the students a sense of the challenges that confront both newly started and established companies, when their framework provisions are altered.

During the programme, the student's competences within cooperation and independent problem solving are trained through a mixture of projects that are prepared in groups and other projects and examinations, where the student must work alone. Furthermore, the student's competences for defining and structuring own learning are trained through teaching in and work on projects and information retrieval in connection with this. Finally, the student's competences within written and oral presentation are trained through the use of continuous guidance in academic writing and presentation techniques in connection with the work on written projects during the course of studies and the oral presentation of these.

In addition the programme structure ensures that the individual student has the opportunity of sharpening his/her academic profile and thereby his/her direct business skills. A line contains an adjusted version of flexible courses, such as e.g. "Marketing" together with courses that are offered especially for students following the individual line.

Lines are constructed in accordance with the following principles:

- The students experience at an early stage a special affiliation with their study and their fellow students.
- The line courses begin during the second semester. The choice of line must take place no later than at the end of the first semester. The final date is fixed by the local Academic Study Board.

The Academic Study Board's additional provision:

4.3.2 Course titles, ECTS, weight and assessment

	Course title	Type	ECTS	Weight	Assessment
Core courses minimum 120 ECTS including the bachelor	Constituent compulsory courses (minimum 90 ECTS incl. Bachelor's project):				
	Microeconomics	Joint	10	10	Internal/7-point grading scale
	Organisation with theory of science	Flexible	10	10	External/ 7-point grading scale
	Entrepreneurship	Flexible	10	10	Internal/7-point grading scale
	Marketing	Flexible	10	10	External/7-point grading scale
	Accounting	Flexible	10	10	External/7-point grading scale

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Corporate Finance	Flexible	10	10	External/7-point grading scale
Advanced Business Economics	Flexible	10	10	See the line description/ 7-point grading scale
Tools for Quantitative analysis	Joint	10	10	Internal/7-point grading scale
Advanced Quantitative Analyses	Flexible	5	5	Internal/7-point grading scale
Business law	Joint	5	5	Internal/7-point grading scale
Macroeconomics	Joint	10	10	External/7-point grading scale
Bachelor project	Joint	20	20	External/7-point grading scale
Specific line courses (Total 60 ECTS)				
Elective course, minimum	Line course	10	*	See the course description
Other line courses, maximum	Line course	50	*	See the course description

* If grades are awarded for the course, the grade is weighted in accordance with the ECTS value of the course.

4.3.3 Rules about change of line

The student may change lines following the first semester. In case the student should wish to change lines after this time, the Academic Study Board with responsibility for the line that the student wishes to change to will assess whether the student can obtain this line designation on the basis of credits. Flexible courses that are part of one line, and which have been passed, cannot be retaken on the other lines. With transfer to a new line, examination attempts that have been taken are transferred to corresponding courses.

4.3.4 Compulsory courses and elective courses

The compulsory course elements of the programme amount to 120 ECTS points and reflect that the central subject of the programme is business economics. The compulsory constituent course elements consist of core courses and flexible courses totalling 120 ECTS points.

Joint competence descriptions for the constituent courses ensure that the programme provides all graduates with the competences necessary for access to the Master of Science (MSc) in Business Administration and Master of Science (MSc) in Business Administration and Auditing studies. These are described in section 1.1. Furthermore, the joint competence descriptions ensure that there is a certain degree of uniformity in the programme, at the same time as the programme is anchored in the local research environment.

The specific line courses and the elective courses amount to a maximum total of 60 of the programme's ECTS points, of which a minimum of 10 ECTS must be elective courses. Electives may be selected from a list of locally approved elective courses offered.

The courses offered on the programme comprise either 5 or 10 ECTS points with the exception of the Bachelor project, which is weighted with 20 ECTS points.

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4.3.5 Organization in terms of time (recommended general syllabus)

Course title	1. sem.		2. sem.		3. sem.		4. sem.		5. sem.		6. sem.	
	f	ø	f	ø	f	ø	f	ø	f	ø	f	ø
Microeconomics	x	x	x	x								
Tools for Quantitative Analysis	x	x	x	x								
Organisation with theory of science	x	(x)										
Entrepreneurship	x	(x)										
Marketing			x	(x)								
Specific line subjects			x	(x)	x	(x)	x	(x)	x	(x)	x	(x)
Macroeconomics					x	x	x	x				
Accounting					x	(x)	x	(x)				
Corporate Finance					x	(x)						
Business Law							x	x				
Advanced Quantitative Analysis							x	(x)				
Advanced Business Administration*							x	(x)				
Elective courses									x		x	
Bachelor Project											x	

* If grades are awarded for the course, the grade is weighted in accordance with the ECTS value of the course.

Remarks regarding x or (x) at the mark "ø" in the diagram

x: Typically, the common subjects include exercises as well as lectures. The course description states whether exercises are a part of the course.

(x): The structure of the flexible courses as well as the line courses may vary from campus to campus. Typically, these courses consist of exercises, assignments, workshops and group-based presentations in addition to lectures.

4.3.6. Diagram of the Bachelor Degree, including the first-year examination

6. semester	Bachelor Project				Specific line subjects or elective courses
5. semester	Elective courses, Study abroad, Project-oriented studies or compulsory line subject				
4. semester	Macro-	Accounting	Business Law	Advanced	Advanced Business

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	economics			Quantitative Analyses	Administration*
3. semester				Corporate Finance	Specific line subjects
2. semester	Micro-economics	Tools for Quantitative Analysis		Marketing	Specific line subjects
1. semester				Organisation with Theory of Science	Entrepreneurship

* May be divided over the course of 2 semesters.



= courses in coloured boxes are included in the first-year examination

4.3.7 Competence description for the compulsory courses of the programme

The compulsory courses of the programme shall in sum provide the student with the basis for continued studies at postgraduate level within all of the subject areas and for advanced courses within each subject area at bachelor level. In addition, the compulsory courses shall separately contribute to the overall competence of the degree as described for each course in the following.

Microeconomics (joint course)

The course is an introductory course which shall provide a theoretical basis for the advanced business economic courses that take their point of departure in microeconomic reasoning. A significant element in this is that the student acquires knowledge of and insight into theories and tools for understanding and analysing business decisions regarding resource procurement and use as well as market behaviour.

Central areas of the teaching therefore concern economic principles and techniques for optimization of production, profit, and utility under various market forms in both the short and the longer term. The course utilises and motivates methods and skills from the course Tools for Quantitative Analysis.

Organisation with Theory of Science (flexible course)

Teaching in course in organisation shall provide the student with competences for participating in the effort done by businesses to develop and adapt the way in which their activities are organised and managed in interaction with their environment. Elements from the course in microeconomics are used in connection with considerations concerning organisational design and management approaches.

The course should also provide the student with knowledge of theories that can be used to describe the organisational structures and their interaction with the factors that have an effect on the design of organisations and management approaches together with theories on behaviour of the individual alone and in interplay with others. As a part of the course a further goal is that the student should come to understand the fact that there are different approaches to science within the social sciences. During course the student thus

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gains insight into theory of science and methodology. Finally, the course should increase the student's social and democratic competences by providing the student with experience in using group processes for the solution of less and more complicated decision-making problems.

Entrepreneurship (flexible course)

The practice of business administration increasingly consists of handling change and innovation. The course shall provide an understanding of how these changes have consequences on established and newly-started businesses within the areas of marketing, organisation/management, finance, and accounting. The student shall acquire knowledge of how basic theories and methods within the functional areas of a business can be used in regard to acting competently in real-life situations.

Theories of business administration are absolutely central. The starting-point for how they are communicated and how they are brought into play is not, however, based in logic of research – but in a logic that begins with how reflexive practitioners act.

In this course the students shall also be introduced to project work. This shall take place by the students working in groups investigating phenomena and conditions that can be of special relevance for the specific characteristics of each campus. In connection with this the students shall work on how to write reports and in this context they shall learn the required skills and tools (information retrieval, IT, utilisation of libraries, reporting technique etc.), which it is expected that the students will utilise in project work during the remainder of the study programme.

Marketing (flexible course)

The course in marketing has the objective of giving the students competences for taking part in the marketing functions of a company on an operational and a planning level.

The course builds upon the knowledge of theories of behaviour that is attained in connection with the course Organisation with Theory of Science and the knowledge that is attained regarding the introduction of new initiatives in the course Entrepreneurship. The course therefore utilises the competences that have been attained in these courses. Furthermore, elements from the course in microeconomics are employed in connection with considerations concerning choice of course of action and particularly in connection with considerations concerning pricing.

The course shall provide the students with knowledge of theories that can be used to structure, describe, examine and solve marketing problems in the company, and the scientific background for these. These theories cover among other things: The market offers made by the business; its distribution and communication opportunities and challenges; pricing and competition conditions; relations to stakeholders that are relevant in a marketing context; and techniques for gathering both qualitative and quantitative data.

The student shall acquire knowledge of these theories on such a level that he or she is able, based on an actual theoretical or practical market situation, to utilise the theories of the course to:

- identify, analyse and delimit the marketing-related problem that is in play.
- give an account of possible alternative courses of action.
- identify which information is needed in connection with the solution of the problem and how this information can be appropriately gathered with the help of quantitative and/or qualitative methods.
- using argumentation, point to the course of action that ought to be preferred in the current situation.

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Accounting (flexible course)

The course in accounting shall provide the student with knowledge and competence to take part in the managerial and financial accounting functions in a company. Focus is directed towards two central areas – managerial accounting and the financial accounting. The central courses in managerial accounting are planning, methods for budgeting and following up. The central courses in financial accounting are registration and accrual concept principles as well as stakeholders' requirements and use of accounting information. The course builds on competences gained in the course in Micro Economics.

Corporate Finance (flexible course)

The course in corporate finance shall provide the student with an understanding of financial problems faced by investors and businesses, particularly in regard to uncertainty. Further, the course shall give a fundamental introduction to basic theories and methods for financial decisions together with associated tools and analytic techniques.

The central themes of the course are: interest structure analysis in the bond market; investment theory under uncertainty; diversification and portfolio theories; returns and risks; the financial market and its instruments; price formation for financial assets and derived assets; hedging; real options; equity and loan capital; capital structure and capital expenses; dividend policy; and incentives and conflicts of interest. The course builds on competences gained in the courses Microeconomics and Tools for Quantitative Analysis.

Advanced Business Administration (flexible course)

The objective of the course in advanced business administration is that the student shall enhance and/or widen his or her knowledge within one or more disciplines of business administration. The student shall be trained in using material that goes beyond the level of textbooks as a basis for the acquisition of knowledge. The specific contents of the course for the individual line shall reflect the area of focus of the line. The course may be divided over the course of 2 semesters.

Tools for Quantitative Analysis (joint course)

The objective of the course is to provide the student with skills in using tools for quantitative analysis for solving business economic problems. The objective is also to give the student an understanding of the interaction between the tools for quantitative analysis and economic problems. The course thus provides tools that are used in other courses, for example Corporate Finance, Microeconomics and Advanced Quantitative Analyses.

The course provides the student with skills within functional analysis in particular. Functional analysis is used in for example investment theory, finance, and economics. The course also provides a brief introduction to matrix algebra. Differentiation is used to deduce and calculate elasticity of supply and demand and to calculate profits and losses from trade, while optimization and systems of equations are used in the planning of production and the planning of marketing campaigns.

Matrix algebra is used to solve systems of equations with multiple unknown variables. Such systems are seen, for example, in statistical analyses and in models for economic planning.

The course also gives the student skills in both fundamental techniques of data processing and presentation, and in concepts and methods for use in the analysis of data with a view to solving economic problems. The skills that will be attained can be used in several subsequent courses. For example, they may form the basis for setting up and testing hypotheses for comparing the effects of an advertising campaign, studies regarding the distribution of newspaper ads during a specific period, modelling of portfolios, research into demand for conducted tours and so on. Emphasis is placed on giving the student an understanding of statistical methods in interaction with working with data when using statistical software.

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Advanced Quantitative Analyses (flexible course)

The course gives the student advanced skills for the analysis and presentation of quantitative data as a means to solving economic problems that are relevant in connection with the area of focus of the particular line. The course builds upon the statistical part of the course Tools for Quantitative Analysis.

Business Law (joint course)

The course shall give the student an overview of the system of justice together with such knowledge of the rule of law that he or she is able to identify and analyse legal problems in connection with business enterprise with a view to preventative use of the law for the prevention of conflicts within central areas of business law. Furthermore, importance is attached to the student being able to utilise his or her knowledge of the legal system and ability to understand laws to maintain and expand their knowledge after completing their studies. Relevant topics: The system of justice (including i.e. EU); sources of law and legal methods; and company agreements and company liability and general insurance. On the English language lines the contents of business law may have diverging contents compared to the Danish language lines.

Macroeconomics (joint course)

The objective of the course is to provide the student with an understanding of how economic-political trends, growth, and business cycles influence the markets where the company operates. Furthermore, the course shall, by placing the company in a larger environmental frame, convey knowledge to the student of how the environment influences the company's options for action.

The course therefore gives the student competences to describe the socio-economic conditions that companies operate within in a way so that they can make use of the terminology of the course to describe a concrete trend and to assess the potential consequences of this for the company's options for action.

The course shall provide the students with knowledge of the central economic-political institutions and the data available for describing the Danish economy as well as a certain overview of developments in Denmark in recent years. The knowledge should be on a level that allows them to identify and procure relevant data and explain the developments on this basis. In connection with this they should be able to explain the tasks of the institutions and their significance for the companies. Students also gain the skills to use macroeconomic theory for an open economy with trade and exchange rates in the short and long term to describe how the Danish economy functions and its relation to the international economy. Focus is on the markets that are important for companies: markets for goods; labour markets; money markets, and the foreign exchange market. The course utilises and motivates methods and skills from Tools for Quantitative Analysis and Entrepreneurship. On the English language lines the contents of Macroeconomics may have diverging contents compared to the Danish language lines.

Other courses

The contents of these courses are determined by the local Academic Study Board. They may be line courses or courses that support or expand upon the flexible courses. The scope, distribution, and contents of these courses are stated in the description of the individual line.

Elective courses

Each local Academic Study Board offers a number of elective courses. Their workload is stated in ECTS in the description of the individual line. The courses may be of 5 ECTS or 10 ECTS points.

4.3.8 Structure of content

The Bachelor programme consists of one central subject, Business Administration.

The programme is offered in English in Sønderborg and in Danish in: Esbjerg, Kolding, Odense, Slagelse	From year Sep. 2012, version 01	Page: 22 of 35
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This is defined as a block of 120 ECTS points and consists of the compulsory subjects as shown in pkt. 4.3.2.

4.3.9 Registration for courses, including elective courses and minor subject

Cf. The Examination Order section 14 and SDU-Rules regarding Rules for Registration for Courses and Exams at the University of Southern Denmark sections 1-7

Registration for the Bachelors Programme's courses or course elements takes place in accordance with the internal regulations established by the University. The University must also lay down internal regulations for the location of and registration for the programme's ordinary exams (1st examination attempt) and for re-examinations (2nd and 3rd attempts). The University shall specify whether it is the University or the student who is responsible for the registration for examinations, including if registration for a course or course element also registers the student for exams and re-examinations. The University shall also specify if the student has the opportunity to deregister from an exam or re-exam in time, including deadlines for doing so. The student has used an examination attempt if he or she fails to deregister in due time.

At The University of Southern Denmark there is no requirement for registering for a certain number of ECTS credits each academic year. It is the student's own responsibility to register for courses; however, there will be automatic enrolment to courses and first examination attempts in the first semester of the Bachelors Programme.

Registration for a course is also a registration for the first examination attempt. Registration for courses is binding, and deregistration is not possible after the expiry of the registration period.

Students may, however, change electives in the first three weeks of the semester provided that a study place is available on the desired elective course(s), and that the elective(s) represent the same ECTS value as the first course. The University may dispense 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.

Registration for courses must be done via STADS self-service for the autumn semester: 20-30 May and for the spring semester: 20-30 November.

4.3.10 Bachelor project

Cf. section 16 of the University Programme Order, section 26 of the Examination Order

The bachelor project is placed in the third year of study and must demonstrate the student's ability, in a qualified manner, to formulate, analyze and work with issues within a narrowly defined topic. The University approves the defined topic and also stipulates a deadline for submission of the project.

When assessing bachelor projects, master's (candidatus) theses, master's projects and other major written assignments, emphasis must, in addition to the academic content, also be placed on the students' spelling and writing skills. The curriculum stipulates how spelling and writing skills are weighted in the overall assessment of the examination performance, but the academic content is always given the highest weight, unless the subject or subject element is language or foreign language.

Bachelor projects must include a summary in a foreign language. If bachelor projects are written in a foreign language, other than Norwegian and Swedish, the summary can be written in Danish. The curriculum stipulates the extent to which the summary will be weighted in the overall assessment of the examination performance and the language in which the summary may or must be written.

The Faculty's additional provisions:

As of the spring semester 2017, all bachelor projects at the Faculty must be written in groups, cf. section 5.5. on group exams and the course description for the bachelor project.

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The Academic Study Board's additional provisions:

The Bachelor project which is normally completed in the sixth semester is prepared under the supervision of an academic member of staff.

The Bachelor project, including requirements for the project and for participating in the exam, is described in a special subject description, which is part of the curriculum.

4.3.11 Project-oriented studies and study abroad

A bachelor's degree programme may, within the prescribed period of study, contain project-oriented courses, possibly associated with sectors outside the university in Denmark or abroad. A project-oriented course is included in the degree programme as an integrated part of the programme's courses or course elements, and is concluded with an exam. The university must ensure that the student, during a project-oriented course, achieves the established learning outcomes. In addition, the university provides students with academic supervision as part of the course. If a project-oriented course is associated with sectors outside the university, the course must be approved by the university before the student commences. As part of the approval, the university must consider if the course is academically relevant to a degree programme and can be organised within the prescribed study period. In the curriculum for the degree programme, the university shall stipulate more detailed rules on project-oriented components.

The Minister may lay down rules for students in Bachelor's and Master's programmes, stating that they can participate in and receive a salary during project-oriented studies abroad, provided that there are legal requirements for a minimum wage in the country concerned.

The Minister may also lay down rules that Bachelor's and graduate students can receive a gratuity during unpaid project-oriented courses, unpaid internship and compulsory unpaid study stays in Denmark and abroad.

Companies and organisations can give students in unpaid project-oriented studies and in unpaid study stays a gratuity of up to DKK 3,000 a month.

Students who participate in project-oriented studies abroad may receive a salary, if there are legal requirements for a minimum wage in the country concerned.

The Academic Study Board's additional provision:

The 5th semester subjects must be followed if the student does not choose to study at a university outside Denmark or go on an internship in an organization. Up to 15 ECTS of the selective subjects can be replaced by an internship at a company as described in the course description for this activity. 30 ECTS can be obtained abroad. Students that may wish to carry out an internship or to take ECTS abroad are free to construct a programme for the 5th semester that applies with the criteria for the Economic and Business Programme. The programme must be approved by the Academic Study Board.

The application for preliminary approval and final credit for courses taken at other institutions and project-oriented courses (internships) should be addressed to the local Academic Study Board and should be endorsed with name, address, and social security number.

Detailed guidelines for study abroad and project-orientated courses will be available at www.sdu.dk.

4.4 Requirements for passing, etc.

Cf. Sections 15-18 of the Grading Scale Order

A student has passed an exam when he/she achieves the grade 02 or the assessment passed. A passed examination cannot be resat.

If an examination consists of several partial examinations, the grade for the total examination must be at least 02. If the total examination is passed, partial examinations for which grades 00 or -3 have been awarded, cannot be resat. Even if the total exam is failed, partial examinations for which a grade of 02 or higher is awarded cannot be resat.

It may be stipulated that two or more exams must be passed within the same examination term.

It may be stipulated that two or more exams must be passed on the basis of a grade average. If so, the average must be at least 2.0 without any rounding up.

It shall be stipulated which grades are included in the total examination result.

It may be stipulated 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.

The Academic Study Board's additional provision:

Criteria for passing the first-year exam:

The first-year exam is considered passed when the student has obtained the grade of 02 or above in each of the courses; Microeconomics, Marketing, and Organisation with Theory of Science.

Criteria for passing the programme:

The programme is passed when at least the grade 02 or the assessment "Passed" is achieved in all courses.

Courses that have been passed may not be retaken.

As for courses with several sub-examinations, the mark -3 cannot be included in the total examination result. If the total examination result is at least 2.0, sub-examinations marked 00 cannot be retaken.

5. Examination, etc.

Cf. Section 30 of the Examination Order

The University is obliged to inform and guide the students of the exam rules that apply for each programme.

5.1 Syllabus description

Each semester the examination syllabus is published on study homepage www.sdu.dk. The examination syllabus is part of the curriculum. Examination will always be in the most recent syllabus.

The examination syllabus is published on the Internet each semester in accordance with the timeframe applicable for the Faculty of Business and Social Sciences. The maximum number of examinations after the completion of a course is three, unless the course is offered again. The examination type and the syllabus are always the currently applicable. The examination syllabus is part of the curriculum.

5.2 Ordinary examination

As a main rule, ordinary examinations are held in the end of the teaching term, January and June. This will be stated in the respective course descriptions.

5.3 Examination requirements

Cf. The Examination Order section 3

The University may lay down rules in the curriculum stipulating:

- 1) That a course or course element, if the content or working methods so warrant, may be documented fully or partly through a requirement for participation in the course.*
- 2) That a requirement for participation in a course must be a prerequisite for the student to sit an exam in the course or course element.*
- 3) That a requirement for submission of written papers, oral presentations etc. during the course is a prerequisite for the student sitting the exam in the course or course element.*
- 4) That the student prior to the evaluation of the written exam paper must perform an oral defence of the assignment. The evaluation will be based on an overall assessment of the written paper and the oral performance.*

The University may also lay down rules in the curriculum stipulating that the assessment of written papers and oral presentations etc. during the course of teaching are included as parts of the awarding of marks together with the final exam in a course or course element. The rules must state in which way written papers, oral presentations, etc. are parts of the overall evaluation of the student's performance in the course or course element. The University may determine that the student may not take the final exam, unless the student has passed the course. Complaints about an assessment given during a course must be submitted to the University by the student.

University prerequisites for participating in an exam must be met, in order to participate in the re-exam.

In the event that a student does not meet the established university prerequisites for taking the exam, he or she has used one examination attempt.

Prerequisites for participating in exams which have been met before the first ordinary exam do not have to be repeated at a new examination attempt.

5.4. Examination aids

All written exams at the Faculty of Business and Social Sciences are performed using computers. It is expected that the students bring their own computer and that it can hook up on the University's wireless network and that the computer is installed with software programmes corresponding to those of the standard Microsoft Office Package including the ability to create PDF files for submission of responses.

Digital exams are performed taking into account the IT-facilities at the campus in question.

Permitted aids, including internet access will appear in the course description. Please refer to Policy for Digital Examination at the Faculty of Business and Social Sciences for further information.

5.5. Group Exam

Cf. Sections 4 and 5 of the Examination Order

Taking the curriculum's academic considerations into account, the University establishes whether an exam is organized as an individual exam or as a group exam. When an exam is organized as a group exam, the University shall establish the maximum number of students allowed to participate in each group exam, and whether the student may choose an individual exam instead. In connection with both an individual and a group exam, an individual assessment must be made of the students' performance, and separate grades must be given.

In connection with an oral group examination, each student will be examined in such a way as to ensure that there would be an individual assessment of the student's performance. When organising an oral group examination, the University must ensure that the time allotted for the exam is adapted to the number of students participating in the exam.

In connection with a paper written by a group of students, separate grades or other form of assessment may only be given if the individual student's contribution can be established. The University shall establish the requirements for individualisation in the curriculum.

If a separate grade or other form of assessment is not given for a paper written by a group of students, the paper may be included in the subsequent oral examination. If the University conducts an individual oral examination as a follow-up to a paper written by a group of and as a follow-up to a possible oral group exam, these students may not be present in the examination room before they are examined in the individual oral exam.

5.6 Examination language

Cf. Section 6 of the Examination Order and section 29 of the Bachelor Admissions Order

Examinations are conducted in Danish unless part of the purpose of the examination is to document the students' abilities in a foreign language. The examinations may be conducted in Swedish and Norwegian instead, unless part of the purpose of the examination is to document the students' abilities in Danish.

The University may, if circumstances make it possible, allow the student to conduct the examination in a foreign language, unless the purpose of the examination is to document the students' abilities in Danish or in a specific foreign language.

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If a course has been taught in a foreign language, the examinations will be held in that language, unless the purpose of the examination is to document the students' abilities in another language. The University may grant exemptions from this rule.

If the programme is offered in English or another foreign language, the examinations will be conducted in the same language, unless the purpose of the examination is to document the students' abilities in another language. The University may grant exemptions from this rule.

If a course is offered with lines of various languages, the student must be able to carry out the majority of the programme's elements in the language of the line in which the students is enrolled.

The Academic Study Board's additional provision:
The language of examination is stipulated in the course description.

5.7 Number of examination attempts

Cf. Section 13 of the Examination Order

A passed exam may not be retaken, cf. the grading scale order.

The students are entitled to a maximum of three attempts to pass an examination, etc. Under special circumstances, the University may allow further attempts. The question of academic aptitude must not be included in the evaluation of whether or not circumstances are special.

Students, whose course participation is to be assessed for the second time, may demand to take an examination instead. However, the university may lay down in the curriculum that this does not apply to the first year examination.

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.

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.

5.8 Registration for exam

Cf. The Examination Order section 14 and SDU-Rules regarding Rules for Registration for Courses and Exams at the University of Southern Denmark sections 1-7

Registration for the Bachelor's Programme's courses or course elements takes place in accordance with the internal regulations established by the University, cf. The Order on Bachelor's and Master's Programmes at Universities. The University must also lay down internal regulations for the location of and registration for the programme's ordinary exams (1st examination attempt) and for re-examinations (2nd and 3rd attempts). The University shall specify whether it is the University or the student who is responsible for the registration for the examinations, including if registration for a course or course element also registers the student for exams and re-examinations. The University shall also specify if the student has the opportunity to deregister from an exam or re-exam in time, including deadlines for doing so. The student has used an examination attempt if he or she fails to deregister in due time.

The Faculty's additional provisions:

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The student is automatically registered for the first examination attempt when the student is registered for a course or course element with which one or more examinations are associated. Withdrawal of registration is not possible, and students who fail to participate in an examination have used one examination attempt, unless the University has made an exemption due to special circumstances. If a student does not meet the established university prerequisites for taking the exam, he or she has used one examination attempt, unless the University has made an exemption due to special circumstances. The University may also make exemptions from the above, provided the student is an elite athlete, chairman of an organisation under the Danish Youth Council (DUF), an entrepreneur.

Students who have not passed a course at the second examination attempt can register for a third attempt the next time the ordinary exam is held. In case a course will not be offered again, students who do not pass the course in the ordinary exam, will be registered for the second exam attempt within the same exam period and the same procedure applies for the third exam attempt. The placement of the exam attempts will be stated in the course description.

It is the student's responsibility to register for courses and exams.
Registration deadlines for re-exams exams are published on the website.

Exam dates will be published on www.sdu.dk. The student is responsible for keeping himself/herself informed about exam details.

The Academic Study Board's additional provision:

A course registration is also an exam registration. Registration takes place from May 20th to May 30th for autumn semester courses and from November 20th to November 30th for spring semester courses. Exam registration (not course registration) takes place from March 20th to March 30th / October 20th to October 30th.

The dates for exam will be announced at the exam page for the programme at www.sdu.dk. The student must take on responsibility for keeping updated about exam.

The final dates for registration for re-examination or make-up examination will also be announced at www.sdu.dk.

The final date for deregistration is 2 weeks before a written examination takes place, a written assignment is to be submitted, or an oral examination is commenced (i.e. the first day of the oral examinations). This means that if an examination is for example held on a Monday, the final date for withdrawal of registration would be 2 weeks before Monday.

5.9 The first-year examination in the bachelor programme

Cf. Sections 17-19 of the Examination Order

Students must sit for the tests that the curriculum stipulates are part of the first-year examination before the end of the first year of a bachelor programme in order to continue with the programme.

Regardless that the student at the present time has used 3 examination attempts this rule will apply.

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For bachelor programmes that start 1 September, the result of the first attempt to pass a test must be announced to students before 1 August the following year. Students who fail the test may register for a new test in August, and the result of this must be announced to the student before the end of September.

For bachelor programmes that start 1 February, the result of the first attempt to pass a test must be announced to students before 1 February the following year.

Under special circumstances, the university may grant exemptions to individual students from the time limits stipulated in this section.

At the University of Southern Denmark, the first-year exam must be passed before the end of the first year of study after study start in order for the student to continue the programme.

The Academic Study Board's additional provision:

The University may grant exemptions from the above if special circumstances apply.

The University may likewise make exemptions from the time limits, provided the student is an elite athlete, chairman of an organisation under the Danish Youth Council (DUF) or an entrepreneur, although exemption may only be granted until the end of the second academic year.

The joint course Microeconomics together with the flexible course Marketing and Organisation with Theory of Science are included in the first year examination. Each course must be passed for the first-year examination to be considered passed.

5.10 Re-examination

Cf. The Examination Order section 14 and SDU-Rules regarding Rules for Registration for Courses and Exams at the University of Southern Denmark sections 6-8

Registration for the bachelor programme's courses or course elements takes place in accordance with the internal regulations established by the University, cf. The Order on Bachelor's and Master's Programmes at Universities. The University must also lay down internal regulations for the location of and registration for the programme's ordinary exams (1st examination attempt) and for re-examinations (2nd and 3rd attempts). The University specifies whether it is the University or the student who is responsible for the registration for examinations, including if registration for a course or course element also registers the student for exams and re-examinations. The University also specifies if the student has the opportunity to deregister from an exam or re-exam in time, including deadlines for doing so. The student has used an examination attempt if he or she fails to deregister in due time.

On programmes where the examination period is at the end of the autumn semester, students who do not pass the ordinary exam can register for re-exam (2nd examination attempt) in the same examination period or immediately thereafter, but no later than on the last weekday in April. On programmes where the examination period is at the end of the spring semester, students who do not pass the ordinary exam can register for re-exam (2nd examination attempt) in the same examination period or immediately thereafter, but no later than on the last weekday in August.

On programmes where there are more exam periods than the above, students who have not passed the ordinary exam can register for re-exam (2nd examination attempt) as soon as possible, but no later than 6 months after the holding of the ordinary exam.

Students may not withdraw registration for re-exam after the expiry of the registration period.

The University can lay down in the curriculum that the re-exam has a different form of assessment or examination than the ordinary exam for instance a written exam may be altered into an oral exam. In

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connection with the holding of ordinary exams, students will be informed about when they can register for re-exams.

The University may dispense 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.

Re-examinations are granted by the Office for Registration and Legality based on an application accompanied by documentation for the illness. If the application has been accepted, the attempt at the ordinary examination will be cancelled. Re-examinations are held in February and August. The Study Board can decide to change the examination and assessment form. This will be announced after the registration deadline.

The Academic Study Board's additional provision:

Re-examination (new examination in the same term) is in the autumn semester held in February and in the spring semester in August. The Academic Study Board can decide to hold one more re-examinations 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. This will be announced after registration deadline.

Make-up examinations are granted by the Examination Office on an application accompanied by documentation of the illness. If the application has been accepted the attempt at the ordinary examination will be cancelled. Make-up examinations are held together with the re-examinations, February and August. The Study Board can decide to change the evaluation form. This will be announced after registration deadline.

Any changes of the examination will be published at the study homepage at: www.sdu.dk

5.11 Internal or external tests

Cf. Section 22 of the Examination Order

At least 1/3 of a programme's total ECTS-points must be obtained at external tests. External tests must cover the important parts of the programmes, including the bachelor project. This does not, however, apply to credits that have been transferred.

Refer to fig. 4.3.2. for a table of courses with internal or external tests.

5.12 Grading or the pass/fail assessment

Cf. Section 25 of the Examination Order

Assessment is graded using the 7-point grading scale or by the assessment "Passed" or "Failed" or the assessment "Approved" or "Not Approved", cf. the Grading Scale order

The bachelor project is assessed using the 7-point grading scale. Course participation is given the assessment "Passed" or "Failed" or "Approved" or "Not Approved".

The assessment Passed/Failed or Approved/Not approved may only be used for examinations accounting for a maximum of one-third of the programmes ECTS points. This shall not, however, apply to examinations for which credits have been transferred.

Refer to fig. 4.3.2. for a table of courses with grading or a pass/fail assessment.

The programme is offered in English in Sønderborg and in Danish in: Esbjerg, Kolding, Odense, Slagelse	From year Sep. 2012, version 01	Page: 31 of 35
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5.13 Spelling and writing skills

Cf. Section 26 of the Examination Order

When assessing bachelor projects and other major written assignments, as well as their academic content, emphasis should also be placed on the students' spelling and writing skills.

The university may grant exemptions 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.

The Academic Study Board's additional provision:

Major written papers are defined as papers that are delivered in the form of a report and where the contribution of the individual student amounts to 10 pages or more. The impact of the student's spelling and writing skills on the grade limited unless there are considerable marked deviations from the usual academic language.

5.14 Study start test

Cf. Section 16 of the Examination Order

The University may decide that students in a bachelor programme must attend and pass a study start test in order to continue in the programme

The study start test is intended to determine whether the student has actually started the programme. The test is internal and will be assessed as "Approved" or "Not Approved".

The study start test shall be conducted within 2 months after the study start, and the result must be communicated to the student within 2 weeks after the exam. If the test is failed, the student has the opportunity to participate in a re-test to be held within 3 months after the study start. The student has two test attempts to pass study start test.

The University may grant exemptions from the above, if special circumstances exist.

5.15 Special examination conditions

Cf. section 7 of the Examination Order

The University may offer special examination conditions for students with physical or mental impairment and for students whose native language is not Danish, if deemed necessary by the University to provide the students concerned with equal opportunities in the exam situation. Such an offer must not, however, change the standard of the examination.

5.16 Examination appeals, etc.

Cf. Sections 34 and 37 of the Examination Order

Appeals about tests or other forms of assessment forming part of the examination shall be submitted to the University by the student. Appeals shall be submitted in writing and include an explanation of the reasons for the appeal.

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The appeal shall be submitted within two weeks of the assessment being announced. However, the two-week period shall start at the earliest from the date of the announcement of the assessment. Under special circumstances, the University may grant exemptions from the deadline for submission of appeals.

The complainant shall, within 2 weeks after the University's decision is communicated to the complainant, accept the offer of re-assessment or re-examination. Re-assessment or re-examination must take place as soon as possible. If the diploma has been awarded, the University must revoke it until the assessment has been completed and, where appropriate, issue a new diploma. In case of re-assessment and re-examination, the University shall appoint new examiners, and co-examiners shall be appointed by the chairman of the external examiners.

In connection with re-assessments, the assessors shall be provided with the case files, including the assignment, the appeal, the original assessors' opinion, the complainant's comments and the University's decision.

The assessors shall notify the University of an assessment at a re-assessment and re-exam which may result in a lower grade. In connection with re-assessment of written exams, the assessors shall enclose a written justification for the assessment. The assessment after re-assessments and re-exams cannot be referred to any other administrative authority.

6. Other regulations

6.1 *Transfer of credits*

Cf. Sections 36-38 and 40 of the University Programme Order

Under the ministerial order, successfully completed programme elements equate to corresponding ones at other universities that offer similar programmes under the terms of this order.

The University may, in each individual case, or by laying down general rules, grant approval for successfully completed programme elements covered by the ministerial order to replace programme elements from another programme on same level under this order (credit transfer). The University may also grant approval for successfully completed programme elements from another Danish or foreign programme to replace programme elements at the University under the terms of this order.

Decisions must be made on the basis of an academic evaluation.

Students who, as part of their programme, want to complete elements of the programme at another University or institution of higher education in Denmark or abroad can apply the home University to have credit transferred in advance for planned programme elements.

Credit transfer in advance may be granted only if the student, in connection with the application for credit transferred in advance, obliges to submit the necessary documentation to whether the programme elements have been passed or failed to the home University, when the preapproved credited programme elements are completed. The student must also give his/her consent that the home University may obtain the necessary information from the host institution if the student is unable to obtain the documentation.

When it can be documented that the credit transferred programme elements have been passed, the home University administratively approves that these credits are transferred into the programme at the University.

On a proposal from the student, the University can, in cases where e.g. the preapproved programme elements are not offered at the host institution, make changes to the approval of the pre-approved credit transfer. The student is responsible for and must take the initiative for drawing up a proposal for a study plan. The University provides academic support if the students request it.

When transfer of credits has been either refused or partly refused by the University, the decision can be appealed to the board of appeals for credits according to the ministerial order.

6.2. Credit transfer for AP Graduates from the Danish programmes in Marketing Management, Financial Management, Service, Hospitality and Tourism Management, Commerce Management, and Logistic Management

Applicants who have passed the Danish programmes in Marketing Management, Financial Management, Service, Hospitality and Tourism Management, Commerce Management, or Logistic Management may be admitted to a special economics and business administration bachelor programme of one and a half year. This programme is described in a separate document. The students at the special programme are exempt from the first-year exam.

6.3 Courses from the Master of Science programme

Cf. Section 9 of the University Programme Order

The University may enrol students who are admitted and enrolled in a bachelor programme at the University for courses and exams for up to 30 ECTS credits in a master programme if the University finds that the student has the academic requirements for successfully completing the bachelor programme and concurrently complete courses in the master programme.

Students, who have completed courses or course elements on a master programme, are entitled to admission to the master programme at the same University in direct continuation of a completed bachelor programme, cf. Order on Admission and Enrolment on Master's (Candidatus) Programmes at Universities.

6.4 Complaint

Cf. Section 31 of the Education Order

Under terms of the Education order the student may appeal decisions made by the university to the Danish Agency for Science and Higher Education if the appeal is based on legal issues. The appeal is submitted to the university, which must provide the complainant with a written response and a minimum of one week in which to consider the response. The university submits the appeal to the Danish Agency for Science and Higher Education along with its statement and any supplementary comments made by the complainant. The deadline for the submission of appeals is one week from the day when the decision is announced to the complainant.

6.5 Transitional rules

Students who have been enrolled in the bachelor programme in September 2011 or earlier can continue their study in accordance with previous curriculums.

Students who have been enrolled in the bachelor programme 1 February 2010 or earlier can continue their study in accordance with their previous curriculum. However, the University wants to draw attention to the fact that the ministerial orders to which the curriculum refers may have been cancelled or changed.

The ministerial order number 814 of 29th of June 2010 replaces the ministerial order number 338 of 6th of May 2004, and the ministerial order number 857 of 1st July 2010 replaces the ministerial order number 867 of 19th August 2004.

The text in the new ministerial orders replaces the references to the sections of the former ministerial orders in the curriculum.