

Curriculum for The Master of Science in Economics cand.oecon.

Curriculum for the Master of Science in Economics

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) and Ministerial Order No. 1061 of 30 June 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) and The Ministry of Higher Education and Science, Ministerial Order No. 670 of 19 June 2014 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. 1068 of 30 June 2016 on Admission and Enrolment in Master's Programmes at Universities (the Master's Programme Admission Order) as amended and The Ministry of Higher Education and Science, Ministerial Order No. 258 of 18 March 2015 on Admission and Enrolment in Master's Programmes at Universities (the Master's Programme Admission Order)
- SDU-Rules on the Study Progress Reform of 1 September 2016

This education is attached to the Academic Study Board of Market and Management Anthropology, Economics, Mathematics-Economics, and Environmental and Resource Management .
This education is attached to the external examiners of Economics.

The Academic Study Board may, when justified by exceptional circumstances, grant an exemption from the curriculum rules that is determined solely by the University.

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's programme as from 1st September 2017.

The curriculum was approved on 13 December 2016 by The Academic Study Board of Economics and 13 January 2017 by the Dean of the Faculty of Business and Social Sciences.

24-03-2017 The Curriculum has been updated in regard to new references in Orders on Examination & University Programme (24-03-2017) in the following sections: Legal basis, 2.3, 3, 4.3.5 and 5.7

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05-07-2017: The Curriculum has been updated in the following sections:

2.1 Time limit for completion of the study programme

2.1.1 Rules on active study – rules on exemptions amended

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 till 2. year

5.10 Reexamination – examples of altered test form

Recent updates to the curriculum

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1. The overall objectives of the study programme

Cf. Sections 1 and 2 of the University Programme Order

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. Enclosure 1 to the University Programme Order:

The purpose of the master's programme in Economics is to qualify the student to identify, state and solve complex economic and business economic issues through acquisition of technical, theoretical and methodical qualifications.

The Academic Study Board's additional provision:

1.1 Description of qualifications

Knowledge and understanding

The Master's Programme in Economics, cand.oecon. provides knowledge based on the highest international research within the profile area. MSc graduates in Economics are able to understand and on a scientific basis reflect on this knowledge as well as identify relevant scientific problems.

MSc graduates in Economics are able to work independently and with a systematic, goal-oriented and analytical approach to solve various problems, both individually and in collaboration with others.

MSc graduates in Economics are able to structure their own learning and are capable of seeking and adapting new knowledge acquired from national and international sources.

Skills

MSc graduates in Economics are able to

- work methodologically correct with both qualitative and quantitative analyses
- apply advanced scientific methods, theories and principles to new but related economic problems

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- reason economically to substantiate economic claims.

The graduate can draw up new models for analysis and solutions and can communicate his/her knowledge and discuss professional problems with colleagues, company management and the surrounding society.

Competences

Within the profile area, the MSc graduates in Economics can manage work and development situations, which are complex, unpredictable and which require new models of solutions. Graduates can also independently implement and carry through technical and cross-functional collaboration as well as claim professionally responsibility.

The graduate can independently take responsibility for his/her own technical development and professional specialisation.

MSc graduates are able to analyse and formulate complex economics problems on a scientific basis, both individually and in collaboration with others as well as under time constraint. The graduates are likewise able to assess the utility and limitations of theories and methods and, based on that, to provide a basis for decision and independently make decisions.

The graduates are proficient in the use of IT tools and statistics, which means that they can handle and assess data material. Graduates are especially trained in applying mathematical and statistical methodology within economics, which enables them to solve quantitative analysis problems.

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, 3

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.

The Faculty's additional provisions:

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

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

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.

2.1.1 Rules on active study

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.

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

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Cf. the Master's Admission Order section 18, 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 Master's 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.

At the University of Southern Denmark, students enrolled 1 September 2015 or later must pass exams worth at least 45 ECTS credits each academic year.

Enrolment will be cancelled when a student has not been actively studying, equalling the requirement of passing exams worth 45 ECTS credits each academic year. Prior to this, the University must ensure that the student has had the opportunity for three examination attempts in the courses included in the study activity requirement.

If an insufficient level of study activity is noted after the first year of study, the student must be contacted with a view to offering guidance and perhaps support measures in order for him or her to resume active studies. If enrolment is cancelled, the person in question will be notified, indicating the date of termination of enrolment.

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.

2.2 The structure of the study programme

Cf. Section 6 of the University Programme Order

The Bachelor and Master's (candidatus) programmes consist 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

Cf. Enclosure 1 to the University Programme Order:

The master's programme consists of modules within the areas of economic theory and methods and their application as well as modules, which enables the student to concert themselves with relevant topics from other fields than economics.

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The study programme consists of compulsory courses, elective courses and a Master's thesis. The compulsory courses define the core subject knowledge of a specific profile.

Choice of profile gives the student the opportunity to target his or her competences at specific jobs through the courses in the profile.

The following profiles can be chosen at the Master of Science in Economics programme:

- Master of Science in Economics (with the possibility of specialization).
- Master of Science in Economics (with profile in Finance).

Profile descriptions for each profile may be found as individual enclosures to this curriculum.

2.2.2 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 a year 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 with responsibility
- 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
- Internal or external assessment as well as 7-point grading scale or passed/failed

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.

Students may only attend courses that are part of the curriculum in which they are enrolled. Students may, however, apply to the Academic Study Board for pre-approval of courses that are part of the curriculum of another study programme.

2.2.3 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.

2.2.4 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.

Based on the competence profile the programme in economics emphasizes in particular teaching methods, techniques and tools that activate and include the student in teaching situations. This may take place by summing meetings, quizzes, mandatory class attendance, compulsory assignments, group work, etc.

It is expected that an average student do the work effort, which is stated in the course description for the course in question.

Students can expect that teaching takes place in consideration of the leading principles of education at the University and in accordance with the information described in the individual course description. All courses offered by the Academic Study Board of Market and Management Anthropology, Economics, Mathematics-Economics, and Environmental and Resource Management are evaluated in the semester, and here the student gets the opportunity to comment on the teaching and teacher.

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 3rd 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. Sections 11 of the University Programme Order, Master's Admissions Order section 4-5
Admission to the Master's Programme requires a relevant bachelor degree or other relevant Danish or foreign qualification at a corresponding level.*

Within the framework of the University Programme Order, the University will stipulate in the curriculum for each Master's Programme, which bachelor degrees provide admission to the master's programme in question, and what special entry requirements, regarding courses and their value in terms of ECTS points, the student must have achieved on each Bachelor Programme in order to be admitted to the Master's programme.

The University may admit applicants who do not directly qualify, provided that they after admission to the Master's Programme implement additional training activity at the University up to a maximum of 30 ECTS.

The University may admit applicants who do not have a bachelor degree, but based on a specific evaluation, have educational qualifications equivalent to the requirements. The University may require completion of supplementary tests or additional training activities with conditional admission. Offer of additional training presupposes that the students while supplementing single subjects will be conditionally admitted to the applied Master's programme. A passed supplementary program thus entitles to admission to the applied Master's programme at the University in direct extension of the completed supplementary courses. The University may admit students who do not qualify, but is estimated to have educational qualifications equivalent to the prerequisites. The University may require supplementary tests or completion of additional training after the conditions above.

The University may stipulate that supplementation must be completed prior to study start at the Master's Programme or in parallel with the Master's degree first semester, or a combination thereof.

Applicants must disclose and apply for credit for completed courses from all previous unfinished programmes at equivalent level.

The university may admit applicants on a different basis than the stipulated admission requirements, if the applicant possesses comparable academic qualifications and provided that the university deems the applicant able to complete the programme.

The Faculty's additional provisions:

A total of 30 ECTS supplementary courses can be allowed after completion of the Bachelor Programme. A maximum of 10 ECTS supplementary courses can be completed alongside the first semester of The Master's Programme. Thus the potential remaining 20 ECTS should be completed prior to the study start of the Master's Programme.

The Academic Study Board's additional provision:

3.1 Educational background with juridical right to the MSc in Economics

Applicants having completed a Bachelor in Economics from The University of Southern Denmark can be enrolled in the MSc in Economics.

3.2 Educational background which gives access to the Msc in Economics

Bachelor in Economics

Applicants having completed a Bachelor in Economics from a Danish University can apply to be enrolled in the MSc in Economics.

Bachelor in Mathematics-Economics

Applicants having completed the Bachelor in Mathematics-Economics from the University of Southern Denmark can apply to be enrolled in the MSc in Economics.

Bachelor in Economics and Business Administration (HA) with profile in General Business Administration

Bachelor in Economics and Business Administration (HA) with profile in Business Management

Applicants having completed the Bachelor in Economics and Business Administration (HA) with profiles in General Business Administration or Business Management from the University of Southern Denmark can apply to be enrolled in the MSc in Economics provided that the following course content is included in the degree:

- Microeconomics, 20 ECTS
- Econometrics, 10 ECTS

In case it has not been possible to take Econometrics during the Bachelor's Programme, this must be taken as supplementary activity after admission.

3.3 Applicants who do not hold the required basis for admission

Applicants having completed a bachelor's programme in economics from a University can apply to be enrolled. To be deemed as a bachelor's degree in economics, the programme must include a minimum of 100 ECTS courses within economics. As a minimum, the following subjects must be included with the stipulated number of ECTS

- Mathematics 10 ECTS
- Statistics 5 ECTS
- Microeconomics 20 ECTS
- Macroeconomics 10 ECTS
- Econometrics 10 ECTS
- Accounting 10 ECTS
- Finance 10 ECTS
- Further 25 ECTS within the above economic areas.

4. Master's programme

4.1 Prescribed ECTS

Cf. Section 20 of the University Programme Order

A Master's Programme comprises 120 ECTS points, unless a different value is stipulated for the individual programme.

4.2 Designation

Cf. Section 21 of the University Programme Order

A master's (candidatus) programme entitles the graduate to the Danish title 'cand.' (candidatus/candidata) followed by the Latin designation for the programme in question. The subject area in which the degree is awarded is specified last. The graduate is awarded the English title 'Master of Arts (MA)' or 'Master of Science (MSc)' followed by the subject area in which the degree is awarded (in English), see enclosure to the University Programme Order, unless another designation is stipulated in.

A master's (candidatus) programme which is designed to prepare graduates for a teaching career at upper secondary level entitles the graduate to the title which the central subject entitles the graduate to use followed by the subject area in which the degree is awarded for the minor subject.

Cf. Enclosure 1 to the Education Order:

The Master of Science entitles the graduate to use the title cand.oecon. (candidates/candidate economics). In English: Master of Science (MSc) in Economics.

4.3 Structure of the programme

Cf. Section 22 of the University Programme Order

A master's programme should be a rounded course that enhances the skills acquired by the student during the bachelor programme and qualify for admission to the PhD education.

The university organizes the course of study in a manner that ensures academic coherence and progression. The modular composition of the programmes must ensure that the student is normally able to choose between skill profiles relevant to a variety of professions.

Under the rules stipulated by the University in the curriculum for each programme, the master's programme will include the following:

- 1. Course elements basic to the programme's particular academic competence and identity corresponding to a minimum of 90 ECTS points. This total must include a thesis worth 30 ECTS point.*
- 2. An elective course worth a minimum of 10 ECTS points.*

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The Academic Study Board's additional provision:

4.3.1 Course titles, ECTS, weight and assessment

The following is in reference to the profile descriptions for the Economics programme. The profile descriptions may be found as enclosures to this curriculum.

4.3.2 Structure of content

Cf. Sections 23, 24 of the University Programme order

Master programmes, which are built on bachelor programmes preparing graduates for a teaching career at upper secondary level, consists of a central subject and a minor subject. The central subject constitutes the main emphasis of the programme, and the minor subject's courses or courses elements in the bachelor and master's programmes constitute at least 90 ects credits.

The university may decide that Master's programmes enclosing a central subject must be combined 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. All above mentioned supplementary subjects must be chosen from among approved programmes.

The Academic Study Board's additional provision:

The Master's programme consists of one central subject, Economics. The central subject is planned as a section of 90 ECTS.

Please notice that permission to combine the central subject with a supplementary subject requires an approval of the Academic Study Board responsible for the central subject.

4.3.3 Registration for courses

Cf. The Examination Order section 14 and SDU-Rules regarding Rules for Registration for Courses and Exams at the University of Southern Denmark sections 1-5

Registration for the Master's 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.

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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.

4.3.4 The Master's thesis

Cf. Sections 22 of the University Programme Order and cf. sections 14, 26 of the Examination Order

The Master's thesis must document skills in applying academic theory and methods to a specific academic subject. The thesis must be placed on the Master's degree's final year of study.

The University approves the subject matter for the thesis and the same time sets a deadline for submission of the thesis and a plan for supervision of the student. The thesis must be completed and delivered within the time frame of the curriculum for each program, established for that purpose, and applicable to full-time training.

If the student does not submit the thesis within the prescribed period, the University approves a modified subject matter, which must be within the same field and at the same time sets a new deadline of three months. If the student does not submit the thesis within the new deadline, the student gets a third examination attempt covered, similar to the rules that apply for the second examination attempt. The above rules shall apply to theses when the student in the assessment does not achieve the grade 02, see. The Grading Order. In special circumstances the University may, however, decide that the student must write a new thesis with a new topic and a new deadline.

The Master's thesis must include a summary in a foreign language. If the Master's thesis is 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.

When the University has set a deadline for submitting the Master's thesis, cancellation cannot take place and an examination attempt has been used in the event that the student does not submit the thesis within the prescribed period, unless the University has made an exemption because of exceptional circumstances or if the student is an entrepreneur or chairman of a voluntary organization under the Danish Youth Council (DUF). If the student does not achieve a minimum grade of 02 in the assessment of the thesis, an examination attempt is used.

The Academic Study Board's additional provision:

Contents and formalities are stated in the course description for the Master's thesis as well as on the website. Deadline for submission, time and place of the oral defence are announced via the examination webpage. The defence is public, unless otherwise stated, and takes place at the University of Southern Denmark.

The assessment of the Master's thesis is external according to the 7-point grading scale. A grade of 02 or more is required in order to pass.

4.3.5 Project-oriented studies and study abroad

Cf. Section 25 of the University Programme Order

A master'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:

10 ECTS (in special cases 20 ECTS) can be completed through a traineeship. The purpose of a traineeship is to integrate practical, economical, political and administrative subject areas of the Master's programme.

During the traineeship, the student prepares a report describing and analysing the content of the traineeship. The report should discuss the problem, methodology and data material as well as the results and conclusions reached.

Contents and formalities are stated in the course description for Project-oriented study.

Study abroad

Courses corresponding to 1 semester (up to 30 ECTS) can be approved as study abroad subjects.

As a general rule, study abroad courses will be approved as part of the social science subjects.

Only in exceptional situations where overlap in professional as well as taxonomical level is demonstrated, an exemption for further subjects/ECTS may be granted.

4.3.6 The Master's Degree part of the 4+4 PhD programme

PhD students enrolled as 4+4 students can complete the Master's programme on special conditions which are described in the Guidelines for PhD Programmes at the PhD School at the Faculty of Business and Social Sciences. The student completes the graduate programme by passing the qualifying examination. The qualifying examination is equivalent to a Master's thesis and it is arranged in accordance with the description

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of objective for the Master's degree programme and it is held with external censorship cf. the Education Order for the Curriculum for the Master programmes.

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 may not be retaken.

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 retaken. Even if the total exam is failed, partial examinations for which a grade of 02 or higher is awarded cannot be retaken.

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 provisions:

The student has graduated when he/she has achieved the mark 02 or higher or the assessment passed for each individual course.

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 the study programmes homepage www.sdu.dk. The examination syllabus is part of the curriculum. Examination will always be held according to the most recent syllabus.

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 participation 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

Computers are used for submission of answers at all written examinations at Faculty of Business and Social Sciences. The students are expected to bring their own computer, which can be hooked up to the university's wireless network, and that software programs are installed corresponding to those of the standard Microsoft Office Package including the ability to create PDF files for submission of exam papers.

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

Permitted aids, including internet access will appear in the course description. For further information see Policy for Digital Examination at 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.

The Faculty's regulations:

The number of students in a group exam can generally be a maximum of 4. The Study Board may decide to deviate from the rule. If so, this shall be described in the course description.

5.6 Examination language

Cf. Section 6 of the Examination Order, Master's Admission Order section 15

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.

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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.

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.

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.

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.

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.

The Academic Study Board's additional provision:

Students have 2 examination attempts to pass examinations forming part of the supplementary studies.

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 Master'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

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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:

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 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.

5.9 Re-examination

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

Registration for the Master'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 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

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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 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 Examinations Office 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 Academic Study Board can decide to change the examination and assessment form. This will be announced after the registration deadline.

5.10 Internal or external examination

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 Master's thesis. This does not, however, apply to credits that have been transferred.

5.11 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 master 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 test that account for a maximum of 1/3 of the programme's ECTS points. This does not, however, apply to credits that have been transferred.

5.12 Spelling and writing skills

Cf. Section 26 of the Examination Order

When assessing master thesis 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 examination.

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.

5.13 Supplementary exams after admission to a Master's programme

Cf. The University Programme Order section 12

According to the rules regarding part-time studies, cf. The Ministerial Order on Part-time Studies, the University may offer supplementary studies from existing undergraduate programs and other single subject courses in order for the applicant to meet the admission requirements for a Master's programme. Offer of supplementary studies at the University requires that students will be conditionally admitted to the applied graduate programme. A passed supplementary program thus entitled to admission to the applied graduate program at the University of direct extension of the completed supplementary course. A supplementary course may have a scope of up to 30 ECTS credits. The University may allow that the required supplementary studies are completed at another University.

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The University may stipulate that the additional supplementary study activity is completed before the commencement of the Master's programme or that the supplementary study activity is completed during the first year of the Master's programme, or as a combination thereof. If part of or the entire supplementary study activity must be completed before the commencement of the Master's programme, the University may lay down rules stipulating at which time the student must have completed these courses in order to maintain the right for admission to the Master's programme.

Part-time Order

The University will charge payment for participation in the courses including exams and other forms of assessment. The payment includes the number of examination attempts that are possible according to the rules of the individual programme, unless the University in the terms expressly stipulates that the payment includes only a lower number, though at least two attempts.

The Faculty's additional provisions:

Students, enrolled in a Master's programme, who are required to undertake supplementary studies, must within the first six months of the start of the first year of study participate in and pass the examination(s) that form(s) part of the supplementary studies in order to continue on the programme. The examination(s) must document that the students have acquired the necessary academic qualifications for continued admission to the Master's programme.

The Academic Study Boards additional provision:

Students are entitled to two attempts to pass the examination(s) that form part of the supplementary studies. Under special circumstances, the University may grant exemptions to the above.

5.14 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.

5.15 Examination appeals, etc.

Cf. Sections 34 -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.

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,

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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 *Complaint*

Cf. Section 42 of the University Programme Order

Under terms of the University Programme Order, the student may appeal decisions made by the university to the Danish Agency for 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 Agency of Higher Education along with its statement and any supplementary comments made by the complainant.

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The deadline for the submission of appeals is one week from the day when the decision is announced to the complainant.

6.3 Transitional rules

Curriculums which have been published before the present curriculum replaces the references to sections of the former ministerial orders with the new ministerial orders, cf. page 2.

Students who were enrolled under previous curricula and wish to transfer to the current curriculum must send an application to the Academic Study Board.

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