

Curriculum for MSc in Economics and Business Administration

Curriculum for the Master of Science in Economics and Business Administration

This curriculum has been prepared under powers conferred by

- The Ministry of Science, Technology and Innovation's Ministerial Order No. 814 of 29 June 2010 on Bachelor and Master's Programmes (candidatus) at Universities (the Education Order) as amended.
- The Ministry of Science, Technology and Innovations's Ministerial Order No. 857 of 1 July 2010 on University Examinations and Grading (the Examination Order) as amended.
- The Ministry of Science, Technology and Innovations's Ministerial Order No. 250 of 15 March 2007 on Grading Scale and Other Forms of Assessment of University Education (the Grading Scale order) as amended.

This education is attached to the Academic Study Board of Economics and Business Administration, Esbjerg
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.

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 Master's 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 13 January 2012 by the Dean of the Faculty of Business and Social Sciences.

The Curriculum has been updated in the following sections:

Article 2.2.1., 2.2.2., (2.2.3.), 3.1., 3.2., 4.3.3., 4.4., 5.4., 5.5., 5.7., 5.11., and 6.3.

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1. The overall purpose of the study programme

Cf. Sections 1 and 2 of the Education Order

Master's 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 master's programme is to:

- *enhance the academic knowledge and skills of the student and strengthen the theoretical and methodological qualifications, competences and level of independence attained at bachelor level,*
- *provide the student with the opportunity to study in depth the advanced academic aspects of disciplines and methods in the subject area(s), including training in academic work and methods, which further develop the students ability and competences to work in a specialist professional capacity and take part in academic development work, and*
- *qualify the student for further studies, including PhD programmes, cf. ministerial order on PhD programmes and PhD degrees (the PhD ministerial order).*

Cf. Enclosure 1 to the Education Order:

The purpose of the master's programme in business economics is to qualify the student on an advanced academic level to identify and implement solutions to business and economic problems in private and public sector companies and organisations. Successful completion of a master's programme in business economics and a combined area also qualifies the student in the combined subject.

The Academic Study Board's additional provision:

1.1 Competence description for the master's programme

Knowledge and understanding

The master programme Economics and Business Administration supplies knowledge which, within the focus area of the profile, is based on the highest international research within a field of study. The graduate is able to understand and, on a scientific basis, reflect on the knowledge of the field/fields of study and be able to identify scientific issues of relevance.

Skills

The graduate can, in a qualified manner, select and apply scientific methods and theories for collection and analysis of quantitative and qualitative data for description and complex analysis of internal and external conditions of the firm as well as theoretical issues related to these areas.

The graduate can set up new models of analysis and solutions for problems based on the performed analyses. The graduate can communicate his/her knowledge and discuss professional and scientific issues with colleagues, management, and the surrounding society.

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Competences

A MSc in Economics and Business Administration can, within the area of the profile, manage work and development situations that are complex, unpredictable and require new models for solutions. The graduate can independently initiate and implement professional and interdisciplinary cooperation and take on professional responsibility.

The graduate can independently take responsibility for own professional development and specialization.

A MSc in Economics and Business Administration allows graduates to work at solving specialist tasks within the functional areas of organizations with the public and private sectors.

2. Organisation, etc.

2.1 Time limit for the study programmes

Cf. section 5 of the Education Order

The University is entitled to stipulate in the curriculum a final deadline after commencement by which the student must complete their bachelor programme.

Additional provision of the Faculty of Business and Social Sciences:

2.1.1 Rules on active study

There is no time limit for finishing the Master's programme, but instead the following rule applies to active study:

A student's enrolment will be brought to an end when the student has not engaged in active study during the last two years, unless otherwise agreed by written agreement between the student and the Academic Study Board. Periods of leave are not included in this period.

Lack of active study is understood as a situation in which the student has not passed a minimum of 60 ECTS points in a continuous period of 2 years.

If a lack of active study is ascertained, the student will be contacted with an offer of counselling and possible support with a view to resuming active study.

If subsequent to the continuous period of two years it is decided to bring enrolment to an end, the student in question is informed of this, as well as of the date of termination of enrolment.

If the student fails to respond to these approaches, or if the student fails to attend the guidance offered, the enrolment will be terminated.

2.2 The structure of the study programme

Cf. Section 6 of the Education Order

The master's programme consists of a number of modules.

A Module is a subject element or a group of subject elements designed to provide the student with a totality of academic qualifications and competencies within a fixed timetable defined in terms of ECTS points and completed with one or more tests during particular examination periods stipulated in the curriculum.

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

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Additional provision of the Academic Study Board:

2.2.1 Modules and course elements

Cf. Enclosure 1 to the Education Order:

The master's programme consists of business economics subjects and methodology courses that build upon specific academic and interdisciplinary areas covered by the bachelor programme. The master's programme may also include socio-economic subjects.

The master's programme may also take the form of a special combination programme in which the business economics subjects and the subjects from the combination area each account for a minimum of 45 ECTS points. The combined programmes build upon the corresponding bachelor programme in the combined area.

The master programme is a conclusive course which builds on the skills students have obtained during the qualifying bachelor programme. The programme consists of a number of courses, each taking up a number of ECTS credits. The courses are organised in a series of modules – in the following referred to as profiles. Students must apply to a specific profile. Prior to each academic year, outlines are completed stating which courses have been approved for the respective profiles during the given term. The contents of the profiles are described in the attachments to this curriculum.

It is stated in the descriptions whether the profiles are offered in Danish or English. As for the English profiles, the Academic Study Board can decide to change the language of teaching in a particular course from English to Danish if there are not a sufficient amount of international students attending the course and a Danish speaking lecturer is teaching the course and the profile description do not state that the language of teaching will be English.

The examinations in the English profiles are conducted in English or Danish. However, if the examiner and/or the external examiner are not Danish speakers the examination will always be conducted in English. It may be required for the particular profile that the examinations of the students enrolled are in English with respect to the compulsory subjects. This will appear from the profile description.

It is not possible to obtain a MSc in Economics and Business Administration at the University of Southern Denmark without selecting a specific profile.

2.2.2 Academic profile descriptions

Academic profile descriptions are revised when deemed necessary, and must contain the following information:

- The name of the profile in Danish and English. However, English profiles are only named in English.
- A description of the aim of the profile: including an outline of the academic fields from which the profile gains knowledge based on the highest international research.
- Specific conditions regarding the profile such as the language of teaching or examination.
- Specific requirements for students at the profile, such as internships or stays abroad.
- A schematic overview of the profile which states whether exams are marked internally or externally, and whether the 7 point grading scale or pass/fail is used when grading.

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2.2.2 Course descriptions

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

- The Danish and English title of the course.
- The campus town in which the subject is offered.
- The course level (Bachelor or Master degree subject).
- 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.
- 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.

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.

3. Entry requirements, etc.

Cf. Section 9 of the Education Order

Admission to the master's programme requires a relevant bachelor degree or other relevant Danish or foreign qualification at a commensurate level.

Within the framework of the Education 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 subjects 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 to a master's programme (candidatus) on a different basis than the admission requirements if the applicant possesses comparable academic qualifications and if the university deems that the applicant will be able to complete the programme. The university may stipulate that the applicant must pass supplementary tests prior to the time fixed for the start of the programme at the latest.

Cf. Section 15, subsection (1) and (2):

A bachelor degree from a university qualifies the bachelor for admission to the master's programme (candidatus) constituting a natural extension of the subject area(s) of the bachelor programme at the same university immediately after the completion of the bachelor programme.

(2) In the curriculum for the individual master's programme (candidatus), the university shall specify which bachelor degrees obtained at the university give the right to admission in accordance with subsection (1). It shall furthermore be specified in the curriculum for the individual master's programme (candidatus) which bachelor degrees obtained at the university and other universities also give the right to admission to the master's programme (candidatus).

3.1 BSc in Economics and Business Administration

Applicants with a BSc in Economics and Business Administration give the right to admission to the master programme. Applicants with combined bachelor programme within Economics and Business Administration are qualified for admission to the master programme.

The following apply as per September 1, 2013:

Applicants with a BSc in Economics and Business Administration from The University of Southern Denmark have the right to admission to this master programme within the first year after having completed the BSc

Other applicants having passed a BSc in Economics and Business Administration are qualified for admission to the master programme.

3.2 Other higher education

Applicants may be admitted to the programme on a different basis than the admission requirements set out in subsection 3.1 if the applicant possesses comparable academic qualifications and if the university deems that the applicant will be able to complete the programme. The university may stipulate that the applicant must pass supplementary tests prior to the time fixed for the start of the programme at the latest. Furthermore, the

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applicant must be able to document sufficient language requirements which the Faculty of Social Sciences has defined.

In order for the a degree to be deemed as providing qualifications similar to those of the BSc programme, the programme must include 75 ECTS courses covering the disciplines within economics and business administration. This means that the following subjects of a certain degree and depth must be included: 1) microeconomics 2) accounting and finance 3) statistics and method 4) marketing and 5) organization. In case these requirements are not fulfilled it is required that the applicant is examined before study start in order for the applicant to obtain the qualifications similar to those of the admission requirements. Furthermore, the University may determine that the applicants is further examined before study start should it be considered necessary.

4. Master's programme

4.1 Prescribed ECTS

Cf. Section 17 of the Education Order

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

4.2 Designation

Cf. Section 18 of the Education Order

Successful completion of a master's programme entitles the student to use the title cand. (candidates/candidate) followed by the Latin title for the individual programme, cf. enclosure 1 to the Education Order. The subject title of the programme is added at the end. The corresponding title in English is Master of Arts (MA) or Master of Science (MSc) followed by the subject title, cf. enclosure 1 to the Education Order, unless another title is laid down in enclosure 1 to the Education Order.

Cf. Enclosure 1 to the Education Order:

Graduates are entitled to use the title cand.merc. (candidatus/candidata mercaturae). In English: Master of Science in Economics and Business Administration.

4.3 Structure of the education

Cf. Sections 19 and 20 of the Education 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 organises 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:

The programme is offered in English in:

Esbjerg, Kolding, Odense, Slagelse, Sønderborg and in Danish in:
Esbjerg and Kolding

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1. *Subject 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 subject worth a minimum of 10 ECTS points.*

Master's programmes consist of subjects from one or more areas.

4.3.1 Course titles, ECTS credits, examination weight and grading/assessment

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

4.3.2 Structure

The master programme consists of courses in business economics and business administration and relevant methodical courses which expand on academic and interdisciplinary areas encountered during the bachelor programme. Courses within economics may also be part of the master programme. The programme structure is described in the enclosed profile descriptions.

1. At least 60 ECTS credits of the profile are obligatory. These courses supply knowledge which, within the boundaries of the profile, is based on the highest international research.
2. At least 10 ECTS credits of the obligatory courses must supply knowledge about and skills within the scientific methods of the subject area of the profile allowing the graduate to master these methods and assess and select among these. The methodological courses are listed in the profile descriptions.

4.3.3 The master's thesis

Cf. Sections 19 of the Education Order

The master's thesis must document skills in applying academic theory and methods to a specific academic subject. The thesis completes the programme.

Under special circumstances, the university may grant exemption from the rule that the thesis must be the final element in the master's programme.

The university approves the subject matter and stipulates a deadline for submission of the thesis and a plan for supervision of the student. The thesis must be started and handed in within the time of limit laid down in the curriculum for full time programmes.

Is the thesis not handed in within the time limit, the university approves a changed subject matter within the same field and stipulates at the same time a new deadline of three months for submission of the thesis. Is the thesis not handed in within the new time limit, the student may have a third number of examination attempts, cf. The Examination Order.

The Academic Study Board's additional provision:

Contents and formalities are stated in the course description for the master's thesis.

Registration

The programme is offered in English in:	From Sept. 1,	Page:
Esbjerg, Kolding, Odense, Slagelse, Sønderborg and in Danish in:	2012, ver. 01	11 of 21
Esbjerg and Kolding		

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After selecting a topic, students must fill out a supervision form and hand it in at the Study Secretariat. The filled out supervision form is also considered being a sign-up for examination. The form must be signed by the student, the profile director and the supervisor(s) before it is handed in.

Thesis consideration/defence

Demands and examination claims are described in a special course description which is part of the curriculum. For further information, contact the local study secretariats.

Time and place for thesis consideration/defence is announced via a notice at least seven days prior to consideration.

The thesis consideration/defence is public unless something else is stated. Consideration/defence takes place at the University of Southern Denmark.

4.3.4 Project-oriented courses

Cf. Section 22 of the Education Order

Under rules stipulated in the curriculum for each programme, the Master's programme may – within the prescribed period of study – contain project-oriented studies, possibly associated with areas outside the university, in Denmark or abroad.

The Academic Study Board's additional provision:

A possible project-oriented course may be conducted during the second and/or third semester of the programme. In case students wish to make use of this option, they must gain preapproval from the local academic study board.

Possible project-oriented courses conducted in collaboration with an organisation may be completed during the second or third semester of the programme. Further guidelines may be found in the course description.

4.3.5 Seminars

It is apparent in each profile description and the appertaining course descriptions whether seminars may be part of the profile. Regulations regarding seminars are specified in the course descriptions.

4.3.6 Study Circles

Apart from the regular supply of courses, one or several study circles may be formed. A study circle consists of a small number of students who, in collaboration with an instructor, organises a series of lectures/a course, which is equivalent to a normal master programme course.

Study circles may be an initiative of students as well as departments. A minimum of four students is required in order for a study circle to be formed. The students agree on a topic and syllabus in collaboration with an instructor. The instructor and students sign an application form directed at the local academic study board. The academic study board may assess study circle applications at any time during the year.

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Study circles may be commenced on and completed regardless of semester divisions. The academic study board and the programme and profile directors jointly settle the demands of the individual course.

If too few students have registered for a course, a study circle may be formed instead. In this case, the course is conducted in every aspect as stated in the original course description and only varies in terms of form of teaching.

4.4 Requirements for passing, etc.

Cf. Sections 14 – 17 of the Grading Scale Order

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

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

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

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

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

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

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

The Academic Study Board's additional provision:

The master programme is completed once students have obtained a pass or a grade of 02 or higher for each course. 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.

Course weight is determined by computing the averages and corresponds with ECTS values as follows:

10 ECTS credits.....	Included in the GPA with a weight of 1,0.
5 ECTS credits.....	Included in the GPA with a weight of 0,5.
Seminar 10 ECTS credits.....	Included in the GPA with a weight of 1,0.
Seminar 5 ECTS credits.....	Included in the GPA with a weight of 0,5.
Thesis 30 ECTS credits.....	Included in the GPA with a weight of 3,0.

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5. Examination, etc.

Cf. Section 23 of the Education Order

The following orders govern examinations and the issuing of certificates:

- 1) *Ministerial order on university examinations and grading (Examination order).*
- 2) *Ministerial order on Grading Scale and Other Forms of Assessment of University Education (Grading Scale order).*

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.

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 conditions

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

5.4 Aids

Computers are used for submission of answers at all written examinations at Faculty of Business and Social Science. 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 Social Sciences for further information.

5.5 Examination language

Cf. Section 6 of the Examination Order

Tests are conducted in Danish unless part of the purpose of the test is to document the students' abilities in a foreign language. The tests may be conducted in Swedish and Norwegian instead unless part of the purpose of the test is to document the students' abilities in Danish.

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

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If the course has been taught in a foreign language, the test will be held in that language too unless the purpose of the test 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 tests will be conducted in the same language unless the purpose of the test is to document the students' abilities in another language. The university may grant exemption from this rule.

The Academic Study Board's additional provision:

On profiles offered in English, exams can be taken in Danish or English. However, if the examiner and/or the co-examiner are not Danish-speaking, the exam must be taken in English. This is also the case if the profile description stipulates that all exams must be taken in English.

The examination language will always be made evident in the course description.

5.6 Number of examination attempts

Cf. Section 13 of the Examination Order

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

The students are entitled to a maximum of three attempts to pass a test, 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.

5.7 Examination registration and deregistration

Cf. Section 14 of the Examination Order

With registration of the student for a subject element, etc. to which one or more examinations are attached, the student is automatically registered for the examination or examinations. The university will at the same time set a deadline for correct deregistration from the examination.

If a student fails to deregister in time, the examination will be regarded as having been started in terms of number of examination attempts.

The university may make an exemption from the deadlines for registration and deregistration in case of unusual circumstances.

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 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.

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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.

5.8 Make-up examination and re-examination

Cf. Section 18 of the Examination Order

Students who have sat the ordinary exam but have not passed the test or students who have been ill at the time of the ordinary exam in the autumn term will have the possibility to sit for a make-up or re-examination in the same examination term or immediately after, but no later than in February.

Students who have sat for the ordinary exam but have not passed the test or students who have been ill at the time of the ordinary exam in the spring term will have the possibility to sit for a make-up or re-examination in the same examination term or immediately after, but no later than in August.

Under rules stipulated in the curriculum the form of evaluation of the make-up and re-examination – except the master's thesis - can be different from the one used at the ordinary examination.

The Academic Study Board's additional provision:

Make-up 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-examination after the following semester. This will be stated in the respective course descriptions. To participate in a re-examination the student must have participated in the ordinary examination in the same semester. The Study Board can decide to change the evaluation form. This will be announced after registration deadline.

For quarter courses in Esbjerg, the following is valid:

If the ordinary exams of a particular module are held during the first examination period of the semester, make-up exams are offered during the proximate examination period. If the ordinary exams of a module are held during the concluding examination period of a semester, make-up examinations are offered during the concluding examination period of the proximate semester.

Illness related make-up examinations are granted on the basis of an application to the Examinations Office where documentation is enclosed. If a re-examination is granted, the ordinary examination attempt is annulled. Illness related make-up examinations are held at the same time as all make-up examinations, i.e. in February and August. The academic study board may decide to alter the form of examination and assessment for the illness related make-up examination. If this is the case, it will be announced after the expiration of the registration deadline.

For quarter courses in Esbjerg, the following is valid:

If the ordinary exams of a particular module are held during the first examination period of the semester, make-up exams are offered during the proximate examination period. If the ordinary exams of a module are held during the concluding examination period of a semester, make-up examinations are offered during the concluding examination period of the proximate semester.

5.9 Internal or external tests

Cf. Section 20 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.

5.10 Grading or the pass/fail assessment

Cf. Section 23 of the Examination Order

The assessment Pass/Fail 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.

5.11 Spelling and writing skills

Cf. Section 24 of the Examination Order

When assessing master's theses and other major written assignments, emphasis shall, in addition to the academic content, also be placed on the student's 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 assignments are defined as reports in which each student contribute with 10 pages or more. Limited weight is put on the student's spelling and formulating capacity. Lacks of spelling and formulating capacity are defined as comprehensive and significant deviations from a normal professional usage.

Exemptions from this rule may be granted if the student is able to document a relevant impairment.

5.11 Examination appeals, etc.

Cf. Sections 32 and 35 of the Examination Order

The complainant submits the appeal to the university. Appeals must be submitted in writing and include an explanation of the reasons for the appeal.

Appeals must be submitted within 2 weeks of the complainant being informed of the decision by the assessors. Under special circumstances, the university may grant exemptions.

If decided to re-evaluate a test the examiners will have access to all the files including the written assignment, the paper, the appeal, the statement of the examiners of the ordinary test, the comments of the student who appeal and the decision of the university.

The assessment of a re-evaluation or a new examination can result in a lower mark. The assessment will be announced by the examiners to the university. If the test was written the result will be supported by the examiners' argument. The result cannot be appealed to another administrative authority.

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6. Other regulations

6.1 *Transfer of credits*

Cf. Sections 27-29 of the Education 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.

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

6.2 *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 University and Property Agency if the appeal is based on legal issues. The appeal I 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 University and Property Agency 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.

6.3 *Transitional rules*

Students who have been enrolled in the Master's programme 1 February 2012 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.

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.

Curriculum for the Master of Science in Economics and Business Administration

Possible changes in the MSc in Economics and Business Administration profile descriptions which include transition regulations will be described in the newest versions of the respective profile descriptions.