

# Curriculum for MSc in Economics and Business Administration

Curriculum for the Master of Science in Economics and Business Administration

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This curriculum has been prepared under powers conferred by

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

This education is attached to the Academic Study Board of Economics and Business Administration, Odense  
This education is attached to the external examiners of Economics and Business Administration (Det Erhvervsøkonomiske Censorkorps).

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

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

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The curriculum applies to students commencing the Master's programme as from 1 September, 2014.

The curriculum version 2 was approved on 29 June 2016 by the Academic Study Board of Economics and Business Administration, Odense and on 31 August 2016 by the Dean of the Faculty of Business and Social Sciences.

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The programme is offered in English in: Esbjerg, Kolding, Odense, Slagelse and Sønderborg and in Danish in: Kolding	From Sept. 1, 2014	Page: 2 of 35
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The Curriculum has been updated in the following sections as compare to the curriculum from 1 September 2014 version 1:

- 2.1 The limit for completion of the study programme – The programme must be completed within the prescribed period + 1/2 year
- 2.1.1 Rules on active study - Requirements for 45 ECTS passed per academic year
- 4.3.4 Registration for courses – New set of rules at the University of Southern Denmark (automatic registration repealed)
- 5.8 Registration for exam – New set of rules at the University of Southern Denmark (registration for courses is equal to registration for one examination attempt)
- 5.10 Reexamination – New set of rules at the University of Southern Denmark (No compulsory registration for 2nd and 3rd attempt)

[7 August, 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](#)
- [4.3.7 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](#)
- [5.10 Reexamination – examples of altered test form](#)

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## 1. The overall purpose of the study programme

*Cf. Sections 1 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.*

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

*The objectives 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 to the University Programme Order, 3.2.:*

*Master's (candidatus) programme in economics and business administration (cand.merc.)*

*– The objective of the master's (candidatus) programme in economics and business administration is to qualify students to identify and develop theoretically and methodologically advanced solutions to problems in the area of economics and business administration in private and public enterprises and organisations. Successful completion of the master's (candidatus) programme in economics and business administration and a combination area also qualifies students in the combination area.*

### 1.1 Description of qualifications

#### **Knowledge and understanding**

The MSc in Economics and Business Administration has obtained knowledge which is based on the highest international research. The MSc can understand and scientifically reflect on this knowledge and to identify relevant problems.

#### **Skills**

The MSc can choose and apply advanced scientific methods and theories for collection of data and do complex analyses of the conditions of the firm and set up new models of analysis and problem solving. The

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MSc can convey knowledge and discuss professional issues with colleagues, company management and external partners.

**Competences**

An MSc in Economics and Business Administration can manage complex and unpredictable work and development situations as well as independently initiate and implement cooperation and take on a professional responsibility considering ethical and sustainability issues. The MSc can take responsibility for own professional development. The MSc is competent to take on leadership and solve specialist tasks within organizations in the public and private sectors.



## 2. Organisation, etc.

### 2.1 Time limit for completion of the study programmes

*Cf. section 5 of the University Programme Order as well as SDU-Rules regarding Rules on Time Limits for Completion of Bachelors and Masters Programmes, cf. sections 1-2*

*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.](#)~~The university may grant exemptions from the above, if special circumstances exist.~~

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

#### 2.1.1 Rules on active study

*Cf. section 20 of the Master's Programme Admission Order*

*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 special 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 special circumstances exist.

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

*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.](#)

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Formateret: Engelsk (USA)

## 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*

### 2.2.1 Modules and course elements

*Cf. Enclosure 1 to the University Programme Order:*

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- *The programme consists of economics and business administration subjects and related methodology subjects which explore specific disciplinary and interdisciplinary areas studied at bachelor level in greater depth. The master's (candidatus) programme may also include the study of macroeconomics.*
- *The master's (candidatus) programme may be designed as special combination programmes in which economics and business administration subjects and subjects from the combination area are included with at least 45 ECTS points each. Such combination programmes are a continuation and development of the equivalent bachelor programmes within the combination area.*

The master programme is a rounded programme that 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. Choice of profile gives the student the opportunity to target his or her competences at specific jobs through the courses in the profile.

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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The following profiles are offered at the Master of Science in Economics and Business Administration at the University of Southern Denmark:

Profiles	Offered on campus (D=Danish, E=English)				
	Esbjerg	Kolding	Odense	Slagelse	Sønderborg
Marketing and Innovation	E				
Sports and Event Management	E				
Business Controlling		D			
Styring og ledelse		D			
International virksomhedsudvikling		D			
Strategic Entrepreneurship		E			
Accounting and Finance			E		
Brand Management and Marketing Communication			E		
Communication Management and Leadership			E		
Global Logistics and Supply Chain Management			E		
International Business and Law			E		
International Business and Management			E		
International Business and Marketing			E		
Management Accounting			E		
Management of Innovation Processes			E		
Management of People			E		
Marketing, Globalization and Culture			E		
Strategy and Organization			E		
Change Management				E	
Global Marketing and Innovation Management				E	
Business Relation Management					E
Regional Economics and Business Development					E

The profile descriptions are available at [www.sdu.dk](http://www.sdu.dk).

### 2.2.3 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:

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- 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.

### **2.3 Active teaching and learning**

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

#### **2.3.1 Principles for choice of teaching methods**

The teaching methods on the programme aim at supporting the student in achieving the learning goal in each course. The goal is that students through their active participation in the learning activities provided can improve their ability to achieve the learning goal. One of the learning objectives of the programme is that the student independently and in collaboration with others can handle complex and development-oriented situations. Therefore, the programme contains learning activities enabling the students to build these skills. Such activities encompass collaboration with other students and problem solving in collaboration with companies and other organizations. In order for each student to achieve the full learning outcomes of these activities, it is considered essential that all students actively engage in these activities in a responsible

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manner. This implies that in the courses there may be a requirement for participate in presentations and preparation of reports during the semester, individually or in groups. The student's behavior towards the organizations associated with the SDU has great influence on possibilities for future cooperation. Therefore, in courses involving business contact or cooperation, it may be required that the student actively participate in the activities that are planned in the course.

### **2.3.2 Principles for selection of examination forms**

Choice of form of examination must in each course take into account several factors. The starting point is that there must be a clear relationship between the purpose of the course, its content, learning activities and the examination form, so that the examination outcome reflects the student's level of achievement compared to the objectives of the course. For the programme overall, efforts are being made to achieve a variation across courses, so that students overall are tested in the multiplicity of skills and competencies that are represented in the competence description. This is to ensure that the exam results reflect the student's level of achievement of the learning objectives of the programme.

### 3. Entry requirements, etc.

*Cf. The University Programme Order 1520 of 16 December 2013 §§ 10 and 11 (now historical Order)*

Apply for admission 1 September 2014, and 1 February 2015

*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 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 students who do not qualify, provided that they after admission to the Master's Programme implement additional training activity at the University up to a maximum of 15 ECTS.*

*The University may admit students who do not qualify, but is estimated to have educational qualifications equivalent manner. The University may require supplementary tests or completion of additional training after the conditions above.*

*As a supplementary activity, the University may use individual courses from existing approved programs. Supplementation programmes can be offered before study start at the Master's Programme or in parallel with the Master's degree first semester.*

The Academic Study Board's supplementary provisions in relation to the above mentioned rules and regulations are described in the appendix entitled "Rules on access to the MSc in Economic and Business Administration."

#### **3.1 Educational background with right to admission to the MSc programme in Economics and Business Administration**

Applicants with a BSc in Economics and Business Administration from The University of Southern Denmark have the right to admission to this master programme immediately after completion of the bachelor programme.

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

### ***3.2 Educational background giving access to the MSc. Economics and Business Administration***

Applicants with a Bachelor's degree in Business Economics and Administration from a University are qualified for admission.

The applicant must further be able to provide proof of the by the Faculty of Business and Social Sciences prescribed language requirements.

In addition, applicants having completed a bachelor programme in Economics and Business Administration from a university have access, in some cases provided certain courses or exams have been taken. Furthermore, applicants with a professional bachelor degree may have access provided certain demands are fulfilled.

The programmes in question and the demands for specific, additional courses or exams are listed in the "Annex to the curriculum with qualifying bachelor degrees" have access to the MSc programme in Economics and Business Administration.

In order for a degree to be deemed as a BSc programme in Economics and Business Administration, the applicant must have a bachelor degree from a university including a minimum of 75 ECTS courses within economics and business administration. Further, the courses must cover the various disciplines within economics and business administration as well as important methods areas.

This means that the following subjects must be included with the stipulated number of ECTS

- 1) 5 ECTS Microeconomics or Managerial Economics
- 2) 5 ECTS Accounting
- 3) 5 ECTS Corporate Finance
- 4) 5 ECTS Marketing
- 5) 5 ECTS Organizational Theory
- 6) 5 ECTS Statistics
- 7) 5 ECTS Theory of Science and Scientific Methodology and Methods. This requirement does not apply if the bachelor's program is taken at a university
- 8) 5 ECTS Methods for collection and analysis of data (statistics or other qualitative or quantitative methods, including mathematics or operations research/operations management. Data collection may be included to a minor extent
- 9) Additional 35 or 40 ECTS within the area of business economics and business administration, so that the total amount of ECTS within the subjects area is at least 75 ECTS.

### ***3.3 Applicants with an alternative basis for admission***

Applicants may be admitted to the programme on a different basis than the admission requirements set out in subsections 3.1. and 3.2 if they, based on an individual assessment, are deemed to have equivalent educational qualifications. The applicant must further be able to provide proof of the by the Faculty of Business and Social Sciences prescribed language requirements.



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The “Annex to the curriculum with qualifying bachelor degrees” includes some undergraduate programmes that are pre-assessed as qualifying or qualifying provided that the student completes supplementary tests. 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. The university may also stipulate that the applicant must complete supplementary tests after admission.

## 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 University Programme Order:*

*The master's (candidatus) programme entitles the graduate to the title cand.merc. (candidatus/candidata mercaturae). In English: Master of Science (MSc) in Economics and Business Administration.*

### 4.3 Structure of the education

*Cf. Sections 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.*

#### 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

*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 MSc programme in Economics and Business Administration 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.

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 Change to another profile

The student may, upon application to the Academic Study Board change to another profile. The change can be made provided that it through credit transfer is possible to complete the program within the stipulated 120 ECTS. The receiving Academic Study Board ensures that there will be credit transfer for courses that have significant overlap in relation to subjects of the profile which the student is applying for.

#### 4.3.4 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.

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.

#### 4.3.5 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.*

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*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 special 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:

Goals description and formalities are stated in the course description for the master's thesis and in information on the programme web page at [www.sdu.dk](http://www.sdu.dk)

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

#### 4.3.7 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.*

*Cf. Section 25 of the Education Order*

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*The university may stipulate in the curriculum that project oriented work is to be included in the prescribed period of study for the individual master's (candidatus) programme, see section 19. Such project oriented work may take place in association with areas outside the university, either in Denmark or abroad.*

The Academic Study Board's additional provisions:

Up to 15 ECTS of the elective courses can be replaced by an internship at a company. Any project-oriented components can be carried out in the 2nd or 3rd semester. Conditions for project-oriented components are described in the course description for this activity approved by the Academic Study Board. The course description contains under "Form of instruction:" a description of the requirements for description of the project and the content and a procedure for approval of the internship contract.

*With reference to section 6.2. of this curriculum (transfer of credits)*

Up to 30 ECTS may be in the form of a study stay at a university or another university institution abroad. The stay is usually done in the 3rd semester. Students who wish to go for a study abroad must put together a program for the stay. In general, the programme for study abroad must comprise courses that can naturally be a part of the profile in which the student is enrolled in the MSc programme in Economics and Business Administration. Further, the courses must not already be included as compulsory courses. If specific profile courses are placed on the 3rd semester, or there are other requirements as regards the contents of the 3rd semester in the profile description, the programme must be in line with this. The programme must be approved by the Academic Study Board.

Detailed guidelines for study abroad will be available at [www.sdu.dk](http://www.sdu.dk).

#### 4.3.8 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.

#### 4.3.9 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.

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.

#### **4.3.10 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 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 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.

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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 *10*



## 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.*

*Cf. Section 32 of the University Programme 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 Programmes within the Area of the Ministry of Higher Education and Science (Grading Scale order).*

### 5.1 Syllabus description

Each semester the examination syllabus is published on the study programmes homepage [www.sdu.dk](http://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 conditions

*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.*

*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.*

The Academic Study Board's additional provision:

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

## 5.7 Number of examination attempts

*Cf. Section 13 of the Examination Order*

*[A passed exam may not be retaken, cf. the Grading Scale Order.](#)*

*[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.](#)*

*[A passed exam may not be retaken, cf. the Grading Scale Order.](#)*

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*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 are entitled to three attempts to pass the examination(s) that form part of the supplementary studies, unless the University has stipulated that the students are entitled to one or two examination attempts only. In the curriculum, the University lays down rules on examinations forming part of the supplementary studies, including the number of examination attempts.*

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### 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 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), or an entrepreneur.

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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.

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.

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](http://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 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 Office for Registration and Legality](#) ~~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 Study Board can decide to change the examination and assessment form. This will be announced after the registration deadline.

The Academic Study Board's additional provision:

For quarter courses in Esbjerg, the following is valid:

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

### **5.10 Internal or external tests**

*Cf. Section 22 of the Examination Order*

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

The Academic Study Board's additional provision:

Examination form for compulsory courses is described in the profile descriptions. For electives the assessment form is described in the specific course description.

### **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.*

The Academic Study Board's additional provision:

Assessment form for compulsory courses is described in the profile descriptions. For electives the assessment form is described in the specific course description.

### **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 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.

### **5.13 Supplementary exams after admission to a master programme**

*Cf. The University Programme Order section-12, Part-time Order section 15*  
*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.*

*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 in the programme. The examination(s) must document that the students have acquired the necessary academic qualifications for continued admission to the Master's programme.*

*Cf. the Examination Order. 670 of 19 June 2014, § 28 (now historical Order)*

*Apply for supplementary exams after admission 1 September 2014 and 1 February 2015*

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~~Students enrolled on a master's programme who are required to undertake supplementary studies, see the University Programme Order, 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, see the Ministerial Order on Admission and Enrolment on Master's Programmes at Universities. The examination(s) must document that the students have acquired the necessary academic qualifications for continued admission to the master's programme.~~

~~The University may stipulate in the curriculum that the supplementary studies that forms part of the supplementary studies, must be passed within 12 months after the start of the study.~~

~~Students are entitled to three attempts to pass the examination(s) that form part of the supplementary studies, unless the University has stipulated that the students are entitled to one or two examination attempts only. 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 from the above.~~

The Academic Study Board's additional provision:

Rules for supplementary exams relating to supplementary activity (from 1 February 2015) after admission to MSc programme in Economics and Business Administration can be seen in the course descriptions.

The student has two attempts to pass the examinations that are included in the supplementary activity.

### **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*

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*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.*

*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.

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

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.