

CURRICULUM
for
**Bachelor's degree in Financial Management and
Services**

Part II: Institutional Part

Commencement 15.08.18

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This curriculum must be used in combination with the national part of the curriculum (called the national part). The national part of the curriculum is the same for all academies that offer this programme, while this part of the curriculum (the institutional part) is specific to Business Academy Aarhus.

1. Overview of elective elements on the programme

Semester	Subject elements (national and institutional)	ECTS
1.	National subject element: Business understanding and products	5
	National subject element: Scientific method and philosophy of science	5
	National subject element: Communication and presentation techniques	5
	National subject element: Business Economics	10
	National subject element: Business and finance law	5
2.	National subject element: Business Economics	5
	National subject element: Microeconomics	5
	National subject element: Business and finance law	5
	National subject element: Personal financial advice and ethics	10
	National subject element: Selling - private customers (Selling 1)	5
3.	National subject element: Macroeconomics	5
	National subject element: Statistics	5
	National subject element: International financial markets	5
	National subject element: Cultural understanding	5
	National subject element: Organisation	5
	National subject element: Marketing	5
4.	National subject element: Programme specialisation A	10
	Institutional subject element: Business taxation	5
	Institutional subject element: Financial management (management accounting)	5
	Institutional subject element: Project management and sales II	5
	Institutional subject element: Sales II	5

5.	Internship	30
6.	Institutional subject element: Business development and innovation	5
	Institutional subject element: Financing and financial risk management	5
	Institutional subject element: Elective element 1	5
	National subject element: Programme specialisation B (strategy and management accounting)	15
7.	Institutional subject element: Elective element 2	5
	Institutional subject element: Elective element 3	5
	Bachelor Project	20

2. Institutional subject elements

On this programme, the institutional subject elements are weighted 45 ECTS, of which 15 ECTS are electives.

Students may also follow electives at other institutions provided that they pay for their own transportation, overnight accommodation, etc.

2.1. Project management

Content

This subject element deals with defining, planning, execution and the evaluation of agile projects, including risk management, situational leadership, organising via matrix organisations, as well as the influence on roles in teams and their functions in order to achieve high performance teams. In addition, work is done with the team's development phases, including which important points must be managed by the project manager/project staff.

The subject element also contains various project management models, including staged ones - Stage Gate and Prince2 models and iterative models, Scrum and the V-model. In addition, the subject element also includes change management in order to create an understanding of the fact that many projects transform an organisation's way of working, this includes processes, organisation and culture.



Learning objectives for project management

Knowledge

The student will gain knowledge about:

- the practice and applied theory and methods within project management
- and an understanding of the practice, theory and methodology and can reflect on the profession's practice and the application of theory and methods within project management.

Skills

The student will get the skills to:

- apply methods and tools within project management and will have to master the skills related to employment within the financial profession
- evaluate practice-orientated and theoretical issues and justify and choose appropriate solutions within project management
- communicate practice-orientated and academic project management issues and solutions for customers, partners and users in connection to project management.

Competencies

The student will learn to:

- handle complex and development-orientated situations within academic or working relationships within project management
- independently engage in academic and interdisciplinary cooperation in project management in a professional manner
- can identify their own learning needs and develop their own knowledge, skills and competencies in project management in relation to the profession.

ECTS weight

The subject element project management is weighted 5 ECTS credits.

2.2. Sales – Business customers (Sales II)

Content

The subject element Sales – Business customers focuses on the importance of the networks and personal relations in connection with personal sales and personal advice. The subject element covers the identification of various types of business customers, and how from this sales and negotiation efforts can be prioritised and planned in relation to customers, resources, products and services, forms of communication and communication media. The subject element also deals with the implementation of the different phases of sales and the identification of business customers' buying behaviour as well as business customers' different purchasing patterns and the application of CRM in sales and CRM strategies.



Learning objectives for Sales – Business customers (Sales II)

Knowledge

The student will gain knowledge about:

- the practice and applied theory and methods within selling to business customers
- and an understanding of the practice, theory and methodology and can reflect on the profession's practice and the application of theory and methods within selling to business customers

Skills

The student will get the skills to:

- apply sales and negotiating methods and tools to business customers and will have to master the skills related to employment within the financial profession
- evaluate practice-orientated and theoretical problem statements and justify and choose appropriate solutions in their role as advisory salesperson
- be able to disseminate practice-orientated and academic sales and negotiating issues and solutions to customers, business partners and users.

Competencies

The student will learn to:

- be able to handle complex and development-orientated sales and negotiation situations in relation to business customers in academic or working relationships
- independently engage in academic and interdisciplinary cooperation based on selling to business customers in a professional manner
- identify their own learning needs and develop their own knowledge, skills and competencies in relation to selling to business customers within the financial profession.

ECTS weight

The subject sales - business customers (Sales II) is weighted 5 ECTS credits.

2.3. Business taxation

Content

The subject element business taxation deals with people's and companies' tax matters, including the rules for the calculation of taxable income for people and personally-owned companies. In addition, the subject element business taxation includes tax calculations for actual people, including the use of preferential pension schemes in relation to taxation, the tax related effects of owning and relinquishing financial products and the tax effects of possessing and relinquishing real estate. The subject element also includes the companies tax conditions, the various tax models for personally-owned companies and tax write-offs.

Learning objectives for business taxation

Knowledge

The student will gain knowledge about:

- the practice and applied theory and methods within business taxation
- and an understanding of the practice, theory and methodology and can reflect on the profession's practice and the application of theory and methods within business taxation.

Skills

The student will get the skills to:

- apply taxation methods and tools and will have to master legal and tax skills related to employment within the financial profession
- evaluate practice-orientated and theoretical legal and tax issues and justify and choose appropriate solutions within business taxation
- be able to disseminate practice-orientated and academic legal and tax issues and solutions to customers, business partners and users.

Competencies

The student will learn to:

- manage complex and development-orientated situations in relations to business taxation in a work or academic context
- independently engage in academic and interdisciplinary cooperation in business taxation in a professional manner
- can identify their own learning needs and develop their own knowledge, skills and competencies within business taxation law in relation to the profession.

ECTS weight

The national subject element business taxation law is weighted 5 ECTS credits.

2.4. Management accounting

Content

This subject deals with accounting for private companies. The focus is on the company's internal accounting management. This includes theories, tools and methods for allocating the costs, preparation of calculations, strategies and budgets, as well as practical implementation.

Learning outcomes for accounting

Knowledge

The student will gain knowledge about:

- the practice and applied theory and methods within accounting
- and an understanding of the practice, theory and methodology and can reflect on the profession's practice and the application of theory and methods within accounting.

Skills

The student will get the skills to:

- apply accounting and strategic methods and tools and will have to master the skills within accounting related to employment within the financial profession
- evaluate practice-orientated and theoretical issues and justify and choose appropriate solutions in relation to accounting.
- convey practice-orientated and academic issues and solutions within accounting to customers, partners and users

Competencies

The student will learn to:

- manage complex and development-orientated situations in relation to accounting and strategy in a work or academic context
- independently engage in academic and interdisciplinary cooperation within accounting in a professional manner
- identify their own learning needs and develop their own knowledge, skills and competencies in relation to accounting and strategy management in relation to the financial profession.

ECTS weight

The subject element accounting is weighted 5 ECTS credits.

2.5. Business development and innovation

Content

The subject business development and innovation relates to the development of companies within the profession. This is based on business models and innovation types, which aim to identify improvements of existing products or processes, or totally new products or services. We work with theory and method within the field of business development, business plans and business ideas. Finally, the presentation of ideas as well as project management is dealt with.

Learning objectives for business development and innovation

Knowledge

The student will gain knowledge about

- the academic and practical part of business development and innovation as well as applied theory and method in the field of business development and innovation
- and an understanding of the practice, theory and methodology and can reflect on the profession's practice and the application of theory and methods within business development and innovation.

Skills

The student will get the skills to

- apply business development and innovation methods and tools and will have to master the skills related to employment within the financial sector such as a bachelor of financial management
- evaluate practice-orientated and theoretical within business development and innovation and justify and choose appropriate solutions
- communicate practical and academic business development and innovation issues and solutions to partners and users.

Competencies

The student will learn to:

- manage complex and development-orientated situations in relation to business development and innovation in a work or academic context
- independently engage in academic and interdisciplinary cooperation and take responsibility within the framework of professional ethics in business development and innovation as a part of the development of a financial company
- identify their own learning needs and develop their own knowledge, skills and competencies in relation to the financial profession in business development and innovation.

ECTS weight

The subject element business development and innovation is weighted 5 ECTS credits.

2.6. Financing and financial risk management

Content

The subject financing and financial risk management deals with a company's financial planning practice, theory and methods, including modern portfolio theory, such as CAPM, and financing with the company's equity. The subject also includes the company's debt policy, including the financing of commercial property, and the valuation of the company as well as merger and acquisition processes. Finally, the subject element includes financial risk management, as well as how derivative products can be used for this purpose.

Learning objectives for financing and financial risk management

Knowledge

The student will gain knowledge about:

- financing and financial risk management and on the company's practices in the field of financial planning and applied theory and methodology in finance and financial risk management
- and an understanding of the practice, theory and methodology and can reflect on the profession's practice and the application of theory and methods within financing and financial risk management.

Skills

The student will get the skills to:

- apply methods and tools and will have to master the tax law skills related to employment within the financial sector as a bachelor of financial management within financing and financial risk management
- evaluate practice-orientated and theoretical financing and financial risk management issues and justify and choose appropriate solutions in their role as advisor
- communicate practical and academic financing and financial risk management issues and solutions to partners and users.

Competencies

The student will learn to:

- manage complex and development-orientated situations in relation to financing and financial risk management in a work or academic context
- independently engage in academic and interdisciplinary cooperation and assume responsibility within the framework of professional ethics within financing as a part of customer advice
- identify their own learning needs and develop their own knowledge, skills and competencies in relation to the financial profession in financing and financial risk management.

ECTS weight

The subject finance and financial risk management is weighted 5 ECTS credits.

3. Exams on the programme

When starting on a programme element, semester, etc., the students will automatically be registered for the relevant exams. Registration for an exam means that one exam attempt has been used. This does not apply to students who are unable to attend the examination due to a documented illness or maternity/paternity leave.

It is always the responsibility of the student to ensure that they have internet access during the exam and that their computer is functional.

3.1. Overview of examinations and their timing

Time	Subject/exam	ECTS	Internal/external assessment	Assessment
1st semester	1st Internal Business understanding, methodology and theory of science as well as communication and presentation techniques	15	Internal	7-point scale
2nd semester	1st External Business economics and Microeconomics	20	External	7-point scale
	2nd External Business and finance law	10	External	7-point scale
	2nd Internal National subject element: Private economy and Selling private customers (Selling 1)	15	Internal	7-point scale
3rd semester	3rd Internal Macroeconomics, statistics and international financial markets	15	Internal	7-point scale
	4th Internal Cultural understanding, organisation and marketing	15	Internal	7-point scale
4th semester	3rd External External accounts	10	External	7-point scale
	5th Internal Management accounting	5	Internal	7-point scale
	6th Internal Business taxation	5	Internal	7-point scale
	7th Internal Project management and Sales II	10	Internal	7-point scale

5th semester	8th Internal Internship exam	30	Internal	7-point scale
6th semester	9th Internal Financing and financial risk management	5	Internal	7-point scale
	10th Internal Business development and innovation	5	Internal	7-point scale
	11th Internal Elective element 1	5	Internal	7-point scale
	4th External Programme specialisation B	15	External	7-point scale
7th semester	12th Internal Elective element 2	5	Internal	7-point scale
	13th Internal Elective element 3	5	Internal	7-point scale
	5th External Bachelor Project	20	External	7-point scale

**Information concerning times, dates and locations for the exams can be found on Study
Update**

All exams are held in English, for all international programmes, all exams are conducted in English.

3.2. Completion of the exams

In general, the following applies for all programmes in relation to when an exam has been completed or an exam attempt has been used. If there are deviations for a specific exam, they will appear in the individual exam descriptions below.

3.2.1. Pass / fail exams

If a student has not achieved the mark 02 or higher for an oral or written exam or a combination of this, the exam will not be passed and one exam attempt will have been used.

If exam project was prepared by one student and not passed, the student can choose to work further on the existing project or prepare a new project.

In the event of one student, as part of a group project, not achieving the mark 02 or above, the student can rewrite their section of the joint project, provided the exam is individualised. The student can also choose to write a new project alone, where the rules for the scope and guidelines for individually produced projects apply.

3.2.2. Project not handed in/written answers

If a student does not hand-in their exam project or a written report, one exam attempt will have been used.

The student can choose to work further on their existing project or prepare a new project.

3.2.3. Not participated in the exam/oral examination

If a student hands in their exam project or written answers, but doesn't participate in the oral exam, one exam attempt will have been used.

A new oral exam will be scheduled as soon as possible and the student will be examined in the previously handed in project.

3.2.4. Sickness and re-examinations

The specific time limits appear in each exam description.

Information about the time and place of sick/re-exams can be found on Study Update. This may be the same as the next regular exam. The student is responsible for finding out when the sick and re-exams take place.

Sick exams

A student who has been prevented from taking an examination due to a documented illness or another unforeseen circumstance will be given the opportunity to take a (illness) exam as soon as possible. If it is an exam that is scheduled in the programme's last examination period, the student will be given the opportunity to retake the exam in the same examination period or as soon as possible after.

The illness must be documented by a doctor's certificate. The Academy must receive the doctor's certificate no later than three working days after the examination. Students who become acutely ill during an exam must prove that they have been ill on that day.

If the illness is not documented according to the above rules, the student will have used one examination attempt. The student must pay the cost of the doctor's certificate. Requirements for the doctor's certificate can be found on the website under 'Worth knowing about exams'.

Re-examination

With a failed exam, or failure to appear for an exam, the student is automatically registered for the re-examination, provided that the student has an exam attempt left. The student is registered to take the exam the next time it is scheduled. The re-examination may be the same as the next regular exam.

The programme may grant an exemption from the automatic registration to an exam provided this is justified by exceptional circumstances, including documented disabilities.



3.3. Business understanding, methodology and theory of science as well as communication and presentation techniques, 1st internal, 1st semester - 15 ECTS

3.3.1. Learning objectives for the exam

The learning objectives for this exam are identical to the learning objectives for the subject business understanding (5 ECTS), scientific method and philosophy of science (5 ECTS) and communication and presentation techniques (5 ECTS).

3.3.2. The exam form and organisation including any formal requirements

At the end of the 1st semester, an individual, oral examination, based on a written project prepared in groups, will be held.

Students, in groups of 3-5 students, prepare a project corresponding to 15 standard pages including spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. The appendices will not be assessed.

A standard page equals 2,100 keystrokes including spaces and footnotes

Group projects must not be individualised. 5 days will be provided for the preparation of the project at the end of the semester. The student must choose a financial company and do a project on the company and the industry. Supervision will be provided for the preparation of the project.

The 30-minute individual, oral examination by the student is based on the group project and takes place as follows:

- 5-7 min. presentation and the broader perspective of the project
- 13-20 min. for the exam
- 5 min. for the assessment

3.3.3. Prerequisites for the exam – active attendance and submission requirements

Prerequisites to take the oral part of the exam:

- The compulsory task in communication and presentation techniques must satisfy the formal requirements and be handed-in on time (see Study Update)
- The contents of the written report must be credible.

It is a prerequisite for taking the oral exam that students confirm their responsibility for the preparation of the project with their signature, this is done when the project is uploaded in WISEflow.

3.3.4. Criteria for assessment and co-examiner

The examination has an internal co-examiner and is assessed according to the 7-point scale. The exam is assessed according to an overall assessment of the written project as well as the oral presentation. A single mark is given.

3.3.5. Completion of the exam

If the mark for the whole assessment is less than 02, the student will have to do another oral exam. A new project must not be prepared to retake the exam.

3.4. Business economics and microeconomics, 1st external, 2nd semester – 20 ECTS

3.4.1. Learning objectives for the exam

Learning objectives for this exam are identical with the learning objectives for the subject business economics (15 ECTS) and microeconomics (5 ECTS).

3.4.2. The exam form and organisation including any formal requirements

The exam consists of two parts:

- Individual 3-hour written exam in the learning objectives from business economics and
- Individual 1,5 hour written exam in the learning objectives from microeconomics.

The sub-exams are held on two separate days.

3.4.3. Prerequisites for the exam – active attendance and submission requirements

There are no prerequisites to take the exam.

3.4.4. Criteria for assessment and co-examiner

The examination has an external co-examiner and is assessed according to the 7-point scale. One mark is given according to the 7-point scale for each sub-exam, as well as a weighted mark for the exam.

The mark for each sub-exam is written on the diploma along with the weighted average mark. The exam's overall mark is calculated using a weighted average of the two sub-exams. There are weighted according to: ECTS credits – i.e 0,75 from business economics and 0,25 from microeconomics.

Both must be passed together. The mark will be rounded-up if the average is in between to marks, however, the average must be at least 2.0 before rounding-up.

3.4.5. Completion of the exam

Exam failed

If the student achieves a minimum mark of 02 in the 1st external, the student need not go to a re-examination in the subject in which the student did not achieve at least 02. For any re-exam, the marks which were at least 02 in the ordinary exams will be transferred. One exam attempt will be used in the exam or exams which are not passed.

Not participated in the exam/oral examination

If the student did not take one of the sub-exams, one exam attempt will be used for that sub-exam and the student will have to take a re-examination in that specific sub-exam.



3.5. Business and finance law, 2nd external, 2nd semester – 10 ECTS

3.5.1. Learning objectives for the exam

Learning objectives for this exam are identical with the learning objectives for the subject business and finance law.

3.5.2. The exam form and organisation including any formal requirements

The exam is an individual 3-hour written exam in the learning objectives for business and finance law.

All written aids are permitted (including the use of the internet). Communication with others is not allowed during the exam.

3.5.3. Prerequisites for the exam – active attendance and submission requirements

There are no prerequisites to take the exam

3.5.4. Criteria for assessment and co-examiner

The examination has an external co-examiner and is assessed according to the 7-point scale.

3.6. Personal financial advice and ethics as well as Selling - private customers (Selling I), 2nd internal, 2nd semester - 15 ECTS

3.6.1. Learning objectives for the exam

The learning objectives for this exam are identical with the learning goals for the subject personal financial advice and ethics (10 ECTS) as well as Selling - private customers (Selling I) (5 ECTS).

3.6.2. The exam form and organisation including any formal requirements

The exam is an individual, oral exam which is based on a written sales discussion paper prepared in groups. The students, in groups of 2-3 students, prepare a sales discussion paper before the exam consisting of a maximum of 10 standard pages, equivalent to 21,000 keystrokes including spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. The appendices will not be assessed.

No supervision will be provided during preparation of the sales discussion paper.

The oral exam

The 30-minute individual oral examination of the student includes role-playing, followed by reflection. The first part of the exam is an advisory capacity where the stages of sales are used, and where the student is the advisor and the examiners are the customers based on the student's sales discussion paper. The second part of the exam takes place as a reflection, and is based on the role-play and the sales discussion paper.

3.6.3. Prerequisites for the exam – active attendance and submission requirements

Prerequisites for the students to take the oral part of the exam:

- Hand-in a credible sales discussion paper, which satisfies the formal requirements
- hand-in the sales discussion paper on time (see Study Update).

3.6.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an internal co-examiner. One total mark is awarded based on an overall assessment of the student's written and oral performance.

3.6.5. Completion of the exam

Exam failed

If a project does not achieve the mark 02 or above, it is a fail and one exam attempt will have been used. A new sales discussion paper must not be prepared to take the exam again.

Project not handed in/written answers

If a student does not hand in their written report, one exam attempt will have been used. A new sales discussion paper must not be prepared to take the exam. If the student has not handed in a credible sales discussion on time, the student will be given a new hand-in date. Once the credible sales discussion paper has been handed in on time, a new exam date will be provided.

Not participated in the exam/oral examination

If the student does not take part in the exam, one exam attempt will have been used. Provided that the student has handed-in a credible sales discussion paper on time, the student will be signed up for the re-examination.

3.7. International financial markets, macroeconomics and statistics, 3rd Internal, 3rd semester – 15 ECTS

3.7.1. Learning objectives for the exam

Learning objectives for this exam are identical with the learning objectives for the subject international capital markets (5 ECTS), macroeconomics (5 ECTS) and statistics (5 ECTS).

3.7.2. The exam form and organisation including any formal requirements

The exam is a oral group exam, based on a written group project, and lasts 1 ½ hours.

The oral exam is conducted as follows:

- Oral examination in subject elements for 80 min.
- 10 min. for the assessment

Formal requirements for the project

Students, in groups of 4-5 students, prepare a project corresponding to 15 standard pages. A standard page equals 2,100 keystrokes including spaces and footnotes. The front page, TOC, bibliography and appendices, if any, do not count. The appendices will not be assessed.

Group projects must not be individualised. 14 days will be provided for the preparation of the project at the end of the semester. The students will receive a broad topic for the project, so broad that the students will be able to develop an independent title, and thesis statement.

Limited supervision will be provided for the preparation of the project.

3.7.3. Prerequisites for the exam – active attendance and submission requirements

Prerequisites to take the oral part of the exam:

- The project must fulfil the formal requirements and be credible and handed-in on time (see Study Update).

3.7.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an internal co-examiner.

One total mark is awarded based on an overall assessment of the student's written and oral performance.

3.7.5. Completion of the exam

Exam failed

If the student does not achieve the mark 02 or above at the exam, it is a fail and one exam attempt will have been used. A new project must not be prepared to take the exam again.

Project not handed in/written answers

If the students have not handed in a project, one exam attempt will have been used, and a project must be prepared to be able to take the re-examination. The student will be told when to hand-in.

Not participated in the exam/oral examination

If the student does not take part in the exam, one exam attempt will have been used, if the student has not handed-in a credible project on time, the student will be told when to hand-in the exam.

Once a credible project has been handed in on time, a new exam date will be provided.

If a student does not participate in the exam, one exam attempt will have been used. If the student has handed-in a credible project on time, the students will be signed up for the re-examination.

3.8. Cultural understanding, organisation and marketing 4th Internal, 3rd semester – 15 ECTS

3.8.1. 1. Learning objectives for the exam

The learning objectives for this exam are identical with the learning objectives for the subject elements cultural understanding (5 ECTS), organisation (5 ECTS) and marketing (5 ECTS).

3.8.2. The exam form and organisation including any formal requirements

The exam is held as a 30-minute individual oral examination on the basis of a question set which is drawn by the student.

Students have 30 minutes preparation time for the drawn question set prior to the oral exam.

The question set contains 1 question for each of the 3 subject elements. The questions are based on project 3. After 30 minutes of preparation, a 30-minute examination (incl. assessment) will be held.

3.8.3. Prerequisites for the exam – active attendance and submission requirements

It is a prerequisite to go to the exam that project 3 is credible and has been handed-in on time.

3.8.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an internal co- examiner.

3.9. External accounts A, 3rd external, 4th semester – 10 ECTS

3.9.1. Learning objectives for the exam

The learning objectives for this exam are identical with the learning objectives for the programme specialisation A External Accounts.

The exam form and organisation including any formal requirements

Individual 4-hour written exam.

Prerequisites for the exam – active attendance and submission requirements

There are no prerequisites to take the exam.

Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an external co- examiner.

3.10. Management accounting 5th Internal, 4th semester – 5 ECTS

3.10.1. Learning objectives for the exam

The learning objectives for this exam are identical with the learning objectives for the subject management accounting.

3.10.2. The exam form and organisation including any formal requirements

Individual 2-hour written exam.

3.10.3. Prerequisites for the exam – active attendance and submission requirements

There are no prerequisites to take the exam

3.10.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an internal co- examiner.

3.11. Business taxation 6th Internal, 4th semester – 5 ECTS

3.11.1. Learning objectives for the exam

The learning objectives for this exam are identical with the learning objectives for the subject business and finance law.

3.11.2. The exam form and organisation including any formal requirements

Individual 2-hour written exam.

3.11.3. Prerequisites for the exam – active attendance and submission requirements

There are no prerequisites to take the exam.

3.11.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an internal co- examiner.

3.12. Project management and Sales II 7th Internal, 4th semester – 10 ECTS

3.12.1. Learning objectives for the exam

The learning objectives for this exam are identical with the learning objectives for the project management (5 ECTS) and sales II (5 ECTS).

3.12.2. The exam form and organisation including any formal requirements

The exam is a oral group exam, based on a written sales discussion paper prepared in groups.

The written report

The students draw up a joint sales discussion paper in groups of 2 for a business customer with a maximum of six standard pages (1 standard page corresponds to 2100 keystrokes including spaces and footnotes). This does not include front page, table of contents, bibliography and appendices. The appendices will not be assessed.

About half of the paper should be a dedicated sales discussion and the other half must be a reflection of the process in relation to project management and the future of the sales project. No supervision will be provided during preparation of the sales paper.

The oral exam

A 45-minute (including assessment) oral examination will be held. The students must go to the oral examination in pairs of two and the two students constitute a sales team (dispensation can be given for a sales team of 3 students).

The 45-minute oral examination includes role-playing followed by the examination. The first part of the exam is a role-playing in an advisory capacity, where the students use the phases of sales in relation to a business customer. The second part of the exam is conducted as a conversation of selected professional issues with a basis in the sales discussion paper, project management is given a special focus in this part of the exam.

3.12.3. Prerequisites for the exam – active attendance and submission requirements

The sales discussion paper must be credible and handed-in on time (see Study Update).

3.12.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an internal co- examiner. One total mark is awarded based on an overall assessment of the student's written and oral performance.

3.12.5. Completion of the exam

Exam failed

If the student does not achieve the mark 02 or above at the exam, it is a fail and one exam attempt will have been used. A new project must not be prepared to take the exam again.

Project not handed in/written answers

If the students have not handed in a sales discussion paper, one exam attempt will have been used, a new sales discussion paper must not be prepared to be able to take the re-examination.

Not participated in the exam/oral examination

If the student does not take part in the exam, one exam attempt will have been used, if the student has not handed-in a credible project on time, the student will be told when to hand-in the exam.

Once a credible project has been handed in on time, a new exam date will be provided.

If the student does not take part in the exam, one exam attempt will have been used. Provided that the student has handed-in a credible project on time, the student will be signed up for the re-examination.

3.13. Internship exam 8th Internal, 5th semester – 30 ECTS

3.13.1. Learning objectives for the exam

The learning objectives for the internship exam are identical to the learning objectives for the internship as stipulated in the national part of the curriculum and are based on the individual learning objectives.

3.13.2. The exam form and organisation including any formal requirements

At the end of the internship, there is an individual oral exam which is based on an individual written report regarding an academic problem statement from the internship company, as well as the learning objectives for the internship.

The exam is an individual oral examination lasting 30 minutes which includes the assessment, and is as follows:

- 5-7 min. presentation of the internship project
- 18-20 min. discussion of the project
- 5 min. for the assessment

Formal requirements for a written project

- Front page
- Title page
- Table of contents
- Introduction, including presentation of the problem statement, thesis statement and approaches
- Background, theory, methodology, analysis, including a description of and justification for the choice of any empirical data in connection with the thesis statement
- Conclusion (keep in mind that there must be coherence between the introduction and the conclusion. The two parts should in principle be able to be understood without reading the background and analysis sections)
- Possible broader perspectives
- Bibliography (including all sources that have been referenced)

- Appendices (only include appendices essential to the report)

The report must be a maximum of 15 standard pages. One standard page is 2,100 keystrokes which includes spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. The appendices will not be assessed.

3.13.3. Prerequisites for the exam – active attendance and submission requirements

The following requirements must be met to take the exam:

- The contents of the written report must be credible. The assignment must meet formal requirements and be timely and properly submitted
- The student confirms during hand-in that they are responsible for the preparation of the internship report.

If the student does not meet the above prerequisites, the student has used one exam attempt.

3.13.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an internal co- examiner.

An overall assessment is given based on the written internship report and the oral exam. Spelling and writing skills are part of the internship report (weighted 10 per cent). A single mark is given.

Students who can document a relevant disability can apply for an exemption from the requirement that spelling and writing skills are included in the assessment. An application must be sent to the applicable head of department no later than four weeks before the exam is due to be held.

3.13.5. Completion of the exam

Exam failed

If the student does not achieve the mark 02 or above at the exam, it is a fail and one exam attempt will have been used. A new project report must be prepared to take the exam again.

Project not handed in/written answers

If the students have not handed in a project, one exam attempt will have been used, and a new project must be prepared to be able to take the re-examination.

Not participated in the exam/oral examination

If the student does not take part in the exam, one exam attempt will have been used, if the student has not handed-in a credible project on time, the student will be told a new date to hand-in their exam. Once a credible internship report has been handed in on time, a new exam date will be provided.

If the student does not take part in the exam, one exam attempt will have been used. Provided that the student has handed-in a credible internship report on time, the student will be signed up for the re-examination. A new report must not be prepared.



3.14. Financing and financial risk management 9th Internal, 6th semester – 5 ECTS

3.14.1. Learning objectives for the exam

Learning objectives for this exam are identical with the learning objectives for the subject financing and financial risk management.

3.14.2. The exam form and organisation including any formal requirements

Individual 2-hour written exam.

3.14.3. Prerequisites for the exam – active attendance and submission requirements

There are no prerequisites to take the exam.

3.14.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an internal co- examiner.

3.15. Business development and innovation 10th Internal, 6th semester – 5 ECTS

3.15.1. Learning objectives for the exam

The learning objectives for this exam are identical with the learning objectives for the subject development and innovation.

3.15.2. The exam form and organisation including any formal requirements

The exam is an oral group exam based on a written group presentation. The exam has a scope of 45 minutes, of which:

- 8-10 min. for a presentation
- 30-32 min. discussion of the project
- 5 min. for the assessment

The students have a group exam with 2-3 students together.

The students must, in groups of 2-3 students prepare a presentation with a maximum of 5 normal pages, corresponding to a maximum of 10,500 keystrokes, including spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. The appendices will not be assessed.

The paper must be based on business development and/or the innovation of a company, this is usually one of the companies from the student's internship. Supervision will not be provided for the preparation of the paper.

3.15.3. Prerequisites for the exam – active attendance and submission requirements

The following requirements must be met to take the exam:

- The content must be credible.
- The assignment must meet formal requirements and be timely and properly submitted



3.15.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an internal co-examiner. An overall assessment of the student's written and oral performance will be made.

3.16. Elective element 1, 11th Internal, 6th semester – 5 ECTS

3.16.1. Learning objectives for the exam

The learning objectives for the exam are identical to the learning objectives for elective element 1. The electives catalogue with the learning objectives can be found on our website.

3.16.2. The exam form and organisation including any formal requirements

The exam form can be found in the electives' catalogue on Study Update.

3.16.3. Prerequisites for the exam – active attendance and submission requirements

There are no prerequisites to take the exam.

3.16.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an internal co-examiner.

3.17. Programme specialisation B, 4th external, 6th semester – 15 ECTS

3.17.1. Learning objectives for the exam

The learning objectives for this exam are identical with the learning objectives for the programme specialisation B management accounting.

3.17.2. The exam form and organisation including any formal requirements

The exam is an oral exam based on an individually prepared written product. A case will be presented WISEflow 72 hours prior to the oral examination, which the student must prepare in advance of the oral exam. The product of this home preparation must be the basis for decision-making in the form of 3 PowerPoint slides with an underlying analysis and calculation in relation to the given issue in case. The student must present the 3 PowerPoint slides at the exam.

The individual oral exam is 30 minutes and includes:

- 5-minute presentation of the basis of the decision-making
- 20-minute exam of the underlying conditions
- 5-minute assessment.

Formal requirements for the written product

A presentation with max 3 PowerPoint slides as well as an appendix containing all the relevant, underlying analyses and the basis for decision-making must be uploaded to WISEflow, however, max 5 pages of appendices. Material that has not been uploaded to WISEflow before the submission deadline, cannot be included in the subsequent oral examination and thus will not be part of the

assessment of the presentation. The hand-in deadline will appear in the activity plan on Study Update.

3.17.3. Prerequisites for the exam – active attendance and submission requirements

The presentation and appendices must be credible and handed-in via WISEflow.

3.17.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an external co-examiner. An overall assessment of the student's written and oral performance will be made.

3.18. Elective element 2 12th Internal, 7th semester – 5 ECTS

3.18.1. Learning objectives for the exam

The learning objectives for the exam are identical to the learning objectives for elective element 2. The electives catalogue with the learning objectives can be found on our website.

3.18.2. The exam form and organisation including any formal requirements

The exam form can be found in the electives' catalogue on Study Update.

3.18.3. Prerequisites for the exam – active attendance and submission requirements

There are no prerequisites to take the exam.

3.18.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an internal co-examiner.

3.19. Elective element 3 13th Internal, 7th semester – 5 ECTS

3.19.1. Learning objectives for the exam

The learning objectives for the exam are identical to the learning objectives for elective element 3. The electives catalogue with the learning objectives can be found on our website.

3.19.2. The exam form and organisation including any formal requirements

The exam form can be found in the electives' catalogue on Study Update.

3.19.3. Prerequisites for the exam – active attendance and submission requirements

There are no prerequisites to take the exam.

3.19.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an internal co-examiner.

3.20. Bachelor project, 5th external, 7th semester – 20 ECTS

3.20.1. Learning objectives for the exam

The learning objectives for the exam are identical with the learning objectives for the bachelor's project, see the national part of the curriculum.

3.20.2. The exam form and organisation including any formal requirements

The exam is an individual, oral examination based on the written project. The oral exam consists of 45 minutes and includes the following:

- 40 min. discussion of the bachelor project
- 5 min. for the assessment

Formal requirements for the written product

The project, which constitutes the written part of the exam, must include:

- Front page
- Table of contents
- List of appendices
- Introduction (purpose, thesis statement, delimitation and methodology)
- Analytical work/problem discussion, results and action plan/recommendations
- Conclusion
- Executive summary (i.e. summary in English, approx. 1 standard page)
- Bibliography
- Appendices, if any

The Bachelor project's written part can be prepared individually or in groups of two or three (maximum) students.

For two or more students collaborating on the project:

If two or three students collaborate on the project, the thesis statement and the written report should provide a more detailed and in-depth discussion of the chosen topic. The report must include sections written individually and sections which are the outcome of collaborative work.

The individual sections must consist of one or more sections in the report prepared by each student in the group and state the name of that student. Efforts should be made to ensure that the individually prepared sections have the same length.

As a minimum, the jointly prepared sections should contain the following:

- Introduction
- Section with thesis statement
- Definition and methodology
- Section presenting the conclusion
- Section presenting final comments and considering the conclusions in a broader context

It must be clearly stated which sections are jointly prepared sections and which are individually prepared sections, with specification of the author(s) of each section. More than the above-mentioned sections may be jointly prepared sections, but the total scope of the jointly prepared sections cannot exceed half the length of the report.

Scope of the bachelor project

Max. 40 standard pages for individually prepared projects

Max. 70 standard pages for projects prepared by two students in collaboration

Max. 90 standard pages for projects prepared by three students in collaboration

A standard page equals 2,100 keystrokes including spaces and footnotes. The front page, TOC, bibliography and appendices, if any, do not count. The appendices will not be assessed.

3.20.3. Prerequisites for the exam – active attendance and submission requirements

The following requirements must be met to take the oral part of the exam:

- The bachelor's project must be credible and
- fulfil the formal requirements of bachelor project (see the national part of the curriculum) and
- be handed-in on time, in accordance with the activity plan, which is available on Study Update.

If the above prerequisites are not met, one exam attempt will have been used.

The exam can only be taken after the final internship examination and all other exams of the programme have been passed.

3.20.4. Criteria for assessment and co-examiner

The exam is assessed according to the 7-point scale and has an external co-examiner.

One total mark is awarded based on an overall assessment of the student's written and oral performance.

4. Rules for the completion of an internship

In the internship, the students must work with professionally relevant issues and obtain knowledge of the relevant business functions. The correlation between the theoretical teaching and the internship is the starting point for the student's goals for the internship.

Based on the learning objectives of the internship, see the joint part of the curriculum, the students and the supervisor/contact person from the company, must jointly establish concrete goals for the student's internship period.

The objectives must be written down and kept in the student's internship portal. These will then be the guidelines for the planning of the student's work during the internship, including the preparation of the internship report.

The internship is generally considered equivalent to a full-time job and should reflect the requirements for work performance, commitment and flexibility that graduates could expect to meet in their first jobs.

Work experience can be organised as flexible and differentiated and can form the basis for the student's work on their bachelor project.

During the internship, the student will have a supervisor from the programme and a contact person in the company. Together, the internship company and the student determine the learning objectives to be attained by the student during the internship period, these must be based on the learning objectives found in the third part of the national part of the curriculum and which will subsequently provide the basis for the company's planning of the student's work. The learning objectives for each student must be approved by the Academy.

The internship period is 20 weeks and concludes with an exam based on a written report. See also section 3 concerning the description of the programme's exams.

The internship is generally considered equivalent to a regular full-time job (37 hours per week) and should reflect the requirements for work performance, commitment and flexibility that graduates could expect to meet in their first jobs.

5. The programme parts that can be completed abroad

5.1. The programme parts and rules for prior credit approval

The programme is modular; this means that it is possible for a student to take a semester abroad, just as it is possible for foreign students to study one semester in our programme. An internship can also take place abroad.

It is also possible to take one or more of the elective subject elements 1-3 on the programme's 6th and 7th semester as a summer school stay abroad.

The students can, after applying for a programme's prior credit approval, take each individual programme component abroad.

Upon approval of the prior credit approval, the programme element is considered completed if it is passed according to the rules of the programme.

With prior credit approval for study abroad, students are required to document each approved and completed programme component when their exchange programme is completed. In connection with the application for prior credit approval, the students must give permission to the institution to obtain any required information after the completion of their studies.

The Academy has a wide network of partners abroad and the Academy's International Office can assist students who wish to take part of their programme abroad. International Office can be

contacted for further information, and information about specific opportunities. It should be noted, however, that a lot of work is required by the individual student if they wish to study abroad. It is up to the individual student to investigate available subjects for study abroad at the desired university, etc. The International Office can help with advice etc. but will not do any detailed planning. This is the student's own responsibility.

5.2. Exams abroad

Subjects on the 3rd semester

The student must take their exams at a partner institution abroad. All costs must be covered by the student. If the student does not achieve results equivalent to a pass, it is the student's responsibility to get a re-exam scheduled and to take the exam at the partner institution. Any costs for this are at your own expense.

Bachelor Project

Business Academy Aarhus appoints a supervisor – and the report must be submitted and examined as explained in the national part of the curriculum in the section 'Requirements for the Bachelor project'.

5.2.1. Rules for examinations abroad

For a description of the rules for conducting exams abroad, please refer to the section with useful tips on examinations on baaa.dk This also describes the costs involved if the examination is held abroad.

6. Requirements for written assignments and projects

For all exams, etc., a standard page is defined as 2100 keystrokes including spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. The appendices will not be assessed.

The requirements on the scope of written assignments and the correlation between the number of members of a group and the scope of projects are specified in the description of the individual exams.

Hand-in of written assignments and projects as part of an exam take place in WISEflow, unless otherwise stipulated.

6.1. What effect do spelling and writing skills have on the assessment?

In the assessment of projects and exams, in addition to the academic content, the student's spelling and writing ability is also important (weighted 10 per cent). The assessment reflects an overall assessment of the academic content as well as writing and spelling ability.

Students who can document a relevant disability can apply for an exemption from the requirement that spelling and writing skills are included in the assessment. The application must be sent to the

programme, addressed to the head of the programme no later than four weeks before the exam is due to be held.

7. The use of aids and assistance

During exams, all aids and assistance, including electronic devices, are allowed, unless a ministerial order or curriculum for the specific programme specifies restrictions for use.

Any rules for limitations in the use of aids will be apparent from the description of the individual exam.

8. Special exam conditions

The Academy offers special exam conditions for students with physical or mental impairments when students apply for this, and when the Academy considers that it is necessary to equate these students with other students in an exam situation.

Students may therefore, where this is justified by physical or mental disabilities, apply for special exam conditions. Applications must be submitted to the programme four weeks before the exam. Application requirements will be waived in cases of sudden health problems. The application must be accompanied by a doctor's certificate, a report from a speech, hearing, dyslexic or blind institution or by any other documentation that indicates a doctor's condition or relevant disability.

Applications for permission to bring any additional assistance must be submitted to the programme four weeks before the exam is held.

9. Cheating including the use of own and others' work (plagiarism)

Projects and other material for examinations must be prepared by the students themselves.

Upon the submission of written answers as well as physical and electronic submissions, the examinee confirms that the assignment/answers have been prepared without wrongful assistance.

9.1. Cheating and disruptive behaviour during exams

Cheating on tests and exams is covered by the Ministerial Order on Tests and Examinations in Professionally Orientated Programmes (the Examination Ministerial Order).

If a student cheats on an exam, the student will be expelled from the exam.

If the cheating occurs under aggravated circumstances, the student can be expelled from the programme for a shorter or longer period. With expulsion for cheating under aggravated circumstances, a written warning will be given stating that repetition could lead to a permanent expulsion from the programme.

Cheating is for instance:

- Improperly receiving help during an exam
- Improperly giving help to others during an exam
- To pass someone else's work off as your own (plagiarism - see <http://en.stopplagiat.nu/>)
- To use previously assessed work without a reference
- To use assistance which is not allowed for the exam in question

Expulsion from an exam for cheating means that the mark will be annulled and that one examination attempt has been used by the student.

If a student exhibits **disruptive behaviour** during an exam, the Academy can expel the student from the exam. In less severe cases, the Academy will only give a warning.

Expulsion can also occur once the exam has been held.

Presumption of cheating, including plagiarism during and after the exam

If during or after an exam, there is a suspicion that an examinee:

- Improperly obtained or provided help
- Has passed somebody else's work off as their own (plagiarism)
- Has used previously assessed work or parts thereof without reference (plagiarism)

this must be reported to the programme's head of department.

Business Academy Aarhus conducts systematic digital plagiarism control.

9.2. The process of clarification of exam cheating, including plagiarism

Postponement of the exam

If the report of cheating is plagiarism etc. in a written assignment, where this forms the basis of assessment with a subsequent oral examination, the head of the department must postpone the exam if it is not possible to determine whether plagiarism has taken place before the date of the exam.

Format and content of the report

The report must be submitted without undue delay as soon as there is a suspicion that cheating in an exam has occurred. The report must include a written presentation of the case, which includes information that can identify those incriminated, as well as a brief explanation and documentary evidence of the allegation. If one or more of the reported people are repeat offenders, this should be disclosed.

When reporting plagiarism, the plagiarised parts must be marked with a clear reference to the sources that have been plagiarised. The plagiarised text must also be marked in the source text.



Involvement of the examinee – consultation of affected parties

The head of the programme determines whether the consultation with the student happens orally, in writing or a combination thereof.

For an oral consultation, the examinee is summoned to an interview which aims to shed light on the case. The aim here is to present documentation of the suspected cheating to the student and to hear the student's side. The student has the right to have a representative accompany them to this meeting.

For the written consultation of interested parties, the documentation for the suspected cheating is sent to the student in order to request a written statement.

Sanctions for cheating and disruptive behaviour during an exam

If, after having the case explained, the head of department can confirm the suspicion of cheating, and if the action has or could have an impact on the assessment, the examinee must be expelled from the exam by the head of department.

In less severe cases, a warning is given first.

The student may not attend classes or take any examinations during their period of expulsion. With expulsion for cheating under aggravated circumstances, a written warning will be given stating that repetition could lead to a permanent expulsion from the programme.

Expulsion from an exam for cheating means that the mark will be annulled, and that one examination attempt has been used by the student.

The student may not participate in a sick/re-exam but must wait until the programme's next ordinary exam.

The student may not attend classes or take any examinations during their period of expulsion.

Complaints

The decision to expel and that an examination attempt has been used due to cheating is final and cannot be appealed to a higher administrative authority.

Complaints about legal issues (for example incapacity, consultation of interested parties, appeal guidelines, whether the Ministerial Order of Examinations has been interpreted correctly, etc.) may be submitted to the Ministry of Higher Education and Science. The complaint must be submitted to the Academy and must be addressed to the head of the programme, who must then submit a report that the complainant has the opportunity to comment on, usually within a period of one week. The Academy then sends the complaint, the report and the complainant's comments (if any) to the Ministry of Higher Education and Science. The deadline for complaints to the institution is two weeks from the day the decision was communicated to the complainant, cf. Ministerial Order on examinations.

10. Complaints regarding exams and the appeals of decisions¹

10.1. Complaints regarding exams

It is recommended that the examinee should get guidance from a student and career counsellor for the appeal procedure and for the preparation of a complaint.

The rules for exam complaints can be found in section 10 of the Ministerial Order on Examination Regulations.

In the Ministerial Order of Examinations, complaints are distinguished as either based on the

- the basis of the examination etc., the exam procedure and/or the assessment or
- complaints concerning legal matters.

The two kinds of complaints are handled differently.

10.2. Complaints about the basis of the examination etc., exam procedure and assessment

An examinee may submit a written and substantiated complaint within a period of two weeks after the exam has been announced in the usual way. Complaints can relate to:

- the basis of the exam, including exam questions, assignments, etc., as well as its relationship to the educational goals and requirements
- the exam procedure
- Assessment.

A student can complain about all exams, including written, oral and a combination thereof, as well as practical or clinical exams.

The complaint must be sent to the quality department via the complaint form on www.baaa.dk.

The process after a complaint is received is that the complaint is immediately submitted to the original examiners, i.e. the examiner and co-examiner for the examination. The opinions of the examiners will form the basis of the Academy's decision regarding academic issues. The Academy will usually decide on a deadline of two weeks for the submission of their opinion.

Immediately after the examiners' opinions are made available, the complainant has the opportunity to comment on the decision, usually with a week's deadline.

The Academy's decision is based on the complaint, the examiners' academic opinion and any possible comments the complainant may have regarding the report.

The Academy's decision must be in writing, and can be as follows:

- provision for a new assessment (reassessment)-only for written exams

1. See Ministerial Order for Examinations chp 10

- provision for a new exam (re-examination)
- that the student's complaint has been dismissed.

Should it be determined that a reassessment or re-examination will be offered, the head of department must appointment new examiners. Reassessment can only be offered for written exams where there is material for assessment; this is because the new examiners cannot (re) assess an already held oral examination and the original examiners' notes are personal and may not be disclosed.

If the decision is an offer for reassessment or re-examination, the complainant must be advised that a reassessment or re-examination could result in a lower mark. The student must, within a period of two weeks after the decision has been made, either accept or reject the offer. The decision is binding and may not be changed, and if the student does not accept the offer within the time limit, the reassessment or re-examination will not take place.

The reassessment or re-examination must take place as soon as possible.

With a reassessment, the examiners must submit all relevant documents i.e. the exam, the answer/s, the complaint, the original examiners' opinion along with the complainant's remarks as well as the Academy's decision.

The examiners will then notify the Academy of the outcome of the re-assessment, including a written justification and the assessment criteria.

Exam shortcomings

If it has been decided that a new assessment will be made or if there is an offer of a re-examination, the decision will be binding for all the examinees whose exams have the same shortcomings as the subject of the complaint.

The complaint must be sent via the complaint form on www.baaa.dk within two weeks (14 calendar days) after the evaluation of the exam in question has been announced. If the deadline falls on a public holiday, the first working day thereafter is the deadline.

A dispensation from the deadline can be granted if there are exceptional circumstances.

10.3. Appeals and legal issues

The complainant can appeal the Academy's decision regarding any academic issues to an appeals' board. The appeal board's activities are covered by the Public Administration Act, which includes incapacity and confidentiality.

The appeal must be sent to complaints@baaa.dk.

The deadline for an appeal is two weeks after the student has been informed of the decision. The same requirements as mentioned above under complaint (in writing, with reasons, etc.) also apply to the appeal.



The appeals board consists of two external examiners appointed by the chair of external examiners, as well as a lecturer eligible to examine, and a student within the same field of study (programme), they are both appointed by the head of department.

The appeals board makes a decision based on the original material that formed the basis for the Academy's decision and the student's substantiated appeal.

The board deals with the appeal and the resultant decision can be as follows:

- provision for a new assessment by new examiners, though this is only a possibility with written exams
- provision for a new examination (re-examination) by new examiners
- that the student's appeal has been unsuccessful.

If the decision is an offer for reassessment or re-examination, the complainant must be advised that a reassessment or re-examination could result in a lower mark. The student must, within a period of two weeks after the decision has been made, accept or reject the offer. This decision is binding and may not be changed.

If the student does not accept the offer within the time limit, the reassessment or re-examination will not take place.

The reassessment or re-examination must take place as soon as possible.

With a reassessment, the examiners must submit all relevant documents i.e. the exam, the answer/s, the complaint, the original examiners' opinion along with the complainant's remarks as well as the Academy's decision.

Appeals must be decided within two months – for summer exams, within three months – after the appeal has been filed.

The appeal board's decision is final, which means that the case cannot be appealed to a higher administrative authority with regard to the academic part of the complaint.

10.4. Complaints concerning legal matters

Complaints concerning legal issues in the decisions made by the examiners for the reassessment or re-examination or the appeal board's decision must be submitted to Business Academy Aarhus within a period of two weeks from the day the decision is communicated to the complainant.

Complaints concerning legal issues in the decisions taken by the Academy in accordance with a Ministerial Order (for example, incapacity, whether the Ministerial Order of Examinations has been interpreted correctly, etc.) may be submitted to the Academy who must submit a report that the complainant has the opportunity to comment on within a period of normally one week. The Academy then sends the complaint, the report and the complainant's comments (if any) to the Ministry of Higher Education and Science. The deadline for submission of the complaint to the Academy is two weeks (14 calendar days) from the day the decision was communicated to the complainant.

11. Indication of applied teaching and work methods

Teaching at the Business Academy Aarhus is based on our educational platform.

This means that teaching is based on appropriate business practices and connects theory with practice. Problems from different types of companies working within the industries relevant to the programme will be involved.

The teaching will be organised to provide variation. This will be achieved by group teaching, project work, interdisciplinary cases, group work, guest lectures and company visits. Lectures can occur to a limited degree. The different learning styles will, above and beyond the subject matter, also develop the students' ability to work both independently and to collaborate with others.

Teaching can be planned so that foreign languages are included in the teaching material and teaching. Additionally, the teaching will support the development of the student's IT skills.

12. Rules for credit for subject elements

12.1. Credit for subjects covered by the curriculum's institutional part

Indication of any prior credit approval for the credit of programme elements covered by the curriculum's institutional part.

Passed institutional programme elements are equivalent to the corresponding elements at other educational institutions that offer this programme or other programmes that contain the relevant programme elements.

12.2. Prior credit approval

Students may apply for prior credit approval. For prior credit approval of studies in Denmark or abroad, students are required to document each approved and completed programme element on the completion of these studies. In connection with the application for prior credit approval, the students must give permission to the institution to obtain any required information after the completion of their studies.

Upon approval of the prior credit approval, the programme element is considered completed if it is passed according to the rules of the programme.

13. Rules for the student's duty to participate in the programme

To ensure the programme's learning objectives and goals can be achieved, and that the teaching methods work, you can see below precisely which programme elements require active attendance along with the respective rules for this active attendance:

- hand-in/presentation of assignments/projects

- compulsory attendance in terms of physical presence

ACTIVE ATTENDANCE ON THE BACHELOR PROGRAMME IN FINANCE INCLUDES:	
Compulsory attendance at external lectures and company visits. If the student is prevented from meeting due to illness, the student must notify student administration.	
1st SEMESTER	<ul style="list-style-type: none"> • 1 compulsory assignment in communication and presentation techniques • A written report must be prepared and handed-in for the subjects: Business and finance law and business economics • Active attendance for the oral presentation in project 1 • Active attendance in the mock exam in business and finance law and business economics • Active attendance for the study trip to Copenhagen
2nd SEMESTER	<ul style="list-style-type: none"> • A written report must be prepared and handed-in for the subjects: Business and finance law, business economics and microeconomics. • Active attendance in the oral presentation in the subjects Selling: private customers (Selling I) as well as personal financial advice. • Active attendance in the mock exam in business and finance law, microeconomics and business economics.
3rd SEMESTER	<ul style="list-style-type: none"> • Active attendance in the project concerning the international module. • Project 3 cultural understanding, organisation and marketing.
4th SEMESTER	<ul style="list-style-type: none"> • Active attendance in the mock exam management accounting. • Active attendance in the mock exam business taxation. • 1-2 written reports must be prepared and handed-in for the subjects: Business taxation, management accounting and programme specialisation A
6th SEMESTER	<ul style="list-style-type: none"> • Active attendance in an oral presentation in business development and innovation • 1 written report must be prepared and handed-in for the subjects: Financing and financial risk management as well as programme specialisation B

The programme will offer help and guidance as early as possible, if a student does not comply with the obligation to participate.

Compulsory attendance and any active attendance requirements, which are prerequisites to participate in any exams, are indicated in the description of each individual exam.

14. Criteria for the evaluation of study activity

Enrolment can be terminated for students who have not been active on a programme for a continuous period of at least one year.

Study activity is therefore defined as follows, students must have **within the last 12 months**:

- participated in the programme's exams
- fulfilled their obligation to participate in any kind of activity, which is included as part of the programme, including group work, joint projects, remote learning, etc. as stipulated in this curriculum
- handed in, as stipulated in this curriculum, the tasks, reports, (learning) portfolios, etc., which are prerequisite requirements for participation in exams, and that they have credible content, and have not handed in material that others have copyright to
- been present for activities with compulsory attendance, as stipulated in this curriculum

Failure to meet one or more criteria in the definition of study activity can lead to the student's enrolment being terminated.

Periods during which the student has not been active due to leave, maternity/paternity leave, adoption, a documented illness or military service do not count. The student may be required to provide documentation for these circumstances.

The programme may grant exemptions from these provisions if there are exceptional circumstances. The exemption application must be sent to the head of department.

Prior to the student's enrolment being brought to an end, the student will be advised of this in writing. In connection with this, the student must be made aware of the rules above. The letter to the student must make it apparent that the student has 14 days to submit an application of exemption and evidence that the lack of activity on the programme should not count.

If the student has not responded within the time limit, their enrolment will be terminated.

If the student requests that their enrolment not be terminated, termination is delayed until the case has been decided by the head of the programme.

The student can complain about the decision to the pro-rector within two weeks of receipt of the decision. The complaint will delay any further action. If the pro-rector upholds the decision, the student may appeal to the Ministry of Higher Education and Science within two weeks of receipt of the decision with respect to any legal issues.

Rules about the exams, which the students according to the Ministerial Order for Examinations should have participated in before the end of the 2nd semester and passed before the end of the 3rd semester, and where the Ministerial Order for this programme has fixed time limits for completion of the programme, apply irrespective of the above rules.



Study activity and SU

If you start on a new higher education programme on 1 July 2016 or later and get SU while you are studying, you cannot postpone your programme for more than 6 months (equivalent to 30 ECTS) in proportion to the number of months you have had SU for your programme. If the student postpones their programme for more than 6 months, SU will be stopped.

For students that started on the programme before 1 July 2016, the previous rules apply, i.e that you can postpone your programme with up to 12 months before your SU will be stopped.

As an educational institution, we continuously check the students' study activity. Read more about the SU rules on su.dk. (in Danish only)

15. Requirements concerning a foreign language

Teaching on the programme will be mostly in English, however, parts of the teaching could be in Danish, for example some text books or guest lecturers etc.

No additional knowledge of a foreign language is required, other than what is stated in the admission requirements

16. Rules of exemption

If warranted by exceptional circumstances, the Academy may deviate from what has been stated in this curriculum. The various institutions must cooperate in order to have a homogenous dispensation policy.

17. Commencement and transitional schemes

Commencement

This part of the institutional curriculum is valid from 15.08.2018 and is valid for all students, this means students that are already enrolled, and students enrolled after this date.

At the same time, the institutional part of the curriculum from 2017 is no longer valid.

Transitional scheme

Exams started before 15.08.2018 must be completed according to the previous curriculum no later than 31 January 2019.

18. Legal basis

The following current legislation applies to the programme:

- Ministerial Order no. 153 from 27/02/2018: Ministerial Order for Academies of Professional Higher Education
- Ministerial Order no. 986 from 18/08/2017: Ministerial Order for Academy Profession degree programmes and Bachelor degree programmes (LEP law).
- Ministerial Order no. 1014 from 02/07/2018: Ministerial Order for technical and commercial business academies and professional bachelor courses
- Ministerial Order no. 1500 from 02/12/2016: Ministerial Order for examinations in higher educational business programmes
- Ministerial Order no. 1495 from 11/12/2017: Ministerial Order for admission to business academies and professional bachelor courses
- Ministerial Order no. 114 from 03/02/2015: Ministerial Order for marking scales and other assessment criteria

The applicable laws and ministerial orders are available on www.retsinfo.dk (in Danish only).