
Curriculum 2014-2018

Financial Management and Services

FIMA



Table of contents

1. Scope of the curriculum	4
1.1. Commencement of the curriculum	4
1.2. Transitional schemes	4
1.3. Timing of the programme elements	4
2. Elective programme elements	4
2.1. Advanced statistics	4
3. Rules for the completion of an internship	5
4. Applied teaching and work methods	6
5. Internationalisation	6
5.1. Education abroad	6
5.2. Examinations abroad on the 3rd semester	7
5.3. Examinations abroad on the 7th semester	8
5.4. Rules for examinations abroad	8
6. Exams in the programme	8
7.1. Overview of examinations and their timing	9
7.2. Compulsory programme element 1: Exam in Business understanding, scientific method and philosophy of science and communication, 1st semester (1st internal)	10
7.3. Compulsory programme element 2: Exam in Business economics and Microeconomics, 2nd semester (1st external)	11
7.4. Compulsory programme element 3: Exam in Business and finance law, 2nd semester (2nd external)	11
7.5. Compulsory programme element 4: Exam in Personal finance advising and ethics and Sales I, 2nd semester (2nd internal)	12
7.6. Compulsory programme element 5: Exam in Macroeconomics, Statistics and International capital markets, 3rd semester (3rd internal)	13
7.7. Compulsory programme element 6: Exam in cultural understanding, organisation and marketing, 3rd semester (4th internal)	13
7.8. Compulsory programme element 8: Exam in Business tax and Corporate financial planning, 4th semester (5th internal)	14
7.9. Compulsory programme element 9: Exam in Project management and Sales II, 4th semester (6th internal)	15
7.10. Compulsory programme element 7: Exam in Trade Specialisation A, 4th semester (3rd external)	16
7.11. Internship, 5th semester (7th internal exam)	17
7.12. Compulsory programme element 10: Exam in Business development and innovation, 6th semester (8th internal)	18
7.13. Compulsory programme element 11: Exam in Financing and Financial risk management, 6th semester (9th internal)	19
7.14. Compulsory programme element 12: Exam in Study Programme B, 6th semester (4th external)	19
7.15. Bachelor project, 7th semester (5th external)	20

The exam is placed at the end of the 7th semester. Detailed information on the time and place can be found on Fronter. 20

8. **Requirements on written assignments and projects** 21

9. **Requirements on the bachelor project**..... 21

10. **The use of aids and assistance** 21

11. **Special Exam Conditions** 21

12. **Sick and re-examinations** 22

13. **The language used for exams** 22

14. **Cheating including the use of own and others' work (plagiarism)** 23

14.1. **Cheating and disruptive behaviour during exams**..... 23

14.2. **Presumption of cheating, including plagiarism during and after the exam** .. 24

14.3. **The process of clarification of cheating, including plagiarism**..... 24

15. **Other rules for the programme**..... 26

15.1. **Credit transfers for subjects included under the curriculum's institutional part** 26

15.2. **Prior credit approval**..... 26

15.3. **Active participation and compulsory attendance**..... 26

15.4. **Criteria for the evaluation of study activity**..... 27

16. **Complaints regarding exams and the appeal of decisions**..... 28

16.1. **Complaints regarding exams** 28

16.2. **Appeal** 30

16.3. **Complaints concerning legal matters.** 31

17. **Rules of exemption** 31

18. **Approval** 31

1. Scope of the curriculum

1.1. Commencement of the curriculum

This joint national part of the curriculum is valid from 1 September 2014 and applies to present and future students signing up for this programme and exams taking place on the mentioned date or later.

This joint national part of the curriculum replaces the 2013 version, which will not be effective from 31 August 2014. However, any exams commenced before 1 September 2014 must be completed according to the previous joint national part of the curriculum, by 31 August 2014 at the latest.

1.2. Transitional schemes

This curriculum replaces earlier versions of the curriculum effective from 31 August 2014.

1.3. Timing of the programme elements

The timing of all programme elements and exams is indicated in the chapter "Overview of exams" in the joint national part of the curriculum.

2. Elective programme elements

The purpose of the elective elements is to offer the students an opportunity of an individual profile on their education through academic immersion. A number of elective programme elements are offered each year and are listed on Fronter. Students may also follow electives at other institutions provided that they pay for their own transportation, overnight accommodation, etc.

It is important for students to carefully consider which elective element to choose, as credit transfers to other programmes of higher education may be conditional upon the completion of particular elective elements of the Bachelor of Financial management and service programme. This applies for instance to further education in the M Sc(Econ) programme at Aarhus University.

An overview of credit transfers from the Bachelor of Financial management and service programme to the M Sc(Econ) programme can be found on Business Academy Aarhus' website.

2.1. Advanced statistics

Weight: 5 ECTS

Placement: 6th semester

Content

Students are given a more in-depth knowledge of probability calculations and probability distributions as a basis and precondition for the methods acquired in the subject of statistics. The purpose of this unit is to enable students to use statistical theory to autonomously analyse and evaluate financial issues of a business economic, macroeconomic or microeconomic nature.

Learning objectives

Knowledge and understanding

The student will gain:

- Knowledge about advanced application of statistical theory and methods
- Knowledge about the application of random sample theory and goodness of fit testing, including for contingency tables, and one-way variance analysis

Skills

The student will get the skills to:

- Perform probability calculations for stochastic variables/probability distributions
- Apply and evaluate a variety of data collection methods and communicate the conclusions
- Perform point and range estimations and define and perform hypothesis testing on stratified samples and apply, evaluate and communicate the results
- Define and perform goodness of fit tests, including for contingency tables, and apply, evaluate and communicate the results
- Perform one-way variance analysis, including definition of hypotheses, and apply, evaluate and communicate the results

Competencies

The student will learn to:

- Autonomously evaluate various data collection methods
- Autonomously process and analyse stratified random samples using IT with a view to performing point and range estimation and hypothesis testing
- Autonomously process and analyse random sample information using IT with a view to performing goodness of fit testing, including for contingency tables
- Autonomously process and analyse random sample information using IT with a view to performing one-way variance analyses
- Autonomously join multidisciplinary collaborative efforts dealing with analyses and development-orientated projects that make use of the above advanced statistical methods.

Assessment criteria

The exam is assessed according to the 7-point scale. The learning objectives for the programme element are identical to those of the exam.

The exam is an individual 2-hour written internal exam.

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

The exam will be held in English

3. Rules for the completion of an internship

In the course of the internship, students will deal with professionally relevant issues, obtaining knowledge of relevant business functions. The correlation between the theoretical teaching and the internship constitutes the basis for the student's objectives with the internship.

Based on the learning objectives for the internship - see the joint national part of

the curriculum – the student, an internship supervisor from the programme and a contact person from the company work together to determine the specific objectives of the student's internship.

These objectives will be noted in writing and posted to the student's internship portal. This will set the direction of the subsequent organisation of the student's work during the internship period. The internship period is considered equivalent to a full-time job and should reflect the requirements on working time, work performance, commitment and flexibility that graduate Bachelors of financial management and service should expect to face in their first jobs.

The internship period is 5 months without any other holidays than public holidays, and concludes with an exam based on a written report. Please refer also to section 7 for a description of the programme's exams.

The internship process may be flexibly and individually organised and may provide the basis for the students' work in the main bachelor project.

4. Applied teaching and work methods

The Bachelor of financial management and service programme applies a broad range of teaching methods which together support the above and promote the achievement of the learning objectives described in this curriculum.

Throughout the programme, there is a clear progression in the forms of learning, in that they advance from knowledge-orientated and teacher-controlled to problem-orientated and participant-controlled teaching.

The teaching is furthermore based on relevant business practice and combines practice and theory. The teaching involves problems from the different types of enterprises working within the financial sector. In addition, the students work with financial management in private and public companies.

Teaching will be diversely structured. This will be achieved by group teaching, project work, interdisciplinary cases, theme work, guest lectures and company visits. 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 IKT skills.

5. Internationalisation

5.1. Education abroad

The programme is modular, this means that it is possible for a student to take the 3rd semester abroad, 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 elective subject C in the programme's 7th semester abroad as part of a summer school visit.

For details of the specific opportunities, please contact the International Office.

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

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 applying for prior credit approval, the students give permission that the institution can obtain the necessary information after the student's completion.

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

The Business Academy has a wide network of partners abroad and the Academy's International Office can assist students who wish to take part of their education abroad. The International Office can be contacted for further information. 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. International Office can help with advice etc. but will not do any detailed planning. This is the student's own responsibility.

5.2. Examinations abroad on the 3rd semester

The student must do all their examinations at the partner institution abroad. The student must document all learning from the courses taken at the partner institution in an online portfolio. A learning report for each subject, which describes the types of learning achieved in the course, must be prepared.

The scope of the report must match the course credits, though a minimum of two pages which corresponds to 2100 characters per page.

All the subject's tasks and corresponding solutions must be documented online in the portfolio. A link to the portfolio as well as proof of passing the exam at the partner institution must be handed into the Academy no later than four weeks after completion abroad. The portfolio, including learning reports, is assessed as pass/fail.

The Academy offers a few of the subjects from the third semester as an elective course component with a separate examination to aid with planning the best possible organisation for a course abroad. These are. These are:

Subject	ECTS	Subject Plan	Form of examination
Macroeconomics	5 ECTS	Can be taken as a remote study course in 3rd semester	2-hour written exam at the end of the 3rd semester which must be passed. The exam is assessed on the
Statistics	5 ECTS	Organised as an intensive course either in August before the expected start of studies at a foreign educational institution, or	2-hour written exam which must be passed. The exam is assessed on the basis of the 7-point scale, and the mark

5.3. Examinations abroad on the 7th semester

Subjects

Students must do all their exams at the partner institution abroad. Similarly, students must document all their learning from subjects studied at the partner institution online in a portfolio. A learning report must be written for each subject, describing the learning acquired in that subject. The scope of the report must match the course credits, though a minimum of two pages which corresponds to 2,100 characters per page.

All the subject's tasks and corresponding solutions must be documented online in the portfolio. A link to the portfolio as well as proof of passing the exam at the partner institution must be handed into the Academy no later than four weeks after completion abroad. The portfolio, including learning reports, is assessed as pass/fail.

Bachelor Project

Generally, a supervisor will be assigned at the student's home school, and the report must be submitted and evaluated in an exam as described in the section on external exams.

5.4. Rules for examinations abroad

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

6. Exams in the programme

The following sections describe each exam in the programme. For elective programme elements, reference is made to chapter 2, above.

It is always the student's responsibility to ensure internet access for the exam situation, and to ensure that their computer is in working order.

7.1. Overview of examinations and their timing

Overview of all the exams and their timings in the programme

All exam are assessed according to the 7-point scale.

Time	Compulsory programme elements/subjects and	No of ECTS	Also known as
1st semester	Business understanding, scientific method and philosophy of science and communication	15 ECTS	1st internal
2nd semester	Business economics and microeconomics	20 ECTS	1st external
	Business and finance law	10 ECTS	2nd external
	Personal finance advising and ethics and Sales I	15 ECTS	2nd internal
3rd semester	Macroeconomics, statistics and international capital markets	15 ECTS	3rd internal
	Cultural understanding, organisation and marketing	15 ECTS	4th internal
4th semester	Study programme A	10 ECTS	3rd external
	Business tax and corporate financial planning	10 ECTS	5th internal
	Project management and Sales II	10 ECTS	6th internal
5th semester	Internship	30 ECTS	7th internal
6th semester	Business development and innovation	5 ECTS	8th internal
	Financing and financial risk management	5 ECTS	9th internal
	Elective 1	5 ECTS	10th internal
	Study programme B	15 ECTS	4th external
7th semester	Elective 2	5 ECTS	11th internal
	Elective 3	5 ECTS	12th internal
	Bachelor Project	20 ECTS	5th external

Information concerning times, dates and locations for the exams is available on Fronter

This is followed by a description of each exam with:

- Exam form and organisation

- Prerequisites for the exam – participation requirements and submission

At the beginning of a programme component, semester, etc. there is automatic registration for the appropriate exams. Registration for the exam means that one exam attempt is used. This does not apply for students who are unable to attend the examination due to a documented illness or maternity/paternity leave.

7.2. Compulsory programme element 1: Exam in Business understanding, scientific method and philosophy of science and communication, 1st semester (1st internal)

Assessment criteria

The assessment criteria for the exam are the learning objectives for the compulsory programme element *Business understanding, scientific method and philosophy of science and communication*. The learning objectives are specified in the joint national curriculum.

Exam form and organisation

At the end of the 1st semester, an individual oral exam is held with a duration of 30 minutes including time to determine the mark. 3-5 students collaborate in a group on preparing a project report with a scope of 15 standard pages including spaces and footnotes. This does not include front page, TOC, bibliography and appendices. Appendices will not be assessed.

The group project does not have to be individualised. 14 days are allocated for the preparation of the project towards the end of the semester. The students will choose a financial business and prepare a project on this business as well as the financial sector. Guidance will be provided on preparation of the project.

Each student's 30-minute oral exam will be based on the group project. If the final mark is under 02, the student must sit for the oral exam again. It is not necessary to prepare another project in order to sit for the exam.

The exam is internal and assessed according to the 7-point scale. The exam is weighted 15 ECTS.

Timing of the exam

The exam is placed at the end of the 1st semester. Detailed information on the time and place as well as submission of the written group project can be found on Fronter.

In order for the student to continue in the programme, the exam must be passed before the start of the 3rd semester.

Exemptions from the times specified for the exam may be granted to individual students if justified by illness, maternity or unusual circumstances.

Examination language

English

Prerequisites to take the exam¹

¹ This does not mention compulsory attendance, as the prerequisite requirements are only the formal requirements.

The following requirements must be met to take the exam:

- The written project which represents both the assessment as an examination/basis for the exam must:
 - Comply with the formal requirements on written assignments, cf. chapter 2, and
 - Be timely and properly submitted, cf. the examination plan available on Fronter
- The content of the written project must be credible.

7.3. Compulsory programme element 2: Exam in Business economics and Microeconomics, 2nd semester (1st external)

Assessment criteria

The assessment criteria for the exam are the learning objectives for the compulsory programme element Business economics and microeconomics. The learning objectives are specified in the joint national curriculum.

Exam form and organisation

Individual 4-hour external written exam in the learning objectives from the first year of study in Business economics and microeconomics.

The exam is external, and the exam paper will be prepared by a national exam commission. The exam is assessed according to the 7-point scale. The exam is weighted 20 ECTS.

Use of aids and assistance

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

Timing of the exam

The exam is placed at the end of the 2nd semester. Detailed information on the time and place can be found on Fronter.

Examination language

English.

7.4. Compulsory programme element 3: Exam in Business and finance law, 2nd semester (2nd external)

Assessment criteria

The assessment criteria for the exam are the learning objectives for the compulsory programme element Business and finance law specified in the joint national part of the curriculum.

Exam form and organisation

Individual 3-hour external written exam in the learning objectives from the first year of study in Business and finance law. The exam is external and the exam paper will be prepared by a national exam commission.

The exam is assessed according to the 7-point scale. The exam is weighted 10 ECTS.

Use of aids and assistance

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

Timing of the exam

The exam is placed at the end of the 2nd semester. Detailed information on the time and place can be found on Fronter.

Examination language

English.

7.5. Compulsory programme element 4: Exam in Personal finance advising and ethics and Sales I, 2nd semester (2nd internal)

Assessment criteria

The assessment criteria for the exam are the learning objectives for the compulsory programme element Personal finance advising and ethics and Sales I. The learning objectives are specified in the joint national curriculum.

Exam form and organisation

The students collaborate in groups of 2-3 students each on preparing a sales presentation before the exam with a maximum total scope of 10 standard pages, corresponding to 21,000 characters including spaces and footnotes. This does not include front page, TOC, bibliography and appendices. Appendices will not be assessed.

Guidance will not be provided in connection with the preparation of the sales presentation. The 30 minutes' oral examination of the student includes role-playing followed by reflection. The first part of the exam is an advisory situation in which the different sales phases are used, and with the student playing the role of the advisor, and the examiners that of the customer, based on the sales presentation. The second part of the exam takes place as a reflection based on the role-playing and the sales presentation.

If the final mark is under 02, the student must sit for the oral exam again. It is not necessary to prepare another sales presentation in order to sit for the exam.

The exam is an internal oral exam. The exam performance is assessed according to the 7-point scale.

Based on an overall assessment of the written and the oral performance one mark is awarded according to the 7-point grading scale. The exam is weighted 15 ECTS.

Timing of the exam

The exam is placed at the end of the teaching on the 2nd semester. Detailed information on the time and place can be found on Fronter.

Examination language

English.

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The content of the written assignment must be credible. The report must comply with the formal requirements and must be timely and properly submitted.
- On submission of the report, the student will confirm being responsible for the preparation of the project.

Non-fulfilment of one or more of the prerequisites will result in the student not being able to take the exam and one exam attempt will be used.

7.6. Compulsory programme element 5: Exam in Macroeconomics, Statistics and International capital markets, 3rd semester (3rd internal)

Assessment criteria

The assessment criteria for the exam are the learning objectives for the compulsory programme element Macroeconomics, statistics and international capital markets. The learning objectives are specified in the joint national curriculum.

Exam form and organisation

One group exam of 1½ hour including time to determine the mark, in the subjects of Macroeconomics, international capital markets, and statistics.

4-5 students collaborate in a group on preparing a project report with a scope of 15 standard pages, i.e.

31,500 characters including spaces and footnotes. This does not include front page, TOC, bibliography and appendices. Appendices will not be assessed.

The group project does not have to be individualised. 14 days are allocated to preparation of the project towards the end of the semester. The students will be given a topic for the project which is broad enough to allow the students to prepare individual titles and problem formulations.

Limited guidance will be provided on preparation of the project.

The 1½-hour oral exam of the students will be based on the group project. The students will each get an individual assessment.

If the final mark is under 02, the student must sit for the oral exam again. It is not necessary to prepare another project in order to sit for the exam.

The exam is internal and assessed according to the 7-point scale. The exam is weighted 15 ECTS.

Timing of the exam

The exam is placed at the end of the 3rd semester. Detailed information on the time and place as well as submission of the written group project can be found on Fronter.

Examination language

English.

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The content of the written assignment must be credible. The report must comply with the formal requirements and must be timely and properly submitted.
- On submission of the assignment, the student will confirm being responsible for the preparation of the project.

7.7. Compulsory programme element 6: Exam in cultural understanding, organisation and marketing, 3rd semester (4th internal)

Assessment criteria

The assessment criteria for the exam are the learning objectives for the

compulsory programme element Cultural understanding, organisation and marketing. The learning objectives are specified in the joint national curriculum.

Exam form and organisation

Individual 3-hour written exam in the learning objectives from Cultural understanding, organisation and marketing. The students will be given a case 48 hours before the exam commences, and the exam questions will be based on this case.

The exam is external and will be assessed according to the 7-point scale. The exam is weighted 15 ECTS.

Use of aids and assistance

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

Timing of the exam

The exam is placed at the end of the 3rd semester. Detailed information on the time and place can be found on Fronter.

Examination language

English

7.8. Compulsory programme element 8: Exam in Business tax and Corporate financial planning, 4th semester (5th internal)

Assessment criteria

The assessment criteria for the exam are the learning objectives for the compulsory programme element Business tax and corporate financial planning. The learning objectives are specified in the joint national curriculum.

Exam form and organisation

Individual 4-hour written exam in the learning objectives from the elements Business tax and corporate financial planning. The exam will be held as a 2-hours written exam in the two mentioned subjects which will be assessed individually but will be passed jointly.

A mark according to the 7-point scale will be awarded for each part of the exam and will be stated in the diploma. The exam is assessed overall as passed/failed based on a simple average of the marks attained in each part of the exam. In the calculation of the simple average, rounding up is not allowed, i.e. the average of the calculation must be at least 02, cf. §17(2) of the Danish Executive Order on the grading scale and other aspects of assessment, no. 262 of 20 March 2007.

If the student fails the annual exam, he or she will sit for re-examination in subjects where the mark awarded is less than 02. Marks of at least 02 awarded in ordinary exams will be transferred to the re-examination – §7(2) of the Examination Executive Order. The exam assignments will be prepared by a national commission.

The exam is internal and assessed according to the 7-point scale. The exam is weighted 10 ECTS.

Use of aids and assistance

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

Timing of the exam

The exam is placed at the end of the 4th semester. Detailed information on the time and place can be found on Fronter.

Examination language

English.

7.9. Compulsory programme element 9: Exam in Project management and Sales II, 4th semester (6th internal)

Assessment criteria

The assessment criteria for the exam are the learning objectives for the compulsory programme element Project management and Sales II. The learning objectives are specified in the joint national part of the curriculum.

Exam form and organisation

The students will prepare a joint sales presentation to corporate customers with a scope of max. six normal pages, corresponding to 2,100 characters per page including spaces and footnotes. This does not include front page, TOC, bibliography and appendices. Appendices will not be assessed. Approximately half of the presentation must be an actual sales presentation, while the other half must be a reflection of the process in relation to project management and the further course of the sales project. Guidance will not be provided in connection with the preparation of the sales presentation.

An oral exam of 45 minutes including time to determine the mark will be held in Sales II and project management. Students sit for the exam two and two together, and a pair of students forms a sales team (exemptions may be granted to allow sales teams of 3 students).

The 45 minutes' oral examination of the student include a role-play followed by examination. The first part of the exam is a role-play illustrating an advisory situation in which the students use the phases of a sale in relation to a corporate customer. The second part of the exam is an interview focusing on selected professional issues based on the sales presentation, and project management is given a particular focus in this part of the examination.

If the final mark is under 02, the student must sit for the oral exam again. It is not necessary to prepare another sales presentation in order to sit for the exam.

The exam is internal and assessed according to the 7-point scale. The exam is weighted 10 ECTS.

Timing of the exam

The exam is placed at the end of the 4th semester. Detailed information on the time and place as well as submission of the written group project can be found on Fronter.

Exemptions from the times specified for the exam may be granted to individual students if justified by illness, maternity or unusual circumstances.

Examination language

English.

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The content of the written assignment must be credible.
- The report must comply with the formal requirements and must be timely and properly submitted.

**7.10. Compulsory programme element 7: Exam in Trade
Specialisation A, 4th semester (3rd external)**

Assessment criteria

The assessment criteria for the exam are the learning objectives for the compulsory programme element Study programme A, specified in the joint national part of the curriculum.

Exam form and organisation

Individual 4-hour written exam in the learning objectives from Study programme A. The exam assignment will be prepared by a national commission.

The exam is external and will be assessed according to the 7-point scale. The exam is weighted 10 ECTS.

Use of aids and assistance

All written aids are permitted (Including use of the internet); the latter, however, is not permitted in the subject "Real estate". Communication with others is not permitted during the exam.

Timing of the exam

The exam is placed at the end of the 4th semester. Detailed information on the time and place can be found on Fronter.

Examination language

English.

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The student must have submitted 3 written assignments with credible contents.
- The report must comply with the formal requirements and must be timely and properly submitted.

7.11. Internship, 5th semester (7th internal exam)

Assessment criteria

The assessment criteria for the exam are the learning objectives for the compulsory programme element Internship. The learning objectives are specified in the joint national curriculum.

Exam form and organisation

At the end of the internship process, an oral exam (30 minutes) is held, based on a written report of 15 standard pages dealing with a professional issue from the internship company as well as the learning objectives for the internship. A standard page equals 2,100 characters including spaces and footnotes. This does not include front page, TOC, bibliography and appendices. Appendices will not be assessed.

Formal requirements on the main project

- Front page
- Title page
- TOC
- Introduction including a presentation of the issue, the thesis statement and the chosen approaches.
- Background, theory, scientific method, analysis, including a description of and reasons for the choice of any empirical knowledge used in the discussion of the issue presented in the thesis statement.
- Conclusion (remember that there must be coherence between the introduction and the conclusion. In principle, it should be possible to understand the two parts without reading the background and analysis sections).
- Presentation of the broader perspectives, if any.
- Bibliography (incl. all sources which have been referenced in the project)
- Appendices (only include documents central to the report).

The report is prepared individually.

One overall mark is awarded. Spelling and formulation skills form part of the assessment of the internship report (weighted 10%). The assessment reflects an overall assessment of the academic content as well as the student's spelling and writing skills.

Students who can document relevant, specific disability can apply for dispensation from the spelling and formulation requirements. The application must be sent to the educational institution no later than four weeks before the exam takes place.

If the overall assessment results in a mark lower than 02, the student will be required to prepare another project in order to re-qualify for the internship report exam.

The exam is internal and assessed according to the 7-point scale. The exam is weighted 30 ECTS.

Timing of the exam

The exam is placed at the end of the 5th semester. Detailed information on the time and place as well as submission of the written group project can be found on Fronter.

Exemptions from the times specified for the exam may be granted to individual students if justified by illness, maternity or unusual circumstances.

Examination language

English.

Prerequisites to take the exam

The following requirements must be met to take the exam:

- The content of the written assignment must be credible. The report must comply with the formal requirements and must be timely and properly submitted.
- On submission of the assignment, the student will confirm being responsible for the preparation of the internship report.

7.12. Compulsory programme element 10: Exam in Business development and innovation, 6th semester (8th internal)

Assessment criteria

The assessment criteria for the exam are the learning objectives for the compulsory programme element Business development and innovation. The learning objectives are specified in the joint national curriculum.

Exam form and organisation

A group examination of 45 minutes including the time to determine the mark will be held in Business development and innovation. The students sit for the group examination in groups of 2-3 students.

The students collaborate on preparing a presentation with a maximum total scope of 5 standard pages, corresponding to 10,500 characters including spaces and footnotes. This does not include front page, TOC, bibliography and appendices. Appendices will not be assessed.

The presentation must be based on business development and/or innovation in a company, usually one of the companies in which the students have taken their internship. No guidance will be provided on preparation of the project.

The students' 45 minutes' oral exam will be based on the group presentation. If the final overall mark is less than 02, the student must sit for the oral exam again. It is not necessary to prepare another project in order to sit for the exam.

The exam is internal and assessed according to the 7-point scale. The exam is weighted 5 ECTS.

Timing of the exam

The exam is placed at the end of the 6th semester. Detailed information on the time and place as well as submission of the written group project can be found on Fronter.

Exemptions from the times specified for the exam may be granted to individual

students if justified by illness, maternity or unusual circumstances.

Examination language

English.

The following requirements must be met to take the exam:

- The content of the written project must be credible.
- The report must comply with the formal requirements and must be timely and properly submitted.

7.13. Compulsory programme element 11: Exam in Financing and Financial risk management, 6th semester (9th internal)

Assessment criteria

The assessment criteria for the exam are the learning objectives for the compulsory programme element Financing and financial risk management. The learning objectives are specified in the joint national curriculum.

Exam form and organisation

Individual 2-hour written exam in the learning objectives from the elements Financing and financial risk management.

The exam is internal and assessed according to the 7-point scale. The exam is weighted 5 ECTS.

Use of aids and assistance

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

Timing of the exam

The exam is placed at the end of the 6th semester. Detailed information on the time and place can be found on Fronter.

Examination language

English.

7.14. Compulsory programme element 12: Exam in Study Programme B, 6th semester (4th external)

Assessment criteria

The assessment criteria for the exam are the learning objectives for the compulsory programme element Study programme B, specified in the joint national part of the curriculum.

Exam form and organisation

Individual 4-hour written exam in the learning objectives from Study programme B where a case is assigned one week before the exam (the programme Accounting uses this option). The exam assignments will be prepared by a national commission.

The exam is external and will be assessed according to the 7-point scale. The exam is weighted 15 ECTS.

Use of aids and assistance

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

Timing of the exam

The exam is placed at the end of the 6th semester. Detailed information on the time and place can be found on Fronter.

Examination language

English.

The following are the prerequisites to take the exam

- The student must have submitted 4 written assignments with credible contents.
- The report must comply with the formal requirements and must be timely and properly submitted.
- On submitting the exam paper the student confirms being responsible for the preparation of the assignments.

7.15. Bachelor project, 7th semester (5th external)

Assessment criteria

As regards the requirements on the main Bachelor project and the learning objectives, reference is made to the joint national part of the curriculum for the Bachelor of Financial management and service programme.

Exam form and organisation

The exam is an external oral exam based on a written project. The bachelor project's written part can be prepared individually or in groups of two and no more than three students.

If the exam project is not passed, a new project must be prepared. Group members who fail the exam are subject to the same rule.

Based on an overall assessment of the written and the oral performance one mark is awarded. The exam performance is assessed according to the 7-point scale.

The project must be presented by the project group, max. 15 min. This is followed by examination of the group's members. 45 minutes will be allocated to each student, which will include time for deliberation. The exam is weighted 20 ECTS.

Timing of the exam

The exam is placed at the end of the 7th semester. Detailed information on the time and place can be found on Fronter.

Examination language

English.

Prerequisites to take the exam

The written project, which serves as the basis of both the exam and the assessment, must:

- Comply with the formal requirements on the main bachelor project, cf. the joint national part of the curriculum
- Be submitted timely and properly, cf. the examination plan available on Fronter

Failure to submit the written project, which constitutes the written part of the

exam, will mean that the student cannot sit for the exam and that an exam attempt has been used.

The exam cannot be taken until the main post-internship exam and the other exams in the programme have been passed.

8. Requirements on written assignments and projects

In all exams etc. a standard page is defined as containing 2100 characters including spaces and footnotes. The front pages, TOC, bibliography and appendices do not count. Appendices will not be assessed. Requirements in relation to the extent of written exams and the correlation between the number of participants in a group and the project size are described under each individual exam.

9. Requirements on the bachelor project

The main examination or bachelor project is evaluated as an external exam which together with the internship exam and any other exams demonstrates that the programme's educational objectives have been achieved. The exam consists of a project and an oral part, and one total mark is given. The examination can only be taken after the final internship exam and all other exams have been passed. For an in-depth description of the requirements on the bachelor project, reference is made to the description in the joint national part of the curriculum.

10. The use of aids and assistance

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

11. Special Exam Conditions

Students may, 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 medical certificate, a report from a speech, hearing, dyslexic or blind institution or by any other documentation which indicates a medical condition or relevant disability.

If the exam language is English:

Students with mother tongue other than English may apply for permission to bring dictionaries.

The application for permission to bring other aids or assistance must be sent to the programme no later than four weeks before the exam is held.

12. Sick and re-examinations

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 (sick) exam as soon as possible. If it is an exam that should take place in the final exam period, the student will be given the opportunity to take the exam in the same semester or immediately thereafter.

The sick exam may be the same as the next regular exam. The student is responsible for finding out when the (sick) exam is to take place.

Information about the time and place of sick exams can be found on Fronter.

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

If the illness is not documented according to the above rules, the student will have used an examination attempt. The student bears the cost of the medical certificate.

Re-examination

With a failed exam, or failure to appear for an exam, the student is automatically registered for the re-examination, provided the student has any exam attempts left. The re-examination may be the same as the next regular exam.

The student is responsible for finding out when the (sick) exam is to take place. Information about the time and place of re-examinations can be found on Fronter.

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

13. The language used for exams

The exam must be taken in understandable English.

Students with a mother tongue other than English can apply for an exemption from the rule that spelling and writing skills form part of the assessment of the main bachelor project and the exams where this curriculum states that the above skills form part of the assessment. This application must be submitted to the programme four weeks before the exam is held.

14. 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.

14.1. Cheating and disruptive behaviour during exams

Cheating on tests and exams is covered by an Executive Order on Tests and Examinations in Professionally Orientated Programmes (the Examination Executive Order of 1519 from 16.12.2013).

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

Exam cheating by plagiarism includes cases where a written assignment in whole or in part appears as produced by the examinee(s) even though the task:

- Includes identical or nearly identical reproduction of others' statements or works without being marked with quotation marks, italics, indentation or other clear markers indicating the source, according to the institution's requirements for written work
- Includes extended passages with a wording which is so close to another work or to statements in such work, etc., that a comparison will make it clear that the passages could not have been written without use of the other work
- Includes using others' words or ideas without providing proper references
- Reuses text and/or central ideas from own previously assessed works without observing the provisions in sections 9.1 and 9.2.

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 institution can expel the student from the exam. In less severe cases, the institution will only give a warning.

Expulsion can also occur once the exam has been held.

14.2. 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 head of the programme.

If it is clear that an examinee during an exam:

- Wrongfully obtains assistance
- Assists another examinee with the answering of an assignment
- Uses non-allowed aids

And if an examinee during an exam:

- Demonstrates disruptive behaviour,

then the head of the programme or another entity authorised by the head of the programme, or the examiners acting in agreement may expel the examinee from the exam while it is still going on. In this case, the justification for the expulsion will be evaluated in connection with the subsequent decision.

In less severe cases of disruptive behaviour, a warning is given first.

14.3. The process of clarification of cheating, including plagiarism

Postponement of the exam

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

Format and content of the report

The report must be done without undue delay. The report should include a written presentation of the case, which includes information that can identify those reported, as well as a brief explanation and documentary evidence of the position. If one or more of the reported persons 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 interested 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 of interested parties, 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 and to hear the student's side of it. 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 demonstrating disruptive behaviour during an exam
If, after having the case explained, the head of the programme 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 programme head. In less severe cases, a warning is given first.

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.

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 examinee 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 of expulsion 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 Executive Order or Examinations has been interpreted correctly, etc.) may be submitted to the Ministry of Higher Education and Science. The complaint must be submitted to the institution 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 within a period of normally one week. The institution 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. Executive Order § 51.

15. Other rules for the programme

15.1. Credit transfers for subjects included under the curriculum's institutional part

Passed elective programme elements are equivalent to the similar programme elements taken at other educational institutions offering this programme as well as other programmes

If the element in question has been assessed according to the 7-point scale at the examining institution and is equivalent to a full element in this curriculum, the mark will be transferred. In all other cases the assessment will be transferred as "passed".

The institution may approve that elements which have been taken and passed in another Danish or foreign higher education institution can substitute elements included in this curriculum. On approval, the course element is deemed to be passed if it has been passed according to the rules of the program in question. The assessment will be transferred as "passed".

Prior credit approval must be applied for if a student seeks credit transfer for elements not offered in the programme.

15.2. Prior credit approval

Students can 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 component when they have completed each programme component. In connection with applying for prior credit approval, the students give permission that the institution can obtain the necessary information after the student's completion.

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

15.3. Active participation and compulsory attendance

Studying at a programme in Business Academy Aarhus is comparable to being in the labour market. Like in a workplace, students are therefore required to attend all planned teaching and other activities in the programme. Absence will be registered - and if the absence level gets too high, the student will be called in for an interview order to reduce the absence level as soon as possible.

If the student is unable to attend teaching because of illness, the student is expected to inform the teacher and programme head and give an explanation to the absence. If the student has a total average absence of more than 20 per cent, the state education support may be discontinued. The student will be notified of this.

The programme will intervene with assistance and guidance as early as possible.

A compulsory assignment is an assignment which must be submitted in order for the student to be eligible to sit for the exam. If the assignment involves an oral presentation, the student is required to attend the presentation.

Compulsory assignments are not considered exams or tests, but are regarded as parts of the learning process which document the student's active participation in the programme.

Lacking approval of a student's compliance with the compulsory attendance requirement, for instance if a written assignment has been rejected, will be listed as non-compliance with the requirement of active study participation in relation

to the student's eligibility for state education grants (SU).
The programme will intervene with assistance and guidance as early as possible if a student fails to comply with the compulsory attendance requirement.

In order to achieve the programme's defined learning objectives/outcomes and ensure that the associated forms of teaching will function properly, active participation is required for certain programme elements, and the below table clarifies the elements in which active participation is required in the form of:

- Submission/presentation of assignments/projects
- Compulsory attendance in terms of physical presence

ACTIVE PARTICIPATION INCLUDES THIS FOR THE BACHELOR PROGRAMME: Attendance at external lectures and company visits. If the student is unable to attend, for example due to illness, the student must notify student administration.	
1st SEMESTER	<ul style="list-style-type: none"> • A written hand-in report must be prepared for the subjects: Business economics; Commerce and financial law and Philosophy of science • Active participation in the form of oral presentations for the subject Business • Active participation for Insight Profiles
2nd SEMESTER	<ul style="list-style-type: none"> • A written hand-in report must be prepared for the subjects: Business economics; Commerce and financial law and Socio-economics • Active participation in the form of oral presentations for the subject Private financial consulting & ethics • Compulsory attendance for presentations in sales • Active participation in the work portfolio
4th SEMESTER	<ul style="list-style-type: none"> • A written hand-in report must be prepared for the subjects: Corporate financial planning and Corporate tax • Active participation in the form of oral presentations for the subject Sales II

15.4. Criteria for the evaluation of study activity

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

Study activity is defined as follows for students who within the last 12 months have:

- Participated in at least two different exams
- Passed at least one exam
- Fulfilled their obligation to participate in any activity which is part of the programme, including group work, class projects, remote learning, etc. as indicated in the curriculum
- Submitted, as indicated in the curriculum, the assignments, reports (learning) portfolios, etc., which are prerequisites for participation in exams with credible content, and have not submitted any plagiarised material
- Been present for all activities with compulsory attendance, as specified by the curriculum

Failure to meet one or more criteria in the definition of study activity justifies termination of enrolment.

Periods during which the student has not been active due to

maternity/paternity or other type of leave, as well as adoption, 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 evidence that the lack of activity at the programme should not count and must indicate the deadline for the application of an exemption.

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 director of education within two weeks of receipt of the decision. The complaint will delay any further action. If the director 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.

The rules relating to the exams which the student, under the Executive Order of Examinations, should have participated in before the end of the 2nd semester and passed before the end of the 2nd year of studies, and where this Executive Order has stipulated any time limits for completion of the programme, are valid independent of any other rules.

16. Complaints regarding exams and the appeal of decisions²

16.1. Complaints regarding exams

It is recommended that the student seek guidance from a study 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 Executive Order on Examination Regulations. In the Examination Executive Order, complaints are distinguished as either based on the:

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

The two types of complaint are handled differently.

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

² See the Executive Order of Examinations section 10: (only available in Danish):

<https://www.retsinformation.dk/Forms/R0710.aspx?id=160839>

A candidate may submit a written and substantiated complaint within a period of two weeks after the exam has been announced in the usual way concerning:

- The basis of the exam, including exam questions, assignments, etc., as well as its relation to the educational goals and requirements of the programme
- The exam procedure
- The assessment

The complaint can relate to all exams, including written, oral and combinations thereof, as well as practical or clinical exams.

The complaint must be sent to the head of the programme.

The complaint must immediately be submitted to the original examiners, i.e. the internal and external examiners from the examination. The opinion of the examiners will form the basis of the institution's decision regarding academic issues. The institution will usually decide a deadline of two weeks for the submission of their opinions.

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

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

The decision must be submitted in writing, and can be as follows:

- Provision for a new assessment (reassessment) - only for written exam
- 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 appoint 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 may result in a lower mark. The student must, within a period of two weeks after the decision has been made, accept 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' opinions along with the complainant's remarks as well as the institution's decision.

The examiners will then notify the institution of the outcome of the re-assessment, including a written justification and evaluation, which may be a lower mark.

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 to the head of the programme 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 warranted by extraordinary circumstances, exemptions may be granted from the deadline.

16.2. Appeal

The complainant can appeal the institution'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 the head of department.

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 chairman of external examiners, as well as a lecturer eligible to examine and a student within the same field of study (programme), who 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 institution'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 offers reassessment or re-examination, the complainant must be advised that a reassessment or re-examination may result in lower mark. The student must, within a period of two weeks after the decision has been made, accept the offer. The 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' opinions along with the complainant's remarks as well as the institution's decision.

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

The Appeals 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.

16.3. 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 institution in accordance with an Executive Order (for example incapacity, consultation of interested parties, whether the Executive Order or Examinations has been interpreted correctly, etc.) may be submitted to the institution who must submit a report that the complainant has the opportunity to comment within a period of normally one week. The institution then sends the complaint, the report and the complainants comments (if any) to the Ministry of Higher Education and Science. The deadline for submission of the complaint to the Institution is two weeks (14 calendar days) from the day the decision was communicated to the complainant.

17. Rules of exemption

The educational institution can deviate from what the institution or the institutions themselves have stated in the curriculum if this is justified by exceptional circumstances. The various institutions must cooperate in order to have a homogenous dispensation policy.

18. Approval

This institutional part of the curriculum has been enacted and approved by Business Academy Aarhus on 5 September 2014.

Helle L.
Lønroth
Head of
programme