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# **Curriculum 2016 -2020**

## **Bachelor's degree in**

### **Financial Management**

#### **and Services -**

##### **Institutional part**

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Professionsbacheloruddannelse i Finans

Version 1  
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## **1. Scope of the curriculum**

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### **1.1. Commencement of the curriculum**

The institutional part of this curriculum comes into effect 1 September 2016 and applies to all students who already are, or who are later admitted to the programme, and all the examinations that begin on the mentioned dates or later.

### **1.2. Transitional scheme**

This curriculum replaces the curriculum from 2015 with effect from 31 August 2016 - however, exams that have been started before 1 September 2016, must be completed according to the joint national part of the curriculum by 31 August 2017, the latest.

## **2. Elective programme elements**

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The elective elements provide the students with the opportunity of an individual study profile with academic immersion within the programme's subject area. The programme offers several different elective elements each year as indicated in part 3, the electives catalogue which can be found on Fronter and baaa.dk.

You also have the possibility of taking a variety of electives on other programmes at Business Academy Aarhus.

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

It is important that the student carefully considers which elective elements to take, as qualifications for other higher education programmes may be dependent on specific electives on the Bachelor of Financial Management and Services programme. This applies, for example, for further education such as an MSc in Business Economics from Aarhus University.

The transfer of credits from our Financial Management Bachelor to a MSc can be found on our website.

## **3. Rules for the completion of an internship**

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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, in cooperation with their internship supervisor from the programme as well as a 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. The internship is generally considered equivalent to a full-time job and should reflect the requirements for work performance, commitment and flexibility that graduates from Financial Management and Services could expect to meet in their first job.

The internship period is 5 months without holidays other than public holidays, and is completed with an examination based on a written proposal. See also section 7 concerning the description of the programme's exams.  
Work experience can be organised as flexible and differentiated and can form the basis for the student's work in their final bachelor's project.

## **4. Applied teaching and work methods**

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On the Financial Management Bachelor programme, a wide range of teaching methods are used, which together support and promote the achievement of the learning objectives that are described in this curriculum.

Throughout the programme there is a clear progression in learning methods, so that learning moves from knowledge-orientated and teacher directed teaching to problem-orientated and participant-driven teaching.

Teaching is therefore based on appropriate business practices and connects theory with practice. Problems from different types of companies working within the financial sector will be included. In addition, we will work with financial management in both private and public companies.

The teaching will be organised to provide variation. This will be achieved by classroom teaching, lectures, 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 IT and communication skills.

## **5. Requirement for foreign language skills**

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The programme's teaching material is in English.

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

## **6. Internationalisation**

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### **6.1. Education abroad**

The programme is modular; this means that it is possible for a student to take the 3rd semester abroad, just as it is possible for foreign students to study one semester in our programme.

An internship can also take place abroad.

There is also a possibility to take elective element 3 on the programme's 7th semester as a summer school stay abroad.

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 Academy can obtain the necessary information after the student's completion.

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

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. 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. The International Office can help with advice etc. but will not do any detailed planning. This is the student's own responsibility.

## 6.2. Exams abroad in the 3rd semester

The student must do all their exams 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 2,100 characters per page.

All the subject's tasks and corresponding hand-in 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.

Business Academy Aarhus offers some of the subjects from the 3rd semester as an elective element with a special exam in order to best accommodate a course abroad.

This concerns:

Subject	ECTS	The organisation of the subject	Exam form
Economics (macro)	5 ECTS	Possible to follow as a remote learning course during the 3rd semester	2-hour written examination at the end of the 3rd semester, which must be passed. The exam is marked according to the 7-point scale, and the mark will be shown on your diploma.
Statistics	5 ECTS	This is organised as an intensive course either in August before the expected start of study at a foreign educational institution, or in January before the beginning of the 4th semester.	2-hour written examination, which must be passed. The exam is marked according to the 7-point scale, and the mark will be shown on your diploma.
Marketing	5 ECTS	This is organised as an intensive course in August before the expected start of study at a foreign educational institution.	Completed with a 4th Internal

### 6.3. Exams abroad in the 7th semester

#### Subjects

The student must do all their exams 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 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 own academy, and the report must be submitted and evaluated in an exam as described in the section 7.17.

### 6.4. Rules for examinations abroad

For a description of the rules for conducting exams abroad, please refer to the section with information about examinations on our website. This also describes the costs involved if the examination is held abroad.

## 7. Exams on the programme

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The following section describes each exam on the programme. For the elective programme elements see section 2 above.

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

### 7.1. Overview of examinations and their timing

#### Overview of all examinations and their timing

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

Time	Compulsory programme elements/ subjects and exams	Total ECTS	Also known as	Assessment
1st semester	- Business understanding - Scientific method and philosophy of science - Communication - Methodology and theory of science	15 ECTS	1st Internal	7-point scale
2nd semester	- Business Economics - Economics (micro)	20 ECTS	1st External	7-point scale
	- Business and finance law	10 ECTS	2nd External	7-point scale
	- Private economic advice - Sales I - Ethics	15 ECTS	2nd Internal	7-point scale

3rd semester	- Economics (macro), - Statistics - International financial markets	15 ECTS	3rd Internal	7-point scale
	- Cultural understanding, - Organisation - Marketing	15 ECTS	4th Internal	7-point scale
4th semester	- Study programme A	10 ECTS	3rd External	7-point scale
	- Business taxation - Corporate financial planning	10 ECTS	5th Internal	7-point scale
	- Project management - Sales II	10 ECTS	6th Internal	7-point scale
5th semester	- Internship	30 ECTS	7th Internal	7-point scale
6th semester	- Business development and innovation	5 ECTS	8th Internal	7-point scale
	- Financing and financial risk management	5 ECTS	9th Internal	7-point scale
	- Elective element 1	5 ECTS	10th Internal	7-point scale
	- Study programme B	15 ECTS	4th External	7-point scale
7th semester	- Elective element 2	5 ECTS	11th Internal	7-point scale
	- Elective element 3	5 ECTS	12th Internal	7-point scale
	- Bachelor Project	20 ECTS	5th External	7-point scale

Information about the date, time and place of the exams can be found on Fronter

This is followed by a description of each exam with:

- Exam form and organisation
- Prerequisites for the exam – active attendance and submission requirements

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 is used. However, this does not apply to students who are unable to attend the exam due to documented illness or maternity/paternity leave.

## 7.2 Completion of the exam

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, it will appear in the individual description of the exam.

### ***Exam failed***

If an examination gets a mark less than 02, it is a fail and one exam attempt will have been used.



With project exams where the entire examination 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. The student can also choose to write a new project, where the rules for individually produced projects apply.

***Project not handed in/written answers***

If a student does not hand in their 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.

***Not participated in the exam/oral examination***

If a student hands in their project, 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.

### **7.3 Sick and re-examinations**

The specific deadlines appear below the activity plan for the class, which is found on Fronter.

Information on the time and place of sick and re-exams are available on Fronter; this might 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 (sick) 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 medical certificate. The Academy 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 ill 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. Requirements for the medical 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 for the next scheduled exam, and the re-examination will be held no later than the middle of the next semester. The re-examination may be the same as the next regular exam.

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

## **7.4 Compulsory programme element 1: Exam in business understanding, scientific method and philosophy of science as well as communication and presentation techniques, 1st semester (1st internal)**

### **Assessment criteria**

The evaluation criteria for the exam are the learning objectives for the compulsory educational element *business understanding, scientific method and philosophy of science as well as communication and presentation techniques*. The learning objectives are specified in the joint curriculum.

### **Exam form and organisation**

At the end of the 1st semester, an individual 30-minute (this includes your assessment) oral examination 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. 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 student must choose a financial company and do a project on it and the industry. Supervision will be provided for the preparation of the project.

The student's 30-minute oral examination takes its starting point in the group project, as well as the student's compulsory assignment in communication.

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.

The examination is internal and is assessed according to the 7-point scale.

Exam weight: 15 ECTS

### **Time placement**

The exam is placed at the end of the 1st semester. Detailed information about the time and place for the hand-in of the written group project and the compulsory assignment in communication can be found on Fronter.

The examination must be passed before the start of the 3rd semester to enable the student to continue with the programme.

The programme can exempt students from any deadlines to pass exams if this is because of sickness, maternal/paternal leave or any other unusual conditions.

### **Completion of the exam**

See section 7.2

### ***Sick/re-examinations***

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

### **Exam language**

English

### **Prerequisites to take the exam**

The following requirements must be met to take the exam:

The written project, is the basis for the exam and the assessment thereof and must:

- Fulfil the requirements for written assignments.

The written group project as well as the compulsory assignment in communication must be handed in correctly and on time. The contents of both tasks should be trustworthy.

## **7.5 Compulsory programme element 2: Exams in business economics and economics (micro), 2nd semester (1st External)**

### **Assessment criteria**

The evaluation criteria for the exam are the learning objectives for the compulsory element *business economics and economics (micro)*. The learning objectives are specified in the joint curriculum.

### **Exam form and organisation**

An individual 3-hour written exam in the learning objectives from the first year of study in business economics and an individual 1.5 hour written exam in the learning objectives from the first year of study in economics (micro).

The exams are written and assessed according to the Danish 7-point scale, as a mark is given according to the 7-point scale for each sub-exam. Each sub-exam's mark is indicated on the diploma. The exam is assessed with one overall mark, which is calculated according to a weighted average (ECTS – 0.75 from business economics and 0.25 from economics (micro)) from the two sub-exams. The marks are rounded-up if the average is at least halfway between two marks, however, the average must be at least 2.0 before rounding-up.

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 a possible re-exam, the marks which were at least 02 in the ordinary exams will be transferred according to the Ministerial Order for Examinations § 7, section 2.

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

The exam weight is 20 ECTS, divided according to:

15 ECTS for business economy and 5 ECTS for economics (micro).

Exam assignments are prepared by a nationwide assignment commission.

### **Use of aids and assistance**

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

### **Time placement**

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

### **Completion of the exam**

See section 7.2

### ***Sick/re-examinations***

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

**Exam language**

English

**Prerequisites to take the exam**

None.

## **7.6 Compulsory programme element 3: Exam in business law and finance law, 2nd semester (2nd external)**

**Assessment criteria**

The evaluation criteria for the exam are the learning objectives for the compulsory element *business and finance law*, as indicated in the joint curriculum.

**Exam form and organisation**

Individual 3-hour written exam in the learning objectives from the first year in business and finance law.

Exam assignments are external and are prepared by a nationwide assignment commission.

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

The exam weight is 10 ECTS.

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

**Time placement**

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

**Completion of the exam**

See section 7.2

**Sick/re-examinations**

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

**Exam language**

English

**Prerequisites to take the exam**

None.

## **7.7 Compulsory programme element 4: Exam in personal economic advising and ethics as well as sales I, 2nd semester (2nd internal)**

**Assessment criteria**

The evaluation criteria for the exam are the learning objectives for the compulsory element *personal economic advising and ethics as well as sales I*. The learning objectives can be found in the joint curriculum.

**Exam form and organisation**

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 characters including spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. Appendices will not be assessed.

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

The 30-minute 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.

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

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

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

The exam's weight is 15 ECTS.

### **Time placement**

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

Completion of the exam

See section 7.2

### **Sick/re-examinations**

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

### **Exam language**

English

### **Prerequisites to take the exam**

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 project.

Non-compliance with one or more of these conditions means that the student cannot participate in the exam, and one exam attempt will have been used.

## **7.8 Compulsory programme element 5: Exam in economics (macro), statistics and international financial markets, 3rd semester (3rd internal)**

### **Assessment criteria**

The evaluation criteria for the exam are the learning objectives for the compulsory elements *economics (macro)*, *statistics and international financial markets*. The learning objectives are specified in the joint curriculum.

### **Exam form and organisation**

A 1 ½ hour oral group exam, including assessment, in the subjects economics (macro), international financial markets, as well as statistics.

Students, in groups of 4-5 students, prepare a project corresponding to 15 standard pages including spaces and footnotes, i.e. 31,500 characters including spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. 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, the topic is 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.

The 1½ hour oral examination of the students takes the group project as its starting point. The students will be assessed individually.

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.

The examination is internal and is assessed according to the 7-point scale.

The exam's weight is 15 ECTS.

#### **Time placement**

The exam is placed at the end of the 3rd semester. Detailed information about the time and place for the hand-in of the written group project can be found on Fronter.

#### **Completion of the exam**

See section 7.2

#### **Sick/re-examinations**

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

#### **Exam language**

English

#### **Prerequisites to take the exam**

It is a prerequisite to take the exam that all hand-in assignments in the subject have been handed in and approved.

The following requirements must also 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 project.

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

#### **Assessment criteria**

The evaluation criteria for the exam are the learning objectives for the compulsory element *cultural understanding, organisation and marketing*. The learning objectives are specified in the joint curriculum.

#### **Exam form and organisation**

Individual 3-hour written exam in the learning objectives for cultural understanding, organisation and marketing. Students are given a case 48 hours before the exam, exam questions will be based on this case.

The examination is external and is assessed according to the 7-point scale.

The exam's weight is 15 ECTS.

### **Use of aids and assistance**

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

### **Time placement**

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

### **Completion of the exam**

See section 7.2

### ***Sick/re-examinations***

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

### **Exam language**

English

### **Prerequisites to take the exam**

None.

## **7.10 Compulsory programme element 8: Exam in business taxation and corporate financial planning, 4th semester (5th internal)**

### **Assessment criteria**

The evaluation criteria for the exam are the learning objectives for the compulsory element *business taxation and corporate financial planning*. The learning objectives are specified in the joint curriculum.

### **Exam form and organisation**

Individual 4-hour written examination in the learning objectives from the subjects business taxation and corporate financial planning.

The exam is a 2-hour written exam in these two subjects, which are assessed individually, but must both be passed.

Marks are given according to the 7-point scale for each sub-exam and these are indicated on the diploma. The exam is assessed as a whole based on a simple average of the marks for the individual sub-exams.

In the calculation of the simple average, the marks cannot be rounded up, i.e. the average must give at least 02 according to the Ministerial Order for marking scales and other assessment criteria No. 114 of 03.02.2015, § 17, section 2.

If the student does not pass the end of the year examination, the students must take the re-exam in the subjects that have not achieved a mark of at least 02. The marks which were at least 02 in the ordinary exams will be transferred to the re-exam according to the Ministerial Order for Examinations § 7, section 2.

The exam assignment is prepared by a nationwide assignment commission.

The examination is internal and is assessed according to the 7-point scale.

The exam weight is 10 ECTS.

### **Use of aids and assistance**

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

**Time placement**

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

**Completion of the exam**

See section 7.2

***Sick/re-examinations***

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

**Exam language**

English

**Prerequisites to take the exam**

None.

## 7.11 Compulsory programme element 9: Exam in project management and sales II, 4th semester (6th internal)

**Assessment criteria**

The evaluation criteria for the exam are identical to the learning objectives for the compulsory element *project management and sales II*. The learning objectives are specified in the joint curriculum.

**Exam form and organisation**

The students draw up a joint sales discussion paper for a business customer with a maximum of six standard pages corresponding to 2,100 characters per page, including spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. Appendices will not be assessed. About half of the paper should be a dedicated sales presentation 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.

A 45-minute (including assessment) oral examination in sales II and project management 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 of the student 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 based on the sales presentation, project management is given a special focus in this part 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 sales discussion paper must not be prepared to retake the exam.

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

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



### **Time placement**

The exam takes place at the end of the 4th semester. Detailed information about the time and place for the hand-in of the written group project can be found on Fronter. The programme can exempt students from any deadlines to pass exams if this is because of illness, maternal/paternal leave or any other unusual conditions.

### **Completion of the exam**

See section 7.2

### ***Sick/re-examinations***

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

### **Exam language**

English

### **Prerequisites to take the exam**

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

## **7.12 Compulsory programme element 7: Exam in study programme A, 4th semester (3rd external)**

### **Assessment criteria**

The evaluation criteria for the exam are the learning objectives for the compulsory element in *study programme A*. The learning objectives are indicated in the joint curriculum.

### **Exam form and organisation**

Individual 4-hour written exam in the learning objectives from study programme A. The exam assignment is prepared by a nationwide assignment commission.

The examination is external and is assessed according to the 7-point scale. The exam weight is 10 ECTS.

### **Use of aids and assistance**

All written aids are permitted (including use of the internet), however, the internet is not allowed to be used in the subject "real estate". Communication with others is not allowed during the exam.

### **Time placement**

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

### **Completion of the exam**

See section 7.2

### ***Sick/re-examinations***

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

### **Exam language**

English

### **Prerequisites to take the exam**

The following requirements must be met to take the exam:

- The student must have handed in 3 written papers with credible content
- The assignment must meet formal requirements and be timely and properly submitted

## **7.13 Internship, 5th semester (7th internal exam)**

### **Assessment criteria**

The assessment criteria for the exam are the learning objectives for the *internship*. The learning objectives are specified in the joint curriculum.

### **Exam form and organisation**

At the end of the internship, there is an oral exam (30 minutes) which is based on a written report of 15 standard pages regarding an academic problem from the internship company, as well as the learning objectives for the internship. One standard page is 2,100 characters which includes spaces and footnotes. This does not include front page, table of contents, bibliography and appendices. Appendices will not be assessed.

### **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 prepared individually.

A single mark is given. Spelling and writing skills are part of the internship report (weighted 10 per cent). The assessment reflects an overall assessment of the academic content as well as the spelling and writing skills.

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.

If the overall assessment results in a mark lower than 02, the student must prepare a new project in order to re-qualify for the internship exam.

The examination is internal and is assessed according to the 7-point scale.

Exam weight: 30 ECTS

### **Time placement**

The exam takes place at the end of the 5th semester. Detailed information about the time and place for the hand-in of the written group project can be found on Fronter. The programme can exempt students from any deadlines to pass exams if this is because of sickness, maternal/paternal leave or any other unusual conditions.

### **Completion of the exam**

See section 7.2

### ***Sick/re-examinations***

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

### **Exam language**

English

### **Prerequisites to take the exam**

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.

## **7.14 Compulsory programme element 10: Exam in business development and innovation, 6th semester (8th internal)**

### **Assessment criteria**

The evaluation criteria for the exam are identical to the learning objectives for the compulsory element *business development and innovation*. The learning objectives are specified in the joint curriculum.

### **Exam form and organisation**

A 45-minute (including assessment) group exam in business development and innovation will be held. The students have a group exam with 2-3 students together.

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

The 45-minute oral examination of the students is based on the group's paper. 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.

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

### **Time placement**

The exam takes place at the end of the 6th semester. Detailed information about the time and place for the hand-in of the written group project can be found on Fronter. The programme can exempt students from any deadlines to pass exams if this is because of sickness, maternal/paternal leave or any other unusual conditions.

### **Completion of the exam**

See section 7.2

### ***Sick/re-examinations***

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

### **Exam language**

English

### **Prerequisites to take the exam**

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

## **7.15 Compulsory programme element 11: Financing and financial risk management, 6th semester (9th intern)**

### **Assessment criteria**

The evaluation criteria for the exam are identical to the learning objectives for the compulsory element *financing and financial risk management*. The learning objectives are specified in the joint curriculum.

### **Exam form and organisation**

Individual 2-hour written examination in the learning objectives from the subject financing and financial risk management.

The examination is internal and is assessed according to the 7-point scale.

The exam weight is 5 ECTS

### **Use of aids and assistance**

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

### **Time placement**

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

### **Completion of the exam**

See section 7.2

### ***Sick/re-examinations***

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

### **Exam language**

English

### **Prerequisites to take the exam**

None.

## **7.16 Compulsory programme element 12: Exam in study programme B, 6th semester (4th external)**

### **Assessment criteria**

The evaluation criteria for the exam are the learning objectives for the compulsory element in *study programme B*. The learning objective is indicated in the joint curriculum.

### **Exam form and organisation**

Individual 4-hour written exam in the learning objectives from study programme B.

The exam assignment is prepared by a nationwide assignment commission.

The examination is external and is assessed according to the 7-point scale.  
The exam's weight is 15 ECTS.

#### **Use of aids and assistance**

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

#### **Time placement**

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

#### **Completion of the exam**

See section 7.2

#### ***Sick/re-examinations***

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

#### **Exam language**

English

#### **Prerequisites to take the exam**

The following requirements must be met to take the exam:

- The student must have handed in 4 written papers with credible content
- 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 assignments.

## **7.17 Bachelor project, 7th semester (5th external)**

#### **Assessment criteria**

For the requirements for the final bachelor project, as well as the learning objectives, please refer to the joint curriculum for the Financial Management Bachelor programme.

#### **Exam form and organisation**

The exam is an external oral examination based on a written project. The Bachelor project's written part can be prepared individually or in groups of two or three (maximum) students.

If the exam is not passed, a new project must be prepared. Group members that do not pass, are subject to the above rule.

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

The project is presented by the project group, 15 minutes, maximum. Then the group's members will be examined. 45 minutes per examinee is set aside, this includes the assessment.

The exam weight is 20 ECTS

If the bachelor project does not pass, a new project must be prepared. Group members that do not pass, are subject to the above rule.

**Time placement**

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

**Completion of the exam**

See section 7.2

***Sick/re-examinations***

Dates for sick/re-exams for the first sick/re-exam are available in the activity plan on Fronter.

**Exam language**

English

**Prerequisites to take the exam**

The written project, is the basis for the exam and the assessment thereof and must:

- Fulfil the requirements of the final bachelor's project, see the joint national part of the curriculum.
- Be handed-in on time, in accordance with the exam schedule, which is available on Fronter.

If the written part of the project is not handed in on time, the students will not be able to take part in the oral exam and one exam attempt will have been used.

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

## **8. Requirements for written exams and projects**

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

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

## **9. Requirements for the Bachelor Project**

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The bachelor project will be assessed in an external exam, which together with the post-internship exam and the other exams on the programme should document that the programme's learning objectives have been met. The exam consists of a project and an oral part for which the student is awarded one overall mark. The exam can only be taken after the final internal examination and all other exams of the programme have been passed. For detailed description of the requirements for the bachelor's project, please refer to the description in the joint national part of the curriculum.

## **10. What effect do spelling and writing skills have on the assessment?**

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Spelling and writing skills are part of the assessment of the Bachelor report (weight = 10%). The assessment reflects an overall assessment of the academic content as well as the spelling and writing skills.

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 head no later than 4 weeks before the exam.

Students who are not native speakers of English can apply for dispensation from the requirements that spelling and writing skills are a part of the assessment of the bachelor project and any other exams where this curriculum indicates that the above skills are part of the assessment criteria. Applications must be submitted to the programme four weeks before the exam.

## **11. Use of aids and assistance**

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Any rules on limitations in the use of aids will be apparent from the description of the individual exams.

## **12. Special exam conditions**

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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 that indicates a medical condition or relevant disability.

English exam language:

Students with a non-English mother tongue may apply for permission to bring dictionaries.

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

## **13. The language used by for exams**

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The programmes which are offered in Danish will have exams in Danish unless the individual exam's purpose is to demonstrate proficiency in foreign languages. For all international programmes, all exams are conducted in English.

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

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

For written assignments, students must confirm with their signature that the assignment has been prepared without any incorrect assistance.

### 14.1. 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

Plagiarism in exams includes cases in which a written assignment, partially or completely, is indicated as being prepared by the examinee or examinees themselves, even though the assignment:

- Includes identical or nearly identical repetition of someone else's formulations or work without being indicated as such with quotation marks, italics, indentation or other clear markings which indicate the source, see the Academy's requirements for written work
- Includes larger passages with a choice of words that is so close to another work or has such similar wording, etc., that, when comparing, one can see that the passages could not have been written without the use of the other work
- Includes the use of someone else's words or ideas without this being properly credited
- Reusing text and/or central ideas from one's own former assessed work

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.

### 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 programme's head of department.

An examinee who obviously during an exam:

- Wrongfully gets help
- Gives another examinee help with answering an assignment
- Uses aids which are not allowed

And if an examinee during an exam:

- Exhibits disruptive behaviour

the head of department, or the person authorised by the head of department, or the examiners, in consensus, can expel the examinee from the exam whilst it is still ongoing. In such cases, the justification for this will be assessed 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 exam cheating, including plagiarism**

#### *Postponement of the exam*

If the report of cheating is plagiarism in a written assignment, where this is 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 done without undue delay. 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 as a combination.

At the oral hearing, the examinee will be called to a meeting to explain the facts and to present the evidence for the presumption of cheating and the examinee can present their side of the story. The student has the right to have a representative accompany them to this meeting.

For a written hearing, the documentation for the suspected cheating is sent to the student and a written statement is requested.

#### *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 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 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 Academy is two weeks from the day the decision was communicated to the complainant, cf. Ministerial Order for Examinations § 51.

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

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### **15.1. Credit for subjects covered by the curriculum's institutional part**

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

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

The Academy may approve that elements that have been passed in another Danish or foreign higher education programmes are substituted for elements included in this curriculum. On approval, the programme element is deemed to be passed if it was passed according to the rules of the programme in question. The assessment will be transferred as 'passed.'

You must apply for prior credit approval, if you want credit for the programme elements that are not provided by our programme

### **15.2. 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 applying

for prior credit approval, the students give permission that the Academy can obtain the necessary information after the student's completion.  
Upon approval of prior credit approval, the programme element is considered completed if it is passed according to the rules of the programme.

### 15.3. Active attendance

Studying on a programme at Business Academy Aarhus can be compared to being on the labour market. The student must therefore come to all scheduled teaching and all other activities on the programme, as one would for a job. Non-attendance will be recorded – and if there are too many absences, the students will be summoned to a meeting in an attempt to rectify this situation as soon as possible.

If students are not able to meet for teaching because of illness, they are expected to let the lecturer as well as the class leader know this with an explanation.

A compulsory assignment is an assignment that must be handed in so that the students are allowed to take an exam. If there is an oral presentation as part of the assignment, the students must also be present for this.

Compulsory assignments should not be considered as an exam, but as part of the learning process, which documents that the student is active on the programme. The programme will offer help and guidance as early as possible, if a student does not comply with the obligation to participate.

#### Overview of the compulsory assignments and study activities on the programme

1st SEMESTER	
Activity	Int
OO 1	Bus
OO 2	Co
OO 3	Bus
OO 4	Bus
2nd SEMESTER	
OO 5	Per
OO 6	Per
OO 7	Bus
OO 8	Bus

### 3rd SEMESTER

Activity

OO 9

OO 10

### 4th SEMESTER

OO 11

OO 12

### 6th SEMESTER

OO 13

### 7th SEMESTER

OO 14

To ensure the programme's learning objectives/goals can be achieved and that the corresponding teaching methods work, programme elements which require active attendance are listed below with the respective rules for this active attendance:

- Hand-in/presentation of assignments/projects
- Compulsory attendance in terms of physical presence
- Participation in and handing in of compulsory assignments, see activity plan
- External presentations.

## 15.4. Criteria for the assessment 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 regular (or sick) 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 the curriculum
- handed in, as stipulated in the curriculum, the tasks, reports, (learning) portfolios, etc., which are prerequisite requirements for participation in exams,

with credible content, and have not handed in material that others have copyright to

- been present for activities with compulsory attendance, as stipulated in 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 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 evidence that the lack of activity on 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 head of department 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 any exams which the student, according to the Examination Ministerial Order, should have participated in before the end of the 1st and 2nd semester and passed before the end of the 2nd and/or 4th semester, and where the Ministerial Order on the programme stipulates time limits for completion of the programme, will apply regardless of any other 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 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)

## 16. Complaints regarding exams and the appeals of decisions

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### 16.1. 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 types of complaint are handled differently.

*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 concerning:

- the basis of the exam, including exam questions, assignments, etc., as well as its relationship 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 a combination thereof, as well as practical or clinical exams.

The complaint must be sent to the quality department via the complaint system on [www.baaa.dk](http://www.baaa.dk).

The complaint must be immediately submitted to the original examiners, i.e. the examiner and co-examiner for the examination. The opinion 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' opinion is 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 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 exams
- 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, 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' 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 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

## **16.2. Appeal**

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 the quality department via [complaints@baaa.dk](mailto: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 chairman 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 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 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 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.

## **17. Rules of exemption**

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The Academy can, in exceptional circumstances, grant dispensation to the regulations of the curriculum set by the institutions. The various institutions must cooperate in order to have a homogenous dispensation policy.

## **18. Approval**

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This institutional part of the curriculum has been enacted and approved by Business Academy Aarhus on 1 September 2016

Maria Aggerholm Mols  
Head of Department