

Curriculum
Bachelor of Financial
Management
and Service

**2013-
2017**

The Bachelor's Degree Programme in Financial
Management and Service
Professionsbacheloruddannelse i Finans

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This curriculum applies to students who started their study in September 2013 and applies to the following educational institutions:

Business Academy Aarhus
www.baaa.dk

Lillebaelt Academy
www.eal.dk

University College of Northern Denmark
www.ucnorth.dk

Copenhagen Business Academy
www.cphbusiness.dk/english/

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Part 1: National curriculum

1 Introductory remarks

1.1 Purpose

This study programme aims to provide students with a sound foundation of theories and methods to qualify them to plan, organise and carry out financial services and complex advisory tasks in the financial sector. Furthermore, graduates should be qualified to work in advisory and administrative functions of financial companies.

Graduates should become client-oriented and qualified to work analytically with financial matters. They should be able to apply financial tools in project planning and to be in charge of client communication when discussing customised solutions. Graduates should also be able to join in the development of the advisory activities of a company.

Finally, graduates of the programme should be able to combine development-oriented elements with theory and practice and work with financial matters on a national and international scale.

1.2 Graduate title

Students who successfully complete the study programme are entitled to use the title 'Bachelor of Financial Management and Service'.

The study programme's official English title is 'Bachelor's Degree Programme in Financial Management and Service'. In Danish it is called 'Uddannelsen til Professionsbachelor i Finans'. In everyday speech it may be referred to as bachelor of finance, finance bachelor, the bachelor of finance programme or similar.

The Danish graduate title is 'Professionsbachelor i Finans'.

1.3 Admission

Admission to the programme is given according to the stipulations of Ministerial Order no. 214 of 21 February 2012 (Danish title: Bekendtgørelse om adgang til erhvervsakademiuuddannelser og professionsbacheloruddannelser.) on admission to academy profession degree programmes and professional bachelor's degree programmes.

Please see www.retsinfo.dk for the full text (in Danish).

1.4 Duration

Prescribed duration of the programme is 3.5 full-time student equivalents, equal to 210 ECTS credits. One student full-time equivalent is the workload of a full-time student for the period of one year and it is equivalent to 60 ECTS credits.

The workload expressed in terms of ECTS credits includes scheduled lessons, preparation time and written work, other activities related to teaching and learning, internships (work placements) and projects with selected companies as well as self-study and exam attendance.

The programme must be completed not later than 5 years and six months after commencing study (i.e. prescribed duration plus 2 years). The latest time of completion of the programme may only be deferred in cases of extraordinary circumstances (see section 5 subsection 2 of Ministerial Order no. 636 of 29 June 2009, also found at www.retsinfo.dk).

1.5 Intended learning outcomes

The intended learning outcomes comprise the knowledge, skills and competencies that a graduate of Financial Management and Service should have achieved during study, see the Ministerial Order for the study programme (Ministerial Order no. 208 of 27 February 2013).

The study programme aims for graduates of Financial Management and Service to achieve the following within the subject of financial markets:

Knowledge

The graduate should have acquired

- 1) knowledge of practices and applied theories and methods in trade knowledge and business understanding, communication, selling and customer psychology, economics and financing, business and finance law, statistics and methods from an international perspective in the financial and economic sectors, and the graduate should be able to reflect on that knowledge,
- 2) knowledge of central IT tools in the financial and economic trades, as well as
- 3) development-based knowledge on innovative and entrepreneurial processes related to the trade.

Graduates of the *Financial transactions and banking* specialisation should furthermore have acquired knowledge of practices and applied theories and methods in financial business understanding in relation to banking and mortgage banking as well as the related products and services.

Graduates of the *Insurance (life, retirement, loss or damage)* specialisation should furthermore have acquired knowledge of practices and applied theories and methods in

- 1) financial business understanding in the insurance sector in terms of operating a financial business as well as products and services (private and corporate),
- 2) selling insurance and retirement products to private individuals and corporate clients, and
- 3) insurance law.

Graduates of the *Real estate* specialisation should furthermore have acquired theoretical and practical knowledge of different property types and the legal regulations and terminology related to the buying and selling of real property.

Graduates of the *Property management* specialisation should furthermore have acquired knowledge of practices and applied theory and methods of working processes central to property management firms.

Graduates of the *Financial control* specialisation should furthermore have knowledge of practices and applied theories and methods of working processes central to accounting departments and companies.

Skills

Graduates should be able to

- 1) apply and know legislation, methods and tools (computational and IT tools) related to financial and economic business,
- 2) apply and know methods and tools in sales and customer care, and take an analytical approach to relation-building in the world of finance and economics,
- 3) be able to consider and analyse financial and economic issues while focusing on the client and be able to argue for and select relevant solutions based on theoretical and legal models, and
- 4) be able to professionally communicate financial and economic issues and solutions to the client and other partners internally and externally (orally and in writing).

Graduates of the *Financial transactions and banking* specialisation should furthermore

- 1) meet the minimum requirements to advising on financial products including investment products, see Ministerial Order no. 346 of 15 April 2011 on requirements to the

- competencies of persons offering professional advice on certain investment products, in terms of knowledge of relevant regulations, investment products in the yellow and green risk-labelling categories as well as economic understanding, and
- 2) be able to consider clients' economic issues, identify their needs and advise them accordingly.

Graduates of the *Insurance (life, retirement, loss or damage)* specialisation should furthermore be able to consider clients' insurance and pension issues, uncover their needs and advise them accordingly.

Graduates of the *Real estate* specialisation should furthermore be able to

- 1) consider the legal and economic aspects related to a property's categories and prepare sales documents according to current regulations and trade standards and
- 2) handle property sales and completion of property transactions.

Graduates of the *Property management* specialisation should furthermore be able to consider clients' issues and identify their needs accordingly.

Graduates of the *Financial control (including auditing)* specialisation should furthermore be able to consider clients' issues and identify their needs accordingly.

Competencies

Graduates should be able to

- 1) manage complex development-oriented situations related to work or study.
- 2) autonomously join professional and multidisciplinary collaborative efforts, give professional advice and assume responsibility within the framework of a professional ethic with particular focus on the client
- 3) identify their own solution needs and develop their own professional knowledge, skills and competences.

Graduates of the *Financial transactions and banking* specialisation should furthermore be able to manage development-oriented professional advisory situations with private individuals and corporate clients.

Graduates of the *Insurance (life, retirement, loss or damage)* specialisation should furthermore be able to manage development-oriented professional advisory situations within either of the disciplines of insurance or pensions (private individuals as well as corporate clients).

Graduates of the *Real estate* specialisation should furthermore be able to assist estate agents in their tasks and demonstrate a professional ethic.

Graduates of the *Property management* specialisation should furthermore be able to manage development-oriented situations in property management.

Graduates of the *Financial control* specialisation should furthermore be able to manage development-oriented situations in financial control and auditing.

2 Programme contents and structure

2.1 Structure

The course units and activities of the programme have been assigned credits according to the European Credit Transfer System (ECTS). Applying the formalised ECTS credit system allows the study programme credits to be recognised and transferable in relation to continued higher education in Denmark or abroad.

The programme is made up of compulsory educational components, a trade specialisation, an internship (work placement), elective educational components and a bachelor's degree project.

The compulsory educational components, constituting 120 ECTS credits, are the same to all students.

The trade specialisation is divided into five different specialisations each with their compulsory course units that make up a total of 25 ECTS credits. Each student must select one trade specialisation.

The elective educational components total 15 ECTS credits for each student.

The internship constitutes 20 ECTS credits. Finally, the bachelor's project corresponds to 20 ECTS credits.

The continued development of the programme is ensured through the close collaboration between the providing educational institutions, the financial sector and relevant authorities.

2.2 Compulsory educational components (120 ECTS credits)

Each semester has an overall theme, a so-called core theme, that relates to the purpose of the study programme.

This means that the course units and the teaching and learning activities in each semester are planned and designed in agreement with the core theme. The learning outcomes for each course unit in each semester are described in volume II of the curriculum, Course Descriptions.

Distribution of course units by core theme

The ECTS credits indicate the workload for each semester.

Table: Relations between core themes and course units:

	1st sem.	2nd sem.	3rd sem.	4th sem.	6th sem.
	Sector introduction	Private individuals	International	Business	Specialisation
	ECTS	ECTS	ECTS	ECTS	ECTS
Core theme: trade knowledge and business understanding					
Business understanding and products	5				
Cultural understanding (financial markets)			5		
Organisations			5		
Marketing			5		
Project management				5	
Business development and innovation					5
Core theme: communication, selling and customer psychology					
Communication	5				
Selling 1 - private individuals		5			
Selling 2 - negotiating				5	
Core theme: economics and financing					
Business economics	10	5			
Personal finance advising and ethics		10			
Macroeconomics		5	5		
International capital markets			5		
Corporate financial planning				5	
Financing and financial risk management					5
Core theme: business and finance law					
Business and finance law	5	5			
Business taxation				5	
Core theme: statistics and methods					
Scientific method and philosophy of science	5				
Statistics			5		

Please note: This table only shows core themes. As the 5th and 7th semesters do not include compulsory educational components, they are not shown in this table. For a complete overview of individual semesters, please see the table in 2.4 below.

2.3 Educational components allowing for individual specialisation (90 ECTS credits)

The educational components in which students can specialise in subjects of personal interest comprise their choice of trade specialisation, internship, electives and the bachelor's project.

2.3.1 Trade specialisation (25 ECTS credits)

Students can choose from five trade specialisations:

- 1) Financial transactions and banking
- 2) Insurance (life, retirement, loss or damage)
- 3) Real estate
- 4) Property management
- 5) Financial control

2.3.2 Internship (30 ECTS credits)

Students spend the whole 5th semester doing an internship. The learning outcomes for internships are written up jointly by all providers of the study programme.

The internship plays a central role in the overall professional and practise-related nature of the programme. Based on the financial sector's business conditions and competency requirements, the internship is designed to contribute, along with the other elements of the study programme, to students' development of professional competencies.

The purpose of the internship is to enable students to apply tools and methods learnt in the study programme to the execution of specific, hands-on tasks for a given financial firm or company in Denmark or abroad.

2.3.3 Electives (15 ECTS credits)

The elective component allows students to create an individual profile through in-depth study of areas of their particular, professional interest within the scope of the study programme.

The electives are described in the institutional part of the curriculum.

Students may follow elective course units offered by other educational institutions but any expenses related to transportation, accommodation or similar must be covered by the students.

2.3.4 Bachelor's degree project (20 ECTS credits)

The purpose of the bachelor's project is to give students the opportunity to demonstrate their qualified ability to express, analyse and apply their acquired skills in theory and methods to a defined, central field within the field of finance.

The bachelor's project must be prepared in relation to a given company or firm in Denmark or abroad.

2.4 Semester overview

The table below shows the course units in the individual semesters.

1st year of study:

1st semester: Sector introduction	ECTS
Business understanding	5
Communication	5
Scientific method and philosophy of science	5
Business and finance law	5
Business economics	10
Total	30

2nd semester: Private individuals	ECTS
Business and finance law	5
Microeconomics	5

Business economics	5
Personal finance advising and ethics	10
Selling 1	5
Total	30

2nd year of study:

3rd semester: International	ECTS
Cultural understanding	5
Marketing	5
International capital markets	5
Organisations	5
Macroeconomics	5
Statistics	5
Total	30

4th semester: Business	ECTS
Project management	5
Corporate financial planning	5
Selling 2	5
Business taxation	5
Trade specialisation A Students select one of the following specialisations: Financial transactions and banking A Real estate A Property management A Financial control A Insurance A Each module equals 10 ECTS	10
Total	30

3rd year of study:

5th semester: Internship	ECTS
Internship in a company	30
Total	30

6th semester: Specialisation	ECTS
Business development and innovation	5
Financing and financial risk management	5
Elective 1	5
Trade specialisation B Students select one of the following specialisations: Financial transactions and banking B Real estate B Property management B Financial control B Insurance B	15

Each module equals 15 ECTS	
Total	30

4th year of study:

7th semester: Bachelor's	ETCS
Elective 2	5
Elective 3	5
Bachelor's project	20
Total	30

Study programme total	210
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3 Examinations and assessment

3.1 Examination rules and terms

Exams are designed according to the stipulations of

- Danish Ministerial Order no. 714 of 27 June 2012 (Danish title: Bekendtgørelse om prøver og eksamen i erhvervsrettede videregående uddannelser) on degrees and examinations in profession-oriented higher education (in this document referred to as the Exam Order. In Danish often referred to as 'eksamensbekendtgørelsen')
- Ministerial Order no. 262 of 20 March 2007 (Danish title: Bekendtgørelse om karakterskala og anden bedømmelse) on the grading scale and other forms of assessment. (In this document referred to as the Grading Order.)
- Ministerial Order no. 208 of 27 February 2013 (Danish title: Bekendtgørelse om uddannelsen til professionsbachelor i finans) on the bachelor's degree programme in financial management and service. (In this document referred to as the Study Programme Order or the Programme Order)

For further information, please refer to Retsinformation, www.retsinfo.dk, which has the latest versions of Danish law and regulations applying to the field at any time. (Only available in Danish.)

Each student must take 17 exams. Five of those exams, including the bachelor's project exam, are externally assessed. The remaining 12 exams are internally assessed. An external examiner appointed by the Secretariat for the External Examiners will always be present at externally assessed exams. For internally assessed exams, the educational institution is free to decide whether or not an external examiner should be appointed by the Secretariat for the External Examiners.

All exams must be assessed either as 'passed' or as having received the grade of 02 as a minimum in order to be considered passed.

Students are allowed 3 exam attempts to pass each exam. Exams that have received a pass mark or been assessed 'passed' cannot be resat.

Examination language, see section 16 of the Exam Order

Exams in English-taught programmes must be conducted in understandable English. Exams in Danish-taught programmes must be conducted in understandable Danish.

Students who are to take exams in Danish or English and whose mother tongue is not Danish or English may apply for an exemption from the requirement that spelling and writing skills must form part of the assessment criteria for the bachelor's degree project. The application for exemption must be submitted to the study programme not later than 4 weeks before the exam is to take place.

Special exam arrangements, see section 17 of the Exam Order

On the grounds of physical or mental disability or impairment, students may apply for extended exam time or other kinds of aid for written exams that take place at the educational institution. The application should be submitted to the study programme not later than 4 weeks before the exam is to be held. The application deadline may be disregarded in cases of sudden health-related problems.

With the application the following should be enclosed: a doctor's note; a statement from e.g. a speech, hearing, dyslexia or blind institute or other kind of documentary evidence of the student's health condition or a relevant specific impairment.

3.2 Withdrawal from exams

If a student does not want to attend an exam, he/she must inform the office/secretary for the study programme in writing. The deadlines are:

- project exams: not later than 14 days before the submission deadline for the exam paper
- written exams: not later than 14 days before the exam is to be held
- oral exams: not later than 14 days before the exam is to be held

Students can print a withdrawal form from the educational institution's student intranet pages.

When withdrawing from an exam, a student will automatically be registered for the next ordinary offer of that exam. This is not the same as a resit.

If a student does not withdraw from an exam in due time, the exam will count as a used exam attempt, please refer to section 6 of the Exam Order. This will not apply, however, if the student is prevented from attending exams because of (documented) illness, please see section 7 of the Exam Order. Please see 'Illness resit exams' below.

Students cannot withdraw from one or more exams that take place immediately after the end of the instruction period and that are scheduled to take place in the first academic year according to the Programme Order / the curriculum as students must sit these exams before the first academic year is over.

Illness resit exams

A student who was prevented from attending an exam owing to documented illness or other unforeseen reason will be able to resit the (illness resit) exam as soon as possible. If the exam takes place in the final exam term of the programme, the student will be given the opportunity to sit the exam in that exam term or immediately after the term.

An illness resit exam may be identical to the next ordinary exam. It is the student's responsibility to stay informed on when (illness) resit exams will be held. The student will automatically be registered for the (illness) resit.

Illness must be supported by a doctor's note. The educational institution must have received the doctor's note within three working days after the exam was held. Students who suddenly become ill during an exam must submit documentation verifying that they were ill on the day in question.

If illness is not supported by documentary evidence according to the above rules, the student will have used an exam attempt.

It is the student's responsibility to cover the expense of a doctor's note.

Withdrawal from illness resit exams

Withdrawal from an illness resit exam follows the same rules as withdrawal from regular exams. The educational institution may disregard withdrawal deadlines in cases of extraordinary circumstances.

3.3 Examinations on the Financial Management and Service programme

Overview of internal and external examinations

Time	Course unit	ECTS	Also called
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 selling 1	15 ECTS	2nd internal

3rd semester	Macroeconomics, statistics and international capital markets	15 ECTS	3rd internal
	Cultural understanding, organisations and marketing	15 ECTS	4th internal
4th semester:	Trade specialisation A	10 ECTS	3rd external
	Business taxation and corporate financial planning	10 ECTS	5th internal
	Project management and selling 2	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
	Trade specialisation B	15 ECTS	4th external
7th semester	Elective 2	5 ECTS	11th internal
	Elective 3	5 ECTS	12th internal
	Bachelor's project	20 ECTS	5th external

Unless otherwise specified, all examinations will be graded according to the 7-point grading scale.

For all examinations, a standard page is defined as 2,100 characters including spaces and footnotes. The front page, table of contents, reference list and bibliography, and appendices are not counted. Appendices are not assessed.

Educational institutions may offer one or more of the course units in the third semester as elective components for students who are studying most of the semester abroad. A special exam will be arranged for these course units. Please see the institutional part of the curriculum for further information.

It is always the responsibility of the students to ensure that they have internet access and that their computers are fully functional during examinations.

3.4 Description of the study programme examinations

3.4.1 First semester

Business understanding, Communication, Scientific method and philosophy of science, 1st semester (1st internal):

At the end of the first semester, an individual oral examination of 30 minutes' duration including deliberations will be held for the course units of Business understanding, Communication, Scientific method and philosophy of science, at a total of 15 ECTS credits.

Groups of 3 to 5 students must write a project of 15 standard pages, i.e. 31,500 characters including spaces. This group project does not have to be individualised. Students will be given 14 days at the end of the semester to write up the project. The students must choose a financial company or firm and write their project about that company and the trade. The students will receive guidance on how to prepare and write up the project.

The 30 minute oral examination of each student will be based on the group project.

If the total of the assessment results in a grade less than 02, the student must take the oral examination again. Students do not need to prepare a new project to register for a new examination.

For students to be able to attend the exam, the contents of the written assignment must be academically honest. The assignment must meet the requirements to form and be submitted correctly and in due time.

One prerequisite to attending oral examinations is that students confirm by signature that they are responsible for having prepared and written up the project.

3.4.2 Second semester

Business economics 1 + 2 and Microeconomics, 2nd semester (1st external):

At the end of the second semester, an individual, 4-hour externally assessed written examination will be held, testing the learning outcomes for the first year of study in the course units of Business economics and Microeconomics at a total of 20 ECTS. Students are not informed of the individual component grades that make up the final grade.

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

The exam paper will be prepared by a national exam paper commission.

Business and finance law 1 + 2 , 2nd semester (2nd external):

At the end of the second semester, an individual, 3-hour externally assessed written examination will be held, testing the learning outcomes for the first year of study in the course unit of Business and finance law at a total of 10 ECTS.

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

The exam paper will be prepared by a national exam paper commission.

Personal finance advising and ethics, and Selling 1, 2nd semester (2nd internal):

At the end of the second semester, an individual examination of 30 minutes' duration including deliberations will be held for the course units of Personal finance advising and ethics, and Selling 1; totalling 15 ECTS credits. Students will have 30 minutes' preparation time before the oral examination.

In groups of 2 or 3, the students write up a sales presentation before the exam. Maximum length: 10 standard pages, equal to 21,000 characters incl. spaces. Students will not receive advice from a supervisor in connection with the preparation of the sales presentation.

The 30-minute oral examination includes a role play situation followed by a brief reflection session. The first part of the examination will be a mock advisory session, based on the students' sales presentation, going through the phases of a sale. The student will act as the advisor and the examiners will be the clients. The second part of the examination will be a reflective discussion based on the actual role play and the sales presentation.

If the total of the assessment results in a grade less than 02, the student must take the oral examination again. Students do not need to prepare a new sales presentation to re-register for a new examination.

For the student to be able to attend the exam, the contents of the written assignment must be academically honest. The assignment must meet the requirements to form and be submitted correctly and in due time.

One prerequisite to attending oral examinations is that students confirm by signature that they are responsible for having prepared and written up the project.

3.4.3 Third semester

Cultural understanding, Organisations and Marketing, 3rd semester (3rd internal)

In the third semester, a 3-hour written examination in Cultural understanding, Organisations and Marketing will be held, totalling 15 ECTS credits. Students will receive a case study 48 hours before the examination. The examination questions will take their starting point in the case study.

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

Macroeconomics, International capital markets and Statistics, 3rd semester (4th internal)

At the end of the third semester, an oral group examination of 90 minutes' duration, including deliberations, will be held for the course units of Macroeconomics, International capital markets and Statistics, at a total of 15 ECTS credits.

Groups of 4 to 5 students must write a project of 15 standard pages, i.e. 31,500 characters including spaces. This group project does not have to be individualised. Students will be given 14 days at the end of the semester to write up the project. Students will be given a broad topic for their project to allow them to define individual titles and problem statements. Students will only receive limited guidance on how to prepare and write up the project.

The 90 minute oral examination of the student groups will be based on the group project. Each student will be assessed individually.

If the total of the assessment results in a grade less than 02, the student must take the oral examination again. Students do not need to prepare a new project to register for a new examination.

For the student to be able to attend the exam, the contents of the written assignment must be academically honest. The assignment must meet the requirements to form and be submitted correctly and in due time.

One prerequisite to attending oral examinations is that students confirm by signature that they are responsible for having prepared and written up the project.

3.4.4 Fourth semester:

Trade specialisation A, 4th semester (3rd external):

At the end of the 4th semester, a 4-hour, externally assessed written examination in trade specialisation A course units will be held, totalling 10 ECTS credits.

All written aids are allowed (including use of the internet). Communication with others during the examination is not allowed. Use of the internet is not allowed for the course unit of Real estate.

The exam paper will be prepared by a national exam paper commission.

Students must have participated in at least 80 per cent of classes as a prerequisite to attending the examination. Furthermore, students must hand in 3 compulsory assignments with academically honest content, in order to attend the examination.

Late or incorrect compliance with formal requirements for the compulsory assignments such as:

- Submission deadline
- Coursework form
- Non-compliance with formal requirements e.g. to a written assignment
- Non-compliance with the obligation to attend

will be considered equal to absence from the examination, and the student will have used an exam attempt.

Corporate financial planning and Business taxation, 4th semester (5th internal)

At the end of the fourth semester, an individual, written 4-hour examination will be held to assess the learning outcomes of the course units of Corporate financial planning and Business taxation, at a total of 10 ECTS credits. The examination will involve 2 hours' examination time for the two course units in question. The course units will be assessed individually but the combined grade of the assessments will determine whether they are passed or not.

Each course unit will be graded according to the 7-point grading scale. Both grades will be shown on the transcript of records. The exam will be assessed overall as a pass or fail, based on the mean of the two grades.

When calculating the mean, the resulting grade cannot be rounded up. This means that a calculated mean must result in at least 02, please refer to section 17, subsection 2 of the Grading Order.

Students who do not pass the examination, must resit the course units in which they did not achieve a grade of at least 02. Grades of 02 or higher, will be transferred for the resit, please refer to section 7, subsection 2 of the Exam Order.

All written aids are allowed, including use of the internet. Communication with others during the examination is not allowed.

Selling 2 and Project management, 4th semester (6th internal)

At the end of the fourth semester, an oral examination of 45 minutes' duration, including deliberations, will be held for the course units of Selling 2 and Project management. Students will take the exam in pairs, i.e. the two students will make up a sales team (exemption may be granted for sales teams of 3 students).

Before the examination, the students must jointly write up a corporate client sales presentation of a maximum of 6 standard pages (6,300 characters incl. spaces). Approximately half of the presentation time should be spent on the sales presentation and the other half on a reflection on the process in relation to project management and the further progress of the

sales project. Students will not receive advice from a supervisor in connection with the preparation of the sales presentation.

The 45-minute oral examination includes a role play followed by an examination. The first part of the exam will be a role play of a mock advisory situation during which the students must go through the phases of selling to a corporate client. The second part of the exam will be a discussion of selected professional issues, based on the sales presentation. Project management will be in particular focus in this part of the exam.

If the total of the assessment results in a grade less than 02, the student must take the oral examination again. Students do not need to prepare a new sales presentation to re-register for a new examination.

For students to be able to attend the exam, the contents of the written assignment must be academically honest. The assignment must meet the requirements to form and be submitted correctly and in due time.

One prerequisite to attending oral examinations is that students confirm by signature that they are responsible for having prepared and written up the project.

3.4.5 Fifth semester:

Internship, 5th semester (7th internal)

At the end of the internship period, an oral examination (of 30 minutes) will be held based on a written page report of 15 standard pages. The report must be about a professional issue in the internship host company and the learning outcomes. The report must be individually prepared.

Students will only be informed of a single, joint grade. (Weight: 40 per cent for the written report and 60 per cent for the oral examination.)

Spelling and writing skills will be assessed as part of the internship report (weight: 10 per cent). The assessment is expressed as an overall assessment of the professional and academic content as well as the student's spelling and writing skills. Students may apply for an exemption from the requirement that spelling and writing skills form part of the assessment criteria if the application is supported by documentary evidence of a specific, relevant physical or mental impairment. The application should be submitted to the programme and directed to the attention of the programme director not later than 4 weeks before the exam is to be held.

If the overall assessment results in a grade of less than 02, students must prepare a new project to re-register for an internship report examination.

For students to be able to attend the exam, the contents of the written assignment must be academically honest. The assignment must meet the requirements to form and be submitted correctly and in due time.

One prerequisite to attending oral examinations is that students confirm by signature that they are responsible for having prepared and written up the project.

3.4.6 Sixth semester

Trade specialisation B, 6th semester (4th external):

At the end of the 6th semester, a 4-hour written exam will be held. The study programme has an option to hand out a case study one week before the examination (the trade specialisation of Financial control makes use of this option). The total ECTS credit score is 15.

All written aids are allowed (including use of the internet). Communication with others during the examination is not allowed. Use of the internet is not allowed for the course unit of Real estate.

The exam paper will be prepared by a national exam paper commission.

Students must have participated in at least 80 per cent of classes as a prerequisite of attending the examination. Furthermore, students must hand in 4 compulsory assignments with academically honest content, in order to attend the examination.

Late or incorrect compliance with formal requirements for the compulsory assignments such as:

- Submission deadline
- Coursework form
- non-compliance with formal requirements e.g. to a written assignment
- non-compliance with the obligation to attend

will be considered equal to absence from the examination, and the student will have used an exam attempt.

Financing and financial risk management, 6th semester (8th internal)

At the end of the semester, an individual, 2-hour externally assessed written examination will be held, testing the learning outcomes for the course unit of Financing and financial risk management; 5 ECTS total.

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

Business development and innovation, 6th semester (9th internal)

In the 6th semester, a group examination of 45-minutes' duration, including deliberations, will be held for the course unit of Business development and innovation at a total of 5 ECTS credits. Students take the examination in pairs or in groups of three.

In groups of 2 or 3, the students must write a presentation of maximum 5 standard pages, i.e. a maximum of 10,500 characters including spaces. The presentation must take its starting point in the business development or innovation efforts of a company, usually one of the internship host companies in which one of the students did their internship. Students will not receive guidance on how to prepare and write up the presentation.

The 45 minute oral examination will be based on the presentation material.

If the total of the assessment results in a grade less than 02, the student must take the oral examination again. Students do not need to prepare a new project to re-register for a new examination.

For students to be able to attend the exam, the contents of the written assignment must be academically honest. The assignment must meet the requirements to form and be submitted correctly and in due time.

One prerequisite to attending oral examinations is that students confirm by signature that they are responsible for having prepared and written up the project.

Elective 1, 6th semester (10th internal)

Please refer to the institutional curriculum for a description of this elective.

3.4.7 Seventh semester

Elective 2, 7th semester (11th internal)

Please refer to the institutional curriculum for a description of this elective.

Elective 3, 8th semester (12th internal)

Please refer to the institutional curriculum for a description of this elective.

Bachelor's degree project, 7th semester (5th external)

In the final semester on the study programme, students must prepare and write up a report that is relevant to the financial profession (40 standard pages for a single student) in collaboration with a company. The report must include a one-page abstract.

The report for the bachelor's project may be prepared individually or in groups of two and not more than three students.

If the exam project is failed, students must prepare a new project. Group members who do not pass are subject to the same rule.

If two or three students write the project together, the problem statement and their research must explore the topic more thoroughly. The report must include individually written sections and sections that are written jointly by the students.

The **individual** sections must be one or more report chapters that are prepared and written by individual members of the group, and the chapters must bear the name of the student responsible for the work. Students should strive for equal length of the individual sections.

As a minimum, the **joint** sections must be:

- Introduction
- Problem statement section
- Definition of scope and method(s)
- Conclusion section
- Final section relating the research results to a wider context and perhaps including suggestions for further work

It must be clearly indicated which sections are joint and which are individual with the indication of the name(s) of the responsible student(s).

More sections than the ones mentioned above may be joint, however the joint sections *may not* make up more than half of the report length.

Formal requirements:

The maximum allowed length of the project report is 40 standard pages, equal to 84,000 characters incl. spaces, if the project is written by a single student. If two students write the project together, the maximum allowed length is 70 standard pages, equal to 147,000 characters incl. spaces. For groups of three students, the maximum allowed length is 90 standard pages, equal to 189,000 characters incl. spaces.

The report will form the basis for an oral, individual examination of 45 minutes duration.

Each student will receive a single grade for the project, determined by an overall assessment of the written work and the oral performance. Students are not informed of the component grades that make up the final grade. (Weighting: written report: 70 per cent; oral presentation: 30 per cent.)

Spelling and writing skills will be assessed as part of the bachelor's degree project (weight :10 per cent). The assessment is expressed as an overall assessment of the professional and academic content as well as the student's spelling and writing skills. Students may apply for an exemption from the requirement that spelling and writing skills form part of the assessment criteria if the application is supported by documentary evidence of a specific, relevant physical or mental impairment. The application should be submitted to the programme and directed to the attention of the programme director not later than 4 weeks before the exam is to be held.

For the student to be able to attend the exam, the contents of the written assignment must be academically honest. The assignment must meet the requirements to form and be submitted correctly and in due time.

One prerequisite to attending oral examinations is that students confirm by signature that they are responsible for having prepared and written up the project.

Please note: students cannot register for the bachelor's project examination until all previous internally and externally assessed examinations have been passed, please refer to section 9, subsection 4 of the XXX Order.

3.4.8 Examinations in paid study placements abroad

Students who are on paid study placements abroad arranged by the educational institution, must supply documentary evidence of their learning to their home institution in Denmark. Please refer to the institutional part of the curriculum for more information.

3.5 Academic misconduct at exams

When handing in a written exam assignment, students must confirm by signature (or by upload to student intranet) that the assignment was prepared without undue help.

3.5.1 Use of students' own and others' work - plagiarism

Academic misconduct at exams in the form of plagiarism is instances where a written assignment, in full or in part, appears to have been made by the student or students themselves, even though the assignment:

1. includes identical or near-identical wording of other people's statements or works where the text is not set off by quotation marks, italics, indentation or any other clear indication with a reference to the source; see the institution's requirements to written work.
2. includes substantial sections of text that are so similar to another work in wording etc. that on comparison it is clear that the sections could not have been written without the use of the other work
3. includes the use of other's words or ideas without giving due credit to the sources
4. re-uses text and/or central ideas from a student's own previously assessed work without observing the stipulations in sections 1 and 3.

3.5.2 Disciplinary actions in events of academic misconduct and disruptive behaviour

During exams

A student who

- unduly obtains help, or
- helps another student do an assignment, or
- uses non-authorised aids

and

a student who

- behaves in a disruptive manner

at an exam may be expelled from the exam room while the exam is taking place either by the programme director, by a person authorised by him/her or jointly by the assessors. In such cases, the justification of the expulsion will be assessed in connection with the subsequent decision on the sanctions to be imposed.

In less serious cases of disruptive behaviour, the student will first be given a warning.

Suspected academic misconduct at exams including plagiarism, during and after the exam

If, during or after an exam, a student is suspected of

- having obtained or provided undue help,

- passing off another person's work as their own (plagiarism), or
- having used their own previously assessed work or parts of it without reference (plagiarism)

this will be reported to the relevant study programme.

3.5.3 The process of identifying academic misconduct including plagiarism

Suspension of the exam

If the reported misconduct regards plagiarism in a written assignment that is to make up the basis of assessment for a subsequent oral exam, the programme director will suspend the exam if the matter cannot be settled before the fixed examination date. If needed, the programme director may decide to allow the exam to be carried out with a view to detecting academic misconduct.

Form and contents of the report

Misconduct must be reported without undue delay. The report must include a written presentation of the case with information to identify the reported persons, as well as a brief account of the matter and the existing evidence. Previous incidents of academic misconduct by one or more of the reported students must be stated explicitly.

When plagiarism is reported, the copied sections must be clearly indicated and a reference to their sources stated. The copied text must also be indicated in the source text.

Involving the student - hearing of the parties

The programme director decides whether the hearing of the student will be oral, in writing or a combination.

For an oral hearing, the student will be summoned for a discussion for further clarification of the case where he/she will be presented with the documentation of the assumption of academic misconduct and where he/she will be able to state his/her point of view. The student has a right to attend with a companion.

For a written hearing, the documentation of suspected academic misconduct will be sent to the student requesting him/her to state his/her point of view in writing.

3.5.4 Sanctions against academic misconduct and disruptive behaviour during exams

If the suspected misconduct is confirmed after the matter has been investigated, and if the misconduct has had or will be able to have an influence on the assessment of the student's performance, the programme director will expel the student from the exam.

In aggravating circumstances, the programme director may suspend the student for a period of time at the programme director's discretion. In such cases, the student will receive a written warning that any further instances of misconduct may lead to permanent expulsion.

A period of suspension means that any grades given for the exam result in question will be annulled, and that the student will have used an exam attempt.

The student will not be allowed to resit the exam and will have to wait until the ordinary exam in that particular module/course is offered again. The educational institution may allow the student to attend an (illness) resit if circumstances weigh in favour of a resit.

In cases of aggravating circumstances, the programme director may decide to suspend the student from studies for a period of time at the programme director's discretion. In such cases, the student will receive a written warning that any further instances of misconduct may lead to permanent expulsion.

The student cannot participate in lectures or attend exams while suspended.

3.6 Complaints procedure

The decision that a student is suspended and has used an exam attempt is final and cannot be brought before a higher administrative authority.

Complaints on the grounds of legal irregularities (e.g. legal incapacity, the hearing procedure, guidelines on making complaints, correct interpretation of the executive order on examination regulations etc.) may be brought before the Danish Agency for Higher Education and Educational Support. The complaint must be brought before the institution and directed to the attention of the relevant programme director who will make a statement. The student will have the opportunity to comment on the statement, the deadline being usually one week. The institution will submit the complaint, the statement and any comments made by the student to the Danish Agency for Higher Education and Educational Support. The deadline for complaints made to the institution is 2 weeks from the day the student was notified of the decision, see section 50 of the Exam Order.

3.6.1 Complaints about exams and appeals against decisions

Complaints about exams

Students are recommended to seek guidance from a student advisor in connection with the complaints procedure and writing a complaint.

The regulations for complaints about exams can be found in section 10 of the Exam Order.

The Order divides complaints into two kinds,

1. complaints about the examination basis etc., the course of the exam and/or the assessment, and
2. complaints on the grounds of legal irregularities.

The two kinds of complaints are dealt with differently.

Complaints about the examination basis etc. the course of the exam and the assessment

Within 2 weeks after the assessment of the exam has been announced in the usual way, a student may submit a written, substantiated complaint about:

1. the examination basis, including the examination questions; assignments etc., and its relation to the objectives and requirements of the study programme
2. the examination procedure
3. the assessment

The complaint may concern any exam including written examinations, oral examinations and combined exams as well as practical, clinical or laboratory exams.

The complaint should be submitted to the relevant programme director.

The complaint will immediately be brought before the original assessors, i.e. the examiner and the external examiner from the exam in question. The statement made by the assessors must be usable as the base of the institution's decision regarding academic or professional matters. The institution will usually give the assessors a deadline of 2 weeks to make their statements.

Immediately after the statements are made available, the student will be given the opportunity to comment on them within, usually, one week.

The decision will be made by the institution based on the academic/professional statements made by the assessors and any comments made by the student.

The decision must be made in writing and must include a rationale. It may regard

1. an offer of a new assessment (re-assessment), this only applies to written examinations

2. an offer of a new examination (resit)
3. a dismissal of the complaint

If it is decided that the student will be offered re-assessment or a resit exam, the programme director will appoint new assessors. Re-assessment may only be offered in cases of written exams where written material exists for assessment, as new assessors will not be able to (re-)assess an already held oral exam and as the notes of the original assessors are personal and cannot be passed on to others.

If the decision is to offer the student a re-assessment or resit exam, the student must be notified that a re-assessment or a resit exam may result in a lower grade. The student must accept the offer within 2 weeks of the announcement of the decision. Acceptance of an offer of re-assessment or a resit exam cannot be cancelled. If the student does not accept the offer within the deadline, re-assessment or a resit exam will not be carried out.

Re-assessment or a resit examination must take place as soon as possible.

For re-assessments, the assessors must be presented with the case documents: The exam paper, the student's assignment, the statements made by the original assessors with the comments made by the student, and the decision made by the institution.

The assessors will deliver the result of the re-assessment including a written explanation and their assessment. Resit exams and re-assessments may result in lower grades than the initial grades.

If it is decided that a re-assessment or resit exam will be offered, the decision will apply to all students who took the exam in question if their assignment features the same deficiency as the one being complained about.

The complaint must be submitted to the programme director not later than 2 weeks (14 calendar days) after the assessment results of the exam in question have been announced. If the deadline falls on a holiday, the deadline will be extended to expire on the first weekday after that day.

In extraordinary circumstances, the deadline may be disregarded.

3.6.2 Appeals

The appellant may bring the institution's decision on academic/professional matters before an appeals board. The activities of the appeals board fall under the Danish Public Administration Act including the stipulations on legal incapacity and the duty of silence.

The appeal should be submitted to the programme director.

The deadline for appeals is two weeks after the student has been notified of the decision. The above-mentioned requirements to complaints (being in writing, substantiated etc.) also apply to appeals.

The appeals board is made up of two appointed external examiners who will be appointed by the chairman of the external examiners, one examiner and a student within the same field (from the study programme) both appointed by the programme director.

The appeals board will make a decision based on the material that formed the base of the institution's decision and the student's substantiated appeal.

The appeals board will process the appeal, and the decision may regard

- 1) an offer of a new assessment (re-assessment) made by new assessors, this only applies to written examinations
- 2) an offer of a new examination (resit) with new assessors, or
- 3) a dismissal of the complaint

If the decision is to offer the student a re-assessment or resit exam, the student must be notified that a re-assessment or a resit exam may result in a lower grade. The student must accept the offer within 2 weeks of the announcement of the decision. Acceptance of an offer of re-assessment or a resit exam cannot be cancelled.

If the student does not accept the offer within the deadline, re-assessment or a resit exam will not be carried out.

Re-assessment or a resit examination must take place as soon as possible.

For re-assessments, the assessors must be presented with the case documents: The exam paper, the student's assignment, the statements made by the original assessors with the comments made by the student, and the decision made by the institution.

The appeals board must have made a decision not later than 2 months, 3 months for summer exams, after the appeal was made.

The decision of the appeals board is final meaning that the case cannot be brought before a higher administrative authority regarding the parts of the appeal that concern academic/professional elements.

3.6.3 Complaints on the grounds of legal irregularities

Complaints on the grounds of legal irregularities in decisions made by the assessors in connection with re-assessment or resit exams or the appeals board's decisions may be brought before the educational institution within 2 weeks of the day the student was notified of the decision.

Complaints on the grounds of legal irregularities in decisions that were made by the institution according to the stipulations of the Exam Order (e.g. legal incapacity, the hearing procedure, correct interpretation of the Exam Order) may be brought before the Danish Agency for Higher Education and Educational Support. The complaint should be submitted to the institution which will make a statement and the student must be given the opportunity to comment on this statement, the deadline being usually one week. The institution will submit the complaint, the statement and any comments made by the student to the Danish Agency for Higher Education and Educational Support. The institution will submit the complaint, the statement and any comments made by the student to the Agency. The deadline for lodging complaints with the institution is 2 weeks (14 days) from the day the student was notified of the decision.

4 Exemption

In extraordinary circumstances, the educational institution may opt to disregard stipulations in the curriculum made by the institution or jointly by the institutions offering the programme.

5 Description of the study programme - compulsory components

For a description of the learning outcomes of the individual course units, please refer to volume II of the curriculum, Course Descriptions, which specifies the learning outcomes for the course units.

5.1 Core theme 1: Trade knowledge and business understanding (CT1)

Workload: 30 ECTS credits

Outcomes upon successful completion of the core theme units:

Students should have achieved development-based knowledge of the structure of the financial sector and business strategies, its trades and various service products that are offered to private individuals and corporate clients. Students should be able to apply central theories and tools to analyse client behaviour and corporate situations and strategies in order to create value for their clients.

Students should have achieved development-based knowledge of organisation theory in order to be able to analyse organisational processes with business clients while gaining an understanding of the students' own place and function in an organisation. Furthermore, students should have achieved an understanding of and the ability to analyse company culture and the cultural challenges that arise when a company is to establish itself in a foreign market, is to collaborate with foreign partners or when staff of a different cultural background are employed. Students should also be able to manage specific projects, including planning, carrying out and evaluating a project.

Finally, students should have achieved knowledge of the development of business models in terms of new concepts, services and processes. Students should also have achieved development-based knowledge of how an organisation develops and changes when development projects are implemented.

Core theme in relation to semesters

• Business understanding	(5 ECTS)	1st semester
• Marketing	(5 ECTS)	3rd semester
• Organisations	(5 ECTS)	3rd semester
• Cultural understanding	(5 ECTS)	3rd semester
• Project Management	(5 ECTS)	4th semester
• Business development and innovation	(5 ECTS)	6th semester

Knowledge and understanding

Students should have gained:

- development-based knowledge of applied theories and methods in trade and company analysis in the financial sector
- development-based knowledge of applied theories and methods for analysing the strategic situation of a company
- development-based knowledge of applied theories and methods for analysing an organisation
- knowledge of how theories and methods are applied to uncover a company's culture and to analysing a different national culture with a view to collaborating with other nationalities in an internationalisation context
- an understanding of and the ability to consider different project planning methods
- an understanding of and the ability to consider different possibilities for doing business and how they can be implemented in an organisation

Skills

Students should be able to:

- analyse and calculate how financial businesses are operated and how their service products create value for clients
- assess client and competitor behaviour and justify their choice of solutions to offer clients
- apply tools on organisation theory and estimate their influence on giving advice to corporate clients
- apply and justify choices of theory and tools for the analysis of organisation culture and national culture in relation to internationalisation processes
- carry out a small project based on recognised project management theories and practices
- analyse and assess how innovative business development could be done and be implemented in an organisation

Competencies

Students should be able to:

- identify the requirements to their own professional competencies in relation to the complexity of a financial business

- consider a company's strategic situation as the starting point for giving financial advice
- independently identify, describe and analyse complex organisational and individual processes
- manage complex intercultural collaboration with external and internal stakeholders
- autonomously collaborate with others on carrying out specific projects
- autonomously join professional and multidisciplinary collaborative efforts and manage innovative processes when developing the business and implementing development projects within an organisation

5.2 Core theme 2: Communication, selling and customer psychology (CT2)

Workload: 15 ECTS credits

Outcomes upon successful completion of the core theme units:

Students should have achieved development-based knowledge on how to communicate depending on the communicative situation and the person they are communicating with. This applies to communication within the financial sector as well as communication with specific client types. Furthermore, students should be able to make a professional presentation targeted at a specific target group. Students should be able to apply central theories and tools to carry through a selling effort towards a private client. Students should have achieved development-based knowledge of the influence of personal selling on business clients in the financial sector. In continuation of this knowledge, students should be able to carry through the various sales phases with a business client and prepare a relevant, justified selling and negotiation strategy with that client.

Core theme in relation to semesters

- | | | |
|--|----------|--------------|
| • Communication and presentation techniques | (5 ECTS) | 1st semester |
| • Consultative selling 1 - Private individuals | (5 ECTS) | 2nd semester |
| • Consultative selling 2 - Business clients | (5 ECTS) | 4th semester |

Knowledge and understanding

Students should have gained:

- development-based knowledge of applied theories and methods in communication, presentation techniques and consultative selling
- development-based knowledge of building and maintaining long-term client relationships
- development-based knowledge and applied theories of private and business client behaviour
- an understanding of and the ability to reflect on their own behaviour as advisors and in relation to their clients
- development-based knowledge of negotiation techniques

Skills

Students should be able to:

- communicate orally with internal and external stakeholders including making presentations to given target groups
- select, assess and state the grounds for selected communication solutions
- analyse and assess client needs
- define and establish a selling strategy for each client
- manage the consultative selling process from making contact to the client, uncovering their needs, dealing with objections or issues and presenting solutions that meet client needs. Furthermore to follow-up by providing support and services to maintain the client relationship
- conduct negotiations with corporate clients

Competencies

Students should be able to:

- manage complex communication situations in a financial company, with internal as well as external stakeholders
- make a professional presentation that is relevant to the financial company

- prepare and conduct a sales and consultative meeting with a client in the financial sector
- autonomously and competently handle the phases of consultative selling, including negotiation techniques
- assume responsibility for identifying their own learning objectives in client advising and communication

5.3 Core theme 3: Economics (CT3)

5.1 Core theme 3: Economics (CT3)

Workload: 50 ECTS credits

Outcomes upon successful completion of the core theme units:

Students should have development-based knowledge about the financial sector's practices, applied theories and methods in personal finance and business economics. Students should furthermore be able to reflect on the practises and appliance of personal finance and business economic theories and methods in the financial sector.

Based on relevant theoretical models, students should be able to describe, analyse and assess economic issues.

Students should have development-based knowledge of international capital market practices, applied theories and methods, including knowledge of the dependence of economic development and capital market trends. Students should furthermore, in an autonomous and development-oriented manner, be able to acquire knowledge of new phenomena, tools and trends in international finance. Students should be able to reflect on the development in international capital markets and the theories and methods concerning those markets.

Students should have development-based knowledge about the financial sector's and companies' financial planning practices, applied theories and methods. Students should furthermore be able to reflect on the practises of the financial sector as well as the use of companies' financial planning theories and methods.

Students should have development-based knowledge about the financial sector's and companies' financing methods and financial risk management practises as well as applied theories and methods. Students should furthermore be able to reflect on the practises and appliance of financing techniques and financial risk management in the financial sector.

Students should have theoretical and practical knowledge of ethics, values and any self-regulation in different financial trades, including the ability to understand and reflect on different types of competency issues within the financial sector, including the concept of advising versus selling and the interrelation between the duty of disclosure and rights of information and the related ethical principles.

Core themes in relation to semesters

- | | | |
|---|-----------|----------------------|
| • Business economics | (15 ECTS) | 1st and 2nd semester |
| • Personal finance advising and ethics | (10 ECTS) | 2nd semester |
| • Micro and macroeconomics | (10 ECTS) | 1st and 2nd semester |
| • International capital markets | (5 ECTS) | 3rd semester |
| • Corporate financial planning | (5 ECTS) | 4th semester |
| • Financing and financial risk management | (5 ECTS) | 6th semester |

Knowledge and understanding

Students should have gained:

- development-based knowledge of theories and methods applied in business economics, personal finance, macroeconomics, international capital markets, corporate financial planning as well as financing and financial risk management.

Skills

Students should be able to:

- analyse, consider, apply and know theories and methods in business economics, personal finance, macroeconomics, international capital markets, corporate financial planning, and financing and financial risk management as well as know the rules on 'Best practice' and acting ethically correct in advisory situations in different financial contexts.

Competencies

Students should be able to:

- Autonomously join professional and multidisciplinary collaborative efforts and guide processes in relation to business economics, personal finance, macroeconomics, international capital markets, corporate financial planning, and financing and financial risk management as well as autonomously apply the rules of 'Best practice' and ethical norms in practise

5.2 Core theme 4: Business law (CT4)

Workload: 15 ECTS credits

Outcomes upon successful completion of the core theme units:

Students should have gained development-based knowledge of legal methods and the application of relevant law in the financial sector and other fields in which financial advising is relevant. Students should be able to identify legal issues in consultative selling situations to minimise the risk of legal conflict in the practical co-operation with clients. Students should furthermore be able to read and understand legal texts in order to autonomously join multidisciplinary collaborative efforts to the prevention and resolution of legal matters.

Core theme in relation to semesters:

- | | | |
|----------------------------|----------|--------------|
| • Business and finance law | (5 ECTS) | 1st semester |
| • Business and finance law | (5 ECTS) | 2nd semester |
| • Business taxation | (5 ECTS) | 4th semester |

Knowledge and understanding

Students should have gained:

- development-based knowledge of the organisation of the legal sphere, its terminology, legal sources and their interpretation
- development-based knowledge of theories and methods applied in contract law; tort law; basic insurance law; national and international purchasing law; credit agreements; family law; succession law; company law; claims, debts and provision of security; property transactions and registration; debt enforcement, tax law, basic principles of business taxation
- an understanding of and the ability to reflect on applied theories and methods in relation to practical issues in the financial sector and in other financial advisory situations

Skills

Students should be able to:

- Select, consider and apply relevant legal sources to specific financial issues
- communicate solution proposals to internal as well as external stakeholders
- apply and consider regulation and practices on entering into contract, including consumer protection law and agreements that involve intermediaries
- apply and consider tort liability and contractual liability regulations and develop and propose solutions to specific issues
- apply and consider marketing law regulations that are relevant to the financial sector
- apply basic family law regulations on advisory level and relate them to business economy and personal finance conditions
- know the rules on different types of companies and liability

- know and consider regulation and practices in all kinds of financial provision of security and apply these rules in complex contexts involving risk and credit assessment and other legal matters such as law of contract and liquidation
- select and justify the optimum provision of security
- know and apply the rules on registration of property, including registration documents and the legal effects of registration
- apply the rules on time-limitation, deposits, offsetting and barring of claims in practice
- apply regulation and legal practises of transfer of claim and consider solution proposals related to those practises
- apply regulation and legal practises in the context of bankruptcy and reorganisation and consider their influence on risk and credit rating and other kinds of financial advisory situations
- apply and convey the rules for the statement of taxable personal income and taxable income for privately owned businesses
- calculate income tax for natural persons
- estimate the fiscal effects of possessing and selling financial products and real property
- select and justify the use of tax-privileged pension schemes

Competencies

Students should be able to:

- identify a legal issues in a consultative selling situation and read and understand a legal text with a view to preventing or solving the problem either alone or in collaboration with others
- reduce legal conflict when working with clients by independently and professionally handling and taking responsibility in complex consultative selling situations
- independently decide the need for further professional assistance
- develop and acquire new knowledge of relevant legal topics, including enactments, applied practice and other sources of law
- professionally communicate the choice of legal solutions internally as well as externally
- manage complex choices of various taxation models for privately owned businesses
- join multidisciplinary professional efforts focusing on development-oriented issues in tax law
- develop their own knowledge and skills of new tax law and applied practices
- identify and assume responsibility for their own tax law learning objectives

5.3 Core theme 5: Statistics and methods (CT5)

Workload: 10 ECTS credits

Outcomes upon successful completion of the core theme units:

Students should have development-based knowledge of scientific working methods and an understanding of the correlation between knowledge, methods and results. Furthermore, students should be able to apply qualitative and quantitative methods when designing projects, selecting data and data reporting and be able to perform statistical analyses of financial and economic issues

Core theme in relation to semesters:

- | | | |
|---|----------|--------------|
| • Scientific method and philosophy of science | (5 ECTS) | 1st semester |
| • Statistics | (5 ECTS) | 3rd semester |

Knowledge and understanding

Students should have gained:

- development-based knowledge of study techniques
- development-based knowledge of philosophy of science from the perspective of business economics

- knowledge of theories and practices in performing scientific financial studies
- development-based knowledge on the application of statistics theories and methods in relation to descriptive statistics, estimation and hypothesis testing

Skills

Students should be able to:

- read professional material and utilise search engines, reference works and databases
- assess aspects of reliability and validity in the context of scientific studies and statistical processing of collected data
- perform point estimation and interval estimation as well as hypothesis testing and assess and convey their results
- organise professional source material and prepare problem statements

Competencies

Students should be able to:

- use reports to autonomously convey practise-related and professional issues to relevant stakeholders.
- document their knowledge of subjects in philosophy of science and scientific method that are of particular relevance to the financial sector.
- autonomously apply statistical methods when making random samples and analysing information gathered by random sampling
- autonomously utilise IT for analysing and conveying statistical data
- autonomously collect and perform analyses of quantitative and qualitative data

6 Trade specialisation, internship and bachelor's degree project

6.1 Trade specialisation

The course descriptions of the trade specialisations can be found in volume II of this curriculum.

6.2 Internship

Workload: 30 ECTS credits

Time: 5th semester

Outcomes upon successful completion of the internship:

The internship (also known as work placement) has central importance to the overall professional and practise-related nature of the programme.

Based on the financial sector's business conditions and competency requirements, the internship is designed to contribute, along with the other elements of the study programme, to students' development of professional competencies. The purpose of the internship is to enable students to apply tools and methods learnt in the study programme to the execution of specific, hands-on tasks for a given financial firm or business in the field of finance and economics, either in Denmark or abroad.

The internship is designed and planned to progress towards independent practise

Students should have gained knowledge about:

- daily operations in the whole of the internship host company

Students should have acquired skills in:

- acquiring knowledge while performing tasks and assignments for the company
- evaluating the relevance and reliability of the knowledge gained, including distinguishing between facts, theory, statements made by sources and the students' own views.
- justifying their choices (and what they chose not to do) in the context of problems, methods, theories, empirical data and conclusions, recommendations, communication strategies etc. and point out strengths and weaknesses
- demonstrating analytical ability when proposing solution alternatives
- choosing from different solution alternatives based on a theoretical foundation

Students should have acquired competencies to:

- demonstrate autonomous, critical and reflective decision-making skills in relation to practical, professional matters.

6.3 Bachelor's degree project

Workload: 20 ECTS credits

Time: Seventh semester

Outcomes upon successful completion of the bachelor's degree project:

Demonstrating that students are able to combine, in an autonomous, qualified manner, development-oriented elements with elements of theory, methods and practice, and that they are able to convey all of those elements.

The bachelor's project is a large, independent assignment. The project must be carried out in such a way that students acquire profound insight into a defined, financial problem or issue that is central to the financial sector. The problem statement for the bachelor's project must be prepared and formulated by the students in collaboration with a company. The problem statement must be approved by the educational institution.

When addressing the problem set out in the problem statement, it is important that students are able to apply central theories and methods. Furthermore, the bachelor's project must include empirical material in addressing the specific problem or issues.

Students should gain:

- Profession-relevant knowledge of addressing a defined, central field or problem of a theoretical or practical nature.

Students should have acquired skills in:

- applying scientific method through the collection, processing and application of relevant knowledge and practical data
- developing and analysing strategic and creative solution proposals based on theoretical theories and methods for dealing with specific and abstract problems in a business in the financial sector
- autonomously managing a final degree project and performing creative problem solving
- evaluating their own learning and identifying their competency development needs
- conveying ideas, quantitative and qualitative data to various target groups.

Students will have acquired competencies in:

- combining development-oriented elements with theory and method to generate knowledge that is useful to the profession as well as competently communicating their own points of view and arguing professionally for them.
- formulating well-reasoned answers to abstract and concrete problems
- qualitatively assessing different solution alternatives to abstract and specific problems

7 Transferring studies and credit transfer

The educational institution may approve that certain educational components or parts of them that were passed at another educational institution are equivalent to educational components or parts of educational components in this curriculum. If the educational component in question was assessed according to the 7-point grading scale at the institution where the examination was taken, and if the component is equal to the whole of a course module in this curriculum, the grade may be transferred. In all other cases, the assessment will be transferred as 'passed' and will not be included in the calculation of a grade average.

The educational institution may approve that passed educational components from a different Danish or foreign higher education replace educational components under this curriculum. For such approval, the educational component is considered completed if it is passed according to the rules that apply to the study in question. The assessment will be transferred as 'passed'.

7.1 Transfers between Financial Management and Financial Management and Service

One condition for the below-mentioned cases of credit transfer to be successful is that all examinations of the study programme where the credits were earned have been passed.

7.1.1 From Financial Management to Financial Management and Service

After the second semester (all internal and external exams in the first year of study have been passed):

Students will start on the 3rd semester of the Financial Management and Service programme, but before the end of the 4th semester, they must have passed the Business economics examination (external 2nd semester), as well as a special internal exam in scientific method and philosophy of science. Before commencing study, students must attend a compulsory admission interview.

After the third semester (all internal and external exams in the first year of study and in the third semester have been passed):

Students will start on the 4th semester of the Financial Management and Service programme, but before commencing studies, they must have attended a compulsory interview about the programme and the internship in particular.

After the fourth semester (all study programme exams have been passed):

Students from Financial Management will take the full internship in the 5th semester of the Financial Management and Service programme but must beforehand have attended Trade Specialisation A and passed the examination in that course unit.

A degree in Financial Management + 6-12 months relevant work:

Graduates of Financial Management start on the 6th semester of the Financial Management and Service programme, but before the end of the 6th semester, they must have studied Trade Specialisation A on their own and passed a special internally assessed exam.

7.1.2 From Financial Management and Service to Financial Management

After the second semester (all internal and external exams in the first year of study have been passed):

Students must pass special exams in Statistics and Macroeconomics before the end of the 4th semester and thus before their oral defence of the final degree project examination in the Financial Management programme.

After the fourth semester (all internal and external exams in the first and second years of study have been passed):

Students will start on the 4th semester of the Financial Management programme and will not need to attend additional exams.

After the fifth semester (all internal and external exams in the first and second years of study and in the fifth semester have been passed):

Students must carry out the final degree project of the Financial Management programme.

8 Effective date

This part of the curriculum, which applies to all providers of the Bachelor's Degree Programme in Financial Management and Service in Denmark, will come into effect as of 1 September 2013.

Part 2: Institutional curriculum

1 Rules on the Students' Obligation to Participate in the Instruction

1.1 Rules on the Students' Obligation to Participate teaching

At Business Academy Aarhus the daily life is like a work place. This means that as a student you need to engage yourself and take active part in the teaching, the projects and the completion of assignments on the team. We registrar absence – and if the absence is high you will be called to a dialogue.

It also means that if the student becomes ill, you have to make your teacher and your team leader aware that you will not show up for classes that day. Absence because of illness will however still add to your absence total.

If the student's absence is higher than 20 % then the students SU (The Danish students' Grants and Loans Scheme) can be stopped. The student will be given notice of this.

1.2 Compulsory assignments

During your programme you must submit a number of compulsory assignments. On Fronter you can find an overview of the number of compulsory assignments as well as deadlines for when you have to submit these.

All compulsory assignments must be submitted. If the compulsory assignments are not submitted, the students SU (The Danish students' Grants and Loans Scheme) can be stopped.

2 Rules for Completion of the Internship

On the internship, the student is assigned an internship counsellor from the department and a supervisor from the company. The student and the counsellor will establish objectives together for the student's learning outcomes from the internship to be subsequently the indicator in connection with the company's planning of the student's work.

The internship is completed with a written report where the student assess the student's learning outcomes of the internship in comparison with the set objectives (see also the general part)

The internship is to compare with a full-time job with the requirements of working hours, effort, commitment and flexibility that the AP Graduate in Marketing Management can expect to face on his/her first job.

3 Internationalisation

Through the programme the educational institutions include the international dimensions in the instruction.

The programme is built in modules, which means that it is possible for a student to study 3rd semester abroad just as it is possible for foreign students to study a semester on the programme. Furthermore the internship on the 5th semester may take place abroad. It is also possible to study elective C on the 7th semester at a summer school course.

3rd semester includes a study trip to a European city and it is compulsory for all students. In special cases Business Academy Aarhus grants an exemption from the study trip. Application for exemption is forwarded to the Head of Department and must be handed in not later than 2 months before departure date of study trip unless sudden conditions make it necessary to give an exemption at a later date.

For further information about the possibilities please contact the international office.

3.1 Examination in relation to stay abroad on the 3rd semester.

The student must pass all examinations at the partner institution abroad. Furthermore, the student must document all educational activity acquired from the subjects studied abroad in an online portfolio. An educational report for each subject must be written containing information on the acquired learning.

The size of the report must correspond to the credits of the individual subjects, however; it must be at least three standard pages corresponding to 2,100 characters per page.

All tasks of the subjects and the applied solutions to these are documented online in the portfolio. A link to the portfolio and documentation for the completed examination at the partner institution must be handed into the educational institution no later than four weeks after having completed the examination abroad. The portfolio, educational reports included, will be assessed as passed/not passed.

3.2 Examination in relation to stay abroad on the 7th semester

The subjects

The student must pass all examinations at the partner institution abroad. Furthermore, the student must document all educational activity acquired from the subjects studied abroad in an online portfolio. An educational report for each subject must be written containing information on the acquired learning.

The size of the report must correspond to the credits of the individual subjects, however; it must be at least three standard pages corresponding to 2,100 characters per page.

All tasks of the subjects and the applied solutions to these are documented online in the portfolio. A link to the portfolio and documentation for the completed examination at the partner institution must be handed into the educational institution no later than four weeks after having completed the examination abroad. The portfolio, educational reports included, will be assessed as passed/not passed.

Bachelor project

As a starting point a tutor at the educational institution is appointed – and the report is handed in and examination carried out as described under external tests and examinations.

4 Practice-oriented learning

By participating in quality and development work and involvement in company networks with customers and cooperating with research institutions our lecturers achieve insight into and knowledge about the latest tendencies in the financial sector. Furthermore the focus is on management accounting in private and public institutions.

This practical experience is included in the instruction as well as knowledge about core tendencies within the profession. Furthermore they include the latest knowledge and results from national and international research, test and development work from the disciplines attached to the profession.

The teaching includes classroom teaching, dialogue teaching, theme-based work, presentations, cases, seminars, domestic and international guest lecturers, projects and internship. Furthermore the teaching supports the students IT qualifications.

5 Rules on Transfer of Credit

The institution can approve that passed educational elements or parts hereof passed at another institution are equivalent to educational elements or parts hereof in this curriculum. If the relevant subject has been assessed according to the 7-point grading scale at the institution where the test was conducted and it is equivalent to an entire subject in this curriculum, the mark will be transferred. In all other cases the assessment will be transferred as "passed".

The institution can approve that a passed educational element from another Danish or foreign higher education programme replace educational elements included in this curriculum. By approval in this connection, the educational element is considered completed if it has been passed according to the rules on the relevant programme. The assessment will be transferred as "passed".

6 Elective elements

On the programme's 6th and 7th semester there are elective elements of 15 ECTS in total.

- Management Science Models
- Advanced statistics

Other possibilities for electives will be added later.

6.1 Management Science Models)

Contains elements from the subject Management Science Models (supplement course with transfer of credits to the cand. merc. programme (M.Sc.) at BSS).

Weight: 5 ECTS

Placement in the programme: 7th semester

Core aspects:

- Using Quantitative Models for problem solving purposes
- Linear Optimisation Models
- Integer Programming Models
- Target Programming Models
- Decision Models
- Heuristic Models
- Simulation Models

The student should have knowledge of:

- the fundamental concepts, definitions and models (including underlying assumptions)

The student should have the skills:

- to describe and argue for the use of different types of models for problem solving purposes
- to formulate, solve and interpret solutions to linear programming problems and integer programming problems
- to describe methods used to address optimisation problems with several objectives and solve such problems
- to describe examples of heuristic methods, their usage and set up simple heuristics and apply these
- to describe decision-making situations and decision-making criteria in the light of uncertainty and risk, set up decision-making trees and apply these as basis for the decision-making process
- to build simple simulation models, carry out simulations and interpret resulting solutions

The student should acquire the competencies:

- that allow for the elaboration of the business-related studies and enable the student to choose additional studies, also within business-related subject areas

- that enable the student to solve management science problems that the student may encounter in a future business career

7 Rules for the exam

Please see the A large part of the literature on the programme will be in English and, similarly, several educational elements will wholly or partly be conducted in English.

8 Rules of Exemption

When unusual conditions substantiate it, the Business Academy may grant an exemption from the rules of the curriculum which are not bound by the basis of the Executive Order.

9 Law

The Ministerial Order and other relevant judicial rules, including internal rules and regulations concerning the programme, are found at www.retsinformation.dk.

- Bekendtgørelse af lov nr. 214 af 27. februar 2013 om erhvervsakademier for videregående uddannelser
- Bekendtgørelse nr. 636 af 29. juni 2009 om erhvervsakademiuddannelser og professionsbacheloruddannelser
- Bekendtgørelse nr. 210 af 1. marts 2013 om adgang til erhvervsakademiuddannelser og professionsbacheloruddannelser
- Bekendtgørelse af lov nr. 661 af 29. juni 2009 om statens uddannelsesstøtte (SU-loven)
- Bekendtgørelse af lov nr. 601 af 12. juni 2013 om akkreditering af videregående uddannelsesinstitutioner
- Bekendtgørelse nr. 745 af 24. juni 2013 om akkreditering af videregående uddannelsesinstitutioner og godkendelse af nye videregående uddannelser
- Bekendtgørelse nr. 714 af 27. juni 2012 om prøver og eksamen i erhvervsrettede videregående uddannelser
- Bekendtgørelse nr. 262 af 20. marts 2007 om karakterskala og anden bedømmelse.
- Bekendtgørelse af lov nr. 880 af 19. september 2005 om gennemsigtighed og åbenhed i uddannelserne m.v.

10 Provisions on Effective Date

The curriculum will come into force and be effective to students commencing the study programme per 1 September 2013.

10.1 Students on credit transfer

THE PROGRAMME MANAGER MAY ALLOW STUDENTS FROM OTHER PROGRAMMES OF HIGHER EDUCATION TO STUDY PARTS OF THIS PROGRAMME AND TAKE TESTS OR EXAMS ACCORDINGLY. IT IS A CONDITION THAT IT IS AN APPROVED PART OF THEIR OWN PROGRAMME.