

Curriculum for MSc in Economics and Business Administration

Curriculum for the Master of Science in Economics and Business Administration

This curriculum has been prepared under powers conferred by

- The Ministry of Science, Technology and Innovation's Ministerial Order No. 1520 of 16 December 2013 on Bachelor and Master's Programmes (candidatus) at Universities (the Education Order) as amended.
- The Ministry of Science, Technology and Innovations's Ministerial Order No. 666 of 24 June 2012 on University Examinations and Grading (the Examination Order) as amended.
- The Ministry of Science, Technology and Innovations's Ministerial Order No. 250 of 15 March 2007 on Grading Scale and Other Forms of Assessment of University Education (the Grading Scale order) as amended.
- The Ministry of Science, Technology and Innovations's Ministerial Order No. 1388 of 16 December 2013 on access to Master's Programmes at Universities (The Master's Programmes admission Order)

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

The Academic Study Board may, when justified by exceptional circumstances, grant an exemption from the curriculum rules that is determined solely by the University.

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

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

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The Curriculum has been updated in the following sections:

2.2.1, 2.2.2, 2.3, 2.3.1 (new), 2.3.2 (new), 2.3.2 (new), 3.3 (no. 7 and 8 revised, no. 6.9 new), 4.3.3 (new), 4.3.4, 4.3.5, 4.3.7 and 5.13.

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1. The overall purpose of the study programme

Cf. Sections 1 of the Education Order:

The objective of the master's (candidatus) programmes is to:

- 1) develop and expand the student's academic knowledge and skills and strengthen his or her theoretical and methodological qualifications and competencies, as well as increasing the student's independence relative to the bachelor degree level;*
- 2) provide the student with an opportunity for in-depth studies through the application of advanced elements in the disciplines and methodologies of the subject area(s) in question, including training in scientific work and methodology that further develops the student's ability to work in a more specialised professional capacity and to participate in advanced scientific development work; and*
- 3) qualify the student for further studies, including PhD programmes. Cf. the Ministerial Order on the PhD Programme at the Universities and Certain Higher Artistic Educational Institutions (the PhD Order)*

Cf. Enclosure to the Education Order, 3.2.:

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

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

The Academic Study Board's additional provision:

1.1 Competence description for the master's programme

Knowledge and understanding

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

Skills

The MSc can choose and apply advanced scientific methods and theories for collection of data and do complex analyses of the conditions of the firm and set up new models of analysis and problem solving. The MSc can convey knowledge and discuss professional issues with colleagues, company management and external partners.

Competences

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

2. Organisation, etc.

2.1 Time limit for completion of the study programmes

Cf. section 5, (2) of the Education Order

In the curriculum for both bachelor and master's (candidatus) programmes, a university may define requirements for the maximum duration of a student's bachelor degree and master's (candidatus) degree studies after the student has enrolled on the programme in question.

Additional provision of the Faculty of Business and Social Sciences:

2.1.1 Rules on active study

There is no established time limit for finishing the master's programme, but instead the following rule applies to active study:

A student's enrolment will be brought to an end when the student has not engaged in active study during the last two years, unless otherwise agreed by written agreement between the student and the Academic Study Board. Periods of leave are not included in this period.

Lack of active study is understood as a situation in which the student has not passed a minimum of 60 ECTS points in a continuous period of 2 years.

If a lack of active study is ascertained, the student will be contacted with an offer of counselling and relevant support for resuming active study.

If, following a continuous period of 2 years without active study, it is decided to bring the enrolment to an end the student in question is informed of this, as well as of the date of termination of enrolment.

If the student fails to respond to these approaches, or if the student fails to attend the counselling offered, the enrolment will be terminated.

2.2 The structure of the study programme

Cf. Section 6 of the Education Order

(1) The bachelor and master's (candidatus) programmes consist of a number of modules.

(2) A module covers a subject element or a group of subject elements, and is intended to provide the student with a totality of coherent academic qualifications and competencies within a specified time frame expressed in terms of ECTS points. Modules are concluded by one or more examinations conducted during the examination periods specified and defined in the curriculum for the programme in question.

Cf. Section 1 (3) of the Education Order

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

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Additional provision of the Academic Study Board:

2.2.1 Modules and course elements

Cf. Enclosure 1 to the Education Order:

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

The master programme is a rounded programme that builds on the skills students have obtained during the qualifying bachelor programme. The programme consists of a number of courses, each taking up a number of ECTS credits. The courses are organised in a series of modules – in the following referred to as profiles. Choice of profile gives the student the opportunity to target his or her competences at specific jobs through the courses in the profile.

Students must apply to a specific profile. Prior to each academic year, outlines are completed stating which courses have been approved for the respective profiles during the given term. The contents of the profiles are described in the attachments to this curriculum.

It is stated in the descriptions whether the profiles are offered in Danish or English. As for the English profiles, the Academic Study Board can decide to change the language of teaching in a particular course from English to Danish if there are not a sufficient amount of international students attending the course and a Danish speaking lecturer is teaching the course and the profile description do not state that the language of teaching will be English.

The examinations in the English profiles are conducted in English or Danish. However, if the examiner and/or the external examiner are not Danish speakers the examination will always be conducted in English. It may be required for the particular profile that the examinations of the students enrolled are in English with respect to the compulsory subjects. This will appear from the profile description.

It is not possible to obtain a MSc in Economics and Business Administration at the University of Southern Denmark without selecting a specific profile.

2.2.2 Academic profile descriptions

Academic profile descriptions are revised when deemed necessary, and must contain the following information:

- The name of the profile in Danish and English. However, English profiles are only named in English.
- A description of the aim of the profile: including an outline of the academic fields from which the profile gains knowledge based on the highest international research.

The programme is offered in English in:

Esbjerg, Kolding, Odense, Slagelse and Sønderborg and in Danish in:
Kolding

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- Specific conditions regarding the profile such as the language of teaching or examination.
- Specific requirements for students at the profile, such as internships or stays abroad.
- A schematic overview of the profile which states whether exams are marked internally or externally, and whether the 7 point grading scale or pass/fail is used when grading.

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

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

The profile descriptions are available at www.sdu.dk.

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2.2.3 Course descriptions

The course descriptions are part of the curriculum describing the individual subject. Course descriptions and forms of examination are updated twice yearly before teaching in the subject begins. The course descriptions contain information about:

- The Danish and English title of the course.
- The campus town in which the subject is offered.
- The course level (Bachelor or Master degree subject).
- The Academic Study Board with responsibility.
- The Academic Study Board's date of approval.
- The academic staff responsible for the course.
- The responsible department.
- ECTS-points /full-time equivalent.
- Academic prerequisites (recommended but not required).
- The purpose of the course.
- Course matter – central areas.
- Goals Description
- Literature.
- Instruction periods (autumn or spring).
- Type of instruction and teaching language.
- Examination schedule.
- Examination conditions (must be fulfilled to sit the exam).
- Form of examination.
- Grading: Internal or external grading. 7-point grading scale or Pass/fail.

The maximum number of examinations after the completion of a course is three, unless the course is offered again. The examination form and syllabus will always be the ones currently applying.

Students may only attend courses that are part of the curriculum in which they are enrolled. Students may, however, apply to the Academic Study Board for pre-approval of courses that are part of the curriculum of another study.

2.3 Active teaching and learning

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

2.3.1 Principles for choice of teaching methods

The teaching methods on the programme aim at supporting the student in achieving the learning goal in each course. The goal is that students through their active participation in the learning activities provided can

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improve their ability to achieve the learning goal. One of the learning objectives of the programme is that the student independently and in collaboration with others can handle complex and development-oriented situations. Therefore, the programme contains learning activities enabling the students to build these skills. Such activities encompass collaboration with other students and problem solving in collaboration with companies and other organizations. In order for each student to achieve the full learning outcomes of these activities, it is considered essential that all students actively engage in these activities in a responsible manner. This implies that in the courses there may be a requirement for participate in presentations and preparation of reports during the semester, individually or in groups. The student's behavior towards the organizations associated with the SDU has great influence on possibilities for future cooperation. Therefore, in courses involving business contact or cooperation, it may be required that the student actively participate in the activities that are planned in the course.

2.3.2 Principles for selection of examination forms

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

3. Entry requirements, etc.

Cf. section 10 and 11 of the Education Order

Section 10:

(1) Admission to a master's (candidatus) programme requires a relevant bachelor degree or other relevant Danish or foreign qualifications at the same level.

(2) In the curriculum for the individual master's (candidatus) programme, the university stipulates, within the framework established by the provisions of this ministerial order, including Appendix 1, which bachelor programmes give the right to admission to the master's (candidatus) programme in question as well as any special admission requirements with regard to prerequisite subjects or subject elements or the subjects' or subject elements' required ECTS points to be accumulated by students on the individual bachelor programme in order to qualify for admission to the master's (candidatus) programme.

(3) The university may admit applicants who fulfil the requirements set out in subsection (1), provided that, after admission to the master's (candidatus) programme, they undertake supplementary studies at the university totalling a maximum of 15 ECTS point..

(4) The university may admit applicants who do not fulfil the requirements set out in subsections (1) and (2), but who, based on an individual assessment, are deemed to have equivalent educational qualifications. The university may require that applicants take supplementary exams or undertake supplementary studies pursuant to subsection (3).

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Section 11.

(1) The university may use single subjects from existing approved programmes or specially adapted courses as supplementary studies pursuant to section 10(3). The supplementary courses may be offered before the start of the master's (candidatus) programme as well as concurrently with the first semester (first half year of study) of the master's (candidatus) programme

In the curriculum for the individual master's (candidatus) programme, the university specifies rules on supplementary studies, if any.

(2) Supplementary studies for which a student has been registered in connection with the admission to a master's (candidatus) programme are not included in the calculation of ECTS points pursuant to section 7(1) in the student's registration for subjects or subject elements on the master's (candidatus) programme.

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

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

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

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

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

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

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

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

In order for a degree to be deemed as a BSc programme in Economics and Business Administration, the applicant must have a bachelor degree from a university including a minimum of 75 ECTS courses within

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economics and business administration. Further, the courses must cover the various disciplines within economics and business administration as well as important methods areas.

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

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

3.3 Applicants with an alternative basis for admission

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

The “Annex to the curriculum with qualifying bachelor degrees” includes some undergraduate programmes that are pre-assessed as qualifying or qualifying provided that the student completes supplementary tests. The university may stipulate that the applicant must pass supplementary tests prior to the time fixed for the start of the programme at the latest. The university may also stipulate that the applicant must complete supplementary tests after admission.

4. Master's programme

4.1 Prescribed ECTS

Cf. section 19 of the Education Order.

Unless otherwise stipulated in connection with an individual programme, a master's (candidatus) programme is equivalent to 120 ECTS points.

4.2 Designation

Cf. Section 20 (1) of the Education Order

A master's (candidatus) programme entitles the graduate to the Danish title 'cand.' (candidatus/candidata) followed by the Latin designation for the programme in question, see Appendix 1. The subject area in which the degree is awarded is specified last. The graduate is awarded the English title 'Master of Arts (MA)' or 'Master of Science (MSc)' followed by the subject area in which the degree is awarded (in English), see Appendix 1, unless another designation is stipulated in Appendix 1.

Cf. Enclosure 1 to the Education Order:

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

4.3 Structure of the education

Cf. Sections 21 of the Education Order:

(1) A master's (candidatus) programme must be a complete and coherent study programme which extends and builds on the competencies and insight students have acquired in the course of their bachelor programme and which qualifies the student for admission to a PhD programme, see section 3.

(2) The university must structure the study programme in a manner which ensures its academic coherence and progression. As a general rule, the organisation of the programme modules, see section 6, must ensure that the student normally has the option of choosing between competency profiles relevant to various professional functions.

(3) The university must specify the following in the curriculum for the individual master's (candidatus) programme:

- 1) Constituent subject elements fundamental to the specific academic competencies and identity of the programme corresponding to a minimum of 90 ECTS points. This total must include a master's (candidatus) thesis corresponding to 30 ECTS points, or up to 60 ECTS points if the thesis is of an experimental nature.*
- 2) Elective subject(s) equivalent to a minimum of 10 ECTS points.*

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4.3.1 Course titles, ECTS credits, examination weight and grading/assessment

The following is in reference to the profile descriptions for the Economics and Business Administration programme. The profile descriptions may be found as enclosures to this curriculum.

4.3.2 Structure

The MSc programme in Economics and Business Administration consists of courses in business economics and business administration and relevant methodical courses which expand on academic and interdisciplinary areas encountered during the bachelor programme. Courses within economics may also be part of the master programme. The programme structure is described in the enclosed profile descriptions.

1. At least 60 ECTS credits of the profile are obligatory. These courses supply knowledge which, within the boundaries of the profile, is based on the highest international research.
2. At least 10 ECTS credits of the obligatory courses must supply knowledge about and skills within the scientific methods of the subject area of the profile allowing the graduate to master these methods and assess and select among these. The methodological courses are listed in the profile descriptions.

4.3.3 Change to another profile

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

4.3.4 The master's thesis

Cf. Section 21 of the Education Order

(6) The master's (candidatus) thesis must document skills in applying scientific theories and methodologies to a clearly defined academic topic. The master's (candidatus) thesis concludes the programme. The university may, however, grant an exemption from the rule that the thesis concludes the programme if special circumstances apply, or if one or more preceding subjects or subject elements have not been passed.

(7) The university approves the problem formulation for the master's (candidatus) thesis and lays down a deadline for submission of the thesis and a plan for thesis supervision at the same time. The thesis must be completed and submitted within the time frame stipulated in the curriculum for the individual programme and which applies to full-time grammes,. The time frame for submission of the thesis commences at the latest at the time when the student must be registered for ECTS points equivalent to the ECTS points awarded for the master's (candidatus) thesis, see section 7(1).

(8) If the student does not submit the thesis within the time frame specified in subsection (7), the university approves a modified problem formulation within the same field and lays down a new three-month deadline for submission at the same time. If the student does not submit the thesis by the new deadline, the student may be granted a third examination attempt, see the Examination Order (Eksamensbekendtgørelsen), in accordance with the same rules which applied to the second examination attempt.

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The Academic Study Board's additional provision:

Goals description and formalities are stated in the course description for the master's thesis and in information on the programme web page at www.sdu.dk

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

4.3.5 Study abroad

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

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

Detailed guidelines for study abroad will be available at www.sdu.dk.

4.3.6 Project-oriented components

Cf. Section 22 of the Education Order

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

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

4.3.7 Seminars

It is apparent in each profile description and the appertaining course descriptions whether seminars may be part of the profile. Regulations regarding seminars are specified in the course descriptions.

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4.3.8 Study Circles

Apart from the regular supply of courses, one or several study circles may be formed. A study circle consists of a small number of students who, in collaboration with an instructor, organises a series of lectures/a course, which is equivalent to a normal master programme course.

Study circles may be an initiative of students as well as departments. A minimum of four students is required in order for a study circle to be formed. The students agree on a topic and syllabus in collaboration with an instructor. The instructor and students sign an application form directed at the local academic study board. The academic study board may assess study circle applications at any time during the year.

Study circles may be commenced on and completed regardless of semester divisions. The academic study board and the programme and profile directors jointly settle the demands of the individual course.

If too few students have registered for a course, a study circle may be formed instead. In this case, the course is conducted in every aspect as stated in the original course description and only varies in terms of form of teaching.

4.3.9 The Master's Degree part of the 4+4 PhD programme

PhD students enrolled as 4+4 students can complete the Master's programme on special conditions which are described in the Guidelines for PhD Programmes at the PhD School at the Faculty of Business and Social Sciences. The student completes the graduate programme by passing the qualifying examination. The qualifying examination is equivalent to a Master's thesis and it is arranged in accordance with the description of objective for the Master's degree programme and it is held with external censorship cf. the Education Order for the Curriculum for the Master programmes.

4.4 Requirements for passing, etc.

Cf. Sections 14 – 17 of the Grading Scale Order

Section 14

(1) An examination shall be passed when the student achieves a grade of at least 02 or the assessment Pass. An examination which has been passed cannot be resat,

(2) If an examination consists of several partial examinations, the grade for the combined examination, shall be at least 02. If the combined examination is passed, partial examinations for which grades 00 or -3 have been awarded, cannot be resat.

Even if the combined examination is not passed, partial examinations for which a grade of 02 or higher is awarded cannot be resat.

(3) It may be stipulated in the rules for the individual study programme that a certain grade on the grading scale must be achieved in one or more partial examinations.

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(4) It may be stipulated in the rules for the individual study programme that two or more examinations must be passed in the same examination term.

Section 15

(1) It may be stipulated in the rules for the individual study programme that two or more examinations must be passed on the basis of a grade average. If so, the average must be at least 2.0 without rounding-up.

(2) It may be stipulated in the rules for the individual study programme that an examination for which a grade of 00 or -3 is awarded cannot be resat if the examination is passed under the provisions stipulated in Subsection 1.

(3) It may be stipulated in the rules for the individual study programme that a certain grade on the grading scale must be achieved in one or more partial examinations, the passing of which is based on a grade average.

(4) It may be stipulated in the rules for the individual study programme that the individual grades which make up a combined grade average shall be weighted differently in the calculation of the average. If so, the average shall be the sum of the individual grades, each multiplied by the weighting of the grade, divided by the sum of the weightings.

Section 16

(1) The grades to be included in the combined examination result shall be stipulated in the rules for the individual study programme.

(2) It may be stipulated in the rules for the individual study programme that the combined examination result shall be expressed in the form of a grade point average. One decimal shall be included in the calculation of the grade point average. Subjects/subject elements that utilise the assessment Pass/Fail shall not be included in the calculation of the grade point average.

(3) The rules for the individual study programme may stipulate that the individual grades included in the combined examination result shall possess different weights in the calculation of the grade point average. If so, the grade point average shall be the sum of the individual grades, each multiplied by the weighting of the grade, divided by the sum of the weightings.

Section 17

(1) An examination is passed when the grade point average, is at least 2.0 without rounding-up, and when all tests assessed using Pass/Fail have been passed. If particular pass requirements have been laid down in the rules for the individual study programme according to Sections 14 and 15, these requirements shall also be met. If no grade point average is calculated, all tests forming part of the examination shall be passed, cf. Sections 14 and 15.

(2) It may be stipulated in the rules for the individual study programme that a certain grade on the grading scale must be achieved in one or more examinations which are included in the grade point average.

The Academic Study Board's additional provision:

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The master programme is completed once students have obtained a pass or a grade of 02 or higher for each course. As for courses with several sub-examinations, the mark -3 cannot be included in the total examination result. If the total examination result is at least 2.0, sub-examinations marked 00 cannot be retaken.

Course weight is determined by computing the averages and corresponds with ECTS values as follows:

10 ECTS credits.....Included in the GPA with a weight of *10*.

5. Examination, etc.

Cf. Section 29 of the Education Order

With regard to examinations and issuing of certificates, the following ministerial orders are in force:

- 1) Ministerial Order on University Examinations and Grading (the Examination Order) (Bekendtgørelse om eksamen og censur ved universitetsuddannelser (eksamensbekendtgørelsen)).*

- 2) Ministerial Order on the Grading Scale and Other Forms of Assessment of University Education (the Grading Scale Order)(Bekendtgørelse om karakterskala og anden bedømmelse ved universitetsuddannelser (karakterbekendtgørelsen)).*

5.1 Syllabus description

Each semester the examination syllabus is published on the study programmes homepage www.sdu.dk. The examination syllabus is part of the curriculum. Examination will always be held according to the most recent syllabus.

5.2 Ordinary examination

As a main rule, ordinary examinations are held in the end of the teaching term, January and June. This will be stated in the respective course descriptions.

5.3 Examination conditions

Examination conditions fulfilled prior to the first ordinary examination should not be repeated in connection with a new examination.

5.4 Examination aids

Computers are used for submission of answers at all written examinations at Faculty of Business and Social Sciences. The students are expected to bring their own computer, which can be hooked up to the university's wireless network, and that software programs are installed corresponding to those of the standard Microsoft Office Package including the ability to create PDF files for submission of exam papers.

Digital exams are conducted taking into account the IT-facilities at the campus in question.

Permitted aids, including internet access will appear in the course description. For further information see Policy for Digital Examination at Social Sciences for further information.

5.5. Group Exam

Cf. Section 4.

(1) Based on academic considerations, the university lays down in the curriculum whether an examination must be organised as an individual exam or as a group exam. When an examination is organised as a group exam, the university also lays down the maximum number of students permitted to participate in the individual group exam and whether the student may choose an individual exam instead. In connection with both an individual exam and a group exam, an individual assessment must be made of the students' performance, and separate grades must be awarded.

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(2) In connection with an oral group exam, the individual student must be examined in such a way as to ensure that an individual assessment is made of the student's performance. When organising an oral group exam, the university must ensure that the time allocated for the examination is adapted to the number of students participating in the examination.

(3) In connection with a paper written by a group of students, separate grades can only be awarded or other assessment made if the contributions of the individual students are clearly marked. The university lays down requirements for individualisation in the curriculum.

(4) If a separate grade is not to be awarded or other assessment made in respect of a paper written by a group of students, the paper may be included in the assessment of a subsequent oral exam.

The Study Board's regulations:

The number of students in a group exam can generally be a maximum of 4. The Study Board may decide to deviate from the rule. If so, this shall be described in the course description.

5.6 Examination language

Cf. Section 6 of the Examination Order

(1) On programmes offered in Danish, examinations are conducted in Danish, unless part of the purpose of the examination is to document the students' abilities in a foreign language. However, students are allowed to express themselves in Swedish and Norwegian instead of Danish during examinations, unless part of the purpose of the examination is to document abilities in Danish.

(2) If circumstances permit, the university may allow a foreign examination language. However, this does not apply if part of the purpose of the examination is to document abilities in Danish or a specific other foreign language.

(3) If a subject has been taught in a foreign language, examinations must be conducted in that language, unless part of the purpose of the examination is to document the students' abilities in another language. The university may grant exemptions from this rule.

(4) On programmes offered in English or another foreign language, examinations must be conducted in the language offered, unless part of the purpose of the examination is to document the students' abilities in another language. The university may grant exemptions from this rule.

The Academic Study Board's additional provision:

On profiles offered in English, exams can be taken in Danish or English. However, if the examiner and/or the co-examiner are not Danish-speaking, the exam must be taken in English. This is also the case if the profile description stipulates that all exams must be taken in English.

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

5.7 Number of examination attempts

Cf. Section 13 of the Examination Order

(1) An examination which has been passed cannot be retaken, see the Grading Scale Order.

(2) Students are entitled to three attempts to pass an examination etc. Under special circumstances, the university may allow further attempts. The question of academic aptitude must not be included when assessing whether special circumstances apply.

5.8 Examination registration and deregistration

Cf. Section 14 of the Examination Order

With registration of the student for a course element, etc. to which one or more exams are attached, the student is automatically registered for the exam or exams. The university will at the same time set a deadline for correct deregistration from the examination.

If a student fails to deregister in time, the exam will be regarded as having been started in terms of number of examination attempts.

The university may make an exemption from the deadlines for registration and deregistration in case of unusual circumstances.

The Academic Study Board's additional provision:

A course registration is also an exam registration. Registration takes place from May 20th to May 30th for autumn semester courses and from November 20th to November 30th for spring semester courses. Exam registration (not course registration) takes place from March 20th to March 30th / October 20th to October 30th.

The dates for exam will be announced at www.sdu.dk. The student must take on responsibility for keeping updated about exam.

The final dates for registration for re-examination will also be announced at www.sdu.dk.

The final date for deregistration is 2 weeks before a written examination takes place, a written assignment is to be submitted, or an oral examination is commenced (i.e. the first day of the oral examinations). This means that if an examination is for example held on a Monday, the final date for withdrawal of registration would be 2 weeks before Monday.

5.9 Examination and re-examination

Cf. Section 18 of the Examination Order (The Examination Order No 666, 24 June, 2014, Section 18 valid to 1 September 2015)

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Students who have sat for the ordinary exam but have not passed the test or students who have been ill at the time of the ordinary exam in the autumn term will have the possibility to sit for a make-up or re-examination in the same examination term or immediately after, but no later than in February.

Students who have sat for the ordinary exam but have not passed the test or students who have been ill at the time of the ordinary exam in the spring term will have the possibility to sit for a make-up or re-examination in the same examination term or immediately after, but no later than in August.

Under rules stipulated in the curriculum the form of evaluation of the make-up and re-examination tests – except the bachelor project - can be different from the one used at the ordinary examination.

The Academic Study Board's additional provision:

Make-up examination (new examination in the same term) is in the autumn semester held in February and in the spring semester in August. The Academic Study Board can decide to hold one more re-examination after the following semester. This will be stated in the respective course descriptions. To participate in a re-examination the student must have participated in the ordinary examination in the same semester. The Study Board can decide to change the evaluation form. This will be announced after registration deadline.

For quarter courses in Esbjerg, the following is valid:

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

Illness related make-up examinations are granted on the basis of an application to the Examinations Office where documentation is enclosed. If a re-examination is granted, the ordinary examination attempt is annulled. Illness related make-up examinations are held at the same time as all make-up examinations, i.e. in February and August. The academic study board may decide to alter the form of examination and assessment for the illness related make-up examination. If this is the case, it will be announced after the expiration of the registration deadline.

For quarter courses in Esbjerg, the following is valid:

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

5.10 Internal or external tests

Cf. Section 20 of the Examination Order

(1) Examinations are either internal or external.

(2) Internal examinations are assessed by one or more teachers (internal examiners) appointed by the university from among the teachers at the university.

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(3) *External examinations are assessed by one or more internal examiners and by one or more external examiners appointed by the Danish Agency for Higher Education, see title II on grading.*

(4) *External examinations must cover the important parts of the programmes, including the bachelor project. At least one-third of a programme's total ECTS points (European Credit Transfer System) must be obtained at external examinations. This does not, however, apply to examinations for which credits have been transferred, see section 32.*

(5) *The teacher of the subject in question assesses the student's course participation.*

The Academic Study Board's additional provision:

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

5.11 Grading or the pass/fail assessment

Cf. Section 23 of the Examination Order

(1) *The assessment consists of a grade based on the 7-point grading scale or the assessment 'Pass' or 'Fail' or the assessment 'Approved' or 'Not approved', see the Grading Scale Order. Master's (candidatus) theses and master's projects are assessed according to the 7-point grading scale. Course participation etc. is assessed as 'Pass' or 'Fail' or assessed as 'Approved' or 'Not approved'.*

(2) *The assessment 'Pass' or 'Fail' or the assessment 'Approved' or 'Not approved' may only be used for examinations accounting for a maximum of one-third of the programme's ECTS points. This does not, however, apply to examinations for which credits have been transferred.*

The Academic Study Board's additional provision:

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

5.12 Spelling and writing skills

Cf. Section 24 of the Examination Order

(1) *When assessing master's (candidatus) theses, master's projects and other major written assignments, emphasis must, in addition to the academic content, also be placed on the students' spelling and writing skills. The curriculum stipulates how spelling and writing skills are weighted in the overall assessment of the examination performance, but the academic content is always given the highest weight, unless the subject or subject element is language or foreign language.*

(3) *The university may grant exemptions from subsection (1) for students who are able to document a relevant and specific impairment, unless assessing spelling and writing skills are significant objectives of the examination.*

The Academic Study Board's additional provision:

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Major written assignments are defined as reports in which each student contribute with 10 pages or more. Limited weight is put on the student's spelling and formulating capacity. Lacks of spelling and formulating capacity are defined as comprehensive and significant deviations from a normal professional usage.

Exemptions from this rule may be granted if the student is able to document a relevant impairment.

5.13 Supplementary exams after admission to a master programme

Cf. Section 28 of the Examination Order

(1) Students enrolled on a master's (candidatus) programme who are required to undertake supplementary studies, see the University Programme Order, must within the first six months of the start of the first year of study participate in and pass the examination(s) that form(s) part of the supplementary studies in order to continue on the programme, see the Ministerial Order on Admission and Enrolment on Master's (Candidatus) Programmes at Universities (Kandidatadgangsbekendtgørelsen). The examination(s) must document that the students have acquired the necessary academic qualifications for continued admission to the master's (candidatus) programme.

(2) Students are entitled to three attempts to pass the examination(s) that form part of the supplementary studies, unless the university has stipulated that the students are entitled to one or two examination attempts only, see subsection (3).

(3) In the curriculum, the university lays down rules on examinations forming part of the supplementary studies, including the number of examination attempts.

(4) Under special circumstances, the university may grant exemptions from subsections (1)-(3).

The Academic Study Board's additional provision:

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

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

5.14 Examination appeals, etc.

Cf. Sections 34, 35 and 36 of the Examination Order

Appeals about tests or other forms of assessment forming part of the examination shall be submitted to the university by the student. Appeals shall be submitted in writing and include an explanation of the reasons for the appeal.

Section 34

(1) Appeals about examinations or other forms of assessment forming part of the examination must be submitted to the university by the student. Appeals must be submitted in writing stating the reasons for the appeal.

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(2) The appeal must be submitted within two weeks of the assessment being announced. However, the calculation of the two-week time limit starts at the earliest from the date fixed for the announcement.

(3) Under special circumstances, the university may grant exemptions from the time limit for submission of appeals set out in subsection (2).

Section 35.

(1) Appeals may be submitted about the following:

- 1) Legal issues. 2) The basis for examination (questions, assignments etc.). 3) The examination process.*
- 4) The assessment.*

(2) If the appeal concerns the assessment or other issues relating to the assessors, the university immediately submits the appeal to the assessors, who then have two weeks to submit an opinion on the assessment etc. in the appeal. Under special circumstances, the university may decide to extend the assessors' deadline. The month of July is not included when calculating the assessors' deadline. The complainant must be given the opportunity to comment on the assessors' opinion within a time limit of at least one week.

(3) The university makes a decision in accordance with subsection (1), based on the assessors' opinion and the complainant's comments on the opinion.

(4) If the university becomes aware of errors or irregularities during an examination in connection with the processing of an appeal, the rules in section 19 apply

Section 36.

(1) In its decision, which must be in writing and reasoned, the university may decide

- 1) to make an offer of a new assessment (re-assessment); however, not in oral exams;*
- 2) to make an offer of a new examination (re-exam); or*
- 3) not to find in favour of the complainant.*

(2) The university must notify the complainant and the assessors, of the decision as soon as possible. Where the university decides to make an offer of re-assessment or re-exam, the complainant must be informed that such re-assessment or re-exam may result in a lower grade

6. Other regulations

6.1 Transfer of credits

Cf. Sections 33-35 and 37 of the Education Order

Section 33.

Successfully completed programme elements under this ministerial order are equivalent to corresponding programme elements at other universities which offer the same programme under this ministerial order.

Section 34.

(1) The university may, either on a case-by-case basis or by laying down general rules, approve the substitution of successfully completed programme elements for programme elements on another programme at the same level under this ministerial order (credittransfer). The university may also approve the substitution of successfully completed programme elements from another Danish or foreign programme at the same level for programme elements under this ministerial order.

(3) Decisions under subsection (1) are based on an academic evaluation.

Section 35.

(1) Students who, as part of their studies, wish to complete programme elements at another university or another institution of higher education in Denmark or abroad may apply to their home university for pre-approved credit transfer for planned programme elements.

(2) Approval of pre-approved credit transfer pursuant to subsection (1) may only be granted if, in connection with the application for preapproved credit transfer, the student undertakes to submit to the home university the necessary documentation to show whether the programme elements have been passed or failed upon completion of the programme elements for which pre-approved credit transfer has been granted. Students must also consent to the home university requesting the necessary information from the host institution if students are unable to procure the documentation themselves.

(3) Once documentation is available that the student has passed the programme elements for which pre-approved credit transfer has been granted, the home university administratively approves the transfer of the credit to the relevant programme at the university.

(4) In cases where the programme elements for which pre-approved credit transfer has been granted are, for example, not offered by the host institution, the university may, upon the student's request, change the approval of pre-approved credit transfer pursuant to subsection (1).

The student is responsible for and is obliged to take the initiative to compose a proposal for a study plan. The university offers academic support if requested by the student.

Section 37.

(1) The university's decisions under sections 34 and 35 regarding rejections or partial rejections of applications for credit transfer for completed Danish programme elements and pre-approved credit transfer for Danish or foreign programme elements may be appealed to a credit transfer appeals board in

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accordance with the rules set out in the Ministerial Order on Boards of Appeals for Decisions on Credit Transfer on University Programmes (the Credit Transfer Appeals Board Order) (Bekendtgørelse om ankenævn for afgørelser om merit i universitetsuddannelser (meritankenævnsbekendtgørelsen)).

(2) The university's decisions under section 34 regarding rejections or partial rejections of applications for credit transfer for completed foreign programme elements may be appealed to the Qualifications Board (Kvalifikationsnævnet) in accordance with the rules set out in the Danish Assessment of Foreign Qualifications etc. Act (Lov om vurdering af udenlandske uddannelseskvalifikationer m.v.).

6.2 Complaint

Cf. Section 39 of the Education Order

Under terms of the Education Order, the student may appeal decisions made by the university to the Danish Agency for Higher Education if the appeal is based on legal issues. The appeal is submitted to the university, which must provide the complainant with a written response and a minimum of one week in which to consider the response. The university submits the appeal to the Agency along with its statement and any supplementary comments made by the complainant.

The deadline for the submission of appeals is one week from the day when the decision is announced to the complainant.

(1) Decisions made by the university pursuant to this ministerial order may be appealed to the Danish Agency for Higher Education if the appeal concerns legal issues. The time limit for submission of an appeal is two weeks from the day the decision is announced to the complainant.

6.3 Transitional rules

Students who have been enrolled in the Master's programme 1 February 2014 or earlier can continue their study in accordance with their previous curriculum. However, the university wants to draw attention to the fact that the ministerial orders to which the curriculum refers may have been cancelled or changed.

Students who were enrolled under previous curricula and wish to transfer to the current curriculum must send an application to the academic study board.

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

Possible changes in the MSc in Economics and Business Administration profile descriptions which include transition regulations will be described in the newest versions of the respective profile descriptions.