

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 Higher Education and Science, Ministerial Order No. 259 of 18 March 2015 on Bachelor and Master's Programmes (candidatus) at Universities (the University Programme Order) as amended, The Ministry of Higher Education and Science, Ministerial Order No. 674 of 16 June 2014 on Bachelor and Master's Programmes (candidatus) at Universities (the University Programme Order) as amended and Ministerial Order No. 1520 of 16. December 2013
- The Ministry of Higher Education and Science, Ministerial Order No. 670 of 19 June 2014 on University Examinations and Grading (the Examination Order) as amended, The Ministry of Higher Education and Science, Ministerial Order No. 607 of 8 March 2015 on University Examinations and Grading (the Examination Order) as amended.
- The Ministry of Higher Education and Science, Ministerial Order No. 114 of 3 February 2015 on Grading Scale and Other Forms of Assessment of programmes within the area of the Ministry of Higher Education and Science (the Grading Scale Order) as amended
- The Ministry of Higher Education and Science, Ministerial Order No. 258 of 18 March 2015 on Admission and Enrolment in Master's Programmes at Universities (the Master's Programme 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, 2015.

The curriculum was approved on 1 July 2015 by the Academic Study Board of Economics and Business Administration, Odense and on 20. October 2015 by the Dean of the Faculty of Business and Social Sciences.

The Curriculum has been updated in the following sections:
2.2.1, 2.2.2., 3 (text moved to associated appendix) and 5.13. added.

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1. The overall objectives of the study programme

Cf. Sections 1 of the University Programme Order:

Master's programmes are independently rounded full-time, research-based programmes on a fixed number of ECTS-points, which provide the student with expertise and methodological skills in one or more subject areas and qualify them to work independently in a professional capacity.

A subject area consists of a discipline or a group of related disciplines in one of the following areas: the humanities, theology, social science, natural science, health science or technical science.

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

The objectives of master's programme is to:

- *enhance the academic knowledge and skills of the student and strengthen the theoretical and methodological qualifications, competences and level of independence attained at bachelor level,*
- *provide the student with the opportunity to study in depth the advanced academic aspects of disciplines and methods in the subject area(s), including training in academic work and methods, which further develop the students ability and competences to work in a specialist professional capacity and take part in academic development work, and*
- *Qualify the student for further studies, including PhD programmes, cf. ministerial order on PhD programmes and PhD degrees (the PhD ministerial order).*

Cf. Enclosure to the University Programme 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.

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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 of the University Programme Order

Master's (candidatus) programmes must be structured as full-time programmes so as to allow the student to complete a master's programme in twenty-two months in the fall or twenty-four months, for students beginning their studies in the spring semester.

The University is entitled to stipulate in the curriculum a final deadline after commencement by which the student must complete their Master's programme.

The Faculty's additional provisions:

The following rule enters into force on 1 September 2016 from which date the deadline for completing the Master's program is counted at the earliest.

The deadline for completing the Master's program is three years after commencing the study. If the student does not meet the stated requirements, enrollment will be canceled.

The rule applies from 1 September 2016 for students who at the effective date are enrolled at the Faculty of Business and Social Sciences, as well as students who enroll after the effective date.

2.1.1 Rules on active study

Cf. section 20 of the Master's Programme Admission Order

The University may stipulate that enrollment is terminated for students, who have not passed at least one exam for a consecutive period of at least 1 year.

Rules set by the University regarding completion of supplementary courses after admission to the Master Programme, applies regardless of regulations established pursuant to the above stated. The University may grant exemptions from the rules, if exceptional circumstances exist.

The Faculty's additional provisions:

The University terminates the enrollment for students, who have not passed at least one exam for a consecutive period of at least one year.

The University may grant exemptions from above stated study activity requirement if exceptional circumstances exist.

2.2 The structure of the study programme

Cf. Section 6 of the University Programme Order

The Master's Programme consists of a number of modules.

A module is a course element or a group of course elements designed to provide the student with a totality of academic qualifications and competencies within a fixed timetable defined in terms of ECTS points and completed with one or more tests during particular examination periods stipulated in the curriculum.

Additional provision of the Academic Study Board:

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2.2.1 Modules and course elements

Cf. Enclosure 1 to the University Programme 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.
- 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.

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- 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.
- A diagram of the profile's normal structure.
- Description of competences and illustration of progression in the programme

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	
Global Value Chain 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 improve their ability to achieve the learning goal. One of the learning objectives of the programme is that the

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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. Sections 10 and 11 of the University Programme Order

Admission to the Master's Programme requires a relevant bachelor degree or other relevant Danish or foreign qualification at a commensurate level.

Within the framework of the University Programme Order, the University will stipulate in the curriculum for each Master's Programme, which bachelor degrees provide admission to the master's programme in question, and what special entry requirements, regarding courses and their value in terms of ECTS points, the student must have achieved on each Bachelor Programme in order to be admitted to the master's programme.

The University may admit students who do not qualify, provided that they after admission to the Master's Programme implement additional training activity at the University up to a maximum of 15 ECTS.

The University may admit students who do not qualify, but is estimated to have educational qualifications equivalent manner. The University may require supplementary tests or completion of additional training after the conditions above.

As a supplementary activity, the University may use individual courses from existing approved programs. Supplementation programmes can be offered before study start at the Master's Programme or in parallel with the Master's degree first semester.

The Academic Study Board's supplementary provisions in relation to the above mentioned rules and regulations are described in the appendix entitled "Rules on access to the MSc in Economic and Business Administration."

4. Master's programme

4.1 Prescribed ECTS

Cf. Section 19 of the University Programme Order

A Master's Programme comprises 120 ECTS points, unless a different value is stipulated for the individual programme.

4.2 Designation

Cf. Section 20 of the University Programme Order

Successful completion of a master's programme entitles the student to use the title cand. (candidates/candidate) followed by the Latin title for the individual programme, cf. enclosure 1 to the Education Order. The subject title of the programme is added at the end. The corresponding title in English is Master of Arts (MA) or Master of Science (MSc) followed by the subject title, cf. enclosure 1 to the Education Order, unless another title is laid down in enclosure 1 to the Education Order.

Cf. Enclosure 1 to the University Programme 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 University Programme Order:

A master's programme should be a rounded course that enhances the skills acquired by the student during the bachelor programme and qualify for admission to the PhD education.

The university organizes the course of study in a manner that ensures academic coherence and progression. The modular composition of the programmes must ensure that the student is normally able to choose between skill profiles relevant to a variety of professions.

Under the rules stipulated by the University in the curriculum for each programme, the master's programme will include the following:

- 1. Course elements basic to the programme's particular academic competence and identity corresponding to a minimum of 90 ECTS points. This total must include a thesis worth 30 ECTS point.*
- 2. An elective course worth a minimum of 10 ECTS points.*

The Academic Study Board's additional provision:

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.

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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 receiving Academic Study Board change to another profile. The change can be made provided that it through credit transfer is possible to complete the programme within the stipulated 120 ECTS and if there is an admission place available at the profile.

If the student applies for change to another profile within the first year of study, the assessment will be made on the basis of the required grade point average for admission at the profile in question at the latest admission period. For application for change to another profile later than after the first year of study, the assessment will be made on the basis of courses passed on the profile which the student is enrolled.

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 Registration for courses

Cf. section 7 of the University Programme Order

Before the start of each year or semester of study, the university must ensure that students in bachelor programmes are enrolled in courses on the relevant study level corresponding to 60 ECTS or 30 ECTS credits. The University may deregister a student to one or more courses

- 1) *if the student is an elite athlete, or if there are exceptional circumstances, including disabilities, and where the student will not be able to complete within the prescribed period of study, or*
- 2) *when signing up for a course that requires a former course to be completed and passed (academic progression), and where it will be of serious impediment or danger to others that the teaching of the later course or course element begins before the former course is passed.*

If a student has been deregistered to one or more courses in a year or a semester of study, the courses will be included in the calculation of ECTS credits in the student's following academic year or semester.

The University may grant exemption from the rules on registration if exceptional circumstances are stated

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At the University, students must enroll in a minimum of 30 ECTS per. semester. Students may enroll in additional ECTS than the required 30 ECTS. ECTS profits will be used in a following semester, if the student wishes to enroll for fewer ECTS in a subsequent semester. The student will be able to enroll for fewer ECTS corresponding to the extra enrolled ECTS from the previous semester. The University may grant exemption from the rules on registration if exceptional circumstances are stated.

4.3.5 The Master's thesis

Cf. Sections 21 of the University Programme Order and cf. section 14 of the Examination Order

The Master's thesis must document skills in applying academic theory and methods to a specific academic subject. The thesis completes the programme.

Under special circumstances, the University may grant exemption from the rule that the thesis must be the final element in the master's programme or when one or more previous courses have not been passed.

The University approves the subject matter and stipulates a deadline for submission of the thesis and a plan for supervision of the student. The thesis must be started and handed in within the time limit laid down in the curriculum for full time programmes.

Is the thesis not handed in within the time limit; the university approves a changed subject matter within the same field and stipulates at the same time a new deadline of three months for submission of the thesis. Is the thesis not handed in within the new time limit, the student may have a third number of examination attempts, cf. The Examination Order.

The University may grant exemption to the above for students who demonstrate a relevant disability, unless the spelling and writing ability is an essential objective of the test.

When the university has stipulated a deadline for submission of the master's (candidatus) thesis, see the University Programme Order, withdrawal of registration is not possible, and students who fail to submit their thesis within the deadline have used an examination attempt.

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.

4.3.6 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

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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.

4.3.7 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.

4.3.8 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.

4.3.9 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.

4.3.10 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 15-18 of the Grading Scale Order

A student has passed an exam when he/she achieves the grade 02 or the assessment passed. A passed examination may not be retaken.

If an examination consists of several partial examinations, the grade for the total examination must be at least 02. If the total examination is passed, partial examinations for which grades 00 or -3 have been awarded, cannot be retaken. Even if the total exam is failed, partial examinations for which a grade of 02 or higher is awarded cannot be retaken.

It may be stipulated that two or more exams must be passed within the same examination term.

It may be stipulated that two or more exams must be passed on the basis of a grade average. If so, the average must be at least 2.0 without any rounding up.

It shall be stipulated which grades are included in the total examination result.

It may be stipulated that the total examination result is expressed by means of an average figure. One decimal must be included in the calculation of the average figure. An examination is passed if the average figure is at least 2.0 without any rounding up and if all examinations assessed as passed/failed have been passed.

If an average is not calculated, all tests included in an examination must be passed.

The Academic Study Board's additional provision:

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 University Programme Order

The following orders govern examinations and the issuing of certificates:

- 1) Ministerial order on university examinations and grading (Examination order).*
- 2) Ministerial order on Grading Scale and Other Forms of Assessment of Programmes within the Area of the Ministry of Higher Education and Science (Grading Scale order).*

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 requirements

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. Sections 4 and 5 of the Examination Order

Taking the curriculum's academic considerations into account, the university establishes whether an exam is organized as an individual exam or as a group exam. When an exam is organized as a group exam, the university shall establish the maximum number of students allowed to participate in each group exam, and whether the student may choose an individual exam instead. In connection with both an individual and a group exam, an individual assessment must be made of the students' performance, and separate grades must be given.

In connection with an oral group examination, each student will be examined in such a way as to ensure that there would be an individual assessment of the student's performance. When organising an oral group examination, the university must ensure that the time allotted for the exam is adapted to the number of students participating in the exam.

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In connection with a paper written by a group of students, separate grades or other form of assessment may only be given if the individual student's contribution can be established. The university shall establish the requirements for individualisation in the curriculum.

If a separate grade or other form of assessment is not given for a paper written by a group of students, the paper may be included in the subsequent oral examination. If the university conducts an individual oral examination as a follow-up to a paper written by a group of and as a follow-up to a possible oral group exam, these students may not be present in the examination room before they are examined in the individual oral exam.

The Faculty'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

Examinations are conducted in Danish unless part of the purpose of the examination is to document the students' abilities in a foreign language. The examinations may be conducted in Swedish and Norwegian instead, unless part of the purpose of the examination is to document the students' abilities in Danish.

The university may, if circumstances make it possible, allow the student to conduct the examination in a foreign language, unless the purpose of the examination is to document the students' abilities in Danish or in a specific foreign language.

If a course has been taught in a foreign language, the examinations will be held in that language, unless the purpose of the examination is to document the students' abilities in another language. The University may grant exemptions from this rule.

If the programme is offered in English or another foreign language, the examinations will be conducted in the same language, unless 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:

With reference to 2.2.1: The examination language will always be made evident in the course description.

5.7 Number of examination attempts

Cf. Section 13 and 28 of the Examination Order

A passed exam may not be retaken, cf. the Grading Scale Order.

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

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Regarding examination attempts to pass examinations that form part of the supplementary studies, see section 5.13.

5.8 Examination registration

Cf. Section 14 of the Examination Order

The student is automatically registered for the exam or exams when the student is registered for a course or course element which has one or more exams. Deregistration for the exam is not possible, and an examination attempt has been used if the student does not participate in the exam, unless the university, because of special circumstances, has granted an exemption. If the student does not fulfil the conditions for participating in the exam set by the University, an examination attempt has been used, unless the University, due to special circumstances, has granted an exemption.

Under special circumstances, the University may grant exemptions from the deadlines. The University automatically registers students for a new examination attempt.

The student must register courses worth 30 ECTS points each semester. Course registration is also an exam registration. The student must register for courses at the deadline stipulated at the University website.

5.9 Re-examination

Cf. Section 18 of the Examination Order

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 automatically be registered 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 automatically be registered for a make-up or re-examination in the same examination term or immediately after, but no later than in August.

Withdrawal of registration is not possible, and students who fail to participate in an examination have used an examination attempt, unless the University has granted an exemption pursuant to below stated circumstances:

In programmes with more examination periods than two, students who have failed an ordinary examination must automatically be registered for a re-exam (second examination attempt) as soon as possible; however, no later than six months after the ordinary examination. Withdrawal of registration is not possible, and students who fail to participate in an examination have used an examination attempt, unless the University has granted an exemption due to special circumstances.

The University grants exemptions from the rules on automatic registration for a re-exam (second examination attempt), if the University fails to offer students the opportunity to fulfil the requirements stipulated in the course descriptions before the second examination attempt is held. The University registers students for the second examination attempt as soon as possible.

In cases where registration for a subject requires that a preceding subject has been completed and passed (academic progression), students who have failed their first and second examination attempts must automatically be registered for the next ordinary examination (third examination attempt) in the prerequisite subject. Withdrawal of registration for the third examination attempt is not possible, unless the University

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has granted an exemption due to special circumstances. The University must ensure that the third attempt to pass the examination in the prerequisite subject takes place before the ordinary examination in the subsequent subject.

Students who have not passed re-exams held in accordance with the provisions laid out as above described, or have failed to participate in a re-exam, in case the opportunity to fulfil the prerequisites has not been provided, must be given the opportunity to participate in the next ordinary examination.

The curriculum may stipulate when, at the latest, students must use their third attempt to pass the examination in a subject that is no longer offered.

Under special circumstances, the University may grant exemptions from the rules on participation in and automatic registration for examinations and re-exams. The University may simultaneously register students for a new examination attempt (first or second examination attempt).

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

The Academic Study Board's additional provision:

Re-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-examinations after the following semester. This will be stated in the respective course descriptions. The Academic Study Board can decide to change the evaluation form. This will be announced no later than 2 weeks before the re-examination will take place.

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, re-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, re-examinations are offered during the concluding examination period of the proximate semester.

Make-up examinations are granted by the Examination Office on an application accompanied by documentation of the illness. Make-up examinations are held together with the re-examinations, February and August. An Examination attempt used is cancelled in case of granted make-up examination.

5.10 Internal or external tests

Cf. Section 20 of the Examination Order

At least 1/3 of a programme's total ECTS-points must be obtained at external tests. External tests must cover the important parts of the programmes, including the Master's thesis. This does not, however, apply to credits that have been transferred.

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.

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5.11 Grading or the pass/fail assessment

Cf. Section 23 of the Examination Order

Assessment is graded using the 7-point grading scale or by the assessment “Passed” or “Failed” or the assessment “Approved” or “Not Approved”, cf. the Grading Scale order

The master project is assessed using the 7-point grading scale. Course participation is given the assessment “Passed” or “Failed” or “Approved” or “Not Approved”.

The assessment Passed/Failed or Approved/Not approved may only be used for test that account for a maximum of 1/3 of the programme’s ECTS points. This does not, however, apply to credits that 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

When assessing master thesis and other major written assignments, as well as their academic content, emphasis should also be placed on the students’ spelling and writing skills.

The university may grant exemptions for students who are able to document a relevant and specific impairment, unless assessing spelling and the ability to formulate oneself are significant objectives of the examination.

The Academic Study Board’s additional provision:

Major written assignments are defined as reports in which each student contributes 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’s programme

Cf. Section 28 of the Examination Order

Students enrolled on a master's 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 Programmes at Universities. The examination(s) must document that the students have acquired the necessary academic qualifications for continued admission to the master's programme.

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The University may stipulate in the curriculum that the supplementary studies that forms part of the supplementary studies, must be passed within 12 months after the start of the study.

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. In the curriculum, the University lays down rules on examinations forming part of the supplementary studies, including the number of examination attempts.

Under special circumstances, the university may grant exemptions from the above.

The Academic Study Board's additional provision:

Rules for exams relating to supplementary activities can be seen in the course descriptions.

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

The supplementary activities must be passed no later than 6 months after commencement of the study programme.

5.14 Examination appeals, etc.

Cf. Sections 34 -37 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.

The appeal shall be submitted within two weeks of the assessment being announced. However, the two-week period shall start at the earliest from the date of the announcement of the assessment. Under special circumstances, the university may grant exemptions from the deadline for submission of appeals.

The complainant shall, within 2 weeks after the university's decision is communicated to the complainant, accept the offer of re-assessment or re-examination. Re-assessment or re-examination must take place as soon as possible. If the diploma has been awarded, the university must revoke it until the assessment has been completed and, where appropriate, issue a new diploma. In case of re-assessment and re-examination, the university shall appoint new examiners, and co-examiners shall be appointed by the chairman of the external examiners.

In connection with re-assessments, the assessors shall be provided with the case files, including the assignment, the appeal, the original assessors' opinion, the complainant's comments and the university's decision.

The assessors shall notify the University of an assessment at a re-assessment and re-exam which may result in a lower grade. In connection with re-assessment of written exams, the assessors shall enclose a written justification for the assessment. The assessment after re-assessments and re-exams cannot be referred to any other administrative authority.

6. Other regulations

6.1 Transfer of credits

Cf. Sections 33-35 and 37 of the University Programme Order

Under the ministerial order, successfully completed programme elements equate to corresponding ones at other Universities that offer similar programmes under the terms of this order.

The University may, in each individual case, or by laying down general rules, grant approval for successfully completed programme elements covered by the ministerial order to replace programme elements from another programme on same level under this order (credit transfer). The University may also grant approval for successfully completed programme elements from another Danish or foreign programme to replace programme elements at the University under the terms of this order.

Decisions must be made on the basis of an academic evaluation.

Students who, as part of their programme, want to complete elements of the programme at another University or institution of higher education in Denmark or abroad can apply the home university to have credit transferred in advance for planned programme elements.

Credit transfer in advance may be granted only if the student, in connection with the application for credit transferred in advance, obliges to submit the necessary documentation to whether the programme elements have been passed or failed to the home university, when the preapproved credited programme elements are completed. The student must also give his/her consent that the home University may obtain the necessary information from the host institution if the student is unable to obtain the documentation.

When it can be documented that the credit transferred programme elements have been passed, the home University administratively approves that these credits are transferred into the programme at the university.

On a proposal from the student, the University can, in cases where e.g. the preapproved programme elements are not offered at the host institution, make changes to the approval of the pre-approved credit transfer. The student is responsible for and must take the initiative for drawing up a proposal for a study plan. The University provides academic support if the students request it.

When transfer of credits has been either refused or partly refused by the University, the decision can be appealed to the board of appeals for credits according to the ministerial order.

6.2 Complaint

Cf. Section 39 of the University Programme Order

Under terms of the University Programme 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 of Higher Education along with its statement and any supplementary comments made by the complainant.

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

6.3 Transitional rules

Curriculums which have been published before the present curriculum replaces the references to sections of the former ministerial orders with the new ministerial orders, cf. page 2.

The reference to the new regulations, including supplementary provisions, are applicable to all academic curricula under this master programme.

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.