Shipping - Bachelor of Science (BSc) in International Shipping and Trade

Preamble

Pursuant to section 30 of Ministerial Order no. 1520 of 16 December 2013 on Bachelor and Master Programmes at Universities (the Study Programme Order), see BEK no. 674 of 16 June 2014; section 29 of Ministerial Order no. 670 of 19 June 2014 on University Examinations (the Examination Order); section 27 of Ministerial Order no. 666 of 24 June 2012 on University Examinations (the Examination Order) and section 19 of Ministerial Order no. 250 of 15 March 2007 on the Grading Scale and Other Forms of Assessment of University Education (the Grading Scale Order), the Dean of Education, acting on a proposal prepared by the study board, has approved the following programme regulations.

Part 1: Programme specific regulations

Degree title and duration

1. Students who successfully complete the programme earn the degree Bachelor of Science (BSc) in International Shipping and Trade, in Danish *bachelor (BSc) i international shipping og handel*.

(2) This programme is governed by The Study Board for the Bachelor programme in BSc in International Shipping and Trade.

(3) The bachelor programme is a three-year full-time programme, corresponding to 180 ECTS credits. The deadline for completing the programme is the rated time of study plus one year after the student commenced the programme. Leave periods, if any, are not included in this time frame.

(4) The programme duration refers to the number of student full-time equivalents according to which the programme is structured. A full-time equivalent corresponds to one year of work by a full-time student and corresponds to an annual workload of 1650 working hours corresponding to 60 ECTS credits (European Credit Transfer System). The workload includes scheduled classes, preparation for classes, completion of written assignments, other teaching activities, independent study as well as preparation for, and participation in examinations.

Admission - selection criteria

1A. If there are more qualified applicants than places offered, a selection process will take place. In Quota 1 the most qualified applicants will be chosen based on the grade point average from their upper secondary education; in Quota 2 and 3 the most qualified applicants will be chosen based on an overall assessment. For further information, see www.cbs.dk/undergraduateadmission.

Purpose

2. The Bachelor of Science in International Shipping and Trade (BSc Shipping) is an international undergraduate degree programme. The BSc in International Shipping and Trade is a Danish programme on an international level taught in English. Its primary goal is to give the student a generalist approach to identifying, understanding, analyzing, and solving problems within International Business in particular within the shipping industry. The BSc in International Shipping and Trade provides graduates with the competencies to work in multinational and international shipping companies. In addition, the degree programme qualifies graduates to continue further studies at graduate level in Denmark or abroad.

(2) Following the lectures, comprehending and relating critically to the theoretical and practical issues requires motivation and enthusiasm on the part of the student. We aim to create a programme that is second to none in its field of responsibility and we expect the student to counter this ambition. The programme atmosphere is intensive and each student should contribute to her/his own learning as well as to the learning of fellow students. In BSc in International Shipping and Trade, students tackle analytical and problem-solving activities relating to matters of a shipping company. The long period of internship will provide the students wit a deep understanding of the relation between theories and practices and how to apply the appropriate academic knowledge in the real world situation and cases.

Competency profile

3. The students must demonstrate a high level of understanding of the complexity of the shipping company and the challenges the international context results in. This involves a high level of both academic and personal skills of study.

(2) Academic skills: The programme highlights the importance of students mastering the particulars of significant theories relevant to international business. Specific implications of the characteristics of the shipping are at the heart of this programme. Subsequently, the programme promotes a holistic view of the shipping company and encourages a generalist approach to indentifying, analyzing, and solving industry and business related problems. This is a vital prerequisite for making sound management decisions and is a quality students graduating from the BSc programme in International Shipping and Trade should possess.

(3) Personal skills: While the academic quality of the programme is crucial, it is not sufficient in itself. It is of equal importance that students learn to communicate clearly in the face of culturally specific interpretations. Furthermore, the programme develops students' abilities to work together, hence combining unique competences and peculiar traits in order to achieve solutions of the highest quality. The internship in the shipping companies requires additional skills. The student must have a strong passion for the shipping industry and be able to work independently with complex challenges across the whole company. Responsibility and accountability is a key from day one, and the students must be able to handle the variation of assignments and practical tasks in a turbulent and hectic environment.

(4) The Study Board has developed a competency profile, which describes the expected learning outcomes of this degree programme. It is available on CBS' website, more specifically the programme site on e-campus.

Content and structure

4. The BSc in International Shipping and Trade is comprised of courses from five categories: the general economics courses, the business economics courses, the methods courses, the industry specific courses and applied internships linked to the shipping industry.
(2) The following compulsory courses comprise the category of economics:

Course	ECTS
Microeconomics	7.5
Organizational Analysis	7.5
Total	15

(3) The following compulsory courses comprise the category of business economics:

Course	ECTS
Principles of International Marketing	7.5
Corporate Finance	7.5
Operations and Logistics Management	7.5
Risk Management	7.5
Strategic Management	7.5
Bachelor project	15
Total	52.5

(4) The following compulsory courses comprise the category of methods courses:

Course	ECTS
Statistics	7.5
Financial Accounting	7.5

Course	ECTS
Business Research Methodology	7.5
Total	22.5

(5) The following compulsory courses comprise the category of shipping industry related courses:

Course	ECTS
Introduction to Maritime Economics	7.5
Maritime Law	7.5
Economic Aspects of Maritime Law	7.5
Shipping Business (SMU)	7.5
Port Economics (SMU)	7.5
Trade Finance (SMU)	7.5
Advanced Maritime Economics	7.5
Total	52.5

(6) The following courses comprise the category of practical application:

Course	ECTS
Internship I	7.5
Internship II	7.5
Internship III	7.5
Total	22.5

(7) The BSc in International Shipping and Trade concludes with the International Shipping and Trade bachelor project. The project can be written alone or in groups. Students must demonstrate ability to write up an introduction leading to a problem oriented research question on the basis of at least two of the subject areas that the students have been through in the bachelor degree programme. This is investigated through a literature review and empirical analysis of connected data collection including data from a case organization chosen by the student. Findings must be concluded and be put into perspective.

Structure

(8) The structure can be considered as a three-stage rocket. Year 1 is an introduction to basic disciplines within business administration economics. Year 2 encompasses the internationalization of the programme through corporation with Singapore Management University (SMU). Year 3 demonstrates the practical application with three internships at shipping companies, normally all three at the same shipping company. The below table lists the structure of the programme and the ECTS credits of the individual courses. The course descriptions are available in the online course catalogue. Direct links are inserted in the tables below.

1st Year, 1st and 2nd Quarter

Course	ECTS
Statistics	7.5
Microeconomics	7.5
Introduction to Maritime Economics	7.5
Organizational Analysis	7.5

1st Year, 3rd and 4th Quarter

Course	ECTS
Principles of International Marketing	7.5
Corporate Finance	7.5
Maritime Law	7.5
Financial Accounting	7.5

2nd Year, 5th and 6th Quarter

Course	ECTS
Operations and Logistics Management	7.5
Risk Management	7.5
Economic Aspects of Maritime Law	7.5
Elective	7.5

2nd Year, 7th and 8th Quarter - at Singapore Management University (SMU)

Links to course descriptions of the mandatory SMU courses can be found on e-campus.

Course	ECTS
Shipping Business (SMU)	7.5
Port Economics (SMU)	7.5
Trade Finance (SMU)	7.5
Elective	7.5

3rd Year, 9th and 10th Quarter

Course	ECTS
Business Research Methodology	7.5
Internship I	7.5
Advanced Maritime Economics	7.5
Internship II	7.5

3rd Year, 11th and 12th Quarter

Course	ECTS
Strategic Management	7.5
Internship III	7.5
Bachelor project	15

Internships, exchange and electives

4A. In addition to compulsory courses, each student must complete elective courses (including internships) totaling 37.5 ECTS before graduation. The BSc in International Shipping and Trade programme encourages students to participate in internship programmes with shipping companies, as internships are an integral part of the programme. Students can apply for an internship in a relevant Danish shipping company which is participating in the programme as a partner, during the 9th, the 10th and 11th quarters. An internship counts 7.5 ECTS in each of the three quarters. Such participation and completion will be credited as part of the elective courses. Normally, students will take Internship I, II and III constituting 22.5 ECTS in total of electives.

(2) The selection process for internships will be developed in detail with Danish shipping companies to ensure that the profile of the student and the company is a perfect match. The selection criteria will be published on e-campus by September 2015.

(3) The content of the overall internship must be related to at least one of the mandatory courses the students have followed on the BSc in International Shipping and Trade programme.

(4) Students selected for three internships in a shipping company choose electives of a total of 15 ECTS, in addition to the 22.5 ECTS credits which the internships amount to.

(5) Students who do not participate in internship programmes can go on exchange in their 5th semester, or stay at CBS. Their 5th semester will then consist of 15 ECTS worth of electives and two 7.5 ECTS mandatory courses for which credit transfer is required.

(6) Elective curricula may not overlap with the compulsory BSc in International Shipping and Trade curriculum, and must be relevant to international Shipping and Trade. 50% of electives must have direct link to business research and practices. 50% of electives may include topics which could be helpful in carrying out business, e.g. method and language courses.

(7) Electives must either be taken at CBS or at a CBS-approved institution.

(8) All internships and elective courses must be pre-approved by the BSc in International Shipping and Trade Study Board.

Examinations

5. The programme consists of the examinations listed below. The learning objectives and the regulations of the individual examinations are prescribed in the online course catalogue. Direct links to the examinations at CBS are inserted in the table below. Links to course descriptions of the mandatory SMU courses can be found on e-campus.
The exams amount to 180 ECTS credits in total.

1st Year

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Introduction to Maritime Economics	Oral Exam	7-step scale	External exam	7.5	7.5
Statistics	Written sit-in exam	7-step scale	Internal exam	7.5	7.5
Microeconomics	Written sit-in exam	7-step scale	Internal exam	7.5	7.5
Organizational Analysis	Home assignment - written product	7-step scale	Internal exam	7.5	7.5
Principles of International Marketing	Home assignment - written product	7-step scale	External exam	7.5	7.5
Corporate Finance	Written sit-in exam	7-step scale	Internal exam	7.5	7.57.5
Maritime Law	Oral exam based on written product	7-step scale	External exam	7.5	7.5
Financial Accounting	Written sit-in exam	7-step scale	External exam	7.5	7.5

2nd Year

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Elective	See the individual course descriptions	See the individual course description	See the individual course description	7,5	7,5
Operations and Logistics Management	Home assignment - written product	7-step scale	Internal exam	7.5	7.5
Risk Management	Home assignment - written product	7-step scale	External exam	7.5	7.5
Economic Aspects of Maritime Law	Oral exam based on written product	7-step scale	External exam	7.5	7.5
Shipping Business (SMU)	See the course descriptions	See the course description	See the course description	7,5	7,5
Port Economics (SMU)	See the course description	See the course description	See the course description	7,5	7,5
Trade Finance (SMU)	See the course description	See the course description	See the course description	7,5	7,5
Elective (SMU)	See the individual course descriptions	See the individual course descriptions	See the individual course descriptions	7,5	7,5

3rd Year

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Business Research Methodology	Home assignment - written product	7-step scale	Internal exam	7.5	7.5
Internship I	Home assignment - written product	Pass / Fail	Internal exam	7.5	7.5
Advanced Maritime Economics	Oral exam based on written product	7-step scale	External exam	7.5	7.5

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Internship II	Home assignment - written product	Pass / Fail	Internal exam	7.5	7.5
Strategic Management	Oral exam based on written product	7-step scale	External exam	7.5	7.5
Internship III	Home assignment - written product	Pass / Fail	Internal exam	7.5	7.5
Bachelor project	Oral exam based on written product	7-step scale	External exam	15	15

Prerequisites for registering for the exam – compulsory activities
5A. There are no compulsory activities in the mandatory courses.

Body of external examiners
6. This degree programme is covered by the body of external examiners for the business administration programmes.

Pass requirements

7.The general pass requirements are stipulated in section 26.

Mandatory exchange at Singapore Management University

8. The fourth semester of the BSc programme in International Shipping and Trade takes place at Singapore Management University (SMU). CBS students will study three mandatory courses and one elective at Singapore Management University. BSc in International Shipping and Trade is a double exchange programme: 25 students from each school will get to know each other both as hosts and as visitors. As a student, you will take courses at each of the two schools and participate in field trips in each of the two regions, enhancing your understanding of doing shipping business in Asia and Europe.

(2) The Study Board may grant exemption from the requirement that BSc in International Shipping and Trade students must complete the mandatory courses at Singapore Management University when the Board finds that extraordinary circumstances warrant it.

Exam rules at Singapore Management University
9. Regulations on examinations taking place at SMU are as follows:
All students, including exchange students, are required to sit for the exams scheduled by SMU. Students who are unable to sit for the exams due to medical or compassionate reasons may apply for Incomplete or “I” grade. In order for “I” grade to be awarded, the students must fulfill all below criteria:

1. Student must achieve at least 75% satisfactory attendance in the course. Student with poor attendance record is not eligible for an ‘I’ grade.
2. The student’s academic performance to date must be satisfactory.
3. The student is unable to fulfill the course requirement either because of an illness or extenuating circumstances beyond his/her control (note: relevant documentary evidence must be submitted).

(2) Subject to the Dean’s approval, make-up exams can be arranged ONLY for students in their final term (graduating) and those in very exceptional circumstances. If make-up exam is approved for exchange students, it is the responsibility of the exchange students to make the necessary arrangement to sit for the exam in Singapore. If the exchange student is absent from the make-up exam (regardless of the reason), an Incomplete Grade will be awarded and recorded permanently in the official transcript. No ‘second’ make-up exam will be arranged.

(3) A Failing Grade, an "F" grade, in a course will remain permanently on transcript and will be factored in GPA calculation.

(4) If a student retakes the course at a future time, both the old and new grades will be reflected in the transcript. The new grade will be counted towards GPA and the student will receive credit for the repeated course.

(5) If a student receives an "F" grade in a required course, he/she must retake that course. If a student receives an "F" grade in a non-required course, he/she may either repeat the course or substitute it with another.

(6) For further information, please see SMU's homepage: http://www.smu.edu.sg, as well as the BSc in International Shipping and Trade study homepage on E-campus and www.cbs.dk.

10. (Not in use.)

Part 2: General regulations for bachelor programmes

11. The teaching is organised in collaboration with the Programme Director, the course coordinators and the teachers. The Study Board approves the organisation of the teaching.

Teaching and examination language

12. Examinations are conducted in English; see however subsection (2).

(2) If a course has been taught in a language other than English, the examination is conducted in that language.

(3) The Study Board may decide to deviate from the rules stipulated in subsections (1)-(2), except when documenting the student's skills in a specific other language is part of the objective of the examination.

(4) The provisions in subsections (1)-(2) apply to oral and written sit-in examinations and to all types of written take-home assignments (seminar papers, projects etc.) subject to assessment.

Prerequisites for participating in the exam: compulsory assignments and requirements about active class participation

13. Besides the examinations listed in section 5, which are included in the final grade point average, on some courses it is a requirement that one or more assignments are submitted, as part of the teaching (so-called compulsory assignments). In order for students to participate in the final examination of the course in question, it is a condition that, within a set deadline, the required number of compulsory assignments have been submitted and that the assessment 'Approved' has been achieved. Further specifications regarding the number of compulsory assignments, format etc. are stipulated in the examination regulations of the individual courses.

(2) If a student does not, within the set deadline, fulfil the requirement of achieving the result 'Approved' for the required number of compulsory assignments for a specific course, the student has the right to submit extra assignments. However, it is a condition that the student has submitted all set assignments, unless failure to submit was caused by illness or a condition equalled with illness.

(3) Besides the examinations listed in section 5, which are included in the final grade point average, on some courses there is a requirement of class participation in order to participate in the exam in the course; it must be a well-defined part of the teaching (e.g. presentation seminars, case projects etc.). Further specifications are stipulated in the examination regulations of the individual courses, see also section 27(3).

Course and exam registration

14. Before the start of each academic year, students enrolled on bachelor and master's (candidatus) programmes are registered for subjects or subject elements at the relevant programme level corresponding to 60 ECTS points. Registration must take place regardless of whether a student still needs to pass subjects from previous years of study.

(2) The Director of the Study Administration may withdraw the registration of a student for one or more subjects or subject elements, see subsection (1), if the student is an elite athlete, or under special circumstances (concrete, individual circumstances regarding den individual student),

including impairment, and where the student will be unable to complete the programme within the prescribed period of study.

(3) If the registration of a student for one or more subjects or subject elements has been withdrawn in an academic year or a semester, see subsection (2), the subject(s) or subject element(s) will be included in the calculation of ECTS points pursuant to subsection (1) in the student's subsequent year of study or semester.

(4) When selecting students for elective courses, a draw is made among the students who fulfil the conditions for taking the elective course in question if there are more applicants for the course than there are available places.

(5) Students are automatically registered for an examination or examinations when they are registered for a subject or subject element with which one or more examinations are associated. Withdrawal of registration is not possible, and students who fail to participate in an examination have used an examination attempt, see section 27(1), unless an exemption has been granted pursuant to subsection (6). Students who do not fulfil the requirements for participating in the examination as laid down by the university, see section 13(1) and (3) have used an examination attempt, see section 27(1), unless an exemption has been granted pursuant to subsection (6).

(6) Under special circumstances, the Study Board may grant exemptions from the rules set out in subsection (5). The university may also automatically register students for a new examination attempt. Deadlines for submitting dispensation applications are provided on the student intranet.

(7) Students who have been granted an exemption pursuant to subsection (6) to not participate in the first ordinary examination due to illness or other special circumstances are subject to the rules that apply for students who have not passed the ordinary exam.

(8) The deadline for registering for an examination in a course on which the student is not enrolled is determined on the student intranet.
(9) Under special circumstances, the Study Board may grant exemptions from the rules concerning registration set out in subsection (8).

The first-year exam

14A. Pursuant to sections 15-17 of the Examination Order, the special provisions in subsections (2)-(6) apply to the first-year exam.

(2) Before the end of the first year of studies, the student must sit the examinations listed as first-year examinations in section5**,** in order to continue on the programme.

(3) For bachelor programmes starting 1 September, the result of the first attempt to pass an examination must be announced to students before 1 August the following year. If the ordinary examination is not passed, the student shall automatically be registered for the re-take examination in the same examination period, not later than August however, and the result of this must be announced to the student before the end of September. For bachelor programmes starting 1 February, the result of the first attempt to pass an examination must be announced to students before 1 February the following year.

(4) If the student has not passed the first-year exam in accordance with subsection (5), the student will have no further attempts, see section 27(1).

(5) The examinations referred to in subsection (2) must be passed before the end of the programme's second year (2 years after enrolment on the programme) for the student to be allowed to continue on the programme. The general pass requirements are stipulated in section 26, and any programme specific pass requirements are stipulated in section 7.

(6) The Study Board may grant exemptions from the deadlines stipulated in subsections (2)-(5) if warranted by extraordinary circumstances.

Re-take examinations

15. On programmes where the examination period is at the end of the autumn semester, students who have failed an ordinary examination must automatically be registered for a re-exam (second examination attempt) in the same examination period or immediately thereafter; however, no later than in February. On programmes where the examination period is at the end of the spring semester, students who have failed an ordinary examination must automatically be registered for a re-exam (second examination attempt) in the same examination period or immediately thereafter; however, 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, see section 27(1), unless an exemption has been granted pursuant to section 16(1).

(2) On programmes with more examination periods than in subsection (1), 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, see section 27(1), unless an exemption has been granted pursuant to section 16(1).

(3) The rules on automatic registration for a re-exam (second examination attempt) are dispensed with if the students are not offered the opportunity to fulfil the requirements laid down pursuant to section 13(1) and (3) before the second examination attempt is held. Students are registered for the second examination attempt as soon as possible.

(4) 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 an exemption has been granted pursuant to section 16(1). 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.

(5) Students who have not passed re-exams held in accordance with the provisions in subsections (1) and (2), or have failed to participate in a re-exam, see subsection (3), must be given the opportunity to participate in the next ordinary examination.

16. Under special circumstances, the Study Board may grant exemptions from the rules on participation in and automatic registration for examinations and re-exams, see section 15(1)-(4). The university may also automatically register students for a new examination attempt (first or second examination attempt).

(2) About documentation requirements etc. (e.g. medical certificates) as regards dispensation applications under subsection (1), see CBS' rules about participation in make-up examinations. It is recommended that any application is submitted as soon as possible, in order that there is sufficient time to process the application. The current deadlines are listed on the student intranet.

17. Re-take examinations are subject to the learning objectives of the regular examination of the examination in question.

(2) Re-take examinations are conducted according to the examination regulations of the regular examination of the test in question, except when:

1. the examination regulations for the examination in question explicitly contain differing provisions for make-up examinations/re-take examinations (see subsection (3)), or
2. it is a written examination and the number of registered candidates for the make-up examination/re-take examination warrants that it may most appropriately be held as an oral examination.

(3) It is not possible to determine another examination form for the bachelor project.

Extraordinary re-exams and offers of re-assessment / re-exam

18. If an extraordinary re-examination is arranged or offered in accordance with section 19 of the Examination Order (regarding examination irregularities) or the offer of a re-evaluation/re-examination is given in accordance with section 36 or 41 of BEK no. 670 of 19.06.2014 or section 34 or 39 of BEK no. 666 of 24.06.2012 (regarding assessment complaints), the re-examination issubject to the learning objectives of the regular examination of the examination in question.
(2) To the widest extent possible, examinations under subsection 1 will be conducted in accordance with the regulations of the regular examination. In the event that this is not possible due to the examination format, the extraordinary re-examination may be conducted in accordance with the regulations of the make-up examination/re-take examination of the examination in question.

Examination forms

19. Examinations are organised as individual examinations or as group examinations. The specific examination form of a given examination, including whether it is an individual or a group examination, or a mixture of the two, is stated in the relevant course description, see links in section 5.

(2) At both individual and group examinations the student's individual performance must be assessed, and grading must be individual, see subsections (3)-(4).

(3) At oral group examinations the individual student must be examined in such a way that it is ensured that the student's individual performance is assessed.

(4) If a written product is produced by more than one student, and if there is no oral defence of the product, the students must show what their individual contributions are, and in such a way that it is ensured that individual assessment is possible.

(5) For group examinations, see subsection (1), rules about those of the following factors that are relevant for the examination form in question must be stated in the regulations of the individual examination:

1. maximum group size
2. the allotted time at the oral examination – see subsection (3)
3. requirements regarding individual contributions – see subsection (4).

(6) Where it is stipulated in the regulations of a given examination that it is a group examination, it is possible for the student to take the examination as an individual examination, unless the regulations of the examination in question state otherwise. When the examination in question contains both a written and an oral part, both parts must then be taken as an individual examination.

(7) When it is an oral exam based on a written product, the following applies to all variations:

1. Submission of the written product is a requirement to be able to attend the oral examination.
2. Both the written product and the oral presentation count in the assessment.
3. The assessment is an overall evaluation of the written product and the oral presentation.

Examination rules

20. All students have an obligation to familiarise themselves with and to observe the examination rules of the examinations which they participate in, including the general rules that apply to the individual examination. Those rules are in particular:

- The examination rules, as stipulated in the relevant course description, see links in section 5.
- *Rules about written sit-in examinations at CBS, including rules about electronic aids*, see section 21(3).
- Rules on good academic conduct, see section 4 of *Copenhagen Business School's rules and regulations on academic conduct, including penalties*.

(2) Students are not permitted to make audio and/or picture recordings during an examination or the examiners' discussion of a student's performance.

(3) It is stipulated in the examination regulations of the individual examination what the maximum number of pages is for a given written product. In addition, the following applies:

1. In the page count the front page, the bibliography and any appendices are not included. Appendices are not part of the assessment.
2. All pages must have a margin of min. 3 cm in top and bottom and min. 2 cm to each of the sides. The font must be minimum 11 points.
3. Tables, diagrams, illustrations etc. are not included in the number of characters, but will not justify exceeding the maximum number of pages.
4. On average, one page must not contain more than 2.275 characters (including spaces).

(4) All written products composed at home must contain – in all copies submitted for assessment – a declaration of authorship.

(5) Any violation of rules and regulations under subsections (1)-(2) will be sanctioned in accordance with *Copenhagen Business School's rules and regulations on academic conduct, including penalties*.

(6) Violation of form or layout requirements stipulated in subsection (3)-(4) or form requirements laid down under section 19(4) may result in a rejection of the exam paper, see section 22(3) of the Examination Order. If the exam paper is rejected, it will not be assessed, and the student will have used an exam attempt.

Examination aids

21. The examination aids that students are allowed to bring with them to written sit-in examinations are specified in the examination regulations of the individual examination/course.

(2) Unless otherwise stated in the examination regulations, see subsection (1), no examination aids, whether written or technical, are allowed in the examination room, except simple writing and drawing utensils.

(3) In cases where the examination regulations, see subsection (1), stipulate that electronic aids can be brought to the examination room, the provisions stipulated in*Rules about written sit-in examinations at CBS, including rules about electronic aids* apply.
(4) In cases where the Study Board decides that a written examination will be conducted using CBS' computers, the provisions stipulated in *Rules about written sit-in examinations at CBS, including rules about electronic aids* apply, and which examination aids are authorised may be adjusted, however, not to an extent that will alter the academic level of the examination. Should the Study Board decide to use this option, students must be informed of the decision at least 2 months prior to the final examination date.

Examinations under special circumstances

22. The Study Board may decide to deviate from the examination regulations stipulated for the individual examination with the purpose of allowing students with special needs to sit examinations under special circumstances. Such exemption can be granted to students who are physically or mentally disabled, to students whose mother tongue is not Danish, and to students who have similar difficulties when this is considered necessary in order to place them on even terms with their fellow students in the examination situation. It is a condition that it does not change the academic level of the examination.

(2) When it is stipulated in the objectives of the examination in question that the student's spelling and writing skills are included in the assessment, the Study Board may grant exemption from this to a student who is able to document a relevant and specific impairment.
(3) Students who wish to apply for permission to sit an exam under special circumstances according to subsection (1) or apply for an exemption according to subsection (2) must submit an application, including the necessary documentation, to the Programme Office no later than 2 months before the exam is to take place.

Sitting examinations abroad
23. When special circumstances warrant it, a student may be granted permission to sit an examination at a Danish representation or elsewhere abroad. The conditions and regulations concerning such exams are described in CBS' guidelines for examinations conducted abroad.

Assessment

24. Examinations are either internal or external:

- Internal examinations are assessed by one or more teachers (internal examiners) appointed by CBS from among the teachers at the university or from other universities that offer the same or similar study programmes.
- External examinations are assessed by one or more internal examiners and one external examiner (in Danish: censor) appointed by the Danish Agency for Higher Education.

(2) It is stipulated in the exam regulations of the individual examination whether it is an internal or an external examination, see link in section 5.

(3) Assessment of the examinations is carried out in accordance with the Grading Scale Order.
(4) Compulsory assignments and class participation, see section 13, are assessed by the teacher(s) of the specific course.The assessment type ‘Approved/Not approved’ is used.

Announcement of results

25. In connection with examinations where the result is not announced immediately after the examination, the result must be announced within 4 weeks after the examination has been held, see however subsection (2). The month of July is not included in the calculation of these 4 weeks.

(2) In connection with bachelor projects, master’s (candidatus) theses and master’s projects, the result must be announced no later than 2 months after the project/thesis has been submitted. The month of July is not included in the calculation of these 2 months.

(3) When special circumstances warrant it, the Programme Director can set aside the deadlines stipulated in subsections (1) and (2). If the assessment cannot be completed by the fixed deadline, the student(s) must be notified as soon as possible and be informed about the reason for the delay and when the result will be announced.

Pass requirements and exam attempts

26. Each examination must be passed separately. An examination shall be passed when the student achieves a grade of at least 02 or the assessment ‘Pass’.

(2) Each examination can be retaken separately. However, passed examinations cannot be retaken.

(3) If a grade consists of several partial grades for various categories of performance (partial examinations), the grade shall be the average of the partial grades, rounded off to the nearest grade on the grading scale, see however subsection (4). The grade shall be rounded up if the average is half-way between two grades.

(4) If the partial grades are given different weights when the combined grade is to be calculated, this is stipulated in the exam overview in section 5. If so, the grade shall be the sum of the individual grades, each multiplied by the weighting of the grade, divided by the sum of the weightings and then rounded off to the nearest grade on the grading scale. The grade shall be rounded up if the average is half-way between two grades. (5) If an examination consists of partial examinations, each partial examination can be retaken separately. However, passed partial examinations and not-passed partial examinations that are part of a passed examination cannot be retaken.

(6) Any requirements about a certain grade on the grading scale being required as achieved in one or more partial examinations are stipulated in section7.

(7) The calculation of the overall grade point average is based on the weights of the individual grades, which are listed in the table in section 5.

(8) If a student retakes an examination or another type of assessment, the highest grade applies – see however section 37(4) of BEK no. 670 of 19.06.2014 and section 35(4) of BEK no. 666 of 24.06.2012.

27. Students have a maximum of three attempts in passing each examination, see however subsection (2). The Study Board may grant more attempts, if warranted by special circumstances. The question of academic aptitude may not be included when assessing whether special circumstances apply.

(2) No later than 16 months after the end of the teaching of the course, the student must participate in the third examination attempt if the course is no longer offered.

(3) Students who are to have their class participation assessed a second time may require an examination instead. However, where class participation includes practical exercises, it cannot be replaced by an examination.

Diploma

28.CBS issues a diploma to students who have completed their study programme, in accordance with the requirements stipulated in section 31 of BEK no. 670 of 19.06.2014 and section 29 of BEK no. 666 of 24.06.2012. The diploma is issued to the graduate no later than 2 months after the announcement of the result of the final examination. July is not included in the calculation of these 2 months.

(2) Students who leave the programme without having completed it are entitled to receive a transcript documenting the completed parts of the programme, with the relevant number of ECTS credits stated.

Leave

29.A student may be granted leave from the programme on personal grounds. The specific rules for obtaining leave and the provisions that apply to students while on leave are stipulated in CBS' *Rules regarding leave on bachelor and master programmes at CBS*.

Programme regulations

30. The programme regulations and various regulations etc. referred to in this document are publicly available on CBS' website, more specifically onstudieordninger.cbs.dk and in the study administrative rules (SAR).

Exemption from the programme regulations

31. The Study Board may, when warranted by special circumstances, grant exemption from provisions in the programme regulations which are not stipulated in ministerial orders, but established by CBS exclusively.
(2) An exemption from the programme regulations that requires an exemption from a ministerial order may be brought before the Danish Agency for Higher Education.

Credit transfer

32. Programme elements passed at another university are regarded as equivalent to corresponding programme elements covered by these study regulations.

(2) The Study Board may grant approval for students to substitute passed programme elements from another Danish or foreign programme of the same level, for programme elements covered by these regulations.

(3) Decisions under subsections (1) and (2) are made on the basis of a professional assessment.

33. 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.

(5) Decisions under subsections (1) and (4) are made on the basis of a professional assessment.

34. Programme elements which students wish to have transferred from other programmes will be transferred on the basis of the normalised workload specified in ECTS points and stipulated in the relevant degree regulations. Due to the structure of the programme, discrepancies may occur between the equivalent number of ECTS credits and the actual amount of ECTS transferred, as the number of ECTS credits for the programme must total the number of ECTS credits stated in section 1(1).

(2)If the programme element in question is assessed according to the 7-point grading scale or the 13-point grading scale at the academic institution at which the examination was taken, and if this programme element equates or replaces a programme element which according to the exam regulations of these study regulations is assessed according to the 7-point scale or the 13-point scale, the grade will be transferable, but converted into the 7-point scale if assessed according to the 13-point scale. In all other cases, the assessment will be transferred as ‘Pass’. Examinations transferred as ‘Pass’ are not included in the calculation of the final grade point average.

35. Applications for pre-approval or credit transfer must be sent to the Programme Office, addressed to the Study Board, on a special form and with the necessary documentation enclosed. See guidance on credit transfer applications on the student intranet.

(2) Concerning complaints about credit transfer decisions, see part 3.

Part 3: Complaints

Complaints about examinations etc.

36. A student is entitled to file a complaint about an examination or other assessment. Concerning the specific rules and procedures, including deadlines, for filing written and reasoned complaints reference is made to the rules in the Examination Order and to CBS' guidelines on the CBS student intranet.

Complaints about decisions concerning credit transfer

37. Complaints about decisions made by the Study Board on whether education qualifications acquired at another Danish University may replace parts of the programme (credit transfer) as well as complaints about the decisions made by the Study Board on whether Danish education qualifications, not yet passed, may replace parts of the programme (pre-approval of credit transfer), may be brought before the Appeals Board for decisions on credit transfer, see Ministerial Order no. 1517 of 16 December 2013 on the Appeals Board for decisions on credit transfer in university study programmes.

(2) The deadline for filing a complaint is 2 weeks from the date when the complainant was informed of the decision. The complaint must be addressed to the Appeals Board for decisions on credit transfer but sent to the President of CBS; the reasoned complaint should be sent to Legal, Dalgas Have 15, 2000 Frederiksberg. It is also possible to send the complaint to: legal@cbs.dk. CBS has the option to process the application again. If the decision is upheld, CBS will forward the complaint to the Appeals Board, accompanied by a statement. CBS will give the complainant the opportunity to comment on the statement within a time limit of 1 week. The complainant's comments, if any, will be enclosed when the complaint is forwarded to the Appeals Board. The Appeals Board will make the final administrative decision.

38. Complaints about decisions made by the Study Board on whether education qualifications acquired abroad may replace parts of the programme (credit transfer) may be brought before the Qualifications Board, see Assessment of Foreign Qualifications etc. Act.

(2) The deadline for filing a complaint is 4 weeks from the date when the complainant was informed of the decision. The complaint must be addressed to the Appeals Board for decisions on credit transfer but sent to the President of CBS; the reasoned complaint should be sent to Legal, Dalgas Have 15, 2000 Frederiksberg. It is also possible to send the complaint to: legal@cbs.dk. CBS has the option to process the application again. If the decision is upheld, CBS will forward the complaint to the Qualifications Board, accompanied by a statement. CBS will give the complainant the opportunity to comment on the statement, within a time limit of 1 week. The complainant's comments, if any, will be enclosed when the complaint is forwarded to the Qualifications Board. The Qualifications Board will make the final administrative decision.

Complaints about other decisions

39. Complaints about decisions made by the Study Board or the Programme Director according to these study regulations have to be filed with the President of CBS. The deadline for filing a complaint is 2 weeks from the date when the complainant was informed of the decision.

(2) A decision made by CBS according to subsection (1) may be appealed by the complainant to the Danish Agency for Higher Education when the complaint is concerned with an error of law or

procedure. The deadline for lodging an appeal is 2 weeks from the date when the complainant was informed of the decision. The reasoned appeal should be addressed to the agency but sent to CBS: Legal, Dalgas Have 15, 2000 Frederiksberg. It is also possible to send the complaint to: legal@cbs.dk. CBS will forward the appeal to the agency, accompanied by a statement if CBS has any to make. CBS will give the complainant the opportunity to comment on any statement, with a time limit of 1 week. The complainant's comments, if any, will be enclosed with the other case files when the appeal is forwarded to the agency.

(3) Moreover, students are referred to CBS' Guidelines regarding students' right to file a complaint about decisions made by study boards, programme directors and programme administration.

Complaints about the teaching etc.

40. Complaints about the teaching, academic supervision or other issues concerning the organisation of the degree programme can be brought before the Study Board.

Commencement and transition regulations

41. These Programme Regulations are effective for students enrolled on the programme in September 2014 or later.