

CBS
COPENHAGEN
BUSINESS SCHOOL
HANDELSHØJSKOLEN











BLC - Master of Science (MSc) in Business, Language and Culture

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; Ministerial Order no. 670 of 19 June 2014 on University Examinations ; 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 *Master of Science (MSc) in Business, Language and Culture*, in Danish *cand.merc. i international erhvervsøkonomi, sprog og kultur* (candidatus/candidata mercaturae), abbreviated *cand.merc.int*.

(2) This programme is governed by The Study Board for BSc and MSc in Business, Language and Culture.

(3) The master's (candidatus) programme is a two-year full-time programme, corresponding to 120 ECTS credits. The deadline for completing the programme is the rated time of study + 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 requirements

1A. In order to be able to commence the Master's programme in Business, Language and Culture the students must have passed the Bachelor's programme in BLC (BSc in Business, Language and Culture or ASP (BSc in Business, Asian Language and Culture) at Copenhagen Business School.

(2) The university can approve that students with different Bachelor's degrees than the one mentioned in section 1 or similar can be admitted to the master's programme if the university finds that the degrees in question renders the same academic prerequisites as the bachelor's programme mentioned in subsection 1. Admission may be conditioned by the completion of specified supplementary courses.

(3)The student must be able to document English language proficiency at the A level as a minimum.

Additional admission requirements

1B. To be eligible for admission, applicants must possess a sufficient command of written and spoken English to enable them to participate actively in class. As a general rule, applicants are required to submit documentation of adequate English language skills in one of the following ways:

- TOEFL paper-based test result of at least 600
- TOEFL computer-based result of at least 250
- TOEFL internet-based result of at least 100
- IELTS test result of at least 7.0

- Cambridge Certificate of Proficiency in English passed
- A-level in English from a Danish “gymnasium” (or equivalent within EU/EEA)
- A complete bachelor degree done in English in Australia, Canada, Ireland, New Zealand, South Africa, UK or the US.

(2) To be eligible for admission, applicants must demonstrate skills in a second foreign language. As a general rule, applicants are required to either document at least 15 ECTS points in the second foreign language during their bachelor studies or document adequate language skills in their foreign language in a test result. Seehttp://www.cbs.dk/en/study/bachelor/undergraduate-admission-step-1 f or specific language requirements.

Purpose

2.The Master of Science in Business, Language and Culture is an intensive international graduate education, taught in English. Its objective is to give students a comprehensive and scientifically based set of analytical and communicative skills that enable the graduate to handle complex issues and problems in international and intercultural organisational contexts, private and public. The programme trains students to investigate the theory and practice of international business and management from an interdisciplinary vantage point that brings together insights and methods from the social and human sciences. Students learn the principles of scientific methodology, including to assess independently the theories and methods of the disciplines, and to apply them in the study of complex problems. Further, students are trained to demonstrate an advanced proficiency in two languages: English and French, German, Spanish, Chinese or Japanese. In this way, the programme seeks to combine the critical and in-depth analysis of organizational and managerial dynamics, with a comprehensive understandingof languages and cultures as skills and strategic resources, and as social contexts of vital importance.

Competency profile

3.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 here on e-campus.

Content and structure

4. The programme offers two concentrations: Business and Development Studies, and Diversity and Change Management. Each concentration builds upon 8 mandatory courses of 7.5 ECTS that map out the thematic terrain and establish a conceptual framework that enables the student to combine and integrate the academic fields and disciplines of the programme. The ability to work successfully with these approaches is a key qualification.

(2) Both concentrations are conducted in English, and in 2 specific courses in one more language of the individual student’s choice: French, German, Spanish, Chinese or Japanese.

(3) The contents of the courses **Governance and Institutions in Regional Context**aredesigned to enhance students’ understanding of the societal and organizational dynamics taking place in the regions in question, along with their communicative skills. These courses are taught in Chinese, French, German, Japanese or Spanish.

(4) The contents of the courses **Organizing and Managing in Regional Context** are designed to enhance students’ understanding of the societal and organizational dynamics taking place in the

regions in question, along with their communicative skills. These courses are taught in Chinese, French, German, Japanese or Spanish.

(5) On the 3rd semester you can go on exchange where you must bring home 30 ECTS from your host university. You can also choose to do an internship, where you can obtain from 7.5 ECTS to 30 ECTS. Any remaining ECTS you get by doing elective courses at CBS (if you wish to do an internship, you must do an "Internship A" of either 7.5, 15 or 22.5 ECTS and then you can choose to supplement your choice with the "Internship B" of 7.5 ECTS). Lastly you can choose to do 30 ECTS of elective courses at CBS. See also section 4C.

Diversity and Change Management:

4A. This concentration consists of a mandatory integrated package of first year courses that provide students with theoretical and practical perspectives on the intercultural, global and complex dimensions of management and international business, as well as with an interdisciplinary and in-depth understanding of diversity, change, leading, managing and organising in global and complex organisations.

(2) The below tables list 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 below tables.

1st Semester

Course	ECTS
Diversity Management – Diversity, Gender and Equality in Organisations	7.5
Organisational Change	7.5
Managing in Global Workplaces	7.5

Area Studies*

Course	ECTS
Governance and Institutions in Regional Context (Chinese)	7.5
Governance and Institutions in Regional Context (French)	7.5
Governance and Institutions in Regional Context (German)	7.5
Governance and Institutions in Regional Context (Japanese)	7.5
Governance and Institutions in Regional Context (Spanish)	7.5

2nd Semester

Course	ECTS
Leading and Managing Projects	7.5
Leading Complex Organizations	7.5
Research Methods and Writing Strategies	7.5

Area Studies*

Course	ECTS
Organizing and Managing in Regional Context (Chinese)	7.5
Organizing and Managing in Regional Context (French)	7.5
Organising and Managing in Regional Context (German)	7.5
Organizing and Managing in Regional Context (Japanese)	7.5
Organizing and Managing in Regional Context (Spanish)	7.5

*Area studies: These courses are taught in Chinese, French, German, Japanese, and Spanish. The requirement is a minimum of 7.5 ECTS in the language of your choise. Doing both courses, constituting 15 ECTS, is recommended.

3rd Semester

Course	ECTS
Electives	30

4th Semester

Course	ECTS
Master's Thesis	30

Business and Development Studies:

4B. This concentration consists of a mandatory integrated package of first year courses that provide students with an interdisciplinary and in-depth introduction to international business and intercultural management issues from a development perspective, including an understanding of development and business strategies, international development cooperation, and foreign direct investment in developing countries.

(2) The below tables list 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 below tables.

1st Semester

Course	ECTS
Development Strategy in a Global Economy	7.5
Business strategy in Developing Countries and Emerging Markets	7.5
International Business and Economic Development	7.5

Area Studies

Course	ECTS
Governance and Institutions in Regional Context (Chinese)	7.5
Governance and Institutions in Regional Context (French)	7.5
Governance and Institutions in Regional Context (German)	7.5
Governance and Institutions in Regional Context (Japanese)	7.5
Governance and Institutions in Regional Context (Spanish)	7.5

2nd Semester

Course	ECTS
Managing Foreign Direct Investments in Developing Countries	7.5
Managing Development Intervention	7.5
Research Methods and Writing Strategies	7.5

Area Studies

Course	ECTS
Organizing and Managing in Regional Context (Chinese)	7.5
Organizing and Managing in Regional Context (French)	7.5
Organising and Managing in Regional Context (German)	7.5

Course	ECTS
Organizing and Managing in Regional Context (Japanese)	7.5
Organizing and Managing in Regional Context (Spanish)	7.5

*Area studies: These courses are taught in Chinese, French, German, Japanese, and Spanish. The requirement is a minimum of 7.5 ECTS in the language of your choise. Doing both courses, constituting 15 ECTS, is recommended.

3rd Semester

Course	ECTS
Electives	30

4th Semester

Course	ECTS
Master's Thesis	30

Elective courses/internship

4C. The block of electives comprises courses that can be chosen within or outside the competence area of the concentration. They may include courses that provide an opportunity for in-depth study of the core competence area or other courses that provide a broader academic orientation within the social sciences and business administration.

(2) Electives courses can be chosen among electives offered by the MSc programme in Business, Language and Culture or by other graduate programmes at CBS, by other Danish universities or by CBS partner Universities abroad.

(3) Elective and line courses offered under the auspices of the Study Board for the graduate programme in economics and business administration (cand.merc.) and specialized graduate line programmes and Summer University courses need no approval for credit transfer, see however section 33. These courses are treated on an equal footing with electives from the MSc in Business, Language and Culture programme and, conversely, cannot be withdrawn once they have been passed. On e-campus at MscBLC study home page under Teaching> Electives students can find a positive list of all the CBS elective courses, that has been approved by the Study Board.

(4) Students can only choose courses taught in English or in their second language: French, Spanish, German, Chinese or Japanese.

(5) Students are only allowed to choose one “pure” language course in the elective block.

(6) Electives from other universities than CBS or from abroad must be pre-approved by the Study Board.

(7) All electives must be on graduate or master level.

(8) Internships can be approved as electives for up to 30 ECTS credits. The Study board sets specific criteria for the approval of internship, which is to be found on e-campus at MScBLC study home page.

(9) The Study Board issues a list on the Programme web page showing the courses offered by our own Programme. The course description of each course indicates:

- The responsible course coordinator and teachers affiliated with the course
- The objective of the course, its scope (ECTS-points) and academic content
- Indicative course literature
- Required and/or recommended academic qualifications
- Examination requirements and examination regulations

(10) The decision about which courses will be available is based on the number of registered students, the academic profile of the programme and the resources allocated. The Study Board determines the number of hours of direct teaching offered for each course.

Master's thesis

4D. The master's (candidatus) thesis must be the last element finalizing the programme. The Study Board may grant an exemption from this provision, if warranted by extraordinary circumstances, or when one or more preceding courses or course elements have not yet been passed.

(2) The Programme Director approves the research question of the master's thesis and at the same time determines a submission deadline for the thesis and a plan for the thesis supervision.The deadline for submitting the thesis contract is 15 December in the student's 3rd semester.

(3) The purpose of the thesis is to develop and assess the student's ability to engage in in-depth studies and independently describe, analyze and process a complex issue using relevant scientific theories and methods.

(4) The subject of the thesis has to be a defined international and/or intercultural issue relevant to companies and organizations. The thesis accounts for a half year of study corresponding to 30 ECTS-points.

(5)The research question for the Master's thesis must be approved prior to receiving supervision. At the same time, a deadline for handing in the thesis must be set together with a plan for the supervision. Further reference can be found in Guidelines on submission deadlines for Master's theses at CBS.

(6) The Study Board determines the detailed regulations regarding the Master's thesis including guidance from the study guide, learning objectives, as well as hours of individual supervision, in a manual, that is to be found on MScBLC study Home page on e-campus under Master Thesis.

(7) A workshop is conducted to support the students' thesis writing process.

(8) If the student is unable to hand in his/her thesis within the established deadline, a new three-month deadline will be set and revised research question specified. Failure to meet the established deadline counts as an exam attempt.

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 individual examinations are inserted in the table below.

Diversity and Change Management:

1st Semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Organisational Change and Diversity Management	Oral exam based on written product	7-step scale	Internal exam	15	15
Managing in Global Workplaces	Home assignment - written product	7-step scale	External exam	7.5	7.5

Area Studies

The Governance and Institutions in Regional Context exam is one oral exam based on a written product. 50% of the grade is given for the language performance and 50 % of the grade is given for the content.

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Governance and Institutions in Regional Context (Chinese)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Governance and Institutions in Regional Context (French)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Governance and Institutions in Regional Context (German)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Governance and Institutions in Regional Context (Japanese)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Governance and Institutions in Regional Context (Spanish)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5

2nd Semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Leading and Managing Projects	Oral exam based on written product	7-step scale	External exam	7.5	7.5
Leading Complex Organizations	Home assignment - written product	7-step scale	Internal exam	7.5	7.5
Research Methods and Writing Strategies	Written sit-in exam	7-step scale	Internal exam	7.5	7.5

Area Studies

The Organizing and Managing in Regional Context exam is one oral exam based on a written product. 50% of the grade is given for the language performance and 50 % of the grade is given for the content.

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Organizing and Managing in Regional Context (Chinese)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Organizing and Managing in Regional Context (French)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Organising and Managing in Regional Context (German)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Organizing and Managing in Regional Context (Japanese)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Organizing and Managing in Regional Context (Spanish)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5

*Area studies: These courses are taught in Chinese, French, German, Japanese, and Spanish. The requirement is a minimum of 7.5 ECTS in the language of your choise. Doing both courses, constituting 15 ECTS, is recommended.

3rd Semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Electives	Consult individual course description	Consult individual course description	Consult individual course description	30	30

Internship - optional

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Internship A 7,5 ECTS	Home assignment - written product	7-step scale	Internal exam	7.5	7.5
Internship A 15 ECTS	Home assignment - written product	7-step scale	Internal exam	15	15
Internship A 22,5 ECTS	Oral exam based on written product	7-step scale	Internal exam	22.5	22.5
Internship B (Language)	Oral exam based on written product	7-step scale	Internal exam	7.5	7.5

4th Semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Master's Thesis	Oral exam based on written product	7-step scale	External exam	30	30

Business and Development Studies:

1st Semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Development Strategy in a Global Economy	Written sit-in exam	7-step scale	External exam	7.5	7.5
Business strategy in Developing Countries and Emerging Markets	Written sit-in exam	7-step scale	Internal exam	7.5	7.5
International Business and Economic Development	Oral exam based on written product	7-step scale	Internal exam	7.5	7.5

Area Studies

The Governance and Institutions in Regional Context exam is one oral exam based on a written product. 50% of the grade is given for the language performance and 50 % of the grade is given for the content.

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Governance and Institutions in Regional Context (Chinese)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Governance and Institutions in Regional Context (French)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Governance and Institutions in Regional Context (German)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Governance and Institutions in Regional Context (Japanese)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Governance and Institutions in Regional Context (Spanish)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5

2nd Semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Managing Foreign Direct Investment in Developing Countries	Oral exam based on written product	7-step scale	Internal exam	7.5	7.5
Managing Development Intervention	Home assignment - written product	7-step scale	External exam	7.5	7.5
Research Methods and Writing Strategies	Written sit-in exam	7-step scale	Internal exam	7.5	7.5

Area Studies

The Organizing and Managing in Regional Context exam is one oral exam based on a written product. 50% of the grade is given for the language performance and 50 % of the grade is given for the content.

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Organizing and Managing in Regional Context (Chinese)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Organizing and Managing in Regional Context (French)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Organising and Managing in Regional Context (German)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Organizing and Managing in Regional Context (Japanese)	Oral exam based on written product 50% Oral exam based on written product 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5	7.5
Organizing and Managing in Regional Context (Spanish)	Oral exam based on written product 50%	7-step scale	Internal exam	7.5	7.5

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
	Oral exam based on written product 50%	7-step scale	Internal exam		

*Area studies: These courses are taught in Chinese, French, German, Japanese, and Spanish. The requirement is a minimum of 7.5 ECTS in the language of your choise. Doing both courses, constituting 15 ECTS, is recommended.

3rd Semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Electives	Consult individual course description	Consult individual course description	Consult individual course description	30	30

Internship - optional

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Internship A 7,5 ECTS	Home assignment - written product	7-step scale	Internal exam	7.5	7.5
Internship A 15 ECTS	Home assignment - written product	7-step scale	Internal exam	15	15
Internship A 22,5 ECTS	Oral exam based on written product	7-step scale	Internal exam	22.5	22.5
Internship B (Language)	Oral exam based on written product	7-step scale	Internal exam	7.5	7.5

4th Semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Master's Thesis	Oral exam based on written product	7-step scale	External exam	30	30

Prerequisites for registering for the exam – compulsory activities

5A. The following courses have compulsary assignments or requirements about active class participation, see section 13. Further specifications and regulations are listed in the relevant course description in the online course catalogue, see the below link(s).

Diversity and Change Management:

Course	Number of mandatory activities
Organisational Change	1
Managing in Global Workplaces	1
Research Methods and Writing Strategies	3

Business and Development Studies:

Course	Number of mandatory activities
Research Methods and Writing Strategies	3

Body of external examiners

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

Pass requirements

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

(2) In order to pass a combined examination consisting of several partial examinations, the grade of the individual partial examinations must be '02' as a minimum.

Additional programme-specific regulations

8. In their first year Students must follow the full programme offered at the concentration, meeting a requirement of 60 ECTS. However, special rules apply to the courses taught in Chinese, French, German, Japanese and Spanish; please see subsection (2) and (3), and Study Guide.

(2) Students are only required to take one of the 2nd foreign language courses, constituting 7.5 ECTS. The other can be replaced by an ordinary or elective master's course offered by the Business, Language and Culture Studies Programme.

(3) The 2nd foreign language requirement can also be fulfilled abroad during exchange in the 3rd semester.

(4) The Study board can each semester decide to reduce the number of direct teaching hours in the courses taught in Chinese, French, German, Japanese and Spanish, depending of the number of students registered for these courses.

CEMS Master's in International Management (MIM)

9. CEMS MIM is a double degree programme you are eligible to apply for as a student in the MSc in Business, Language and Culture programme. The aim of the CEMS MIM programme is to increase your knowledge and understanding of fundamental issues within international management. The programme is designed to build a bridge between theory and practice. CEMS MIM enables you to study international management in an international and intercultural environment, as the CEMS student cohort is a mix of CBS students, as well as exchange students from the CEMS partner schools.

(2) CEMS MIM is a one year programme which you study in combination with your MSc degree from CBS - if you are selected. The CEMS Master takes place in the second year of your studies in your third and fourth semester. The programme is flexible in relation to course selection as CEMS MIM offers you a range of electives in a number of different areas. At the end of your studies, you will obtain a MSc degree from Copenhagen Business School as well as the CEMS Master's in International Management degree.

(3) For more information, see the CEMS pages on cbs.dk. Information about the application procedure, including the deadline and the selection criteria, is available on the CEMS admission page.

10. (Not in use.)

Part 2: General regulations for master's (candidatus) 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.

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. Students who are enrolled on a course with one or more examinations are automatically registered for this/these examinations. The deadline for withdrawal of registration is 1 month before the start of the examination in question.

(2) If the deadline for withdrawal from an examination is not met, the examination will be considered started, and it will therefore count as one attempt, see section 27(1).

(3) The deadline for registering for a make-up exam or a re-exam is 14 days before the start of the examination in question. After the expiration of the deadline, it is not possible to de-register for a make-up exam or a re-exam for which the student has actively registered.

(4) The deadline for registering for an examination in a course on which the student is not enrolled is determined on the student intranet.

(5) The Study Board may waive the rules stipulated in subsections (1) and (2), including the specified deadline, if warranted by extraordinary circumstances.

(6) 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.

(7) When the Programme Director has stipulated a deadline for submission of the master's (candidatus) thesis, withdrawal of registration is not possible, and students who fail to submit their thesis within the deadline have used an examination attempt, see section 27(1), see however subsection (8).

(8) Under special circumstances, the Study Board may grant exemptions from the rules concerning registration set out in subsection (7).

Make-up examinations and re-take examinations

15. Students who can provide documentation proving that due to illness or conditions of a similar nature they have been unable to complete an examination, are entitled to sit a make-up examination, see however subsections (2) and (3). Other special circumstances such as accidents and serious illness or death in the immediate family are defined as conditions similar to illness. If other exceptional circumstances prevent a student from participating in an examination, the matter may be brought before the Programme Director, who may grant the student permission to participate in a make-up examination.

(2) A make-up examination is only available to students who have been registered for the regular examination. Thus, a make-up examination will not be held for students who have been prevented from sitting a re-examination due to illness.

(3) The make-up examinations will be held as soon as possible after the regular examination, i.e. usually in the same examination period or immediately after. In the winter examination period, make-up examinations are held in February at latest. In the summer examination period, make-up examinations are held in August at latest. About registration deadlines, see section 14.

(4) The rules regarding registering for a make-up examination and the documentation requirements etc. are stipulated in CBS' rules regarding participation in make-up examinations.

16. Students who have been awarded the grade of 00 or below or the assessment 'Fail' at a regular examination are entitled to register for the re-take examination, see however subsections (2) and (3).

(2) A re-take examination is only available to students who have sat the regular examination. No re-take examination is held for a student who fails a make-up examination.

(3) Re-take examinations are held as soon as possible after the regular examination, i.e. in the same examination period or immediately after. In the winter examination period, re-examinations are held in February at latest. In the summer examination period, re-examinations are held in August at latest. About registration deadlines, see section 14.

(4) Sitting a re-take examination counts as one more attempt at the examination in question.

17. Make-up examinations and re-examinations are subject to the learning objectives of the regular examination of the examination in question.

(2) Make-up examinations and re-examinations are conducted according to the examination regulations of the regular examination of the exam 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 master's thesis.

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 34 or 39 of the Examination Order (regarding assessment complaints), the re-examination is subject 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
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

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 35(4) of the Examination Order.

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 29 of the Examination Order. 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.
(6) Credit transfer of Master theses is not possible when the thesis is the basis of the awarding of a different title in another Master programme.

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, and for students who are transferred to these Programme Regulations, see section 42(1).

(2) The 2013 Programme Regulations are repealed as of 1 September 2014, see however section 42(2)-(3).

42. Students who began their studies under the 2013 Programme Regulations or according to the transition regulations in those regulations were transferred to the 2013 regulations are transferred to these 2014 Programme Regulations, so that these 2014 Programme Regulations are effective for the remainder of the programme, see however subsections (2)-(3).

(2) The deadline for completing the programme stated in section 1(3) only extends to students enrolled on 1 September 2014 or later. For students enrolled before 1 September 2014, section 1(3) of the 2013 Programme Regulations applies.

(3) The deadline for submitting the thesis contract stated in section 4D only extends to students enrolled on 1 September 2014 or later.