IT - Master of Science (MSc) in Business Administration and Information Systems

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); section 2(2) of Ministerial Order no. 258 of 18 March 2015 on Admission and Enrolment on Master's (Candidatus) Programmes at Universities (Kandidatadgangsbekendtgørelsen); section 29 of Ministerial Order no. 670 of 19 June 2014 on University Examinations (the Examination Order); and section 20 of Ministerial Order no. 114 of 3 February 2015 on the Grading Scale and other forms of assessment of educations within the sphere of the Ministry of Higher Education and Science (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 Administration and Information Systems, in Danish: cand.merc.(it.). The Latin title is candidatus/candidata mercaturae et informationis technologiae.

(2) This programme is governed by the Study Board for the BSc and MSc in Business Administration and Information Systems and BA in Information Management.

(3) The master's (candidatus) programme is a two-year full-time program, corresponding to 120 ECTS credits. The deadline for completing the programme is 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. The MSc in Business Administration & Information Systems is the natural progression for the BSc in Business Administration and Information Systems and the BA in Information Management from CBS. Applicants who graduate from CBS in 2015 with one of these two degrees have a legal claim to acceptance in the MSc in Business Administration & Information Systems this year.

(2) There is a general entry requirement of having an academic bachelor degree. Requirements pertaining to the two concentrations, including language requirements, are listed in subsection (5) - (7), and the specific entry requirements are listed on www.cbs.dk

(3) Admission may be conditioned by the completion of specified supplementary courses.

(4) Admission may be granted to students who do not meet the requirements stated in (2), but who, based on individual assessments in each case, are deemed to possess corresponding educational qualifications, see however subsection (5) - (7). In this connection students may be required to pass supplementary tests.

(5) Admission to the study program requires that the student has completed the bachelor’s programme BSc in Business Administration and Information Systems, HA(it.), the bachelor’s programme BA in Information Management, BA(im), or another equivalent bachelor programme.

(6) Applicants who do not have one of the bachelor degrees mentioned in subsection (1), but who fulfil the specific entry requirements, can also be accepted at those two concentrations if the specific entry requirements are fulfilled (together with the general entry requirements and the language requirement).

(7) English at level B is required.

Purpose

2. The purpose of the business administration and information systems master's programme is for the students to acquire competences, skills, and capabilities at an advanced level to be able to manage information and information technology in organizations.
(2) MSc in Business Administration and Information Systems enables students to analyse and manage information and information technology. Students will acquire interdisciplinary skills, competences, and capabilities that will enable them to bridge organizational functions and professional backgrounds, and to meet challenges and address problems related to information and information technology. Finally, the programme aims to qualify the student for postgraduate studies, including Ph.D. studies. After enrolment, the students can choose a profile in IT management and business economics or information management through a coherent and well-planned composition of courses, projects, and thesis within the areas specified in subsection (3) -(4).

(3) The IT Management and Business Economics (IMBE) concentration has two key elements: information technology and business management. IMBE focuses on exploiting technologies to improve or generate new business models, solving complex technological organizational challenges, and align technical design with local, national, and global strategic business challenges.
(4) The Information Management (IM) concentration has its key focus on information and information practice, such as information-intense collaboration, decision making and knowledge creation in organizations. The objective is to provide the students with skills, competence, and capabilities to give students competence to work with information-intense business practices, knowledge-intense collaboration, business communication, strategy development, and design of shared information environments in the digital era.

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's website, more specifically here on e-campus.

Content and structure

4. The below table lists the structure of the programme and the ECTS credits of the individual courses (30 ECTS per semester). The course descriptions are available in the online course catalouge. Direct links are inserted i the below table.

Profile

(2)Students can take the program without choosing a specific concentration. For these students, the general objective listed in section 2 needs to be fulfilled. In addition, students can select one of the following two concentrations:

- IT Management and Business Economics (IMBE)
- Information Management (IM)

Both concentrations are described in detail in section 2.
To qualify for theses concentrations, students must fulfil the objectives listed in section 2 (3) or (4).

Module and semester

(3) The program is structured in four modules and four semesters:

- The first module is dedicated as a shared module with four mandatory courses.
- The second module enables the student to select among a set of limited courses
- The third module is dedicated to electives, study abroad, and internship
- The fourth module is dedicated to the Master's thesis.

First semester

(4) Common and mandatory courses at the first semester, regardless of concentration:

Work, Technology, and Management in Creative Businesses (7½ ECTS)

(5) Creative Economy Firms (CEFs) produce value, not by generating similar outputs efficiently, but by generating novel outputs more valuable than their predecessors. Information technology and management play a key role in how valuable creative outcomes are produced. By analyzing cases across industries and organizations, this course examines increasingly important industries (design, entertainment, media, pharmaceuticals) and expanding enclaves (product development, even manufacturing) within industrial firms.

Evidence based management (7½ ECTS)

(6) This course is designed to provide practical knowledge about evidence and its application to decision-making and management in general. In lieu of using generic 'best practice' as a benchmark, evidence-based practice seeks to engage managers in critical evaluation of the validity, generalizability and applicability of the available evidence. Specially, student will learn to frame organizational challenges and knowledge requirements, identify sources of evidence, gather the required data, qualify its validity, detect recurring patterns, and communicate the findings in an effective fashion.

Strategy Making in Global Environments (7½ ECTS)

(7) The objective of this course is to provide the student with an understanding of the field of corporate strategy in relation to information and IT, and provide students with tools and methodologies enabling them to take a key role in developing a global IT strategy. Where strategy for a single business focuses on the 'How', corporate strategy focuses on the 'Where'. The pedagogical model is intended to familiarize the students with issues in international business strategy, and to take the students from theory to strategy application through the use of case studies regarding multi-national enterprises (MNE's).

Big Data Management (7½ ECTS)

(8) The goal of this course is to equip students with techniques and tools for analyzing and exploiting large sets of data, and to link these to strategies for effectively managing big data in the organization. The course will explore the transformative potential of big data management in different sectors across different regions of the world. The learning activities include flipped classroom elements and an independently chosen project. This project will take the form of a business case analysis. Students will select a case organization and investigate the transformative potential of big data management for the organization, through the utilization of contemporary big data tools and techniques.

Second semester

(9) At the second semester, students must choose four of the following six courses. Students who aim for an information management profile needs to write a project on relevant topics for the information management profile as described in section 2 (4). In addition, students with an IM profile choose three of the other five courses at this semester. Students who aim for an IT Management and Business Economicsprofile need to write a project on relevant topics for the information profile as described in section 2 (3). In addition, students with an IMBE profile choose three of the other five courses at this semester

Technology and Organization in a Digital World (7½ ECTS)

(10) The course will focus on different ways to describe and analyse the intersections between technology and people in organizations. The course is enabling the students to unfold how organizations are constructed and managed by technology and how social relations influence the technology's ability to contribute to a company's success.

Information Economics and Business (7½ ECTS)

(11) Economics of information and organization form the core of this course. The students will develop analytical skills and abilities to assess market developments, and thereby, improve their capabilities to engage in individual and group decision making under uncertainty and solve specific business problems. Upon completion of the course the students will be able to develop and present concrete solutions to market problems and advise firms about how to deal with information technology challenges and opportunities.

Advanced Strategic Information Management (7½ ECTS)

(12) The course will provide students with a thorough understanding of central elements in strategic information management processes and will develop competences that allow students to address strategic information issues from different theoretical perspectives at an advanced level, independently to present, apply and discuss a selected number of key concepts and analytical approaches for information strategy making and value creation, new ways to measure and make effective use of an organization's information, and methods and means to energize capabilities for innovation, organizational effectiveness and entrepreneurial development.

Internet of Things (7½ ECTS)

(13) Virtually every physical thing can also become or be part of a computer that is connected to the Internet. In business, Internet of Things can create new business models, improve business processes, and reduce costs and risks. Students will gain advanced knowledge of key theories and concepts of the Internet of Things. They will acquire specialised problem-solving skills, being able to analyse and design new business solutions based on Internet of Things technology. They shall take responsibility to conduct design and implementation of new business solutions, and evaluate the business value.

Communication in Action at the Social Web (7½ ECTS)

(14) This course addresses classic and recent theories for the interrelation between the social world and the design and use of information and communication technologies. Theories will be related to recent practices, and the subjects of analysis will range from analogue information practices in organizations to intranets, mobile communication, and recent developments in social software practices such as (micro)blogging, wiki's, and peer-to-peer sharing.

Project anchored in one of the courses from first semester (7½ ECTS)

(15) In this semester project students continue with one or more of the topics explored in first semester. The project needs to be anchored in current research topics such as cloud computing, global sourcing, gamification, IT governance, business model transformation, disruptive technologies, innovation and entrepreneurship. The list of possible topics is updated by the study board. The project needs to incorporate theory and/or contribute to theory-building, problems, methodologies, and solutions. Ideally, the project is pointing forward to study relevant activities at third semester and the master thesis. The project can be artefact/ prototype oriented.

Third semester

(16) At the third semester students can choose their courses at CBS, other Danish universities, internship, or study abroad.

(17) The activities at third semester need to be in correspondence with the overall objective of the study program. Thus, there the needs to be progression in the learning curve and elements that point forward to the thesis at 4th semester.

(18) Students who aim for an information management concentration needs to select courses relevant for the information management profile as described in section 2(4). Students who aim for an IT Management and Business Economics profile need to select courses fulfilling the objectives described in section 2(3).

(19) The courses relevant for the two concentrations needs be chosen from a list of pre-approved courses offered by the CBS MSc programmes.

(20) Other courses to fulfil the criteria for the two concentrations needs to approved by the study board before selecting the courses.

The thesis is a progression of study activities at the first, second, and third semester of the study program.

Fourth semester

(21) At the fourth semester, students write their master's thesis. The thesis needs to in line with the objectives listed in section 4A.

Elective courses

(22) Elective courses provide an opportunity for a progression and in-depth study of the core competence area *or* other courses that provide a broader academic orientation. They can be chosen among electives offered by the MSc programme in Business Administration and Information Systems, other programs at CBS, other Danish universities, or universities abroad.

(23) The electives' curricula may not overlap with the compulsory curriculum and enrolment must be pre-approved by the Study Board.

(24) At third semester, research, group, and company internships can be approved as electives for up to 15 ECTS credits. The Study Board sets specific criteria for the approval of internships. The criteria are availablefrom
https://e-campus.dk/studium/studiehjemmesider/kandidat/cand.merc.it/intership

Additional specific regulations

(25) It is expected that the student can read academic texts in English. Exam papers may contain English words and sentences, and there might be appendices in English.

(26) Students admitted to the program must in their first year follow the courses offered by the programme, meeting a requirement of 60 ECTS.

(27) The Study Board may decide not to establish an elective or concentration if too few students enrol for it.

Teaching format

(28) The teaching format in the programme is a mix of lectures, workshops, and supervision. Active and engaged use of new technologies, among these information and communication technologies, is essential part of the teaching format.

First year - first semester

Four mandatory courses regardless of profile.

Course	ECTS
Work, Technology, and Management in Creative Business	7.5
Evidence Based Management	7.5
Strategy Making in Global Environments	7.5
Big Data Management	7.5

First year- second semester

Students will have to choose four courses among the six courses below (30 ECTS in total).

Course	ECTS
Technology and Organization in a Digital World	7.5
Internet of Things	7.5
Communication in Action at the Social web	7.5
Information Economics and Business	7.5
Project	7.5
Advanced Strategic Information Management	7.5

Second year- third semester

Electives and/or internship (30 ECTS in total)

Course	ECTS
Electives	30
Internship	7.5
Internship	15

Second year- fourth semester

Course	ECTS
Master's Thesis	30

Master’s thesis

4A. 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, or the person the Programme Director has empowered to do so, 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 deadline for submitting the thesis is 15 May in the student's 4th semester. If the student does not submit within the deadline, the student has used one examination attempt.

(4) If the student does not submit the thesis within the time frame specified in subsection (3), the Programme Director, or the person the Programme Director has empowered to do so, approves a modified problem formulation within the same field and lays down a new three-month deadline for submission at the same time. If the student does not submit the thesis by the new deadline, the student may be granted a third examination attempt, see the Examination Order, in accordance with the same rules which applied to the second examination 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.

First year- first semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Work, Technology and Management in Creative Business	Written sit-in exam	7-step scale	External exam	7.5	7.5
Evidence Based Management	Oral exam based on written product	7-step scale	Internal exam	7.5	7.5
Strategy Making in Global Environments	Written sit-in exam	7-step scale	External exam	7.5	7.5
Big Data Management	Oral exam based on written product	7-step scale	Internal exam	7.5	7.5

First year- second semester

Four exam (30 ECTS in total) depending on the students choice of profile.

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Technology and Organization in a Digital World	Home assignment - written product	7-step scale	Internal exam	7.5	7.5
Internet of Things	Oral exam based on written product	7-step scale	Internal exam	7.5	7.5
Communication in Action at the Social Web	Oral exam based on written product	7-step scale	Internal exam	7.5	7.5
Information, Economics and Business	Oral exam based on written product	7-step scale	External exam	7.5	7.5
Advanced Strategic Information Management	Oral exam based on written product	7-step scale	Internal exam	7.5	7.5
Project	Oral exam based on written product	7-step scale	Internal exam	7.5	7.5

Second year - third semester

Electives and/or Internship (30 ECTS in total).

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Electives	see individual course description	see individual course description	see individual course description	30	30
Internship report	Home assignment - written product	7-step scale	Internal exam	7.5	7.5

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS	Weight
Internship report	Home assignment - written product	7-step scale	Internal exam	15	15

Second year - fourth 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 compulsory 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).

Course	Number of mandatory activities
Strategy Making in Global Environments	5
Big Data Management	2
Evidence Based Management	1

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.

(2) In order to pass a combined examination consisting of several partial examinations, the grade of the individual partial examinations must be ‘00’ as a minimum.

IMBE - Mannheim

8. As a student in the Master of Science in Business Administration & Information Systems programme with a IMBE concentration you are eligible to apply for the double degree arrangement between Copenhagen Business School and The University of Mannheim Business School in Germany. For further information, see www.cbs.dk.

9-10. (not in use)

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

11. The teaching is organised in a collaboration between 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. 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).

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 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 36 or 41 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. The university may conduct examinations at a Danish representation or at other locations abroad, provided the reason for doing so is that the student is unable to participate in the university's examinations in Denmark for practical or financial reasons and if the student and the exam location reach an appropriate agreement. Danish examinations held abroad must comply with all the other rules laid down in the Examination Order.

(2) The Programme Director decides whether the examination can be conducted abroad and appoints or approves invigilators and other persons to organise the practical aspects of conducting the examination abroad.

(3) The university defrays the special costs associated with conducting examinations abroad.

(4) The Ministerial Order on Payment for the Services of Civil Servants Serving Abroad (Bekendtgørelse om betaling for tjenestehandlinger i udenrigstjenesten) applies to conducting examinations at Danish representations abroad.

(5) The university may ask the student to pay part or all of the costs incurred by the university to conduct the examination abroad. However, it is a condition that the student confirms in writing in advance his or her willingness to pay the costs in question, on the basis of an estimate made by the university of the expected costs. The university may make it a condition for conducting the examination that the amount is paid in advance.

(6) When an examination is conducted abroad, the conditions and regulations in CBS' guidelines for examinations conducted abroad apply.

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 37(4) of the Examination Order.

(9) The Director of the Study Administration terminates the enrolment for students who have not passed at least one exam for a continuous period of 12 months, as summed up on 1 September.

(10) The Director of the Study Administration may grant exemption from the rule stipulated in subsection (9) when warranted by special circumstances or if the student in question has been granted a leave of absence in accordance with the rules regarding leave of absence.

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 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 part 8 of the Examination Order and to CBS' guidelines on 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 CBS Legal, Solbjerg Plads 3, 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 CBS Legal, Solbjerg Plads 3, 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, Solbjerg Plads 3, 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. CBS will give the complainant the opportunity to comment on the statement, with a time limit of at least 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 2015 or later, and for students who are transferred to these Programme Regulations, see section 42.

(2) The 2014 Programme Regulations are repealed as of 1 September 2015.

42. Students who began their studies under the 2014 Programme Regulations or according to the transition regulations in those regulations were transferred to the 2014 regulations are transferred to these 2015 Programme Regulations and shall complete the remainder of their studies under these Programme Regulations. See however subsections (2).

(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.

43. Students enrolled on the E-business concentration before 1 September 2014 who began their studies under the 2013 Programme Regulations or according to the transition regulations in those regulations were transferred to the 2013 Programme regulations are transferred to these 2015 Programme Regulations as regards Part 2 *General regulations for master's (candidatus) programmes* and Part 3 *Complaints.*

(2) For students enrolled on the E-business concentration before 1 September 2014 Part 5 *Programme specific rules and regulations* and Part 7 *Concentration specific provisions* in the 2013 still prevails, see however subsection (4) for information on exams. The 2013 Programme regulations are available here.

(3) For students enrolled on the E-business concentration before 1 September 2014 the deadline for submitting the thesis contract is 1 June 2015.

(4) The individual exams are offered for the last time 16 months after the end of the teaching of the individual course. The exams will be held in accordance with the regulations in the 2013/2014 course catalogue, which is available here.