BLC - Bachelor of Science (BSc) in Business, Language and Culture

Preamble

Pursuant to section 33 of Ministerial Order no. 1328 of 15 November 2016 on Bachelor and Master's (Candidatus) Programmes at Universities (the University Programme Order); section 29 of Ministerial Order no. 1062 of 30 June 2016 on University Examinations and Grading (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 *Bachelor of Science (BSc) in Business, Language and Culture*, in Danish *bachelor (BSc) i erhvervsøkonomi, sprog og kultur*, and have the right to use the Danish abbreviation *HA.int.* after their name.

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

(3) The bachelor programme is a three-year full-time programme, corresponding to 180 ECTS credits. The deadline for completing the programme is the rated time of study + 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.

Purpose

2. The Business, Language and Culture Studies Programme (BLC) is an undergraduate degree programme with a curriculum firmly anchored in the study of modern international business and its societal contexts. The programme aims to provide students with a foundation in business administration, interdisciplinary analytical skills, as well as intercultural competencies and language skills, with a specific view to qualifying them for a career in internationally oriented companies, institutions and organisations, private or public.

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 the programme page on CBS' website.

Content and structure

4. The tables below 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 tables below.

1st semester

Course	ECTS
Globalisation Studies	7.5
Microeconomics	7.5
British and American Studies 1	7.5

1st semester: Area Studies

Course	ECTS
French Studies 1	7.5
German Studies 1	7.5
Spanish Studies 1	7.5

2nd semester

Course	ECTS
Interdisciplinary Research Methods	7.5
Macroeconomics	7.5
Year 1 Research Project on Business and Organizations in a Global Society	7.5

2nd semester: Area Studies

Course	ECTS
French Studies 2	7.5
German Studies 2	7.5
Spanish Studies 2	7.5

3rd semester

Course	ECTS
Accounting and Financial Analysis	7.5
International Economics and Competitiveness	7.5
British and American Studies 2	7.5

3rd semester: Area Studies

Course	ECTS
French Studies 3	7.5
German Studies 3	7.5
Spanish Studies 3	7.5

4th semester

Course	ECTS
Corporate Finance	7.5
Organisation and Corporate Communication	7.5
Quantitative Business Research	7.5

4th semester: Area Studies

Course	ECTS
French Studies 4	7.5
German Studies 4	7.5
Spanish Studies 4	7.5

5th semester

Course	ECTS
Electives	15
Business Project (Area Specific Report)	15

In the 5th semester, students are encouraged to go on exchange, see section 4G (4-5). Students who stay at CBS take the course 'Business Project (Area Specific Report)' worth 15 ECTS and do 15 ECTS of elective courses, see section 4G (6).

6th semester

Course	ECTS
The Corporation in Society: Managing Beyond Markets	7.5
Cultural Analysis	7.5
Bachelor Project	15

(2) BLC is an interdisciplinary degree programme and comprises four academic fields:

- Business Administration & Economics
- Cultural and Societal Analysis
- Area Studies and Language
- Interdisciplinary Research Methods

(3) All courses are taught in English or, as far as the second study area is concerned, in French, German or Spanish.

(4) Instruction in each of the academic fields is integrated to the extent possible. Integration means that courses and teachers cross-reference teaching with other fields and that teachers co-ordinate the course design. Oversight for all courses and their integration resides with the BLC Study Board. This Board is composed of equal numbers of student representatives and faculty, with administrative staff and the academic counsellor serving as observers.

(5) Teaching methods vary according to course, topic, and educational intent. Lectures, class teaching, case studies, supervision and group project assignments represent the range of pedagogical approaches used in BLC.

Business Administration & Economics

4A. Business Administration & Economics is designed to give students a basic foundation in International Business Administration, introducing students to tools and models that are essential to understanding companies and organizations from an economic business perspective.

(2) This academic field is part of the discipline of business administration and economics and studies the operations of companies and organizations in an international perspective, including their relationship to markets and institutional environments.

(3) The core courses cover:

- Quantitative Business Research
- Microeconomics
- Macroeconomics
- Accounting and Financial Analysis

- International Economics and Competitiveness
- Organization and Corporate Communication
- Corporate Finance
- The Corporation in Society: Managing Beyond Markets

Cultural and Societal Analysis

4B. Cultural and Societal Analysis imparts an understanding of the contexts in which organisations operate by providing a theoretical background for analysing the nature and the development of different political, social and cultural traditions and practices. Particular focus is on the complex and dynamic relationships between global and local contexts and their actors.

(2) Instruction in this academic field includes an introduction to methods and theoretical approaches that serve to analyse concrete problems in a comparative and global perspective as well as to further students' cultural awareness. This field will also draw on students' cultural experience during their 5th semester abroad with a view to develop their generic intercultural competences and learning.

(3) Core fields include:

- Globalization theories
- Cultural and societal analysis
- International political economy and international organization
- Cultural awareness and reflexivity

Area Studies and Language

4C. This field develops students' generic intercultural competences and understanding of business in context through in-depth studies of two language areas: 1) (obligatory) Britain and the United States, and 2) (selected by the student) the French-, German- or Spanish-speaking language areas. The field also develops students' communicative skills and proficiency in oral and written English, as well as in oral French, German or Spanish.

(2) Students gain knowledge and understanding of the economic, political and cultural dynamics of these areas and of the varied relationships between language usage, context, and the patterns of insight derived from guided, critical reflection on course readings concerning the societies and cultures in question.

(3) Language learning and intercultural competences will be intensified during the 5th semester through a university exchange in a country where the students' second language is the native language. The aim is to acquire an adequate proficiency in the academic language in question. Academic language is defined here as written and/or oral language that is precise and uses an appropriate style and register as well as terminology relevant to the subjects and issues of the programme.

(4) Specific courses are designed to improve students' oral and written communicative skills and proficiency in English. As an integrated part of these courses, students are required to read the course literature with a specific view to developing their analytical skills and the ability to discuss central issues concerning the institutional dynamics of the English-speaking world.

(5) Specific courses are also designed to improve students' oral communication skills in French, German and Spanish, as well as their understanding of these languages, through the reading of texts, oral presentations, and the participation in discussions and targeted language training. As an integrated part of these courses, students are required to read the course literature with a specific view to developing their analytical skills, including the ability to comprehend and discuss central issues concerning the French-, German- or Spanish-speaking parts of the world.

Interdisciplinary Research Methods

4D. This course sequence introduces students to the current approaches and literature dealing with social science research methods. Due to the nature of, and challenges presented by, social science research, the Methods course also explores the key role of the researcher, including the various scientific and philosophical foundational assumptions that enable the contemporary social science endeavor.

(2) Students are expected to acquire competency in the reflective design and enactment of a variety of theoretical approaches to qualitative and quantitative research methods as they present themselves through the crafting of research issues.

(3) Specific courses provide detailed information, opportunities for discussion, and workshop-focused exercises that enable mastery of:

- The basic, central issues in philosophy of science that impact social science methodology.
- Interdisciplinary research methods for comparative work involving business and organizations.
- The organizational and interpersonal challenges of doing problem-oriented research on topics in business and the social sciences.
- Different types of research methods.

1st academic year

4E. Instruction during the 1st year of study is intended to provide students with:

- Basic knowledge and understanding of the academic disciplines covered in the 1st year as well as an awareness of the most important theories and methods within these fields.
- An initial understanding of and ability to apply basic tools and methods in the analysis of economic activities by a business enterprise or organization.
- Knowledge of economic methods, models and theories related to national and international economics.
- Initial competence in the independent formulation of appropriate research questions, the selection of appropriate analytical tools to address these, and the ability to co-operatively conduct research and communicate findings.
- A basic understanding of societal, cultural and political analyses that will increase student sensitivity to the complexities that exist in the structure and development of different societies as well as an understanding of the interplay between different societal sectors.

- A good level of proficiency in oral and written English, and a basic knowledge of the institutional dynamics of English-speaking countries.
- A good level of proficiency in oral French, German or Spanish, and a basic knowledge of the institutional dynamics of the chosen area.

(2) The thematic framework for the 1st Year is “Comparative cultural and societal analysis”.

(3) Courses in the 1st year include:

- Microeconomics
- Macroeconomics
- Globalization Studies
- British and American Studies 1
- French, German or Spanish Studies 1 and 2
- Interdisciplinary Research Methods
- The 1st Year Project, a group project with an oral group exam that addresses the 1st year thematic framework.

2nd academic year

4F. Instruction during the 2nd year of study is intended to help students develop:

- Insight into the functions of a business enterprise or organization and approaches to international trade.
- An ability to view the business enterprise or organization as a functioning system in relation to the outside community, including national and international social, market, and economic conditions.
- Describe internal and external organisational communication.
- A high level of proficiency in oral and written English, and a profound knowledge of the institutional dynamics of the English-speaking world.
- A high level of proficiency in oral French, German or Spanish, and a profound knowledge of the institutional dynamics in the chosen language area.
- Cultural awareness and reflexivity.
- Methodological awareness and ability to apply a range of social science methods and research designs.

(2) The thematic framework in the 2nd year is “Organization, Strategy and Internationalization”.

(3) Courses in the 2nd year include:

- International Economics and Competitiveness
- British and American Studies 2
- French, German or Spanish Studies 3 and 4

- Quantitative Business Research
- Organization and Corporate Communication
- Corporate Finance
- Accounting and Financial Analysis

3rd academic year

4G. Instruction during the 3rd year of study is intended to enable students to:

- Analyse and propose solutions to problems faced by internationally oriented companies and organisations in particular economic, political and cultural contexts.
- Analyse the dynamics and interplay between cultures and identities in organizations and contexts.
- Apply the knowledge and skills acquired from various academic disciplines to issues that are to be addressed in project work.
- Demonstrate an overall understanding of Interdisciplinary Research Method.

(2) The thematic framework in the 3rd year is integration of the different core academic fields.

(3) Courses in the 3rd year include:

- Cultural Analysis
- The Corporation in Society: Managing Beyond Markets
- The Bachelor Project, a group project with an oral group exam that addresses the 3rd year thematic framework

(4) The 5th semester will normally be a university exchange. The exchange has to be in a country where the student’s second language is a native language. The exchange will help develop students’ language skills, their knowledge of one particular context as well as their generic cultural skills.

(5) Students have to take 30 ECTS or the equivalent while they are studying at their host university.

Students must do 15 ECTS of courses taught in their second foreign language (French, German or Spanish), which will cover their area study and be credited as 'Business Project (Area Specific Report)'. Students must do 15 ECTS of courses, which will be credited as electives, and can be in either their second foreign language (French, German or Spanish) or in English.

Students are allowed to follow two language courses at B2 level or higher in their second language of a total maximum of 15 ECTS. The courses can be credited as either electives or within their area study as 'Business Project (Area Specific Report)'.

In general, students do courses within the broad fields of Business Administration (such as management studies, marketing, finance, accounting, strategy and organizational theory) and Social Sciences (such as politics, history, communication, law, globalization and cultural studies.

(6) Students not going abroad must take the course 'Business Project (Area Specific Report)' 15 ECTS to cover their area study as well as 15 ECTS of electives within business

administration and/or social sciences. All electives must be taught in English or the student's second language (French, Spanish or German).

(7) The Bachelor Project is placed as the element that completes the programme.

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.

The exams amount to 180 ECTS credits in total.

1st semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Globalisation Studies	Home assignment - written product	7-step scale	Internal exam	7.5
Microeconomics	Written sit-in exam on CBS' computers	7-step scale	Internal exam	7.5
British and American Studies 1	Home assignment - written product 25% Written sit-in exam on CBS' computers 75%	7-step scale 7-step scale	Internal exam Internal exam	7.5

1st semester: Area Studies

The Area Studies 1 exam is one written exam. 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
French Studies 1	Written sit-in exam on CBS' computers 50% Written sit-in exam on CBS' computers 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5
German Studies 1	Written sit-in exam on CBS' computers 50% Written sit-in exam on CBS' computers 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5
Spanish Studies 1	Written sit-in exam on CBS' computers 50% Written sit-in exam on CBS' computers 50%	7-step scale 7-step scale	Internal exam Internal exam	7.5

2nd semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Interdisciplinary Research Methods	Written sit-in exam on CBS' computers	7-step scale	External exam	7.5
Macroeconomics	Written sit-in exam on CBS' computers	7-step scale	External exam	7.5
Year 1 Research Project on Business and Organisations in a Global Society	Oral exam based on written product	7-step scale	External exam	7.5

2nd semester: Area Studies

The Area Studies 2 exam is one oral exam. 40% of the grade is given for the language performance and 60 % of the grade is given for the content.

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
French Studies 2	Oral exam 40% Oral exam 60%	7-step scale 7-step scale	Internal exam Internal exam	7.5
German Studies 2	Oral exam 40% Oral exam 60%	7-step scale 7-step scale	Internal exam Internal exam	7.5
Spanish Studies 2	Oral exam 40% Oral exam 60%	7-step scale 7-step scale	Internal exam Internal exam	7.5

3rd semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Accounting and Financial Analysis	Written sit-in exam on CBS' computers	7-step scale	Internal exam	7.5
International Economics and Competitiveness	Written sit-in exam on CBS' computers	7-step scale	Internal exam	7.5
British and American Studies 2	Oral exam based on written product	7-step scale	External exam	7.5

3rd semester: Area Studies

The Area Studies 3 exam is one written exam. 40% of the grade is given for the language performance and 60 % of the grade is given for the content.

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
French Studies 3	Written sit-in exam on CBS' computers 40% Written sit-in exam on CBS' computers 60%	7-step scale 7-step scale	Internal exam Internal exam	7.5
German Studies 3	Written sit-in exam on CBS' computers 40% Written sit-in exam on CBS' computers 60%	7-step scale 7-step scale	Internal exam Internal exam	7.5
Spanish Studies 3	Written sit-in exam on CBS' computers 40% Written sit-in exam on CBS' computers 60%	7-step scale 7-step scale	Internal exam Internal exam	7.5

4th semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Corporate Finance	Written sit-in exam on CBS' computers 70% Home assignment - written product 30%	7-step scale 7-step scale	External exam Internal exam	7.5
Organisation and Corporate Communication	Oral exam based on written product	7-step scale	External exam	7.5
Quantitative Business Research	Written sit-in exam on CBS' computers	7-step scale	Internal exam	7.5

4th semester: Area Studies

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
French Studies 4	Oral exam based on written product	7-step scale	External exam	7.5
German Studies 4	Oral exam based on written product	7-step scale	External exam	7.5
Spanish Studies 4	Oral exam based on written product	7-step scale	External exam	7.5

5th semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Electives	Consult individual course description	Consult individual course description	Consult individual course description	15
Area Specific Report	Home assignment - written product	7-step scale	Internal exam	15

In the 5th semester, students are encouraged to go on exchange, see section 4G (4-5). Students who stay at CBS take the course 'Business Project (Area Specific Report)' worth 15 ECTS and do 15 ECTS of elective courses, see section 4G (6).

6th semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
The Corporation in Society: Managing Beyond Markets	Written sit-in exam on CBS' computers	7-step scale	Internal exam	7.5
Cultural Analysis	Home assignment - written product	7-step scale	Internal exam	7.5
Bachelor Project	Oral exam based on written product	7-step scale	External exam	15

Prerequisites for registering for the exam – compulsory activities

5A. There are no compulsory activities in the mandatory courses.

Body of external examiners

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

Pass requirements

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

(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.

8.-10. (Not in use.)

Part 2: General regulations for bachelor 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.

Teaching and examination language

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

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

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

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

Prerequisites for participating in the exam: compulsory activities

13. Besides the examinations listed in section 5, which are included in the final grade point average, on some courses there are one or more compulsory activities. That means that as part of the teaching, one or more written assignments must be submitted for assessment and/or one or more oral presentations etc. must be carried out. 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 activities have been submitted/carried out and have been assessed approved. A blank submission is not regarded as having made an attempt in the activity. Students who do not fulfil the requirements for participating in the examination have used an examination attempt, see section 14(6). Further specifications regarding the number of compulsory activities, format etc. are stated in the course description of the individual course.

(2) A student who, within the deadline determined under subsection (1), is short on having one or more activities approved as regards the required number of approved activities in the course may, to a reasonable extent, be given one or more extra assignments/participate in one or more extra activities, prior to the ordinary examination (1st examination attempt) in the final examination in the course, see however subsection (3). However, it is a precondition that the student has made an attempt in all set activities, unless it can be documented that lack of submission/participation was caused by illness or similar circumstances. If necessary for practical reasons, a different type of activity may be decided.

(3) In courses where the number of set activities during the teaching period is higher than the number of activities that are required to be approved (x number of y number set activities must be approved), the student may not be given extra assignments/participate in extra activities prior to the ordinary examination in the final examination in the course; this also applies in cases of illness or similar circumstances.

(4) A student who, prior to the re-exam (2nd examination attempt) in the final examination in the course, is still short on having one or more activities approved as regards the required number of approved activities in the course may, to a reasonable extent, be given extra assignments/participate extra activities prior to the re-take examination. However, it is a precondition that the student has

made an attempt in all set activities, unless it can be documented that lack of submission/participation was caused by illness or similar circumstances. Further specifications regarding the number of compulsory activities, format etc. are stated in the course description of the individual course.

Registration for and withdrawal from courses and exams

14. CBS registers the student for the 60 ECTS comprising the coming year of study, and in addition CBS makes a semestrial registration for the student to any not completed courses from previous years of study.

(2) The students register for electives via the Self Service. Students not registered for mandatory courses and electives for a total of minimum 60 ECTS in a year of study, must register for electives, including summer school courses, corresponding to the lacking ECTS in the coming year of study, resulting in the student being registered for a minimum of 60 ECTS in the coming year of study.

(3) Within a withdrawal period, the students can withdraw from courses they are registered for if the registration made under subsection (1) is more than 60 ECTS for a year of study/ 30 ECTS for a semester, so that the individual student is registered for a total of 60 ECTS for a year of study/30 ECTS for a semester. There is a withdrawal period before both the spring semester and the autumn semester.

(4) The student can be deregistered from one or more courses or course elements where 1) the students is an elite athlete, or where 2) there are extraordinary circumstances, including impairment, and where the student will be unable to fulfil the registration requirement, or where 3) the student is an entrepreneur, see section 18, or where 4) the student is the chairperson of a voluntary organisation under *Dansk Ungdoms Fællesråd (DUF)* and where the student will be unable to fulfil the registration requirement. Deadlines for submitting dispensation applications are determined on the student intranet.

(5) 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. For certain electives the selection is not made by lot, but on the basis of a motivational essay; this will be stated on the list with the offered electives on cbs.dk.

(6) Students are automatically registered for an examination or examinations when they are registered for a course or course element with which one or more examinations are associated. Withdrawal from the ordinary exam (1st examination attempt) is not possible, and students have used an examination attempt, see section 27(1), unless an exemption has been granted pursuant to subsection (7). Students who do not fulfil the requirements for participating in the examination as laid down by the university, see section 13(1), have used an examination attempt, see section 27(1), unless an exemption has been granted pursuant to subsection (7).

(7) The university may grant exemptions from the rules set out in subsection (6) where 1) the students is an elite athlete, or where 2) there are extraordinary circumstances, including impairment, or where 3) the student is an entrepreneur, see section 18, or where 4) the student is the chairperson of a voluntary organisation under *Dansk Ungdoms Fællesråd (DUF)*, see the University Programme Order. Deadlines for submitting dispensation applications are determined on the student intranet.

The first-year exam

14A. Pursuant to sections 17-19 of the Examination Order, the special provisions in subsections (2)-(6) apply to the first-year exam.

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

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

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

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

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

Re-exams

15. Students are automatically registered for the re-exam (2nd and 3rd examination attempt) when the student has not passed the exam in question. Within a deadline, the student can withdraw from a re-exam (2nd and 3rd examination attempt), see subsection (5). If the student has not withdrawn within the deadline, the student has used and examination attempt, see section 27(1).

(2) On programmes with two annual examination periods (semester examinations), students who have not passed an ordinary examination are automatically registered for the re-exam (2nd examination attempt) in the same examination period or immediately thereafter.

(3) On programmes with more examination periods than in subsection (2), students who have not passed an ordinary examination are automatically registered for the re-exam (2nd examination attempt), which will be held as soon as possible; however, no later than six months after the ordinary examination.

(4) The rules on automatic registration for a re-exam (2nd examination attempt) are dispensed with if the student is not offered the opportunity to fulfil the requirements laid down pursuant to section 13(1) and (3) before the second examination attempt is held. The student is registered for the next examination attempt as soon as possible.

(5) The deadline for withdrawal from an examination is 1 month before the start of the examination in question. However, a student who awaits an assessment is exempt from this deadline as regards the re-exam of the course in question.

(6) For the requirements regarding documentation etc. concerning illness during an examination are laid down reference is made to CBS' rules regarding illness in connection with an examination. Attention must be paid to the documentation deadline stated in those rules.

(7) Re-exams are subject to the learning objectives of the ordinary examination of the examination in question.

(8) Re-exams are conducted according to the examination regulations of the ordinary examination of the examination in question, except when:

1. the examination regulations for the examination in question explicitly contain differing provisions for the re-exam, or
2. it is a written examination and the number of registered candidates for the re-exam warrants that it may most appropriately be held as an oral examination.

(9) It is not possible to determine another examination form for the re-exam of the bachelor project.

Study activity requirement

16. The student must pass minimum 30 ECTS each year of study in order to be able to continue the programme (study activity requirement). The student must have three examination attempts, see section 27(1), in the courses or course elements that are included in the study activity requirement.

(2) The study board may grant an exemption from the study activity requirement, see subsection (1), if the student is an elite athlete or if there are special circumstances, including impairment.

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

17. If an extraordinary re-examination is arranged or offered in accordance with section 21 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 complaints about the exam), the re-examination is subject to the learning objectives of the ordinary examination of the examination in question.

(2) Examinations under subsection 1 can be conducted in accordance with the regulations of the re-exam if the examination is an offer of an extraordinary re-exam.

Entrepreneurs

18. Students who are entrepreneurs in parallel with their studies must document that they are either self-employed with a turnover and productive assets or are part of an entrepreneurial environment, e.g. university incubators and regional growth environments, cf. section 8 (2) of the University Programme Order.

(2) A student who has a registered CVR number in a start-up company with relevance for the student's studies or is able to document that he/she has been enrolled in one of the programmes which are offered by Copenhagen School of Entrepreneurship (CSE) or the like is considered an

entrepreneur under subsection (1). The student must follow the registered entrepreneurship programme in accordance with the continuous requirements of the programme.

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. See 'Individualisation of group papers etc.' in the study administrative rules (SAR).

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

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

(6) Where it is stipulated in the regulations of a given examination that it is a group examination, it is stated in the course description if the students can choose to take the examination as an individual examination instead, see however subsection (7). When the examination in question contains both a written and an oral part, both parts must then be taken as an individual examination.

(7) The student can choose to write the bachelor project individually. When the bachelor project has been made by a group, the student can choose to have an individual oral exam.

(8) 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) Upon digital submission the student declares that the submitted product complies with the rules for good academic conduct, form requirements and maximum size, via a digital 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 24(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.

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 Science and 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 6 weeks after the project/thesis has been submitted.

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

Pass requirements and exam attempts

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

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

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

(4) If the partial grades are given different weights when the combined grade is to be calculated, this is stipulated in the exam overview in section 5. If so, the grade shall be the sum of the individual grades, each multiplied by the weighting of the grade, divided by the sum of the weightings and then rounded off to the nearest grade on the grading scale. The grade shall be rounded up if the average is half-way between two grades.

(5) If an examination consists of partial examinations, each partial examination can be retaken separately. However, passed partial examinations and not-passed partial examinations that are part of a passed examination cannot be retaken.

(6) Any requirements about a certain grade on the grading scale being required as achieved in one or more partial examinations are stipulated in section 7.

(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.

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 extraordinary circumstances. The question of academic aptitude may not be included when assessing whether extraordinary 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 university may, when warranted by extraordinay circumstances, grant exemptions from those rules in the programme regulations which are solely laid down by the university.

(2) An exemption from the programme regulations that requires an exemption from a ministerial order may be brought before the Danish Agency for Science and 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. In special cases, the chair of the study board may approve changes to the study board’s decisions about pre-approved credit transfer.

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

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

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

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

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

Part 3: Complaints

Complaints about examinations etc.

36. A student is entitled to file a complaint about an examination or other assessment. Concerning the specific rules and procedures, including deadlines, for filing written and reasoned complaints reference is made to the rules in part 7 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 or foreign 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 Science and 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 in the programme in September 2018 or later, and for students who are transferred to these Programme Regulations, see section 42.

(2) The 2017 Programme Regulations are repealed as of 1 September 2018.

42. Students who began their studies under the 2017 Programme Regulations or according to the transition regulations in those regulations were transferred to the 2017 regulations are transferred to these 2018 Programme Regulations, so that these Programme Regulations are effective for the remainder of the programme.