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

Preamble

Pursuant to section 42 of Ministerial Order no. 20 of 9 January 2020 on full-time programmes at universities (the University Programme Order); section 29 of Ministerial Order no. 22 of 9 January 2020 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.

Content

Part 1: Programme specific regulations

Part 2: General regulations for bachelor programmes

12. Teaching and examination language
13. Prerequisites for participating in the exam: compulsory activities
14. Registration for and withdrawal from courses and exams

14A. The first-year exam

15. Re-exams
16. Study start test
17. Extraordinary re-exams and offers of re-assessment / re-exam
18. Entrepreneurs
19. Examination forms
20. Examination rules
21. Examination aids
22. Examinations under special circumstances
23. Sitting examinations abroad
24. Assessment
25. Announcement of results

26.-27. Pass requirements and exam attempts
28. Diploma
29. Leave
30. Programme regulations
31. Exemption from the programme regulations
32.-35. Credit transfer

Part 3: Complaints

Commencement and transition regulations

Part 1: Programme specific regulations

Degree title and duration

Part 1: Programme specific regulations

1. Students who successfully complete the programme Bachelor of Science (BSc) in Business, Asian Language and Culture – International Business in Asia – Chinese/English or Japanese/English earn the degree *Bachelor of Science (BSc) in Business, Asian Language and Culture*, in Danish *bachelor (BSc) i økonomi, asiatisk 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 International Business in Asia.

(3) The bachelor programme is a three-year full-time programme, corresponding to 180 ECTS credits, excluding the 60 ECTS propaedeutics course. 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. Level of qualification: Bachelor's degree at NQF/EQF Level 6 referring to First Cycle in the Bologna QF.

(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.

1A. Students with no prior knowledge of Chinese or Japanese will follow the full 4-year programme (240 ECTS-points).

(2) Admitted students who have Chinese A with minimum grade 10.0 will automatically be exempt from the course “Chinese Propaedeutics 1” and will take a level verification test. The level verification test will determine whether the student can be exempt from further language courses up to a maximum of 60 ECTS-points. This will be done on a case by case basis with a view to an individual study scenario.

(3) Admitted students who have Japanese A with minimum grade 10.0 will automatically be exempt from the course “Japanese Propaedeutics 1” and will take a level verification test. The level verification test will determine whether the student can be exempt from further language courses up to a maximum of 60 ECTS-points. This will be done on a case by case basis with a view to an individual study scenario.

(4) Admitted students who have other Chinese or Japanese language qualifications will be contacted with a view to an individual study scenario.

Purpose

2. The BSc in Business, Asian Language and Culture - International Business in Asia (IBA) offers students the opportunity to become qualified for business and business-related careers in global or internationally oriented companies, institutions and organisations within either the private or public sector. Qualification is achieved by successful completion of the programme, which combines business administration and economics with Asian specific business studies and studies in either Chinese or Japanese language and culture. The IBA curriculum is based on educational principles that draw upon Danish and European cultural, educational and social traditions

(2) IBA qualifies the successful graduate to:

- Conduct comparative analyses and evaluate problems related to international business and organisational activities.
- Specify internal and external organisational communication tasks that will enhance organisational success.
- Formulate business strategies based upon qualitative and/or quantitative comparative analysis, and manage teamwork for a successful implementation of the stated strategies.

(3) Integrated skills are acquired by studying, researching and reflecting upon the following:

- Knowledge of business, economics, politics and related fields, and their proper use regarding research methods.
- Intercultural awareness of and sensitivity towards cultural and social factors that influence decision-making processes at different organisational levels.
- Professional awareness of communicative factors that influence the presentation of information or research conclusions to a broad range of target groups in organisations or societies.
- Knowledge of Chinese or Japanese culture and society combined with studies of other East and Southeast Asian societies and cultures in general.
- A demonstrated level of competence in oral and written Chinese or Japanese.
- English language skills sufficient for professional performance in international organisations.

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 programme's interdiciplinary competencies in an Asian language and business studies are brought about through the collaboration of CBS and the Department of Cross-Cultural and Regional Studies at the University of Copenhagen (UCPH). The programme is offered by CBS, and all courses within business, economics, organisation and reseach methods are offered by CBS. Courses in the Chinese and Japanese languages and cultural history are offered by UCPH. See section 8 concerning rules and regulations pertaining to courses offered by UCPH.

IBA emphasises five academic fields:

- International Business and Economics
- Comparative Social and Political Analysis
- Organisation in an Asian political and economic context
- Business Research Methods
- Chinese or Japanese language studies

(2) All courses, except those in Chinese and Japanese language sections of the programme, are taught exclusively in English. The goal is to ensure that students achieve a level of verbal proficiency and logical competence in compliance with professional career obligations.

(3) The teaching in each of the respective academic disciplines is integrated as much as possible. The integration depends on course instructors actively cross-referencing course teaching to other fields and co-ordinating when developing courses. An overview of all courses and their integration resides with the IBA Study Board. This board is composed of an equal number of student representatives and faculty, with administrative staff and the academic counsellor as observers.

(4) Teaching methods vary by course, topic and educational intent. Lectures, class discussions, group exercises, case analyses, individual tutoring, supervision and project assignments represent the range of pedagogical approaches used in International Business in Asia.

International Business and Economics

(5) The emphasis on International Business and Economics aims to provide students with a platform in business economics. This platform is comprised of the tools and models that facilitate economic understanding of a business enterprise or organisation.

This academic discipline is part of the subject of economics, with a particular focus on the international dimensions of markets and market analysis.

The core courses cover topics within:

- Microeconomics
- Corporate finance
- Marketing
- Managerial accounting
- Asian business systems
- Asian economic organisation and competitiveness
- International Business in Asia

Comparative Social and Political Analysis

(6) Comparative Social and Political Analysis imparts an understanding of the development and nature of different societies as well as a firm theoretical background for the analysis of different economical, political, social and cultural traditions.

Teaching in this academic discipline includes topics such as economics, industrial relations, political science and sociology. Students are given an introduction to the fundamental methods and theoretical approaches of these disciplines, which enables them to apply what they have learned when faced with concrete problems – particularly those of a comparative and international character.

Course topics focus upon industrialised, market-based economies and societies with special interest in Asian companies, Asian economic approaches and Asian societies. Core fields include:

- Comparative cultural and social analysis
- International political economics and international organisations
- Business, economy and society in Asia
- International relations in Asia

Organisation in an Asian political and economic context

(7) Organisation and communication is an academic field that provides students with knowledge and practice about the nature of contemporary technologically advanced modes of information exchange and theoretical models of organisation.

Teaching in this discipline is aimed at providing the students with an action-oriented competence in relation to communicating with different population groups and functional areas within organisations and understanding the organisational practices in relations to doing business in Asia.

Core courses in organisation focus on:

- Organisational practices
- Intercultural organisation
- General organisation and communication theory and the diffusion of information
- Internal and external communication in a company or organisation

Business Research Methods

(8) The research method courses aim to give students a thorough introduction to quantitative, qualitative and social science methods for economic and business research purposes. This component reinforces the aim of the overall programme with an explicit integration of various academic disciplines. Students are introduced to statistical skills in business analysis.

Students are expected to acquire competence in the appropriate selection and application of a variety of theoretical approaches and quantitative and comparative research methods when confronted with research issues in other courses and in the project work.

The courses include a study of:

- Interdisciplinary business research
- Quantitative research methods and statistics
- Qualitative research methods
- Comparative research methods
- The nature of social science, analysis, and research methods

Chinese or Japanese language studies

(9) Language study at the IBA programme trains the student to read, write, speak and understand either Chinese or Japanese. This means that the student will learn to conduct a conversation in modern Mandarin Chinese or Japanese, read and understand a modern text without too much difficulty, and write with minimal effort. An additional level of carefully integrated language training in the 3rd year provides IBA students with fair knowledge regarding business language. As language is related to society and culture, a related goal is to provide students with an in-depth knowledge of Asian society and culture.

Key Asian language skills to be acquired include:

- A practical ability to use the language
- Communicative strategies
- Reading and writing skills, including word processing in Chinese or Japanese
- Oral skills, including presentation techniques
- Specialized competence for business ends.

Elective courses, exchange and internship

(10) In addition to the compulsory courses, the student must complete elective courses equivalent to 30 ECTS before graduation. The electives' syllabi must be relevant to the IBA profile and cannot overlap with the syllabi of compulsory courses.

(11) Electives must be within the specific field and requirements of:

Minimum 15 ECTS within Business Administration

Maximum 15 ECTS Programme related (cf. IBA's competency profile) free electives

(12) The electives' semester may also be spent studying abroad or participating in an internship programme with a company as a supplement to electives. The student can choose between internships counting for 7.5 ECTS or 15 ECTS.

Course	ECTS
Internship 7.5 ECTS	7.5
Internship 15 ECTS	15

(13) The Study Board's detailed rules and guidelines on elective courses and internship programmes, available on my.cbs.dk, must be observed.

(14) All elective courses must be pre-approved by the IBA Study Board. The Study Board will upload a positive list on my.cbs.dk with the pre-approved elective courses at CBS.

Teaching formats

(15) The teaching methods at the IBA programme covers a combination of online and face-to-face teaching with a combination of lectures, exercises, workshops, tutorials, case studies, group work, and class discussions.

Structure

(16) The below table lists the structure of the programme and the ECTS credits of the individual courses (30 ECTS per semester and a total of 180 ECTS + 60 ECTS). The course descriptions are available in CBS' online course catalogue and the UCPH online course catalogue, respectively. Direct links to CBS courses are inserted in the below table; for links to the UCPH courses see section 5.

1st year

Course	ECTS
Chinese Propaedeutics A / Japanese Propaedeutics A	15
Introduction to China's History, Culture, and Society A / Introduction to Japan's History, Culture, and Society A	7.5
Introduction to International Business in Asia	7.5
Chinese Propaedeutics B / Japanese Propaedeutics B	15
Introduction to China's History, Culture, and Society B / Introduction to Japan's History, Culture, and Society B	7.5
Research Methods I: Introduction and Qualitative Methods	7.5

2nd year

Course	ECTS
Chinese Propaedeutics C / Japanese Propaedeutics C	15
Asian Business Systems: State, Institutions and the Global Economy	7.5
Microeconomics	7.5
Chinese Propaedeutics D / Japanese Propaedeutics D	15
Research Methods II: Quantitative Methods for Social Science and Business Application	7.5
Research Project - International Business in Asia	7.5

3rd year

Course	ECTS
Chinese Language / Japanese Language	15
Asian Economic Organisation & Competitiveness	7.5
Managerial Accounting	7.5
China Studies Content Course with Language / Japan Studies Content Course with Language	15
Organisation in Asia	7.5
Principles of Corporate Finance	7.5

4th year

Course	ECTS
Electives/internship	30
Advanced Topics in International Business in Asia	7.5
Marketing	7.5
Bachelor Project	15

Examinations

5. The programme consists of the examinations listed below.The learning objectives and the regulations of the individual examinations are described in CBS' online course catalogue and in the UCPH online course catalogue, respectively.

Direct links to the courses are inserted below.

IBA with Japanese is offered as of September 2020. See also the UCPH Programme curriculum for Bachelor courses in Japan Studies for CBS-students_2020.

See also the UCPH Programme curriculum for Bachelor courses in China Studies.

1st semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Introduction to International Business in Asia	Home assignment - written product	7-point grading scale	Internal exam	7.5
Courses offered by UCPH:				
Introduction to China's History, Culture, and Society A / Introduction to Japan's History, Culture, and Society A	Active class participation incl. specific assignments	Pass / Fail	Internal exam	7.5
Chinese Propaedeutics A / Japanese Propaedeutics A	Active class participation incl. specific assignments	Pass / Fail	Internal exam	15

Links to UCPH courses:

Introduction to China's History, Culture, and Society A; Chinese Propaedeutics A

Introduction to Japan's History, Culture, and Society A;Japanese Propaedeutics A

2nd semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Research Methods I: Introduction and Qualitative Methods	Home assignment - written product	Pass / Fail	External exam	7.5
Courses offered by UCPH:				
Introduction to China's History, Culture, and Society B / Introduction to Japan's History, Culture, and Society B	Active class participation incl. specific assignments	7-point grading scale	Internal exam	7.5
Chinese Propaedeutics B / Japanese Propaedeutics B	Active class participation incl. specific assignments	Pass / Fail	Internal exam	15

Links to UCPH courses:

Introduction to China's History, Culture, and Society B; Chinese Propaedeutics B

Introduction to Japan's History, Culture, and Society B; Japanese Propaedeutics B

3rd semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Asian Business Systems: State, Institutions and the Global Economy	Home assignment - written product	7-point grading scale	External exam	7.5
Microeconomics	Written sit-in exam on CBS' computers	7-point grading scale	Internal exam	7.5
Courses offered by UCPH:				
Chinese Propaedeutics C / Japanese Propaedeutics C	Active class participation incl. specific assignments	Pass / Fail	Internal exam	15

Links to UCPH courses:

Chinese Propaedeutics C; Japanese Propaedeutics C

4th semester

Due to the coronapandemic, the 4th semester will not take place abroad at a partner university in the spring of 2022. CBS and UCPH will offer a full semester in Copenhagen to replace all the mandatory courses of the semester.

Links to courses at UCPH: Chinese Propaedeutics D, Japanese Propaedeutics D

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Chinese Propaedeutics D / Japanese Propaedeutics D (abroad at partner university)	See part 4	See part 4	See part 4	15
Research Project - International Business in Asia	Home assignment - written product	7-point grading scale	External exam	7.5
Research Methods II: Quantitative Methods for Social Science and Business Application	Home assignment - written product	7-point grading scale	Internal exam	7.5

See part 4 for information regarding exam form and grading at the partner universities in China and Japan.

5th semester (different for autumn 2021, see below)

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Asian Economic Organisation & Competitiveness	Home assignment - written product	7-point grading scale	Internal exam	7.5
Managerial Accounting	Written sit-in exam on CBS' computers	7-point grading scale	Internal exam	7.5
Courses offered by UCPH:				
Chinese Language / Japanese Language	Oral exam incl. active class participation	7-point grading scale	Internal exam	15

Links to UCPH courses (not relevant in the academic year 2021/2022):

Chinese Language; Japanese Language (offered from the academic year 2022/23).

6th semester (different for spring 2022, see below)

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Principles of Corporate Finance	Written sit-in exam on CBS' computers	7-point grading scale	External exam	7.5
Organisation in Asia	Oral exam based on written product	7-point grading scale	External exam	7.5
Courses offered by UCPH:				
China Studies Content Course with Language / Japan Studies Content Course with Language	Oral exam incl. active class participation	7-point grading scale	Internal exam	15

Links to UCPH courses (not relevant in the academic year 2021/2022):

China Studies Content Course with Language; Japan Studies Content Course with Language (offered from the academic year 2022/23).

5th semester (autumn 2021)

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Asian Economic Organisation & Competitiveness	Home assignment - written product	7-point grading scale	Internal exam	7.5
Managerial Accounting	Written sit-in exam on CBS' computers	7-point grading scale	Internal exam	7.5
Courses offered by UCPH:				
China Studies Content Course with Language	Oral exam incl. active class participation	7-point grading scale	Internal exam	15

Link to UCPH course:

China Studies Content Course with Language

6th semester (spring 2022)

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Principles of Corporate Finance	Written sit-in exam on CBS' computers	7-point grading scale	External exam	7.5
Organisation in Asia	Oral exam based on written product	7-point grading scale	External exam	7.5
Courses offered by UCPH:				
Chinese Language	Oral exam and active class participation incl. specific assignments	7-point grading scale	Internal exam	15

Link to UCPH course:

Chinese Language

7th semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Electives/internship	See the individual course descriptions	See the individual course descriptions	See the individual course descriptions	30

The electives semester can be spent studying abroad or participating in an internship programme with a company as a supplement to electives, see more in section 4(10)-(14).

8th semester

Exam name	Exam form	Gradingscale	Internal/external exam	ECTS
Advanced Topics in International Business in Asia	Home assignment - written product	7-point grading scale	Internal exam	7.5
Marketing	Home assignment - written product	7-point grading scale	External exam	7.5
Bachelor Project	Oral exam based on written product	7-point grading scale	External exam	15

Prerequisites for registering for the exam – compulsory activities

5A. The following courses have compulsory assignments or other compulsory activities, see section 13. Further specifications and regulations are listed in the relevant course description in the online course catalogue, see the below link(s). For UCPH courses, see the links in section 5.

Course	Number of mandatory activities
Asian Business Systems: State, Institutions and the Global Economy	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.

Rules and regulations for UCPH courses

8. The UCPH rules concerning registering and withdrawing from courses and exams are applicable for the UCPH courses.

(2) Complaints concerning UCPH exams must be filed with UCPH.
9 .-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 and/or one or more oral presentations or other compulsory activities 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 approved by the teacher. What is evaluated is the student's effort; i.e. whether the student has made a try at solving/answering the assignment or has participated in the activity. A blank or irrelevant submission is not regarded as having participated 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 participated 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 in extra activities prior to the re-take examination. However, it is a precondition that the student has participated 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.

(5) For a student who is to participate in a re-exam under programme regulations which are entered into force after the first time the student was registered for the course in question, the student shall not be subject to any new requirements about compulsory activites resulting from the newer programme regulations.

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.

(8) When a student has used one or more exam attempts in a mandatory course, the student cannot deregister from the course, see s. 13(2) of the Examination Order.

(9) The university may grant an exemption to the rule stipulated in subsection (8) if warranted by extraordinary circumstances. When assessing whether extraordinary circumstances apply, none of these circumstances can be taken into consideration: prolongation of the period of study; academic aptitude; and the student's desires as regards the academic content of the degree programme. In addition, in order for an exemption to be granted, the extraordinary circumstance must be both directly linked to the course in question and, over a longer period of time, be preventing the student from completing the mandatory course.

(10) When a student has used one or more exam attempts in an elective course, the student cannot deregister from the course, see s. 13(2) of the Examination Order.

(11) The university may grant an exemption to the rule stipulated in subsection (10) if warranted by extraordinary circumstances. When assessing whether extraordinary circumstances apply, none of these circumstances can be taken into consideration: prolongation of the period of study; academic aptitude; and the student's desires as regards the academic content of the degree programme. In addition, in order for an exemption to be granted, the extraordinary circumstance must be both directly linked to the course in question and, over a longer period of time, be preventing the student from completing the elective course.

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 section 5**,** 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, 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 start test

16. The student must pass the study start test in order to continue on the programme. An online-course will be available prior to the study start test, and the student will be able to take the online-course as many times as needed. The purpose of the study start test and the online course is to make the students acquainted with academic integrity and provide them with an introduction to source management and correct referencing. In order to pass the study start test, the student must show that he/she knows the rules on academic conduct.

(2) The study start test is held within the first to 2 months from the beginning of the programme. The study start test is a multiple-choice test, and the student has 2 attempts to pass the exam. The re-take will be held within the first 3 months from the beginning of the programme and is also a multiple-choice test.

(3) The student is automatically registered for the study start test. If the student does not participate in the exam, he/she fails the exam and has used one attempt. If a student fails the study start test, he/she will be able to participate in the re-take. If the student does not participate in the re-take, he/she has used one attempt. If the study start test is not passed after 2 attempts, the university will cancel the student's enrolment.

(4) The university may grant exemptions from subsection (1) and (2) when warranted by extraordinay circumstances.

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 11 (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, it must be stated in the group product which parts of the product the individual student has written, so that individual assessments can be made of the individual students' performances. It must be stated both in the table of contents and at the introduction of the parts of the product which the individual student is responsible for. The individual student's student number is to be noted, not the student's name. The introduction, the problem statement, methodology sections, and the conclusion – including any subconclusions – can be written jointly. If it within the given exam format makes sense to write other relevant sub-elements of the assignment jointly, it must be described in the exam regulations in the course description for the course.

(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.

(9) If the written element is of a limited extent and only serves as a basis for a broader oral examination in the syllabus (e.g. as at an oral exam based on a synopsis) it will usually be the oral element that constitutes the central basis of the evaluation. The written element will usually only have a marginal effect on the grade.

(10) If the written element clearly constitutes a greater part of the effort, and is therefore the element most central in achieving the learning objectives for this exam (e.g. as a final written exam with oral defense), it will usually be this element that constitutes the central basis of the evaluation. The oral element will usually only have a marginal effect on the grade.

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 about online oral exams.*
- Rules on good academic conduct, see section 4 of *Copenhagen Business School's rules and regulations on academic conduct, including penalties.*

(2) Audio and video recordings of an examination or of the examiners' discussion of a student's performance are not allowed, unless such recordings are considered an integral part of the examination process. Such recordings will then be made by CBS.

(3) It is stipulated in the examination regulations of the individual examination what the maximum number of pages is for a given written product. This pertains to the examination forms written home assignment and oral exam based on a written product. In addition, the following applies for the written product with these two examination forms:

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. The table of contents, 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 via dispensation.cbs.dk no later than 2 months before the exam is to take place.

Conducting virtual examinations and examinations abroad

23. The university may conduct oral exams as virtual examinations.

(2) The Programme Director decides, when warranted by special extraordinary circumstances, whether - an oral exam can be conducted as an online oral exam.

(3) When an examination is conducted as a virtual exam CBS' rules about online oral exams apply.

23a. 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 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) If an elective course has partial exams, the pass requirements for the specific elective course apply.

(8) 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.

(9) 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 on studieordninger.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 Higher Education and Science.

Credit transfer

32. Programme elements passed at another university are regarded as equivalent to corresponding programme elements covered by these programme 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 programme 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 and Science 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 2021 or later, and for students who are transferred to these Programme Regulations, see section 42(1).

(2) The 2020 Programme Regulations are repealed as of 1 September 2021, see however section 42(2)-(3).

42. Students who began their studies under the 2020 Programme Regulations, or according to the transition regulations in those regulations were transferred to the 2020 regulations, are transferred to these 2021 Programme Regulations, so that these 2021 Programme Regulations are effective for the remainder of the programme, see however subsections (2)-(4).

(2) For students who began their studies before 2018, as regards structure and exams section 4A and 5A of the 2020 Programme Regulations apply. The exams in the third year of the programme (in section 5A of the 2020 Programme Regulations) are offered for the last time in the academic year 2021/2022. BASPO1006U International Business in Asian Markets was offered for the last time in spring 2021, and students who have not yet passed the exam shall take the exam in the course BIBAO4020U Advanced Topics in International Business in Asia.

(3) For students who began their studies before 2021 who have not yet completed the 1st semester course 'Introduction to International Business in Asia', the course still has pass/fail assessment.

(4) Students who began their studies before 2021 who have not yet completed the 4th semester course 'Research Methods II: Statistics' shall take the exam in the course 'Research Methods II: Quantitative Methods for Social Science and Business Application'.

Part 4: The 4th semester abroad at a partner university

For students enrolled in the Chinese language track

Rules regarding the exams at the Chinese partner university BISU

Due to the coronapandemic, the 4th semester cannot take place at BISU in the spring of 2022. Instead, CBS and UCPH offer a full semester in Copenhagen.

Link to course at UCPH: Chinese Propaedeutics D

43. For students in the Chinese language track, the 4th semester of the programme takes place in Beijing, China at Beijing International Studies University (BISU). During the semester the students will take a pre-set package of courses determined by the IBA Study Board as an integrated part of the degree (see section 5). The semester focuses on combining academic knowledge skills in quantitative business research methods, Chinese language and cultural insight with practical hands-on usage as all three elements are combined in a CBS research project during the stay in China. The instruction for the language course is Chinese and English.

(2) Upon return, the passed course is credit transferred with the assessment 'pass'.

(3) BISU courses follow the local rules and regulations of the university. This includes the requirement of minimum 75 % attendance in order to attend the final exam.

(4) Students who fail the Chinese language course are offered a pre-approved retake at KU - please see the Programme Regulations of UCPH for further details.

(5) When the Study Board finds that extraordinary circumstances warrant it, the Study Board may grant exemption from the requirement that students must go abroad during the 4th semester. An alternative study plan must then be presented to the Study Board along with the application, for approval of the individual replacement courses.

For students enrolled in the Japanese language track

Rules regarding the exams at a Japanese partner university

Due to the coronapandemic, the 4th semester cannot take place at BISU in the spring of 2022. Instead, CBS and UCPH offer a full semester in Copenhagen.

Link to course at UCPH: Japanese Propaedeutics D

44. For students in the Japanese language track, the 4th semester of the programme takes place in Japan, at Hitotsubashi University (spring 2022). In future academic years, it may be at another Japanese university. The CBS students' skills in Japanese will be tested by HU at the beginning of the semester at HU to make it possible to place the students at the relevant level of courses at HU. A pre-set package of mandatory courses (15 ECTS) determined by the IBA Study Board are offered online by CBS in the exchange period (see section 5). The semester focuses on combining academic knowledge skills in quantitative business research methods, Japanese language and cultural insight with practical hands-on usage as all three elements are combined in a CBS research project during the stay in Japan.

(2) Upon return, the passed course is credit transferred with the assessment 'pass'.

(3) Japanese courses follow the local rules and regulations of the university. Mandatory attendance will be required.

(4) Students who fail the Japanese language course are offered a pre-approved retake at KU, see the programme regulations of UCPH for further details.

(5) When the Study Board finds that extraordinary circumstances warrant it, the Study Board may grant exemption from the requirement that students must go abroad during the 4th semester. An alternative study plan must then be presented to the Study Board along with the application, for approval of the individual replacement courses.