

# Guidelines BACHELOR Courses

## Autumn 2018

### 1. GUIDELINES TO UNDERSTANDING THE COURSE LIST

#### 1.1 Study Programme

The *Bachelor Course List* contains a complete list of courses offered to bachelor students accepted to the Economics/Business /Communication departments at Aarhus BSS. In the course list the different study programmes are indicated under the following headlines:

**1) Business Communication (*BA Communication*)**

**2) Business (*HA/BScB programmes*)**

**3) Economics (*Oecon programme*)**

#### 1.2 Semesters

In the *Bachelor Course List* the academic semester is also indicated:

- semester 1 = 1<sup>st</sup> year, 1<sup>st</sup> semester
- semester 3 = 2<sup>nd</sup> year, 1<sup>st</sup> semester
- semester 5 = 3<sup>rd</sup> year, 1<sup>st</sup> semester

Generally, the higher the semester, the more advanced is the level of the class. You are able to choose from any academic semester and are not limited to choosing courses taking place during the same academic semester.

#### 1.3 Course description

You can click on the *course title* to view a more detailed online *course* description of the various courses. Please make sure to read the descriptions thoroughly before you apply to a specific course. If the link fails, please find the course via title in the course catalogue: <http://kursuskatalog.au.dk/>. The descriptions will give you an impression of what will be required in order to be admitted to the course and to pass the exam. Bear in mind, that you must both be able to pass the relevant exam and transfer the course to your home university upon return. Please ignore any indications of departments in the online course catalogue.

#### 1.4 Number of ECTS (credit points)

All students **must** take between 25 and 30 ECTS per semester. 30 ECTS is equivalent to a full time study load. The number of ECTS for each course is indicated in the *Course List*.

## CONCERNING EXAM TYPE AND EXAM DATES

In the online *course* description, you will also be able to find further information about the type of exam. Exam dates will be released in October.

- **Last day of exams for Business (HA/BScB) and Business Communication (BA): December 20, 2018**  
*Any exams after this date and up until January 31, 2019 can be taken from home*
- **Last day of exams for Economics (Oecon): January 31, 2019**  
*The majority of courses will require students to be present in January*
- **Specific Exam Types** – please find the description of the different exam types here:  
<http://studerende.au.dk/en/studies/subject-portals/business-administration/examination/digital-exam/guidelines/>

Please also note that an exam may be changed to an oral exam. Students should also be aware that the exam schedule may change up until one day prior to the specific exam. It is not possible to change the date or type of an exam by request.

## 2. GUIDELINES TO CHOOSING COURSES

### 2.1. Choosing courses from one (or more) study programmes

**Generally, you should only choose courses from one study programme. You can choose courses from either the Economics (Oecon) programme OR the Business (HA/BScB) programme OR the Business Communication (BA Communication) programme.**

If you wish to combine courses from the different study programmes, please follow these guidelines:

- Students are free to combine courses from Economics and Business, but students should be aware that exams from the Economics programme take place in January.
- If students wish to combine Business and/or Economics courses with Business Communication courses they must choose **only the yellow highlighted** Business Communication courses.

### 2.2 The General Pre-requisite (MANDATORY!)

In order to be admitted to courses you must live up to the general pre-requisite. The general pre-requisite for admission to courses is enrollment in a relevant degree programme:

- Economics: You must be studying Business or Economics or a related degree
- Business: You must be studying Business or Economics or a related degree
- Business Communication: You must be studying Languages or Communication or a related degree

## 2.3 The Specific Pre-requisites (MANDATORY!)

In addition to the general pre-requisites required, you must fulfill the *specific* pre-requisites for each course. These are listed under each course in the course list (“n/a” means no pre-requisite is required other than the general pre-requisite).

**Both the general and specific pre-requisites are mandatory and required courses must be documented in your transcript.**

## 2.4 Checklist

Before you choose your courses and submit your Course Application Form, please go through this check list:

- Have you read the course descriptions thoroughly (will you be able to pass the exam)?
- Do you live up to the general pre-requisites (relevant programme at home institution)?
- Do you live up to the specific pre-requisite (relevant courses from home university)?
- Have you chosen between 25 and 30 ECTS?
- Will your home university approve and transfer the selected courses?

Once admitted to a course you are not able to change unless you have a valid reason and can document this.

## 2.5 Handing in the Course Application Form

Once you have chosen the appropriate courses, please complete the attached *Course Application Form*. Make sure to use the above check list before you submit. Any forms which are not completed correctly will be returned to you and this will prolong your application process significantly.

- Please send the Course Application Form (in Word format) by e-mail to [bss.international@au.dk](mailto:bss.international@au.dk)
- The deadline for signing up for courses is **May 7, 2018 12 pm Danish time**

*If you do not meet the deadline, you are not guaranteed admittance to the courses you have applied for. Please also be aware that some courses have a limited number of available positions and you are not guaranteed admission to these. Please also note that courses may be cancelled and that minor changes in the course list may occur. Please see the [course webpage](#) for updated versions of the course lists.*

Your course application will be processed during the coming months and you will receive a response from your International Coordinator at Aarhus BSS via email prior to arrival.

## 2.6 Erasmus Learning Agreement

Erasmus-students (most European students) will need to have an Erasmus Learning Agreement signed. The Learning Agreement can be signed once your course application has been processed and all your courses have been approved. You may send the Learning agreement to [bss.international@au.dk](mailto:bss.international@au.dk) once your application has been processed.