

Guidelines BACHELOR Courses Autumn 2019

1. GUIDELINES - 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 programmes at Aarhus BSS. In the *Bachelor Course List* the different study programmes are indicated under the following headlines:

- **Business (*HA/BScB programmes*)**
- **Communication (*BAMMC programme*)**
- **Economics (*Oecon programme*)**

1.2 Semesters

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

- semester 1 = 1st year, 1st semester
- semester 3 = 2nd year, 1st semester
- semester 5 = 3rd year, 1st 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

Click on the different *course titles* to view a detailed online course description of the various courses. Please make sure to read the descriptions thoroughly before you apply to a specific course. 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.

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 *Bachelor Course List*.

1.5 Exam type

In the *Bachelor Course List* you can see a code indicated under “Exam type”:

- WHAI: Take-home assignment
- WOAI: On-site written exam (use of the internet allowed during the exam)
- WOA: On-site written exam (use of the internet NOT allowed during the exam)

- WO: On-site written exam (no aids allowed)
- WOMC: Multiple-choice on-site written
- ON: On-site written exam without PC (on paper)

In the online course description, you will be able to find detailed information about the type of exam. Please be aware that the type of exam cannot be changed.

1.6 Exam dates

The exam schedule will be released in October.

- **Last day of exams for Communication (BAMMC programme) is December 20, 2019***
*Exams in January can be taken from home.
- **Last day of exams for Economics (Oecon programme) is January 31, 2020**
Students are required to be present for exams in January.
- **Last day of exams for Business (HA/BScB programmes) is December 20, 2019***
*Exams in January can be taken from home.

Students should 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 - 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 **Economics** (Oecon programme) OR **Business** (HA/BScB programmes) OR **Communication** (BAMMC programme). The course “Aspects of Denmark” is available to all students.

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

- You are free to combine courses from Economics and Business, but please be aware that Economics exams will require you to be present for exams in January.
 - You are free to combine courses from Economics and Communication, but please be aware that Economics exams will require you to be present for exams in January.
- You cannot combine courses from Business and Communication.

2.2 The Specific Pre-requisites (MANDATORY!)

In order to be admitted to courses, you must live up to 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.

2.3 Handing in the Course Application Form

To apply for courses please complete the separate document *Bachelor Course Application Form*. If you have failed to follow the guidelines above, the application form will be returned to you. This will prolong your application process significantly.

- Please send the Course Application Form (in Word format) to bss.international@au.dk
- **The application deadline is May 7, 2019 at 12 noon Danish time**

If you do not meet the deadline, you are not guaranteed admittance to the courses you have applied for. Please also note that courses may be cancelled and that minor changes in the course list may occur.

2.4 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 once your application has been processed.