

## 1. GUIDELINES - UNDERSTANDING THE COURSE LIST

### 1.1 Study Programmes

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

**A: Communication (MACC programmes)**

**B: Economics (Oecon programme)**

**C1 to C10: Business (Cand.Merc programmes)**

### 1.2 Semesters

In the *Master 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

Generally, the higher the semester, the more advanced the course is. You are able to choose courses 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 *Course List*.

### 1.5 Exam type

In the *Master 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 A-Communication (MACC programme) is December 20, 2019\***  
\*Unless otherwise indicated in the Course List, exams in January can be taken from home.
- **Last day of exams for B-Economics (Oecon programme) is January 31, 2020**  
The majority of courses, if not all, will require students to be present for exams in January.
- **Last day of exams for C-Business (Cand.merc. programmes) is December 20, 2019\***  
\*Unless otherwise indicated in the Course List, 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 Study Programme only!

You may only choose courses from one study programme. You can choose courses from either **A-Communication** (MACC programme) or **B-Economics** (Oecon programme) or **one of the ten C-Business** (Cand.merc. programmes). If you choose one of the ten C-Business programmes you can combine with courses from the C-electives programme. The course "Aspects of Denmark" is available to all students.

### 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 a relevant Bachelor's degree:

- A-Communication: A Bachelor's degree in Language/Communication or a related subject area
- B-Economics: A Bachelor's degree in Business or Economics or a related subject area
- C-Business: A Bachelor's degree in Business or Economics or a related subject area

### 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 of the courses in the course list ("n/a" means no pre-requisite is required other than the general pre-requisite).

## 2.4 Handing in the Course Application Form

To apply for courses please complete the separate document *MASTER 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 MASTER Course Application Form (in Word format) to [bss.international@au.dk](mailto: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.*

## 2.5 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.