

# Guidelines BACHELOR and MASTER Courses

Department of Business Development and Technology, Autumn 2017

1. Guidelines to understanding the course list
2. Guidelines to choosing courses

## 1. GUIDELINES TO UNDERSTANDING THE COURSE LIST

### 1.1 Study Programme

The *Bachelor & Master Course List* contains a complete list of courses offered to Bachelor and Master exchange students accepted to the Department of Business Development and Technology at Aarhus BSS, campus Herring. In the course list the different study programmes are indicated under the following headlines:

#### 1) Bachelor: BSc in Business Administration (BScB)

**BSc in Business Development Engineering (BDE)**

**BSc in Global Management and Manufacturing (GMM)**

#### 2) Master: MSc in Marketing and Business Innovation

**MSc in Engineering – Technology Based Business Development (Cand.Polyt.)**

### 1.2. Different Semesters

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

- semester 2 = 1<sup>st</sup> year, 2<sup>nd</sup> semester
- semester 4 = 2<sup>nd</sup> year, 2<sup>nd</sup> semester
- semester 6 = 3<sup>rd</sup> year, 2<sup>nd</sup> semester etc.

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 or at the same study programme.

### 1.3 Different Exam Types and Exam Dates

The exam type for each course is described in the course list and you can find further information in the course description (see below). The exam type as well as the exam date is non-negotiable. The exam dates will be released later in the Spring semester. The exam schedule may change up until a few days prior to the specific exam.

**Last day of exams is 31 January 2018.**

### 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*.

## 2. GUIDELINES TO CHOOSING COURSES

### 2.1. Choosing Courses from One or More Study Programmes

Generally, you may choose courses from the different study programmes (master courses are only for master students) and semesters, but be aware of the risk of overlap in timetables.

### 2.2 Electives

When choosing electives you must be aware that the course may be cancelled in case there are not enough students signing up for the course. In that case you will have to choose another course from the course list.

### 2.3 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 enrolment in a relevant degree programme:

- Business Administration: You must be studying Business or Economics or another relevant degree
- Business Development Engineering: You must be studying a relevant engineering or business degree
- Global Management and Manufacturing: You must be studying a relevant engineering or business degree
- Marketing and Business Innovation: Bachelor's degree in Business or Economics or another relevant degree
- Technology Based Business Development: Bachelor's degree in Engineering

### 2.4 The Specific Pre-requisites - MANDATORY!

In addition to the general pre-requisites required, you must fulfil 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.

### 2.5 Online Course Descriptions

In the online course descriptions you will find detailed descriptions of the various courses. Please make sure to read the descriptions thoroughly before you choose 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. Bear in mind, that you must both be able to pass the relevant exam and transfer the course to your home university upon return.

### 2.6 Checklist

Before you choose your courses and submit your Learning Agreement (Erasmus students only) or Course Selection Form (non-Erasmus students), 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?



NB: After semester start, you have 2 weeks to make changes to your course plan (Learning Agreement) for example in case of overlap of courses. In this case, please contact the international coordinator at BTECH

## 2.7 Handing in the Course Selection Form / Learning Agreement

Once you have chosen the appropriate courses, please complete the *Learning Agreement* (Erasmus students) or *Course Selection Form* (non-Erasmus students).

**The deadline for sending your Learning Agreement or Course Selection Form is 9 May 2017. If you will not be able to send the document before that day, please send an email with a list of courses you intend to follow if approved by your home university.**

Please send it to Lena Tarpgaard Møller at [lenam@au.dk](mailto:lenam@au.dk)

You will be signed up for the courses you have chosen, when the semester starts and have access to relevant course information on Blackboard.

Learning Agreements will be signed at semester start, unless you need it earlier for your home institution. In this case, please send an email to [lenam@au.dk](mailto:lenam@au.dk).

Remember that you can change your Learning Agreement / Course Selection Form within the first 2 weeks after semester start in case there is overlap of courses or if you have academic reasons for making changes. In this case, please contact Lena Tarpgaard Møller.