

Curriculum for the Master of Science in Business Administration			
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**Curriculum for the
Master of Science in
Business Administration
Cand.merc.**

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<p>This curriculum has been prepared on the basis of the Ministerial Order No. 626 of 28 August 1991 of the Danish Ministry of Education concerning the Master of Science in Business Administration, Cand.merc. (candidatus/candidata mercaturae) study programme and No. 1021 of 20 November 2000 concerning examination at certain post-secondary educations under the Danish Ministry of Education. The Board of Business Administration may make an exception to its own rules of the curriculum..</p> <p>This curriculum is effective for students beginning the Master of Science in Business Administration programme after 1 September 2001.</p> <p>This curriculum is approved 30 November 2000 by</p> <p style="text-align: center;">the Board of Business Administration</p>			

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Ministerial Regulations

1. Terms of admission

The admission requirement for the MSc in Business Administration programme (cand.-merc) is the three-year Bachelor of Business Administration (HA) or another corresponding qualifying degree.

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2. Duration, title and content of the study programme			
2.1 Duration of the study programme			
The duration of the MSc in Business Administration programme is two years.			
2.2 Title of the study programme			
The graduate who has completed the study programme is entitled to use the title Master of Science in Business Administration (Cand.merc.).			
2.3 Content of the study programme			
The MSc in Business Administration programme entails specialization. The programme is an extension of the Bachelor of Business Administration (HA) programme and further develops the vocational or interdisciplinary fields.			
The study programme comprises the following elements, each corresponding to 0.5 of a year's workload (30 ECTS):			
<ol style="list-style-type: none">1. Course in area of specialization2. Methodological course3. Optional courses4. Master's thesis			
The study programme is officially set to two years' workload. One year's workload is equivalent to a student's full-time work in one year.			
2.4 Credit transfer			
Relevant courses completed at other institutions are equated with corresponding courses, and will be transferred with grades according to the Danish 13-point grading scale or with the assessment "passed/not passed".			
Participation in foreign study activities must not comprise more than 60 ECTS.			
Credit transfers must be approved by the Board of Business Administration.			

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<p>3. Examinations and requirements for passing</p> <p>3.1 Assessment At least 1/3 of the study programme must be evaluated by an external examiner and graded according to the Danish 13-point grading scale. No more than 1/3 of the study programme may be evaluated as “passed/not passed”.</p> <p>Max. 50 ECTS can be evaluated by essays.</p> <p>3.2 Average and minimum grades In calculating the examination average each examination, evaluated according to the Danish 13-point grading scale, is assigned a weight (see section 5.4).</p> <p>The courses must be passed separately with a grade of at least 6 or with the assessment “passed”.</p> <p>3.3 Reexamination Examinations are considered passed if the student earns a “Pass” or a grade of at least 6, thus reexamination is not allowed.</p> <p>3.4 Number of examination attempts The student may only attempt an examination in the same course three times. Under exceptional circumstances, the University may allow the student to attempt an examination four or five times.</p> <p>3.5 Time limit for completing the study programme The study programme must be completed in five years. Under exceptional circumstances, the University may make an exception to this rule.</p>			

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<p>Supplementary Regulations</p> <p>4. Supplementary terms of admission</p> <p>4.1 Diploma in Business Economics Applicants who have completed the Diploma in Business Economics (HD) are admitted to the cand.merc. programme provided supplementary examinations (30-50 ECTS) passed in accordance with the decisions of the Board of Business Administration.</p> <p>4.2 International Business and Modern Language Bachelor Applicants who have completed an International Business and Modern Language Bachelor exam are admitted to the International Marketing programme. On other areas of specialization admission is on condition that supplementary examinations are passed in accordance with the decisions of the Board of Business Administration.</p> <p>4.3 Linguistic-Business Economics Applicants who have completed a Linguistic-Business Economic Bachelor exam (SPRØK) are admitted to the programmes of Management, International Business Development and International Marketing. On other areas of specialization admission is on condition that supplementary examinations are passed in accordance with the decisions of the Board of Business Administration.</p> <p>4.4 Oecon Bachelor Applicants who have completed an Oecon Bachelor exam can be enrolled on the cand. merc. programme provided supplementary examinations are passed in accordance with the decisions of the Board of Business Administration.</p> <p>4.5 Other diplomas of post-secondary education Applicants who are not in possession of the relevant admission requirements but who on the basis of other diplomas of post-secondary education are considered to be qualified for carrying out the study programme, may send an admission application to the Board of Business Administration. However, the permission given may stipulate that one or more supplementary courses be passed.</p>			

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5. Description, content and weight (ECTS)

5.1 Description

The MSc in Business Administration programme at the University of Southern Denmark encompasses a broad spectrum of areas of specialization:

In Odense is offered:

- Optimizing and logistic (Danish)
- Accounting (Danish)
- Financing (Danish)
- International Marketing (Danish)
- International Management (international)

In Kolding is offered:

- Management (Danish)
- International Business Development (Danish)

In Esbjerg is offered:

- Market oriented Business Development (Danish)

In Sønderborg is offered:

- International Management and Logistic (Danish)

It is not possible to complete the MSc in Business Administration programme at the University of Southern Denmark without studying any of the above-mentioned areas of specialization.

5.2 Content

Each semester, a number of core courses and advanced courses are offered in the Master's programme. Please consult the descriptions of graduate courses for further information about combination possibilities in the various areas.

On each area of specialization the students have to choose a number of courses (elective courses) besides the core courses. Elective courses approved for each area of specialization can be advanced courses, ad hoc courses, core courses from other areas of specialization or courses from other studies. From the course catalogue it appears which courses that have been approved as elective courses for each area of specialization.

The structure of the Master's programme is as follows:

- 90 ECTS among the offered courses:
 - All the core courses within the area in question must be passed.

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<ul style="list-style-type: none"> The elective courses must be chosen among those recommended to each area. Should a student be interested in following advanced courses not recommended to the area concerned, it is a condition that the responsible teacher approves the desired courses. A minimum of 30 ECTS courses in the area of specialization. A minimum of 30 ECTS of methodological courses No more than 10 ECTS must be evaluated as a seminar (see section 8). 30 ECTS on Master's thesis (see section 9). <p>Completion of the Master's programme in International Management the core part and the Master's thesis must as a minimum be completed in English.</p> <p>5.3 Supplementary Areas of Specialization For the following areas of specialization it is possible (but not required) to choose the following supplementary areas of specialization.</p> <p>Supplementary area of specialization in Accounting or Optimizing and logistic can be chosen for Finance.</p> <p>Supplementary area of specialization in Finance, Optimizing and logistic or International Management can be chosen for Accounting.</p> <p>Supplementary area of specialization in Optimizing and logistic, International Marketing or Accounting can be chosen for International Management.</p> <p>A supplementary area of specialization consists of two core courses and a third course forming a connection between specialization, supplementary area of specialization or another approved course. Supplementary areas of specialization correspond to 30 ECTS. All approved courses for each area of specialization appear from the course catalogue.</p> <p>5.4 Weight</p> <table> <tr> <td>10 ECTS</td> <td>will be calculated in the examination average with the <i>weight 1.0</i>.</td> </tr> <tr> <td>5 ECTS</td> <td>will be calculated in the examination average with the <i>weight 0.5</i>.</td> </tr> <tr> <td>Seminar</td> <td>will be calculated in the examination average with the <i>weight 1.0</i>.</td> </tr> <tr> <td>The Master's thesis</td> <td>will be calculated in the examination average with the <i>weight 3.0</i>.</td> </tr> </table>				10 ECTS	will be calculated in the examination average with the <i>weight 1.0</i> .	5 ECTS	will be calculated in the examination average with the <i>weight 0.5</i> .	Seminar	will be calculated in the examination average with the <i>weight 1.0</i> .	The Master's thesis	will be calculated in the examination average with the <i>weight 3.0</i> .
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6. Standard curriculum			
<p>Standard curriculum for each area of specialization appears from special surveys published once a year together with the course descriptions .</p>			

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<p>7. Other regulations</p> <p>7.1 Course descriptions and methods of evaluation Course descriptions and methods of evaluation will be published in a the descriptions of the graduate courses, which forms part of the curriculum. Examinations in a course will normally be held three times unless the course is offered again.</p> <p>The prerequisites in the course descriptions are recommended but not claimed.</p> <p>Only courses which can be used in the Master's degree may be followed.</p> <p>Examination language In those cases where a student will not make use of an English-language course as a part of an English-lanugage education and where the instructor is Danish-speaking, ordinary exams can be held in Danish, yet the question papers will be in English. At registration for exams the student has to inform whether he wants the exam held in Danish or English in the courses concerned.</p> <p>7.2 Syllabus descriptions Syllabus descriptions are published in the internet in May and December at the latest. Students will be examined in the latest syllabus.</p> <p>Syllabus descriptions form part of the curriculum.</p> <p>7.3 Examination</p> <p>Ordinary examination As a rule, the ordinary examinations are held in January and June.</p> <p>Reexamination Reexamination in the same examination period is not held in the MSc in Economics programme.</p> <p>Make-up examination Documentation for the examinee's illness must be provided and must be sent to the Board of Economics Studies along with an application for make-up examination.</p> <p>Registration for examinations Registration for examination takes place during the periods of: 20-30 October for the winter examinations, 20-30 March for the summer examinations.</p> <p>Redrawing must be handed in no later than one week before the examination.</p>			

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<p>“All study material allowed” If all study material is allowed for the examination it means “books, notes, papers, pocket calculator and semilar”. Computers, printers, telephones or other material that kan communicate inside and outside the room and which may be disturbing can not be used unless it is precisely announced in the course description.</p> <p>Spelling and procreativeness Assignments etc are mainly assessed upon the academic contents. Spelling and procreative-ness of the student weight only on a limited scale, unless it concerns rather significant deviations from the standard academic usage. This applies mainly in connection with larger assignments in wirting.</p> <p>7.4 Regulations concerning study activity On 27 May 2004 The Faculty of Social Sciences has adopted "Regulation concerning cancellation of enrolment owing to study inactivity (Please see separate enclosure).</p> <p>7.5 Credit transfer The rules about Passed/not passed is not in force, if the institution has accepted a trainee period and/or credit transfer from another educational institution.</p> <p>Every credit transfer must be approved by the Board of Business Administration.</p> <p>7.6 Complaints Complaints about an examination or the assessment must be brought before the Dean no later than two weeks after the examination result has been notified. The reason for the complaint must be stated in writing</p>			

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8. Seminar			
8.1 Topic area			
<p>As a part of the Master's programme, the student can write a seminar report. The topic of the seminar must be chosen within the subject areas approved for the programme. The topic must be approved by a teacher, who will also be responsible for the supervision and evaluation of the seminar report.</p> <p>Previously assessed papers (written reports, Master's thesis) may not form part of the seminar. If the seminar is handed in at the same time as or after the Master's thesis, the problem area of the seminar must not be within the area of the thesis.</p> <p>In reexamination a new assignment must be written. This assignment may be prepared within the same topic area as the previous assignment.</p> <p>The seminar must be handed in at the DUS-secretariat in three copies.</p> <p>Special rules for compulsory seminar reports and seminar reports offered as elective courses can be stipulated in course descriptions and in separate instructions within each area of specialization.</p>			
8.2 Group work			
<p>Students may choose to write the seminar report individually or in groups of maximum 4 students. When choosing to write in groups, it must be specified in the preface who is responsible for which parts of the seminar.</p> <p>For detailed information please refer to the Danish brochure:</p> <p>“Grundlæggende råd, vejledning og krav til opgaveskrivning ved Samfundsvidenskab” (available through the University Bookshop).</p>			

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<p>9. Master's Thesis</p> <p>9.1 Topic area As an integrated part of the MSc in Business Administration programme, the Master's thesis must be prepared in a topic within the area of study. The topic chosen must be approved by a teacher.</p> <p>Written reports, term papers, and seminars which have previously been handed in for assessment may not form part of the Master's thesis. In reexamination a new topic must be chosen.</p> <p>9.2 Elaboration and group work Students may choose to write the Master's thesis individually or with a fellow student. However, the Board of Business Administration may waive this rule. When choosing to write in groups it must be specified in the preface who is responsible for which parts of the Master's thesis.</p> <p>The Master's thesis must be accompanied by a summary in English or another principal language according to arrangement with the supervisor/supervisors. The contents of the summary will form part of the evaluation of the Master's thesis. The summary must not exceed two pages.</p> <p>For detailed information please refer to the Danish brochure "Grundlæggende råd, vejledning og krav til opgaveskrivning ved Samfundsvidenskab" (available through the University Bookshop).</p> <p>9.3 Registration Having chosen a topic for the Master's thesis, a supervisor agreement must be filled in and turned in to the secretariat. The agreement must include information about the topic of the Master's thesis and a deadline for handing in the project description. The agreement must be signed by the students and the supervisor(s).</p>			

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9.4 Evaluation of the thesis

The student(s) must hand in the Master's thesis in three copies at the DUS-secretariat (four copies, if it may be issued by the University Library). During the evaluation of the thesis the student presents the Master's thesis. On the basis of this, the teacher and examiner will examine the student within the field of the Master's thesis.

Duration of the evaluation of the thesis (oral defence) is approximately one to three hours. If the Master's thesis is prepared by a group the duration of the evaluation of thesis will be longer, since the students will be examined individually. The oral defence is opened by the student giving a speech of 10 to 20 minutes, focusing on problems during the preparation of the master's thesis, etc. A summary of the assignment is not advisable. The purpose of the subsequent discussion is to

- * clarify disputed points concerning details of the Master's thesis
- * undertake a thorough test of the student's knowledge within the topic of the Master's thesis.

Time and place for the evaluation of thesis will be announced on the notice board no later than seven days before the evaluation takes place.

By the evaluation of the Master's thesis the linguistic presentation might under certain extreme circumstances have an effect on the evaluation. In case of relevant and documented functional disabilities an exemption to this rule can be made.

The evaluation of a thesis is open to the public unless special arrangements have been made and will be held at Odense University.

Regulation concerning cancellation of enrolment owing to study inactivity

According to § 31 in the Ministerial Order No. 126 of 26 February 2004 concerning admission etc. for the bachelor and master programmes at the universities regulations regarding cancellation of enrolment owing to study inactivity are hereby stipulated.

§ 1. Enrolment is cancelled when a student has not been actively studying within the last two years, unless the student and the Study Board / Director of Studies agree in writing.

Subsection 2. Periods of leave are not included after subsection 1.

§2. Study inactivity means that the student has made no attempts to sit for any exam nor passed any courses by virtue of credit transfer within the last two years.

§3. Before the end of the two year period, the student will be offered counselling and possible supportive arrangements with the aim of resuming study activity.

Subsection 2. Prior to the cancellation of enrolment the student is informed about the date of the cancellation of enrolment.

Subsection 3. If the student does not respond to this information after subsection 1 and 2, or if the student stays away from the supportive arrangement after subsection 1, enrolment will be cancelled.

§4. The Study Board may make exemptions from the regulations in §§ 1-3 under exceptional circumstances.

§5. The regulations do not include enrolment at Part Time Study (Åben Uddannelse).

§6. The regulations take effect as from 1 September 2005 and include students who are enrolled at a programme offered by The Faculty of Social Sciences on the date of effect of the regulations and students who are enrolled after the date of effect of the regulations.

27th of May 2004