

Course Registration Guidelines for Exchange Students – Autumn 2024 Business and Economics

Carefully read the guidelines below and check the relevant course list (bachelor or master) *before* completing the online *Course selection form for incoming exchange students* in the Incoming Portal (see link further down).

1. Course lists

The course lists contain complete overviews of all courses offered to exchange students accepted to the Department of Management and the Department of Economics and Business Economics for the autumn semester 2024 – you can find information about ECTS load, exams, and pre-requisites, as well as links to detailed course descriptions. Please note that there are two lists – one for bachelor-level courses and one for master-level courses.

2. Restrictions, requirements, and tips for selecting courses

Restrictions

It is only possible to follow courses offered by the Department of Management or the Department of Economics and Business Economics. Bachelor students are only allowed to enroll in bachelor-level courses; master students are only allowed to enroll in master-level courses.

Course content and pre-requisites

Please read the detailed course descriptions in the online course catalogue thoroughly *before* submitting the course selection form. Many courses have specific pre-requisites, and it is your own responsibility to try to make sure that you meet the requirements for enrollment. Please consider the stated requirements *as well as* the general content of the course. **This is important** as you may struggle to follow the teaching and pass the exam if you do not have the necessary background.

ECTS and study load requirements

Courses are either 5 or 10 ECTS. You must enroll in courses corresponding to a minimum of 25 and a maximum of 30 ECTS per semester.

Course groups and overlaps

In the course lists, the courses are divided into course groups. If you select courses from the same course group only (recommended), the teaching and exam schedules will not overlap. If you combine courses from different course groups, you should pay extra close attention to *possible* overlaps in teaching and exams (see section 3 below). No more than four class/teaching time overlaps in total are recommended per semester.

3. Timetables and course overlaps

You should always pay close attention to course timetables and exam dates to avoid overlaps – especially if you want to take courses from different course groups.

From 24 April 2024 you can access the teaching timetable for each course via [AU's online timetable management system](#). Select "Adding timetables for modules" in the drop-down menu and follow the link and the instructions. Please note that 'Holdundervisning' (H) means Tutorial and 'Forelæsning' (F) means Lecture. Some courses have both tutorials and lectures, and you will then need to attend both.

Also make sure that the course has the correct semester label which would be 'E24' for the autumn semester 2024.

From 24 April 2024 you will be able to see exam dates for all courses as well, so if you have selected courses from different course groups, please remember to check if you have overlapping exam schedules. In case of overlapping schedules, you have to make changes to your courses to avoid overlaps. Once published, you can find the exam dates for autumn/winter 2024/2025 on the online Study Portal by following the two links here:

[Economics and Business Administration](#)
[Economics](#)

4. Selecting courses and submitting the *Course selection form for incoming exchange students*

Between 15 April 2024 – 1 May 2024 (23.59 Central European Time) you can access the course selection form in the [Incoming Portal](#). In the course selection form you will be asked to identify your Stay (only one option) and choose your Faculty – your Faculty is: 'Aarhus BSS'.

In the dropdown menu, please choose internal institutions and type in BSS, wait a few seconds and you will be able to see all the courses at the Faculty of BSS. Please note that you can only choose courses from the department you study at (subject area).

The screenshot shows a web-based course selection form. At the top, there are buttons for 'Refresh', 'Save', 'Reset changes', and 'Close configurator'. Below this is a 'General' section with a sidebar menu containing 'Page', 'Section', and 'Text'. The main area is titled 'My NS course' and contains a 'Filter' dropdown menu (set to 'Please select'), a 'Search' input field, and a 'Name' dropdown menu (also set to 'Please select'). A 'Confirm choice' button is visible to the right. Below this is a section for 'My courses' with a '+ My courses' button. The next section is 'Course selection of Faculty of Health', followed by 'My courses (1)'. The 'My Faculty of Health course' section has a 'Filter' dropdown menu (set to 'Please select') with a dropdown list open showing options: 'Please select', 'Name', 'Code', 'Start period', and 'Internal institutions'. A 'Confirm choice' button is also present here. At the bottom, there is a 'Mark page as complete' checkbox and a row of buttons: '< Back', 'Next >', 'Save progress', and 'Submit'.

Please choose 60 ECTS in the online course selection form. You only need 25-30 ECTS, but courses might get cancelled or become unavailable, so you are required to add back up courses. Select your courses in order of priority, so that your first priority is Course 1, second priority is Course 2, etc.

Choosing courses in the online course selection form

- Choose "UVA STADS Code" in the Filter.
- Type in the "UVA STADS code" from the course list in the search field.
- Confirm the chosen course.
- Choose courses worth a total of 60 ECTS.
- Submit your course selection form.

The deadline for submitting the course selection form is: 1 May 2024 (23.59 Central European Time). Once you have submitted the course selection form, you cannot make changes to your selection.

Admission to courses

You are not guaranteed admission to courses. If a course is full (places on courses with limited capacity will be randomly allocated) you will be enrolled in another course from your course selection form. You will be enrolled in courses corresponding to 25-30 ECTS. If you fail to submit the form within the deadline, you are not guaranteed admission to any of your preferred courses.

You will be notified by email in early June when the course registration procedure has been completed and you can see your course enrollments online.

5. Check and confirm your enrollments and timetable

Once you have been notified about course enrollments, it is important that you check that you are enrolled in the right courses. Please also remember to double check for teaching and exam overlaps once the dates are available. You will receive an email with a reminder and information about how to check your enrollments and timetable.

6. Changing courses

You can only change courses if:

- 1) We cannot enroll you in enough of the courses you have selected to reach 25-30 ECTS (due to e.g., cancellations or availability)
- 2) There are more than four class/teaching time overlaps in total during the semester (it is your responsibility to check for overlaps – see section 5 above).
- 3) Your home university does not approve a course
- 4) The last possible date to request course changes is 15 September 2024.

You will receive an email with information about course change options.

Contact information: bss.international@au.dk