



Course Registration Guidelines for Exchange Students – Autumn/Fall 2022 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/Fall semester 2022 – 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 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. 2nd and 3rd year bachelor students are only allowed to enroll in bachelor-level courses; 4th year bachelor students and master students are also 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 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). To make sure you can keep up with all your courses, we recommend that you avoid more than four class/teaching time overlaps in total per semester.

Exams

The various exam codes in the column “Exam type” in the course lists denote different types of exams. WHAI exams (written take home exams) can be done online from home. ORAL exams

require that you are physically present in Aarhus, but you can apply to do exam online from home if you need to leave Denmark before the exam to start the Spring semester at your home university. Unless stated otherwise, all other exams are on-site exams that require physical presence in Aarhus – some take place in December, some in January.

3. Timetables and course overlaps

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

From April 28 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. You should look for courses that says E22 (Autumn/Fall 2022). Confused? Check out the instructional [video](#) (right hand side of the website: "Check for overlapping classes").

From April 28 you will also be able to see exam dates for all courses, so if you wish to select courses from different course groups, please remember to check if you have overlapping exam schedules. In case of overlapping schedules, you must re-consider your study plan to avoid overlaps. Once published, you can find the exam dates for Winter exams 2022 (in Dec-Jan) on the online Study Portal by following the links below:

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

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

Between April 19 and May 1 (midnight) 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

When filling in the form, *please list courses adding up to a total of 60 ECTS*. You will only be registered for 25-30 ECTS, but as courses might get cancelled or be full 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: May 1 (midnight), 2022. 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) or if you do not meet the pre-requisites, you will be enrolled in another course from your course selection form. You will be enrolled in courses corresponding to 25-30 ECTS.

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.* 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 the course(s) you have selected.

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

Contact information: bss.international@au.dk