

## Course Registration Guidelines for Exchange Students – Spring 2024

### Department of Business Development and Technology (BTECH), Campus Herning

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

#### 1. Course list

The course list contains a complete overview of all courses offered to exchange students accepted to the Department of Business Development and Technology (BTECH), campus Herning for the spring semester 2024 – you can find information about ECTS load, exams, and pre-requisites, as well as links to detailed online course descriptions.

#### 2. Restrictions, requirements, and tips for selecting courses

##### *Restrictions*

It is only possible to follow courses offered by the Department of Business Development and Technology. Bachelor students are only allowed to enroll in bachelor-level courses whereas master students may enroll in both bachelor and 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 (see links in the course list). Many courses have specific pre-requisites and it is your own responsibility to try to make sure that you meet the requirements for enrollment. **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*

Most 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 list, the courses are divided into different programmes:

- 1) Bachelor: BSc in Business Administration (BScB)  
BSc in Business Development Engineering (BDE)  
BSc in Global Management and Manufacturing (GMM)
- 2) Master: MSc in Engineering – Technology Based Business Development (Cand.Polyt.)

and different semesters:

- 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

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.

If you select courses from the same programme and semester, the teaching and exam schedules will not overlap. If you combine courses from different programmes and/or semesters, 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 pay close attention to course timetables and exam dates to avoid overlaps – especially if you want to take courses from different programmes and semesters.

From 24 October 2023 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. Confused? Check out the instructional [video](#) (right hand side of the website). 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.

From 24 October 2023 you will be able to see exam dates for all courses as well, so if you have selected courses from different programmes and semesters, please remember to check if you have overlapping exam schedules. In case of overlapping schedules, you must make changes to your courses to avoid overlaps. Once published you can find the exam dates for summer exams 2024 on the online Study Portal by following the link below:

[Department of Business Development and Technology](#)

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

Between 16 October – 1 November (23:59 PM) 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 the 'AU's online timetable management system' interface. At the top, there are buttons for 'Refresh', 'Save', 'Reset changes', and 'Close configurator'. Below these is a 'General' section with a 'Page' dropdown menu. The main area is titled 'My N.S. course' and contains a 'Filter' dropdown menu, a 'Search' input field, and a 'Name' dropdown menu. Below this is a 'My courses' section with a 'Course selection at Faculty of Health' heading. Underneath, there is a 'My courses (1)' section and a 'My Faculty of Health course' section. The 'My Faculty of Health course' section has a 'Filter' dropdown menu, a 'Search' input field, and a 'Name' dropdown menu. The 'Name' dropdown menu is open, showing options: 'Please select', 'Please select', 'Name', 'Code', 'Start period', and 'Internal institutions'. At the bottom, there are buttons for '< Back', 'Next >', 'M Save progress', and 'Submit'.

**Please choose 50-60 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 50-60 ECTS.
- Submit your course selection form.

**The deadline for submitting the course selection form is 1 November (23:59 PM), 2023.**

**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 December when the course registration procedure has been completed and you can see your course enrollments online.

**5. Check and confirm your enrolments 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 a course
- 4) The last possible date to request course changes is 11 February 2024

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

**Contact information:** [bss.international@au.dk](mailto:bss.international@au.dk)