



BUSINESS SCHOOL
AALBORG UNIVERSITY

GUIDE FOR TEACHERS

BACHELOR'S AND MASTER'S PROGRAMMES



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INTRODUCTION

Dear teacher,

I would like to welcome you as part of our competent group of teachers at the Bachelor's and Master's Programmes at AAU Business School. I look forward to working together with you on offering our students inspiring and relevant study programmes. We focus on providing high-quality teaching and maintaining a professional communication between teachers, students and the secretariat.

Our study programmes and students lie in a highly interesting cross field that gives high priority to theory-practice interaction. As teachers, we consider it our first job to help our students become productive and proactive contributors to the public- and private-sector labour markets after graduating.

The greater majority of our students are highly motivated and committed, and you can look forward to interesting discussions, great expectations and lots of feedback in the classroom and during supervision.

This brochure is meant to serve as an introduction to the Bachelor's and Master's Programmes at AAU Business School. At the same time, it contains a collection of frequently asked questions and practical information that is relevant to new teachers.

The brochure should also give you an idea of what we expect of you as a teacher. It cannot stand alone, but serves as a supplement to and preparation for meetings with your programme coordinator(s) and the secretariat. It is important for us to maintain an open and honest dialogue, and you are always welcome to get in touch.

Kind regards,

Mette Vinther Larsen
Deputy Head of Department and Head of Studies for Bachelor's and Master's Programmes at
AAU Business School



WHAT WE EXPECT OF OUR TEACHERS

TEACHING AT THE BACHELOR'S AND MASTER'S PROGRAMMES AT AAU BUSINESS SCHOOL

The Bachelor's and Master's Programmes at AAU Business School are aimed at a particular target group. Our students are either young people who will soon come to shape the national and international labour markets or productive actors in the labour market looking for new knowledge, skills and competences. They thus represent an interesting and relevant target group. They are impassioned and curious to understand and solve economic and business economy issues within both the public and private sectors.

The greater majority of our full-time students are conscious of their choice of study programme and carefully prioritise their time – some of them also have part- or full-time jobs. It is therefore extremely important that they are informed early of the course material, assignments and other work expected of them. They lead busy lives and often have to plan their preparation carefully. It is therefore important that you inform them early of changes to the material, assignments, teaching and other aspects of their studies.

There is no doubt that full-time students at AAU Business School have chosen the school because they know that we assign great weight to theory-practice interaction, and because we offer them an opportunity to study, analyse and solve economic and business economy issues – both in groups and individually. It is therefore vital that the students are introduced to the theoretical models and concepts relevant to the course in question, but also that they are given ample opportunity to study practical and real-life issues independently. The students must be invited to take an active part in the teaching and be allowed to explore and understand various theoretical points through practical examples.

As our study programmes are offered on market terms, it is also important that the students always consider us professional and readily available. Therefore, we expect you to be well-prepared and to arrive early for class to make sure that the teaching can begin on time.





HOW TO PLAN YOUR TEACHING

All modules offered in the further education system in Denmark (and the EU) are measured in ECTS credits (the European Credit Transfer System) describing the amount of work associated with each module. ECTS credits cover all activities included in the module. This includes both preparation (such as reading, assignment work etc.), instruction (lectures and class teaching), assignments and possibly writing projects and exams. 1 ECTS credit corresponds to a work load of approx. 27.5 hours. For example, the total effort expected of students doing a 5-ECTS credit module should thus correspond to approx. 137.5 hours. Your course preparation should take as its point of departure the time and work load the course is meant to represent.

The programme management for the Bachelor's and Master's Programmes at AAU Business School expects all teachers to have read the programme curriculum carefully before conducting courses and exams. The curriculum outlines the overall foundation, objectives and structure of the programme as well as goal descriptions for each individual module. You can access the curricula [here](#).

The Bachelor's and Master's Programmes at AAU Business School have developed a teaching load catalogue outlining the norms of various teaching activities and offering inspiration for how your teaching may be organised. You are expected to acquaint yourself with its content and to live up to these norms when teaching at AAU Business School. You can access the norms catalogue [here](#).

Please remember that we, as part of Aalborg University, exercise problem-based learning (PBL), and that this should be reflected in your teaching. You can read more about PBL in the section titled "SUPERVISION" below.

Part of the teaching developed and conducted at the Bachelor's and Master's Programmes at AAU Business School is digital. We expect teachers at AAU Business School to acquaint themselves with the digital opportunities and offers provided by the AAU [Center for Digitally Supported Learning](#) and, as a minimum, with Panopto, Speak over PowerPoints and other media relevant to e-lectures. A [digital learning consultant](#) is affiliated to the Faculty of Social Sciences. When you plan your teaching, we encourage you to use these resources on an equal footing with the other teachers at the Bachelor's and Master's Programmes at AAU Business School.

About Presentation Material

When teaching at the Bachelor's and Master's Programmes at AAU Business School, you are employed by and thus represent the school – and no other company. You are welcome to mention your company in your presentation of yourself, possibly by including a slide on it. However, your company logo cannot be evident from all slides of the presentation.

We expect you to use the AAU Business School logo on all slides.

You are free to use your own presentation template – as long as you use our logo. Alternatively, you are welcome to use our PowerPoint template for presentations under the auspices of AAU Business School.

You can access a zip file containing AAU Business School logos and a PowerPoint template [here](#).



SUPERVISION

The leading pedagogical principle underlying the study programmes at Aalborg University is **Problem-Based Learning (PBL)**. In short, this means that the students to a certain extent work on real-life issues facing companies and/or society. They are addressed theoretically and methodically – and, if possible, with a view to outlining substantiated suggested solutions and reflecting on these. You can read more about PBL at Aalborg University [here](#).

Students at the Bachelor's and Master's Programmes at AAU Business School are introduced to the PBL principles systematically at the beginning of the first semester of the individual study programmes. Teachers must incorporate this into their general introduction to the programmes, and it must be considered a foundation for all teaching activities at the Bachelor's and Master's Programmes at AAU Business School.

A key activity supporting PBL at Aalborg University is project work, often conducted in groups. The students are affiliated to a project supervisor and will write a project report on a topic of their choice which must be related to an overall theme frame, though.

Supervisors of groups of three individuals or more are expected to promote peer learning between students. Use of peer review potentially optimises the time allocated to supervision. The programme management at the Bachelor's and Master's Programmes at AAU Business School encourages supervisors to regularly evaluate and initiate various learning designs – digital as well as interpersonal – aimed at promoting peer learning between students.

As a supervisor at one or more of the Bachelor's and Master's Programmes at AAU Business School we expect you to adopt a proactive role vis-à-vis the groups/students you supervise. Among other things, this means that we expect you to approach the groups/students assigned to you if they fail to contact you within the first two weeks¹. This also means that you, to a reasonable extent, must keep up-to-date on the progress of the groups/students assigned to you.

The Bachelor's and Master's Programmes at AAU Business School have developed a catalogue: "**Guidelines for Written Projects AAU Business School**", containing guidelines on the length, structure and layout of written assignments as well as the roles of the supervisor and programme secretary. You are expected to acquaint yourself with and to live up to these guidelines when supervising students at AAU Business School. You can access the guidelines [here](#).

As a supervisor you must acquaint yourself with the project formalities (see the curriculum and course description) and thus be able to inform the students of the correct way of citing sources to avoid plagiarism and similar issues. Also see the sections titled "Exams" and "Digital Exams" for more information on your duties in connection with exams.

We encourage project supervisors to participate in the educational activities for part-time academic staff offered by the AAU Business School.

¹ Unless other guidelines with similar effect have been laid down by the study board of the module in question.



In connection with your work as supervisor we expect you to acquaint yourself with the digital opportunities and offers provided by the AAU [Center for Digitally Supported Learning](#) and, as a minimum, create a Microsoft Teams profile. Microsoft Teams is the main online platform used by students and teachers at the Bachelor's and Master's Programmes at AAU Business School.

COMMUNICATING WITH THE STUDENTS

Teaching-related communication with the students is generally conducted via the university's e-learning platform, Moodle. This means that all electronic teaching material must be uploaded to Moodle in good time.

In that connection, the programme management at the Bachelor's and Master's Programmes at AAU Business School expects teachers to meet the deadlines assigned by the secretariat for the upload of material. Such material may be course descriptions, literature, slides from class etc.

Moodle also contains various fora, which may be used to send short messages or practical information to the students. You are expected to use these functions for all forms of communication with the students.

As project supervisor you must respond to messages from the students within a reasonable amount of time. There are various ways of organising the form, frequency and content of supervision, which we expect you to agree on with the coordinator and the students. Supervision may take the form of physical meetings – e.g. before or after class – emails with comments on written material or answers to questions and/or zoom, Skype or Microsoft Teams meetings.

In connection with physical or virtual 'spaces' for supervision and other meetings with full-time students at AAU Business School, the students are expected to create and book these 'spaces' and to inform and invite you in time.

EVALUATIONS

Regular evaluations conducted using SurveyXact represent an integral part of our quality assurance of the Bachelor's and Master's Programmes at AAU Business School. These evaluations contain both quantitative and qualitative questions and are submitted both to the programme management and the relevant study board processing them. Subsequently, they are submitted to the coordinator who will discuss the evaluations with the teachers at teachers' meetings or individually with the teacher in question.

The evaluations often contain very interesting information, and you are encouraged to take an interest in this information and possibly make changes to your teaching and supervision in cooperation with the coordinator, where relevant. To ensure the best possible matching of expectations, teaching and supervision, both for the students' and for your own sake.

In addition to the formal evaluations conducted by the Bachelor's and Master's Programmes at AAU Business School, you are welcome to conduct oral evaluations with the students to conclude your teaching. In connection with your teaching and supervision, we encourage you to regularly match your expectations with those of the students regarding relevant aspects of



your cooperation. You may choose to make a summary of this evaluation and draw on it in discussions at teachers' meetings.

MEETINGS WITH THE HEAD OF SECTION AND COORDINATOR

Shortly after you have arrived at the Bachelor's and Master's Programmes at AAU Business School, the head of section who will act as your superior will invite you to a start-up meeting. The head of section will make sure to put you in contact with the coordinators of your programme(s). The head of section will also make sure to put you in contact with the programme secretary/secretaries, who will help you coordinate your teaching.

The meeting will, as a minimum, include an introduction to the Bachelor's and Master's Programmes at AAU Business School, a matching of expectations concerning your role and tasks and initial planning.

As part of the ongoing development and quality assurance of the Bachelor's and Master's Programmes at AAU Business School, the programme coordinators will hold regular teachers' meetings addressing topics such as planning, student evaluations, academic development etc. Teachers at the Bachelor's and Master's Programmes at AAU Business School are expected to participate in these meetings.

We expect you to participate in ongoing and open dialogue on your tasks – especially if you should encounter problems or challenges in this context.





EXAMS

If you are unsure about the exam form, content or similar, we encourage you to clarify this with your programme secretary and/or coordinator before informing the students. The programmes include various forms of exams, e.g. written exams, oral exams with preparation and oral exams based on a project report.

As a teacher you are expected to acquaint yourself thoroughly with the module and course descriptions of the module where you will act as examiner. In particular, it is important to us that you acquaint yourself thoroughly with the module's learning goals and exam assessment criteria.

E.g. please note that if the student's learning outcome must be determined in an oral exam based on a written project, the final grade should reflect a joined evaluation of the written project and the oral exam.

Similarly, you are expected to be able to inform the external examiner of the learning goals and assessment criteria before an exam, in case of doubt.

Access to Examiner Notes

AAU is under obligation to provide examiners' notes in connection with the processing of exam complaints or if students request access to these notes. We therefore encourage you to take thorough, constructive notes during exams and grading. You can read more about this in Appendix 1 – Access to Examiner Notes.

DIGITAL EXAMS

All exam assignments must be submitted electronically via "Digital Eksamen", DE (Digital Exam). You can read more about DE [here](#).

Please note:

- In connection with written exams, grades cannot be reported via DE until all grades have been entered, ensuring that they are announced simultaneously.
- As supervisor for one or more students it is your responsibility to check the plagiarism status of assignments no later than two days after submission. The plagiarism status cannot exceed 1 per cent. For material with a plagiarism status exceeding 1 per cent, you must assess whether the material is in fact plagiarism. If this is the case, you must contact the course coordinator and programme secretary to discuss the further process. The majority of these cases are 'merely' a result of self-plagiarism and/or lack of referencing, though. We rarely see intentional cheating.

DIGITAL AIDS FOR MARKING PAPERS

Most exam papers must be submitted in PDF format via DE. You are therefore encouraged to use the many tools for commenting available in e.g. Adobe.

If you do not have access to an Adobe version that enables commenting, you can get a **free** Adobe Acrobat Reader DC [here](#).



GDPR – THE EU GENERAL DATA PROTECTION REGULATION

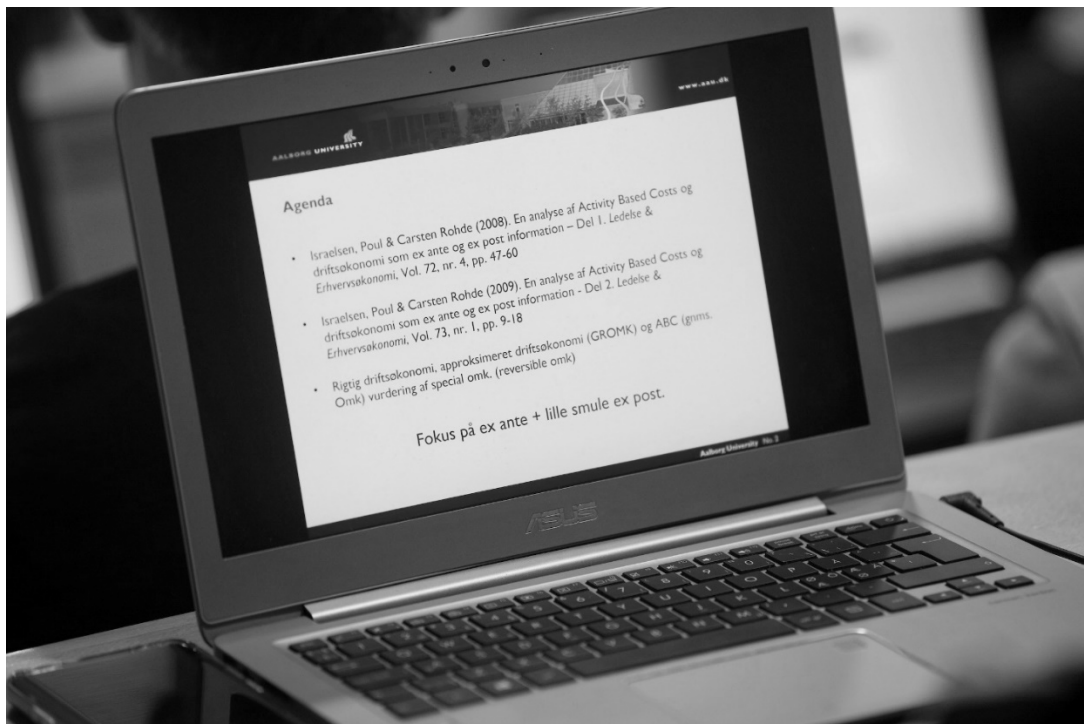
The new EU General Data Protection Regulation became effective on 25 May 2018, and it poses a number of demands on Aalborg University with regard to personal data processing. In that connection, the University Management has decided that all members of staff (academic staff, part-time academic staff, technical and administrative staff) must complete a Moodle course on the new EU General Data Protection Regulation.

The course takes approx. one hour.

You can find more information about the course and a link to the course in Appendix 2 – GDPR Course Instructions.

Please direct questions regarding the mandatory course and any reflections (including questions about handling specific cases) to Quality Control Manager Henriette Flindt Bjerg: hep@business.aau.dk.

Henriette will then make sure to pass on your comments and questions and thus ensure that we all learn how to act in specific situations involving personal data processing at AAU Business School.





INFORMATION ABOUT THE BACHELOR'S AND MASTER'S PROGRAMMES AT AAU BUSINESS SCHOOL

STUDY PROGRAMMES

The Bachelor's and Master's Programmes at AAU Business School comprise the auditing-oriented, economics, and economics and business administration programmes provided at Aalborg University. All our study programmes comprise a combination of campus-based activities, homework, assignments and project work.

The current programmes offered are: BA and MA in Economics, two- and four-year MSc in Economics and Business Administration – Auditing (also known as MA in Auditing), BSc in Economics and Business Administration, MSc in Economics and Business Administration – Finance, Innovation Management (Beijing), International Business, Marketing, Organisation and Strategy, and Management Accounting and Control.

The group of teachers and supervisors at the Bachelor's and Master's Programmes at AAU Business School includes both full-time researchers and teachers (academic staff) and part-time teachers (part-time academic staff) who typically have or have had a career in the auditing, economics or business economics sector and/or in management.

We assign great weight to maintaining a good balance between the various staff groups, which ensures research-based study programmes and strong roots in the right fields.

STRUCTURE

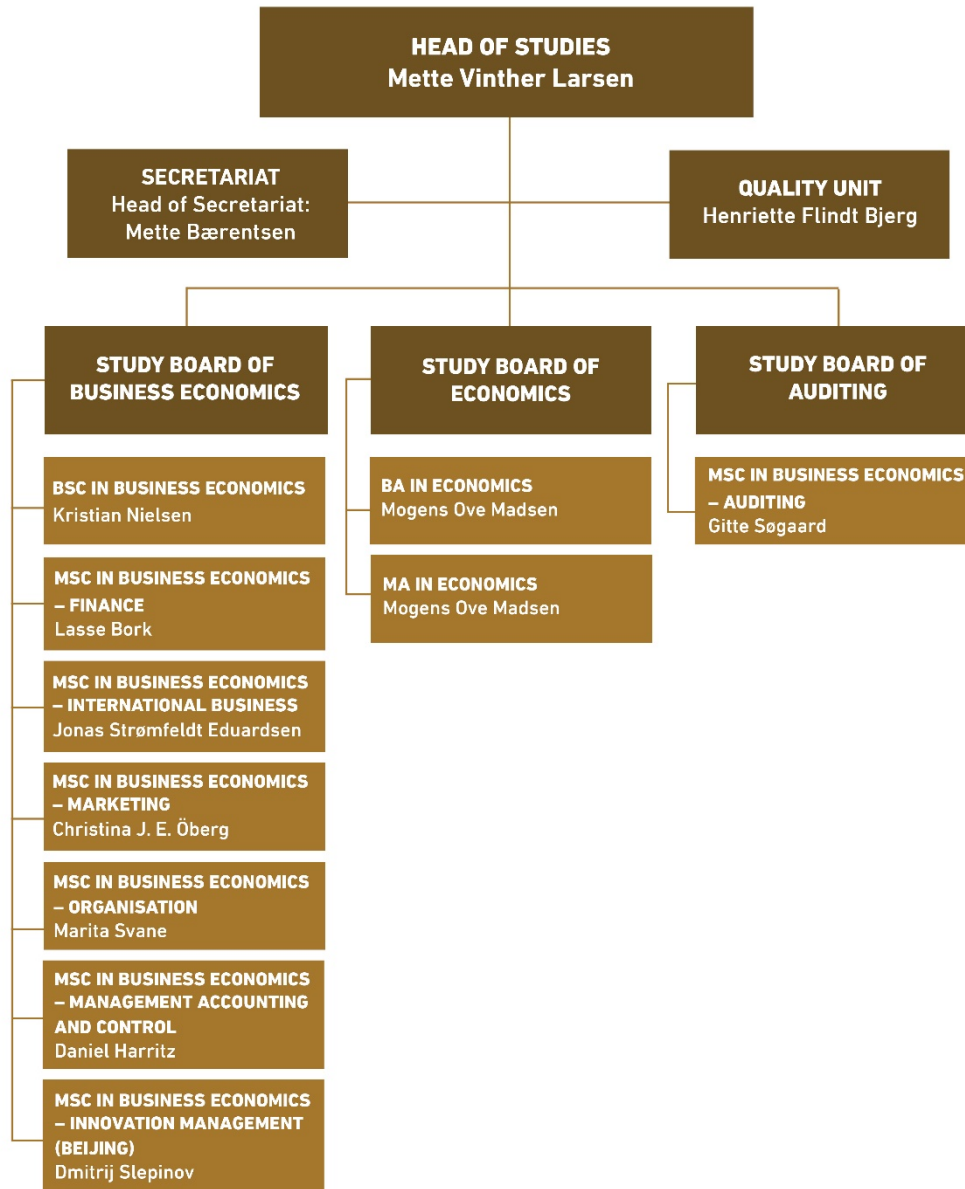
The Bachelor's and Master's Programmes at AAU Business School fall under the Faculty of Social Sciences at Aalborg University. The Bachelor's and Master's Programmes are headed by the head of studies, who is appointed by the respective study board, and a secretariat is affiliated to the unit.

The study board is responsible for the organisation, completion and development of study programmes and teaching in the programmes affiliated to the board and consists of selected representatives of the teachers and students in the programmes.

A chairman is chosen among the study board's teacher representatives, and a deputy chairman is chosen among the study board's student representatives. Each of the programmes that fall under the study board is headed by a course coordinator who is responsible for the day-to-day running of the programme, e.g. conducting teachers' meetings and similar.



Organisation Chart:





ROLES

HEAD OF STUDIES

The Bachelor's and Master's Programmes at AAU Business School are headed by Mette Vinther Larsen, who is Professor with Special Responsibility, Deputy Head of Department and Head of Studies and responsible for the overall running of the Bachelor's and Master's Programmes.



STUDY BOARD AND EMPLOYER PANELS

There are three study boards at the Bachelor's and Master's Programmes at AAU Business School: 1) [The Study Board of Economics and Business Administration](#), 2) [The Study Board of Economics](#) and 3) [The Study Board of Auditing](#), which on a daily basis ensure that the Bachelor's and Master's Programmes maintain a high level of quality and are constantly strengthened.

Each study board has an employer panel that meets twice a year to discuss relevant focus areas. The purpose of these meetings is to maintain ongoing dialogue, discussing and further developing the interplay between the content of the Bachelor's and Master's Programmes and the development and demand of the business sector.



COORDINATORS

A coordinator is affiliated to each Bachelor's or Master's programme at AAU Business School. The coordinator is responsible for the programme in question with regard to planning, completion, ongoing evaluations and development of the programme and its constituent parts etc. In this context, the coordinators are responsible for holding teachers' meetings in the individual programmes.

The programme coordinators are:



BA AND MA IN ECONOMICS
Mogens Ove Madsen



BSC IN ECONOMICS AND BUSINESS ADMINISTRATION
Kristian Nielsen



MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – AUDITING
Gitte Søgaard



MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – FINANCE
Lasse Bork



BUSINESS SCHOOL
AALBORG UNIVERSITY



**MSC IN ECONOMICS AND BUSINESS
ADMINISTRATION – INTERNATIONAL
BUSINESS**

Jonas Strømfeldt Eduardsen



**MSC IN ECONOMICS AND BUSINESS
ADMINISTRATION – MANAGEMENT
ACCOUNTING AND CONTROL**

Daniel Harritz



**MSC IN ECONOMICS AND BUSINESS
ADMINISTRATION – ORGANISATION AND
STRATEGI** Marita Svane



**MSC IN ECONOMICS AND BUSINESS
ADMINISTRATION – INNOVATION
MANAGEMENT (BEIJING)**

Dmitriji Slepunov



**MSC IN ECONOMICS AND BUSINESS
ADMINISTRATION – MARKETING**

Christina Jenny Elisabet Öberg



SECRETARIAT

The Bachelor's and Master's Programmes at AAU Business School have a team of dedicated programme secretaries who on a daily basis help students, teachers, external examiners and others, answering their questions and meeting their needs in a professional and accommodating way.

The programme secretaries perform a series of administrative tasks related to the day-to-day running of the study programmes, e.g. student counselling, coordination, planning and other programme-specific tasks.

The secretariat consists of seven programme secretaries and a head of secretariat.

Programme Secretaries

There is one programme secretary for each study programme, as listed below:

ECONOMICS – BA AND MA:



Tine Nørgaard

MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – AUDITING:



Bente Byrresen

BSC IN ECONOMICS AND BUSINESS ADMINISTRATION (1st, 2nd, 5th and 6th semesters):



Anne Koldgaard Jørgensen



MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – FINANCE:



Julie Søgaard

MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – ORGANISATION AND STRATEGI:



Karina Knudsen

MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – MARKETING and MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – INTERNATIONAL BUSINESS:



Birgitte Krogner

MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – MANAGEMENT ACCOUNTING AND CONTROL and BSC IN ECONOMICS AND BUSINESS ADMINISTRATION (3rd and 4th semesters):



Kathe Heuer Andersen



Head of Secretariat

The day-to-day management, organisation and structuring of the programme secretariat of the Bachelor's and Master's programmes at AAU Business School is undertaken by the head of secretariat who supports the programme secretaries in rooting the day-to-day running and strategic development of the unit.



Mette Bærentsen
Area Manager

Quality Assurance Unit

The Bachelor's and Master's Programmes at AAU Business School give high priority to the quality of the composition, structure and progression of the programmes.

The Quality Assurance Unit supports the head of studies, study boards and coordinators in connection with legal and quality-related issues in the day-to-day running and strategic development of the Bachelor's and Master's Programmes. The Quality Assurance Unit comprises:



Henriette Flindt Bjerg
Special Consultant



PRACTICAL INFORMATION

MOODLE

Our main channel for communication with the students is the e-learning platform Moodle. You can read more about Moodle and instructions for using the platform [here](#).

You can access Moodle for the Bachelor's and Master's Programmes at AAU Business School [here](#).

You are always welcome to contact the secretariat if you need help using Moodle.

MODULE LITERATURE

Teachers are encouraged to make teaching material available to the students in good time via Moodle. You may coordinate this with the relevant programme secretary.

As a teacher at Aalborg University you are encouraged to link to the syllabus/teaching material via the Aalborg University Library (AUB) where possible, instead of uploading material (e.g. PDF documents). AUB has produced a teachers' guide to correctly linking to course literature. You can find the guide [here](#).

Remember to cite sources clearly and correctly in Moodle in accordance with the [COPYDAN regulations](#).

You can read more about copyright and getting help from AUB [here](#).

AAU MAIL

All teachers/supervisors are expected to check their AAU mail regularly. You can access your account via Outlook or AAU webmail.

You can read more about AAU mail and find guides to sharing mailboxes and function boxes [here](#).



AAU PERSONAL PROFILE

All staff at AAU as well as externally affiliated individuals with a staff ID have an AAU personal profile with automatic presentation of their personal data.

The AAU personal profile is a service presenting data on staff at Aalborg University. The website is used both as an important window to the world and an internal reference tool.

You can find your personal profile [here](#).

You are expected to keep your personal profile up-to-date, uploading, as a minimum, a photo of yourself and a description of your job function, e.g. by stating 'Teaching and supervision at the Bachelor's and Master's Programmes at AAU Business School'.

ACCESS TO SOFTWARE

All staff at Aalborg University have free access to Office 365 (incl. 5 TB on Onedrive). You can read more [here](#).

TRAVEL REIMBURSEMENTS

Travel reimbursements are created and entered in our administrative system 'Rejse- og udlægssystem', also called RUS. You can find the system and instructions on using it [here](#).

You are responsible for completing and submitting travel reimbursements through the system shortly after completing an approved trip or paying for approved expenses. The administration team at the Bachelor's and Master's Programmes at AAU Business School can help you get started.

You may contact the administration team at: forvaltning@business.aau.dk

In connection with travel reimbursements, you must use your AAU mail, as all communication will be sent to this email address.



ADDRESSES

The Bachelor's and Master's Programmes at AAU Business School are housed at 2 Fibigerstræde, 9220 Aalborg Ø. Most of the teaching is conducted on campus on Fibigerstræde, Niels Jernes Vej or Kroghstræde. You can find a link to the campus map below:

[Fibigerstræde, Aalborg Ø](#)

The teaching is conducted in several buildings on Fibigerstræde.

Meals: The canteen is located on 15 Fibigerstræde within walking distance (2 min.). There are also two lunchrooms, one in FIB 2 (room 66) and one in FIB 11 (room 117), with coffee/tea for teachers.

[8A Niels Jernes Vej, Aalborg Ø](#)

Meals: There is a canteen within walking distance (5 min.) in the NOVI Science Park, 10 Niels Jernes Vej.

[Kroghstræde, Aalborg Ø](#)

Meals: There is a canteen within walking distance (2 min.) at 3 Kroghstræde.

[Aalborg University Library, Aalborg Ø](#)

Meals: There is a canteen within walking distance (10 min.). AUB staff are responsible for making coffee/tea available outside the classroom for students/teachers.

[IT Support, 3 Kroghstræde, room 2.106, Aalborg Ø](#)

IT Support is ready to help you solve both hardware and software problems. Read more about ITS [here](#).





FACILITIES

All classrooms have a projector and a blackboard, but you are expected to bring your own computer.

ROOM BOOKING

Classrooms and exam rooms are booked by the respective programme secretary.

REMUNERATION

Assistant Lecturers:

Assistant lecturers at AAU Business School must complete a monthly time sheet, before signing and submitting it to the secretariat. Your monthly hours cannot exceed full-time (37 hours per week). In addition, we encourage you to record your work hours in an Excel sheet or similar.

External Lecturers:

For external lecturers (DVIPs) at AAU Business School, the programme secretary will automatically report the hours granted, which will be adjusted on an ongoing basis throughout the semester. 1/5 of the total number of hours will be disbursed on a monthly basis (September-January and February-June). In addition, we encourage you to record your work hours in an Excel sheet or similar.

VIPs:

For VIPs at AAU Business School the programme secretary will automatically report the hours granted, which will be adjusted on an ongoing basis throughout the semester.

You can find the time sheet [here](#).

LINKS TO RELEVANT MATERIAL

In connection with your teaching, we expect you to acquaint yourself thoroughly with a number of materials before your first meeting with the students at the Bachelor's and Master's Programmes at AAU Business School. The purpose of this material is to support your planning and implementation of high-quality teaching:

- [Teaching Load Catalogue – Full time studies at AAU Business School](#)
- [AAU Business School – Full time studies at AAU Business School](#)
- [COPYDAN Guidelines](#)
- [Center for Digitally Supported Learning](#)
- [Principles Regarding Exam Questions](#)
- [Duty to Record in Connection with Exam Grading](#)



CONTACT INFORMATION

BA AND MA IN ECONOMICS

Programme Secretary
Tine Nørgaard
Fibigerstræde 2, room 93
Email: tinen@business.aau.dk
Phone: 9940 9628

Coordinator
Mogens Ove Madsen
Fibigerstræde 2, room 63
Email: mom@business.aau.dk
Phone: 9940 8177

MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – AUDITING

Programme Secretary
Bente Byrresen
Fibigerstræde 2, room 76
Email:
benteb@business.aau.dk
Phone: 9940 8264

Coordinator
Gitte Søgaard
Fibigerstræde 2, room 39
Email: gs@business.aau.dk
Phone: 2048 2217

BSC IN ECONOMICS AND BUSINESS ADMINISTRATION

Programme Secretary
Anne Koldgaard Jørgensen
(1st, 2nd, 5th and 6th
semesters)
Fibigerstræde 2, room 93
Email: ajo@business.aau.dk
Phone: 9940 9625

Coordinator
Kristian Nielsen
Fibigerstræde 11, room 113
Email: kn@business.aau.dk
Phone: 9940 8334

Kathe Heuer Andersen
(3rd and 4th semesters)
Fibigerstræde 2, room 76
Email:
katheha@business.aau.dk
Phone: 9940 3550

MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – FINANCE

Programme Secretary
Julie Rosenlund Søgaard
Fibigerstræde 2, room 99
Email: sogaard@business.aau.dk
Phone: 9940 8452

Coordinator
Lasse Bork
Fibigerstræde 2, room 51
Email:
lbork@business.aau.dk
Phone: 9940 2707



MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – INTERNATIONAL BUSINESS

Programme Secretary	Coordinator
Birgitte Krogner	Jonas Strømfeldt Eduardsen
Fibigerstræde 2, room 99	Fibigerstræde 11, room 25
Email: bk@business.aau.dk	Email: jse@business.aau.dk
Phone: 9940 8051	Phone: 9940 8364

MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – MARKETING

Programme Secretary	Coordinator
Birgitte Krogner	Christina Jenny Öberg
Fibigerstræde 2, room 99	Fibigerstræde 11
Email: bk@business.aau.dk	Email:
Phone: 9940 8051	cjeo@business.aau.dk
	Phone: 9940 8258

MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – ORGANISATION AND STRATEGY

Programme Secretary	Coordinator
Karina Knudsen	Marita Svane
Fibigerstræde 2, room 78	Fibigerstræde 11, room 67A
Email: karknu@business.aau.dk	Email:
Phone: 9940 2759	msvane@business.aau.dk
	Phone: 9940 2743

MSC IN ECONOMICS AND BUSINESS ADMINISTRATION – MANAGEMENT ACCOUNTING AND CONTROL

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FAQ

This section containing frequently asked questions is updated on an ongoing basis. You are welcome to contact Quality Control Manager Henriette Flindt Bjerg at kvalitet@business.aau.dk, if you have questions or suggestions for this Guide for Teachers.



APPENDICES

- **Appendix 1** – Access to Examiner Notes
- **Appendix 2** – GDPR Course Instructions



APPENDIX 1 – ACCESS TO EXAMINER NOTES

Below is an excerpt from an email sent to all departments at Aalborg University.

Topic: Access to examiner notes

To heads of department

CC: heads of study, chairmen of study boards and associate deans for education

AAU file number: 2018-440-00011

The Danish Agency for Science and Higher Education (hereafter the Agency) has impressed on AAU that AAU should make examiners' exam notes available to the students if they request access to the notes in connection with AAU's processing of exam complaints. AAU has received the above response from the Agency in connection with a student's complaint about AAU's refusal to grant the student access to the examiners' notes.

Case History and the Agency's Ruling

In connection with an exam complaint concerning assessment, the examiners had in their response referred to the notes they had taken during the exam. The student subsequently asked for access to the examiners' notes, but this was denied, as AAU argued that the examiners' notes should be considered internal notes. The student made a complaint to the Agency about AAU's refusal to grant the student access to the documents.

As stated in section 23 of the Examination Order, the external examiner and examiner must take notes during the performance and grading during assessment for the use of potential complaints. AAU has so far considered this to mean that the notes should form a basis for the statement provided by the examiners in connection with a complaint (in accordance with section 35, subsection 2). And therefore, AAU has up until now denied students access to examiners' notes.

According to the Agency, **AAU is legally bound to grant access to examiners' notes in connection with the processing of exam complaints if there is a request for access to these notes.**

AAU will take into consideration the Agency's response. This entails that AAU in the future will grant access to examiners' notes in connection with the processing of exam complaints.

Access to Notes

The above means that internal and external examiners at AAU must be aware that students may gain insight into the notes taken during exams.

It should be stressed, though, that the Agency at the same time specified that there are **no formal requirements** to the notes. The notes will continue to act as a tool that examiners make take as their point of departure when writing statements in connection with exam complaints.

It is important that all examiners are informed that examiners' notes may in the future be made available to the students.

As stated in section 23 of the Examination Order, the examiners must save their exam notes for at least one year or until any ongoing complaint cases have been settled.

It is very important that examiners save the documents for this period of time, making it possible to give students access to the notes, should they request access in connection with a complaint case.

Insofar as a student in connection with an exam complaint requests access to the examiners' notes, the member of staff processing the complaint will contact the examiners.



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If the student contacts the examiners, the latter may either refer to the member of staff processing the complaint or make the notes available to the student.

Please disseminate this information to academic staff at the department.

Please let me know if you have any questions regarding the above.

Kind regards,
Janni



APPENDIX 2 – GDPR COURSE INSTRUCTIONS

Information about and link to the course:

Welcome to AAU's course on the EU General Data Protection Regulation. The course will give you basic insight into the regulation and its potential effect on your work at AAU. The course will not consider the individual processes and systems of a research project or of Human Resources, Study Service etc. Instead it will prime you for understanding the framework for processing personal data and for identifying situations covered by the regulations. You can always find more specific information about personal data at AAU at www.persondata.aau.dk, which is updated regularly.

Seeing as all members of staff to some extent process personal data, the Management has decided to make the course mandatory to all employees, including managers at all levels.

The course comprises eight modules in Moodle, and you will find the course here:

1. Open your browser (Internet Explorer, Chrome, Safari or similar), and go to <https://gdpr.moodle.aau.dk/course/view.php?id=52>
2. Log in using your AAU Email and AAU password (same as for email etc.).
3. You are now in the course room 'Business and Management'.
4. Select "Enrol me" to sign up for the course in question.
5. Select Danish or English, depending on your personal preference.

Your status is evident from the box in the bottom right-hand corner in the Moodle room. The status must read: Complete.

Please note: If your programme settings prevent new window to open, you may not be able to access the course in step 5 above without having to allow new windows to open.

This warning will take different forms depending on the browser you have chosen:

In Internet Explorer you will typically see a warning that enables you to open the window. You will see it below the address bar or at the bottom of the Internet Explorer window.

In Chrome you will see a small window with a red cross above the address bar that you can click on to enlarge.

In Safari you need to change the settings in the "Safari" menu.

Which course room do I choose?

Choose the course room corresponding to your organisational affiliation. You will automatically be directed to the right room if you click on the link above. Rooms with faculty names are only available to staff in the faculty offices.

How long does the course take?

It takes about one hour to complete the course.

Will my answers to quiz questions be saved, and what if I get the answer wrong?

The questions in the material have been included only to help you reflect on what you have read/seen. If you get the answer wrong, you may consider going through the material again. Your answers are not saved; they will not be used in an evaluation of you; and if you get the answers wrong it will not affect your ability to complete the course.



When have I completed the course?

You have completed the course when you have completed all content and questions under the eight modules. You must also remember to read text that needs to be shown.

Can I return to the course at a later time?

Yes, if you need to interrupt the course or wish to return to the material as reference, you may do so.

Where can I find more information and get help?

If you need technical assistance accessing the course, please contact support@its.aau.dk – write "GDPR Moodle" as the subject of your email.

You can find more information at persondata.aau.dk, which is updated regularly. The site also contains contact information of you need help processing personal data.



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OVERVIEW OF CHANGES