



BUSINESS SCHOOL

AALBORG
UNIVERSITY

GUIDE FOR LECTURERS
BACHELOR'S AND MASTER'S PROGRAMMES
AAU BUSINESS SCHOOL

Autumn 2022

TABLE OF CONTENTS

INTRODUCTION

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

- 4 Study Programmes
- 4 Structure
- 4 Study Board and Employer Panels

OVERVIEW OF TASKS FOR TEACHING PREPARATION

- 5 Programme coordinator
- 5 Module coordinator
- 5 Secretariat

HOW TO PLAN YOUR TEACHING

- 6 Supervision
- 7 Moodle
- 8 Evaluations
- 8 Meetings with the Head of Section and Coordinator
- 8 Exams
- 9 Digital Exams
- 9 Plagiarism
- 9 Digital Aids for Marking Papers
- 10 Insight - the teaching credit/hour system

PRACTICAL INFORMATION

- 11 AAU mail
- 11 AAU Personal profile
- 11 Access to Software
- 11 Addresses
- 12 Room booking
- 12 Remuneration
- 12 Links to relevant material

CONTACT INFORMATION

APPENDIX 1 - ACCESS TO EXAMINERS' NOTES

INTRODUCTION

Dear lecturer,

We would like to welcome you as part of the Bachelor's and Master's Programmes at Aalborg University Business School.

The mission of AAU Business School is to create growth and prosperity regionally, nationally and globally by pushing the frontiers of business and economics through research and education to meet the challenges of tomorrow. Through applied business knowledge we set new standards for interdisciplinary impact at AAU in collaboration with visionary and proactive business partners.

Through contemporary educational programmes, we prepare graduates to identify and solve the future challenges of business through research-based and problem-based education. It is our ambition to enable our students to build competencies to become productive and proactive contributors to the public- and private-sector labour markets after graduation. We look forward to working together with you on offering our students inspiring and relevant study programmes.

This brochure is 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 all lecturers at AAUBS and that can service as a supplement to and preparation for meetings with your programme coordinator(s) and the study secretariat.

If it gives rise to any questions, do not hesitate to reach out to the study management at study@business.aau.dk.

Kind regards,

The Study Management AAUBS

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

STUDY PROGRAMMES

Aalborg University Business School offers Bachelor's and Master's Programmes in the fields of auditing, economics, and economics and business administration. All our study programmes comprise a combination of campus-based activities, self-study, assignments, and project work.

The current programmes offered are: BSc and MSc in Economics, two- and four-year MSc in Economics and Business Administration – Auditing, BSc in Economics and Business Administration, MSc in Economics and Business Administration – Finance, Innovation Management (Beijing), International Business, Marketing & Sales, Organisation, Strategy and Leadership, Business Data Science and Management Accounting and Control. In addition, we offer the Cand. Tech. in Entrepreneurial Business Engineering.

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

STRUCTURE

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

The study board is responsible for approving study programmes and consists of selected representatives of lecturers and students.

A chairman is chosen among the study board's VIP 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 programme coordinator who is responsible for the day-to-day running of the programme, e.g. conducting lecturers' meetings and similar.

STUDY BOARD AND EMPLOYER PANELS

There are two 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](#) which on a daily basis ensure that the Bachelor's and Master's Programmes maintain a high level of quality.

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 programmes and the development and demand of the business sector.

OVERVIEW OF TASKS FOR TEACHING PREPARATION

Each programme, both bachelor's and master's specializations, have a programme coordinator that works in close collaboration with all module coordinators at the given programme.

PROGRAMME COORDINATOR

- Develops and updates the study programme and semester descriptions and ensures progression between semesters
- Plans the timetable in collaboration with the study secretary who manages timetable planning, room booking and exam planning
- Is in charge of presentations of the programme in relevant forums (e.g., 5th semester) and represents the programme in relevant committees
- Plans the semester introduction and ensures onboarding of new students
- Completes a qualitative evaluation of the semester after the last teaching session
- Distributes teaching evaluations to the module coordinators
- Invites the research group to develop the education, discuss evaluations and ensure progression between modules
- Advises module coordinators on educational issues and procedures

MODULE COORDINATOR

- Staffs the module in dialogue with the education team of the module. In case of resource needs or questions, the study management can be involved
- Identifies the need for internal examiners and staffing in collaboration with the study coordinator
- Updates the module description in Moodle before the deadline of acceptance by the study board
- Coordinates the teaching time slots in collaboration with the study secretary who manages timetable planning, room booking and exam planning

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, lecturers, 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 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.

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.

HOW TO PLAN YOUR TEACHING

All curricula can be found at www.studieordninger.aau.dk. The curriculum outlines the overall foundation, objectives and structure of the programme as well as goal descriptions for each individual module.

All modules offered in the 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 student work load of approx. 27 hours. For example, the total effort expected of students doing a 5-ECTS credit module should thus correspond to approx. 135 hours. Your course preparation should take the time and work load the course is meant to represent as its point of departure.

We have developed a teaching load catalogue outlining the norms of various teaching activities and offering inspiration for how your teaching may be organised. The catalogue can be accessed [here](#). The teaching load catalogue aims to support the implementation of problem-based learning activities that is a foundation for teaching at Aalborg University.

At AAU Business school we develop and conduct digital teaching whenever it supports the overall pedagogical and didactical ambition of the module. For an overview of digital opportunities available see: [Center for Digitally Supported Learning](#). A [digital learning consultant](#) is affiliated to the Faculty of Social Sciences where you can get feedback and support when developing your module.

Powerpoint templates

An AAUBS PowerPoint template is available [here](#).

You are free to use your own presentation template, but we encourage the use of the AAU Business School logos which you can also access following the link above.

If your primary employment is not AAU Business School, you are welcome to mention your primary affiliation in your presentation of yourself, possibly by including a slide on it. However, your company logo should not be evident from all slides of the presentation.

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 AAU Business School are introduced to the PBL principles systematically at the beginning of the first semester of the individual study programmes. Lecturers must incorporate this into their general introduction to the programmes, and is to be considered a foundation for all teaching activities at AAU Business School.

The 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 within the module frame.

As a supervisor 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 weeks. This also means that you, to a reasonable extent, must keep up-to-date on the progress of the groups/students assigned to you.

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. The form and frequency should be aligned with the module coordinator.

As a supervisor you must acquaint yourself with the project formalities (see the curriculum and module description) and thus be able to inform the students of the correct way of citing sources to avoid plagiarism and similar issues. A guideline for the length structure and layout of written products can be found in the catalogue: “Guidelines for written products” [here](#).

Also see the sections titled “Exams” and “Digital Exams” for more information on the activities connected to exams.

MOODLE

The learning management system Moodle is used at all programmes at AAUBS, and all electronic teaching material must be uploaded to Moodle.

The deadline for updating Moodle rooms with information for approval by the study board is:

Spring semester

- First deadline for the study board: 1st of December
- Second deadline for revision to the study board: 7th of January

Autumn semester:

- First deadline for the study board: 1st of June
- Second deadline for revision to the study board: 7th of August

Moodle also contains various fora, which may be used to send short messages or practical information to the students.

Lecturers are encouraged to make teaching material available to the students in good time via Moodle. You may coordinate this with the relevant programme secretary. Please 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 lecturers’ guide to correctly linking to course literature. You can find the guide [here](#).

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

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

You can read more about Moodle and instructions for using the platform [here](#).

The overview of content that must be available on Moodle can be found [here](#).

For an overview of the possibilities to use Moodle see: <https://www.en.its.aau.dk/instructions/Moodle/Instructions+for+employees/>.

EVALUATIONS

At the end of each module, evaluations are conducted using SurveyXact which represent an integral part of our quality assurance. These evaluations contain both quantitative and qualitative questions and are processed by both the study management, the programme coordinator and the relevant study board. In addition, they are forwarded to the module coordinator who will discuss the evaluations with the lecturers at evaluation meetings or individually with the lecturer in question.

In addition, each semester is concluded by an oral evaluation conducted by the programme coordinator.

MEETINGS WITH THE HEAD OF SECTION AND COORDINATOR

Shortly after you have become affiliated with the Bachelor's or/and Master's Programmes at AAU Business School, the study management will invite you to a start-up meeting where we will introduce the Bachelor's and Master's Programmes at AAU Business School, and match expectations concerning your role and tasks in teaching at AAUBS.

EXAMS

The programmes include various forms of exams, e.g., written exams, oral exams and oral exams based on a project report.

Exams may be either groups exams or individual exams. In all cases, an individual assessment of each student's performance is made. This assessment must evaluate to what degree the student's performance fulfils the module's learning objectives (see more information on exams at AAU [here](#)).

Grading is based on the Danish [7-point grading scale](#).

It is important that you acquaint yourself thoroughly with the module's learning goals and exam assessment criteria prior to the 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.

Please be aware of the distinction between the oral exam and the oral exam based on a project.

Oral exam

In this exam format the student's oral examination performance forms the basis for the assessment. The examination form "Oral" is used, for example, where the students attend the exam and draw a topic (possibly including preparation time), or where the students submit a synopsis or other material on which the oral exam is based, but which is **not** included in the assessment basis.

Oral exam based on a project

In this exam format the student has prepared a project that forms the basis for the oral examination and the project is included as part of the overall assessment basis.

"Project" must be understood in the broadest sense of the word and includes, i.e., classic written projects, mini-projects, articles.

The form "Oral exam based on a project" is used, for example, if the student has prepared a written project, which must subsequently be defended at an oral examination, and where both the written project and the oral defense are included in the assessment, so the final grade reflects a joined

evaluation of the written project and the oral exam.

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 Examiners' Notes.

DIGITAL EXAMS

The students submit all exam assignments 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 the deadline.

PLAGARISM

If you as an examiner suspect plagiarism e.g. based on the percentage of plagiarism in Digital Exam, please contact the study management at study@business.aau.dk as soon as possible and follow the guidelines here: [Procedure regarding exam cheating \(aau.dk\)](#).

While awaiting response, please do not enter any grade or assessment in Digital Exam.

Please note that a high percentage rate of duplicated content does not necessarily imply plagiarism. An assignment with extensive but correct citation or with appendices forming part of the main document can result in a very high percentage rate without implying plagiarism.

If the percentage rate is 90 or 100% it can reflect that the assignment is being checked against a previous version of 'itself'.

For more information see: <https://www.en.de.aau.dk/assessors/Frequently+Asked+Questions/>

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](#).

INSIGHT – THE TEACHING CREDIT/HOUR SYSTEM

AAUBS has a teaching credit/hour system called "Insight" that helps you keep track of your teaching hours as well as request changes to the current activities. Insight will assist you in getting an overview of your teaching activities for the semester and an overview of your planned teaching activities for the coming semester.

You can learn more about how teaching is planned and how activities are translated into teaching hours in the norm catalogue (see previous under "how to plan your teaching").

You will receive an email in the beginning and end of each semester telling you to check and validate your hours in the system. However, we encourage you to visit the system on a regular basis to make sure your teaching hours are correct, and the proper activities are assigned to you.

You can find an introduction guide to the system [here](#).

Insight states the balance of your teaching activities. All new employees will receive a 50 % reduction of teaching obligation during their first semester of employment, which will be stated in Insight. The bank status shows the number of hours that are below or exceed your expected teaching obligation. Any bank discrepancies larger than +/- 250 hours need to be approved by your staff manager or the hours will be increased/deducted within the approved range.

If you have any questions regarding the system or your hours, please reach out to insight@business.aau.dk.

PRACTICAL INFORMATION

AAU MAIL

All lecturers/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 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. Please note that you should have an updated teaching portfolio available at VBN (see more [here](#)).

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

ACCESS TO SOFTWARE

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

ADDRESSES

The Bachelor's and Master's Programmes at AAU Business School are located at Fibigerstræde 2, 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 Fibigerstræde 15 within walking distance (2 min.). There are also two lunchrooms, one in FIB 2 (room 66) and one in FIB 11 (room117) with coffee/tea.

[Niels Jernes Vej, Aalborg Ø](#)

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

[Kroghstræde, Aalborg Ø](#)

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

[Aalborg University Library, Kroghstræde 3, 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.

[IT Support, Kroghstræde 3, 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, whiteboards and cameras for streaming installed. You are expected to bring your own computer.

ROOM BOOKING

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

REMUNERATION

External Lecturers:

For external lecturers (DVIPs) at AAU Business School, the study administration 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).

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. The following page contains an overview of these materials: [Information til VIP \(aau.dk\)](#).

Please see below direct links to some important documents and resources:

- [Teaching Load Catalogue – 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

STUDY MANAGEMENT

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STUDY BOARDS

STUDY BOARD OF ECONOMICS AND BUSINESS ADMINISTRATION

STUDY BOARD OF ECONOMICS

Email: forvaltning@business.aau.dk

APPENDIX 1 – ACCESS TO EXAMINERS’ NOTES

The Danish Agency for Higher Education and Science (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 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.

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.