



BUSINESS SCHOOL
AALBORG UNIVERSITY

GUIDE FOR LECTURERS

BACHELOR'S AND MASTER'S PROGRAMMES

AAU BUSINESS SCHOOL



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INTRODUCTION

Dear lecturer,

We would like to welcome you as part of the Bachelor's and Master's Programmes at AAU 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 and 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.

Kind regards

The Study Management AAUBS



BACHELOR AND MASTER PROGRAMMES AT AAU BUSINESS SCHOOL

STUDY PROGRAMMES

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

The current programmes offered are: BA and MA in Economics, two- and four-year MSc in Auditing, two BSc in Economics and Business Administration, MSc in Economics and Business Administration within the following specialisations – 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. degree 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 recommended by the two study boards and approved by the Dean - and a secretariat is affiliated to the unit.

The study boards are 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 BOARDS 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 1-2 times 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, each bachelor's programme and each master specialization, has 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 ensure 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 and represents the programme in relevant committees
- Plans the semester introduction and ensure onboarding of new students
- Completes a qualitative evaluation of the semester after the last teaching session
- Invites the research group to develop the education, discuss evaluations and ensure progression between modules
- Advises module coordinators on educational issues, procedures and changes - as well as study boards and study management - if needed

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 included.
- Identifies the need for internal examiners and staffing in collaboration with the study coordinator.
- Updates the module description before the deadline of acceptance by the study board.
- Responsible for updating the module in Moodle.
- Coordinates the teaching time slots in collaboration with the study secretary who manages timetable planning, room booking and exam planning
- Discusses new ideas for changing the curriculum and learning objectives with the education team if needed and submit these to the study board for approval

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 and teaching support, 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 study administration 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.

In the section: "Contact information" you can see how you can get in touch with the study management, study boards, coordinators, the secretariat and the quality assurance unit.



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 and learning objectives 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 as its point of departure the time and work load the course is meant to represent.

Teaching at AAUBS is research based. This means that you are welcome to and expected to give your own perspective as an academic researcher – an expert – on textbooks, papers, current events and other examples whenever relevant. You can draw your own work for examples, assignments, texts and methods in your teaching.

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, including teaching, exercises and supervision at AAU Business School.

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 have several digital tools available to support the teaching activities. 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 AAU Business School 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 in 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

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 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 take the form of physical meetings as a rule – e.g. before or after class – but can also be emails with comments on written material or answers to questions and/or zoom, Skype or Microsoft Teams meetings if needed. The frequency of meetings should be aligned with the norm catalogue.

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, general rules for using generative AI at AAU in project work and examinations, and similar issues. A guideline for the length structure and layout of written products can be found in the catalogue: “**Guidelines for Written Projects AAU Business School**” [here](#). The rules regarding generative AI at AAU can be found [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 applied in all programmes at AAUBS, and all electronic teaching material must be uploaded to Moodle.

A course description must be prepared for each module and for each semester a semester description. Before each semester, the module coordinator will receive a mail from our quality unit with templates and a deadline for submitting the course description for approval by the Study Board. The same applies to the programme coordinator and the semester description.

The deadline for updating content in Moodle is for the Spring semester January 15 and for the Autumn semester August 15.

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

Lecturers make teaching material available to the students via Moodle (e.g. teaching slides). 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 in 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](#).

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

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 to 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.

MEETING WITH YOUR STAFF MANAGER

Within three months of joining AAU Business School, your staff manager will invite you to an introductory meeting. This meeting will introduce you to AAUBS and align expectations regarding your roles and responsibilities as an employee at AAUBS.

If you need help or sparring as a new employee in connection with teaching or research, please contact your research group or your staff manager.

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 group 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 (for more information on exams at AAU see [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 based on a project exam.

Oral

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 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.a. classic written projects, mini-projects, articles.

The test form "Oral 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 the [Examination policies and procedures for Aalborg University](#).

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.
- **IMPORTANT!** 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.

PLAGARISM

If you as an examiner suspects plagiarism e.g. based on the percentage of plagiarism in Digital Exam, please contact the Study Administration at karknu@business.aau.dk as soon as possible and follow the guidelines.

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/#379939>



TEACHING HOUR SYSTEM

AAUBS has a teaching hour system that helps you keep track of your teaching hours. At AAUBS we have a Study Hour Coordinator who 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 when it is needed.

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.

All new employees will receive a 50% reduction of teaching obligation during their first semester of employment, which will be stated in our Teaching Hour System.

It is the intention that you do not teach too much or too little on a yearly base. However, situations may occur where you for various reason have too many or too few teaching hours. In such situations you make an agreement with your staff manager about how the surplus or deficit in teaching hours should be handled.

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 administration for 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 (Fibigerstræde 2, room 66) and one in FIB 11 (Fibigerstræde 11, room 117) with coffee/tea.

[Niels Jernes Vej 8A, 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, Aalborg Ø](#)

Meals: There is a canteen within walking distance (10 min.).

[IT Support, 3 Kroghstræde, 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

Given that teaching is planned and reported before the start of the semester by module coordinators, then the salary for teaching will begin at the start of the semester and be distributed 1/5 over the next five months. This means that salary payments will start:

- For the autumn semester, at the end of September and over the next five months
- For the spring semester, at the end of February and over the next five months

Approximately one and a half months into the semester, teaching and supervision hours will be validated. Subsequently, these hours will be reported for payroll. This means that salary payments will be added to any teaching hours or salary for supervision will start and be distributed over the next three months:

- For the autumn, this will happen in November and over the next three months
- For the spring, this will happen in April and over the next three months

Additionally, there will be a final payroll run, where all oral and written exams are included:

- For the autumn, this will happen at the end of February – so the salary will come in April
- For the spring, this will happen at the end of August – so the salary will come in September

As a side note, please be aware that you will receive an email at the end of each semester, asking you to validate your hours. You will receive this email:

- For the autumn, around the beginning of February
- For the spring, around the beginning of August

If you have general questions about salary payments and employment, you can contact the Study Management.

If you have questions related to hours and their registration, you can contact:

Insight@business.aau.dk

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

STUDY MANAGEMENT

HEAD OF STUDIES

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STUDY BOARDS

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Chairman
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