INTERNATIONAL BUSINESS ACADEMY

AP DEGREE IN FINANCIAL MANAGEMENT

Academy Profession Programme

International Financial Management and Financial Services

Curriculum

And Academic Regulations

2011 – 2013

September

2011

These academic regulations and the curriculum will apply to students commencing their studies September 1st and is common to the following institutions:

Erhvervsakademi Aarhus
www.akademiaarhus.dk

Professionshøjskolen

University College Nordjylland
www.ucn.dk

Erhvervsakademi SydVest
www.easv.dk

International Business Academy
www.iba.dk

Erhvervsakademiet Lillebælt
www.eal.dk

Erhvervsakademiet Copenhagen Business
www.cphbusiness.dk

Erhvervsakademi Sjælland
www.easj.dk

Erhvervsakademi Dania
www.eadania.dk

Erhvervsakademi Midtvest
www.eamv.dk

Preface

The academic regulations and the curriculum for the programme have now been divided into a common national core curriculum, and a local curriculum individual to the local institution.

The national core curriculum has been drafted in common and will apply to Erhvervsakademi Århus, Erhvervsakademiet Copenhagen Business, Professionshøjskolen University College Nordjylland, Erhvervsakademiet Lillebælt, Erhvervsakademi Dania, Erhvervsakademi Midtvest, Erhvervsakademi Sjælland, Erhvervsakademi SydVest and International Business Academy.

The academies of professional higher education behind this national core curriculum have agreed to cooperate to ensure the national competence level and to cooperate on credits and accreditation, especially through a common structure for external exams and uniform procedures.

The partners in this network have likewise agreed to effect any changes to the national core curriculum together on a joint basis of the ongoing evaluation process and with the involvement of the national Advisory Board representing a.o. Finanssektorens Arbejdsgiverforening, HK, Finansrådet, Finansforbundet, Realkreditrådet, Forsikring & Pension, Forsikringsakademiet, Ejendomsforeningen Danmark, and Dansk Ejendomsmæglerforening.

September 2011

INTERNATIONAL BUSINESS ACADEMY

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1 Introduction

The academic regulations and curriculum for the Financial Management AP programme was established in accordance with the guidelines of the Government Order 636 of 29th June 2009 governing academy and university college bachelor programmes and of the Government Order 697 of 3rd July 2009 relating to this Financial Management Programme (AP Degree).

The programme is designed so that horisontal credits are ensured between the institutions offering the programme in Denmark: Erhvervsakademi Århus, Erhvervsakademiet Copenhagen Business, Professionshøjskolen University College Nordjylland, Erhvervsakademiet Lillebælt, Erhvervsakademi Dania, Erhvervsakademi Midtvest, Erhvervsakademi Sjælland, Erhvervsakademi SydVest and International Business Academy.

The institution above cooperate with organisations and stakeholders in the financial sektor, a.o. Finanssektorens Arbejdsgiverforening (employers), HK (office workers), Finansrådet (Bankers' Association), Finansforbundet , Realkreditrådet (mortgage association), Forsikring & Pension (insurance and pension), Forsikringsakademiet (insurance academy), Ejendomsforeningen Danmark (property management), and Dansk Ejendomsmæglerforening (real estate agents).

The curriculum offers an overview and a description of the subjects and activities of the educational programme and the scheduled order, the teaching and learning approaches, and the examinations.

The national core curriculum contains a description of:

- Contents of the programme
- Compulsory subjects (esp. Themes)
- Core areas
- Examinations common to all institutions
- Regulation of credits
- Description of individual modules (incl. Of electives, internship periods, and final exam projects)

The institution's local curriculum contains a description of

- Regulations or internship procedures
- Study abroad structure
- Learning styles and philosophies
- Bounded conditions (rules for following the teaching)
- Quality assessment of the educational programme
- Special access and credits

2 General issues

Aims and objectives of the educational programme

The aim of the educational programme is to qualify the graduate to work independently with the planning, organization and realization of tasks within finance, investments, insurance, real estate and administration of property.

The graduate should be able to work nationally with key issues of an enterprise and with financial counselling services

The graduate should be able to perform tasks in a broad perspective and in cooperation with other persons of different cultural and educational backgrounds.

The name of the AP programme and the title of graduates

The name of the the educational programme is the Financial Management programme. The graduates are entitled to use Academy Programme Degree in Financial Management.

Admission

Admission to the educational programme follows Ministerial Order no. 87 of 7th February 2011 on admission, enrolment and leave in higher education and the current admission requirements cf. www.uvm.dk/videre/generelt/adgang.htm.

Please check the institution's own curriculum for rules on this.

Duration of the educational programme

The education is a short-cycle professional higher education taking 2 years.

3 Contents of the programme

Structure

The subjects and activities of the educational programme have been alloted credits in accordance with the European Credit Transfer System (ECTS). By using this formalized ECTS system it is possible to give credits for the educational programme in relation to other study programmes within higher education in Denmark or abroad. 60 ECTS credits correspond to the full-time workload of a student for one year and the whole education thus comprises 120 ECTS points.

The educational programme consists of a compulsory part and a elective part. The compulsory part constitutes 90 ECTS incl. of exams, and the elective part 30 ECTS, divided into 5 ECTS elective (specialized competences), internship 15 ECTS, and final exam project 10 ECTS.

3.1 Compulsory part (90 ECTS)

Thematic modules are organised according to 6 competences related themes. Learning outcomes for these are described in a later chapter.

Themes are designed in such a way that each theme uses programme elements from different core areas cover one holistic module which relates to the purpose and objective of the programme.

The themes contain all the individual elements from the core areas as described in the Government Order (the learning objectives for core areas can be seen in a separate document called “Curriculum Details”)

Distribution on Themes

ECTS points relate to relative student workload

Modules per theme	**ECTS**	**Theme 1**	**Theme 2**	**Theme 3**	**Theme 4**	**Theme 5**	**Theme 6**
		Introduction to financial business and methods and basic skills	The financial sector and financial products	The financial sector in society	Personal finances and counseling	Counselling corporate customers	Financial enterprises and organisations
Financial Enterprise and markets and marketing	**14** **8**	2	5	3 4	1	2 1	1 3
Personal finance	**7**				7		
Business Economics	**15**	4,5			2	8,5	
Global Economics	**10**	3,25		3,75		2	1
Business law	**12**	2	5	0,25	1	2	1,75
Statistics	**11**	7		4			
Customer/Client relationship	**8**	0,5			4	1,5	2
Communication and management	**5**	0,75				3	1,25
Total		**20**	**10**	**15**	**15**	**20**	**10**
ECTS total per semester		**30**		**30**		**30**	

3.2 Individual Programme Elements (30 ECTS)

The individual elective part consists of three elements: An elective (specialized competences), internship, and final exam project.

Electives (5 ECTS)

The specialisation areas are:

- Finance advice
- International financial relations
- Real estate business
- Conveyance of real property and administration of real estate
- Financial management of private and public enterprises

Each student can select only 1 period of specialisation with the alloted study period. Detailed contents of the specialization period appear from the documentation issued by the institution.

Internship in a company (15 ECTS)

All students have to work for 3 months with a company or an organisation. The internships are in 4th semester. Learning outcomes are described in the elective part.

Regulations and procedures about the internship are described in the institutional part.

Final examination project (10 ECTS)

In the examination project the student will demonstrate the ability to work with a complex problem related to a specific task within the area of finance, using proper academic method.

The problem formulation should be done in cooperation with a company or and organisation in the financial sector or in a financial management function in a private or public enterprise.

Each institution publishes guidelines for the final project every year.

4 Examination, tests and assessment

4.1 Terms and conditions

Tests and examinarions are laid down in accordance with

- "Ministerial Order on examination at certain higher educational programmes under the Ministry of Education", Mininsterial Order no. 1016 of 24th August 2010.
- "Ministerial Order on the Danish marking scale and other assessments", Ministerial Order no. 262 of 20th March 2007.
- "Ministerial Order on the Financial Management Programme", Ministerial Order no. 636 of 29th June.

Also check for current versions on www.retsinfo.dk which has the latest changes and versions.

Every student must enroll for 6 exams, of which 3, including the final examination project, are external (i.e. with external examiners) and 3 are internal examinations. All examinations must be

passed (a minimum mark of "2" or "pass"). Examination must be taken in the first examination period after the end of instruction. If withdrawal from the examinations is not registered in due time, the examination will be considered to have started seen in relation to the allowed number of attempts. This is, however, not enforced if the student is prevented from participating due to illness. If an examination is not passed, the student may re-sit, but the student cannot sit for the same examination more than 3 times. The college decides the time of re-examination. The college decides who will be given access to re-examination. Passed examinations cannot be retaken.

It is a prerequisite for the advancement to the second year tht the student has passed the first year examination. Similarly, advancement to the elective part can only take place if the student has passed all previous examinations and also all the bounded conditions or compulsory assignments and projects. All external and internal exams have to be passed before the student can go to the 3rd external examination.

4.2 Examination structure AP Degree Financial Management

Semester	Subjects and modules	Exam title	Date of exam
2nd semester	Global economics, business law, business economics and statistics	First Year Exam (1st External)	7th June 2012 Reexamination 9th August 2012
2nd semester	Personal finance and law relating to personal finances, financial enterprises and markets, customer relations	Private counselling (1st Internal)	Week 24-26
3rd semester	Business economics, management and communication, , financial enterprises and markets, customer relations.	Corporate counselling (2nd External)	Start 5th December 2012 Reexamination start 11th January 2013
3rd semester	Written exam in business law and global economics	Financial skills (2nd Internal)	4th December 2012 Reexamination 9th January 2013
4th semester	Internship and elective	Specialised Competencies (3rd Internal)	Hand in 2nd April 2013
4th semester	Final exam project	Final exam project 3rd external)	Hand in 29th May 2013

4.3 Description of the exams of the programme

First year exam (1st External)

At the end of the second semester a 6-hour exam is organised, comprising the subjects of global economics, business economics, business law and statistics.

The exam paper is constructed by a national exam commitee. The exam will demonstrate the student's ability to use knowledge acquired during the first and second semesters.

One overall grade or mark is given. Part-grades or marks are secret.

Advicing private customers (1st Internal)

At the of semester 2 will organise a 30-minute oral exam in Personal finance, financial enterprises and customer relations base don modules from 4 themes of the programme.

The exam is an individual oral exam and has the form of a role play followed by other exam questions.

Part 1 of the exam – invitation to dialogue – is a counseling situation where the student (financial adviser) introduces a financial product or service for the xaminator (client). The dialogue takes departure in the material issued to the examinee before the actual exam.

Part 2 of the exam is a dialogue concentrating on elected financial issues of relevance to the material issued.

Advicing business clients (2nd external)

At the end of semester 3 the school organzises an oral examination of 30 minutes' duration. Each student is given at least 5 days and nights to prepare for a comprehensive, multidisciplinary case. The Questions and the case are constructed by a national exam committee.

On the day of examination, each student draws a question and is given 60 minutes' preparation time before the oral exam.

The exam is graded with one overall mark according to the Danish scale of marks.

Professional skills testing (2nd internal)

At the end of semester 3 the school organizes a written examiniation in the subject of global economics of 120 minutes' duration and a written examination in the subject of business law of 120 minutes' duration.

The exams are evaluated with one grade each, but the test has to be passed with a pass average. The student is only informed of the average mark.

Specialised competencies exam (3rd internal)

During the internship the student is going to work with a small problem formulation that has been chosen together with the company or the school. The student has to make a problem formulation that is answered in a 5-page written report.

In addition the student has to keep a log during the learning course. The log book or a summary of the log book on 1 or 2 pages has yo be handed in together with the written report.

The school organizes a 30 minutes oral internal examination the students' learning outcomes from the internship period.

The exam is graded with a mark.

Final examination project (3rd external)

After semester 4 the final examination project is followed by oral defense of 45 minutes duration incl. of evaluation time.

The examinee must in his/her final examination project should demonstrate the ability of the student to work independently and methodologically with a complex situation related to a specific task within the area of finance.

The project should be based on the key issues of the educational programme and may contain central elements from the student's specialization.

The topic of the final examination project should be formulated by the student in cooperation with the college and usually in cooperation with a company. The college approves of the problem formulation.

The final examination project is worked out individually or in groups of two or three students. In the case the project is not accepted as passed a new project has to be prepared. Group members who do not pass are subject to the same rule.

Rules concerning size, deliverey and requirements as to individual or group work can be found in the school's exam guidelines.

One overall mark is awarded for the written (70 % weight) and oral (30 % weight) parts and the student is only informed of the overall mark.

If the final examination project is written in Danish, spelling and wording accounts for 10 % of the mark (out of the 70 % weighted written part). Each school may allow students special permission to prepare the project in English language.

5 Complaints

The examinee may see the regulations for complaints in

- "Ministerial Order on examinations at certain higher educational programmes under the Ministery of education", Ministerial order no.
- The responsible director for the programme at each school for further information, cf. also www.kvu-censor.dk.

Complaints are to be handed in to the administrative office of the school no ater than two weeks after publication of a decision by the school.

6 Compulsory part – description of the competence related themes 1-6 of the education programme

6.1 Theme 1 – Introduction to financial business and methods and basic skills

In the first of the education programme themes, a good introduction to the studies is organized, with emphasis on the establishment of a good basis of fundamental professional skills – cmbined with focus on teamwork, methodology, development of skills and competencies, and an overview of the function of enterprises in the financial business sector.

Aims:

The student will work efficiently and problem-oriented and will obtain an overview of the functions of the various financial business enterprise types and their role in the society.

Within the theme, the student will obtain fundamental knowledge in the subjects of global economics, business economics, statistics and business law.

The student shold possess knowledge about:

- The most important types of suppliers of financial services
- The behavior of individuals and groups in a variety of co-operation relations
- The process of communication
- Demographics, price- and salary level establishment mechanisms, market types, and economic relations in society
- Statistical error types
- The construction and function of the legal system, terminology, as well as sources of law and their interpretation
- Contractual legal issues in the financial sector
- Cost issues

The student should possess skills and qualifications in:

- Preparing and presenting a project
- Reflecting on his/her own strengths and possibilities for improvement
- Working with problem-oriented projects and problem-based learning
- Applying tools for conflict resolution, as well as management and optimization of decision-taking processes
- Applying knowledge about the behavior of individuals and groups
- Analysing the effects and consequences of micropolitical intervention
- Carrying out a value chain analysis
- Undertaking elasticity and optimization calculations
- Applying basis statistical tests
- Applying valid rules concerning contractual agreements and powers of attorney
- Applying and assessing legal procedures for damage and compensation issues
- Applying theories, methods, and models for business economics

The student should possess competences in:

- Working problem-oriented in groups and individually apply his/her basic knowledge, skills and qualifications in handling various practical problem issues

6.2 Theme 2 – The financial sector and financial products

The second education programme theme is organized with a view to establishing a good understanding of the financial sector, its products, and legal foundation – with the purpose of enabling the student to provide counseling to customers at a larger stage.

Aims:

The student will have knowledge about the financial products and which needs they reflect with various types of clients.

The student will be able to compare and combine products, conduct fundamental calculations in relation to these, and apply legal rules pertaining to the products.

The student shold possess knowledge about:

- National and international payment conveyance
- Loans and depositis
- Tyoes of loans
- Credit analysis of private customers and small-business clients
- Financial investments
- Elements contributing to the valuation of real estate and the procedure of property trade
- Insurance and pension products
- Types of claims and debts
- Basic insurance law
- Regulation of the financial business sector

The student should possess skills and qualifications in:

- Being able to apply, compare , and combine the products of the financial business sector to meet the requirements of clients
- Analysing and assessing various forms of claims and how to secure these claims
- Conducting financial consequence calculations for financing scheme alternatives
- Being able to apply the rules concerning mortgages and similar lending against security in connection with other juridical issues and in practice concerning risk – and credit assessments
- Applying rules and legal practice concerning buying and selling of real estate
- Applying rules and legal practice concerning property registration
- Being able to apply the rules governing cancellation of claims
- Being able to apply the rules and legal practice governing the transfer of claims

The student should possess competences in:

- Individually being able to handle financial products in an interdisciplinary framework, including needs assessment, establishment of security, and legal regulation of the products.

6.3 Theme 3 – The financial sector in society

In the third theme of the education programme, the student must turn his/her focus to society in a wider sense and analyse relations in international economics, as well as the political framework for the activities of the financial sector. A particular area of emphasis is the interplay between society, business sector, and clients. Statistical and global economics methods and analysis types will be included as an essential part of this learning process.

Aims:

The student has knowledge about the roles and functions of financial business enterprises in society.

The student is able to independently carry out market analysis.

The student is able to independently analyse and assess problem issues in business economics and economics of society (macroeconomics).

The student shold possess knowledge about:

- Legislation and supervision regarding the activities and operation of financial business enterprises
- The roles of financial business enterprises towards clients and surrounding society
- Basic marketing terms and the role and placement of the marketing function in the financial business enterprise
- Various primary and secondary methods of information and data collection in relation to the information needs for market analysis
- Methods for identification of internal and external circumstances affecting business enterprises and enterprises in the financial sector (e,g, demand, competition, and macroeconomic conditions)
- The meaning of ethics in the marketing of financial sector enterprises
- Income creation society-level economic aims and targets – and their mutual correlation
- Interest rate establishment and interest rate structure
- Financial asset valuation in various asset pricing approaches
- Classical and contemporary theories of trade
- Numerative tables, regression analysis, and random sample selection
- Application and assessment of competitition law in relation to the financial sector and its clients

The student should possess skills and qualifications in:

- Collecting primary and secondary data with the use of statistical
- Being able to apply theoretical models in analysis of income level establishment, interest rate establishment, as well as inflation and employment
- Being able to analyse the development in the balance of payments, the capital balance, and the rate of competitiveness
- Ensuring that valid legislation and ethical guidelines are adhered to in client relations
- Establishing and handling actual business economics or macroeconomics problem issue by using statistical analysis
- Setting up and implementing a regression model containing one or more descriptive variables
- Applying various methods for selection of random samples

The student should possess competences in:

- Communicating expectations regarding developments in society to co-operation partners and clients
- Individually being able to assess the effects of established interest and exchange rate levels
- Individually being able to assess a completed business economics or macroeconomic statistical analysis

- Individually preparing and implementing a market analysis

6.4 Theme 4 – Advising personal clients and counselling

This theme is organised with a view to establishing competencies to advise the typical private customer within the scope of the most common financial products.

Aims:

The student has the necessary knowledge and competencies to provide counselling in a legally sound manner for the typical private customer through life phases. In this connection, the student must independently plan and implement goal-oriented private customer counseling meetings.

The students should possess knowledge about:

- Different income and income utilisation types
- Basic legal rules concerning family and inheritance
- Debitor protection of private customers
- Purchasing law with regard to consumers
- Meeting technique
- Customer relation building and relation marketing

The student should possess skills and qualifications in:

- Calculating taxes and preparing budgets
- Preparing savings, financing, and investment proposals
- Assessing insurance needs
- Applying consumer protection legislation in connection with counseling of the typical private customer
- Applying rules and legal practice for counsellors' responsibility in the financial sector
- Applying regulation of rights and duties concerning credit agreements
- Applying and assessing regulation of financial security provision in connection with other juridical subjects

The student should possess knowledge about:

- Assessing budgets and income utilisation scenarios
- Assessing the financial needs, risks, and opportunities of private customers, as well as conducting financially and legally sound counseling for these customers
- Displaing assertive behavior
- Independently planning and conducting counseling meetingd and basic sales negotiations

6.5 Theme 5 – Advising corporate customers

The theme is organised with a view to establishing a competence to enable the student to provide counselling to corporate customers and analyse enterprises.

Aims:

The student is able to individually advise and counsel enterprises, from a starting point involving a situation analysis and credit worthiness assessment, in connection with financing requests and investment proposals.

The student should possess knowledge about:

- Business opportunities and profitability considerations for the financial sector enterprises.
- Contents and connection in annual reports including related budgets
- Management conditions and the internal collaboration between various functions and departments in the enterprise
- Debt reorganization
- Purchasing law for business enterprises
- Basic company law
- Financing structures and different financing types

The student should possess skills and qualifications in:

- Interpreting accounts analyses and accounts presented by enterprises
- Preparing credit assessments, credit worthiness assessments, and risk management analyses based on market, economics, legal, organizational, and management conditions
- Analysing and assessing the investment needs of enterprises and assess investment proposals
- Assessing the optimal financing structure for enterprises
- Assessing strategic opportunities for enterprises
- Applying and assessing legal rules for compensation claims within the corporate customer segment
- Identifying and assessing the optimal security provision
- Being able to apply and assess rules and practice for individual and general creditor prosecution

The student should possess competences in:

- Being able to participate in a professional and interdisciplinary co-operation regarding credit assessments and counselling of corporate customers on the basis of strategic analysis
- Being able to independently conduct a counseling situation and negotiation with corporate customers in a professionally sound manner

6.6 Theme 6 – Financial enterprises and organisations

The sixth theme of the education programme is specially organised to draw together all the acquired competencies of the student. The emphasis will be on complete processes where the student can undertake problem solving as well as planning and implementation of financial activities.

Aims:

The student has achieved a broad professional skills platform and is able to participate in planning, organization, and implementation of tasks in connection with provision of advisory services in the financial sector enterprise – and is able to do so on a legally and ethically sound basis.

The student should possess knowledge about:

- The main structure of accounts for financial business sector
- Theory and method in connection with the build-up of customer relations
- Project management
- Business opportunities and profitability considerations in a financial business enterprise

The student should possess konowledge about:

- Analysing and estimating the need for orgaisational development
- Being able to apply theoretical models for the determination of income creation
- Being able to communicate macroeconomic development trends to co-operation partners and clients
- Being able to apply and assess marketing law in relation to the financial sector and its clients

The student should possess competences in::

- Being able to independently analyse and assess organizational problem issues
- Working in an interdisciplinary and project-oriented way
- Independently determing goals and strategies and transfer these to a marketing plan
- Being able to independently assess the effect of economic policies

7 Individual programme elements – description of the competence related theme7 of the education programme

The seventh theme of the education programme is characterised by a large degree of reedom for the student in organisation of the process.

Theme 7 is divided into three lements: an elective part (specialization area), internship in a company, and the final examination project.

7.1 The elective part (specialisation area)

Aims:
The initial seminar creates the foundation for the student's selection possibilities among subjects of practical relevance and contributes to the student's efficiency in completion of the remaining part of 4th Semester.

The aim of the specialization area seminar is to enable the student to choose a development-oriented and relevant problem issue for the company-based element within the elective part of the education programme.

The student should possess knowledge about:

- How to collect professional knowledge about the specialisation area
- How to connect the theory part of the education programme to the final application-oriented part

The student should possess skills and qualifications in:

- Evaluating the relevance of professional/vocational information in relation to the envisaged application
- Establishing and presenting professional, application-oriented problem issues
- Being able to choose between various alternatives for carrying out the company-based element of the individual programme

The student should possess competences in:

- Displaying a critical and reflecting position when considering the consequences of various choices of specialisation area

7.2 Internship in a company

Aims:
The company internship elevant of the Financial Management AP Programme is of essential importance for the profession- and application-oriented characteristics of the programme – and contributes to the development of student's professional competencies.

The internship aims enabling the student to apply methods and tools from his/her studies through solving an actual, practise-based assignment in a financial business in Denmark or abroad.

The student should possess knowledge about:

- How to collect knowledge in connection with carrying out assignments in the enterprise

- How to acquire know-how about the financial sector
- Observation of the connection between the theoretical level and the practise relevance of the specialisation area and the internship assignments

The student should possess skills and qualifications in:

- Assessing the relevance and reliability of the knowledge collected
- Demonstrate the ability to present solution alternatives with relation to practice
- Being able to chose between different alternatives solution from a basis closely related to practise

The student should possess competences in:

- Displaying a critical and reflecting position when considering practical professional issues

The education instututions offering the Financial Management AP Programme will prepare a separate guide for students regarding the work during the Internship period.

7.3 Final examination project

Aims:

To demonstrate that the student is able to combine, in a qualified manner, theoretical, methodogical, and practical elements – and can communicate these. The final examination project at Academy level must be a larger assignment where the student acquires special insight in a limited financial subject/area/problem, which is central to the financial sector.

The problem description for the project is prepared by the student and may take place in cooperation with an enterprise. The problem area chosen for the project must be approved by the education institution.

The student should possess knowledge about:

- How to collect facts about financial problem issues on an actual basis in an actual basis in an actual enterprise
- How to collect knowledge for use in selection and de-selection processes related to the problem, method, theory, empiricism, and conclusions
- Communication startegy and project presentation

The student should possess skills and qualifications in:

- Applying scientific methodology through collection, processing, and application of relevant knowledge and practise-related data
- Developing and analysing strategic and creative proposals for problem solution base don applied theory and method – concerning actual and abstract problem situations in an enterprise within the financial sector
- Independently managing a final examination project and implement creative problem solving approaches in this connection
- Evaluating own learning and identifying own competence development needs
- Communicating and diseminating ideas, quantitative and qualitative data to a variety of target groups

The student should possess competences in:

- Combining theoretical, mothodogical, and professional elements to create professional-applicable knowledge
- Communicating his/her own professionally justified viewpoints convincingly

- Formulating well-argued responses to concrete problem issues
- Assessing various solution alternatives for abstract and concrete problem issues

The education institutions offering the Financial Management AP Programme will prepare a joint set of guidelines for students regarding the work on their Final Examination Project. The guidelines will comprise formal requirements , scope, time plans, contact to supervisor, as well as criteria for assessment of the project.

7.4 Credit transfer agreements

Other education institutions

It has been agreed between the education institutions covered by these Academic Regulations that students can be transferred during the programme. However the transfer can take place only after the student has passed the first annual exam.

Higher education institutions

In accordance with agreement between the Danish Ministry of Education and the Danish Business Schools, agraduate from the Financial Management AP Programme with mathematics at level B will be given credits (standard credits) for HD (Bachelor of Commerce), part 1. Access to HD part 2 in Financial Councelling does not require mathematics at level B.

Graduates of the Financial Management AP Programme can be admitted to the HA (Bachelor of Science (BSc) in Business Administration and Economics) studies at business schools and universities in Denmark and complete the BSc degree in 1 ½ years. Subsequently , Financial Management AP Programme graduates can be admitted to the cand.merc. (Master of Science (MSc) in Business Administration and Economics) studies.

From AP Degree in Financial Management to Professional Bachelor of Financial Management

From 2nd Semester (all internal and external exams during the first year must have been passed):

The student starts at the 3rd Semester of the Professional Bachelor Programme in Financial Management but must, before the end of the 4th Semester, pass the exams in Organisational Psychology (internal exam, 1sr Semester), Business Economics (external exam, 2nd Semester), as well asa special internal exam in Methodology Skills and Scientific Theory. Prior to starting, the student must attend a compulsory interview with the Head of Studies for the programme.

From 3rd Semester (all internal and external exams during the first year and 3rd Semester must have been passed):

The student starts at at the 4th Semester of the Professional Bachelor Programme in Financial Management but has, prior to starting, attended a counselling dialogue with the Head of Studies with special focus on the internship element. In addition, the student must, before the end of the 4th Semester, pass the exams in Organisational Psychology (internal exam, 1st Semester), a special internal exam in Methodology Skills and Scientific Theory, and a set precondition assignment in Organisation Development (3rd Semester).

From 4th Semester (all exams of the AP Programme must have been passed):

The AP graduate starts at the 5th Semester internship without period reduction, but must have participated in elective A in advance and passed the exams included..

After graduation with AP Degree in Financial Management and 6-12 months of employment in a professionally relevant sector:

The graduate starts directly with the individual subject round B at the 6th Semester of the Professional Bachelor Programme in Financial Management but must, before the end of the 6th Semester, have prepared for examination in the subjects of individual subject round A and passed a special internal exam.

Foreign Universities

Credit transfer has been agreed with several foreign universities where graduates of the AP Programme in Financial Management can comolete a Bachelor degree in one year.

For additional information concerning credit transfer agreements, please refer to the websites of the individual education institutions and to www.erhvervsakademierne.dk

Provisions under Open Education

Reference is made to the opportunities for supplementary education at the further education system for adults (VVU degree in Financial Counselling).

8 Institutional part – local curriculum

8.1 Rules for implementation of internships in companies

During the internship period, the student has access to a work placement supervisor from the education institution and a contact person in the enterprise. The enterprise and the student jointly determine the goals for the student's learning outcome from the internship period. These goals will subsequently be used by the enterprise as guidelines in the organisation of the student's work. The education institution will be able to assist in setting up learning goals for the internship and ensure that the aims for the internship.

The internship period is concluded with an exam on the basis of a written synopsis. See also the section containing description of the exams during the education programme.

The company internship is, as a rule, to be regarded as an ordinary job – comprising the same requirements to the effort, commitment, and flexibility as the graduate from the Financial Management AP Programme should expect to encounter in his/her first job position.

8.2 Opportunities for taking part of the education abroad.

There are good possibilities to take the internship abroad. Please contact the international department of the institution for more information.

8.3 Approach to education and work

The teaching takes its starting point in relevant practise from the sector and links this practise to theoretical subjects. The teaching includes problems from different types of financial enterprises. Further the teaching includes problems in Financial Management in private and public enterprises.

The education programme will be organized with a view to variety. This variety will be implemented through alternating education approaches comprising group-based tuition, lectures, project

work, interdisciplinary case work and company visits. The various learning will, in addition to the professional contents, also develop the ability of the student to work independently as well as in co-operation with others.

The education can be organized in such a way that foreign language is introduced through education material and during tuition. Additionally, the programme learning approach will support the development of the students's ICT-competences.

8.4 Bundne forudsætninger (obligatory participation in education programme elements)

Bounded conditions (mandatory assignments MT) are qualitative and quantitative requirements, which the student must meet in order to obtain approval of certain relevant study activities. Examples of bounded conditions may include participation in tution sessions, conclusions of theme works, theme-based projects, critics assignments in connection with student's presentation of written presentation of written assignments, presentations, submission of assignments etc. where the student's performance must be approved by the professional lectures. MT-assignmenents are not necessarily awarded a grade as per 7-point grading scale.

Bundne forudsætninger betragtes ikke som udprøvning eller Bounded conditions are not regarded as tests or exams, but as an integrated part of the learning process, documenting the active participation of the student in the education programme.

To register for internal and external exams during the individual semesters, the student must have obtained approval in the bounded conditions for the relevant semester.

If a student fails to achieve approval for a bounded condition, he/she must complete another similar mandatory assignment. The student has a number of attempt like the external and internal exams, if nothing else has been mentioned.

A comprehensive list of bounded conditions for the education programme can be found at the intranet site of the education programme.

BOUNDED CONDITIONS 2011-2013

NO	NAME	SEM	TYPE
1	Presentation of a financial firm	1	Group Presentation
2	Mathematics exam	1	2 hour written test
3	Statistical Method	1	Hand-in exercise in groups and compulsory attendance
4	Methodogy	1	Group project
5	Trial test	1	Written 4 hour exam
6	Semester Trial	1	Written 4 hour exam
7	Economic Profile	1	Report
8	Hand-in exercises	1	One exercise in each course is handed-in
9	Financial English Test	2	Blackboard test
10	Academic Interna-tional Project (PROJECT B)	2	Project work in groups
11	Study Tour	2	Participation or group project
12	Danish Income Tax Calculation	2	Hand in exercise

13	Trial Exam to 1st External Exam	2	6 hour written exam prøve
14	Profile Exam 2	2	2 hour written test
15	Trial Exam 1st Internal Exam	2	Theme Day - compulsory attendance
16	Theme: Advising of a financial customer	2	Theme Days + Reports
17	Hand-in exercises	2	One exercise in each course is handed-in
18	Economic profile Exam	3	2 hour written test
19	Innovation Project (PROJECT C)	3	Group project
20	Internal accounting	3	Hand-in exercise with an oral exam
21	Business advising	3	Hand-in exercise with a presentation
22	Hand-in exercises	3	One exercise in each course

8.5 Quality Assurance

The Financial Management AP Programme is quality assured in accordance with:

- Ministeial Order on quality enhancement in Academy Profession Programmes – Ministerial Order no. 1146 of 1 October 2010 -
- LBK no 1073 of 15 September 2010 Ministerial Order of Law on The Danish Evaluation Institute

The academies of professional higher education behind this national core curriculum have commited themselves to close co-operation with the aim of ensuring national recognition of competency and credits through a../o. the planning and implementation of common external and internal exams.

In addition, it has been agreed that any changes to the national core curriculum must be commonly effectuated on a joint basis of the ongoing evaluation process and with involvement of the national Advisory Board.

8.6 Special admission criteria

The Head of Studies responsible for the AP education programme at the individual education institution may, prior to admission, provide dispensation or award credits for parts of other education programmes, which correspond to subjects or elements of the Financial Management AP Programme. Normally, an individual assessment will be conducted.