

Recognition of prior experience

Application form for exemptions from study requirements

*Document to be filled in by **students** enrolled at the University of Luxembourg*

Student ID number:

Name:

First name:

Faculty:

Study programme:

Study semester:

Academic year:

You are about to request an **exemption from study requirements** due to your previous educational or professional experience.

Please indicate which type of experience you intend to validate:

Educational experience

Professional experience

Statement of interest:

(Description of your situation, reasons for your request, etc):

The request concerns placement in a higher semester:	Yes	No
If yes, please indicate which semester:	2	3
	4	
	5	Other:

Description of your
Educational experience

Please provide the following information for each of your prior educational experience **separately**.

Name and country of the institution	Name of the study programme, certificate, etc.	Status of studies	Study duration	Main fields of study

If you wish to suggest modules/courses which you believe correspond to your prior experience, please fill in the table on **page 4** of this document. A detailed module plan is available on the respective programme pages on www.uni.lu.

*Please attach copies of any documents that support your application
(e.g. transcript of records, programme/module/course descriptions, written assignments/papers).*

Description of your
Professional experience

Please provide the following information for each of your professional experience **separately**.

Name and country of employer/organization	Title of position (as in working contract), type of activity/function	Your status	Starting/end date of activity	Number of hours per week	Full time/part time	Main fields of activity

If you wish to suggest modules/courses which you believe correspond to your prior experience, please fill in the table on **page 4** of this document. A detailed module plan is available on the respective programme pages on www.uni.lu.

*Please attach copies of any documents that support your application
(e.g. transcript of records, programme/module/course descriptions, written assignments/papers).*

In the table below, you may suggest an exemption from the programmes' courses/modules:

Title of course/module you want to be exempted from	Prior experience you find equivalent to a course/module	Explanation of the correspondence

To access the list of courses/modules, a module plan of each study programme can be found on www.uni.lu and under the page of the respective programme.

Checklist of documents to attach to the application file

RECOGNITION OF EDUCATIONAL EXPERIENCE:

Copy of diploma(s)

Copy of certificate(s)

Transcript of records

List of courses/learning activities

Module/course description(s)

Other document:

Other document:

Other document:

RECOGNITION OF PROFESSIONAL EXPERIENCE:

Reference from employer(s)

Copy of work certificate(s)

Copy of training certificate(s)

Other document:

Other document:

Other document:

Other document:

Declaration of honor

I, the undersigned

hereby declare that:

- all information in the present application file is accurate and true, and
- all documentation attached to the present application are copies of authentic documents and certificates.

Signature:

Any fraudulent, fictitious or falsified statements will result in the immediate suspension of the request.

Date:

Please forward the completed and signed form, together with all supporting documentation, to the **Study Programme Administrator (SPA)** of the study programme in which you are enrolled.