

Faculty of Law,
Economics and
Finance

Incoming Student Info

Erasmus
Interuniversity Agreements
Global Exchange
Free Movers

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The Faculty of Law, Economics and Finance (FDEF) is happy to welcome undergraduate and graduate students under Erasmus, inter-university or global exchange agreements as well as fee paying students (freemovers) for either one or two semesters.

1.0 How to Apply as an Incoming Student

In order to study at the University of Luxembourg, you must be first nominated by your home university. Your home coordinator must create an account and then complete the nomination online form under the following link:

<https://unilux.moveon4.de/form/595cbabe84fb965470a2b02a/eng>

Deadline for Nomination:

Winter Semester:	15 April
Summer Semester:	15 September

Contact:

Sophie Ruffo

Phone: (+352) 46 66 44 6490

Fax: (+352) 46 66 44 6760

Email : incoming@uni.lu

More information is available here:

http://www.en.uni.lu/students/mobility/incoming_exchange_students

Shortly after the nomination, you will get an email from the UL SEVE incoming student office with instructions on how to proceed with your application. Pay attention to the VISA requirements. The minimum processing time for a student visa is three (3) months!.

Deadline for application:

Winter Semester:	15 May
Summer Semester:	15 October

Academic Procedures

2.1 Academic Calendar 2017/18:

Winter Semester

18 September, 2017 to 10 February, 2018

Important Dates:

18 Sept., 2017 – 23 Dec., 2017

Courses

08 Jan., 2017 – 13 Jan., 2018

Study days / graduation week

16 Jan., 2018 – 10 Feb., 2018

Exams

12 Feb., 2018 – 17 Feb., 2018*

Inter-semester period (uni break)

18 Feb, 2018

Deadline for juries

Summer Semester

19 February, 2018 – 08 September, 2018

Important Dates:

19 Feb., 2018 – 02 June, 2018

Courses

04 June, 2018 – 08 June, 2018

Study days

11 June, 2018 – 07 July, 2018

Exams

07 Sept, 2018

Deadline for juries

If your home university's schedule overlaps with these dates, please let us know ahead of time so we can make special arrangements for you! There is a form that you need to have completed and signed by your home university. Please inquire with Stephanie.anderson@uni.lu or the respective course administrator. It is not possible to change exam dates shortly before the officially scheduled dates if the need for special arrangements has not been communicated in due time.

2.2 Teaching Languages & Language Courses

The UL is a multilingual university, teaching languages are French, English and German. At the bachelor's level, the majority of classes in FDEF are conducted in French, at the master's level more classes taught in English are available.

If you come from a non-French speaking country and you want to attend classes in French, please make sure that your language level is adequate to follow classes without problems. While we offer bachelor students to complement their curriculum with courses from other bachelor programmes within FDEF in order to fulfill any ECTS requirements by their home university, please be advised that not speaking French limits the available courses to choose

from.

The University of Luxembourg offers language courses in French, German and English at a charge (intermediate and advanced) which are open to visiting exchange students. Some of these language courses offer ECTS credits, others don't. Only courses with ECTS can be included in the transcript. For the ones without ECTS, a certificate of attendance is issued.

For students in the "European Master programmes in Law", there are special legal language courses in French and English:

www.en.uni.lu/international/multilingualism/language_courses_for_students_and_phd_students/european_law_legal_language_courses_french_and_english

2.3 Course Offer:

The University of Luxembourg uses the European Credit Transfer and Accumulation system (ECTS). A normal credit load at the UL is 30 ECTS per semester.

Incoming students are not required to follow all courses in a study programme unless they come to the University of Luxembourg as a double-degree student under special agreement. They can choose the courses they want to take from different study semesters (1; 3; 5 for winter respectively 2; 4; 6 for summer) or different programmes (within one faculty – **the majority of the courses should be within the student's study field**). However, students must have the required qualifications, must be accepted by the respective study directors and places must be available. **Also, time overlaps for the courses as well as for the exams may occur.** Special exam arrangements are only possible in very exceptional cases!

In exceptional cases, it is possible for the bachelor exchange students to participate in master's courses if they wish so and think they are up to the challenge.

Please take notice that our faculty's bachelor studies are taking place at the Belval campus while the master studies are taking place at Limpertsberg campus. It can therefore be impossible to follow courses from bachelor and master programmes due to the distance between the campuses. Nevertheless, we will neither allow visiting bachelor students to choose more than one or two master level classes nor to participate in advanced (2nd year) master classes. Each case will be decided on an individual case basis.

In some study programmes, the courses start before the official semester start! Once you have received your admission email from our SEVE incoming office, please contact the course administrators of the study programmes in which you have chosen courses and ask for a schedule so you can make travel arrangements accordingly and/or inform us in case you are still required to stay at your home university due to different semester times.

At the time of your candidacy, the courses schedules for your actual exchange semester are not available yet, so your learning agreement is **preliminary!** **The Learning Agreement does NOT guarantee that you will be able to sign up for all your chosen courses when you arrive.**

All study programmes within the Faculty of Language and Literature, Humanities, Arts and Education are located at the Belval campus. All study programmes within the Faculty of Science, Technology and Communication are located at Kirchberg campus.

Courses in the three master's programmes "**Entrepreneurship and Innovation**", "**Banking and Finance**" and "**Wealth Management**" are not open to exchange students unless there is a specific agreement between your home university and the UL!

The UL has 5 **different locations** throughout the city of Luxembourg and beyond (see info

below). The central administration is located on the main campus, Belval. If you chose courses from different programmes and/or fields you must take the travel time into account. The bachelor courses in the Faculty of Law, Economics and Finances are taking place at Campus Belval (in Esch-sur-Alzette, approx.. 20 km away from the Campus Limpertsberg where the master courses in FDEF are taking place.

2.3.1 Course catalogues for the three bachelor's programmes in FDEF:

<http://wwwen.uni.lu/studies/bachelors>

2.3.2 Course catalogues for all master's programmes in FDEF:

<http://wwwen.uni.lu/studies/masters>

2.4 Campus Locations



[Access the Campus Belval](#) (Rectorate and Central Administration, Faculty of Languages and Literature, Humanities, Arts And Education, Bachelor programmes of Faculty of Law, Economics and Finance, Bibliolab, House of Biomedicine)



[Access the Campus Limpertsberg](#) (Master programmes of Faculty of Law, Economics and Finance)



[Access the Campus Kirchberg](#) (Faculty of Science, Technology and Communication)



[Access the building "Weicker"](#)
(Unité de recherche en Droit) (SnT)

2.5. The Learning Agreement (LA)

The Learning Agreement is an official document and is used to record your provisional course choices. You must have them approved by the coordinators at your home university as well as at the University of Luxembourg. We are using the Online Learning Agreement System (OLA). You will receive the link by email from our Incoming office. If your host university insists on their own paper version, please submit both documents, the online version and also the paper version.

Please complete the LA on your computer (handwritten LAs might get rejected) and submit only legible scanned pdf documents!

2.5.1 Some Specifics on LAs

The Learning Agreement does **NOT** guarantee that you will be able to sign up for all your chosen courses when you arrive.

Learning Agreements that require two signatures at the host and home university must always be signed by the departmental academic coordinator before it is counter-signed by the institutional coordinator.

Once you arrive for your semester at UL and the schedules are in place, you can modify your provisional learning agreement **within three weeks of the start of the semester**.

To a certain extent, exchange students may choose courses from other study programmes than the one they were nominated and accepted for. It is advised that the majority of the courses are within the study field you were nominated for.

Bachelor students may choose up to two master courses (from the 1st master year!) if there are not sufficient courses offered in the bachelor programmes. Each case will be decided on an individual case basis. Take notice that the courses take place at different campuses (see **2.3 Course offer**)!

If you wish to do a mandatory internship with ECTS during your semester in Luxembourg, you must preferably indicate this before your mobility. See paragraph **2.7** for further information.

2.5.2 When to Complete this Document?

The UL requires a provisional learning agreement to be submitted with the exchange student application. You are advised to check with your coordinator at home and the Faculty of Law, Economics and Finances to see what the particular requirements are concerning the Learning Agreement.

Once the learning agreement arrives at our faculty, the faculty's student mobility specialist, Stephanie Anderson will screen it to make sure that the courses you chose are from the right semester and are indeed open to exchange students before the course director signs it. Unless you have a learning agreement form that only requires the signature of the academic coordinator, the LA is also being signed by the UL's institutional coordinator, Marie-Anne Heyer.

Contact in Faculty:

Stephanie Anderson

Phone: (+352) 46 66 44 6187

Fax: (+352) 46 66 44 36187

Location : Campus Belval
Room: MSA, 6th floor office: 180
Wednesday and Thursday

Campus Limpertsberg
Room : BRA 0.05
Monday and Friday

Email : stephanie.anderson@uni.lu

2.5.3 What to enter on the LA

Please refer to the course lists of the individual study programmes and enter the course codes where available (not all course lists include course codes yet). If course codes are not available, make sure to include the information in the study field column. List the names of the courses you wish to take, put the number of the semester in brackets behind each name and their ECTS. As mentioned above, semester 1; 3; 5 refer to the winter semester and semester 2; 4; 6 refer to the summer semester. Make sure to choose the appropriate semester for your stay at UL. Your proposed learning agreement must be signed by you and your coordinator at home!

2.5.4 When and How to Modify the LA

The provisional LA may be modified by using the OLA link (if you had submitted a LA with your application, you are automatically taken to the modification form. After your arrival at the UL (link to online form is provided by the incoming student office via email). For any questions concerning academic matters (courses, codes, timetables, exams) please contact the course administrator of your study field, (see list below). Your contact person for changes in the learning agreement is Mrs Stephanie Anderson (stephanie.anderson@uni.lu).

Definitive LA: modifications are possible **within 3 weeks** after the beginning of the semester! **After the deadline, no deleting or adding of courses will be accepted.** You will not be able to make any modifications at the end of the semester, before or after the exams. Your transcript will list all courses from the most current version we have on file. If modified LAs are not submitted within this specified time frame, course attendance and exam registrations cannot be guaranteed!

“Dropping” a class: If the student does not want to take the exam of a course listed on the final learning agreement, it is possible to “drop” the course by sending an email **at the latest two weeks before the exam period starts** (if the exam is scheduled for an earlier date make sure to apply the two week rule to the exam date!) to Stephanie.anderson@uni.lu. The course administrator will be informed and the student’s name taken off the exam list. The course will then not appear on the transcript of the student.

Exam period: WINTER: 16.01.2018 (deadline to “drop” course: 2.01.18)
 SUMMER: 11.06.2018 (deadline to “drop” course: 28.05.18)

Students are responsible to check if the courses on the initial learning agreement are still available or/and if the ECTS are still correct. It is the student's responsibility to ensure that the correct ECTS are entered on the LA and modified LA. The transcript will have the official ECTS number not the one on the learning agreement if they should differ. If student is in doubt, they should consult the respective course administrators to confirm the ECTS of the selected courses.

2.6 Course Registration & Moodle

Once your exchange student application has been processed and you are accepted at the UL, you will receive an email by the incoming student office with instructions on how to proceed with your enrolment at the UL and what else you need to do to prepare for your stay in Luxembourg.

http://www.en.uni.lu/students/mobility/incoming_exchange_students/admission_and_online_registration

The inscription key for your courses on **moodle** (online platform providing information on all courses) is distributed in the welcome meeting of each study programme or can be obtained from the concerned study programme administrator (**see 2.14**) at the beginning of the semester. If your final LA is completed and you have chosen courses from other fields, please either see or send an email to the study programme coordinator and ask for the inscription key(s).

Check if you can access all your chosen courses on Moodle, if not, contact the respective study secretary!

2.7 Examinations

2.7.1 Which exams can you take?

You can only take exams for the classes that were approved by the course director on your learning agreement. If you participate in a class and exam that is **not** on your learning agreement, you will not get a grade and the credits! Please refer to the course administrators for information on courses that require you to register for the exam! Our incoming students are getting a study programme "à la carte", therefore it is not possible to compensate classes with each other!

2.7.2 Requesting an early exam date

As we are aware that there might be conflicts regarding the semester dates at our different institutions, there is the possibility to organize prescheduled examinations for our incoming students. However, we require proof that a student is in need of earlier examinations due to an earlier semester start and compulsory attendance at the home university or a work placement pertaining to the student's studies. Students must have the form "Early Exam – incoming students" (ask Stephanie.anderson@uni.lu or the respective course administrator for the form) completed, signed and stamped by their home university before submitting it. The possibility of prescheduled examination dates is then checked to the best of Faculty's abilities.

2.7.3 Retaking an exam

In case a student fails one or more exams, there is the possibility to re-take the exam. Re-takes are generally scheduled at the very end of a semester. Check with the respective course administrator for exact dates and procedures. The University of Luxembourg does not send exam papers to foreign universities in order for former exchange students to re-take the exams at their home university. If the

student cannot be present for the re-takes scheduled at the University of Luxembourg, the student should consult with their home university coordinator to find a solution.

2.8 Internship

Some of our bachelor's and master's study programmes include mandatory internships with credits for regular students at UL under a university internship agreement with a company/organization. For example, Bachelor en Droit students have a mandatory internship period of one month at the end of the examination period in January in their last semester. If exchange students want to do an internship it must be listed on the learning agreement as one of the courses in the respective study field where an internship is foreseen with the correct course code and applied ECTS! If the internship is foreseen in a study programme, the schedule for that semester is organized to allow being absent for the internship. Internships covered under a university internship agreement are only possible in combination with at least some of the foreseen courses and will not get approved if the student does not participate in any courses at the University of Luxembourg. Depending on the study field, the student will have to either write a report or take a small oral exam OR they will be assessed only based on the professional tutor's recommendation. **We do not provide internship places to students, neither regular nor exchange students!** All students are responsible for finding their own internship place. The internship offers we receive from local institutions are published in the internship section on Moodle for each concerned study programme and all students can apply.

<http://www.en.uni.lu/fdef/stages>

Internships require some preparation time. If you are interested in doing an internship with credits while you are in Luxembourg, please contact FDEF's internship coordinator Mrs Nadège Meyer-Hamy before your arrival in Luxembourg. Students must take some courses at the University of Luxembourg in order to have the opportunity to do an internship in an approved study field under a university internship contract.

Nadège Meyer-Hamy
Phone: (+352) 46 66 44 6226
Fax: (+352) 46 66 44 36226
Email : fdef-traineeships@uni.lu

Internship - Overview per study programme

Internship - Overview per study programme

Study programme		Semester	Open period	Minimal duration	Assessment	Credits
Bachelor en Gestion (Professionel)	Mandatory	6	as of February	12 weeks	Report and oral exam	25
Bachelor in Law (Académique)	Optional	5	Mid January - February	4 weeks	Report	5
Master in Accounting and Audit	Optional	3-4	Mid January - mid March	8 weeks	Report and oral exam	11
Master in Economics and Finance, Traditional Track	Mandatory	4	As of March	12 weeks	Report and oral exam	15
Master in Entrepreneurship&Innovation	Mandatory	2	As of April	6 weeks	Start up project	7
Master in Entrepreneurship&Innovation	Mandatory	4	As of March	12 weeks	Master thesis or Business plan	25
Master in Wealth Management	Mandatory	4	As of May	12 weeks	Internship report	6
Master of Science in Banking&Finance	Mandatory	4	As of June	12 weeks	Internship report	6
Master in European Economic & Financial Criminal Law (LL.M)	Mandatory	4	As of May	8 weeks	Internship assignments	10
Master en droit et contentieux de l'UE (LL.M)	Mandatory	4	As of April	8 weeks	Internship assignments	10
Master in European Private Law (LL.M)	Optional	4	As of April	8 weeks	Report and oral exam	10
Master in Space, Satcom&Media Law (LL.M)	Optional	4	As of March	8 weeks	Internship assignments	9

Stages FDEF - NMH 25032016

2.9 Transcript of Records

Once all exam papers are graded and after the grades are validated following the “jury d’examin” (exam jury) meeting, a grade list is available on the “guichet d’étudiant” on Moodle. In order to receive a downloadable/printable transcript of records, the incoming student office must have confirmed that the student’s file is complete (all debts paid, housing keys returned, etc.).

The transcript is based on the learning agreement. Only courses that were approved on the final learning agreement on file by the course director’s signature will be included on the transcript. Depending on the student’s participation or non-participation in the exam, the transcript will list a grade and the ECTS for each course. If a student is enrolled in a class and does not participate in the exam without dropping the course within the deadline (**see paragraph 2.5.4**).

As per decision of the UL rectorate (24.05.2017), incoming students cannot compensate grades of failed courses with grades from another course.

Original transcript of records are being shipped by regular postal service upon request. Please refer to the “Departure Check List” issued by the Incoming Student Office at the end of your stay.

2.10 Writing your thesis (memoire) at the University of Luxembourg

In certain cases it is possible to write a “thesis” while you are at the University of Luxembourg as an exchange student. The thesis must be foreseen in the programme you are nominated in (see study programme for further information) AND the course director must approve to act as your supervisor. Please take note that the defense of the thesis as well as the grading will take place according to the University of Luxembourg’s academic schedule – no extra arrangements will be made. The grade for the thesis and the ECTS will be included in the transcript at the end of your stay. Writing your thesis here does not entitle you to a degree from the University of Luxembourg.

2.11 Extending your study period at the University of Luxembourg

This does not concern the students that have already been admitted for the entire academic year (see 2.9)!

If you were admitted for the winter semester only and you wish to extend your stay and also spend the summer semester here, please follow these instructions:

- Complete the form “extension of stay” - it will be sent to you by the incoming student office at the end of October)
- Get the approval from the responsible person at your home university and get the form signed by that person
- Submit the form to the incoming student office together with a new learning agreement for the summer semester
- Once the course director here at the UL has approved your extension and signed the form, you get informed by the incoming student office

DEADLINE FOR SUBMISSION OF SIGNED “EXTENSION OF STAY” FORM:

Mid November (exact date will be communicated when form is sent)

If you have been nominated for a full academic year, you must submit separate Learning Agreements for each semester!

Spending one whole year at the University of Luxembourg as an exchange student does not entitle you to a degree!

2.12 Double Degree Students

With selected partner universities, the FDEF has double degree agreements in place. If you are nominated for a double degree by your home university, the application process is similar to the one for “regular” incoming students as described above.

In general, double degree students are required to follow **all** scheduled classes in their study programme as outlined in the agreement to be eligible to receive a diploma from the University of Luxembourg. In order to assure that you have a successful study period we ask double degree candidates to confirm that they have at least a French language skill level of **B2** (Common European Framework of Reference for Languages) if they wish to pursue a degree in one of the study programmes that includes classes taught in French.

Nominated double degree students may choose from the available LLM specializations based on their French language skills. The following specialisations are open to students with a French language skill level of B2:

- Droit Bancaire et Financier Européen
- European and International Tax Law
- Droit et Contentieux de l'Union Européenne (European Law & Litigation)
- European Economic and Financial Criminal Law
- European Private Law
- Space, Communication and Media Law

The LLM specialisations listed below are open to students that cannot follow courses in French. It is possible to replace the French-taught classes with English-taught ones from another specialization. The alternative courses are subject to a learning agreement which the student is asked to submit once he/she has arrived in Luxembourg and had the opportunity for consultation with the respective course director. The course director approves the learning agreement and the students must follow all courses as outlined on the learning agreement in order to obtain 60 ECTS. The form is provided by Stephanie Anderson at the beginning of the winter semester.

- Droit et Contentieux de l'Union Européenne (European Law & Litigation)
- European Economic and Financial Criminal Law
- European Private Law

2.13 Students receiving scholarships (Luxembourgish Ministry of Foreign Affairs, International Credit Mobility, Faculty)

Students receiving a scholarship are obliged to obtain at least 20 ECTS. The International Relations Office at the University of Luxembourg is the correct contact for all questions pertaining to scholarships for exchange students.

2.14 FDEF Course Administrators

Bachelor Professionnel en Gestion (Management) – BPG:

Ms Dunja Auger – dunja.auger@uni.lu

Campus Belval, MSA 6.170

Telephone: (+352) 46 66 44 5773

Bachelor en Sciences Économiques et en Gestion (Economics and Management) – BASEG :

Mrs Maristella Fatichenti

maristella.fatichenti@uni.lu
Campus Belval, MSA 6.190
Telephone: (+352) 46 66 44 6865

Bachelor en Droit (Law) – BAD:

Mrs Fatima Barhazzi – fatima.barhazzi@uni.lu
Campus Belval, MSA 6.190
Telephone: (+352) 46 66 44 6621

**Master en Droit Européen (European Law) 1st year – MADE: And
Master en Droit Européen (European Law) specialisation European Litigation**

Mrs Diana Avram – diana.avram@uni.lu
Campus Limpertsberg, BRA 0.01
Telephone: (+352) 46 66 44 5561

Master in Space, Communication and Media Law

Mrs Diana Avram – diana.avram@uni.lu
Campus Limpertsberg, BRA 0.01
Telephone: (+352) 46 66 44 5561

**Master en Droit Européen (European Law) specialisation European Economic and
Financial Criminal Law:**

Mrs Nadège Meyer-Hamy – nadege.meyer-hamy@uni.lu
Campus Limpertsberg, BRA 0.05
Telephone: (+352) 46 66 44 6226

**Master en Droit Européen (European Law) specialisation European Banking and
Financial Law:**

And

Master en Droit Européen (European Law) specialisation European Private Law:

Mrs Cathy Gillard – cathy.gillard@uni.lu
Campus Limpertsberg, BRA 0.01
Telephone: (+352) 46 66 44 6202

Master en Droit Européen (European Law) specialisation European and International Tax Law:

And

Master in Economics and Finance:

Mrs Laurence Jouvenaux – laurence.jouvenaux@uni.lu Campus
Limpertsberg, BRA 0.01

Telephone: (+352) 46 66 44 6368

Master in Accounting and Audit:

Mr Benjamin Ledran – benjamin.ledran@uni.lu Campus
Limpertsberg, BRA 0.03

Telephone: (+352) 46 66 44 6838

Master in Entrepreneurship & Innovation:

Mrs Rebecca Ferlini – Rebecca.ferlini@uni.lu

Campus Limpertsberg, BRA 0.03

Telephone: (+352) 46 6487