How to fill in your Learning Agreement

After your home university nominates you for the study exchange, you have to prepare your Learning Agreement (LA).

You should **consult** your selected courses with the responsible person **at your home university**.

Main requirements for the LA:

- Completed section Student and Sending institution information in the first table
- Correct Component titles (=course titles)
- Correct Component codes (=course codes)
- Correct number of ECTS
- The majority of selected courses must be from your main study programme
- Selected courses must have a minimum of 20 ECTS in total
- Signature of the Student
- Signature of the Responsible person at the Sending Institution

We will refuse any submitted LA that will not adhere to our instructions!

How to select study courses and fill in your LA

Step 1: Fill in the first table of the LA with information about your studies and your home university.

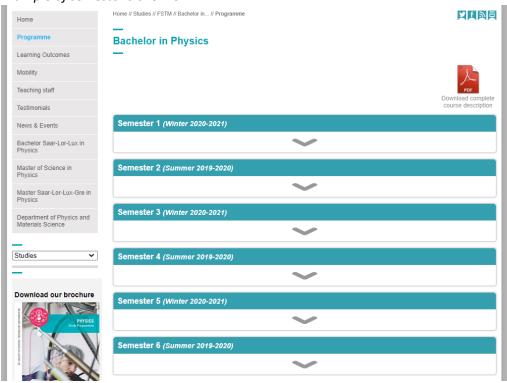
Step 2: Follow the link to your study programme course list.

You will receive an email from us with a link to a course list of the study programme you are nominated in. (In case you are nominated in an incorrect study programme, contact us at incoming@uni.lu.)

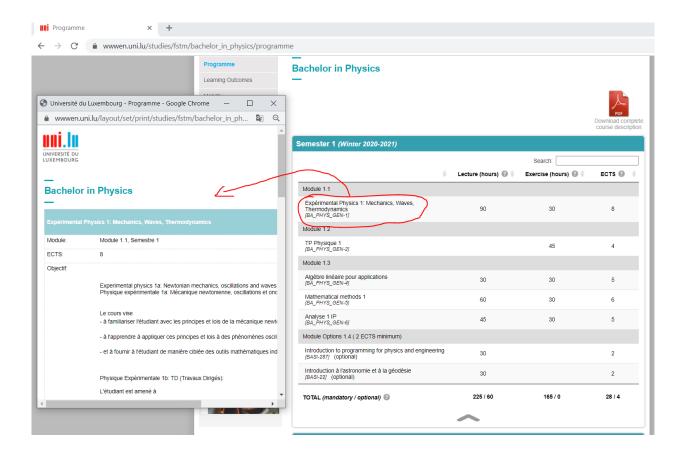
Expand only the relevant semesters (by clicking on the grey arrow below), and then open the detail description of the courses.

Winter semester (Semester 1, 3, or 5) Summer semester (Semester 2, 4, or 6)

Example of semester's overview:

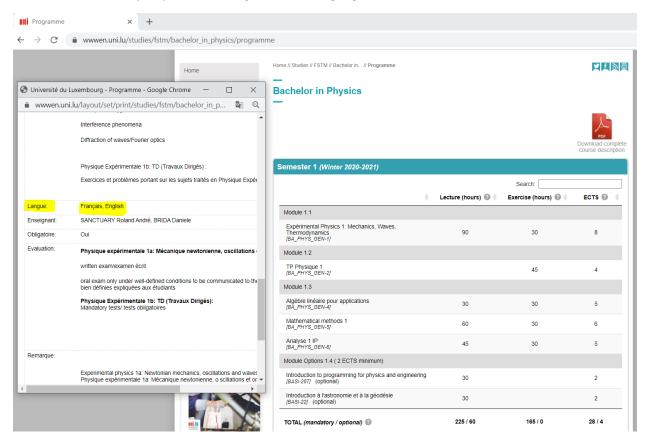


Click on a course title to open a detail description; a new window will pop-up.



You will find important information about each course in the description. Make sure to check the **teaching language!**

Some courses may require knowledge of more languages in order to follow the course.

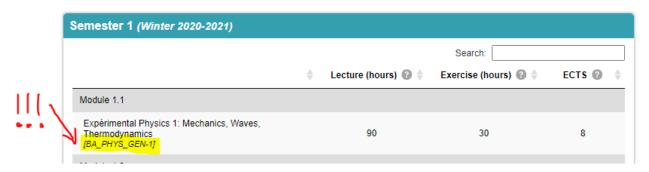


Step 3: Fill in your selected courses in Table A of the Learning Agreement.

Make sure that you fill in the **correct component title** (=course title), **semester**, **component code** (=course code) and **number of ECTS**.

Component codes are visible in the square brackets below each course title.

Component code example:



- Step 4: Make sure that your selected courses have at least 20 ECTS in total and the majority comes from your study programme.Do not forget to fill in the total number of ECTS in the field "Total".
- Step 5: Fill in the remaining information and the Table B *Recognition at the sending institution*. For this part, we suggest you contact your home university to make sure the recognition is correct.
- Step 6: Sign the document!
- **Step 7: Ask your home university to sign the document** in the field *Responsible person at the sending institution*.
- Step 8: Upload the completed Learning Agreement (with the two signatures) to your online application.

Do **NOT** contact professors at the University of Luxembourg directly in order to request a signature for your LA. Our Incoming office will arrange the signature of the *Responsible person* as the receiving institution.

What happens next?

Once you submit your complete online application, we will check the formal correctness of your LA.

If your application is complete and your LA formally correct, we will forward your complete application to the relevant course director at a faculty, who can accept or refuse your application.

If your LA does not adhere to our instructions, we will automatically refuse it. Your application process will be paused, and you will be required to upload a new LA again. We will **NOT process** your application without a correct LA.

Please note that you must adhere to the application deadline, even if your initial LA is refused and you are required to submit the application again.

Therefore, we recommend preparing and submitting your application as soon as possible, in order to have sufficient time to correct the LA, if needed.