

Bachelor en Cultures Européennes (BCE) Study Guide

Academic Year 2020-2021

YEAR OF ENTRY: SEPTEMBER 2019 AND AFTER

September 2020

UNIVERSITY OF LUXEMBOURG / FACULTY OF HUMANITIES, EDUCATION AND SOCIAL SCIENCES

INCLUDES COVID-19 AMENDMENTS TO THE RULES AND REGULATIONS

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EDITORIAL STAFF:

Sandra Baumann, M.A.

Study Programme Coordination, Bachelor en Cultures Européennes

sandra.baumann@uni.lu

Liz Straus, M.A.

Study Programme Coordination, Bachelor en Cultures Européennes

liz.straus@uni.lu

Mylène Branco, PhD

Postdoctoral Researcher

mylene.branco@uni.lu

Welcome to the BCE Programme!

We are delighted to welcome you to the *Bachelor en Cultures Européennes* (BCE) at the University of Luxembourg. In the BCE, you will be able to specialise in a traditional field of study, such as History, Philosophy, German (Germanistik), French (Etudes françaises), or English Studies, and to broaden the scope of your specialisation by combining it with interdisciplinary approaches to European cultures and various perspectives on Europe.

The BCE's multilingual spirit and structure echo prevailing language practices in Luxembourg, where German, French, and English are used alongside the local language, *Lëtzebuergesch*. In keeping with its multilingual character and approach, the BCE promotes diversity and interdisciplinarity. Indeed, our students are encouraged to venture beyond the scope of their main field and to acquire both disciplinary and interdisciplinary skills.

The structure of the *Bachelor en Cultures Européennes* is quite unique: the Common Curriculum in European Cultures is co-organised by the five Specialisation Tracks of the study programme (Etudes françaises, Germanistik, English Studies, History, and Philosophy). You will be encouraged to complement your chosen specialisation with courses from the European Cultures section. What this interdisciplinary focus looks like depends in part on your own study and research interests.

The aim of this structure is twofold: on the one hand, you will acquire the fundamental skills and knowledge of your Specialisation Track; on the other hand, you will be trained in communication, critical and independent thinking, with a specific focus on issues that determine how we perceive and construct 'Europe'.

We encourage you to make the most of this exceptional opportunity and to supplement your disciplinary training with the diverse perspectives to be gained from our varied and wide-ranging offer of interdisciplinary courses.

We wish you a good start to the academic year and every success in your studies.

Your BCE Team

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1. BCE Organisation

The *Bachelor en Cultures Européennes* is one of the programmes offered by the Faculty of Humanities, Education and Social Sciences.

1.1. Rules and Regulations, University Acts and By-Laws

The BCE Rules and Regulations are detailed in the annexe of the University of Luxembourg's *Règlement des études* (RE). The annexe is based on the University Law (*Loi modifiée du 27 juin 2018 ayant pour objet l'organisation de l'Université du Luxembourg*) and on the *Règlement d'ordre intérieur* (ROI).

The *Student Assessment at the University of Luxembourg: Academic Procedure* regulates graded assessment. The *Procédure disciplinaire en matière de fraude et de plagiat au sein de l'Université du Luxembourg* defines the disciplinary procedures that regulate cheating and plagiarism.

1.2. Governance Structure of the BCE

The BCE Programme Directors and Specialisation Course Directors (Directeurs des études, DET) are responsible for the management of the study programme and specialisation tracks.

1. BCE Programme Director: Agnès Prüm
2. BCE Deputy Programme Director: Andrea Binsfeld
3. English Studies Specialisation Course Director: Agnès Prüm
4. Etudes françaises Specialisation Course Director: Hélène Barthelmebs-Raguin
5. Germanistik Specialisation Course Director: Heinz Sieburg
6. Histoire Specialisation Course Director: Andrea Binsfeld
7. Philosophie Specialisation Course Director: Frank Hofmann

For questions relating to your specialisation, please contact your Specialisation Course Director.

1.3. Study Programme Co-Ordination and BCE Office

The BCE is co-ordinated by Sandra Baumann and Liz Straus. For questions regarding the organisation of your studies or the structure of the European Cultures section, please contact them by email: sandra.baumann@uni.lu or liz.straus@uni.lu.

Céline Denis (English Studies, Etudes françaises, Germanistik, and Philosophy) and Sonja Richard (History) are in charge of the BCE Office and administrative services. Their offices can be found in the administration building, Maison du Savoir, on the 6th floor (MSA 0625-130 and MSA 0625-140).

Office Hours:

- Céline Denis: Monday to Thursday, 9-12am, by appointment only: celine.denis@uni.lu
- Sonja Richard: Monday to Thursday, 10-12am, by appointment only: sonja.richard@uni.lu

1.4. The Steering Committee (Comité de Pilotage)

The Steering Committee (*Comité de Pilotage*) is an advisory board that regularly meets to discuss and assess issues and concerns of the BCE programme. It comprises the Programme and Specialisation Course Directors and their deputies, the Study Programme Co-ordination, the BCE Office staff, student representatives from each Specialisation Track (Study Programme Representatives or SPRs), an adjunct teaching staff member, and a representative of the BCE graduates (alumni).

The student representatives act as mediators between the students and the programme management. Should you have any questions or concerns, please get in touch with the student representatives who will then liaise with the Steering Committee. Contact details can be found on [BCE-100](#) on Moodle.

1.5. Important Documents and Links

- Annexe
- Field-Specific Course Guides and Catalogues
- Global Course Catalogues Semesters 1-2
- Moodle Platform: <https://moodle.uni.lu>
- University Act and By-Laws, including the *Règlement des études*:
https://www.en.uni.lu/university/official_documents
- *Student Assessment at the University of Luxembourg: Academic Procedure*: BCE-100 (Moodle)
- *Procédure disciplinaire en matière de fraude et de plagiat au sein de l'Université du Luxembourg*: BCE-100 (Moodle)

2. Description of the Study Programme

The BCE is composed of a Common Curriculum in European Cultures and the Specialisation Tracks (English Studies, Etudes françaises, Germanistik, History, and Philosophy).

2.1. Common Curriculum in European Cultures

The BCE programme embeds your specialisation within a wide-ranging Common Curriculum in European Cultures that is shared by all Specialisation Tracks. Its aim is to encourage you to extend the scope of your specialisation by acquiring general academic skills and developing a critical as well as reflective approach towards your chosen field of studies.

2.2. Specialisation Track

The individual Specialisation Tracks are responsible for their own internal organisation. While your Specialisation Track will introduce you to your field's major approaches and areas of study, you will also be encouraged to engage with current scholarly debates. This will allow you to explore the complexity and intricacies of your field of specialisation.

You will thus be provided with a solid foundation in your field of specialisation, which you will be invited to draw on in order to complete various forms of scholarly work (Bachelor thesis, essays, papers, *Hausarbeiten*, and other assignments).

2.3. Mobility Semester: Erasmus, Global Exchange, and Free Mover

University of Luxembourg students are legally required to spend a semester abroad (Mobility Semester) as a part of the Erasmus or Global Exchange programmes, or as a Free Mover. You are responsible for initiating this process. General information regarding your Mobility Semester can be found on the SEVE homepage. Depending on your Specialisation Track, Semesters 3, 4, or 5 can be spent abroad for a minimum duration of a full semester. Additional information can be found on BCE-102. We strongly advise you to enrol in BCE-102 during your semester abroad, as this will allow you to remain connected to the BCE main information pages. You will thus not miss any important announcements while staying abroad.

2.3.1 Mobility Semester: Rules and Procedures

Rule Nr. 1

How you choose your courses at your host university is determined by the BCE structure and by the requirements of your field of specialisation. This means that, rather than focusing on the number of ECTS credits you would like to acquire, you need to make sure the courses you choose fit your programme of study in terms of:

- a. course content: you cannot use a language course in which you learn a new language in order to validate a literature or linguistics course, for instance.
- b. course type (seminar or lecture)
- c. required workload (contact hours per semester)

Rule Nr. 2

Not all courses offered at your host university will be compatible with the requirements of your specialisation track. Please make sure you discuss any possible incompatibilities between the BCE and the desired study programme abroad with your Course Director or Academic Mobility Adviser.

Rule Nr. 3

The conditions of your Mobility Semester are governed by a Learning Agreement, an official contract between you, the University of Luxembourg, and your host university, which you need to start filling in 4-5 months before the start of your Mobility Semester. Once you have been nominated as an Erasmus, Global Exchange student, or Free Mover, you will receive the required documents through the Student Administration (SEVE).

Please note:

A valid Learning Agreement can only be processed and validated if you have earned or attempted at least 30 ECTS credits. If your host university's course catalogue for your next semester is not yet available, you can fill in the information based on the catalogue that is currently available. Once the new catalogue becomes available, you will need to update your Learning Agreement through the official modification procedure.

The Learning Agreement does not automatically grant exemptions from certain Specialisation Track courses. ECTS credits acquired abroad must be validated by your Course Director or your Academic Mobility Adviser.

2.3.2. Academic vs. Faculty Mobility Adviser

The Faculty Mobility Adviser, Nathalie Charpentier (nathalie.charpentier@uni.lu), is in charge of processing and tracking your Learning Agreement, as well as your Mobility Transcript of Records. She will be your main point of contact regarding institutional matters during your semester abroad.

Your Academic Mobility Adviser, who may be your Specialisation Course Director or another member of teaching staff, will deal with issues relating to course choice and course content. You will need to validate your choices with them before your Learning Agreement, or any update thereto is completed.

Please make sure that Ms Charpentier is included in all correspondence regarding your semester abroad and that you send all contractual documents directly to her (Learning Agreement, updates to the Learning Agreement, Transcript of Records).

[COVID 19 / Impact on Outgoing Mobility]

Mobility will be maintained as much as possible for EU and ERASMUS destinations. Most global exchange partner universities have cancelled incoming and outgoing mobility.

Please make sure you check the 'Mobility & Exchange' FAQ Section on the University Website regularly:

https://www.uni.lu/coronavirus/faq/mobility_and_exchange

3. Structural Information

To complete the *Bachelor en Cultures Européennes*, you must obtain 180 ECTS and validate all required modules (compulsory and optional) in your specialisation (= 120 ECTS) as well as 5 out of 8 EU Modules (= 60 ECTS). The sections below provide information on ECTS and modules, and on their importance in the BCE Structure.

3.1 ECTS Credits

ECTS stands for European Credit Transfer System. ECTS credits measure the workload and contact time with your tutor for each course. Once you have passed a course, in other words, once you have obtained a grade of 10/20 or compensated a grade above 5/20, you will obtain the corresponding ECTS credits.

In the Bologna system, one year of studies is validated by 60 ECTS credits, meaning that you will earn 30 ECTS credits per semester. 1 ECTS credit represents a workload of approximately 25 to 30 hours. This includes class attendance, and preparation and completion of task assignments. The credits are awarded once a student has completed and passed all their examinations and other forms of assessment.

To complete your studies and obtain your degree, you need to acquire at least 180 ECTS credits. These credits can only be awarded upon completion of certain modules (please consult the field-specific Organisational Charts and Module Structures available on BCE-100). ECTS credits obtained in addition to the required ECTS credits will be accounted for in a separate transcript (Module +) or in an optional module.

3.2. Modules and Compensation

Courses are generally grouped into modules. A module is a unit of courses that are brought together thematically or for organisational reasons. Within a module, it is possible to compensate an insufficient grade (below 10/20). The overall grade of the module is derived from the average (weighted according to ECTS credits) of the module's individual grades (cf. *Loi du 27 juin 2018 ayant pour objet l'organisation de l'Université du Luxembourg*, Art. 36).

In general, all modules consisting of more than one course allow compensation. In certain cases, there might be exceptions and some modules might not allow compensation. A passing grade of 10/20 may also be required for one or more courses in a module that generally allows compensation. In this case, courses that do not require a passing grade may still be compensated. The Study Programme and Specialisation Tracks define whether a module allows compensation or not. This is defined in the Annexe of the *Règlement des études* and is thus legally binding.

Modules may be compulsory, in which case they must be validated in full before you can graduate, or optional. Whether modules are compulsory is determined by the Study Programme or the Specialisation Track. Some modules allow choices within the module: for instance, a module may contain courses for 16 ECTS, but it will close when you earn 8 ECTS. In other cases, you will need to take all the courses in a module for it to close. The number of available and required ECTS and whether a module is optional or

required is indicated in the Module Structure (*Modulstruktur/Parcours modulaire*) of your specialisation under 'ECTS' and 'Structural Information'.

You **open** a module by enrolling in a course within the module, and you **close** or 'validate' by meeting conditions outlined below:

1. Each course within a module has been completed with a grade.
2. The average grade of the module is $\geq 10/20$.
3. If compensation is allowed, conditions 1 and 2 are met, and the module does not contain a grade below 5.1/20, the module will close. Explanation: no grade $\leq 5/20$ can be compensated.
4. If compensation is **not** allowed, conditions 1 and 2 are met, and all courses are passed with a grade of $\geq 10/20$, the module will close. It will not close if the module contains a grade < 10 .

Example (1): $14 + \underline{6} + 10$. Average: $30/3 = 10$ → if compensation is allowed, the module closes: in this case, grade 6/20 in the module can be compensated and the module closes. If compensation is not allowed, the module does not close.

Example (2): $15 + \underline{5} + 10$. Average: $30/3 = 10$ → the module does not close, whether compensation is allowed or not: in this case, grade 5/20 in the module cannot be compensated and the module cannot close.

If all of these conditions are met, the modules close and can be validated. You will receive ECTS credits for each course within the module.

3.3. BCE Programme Structure

The BCE programme is based on the gradual development of academic skills through a process of three phases. In a first phase (Semesters 1 and 2), **Specialisation Track** syllabi and programmes focus on essential field-specific methodologies and competences. In a second phase (Semesters 3 and 4), you will be encouraged to develop a more comprehensive and in-depth perception of your specialisation and the issues and questions that define it, thus refining your critical and analytical skills. In a last phase (Semesters 5 and 6), you will be able to choose more advanced courses within your field of specialisation. This phase in particular is designed to improve communication skills, but it should also be seen as a period dedicated to the writing and completion of your Bachelor thesis.

The **Common Curriculum in European Cultures** is subdivided into thematic modules addressing different aspects of European culture(s). Which modules you choose depends on your preferences, but

to complete your studies and qualify for graduation, you will need to validate 5 modules altogether (1-2 modules can be predefined by the study programme).

Although its exact structure may vary according to Specialisation Track requirements, the BCE programme is made up of a maximum of 50 courses that correspond to 100 Teaching Units (1 TU corresponds to 1 'hour', i.e. 45 minutes, of contact time). These are spread over 6 semesters, with a maximum of 9 courses (18 TU per week) per semester in Semesters 1-4, and between 5 and 8 courses (10-16 TU per week) per semester in Semesters 5-6.

In Semester 1, you will have to choose 7-9 courses (depending on your specialisation) and acquire a minimum of 30 ECTS credits. For an overview of programme requirements in subsequent semesters, please consult the Organisational Chart and Module Structure of your field of study.

		European Cultures Cultures Européennes 60 ECTS (= 5 Modules / 5 x 12 ECTS)			Specialisation Kernfach / Etudes disciplinaires 120 ECTS					
SEM	EU1.1	EU1.2	EU1.3	1.1	1.2	1.3	1.4	1.5	ECTS	
1	EU MODULES 1-4 4 ECTS	EU MODULES 5-8 3 ECTS	EU MODULES 5-8 3 ECTS	Specialisation	Specialisation	Specialisation	Specialisation	Specialisation	30	

3.3.1. Choosing Your European Cultures (EU) Modules

The Common Curriculum in European Cultures is subdivided into thematic modules. Modules are open over all six semesters (Winter and Summer) and close once you have obtained 12 ECTS. However, EU Modules each contain a wide variety of courses – more courses than necessary for the module to close – to allow you to choose the subjects you are interested in. Please take this into account when you plan your studies. Modules EU1-4 will close once you have passed 3 courses (each course is worth 4 ECTS) and Modules EU5-8 once you have passed 4 courses (each course is worth 3 ECTS). Please note that you can use transversal courses, such as (advanced) interdisciplinary seminars that are worth the double amount of ECTS to close these modules too.

IMPORTANT. Do not open more than 3 modules in the first semester/year. Make sure you carefully check the offer for both the Winter and the Summer Semester to see if the topics offered in each module appeal to you before you open a module. Remember that once you have opened a module, you must validate (close) it. Please be aware that in case you obtain more than 12 ECTS in an EU module these ECTS could be missing in another module. You cannot transfer courses from one module to another. The only courses that can be chosen in different modules are transversal courses (see *Global Course Catalogue*). Make sure you choose these courses in the modules in which you want them to be credited.

Once you have looked through the entire Common Curriculum offer and established the fields you might be interested in, you can start choosing your EU Modules and courses. Please follow the guidelines below.

1. To complete the BCE, you must obtain 60 ECTS credits and validate 5 modules in the European Cultures Common Curriculum. (Note: Please be careful not to open more than 5 modules)
2. EU Modules close (and are validated) once you have obtained 12 ECTS credits.
3. Module EU1: 'Cultures Européennes' is compulsory. You will be able to start choosing courses in EU1 in Semester 3.
4. In general, 12 ECTS credits are validated with mobility credits in the Common Curriculum in European Cultures. You can choose to validate a full module with those 12 ECTS or validate a number of courses in different modules.
5. Modules remain open for the duration of your studies. You can choose to complete one module within one semester, one year, or over several semesters.
6. From Semester 3 onwards, transversal courses can be used to validate 1-2 courses in a module, depending on the number of credits allotted to a course. Specifically,
 - a. 8 ECTS 'Advanced Interdisciplinary Seminars' can be used to validate two courses in the *Cultures Européennes: Foundation Modules* [EU1-4] (you can only choose one transversal course per module);
 - b. 6 ECTS 'General Interdisciplinary Seminars' and 'Advanced Disciplinary Seminars' can be used to validate two courses in *Cultures Européennes: General Modules* [EU5-8] (here too you can only enrol in one transversal course per module); and
 - c. 3 ECTS Practical Workshops can be used to validate one course in Modules *Cultures Européennes: General Modules* [EU5-8].

3.3.2. Second Disciplinary Focus or Specialisation (36-60 ECTS)

At the end of Semester 2, you can apply to register for a second disciplinary focus or specialisation (36-60 ECTS minor). If this is something you are interested in, please make sure to choose a minimum of two courses from the field you wish to choose as a second specialisation in Semesters 1-2 (Modules EU2-4; see dedicated Module Structures for further information). Decisions regarding admissions to a second specialisation are taken by the Board of Examiners (*jury d'examen*) and are based on (a) the availability of places and (b) your academic performance.

4. Progression and ECTS Requirements

Progression into the next academic year is not necessarily automatic and depends on the number of ECTS credits you obtain during the academic year in question (see below). Please refer to Article 19 in the *Règlement des études* for further detail.

- $\geq 70\%$ [43-60/60 ECTS per academic year]: Unconditional Progression. You automatically progress into to the next academic year.
- 50-70% [30-42/60 ECTS per academic year]: Conditional Progression. Progression to the next academic year is possible under certain conditions, but not automatic. The Board of Examiners and/or Specialisation Course Director will establish a study plan covering the next semester or academic year. You must obtain the agreement of your Specialisation Course Director to register in the next semester/academic year and you will have to follow this study plan and enrol in/pass the courses as required.
- $< 50\%$ [0-29/60 ECTS per academic year]: No Progression. You do not progress into the next academic year is not possible.

IMPORTANT INFORMATION: If you obtain less than 50% of the required credits in your first year, i.e. 29 ECTS credits and below, you will be permanently excluded from the study programme. This is known as the '50% Rule'.

For three-year Bachelor programmes, the maximum duration of studies is 10 semesters full-time excluding officially granted interruptions of studies. If you do not meet all the programme requirements by the end of your 10th semester, you will be excluded from the programme and you will not obtain your degree.

[AMENDMENT COVID-19/[1.1](#)]:

The 50% (30 ECTS) rule for passing from the first to the second year will be applied at the end of the Winter Semester 2020-2021, provided you obtained at least 1 ECTS in 2019-2020. In other words, if you obtain less than 50% (fewer than 30 ECTS) by the end of your third semester as a full-time student, you will be permanently excluded from the programme.

5. Completing Your Courses and Obtaining ECTS Credits

5.1. Forms of Assessment

The University Law distinguishes between the following forms of assessment:

- a. end-of-term assessment, continuous assessment, which happens during the teaching period of the semester, and combined assessment, which combines continuous assessment elements with end-of-term assessment (e.g. presentation + final written exam)
- b. graded vs. ungraded assessment
- c. mandatory vs. optional assessment

These forms of assessment can be combined in different ways at study programme and at course level. These combinations matter because they determine whether you qualify to complete (pass) a course.

To qualify to complete (pass) a course, you must attempt all required assessment tasks. Failure to do so will result in a 'non-justified absence' (*absence non-justifiée*, or ABS-NJ) on your transcript and counts a 0/20 in the calculation of your average grade. In the BCE, for instance, attendance is considered a form of non-graded mandatory assessment. In other words, failure to meet the attendance requirement of the programme disqualifies you from completing the course, which will be awarded a 'non-justified absence'. In this case, you must retake the course.

You may also have to re-enrol in a course if you do not meet the continuous assessment requirements, as not all assignments are available for second sessions or resits. Please make you check which assessment components are available for second sessions in the course description on the University website.

[AMENDMENT COVID-19/[1.6](#)]

The University has chosen not to interrupt academic year and the Summer Semester 2020 is not cancelled. You remain registered for exams for courses you enrolled in. This also means that you must meet all the course requirements as defined and adapted by your instructors (see Section 14 for a description of *synchronous* and *asynchronous* participation). Failure to do so will result in an ABS-NJ. This also applies to the academic year 2020-2021.

[AMENDMENT COVID-19/[1.8](#)]

If a course had to be cancelled in the course of the Summer Semester 2020, you were granted a justified absence (ABS-J) for the course(s) in question, unless an alternative can be offered. 'Justified absences' are not counted as an attempt at taking exams nor as a zero mark on your transcript.

5.2. Course Enrolment and Exam Registration

To obtain ECTS credits for a course, you must enrol in the course and register for exams. The following rules apply to all attempts at passing a course:

1. Enrolling into a course in the Student Portal (*Guichet étudiant*) automatically completes your exam registration.
2. You can deregister from a course within the first two weeks of a new semester in the Student Portal (*Guichet étudiant*). Once the deadline has passed, it is no longer possible to unenrol from the course.
3. If a course uses end-of-term assessment **only**, you may withdraw your exam registration up to 4 weeks before the official start of the examination period in the Student Portal (*Guichet étudiant*). This is not possible if a course relies on continuous or combined assessment.

5.3. Compulsory attendance in the BCE

Attendance is considered a mandatory non-graded form of assessment in the BCE. In practice, this means that if you miss more than three sessions (excused or unexcused), you will be awarded an 'absence non-justifiée', which counts as a 0/20 in the calculation of your average grade. For non-standard courses (e.g. weekly double meetings, *Blockseminare*, etc.), attendance requirements will be adapted to the course format. Please consult your instructor about specific attendance requirements for non-standard courses.

Exceptions can be made in particularly serious cases, such as a prolonged hospitalisation. **It is your responsibility to keep track of your absences and to make sure that you manage your attendance correctly.** If, for any reason, you foresee an issue, please make sure you inform your instructor and your Specialisation Course Director as early as possible, and if possible, before you miss a session.

Please note that it is also possible to interrupt your studies for serious issues, such as serious health reasons. Interruptions of studies cannot be granted retroactively, so if, for any reason, you need to interrupt your studies, please contact your Specialisation Course Director.

If you miss a session or an exam (or any form of assessment) because of illness or a medical condition, please go to [BCE-106 ABSENCES Central](#) on Moodle to hand in your medical certificate. Make sure you follow the instructions carefully.

[AMENDMENT COVID-19/[1.7](#)]

In a remote environment, learning and participation can be *synchronous* (students and staff all meet, interact, and complete tasks at the same time) or *asynchronous* (students complete tasks individually at different times). In the BCE, *synchronous* participation and exchange are encouraged, although we are

aware that many factors may interfere with your ability to join an online session at a specific time (internet connections, time zones, family obligations ...).

We therefore operate under the principle that **participation = attendance**. Your instructors will define the balance between *synchronous* and *asynchronous* participation. If attending an online session in real time is difficult for you, please talk to your instructors. Please note that it is your responsibility to ensure that you meet the course requirements set by your instructors.

5.4. First and Subsequent Attempts at Passing a Course (Retaking Exams)

If you do not pass a course the first time you take it, you can take the course again or opt for a 2nd, 3rd, or 4th session if available.

- Maximum number of examination attempts for regular courses = 4: you have 4 attempts per examination/course. Please note: It is always the grade of your last attempt that counts towards the completion of your academic year, even if the result of the latest or last attempt is worse than the previous one.
- Maximum number of examination attempts for fundamental courses (*cours fondamentaux*) = 2: for courses officially declared fundamental in the Annexe to the *Règlement des études*, you have a maximum of 2 attempts at passing the course. Fundamental courses cannot be compensated, and you need to obtain a minimum of 10/20 by the end of Semester 4 (cf. *Loi du 27 juin 2018 ayant pour objet l'organisation de l'Université du Luxembourg*, Art. 35.3.c).
- Retaking Exams. In the following cases, 2nd, 3rd and 4th attempts are possible:
 - a. Failure to pass a course or an examination or failure to attend an examination.
 - b. Improvement of the grade obtained in the previous attempt.

[AMENDMENT COVID-19/[1.4](#)]

THIS AMENDMENT APPLIES IF YOU WERE AN ACTIVE STUDENT ENROLLED IN THE SUMMER SEMESTER 2020. If you failed a course in the Summer Semester 2019-2020, this was not counted as an attempt. However, if a grade below 10/20 was compensated and a module closed, the attempt is counted towards the maximum number of attempts at retaking a course/exam.

In both cases, you need to register for a 2nd or subsequent attempt in the Student Portal (*Guichet étudiant*). If you wish to improve a passing grade for a course, you must declare your intention to improve this grade within 21 days of receiving your transcript in the 'Grade Improvement' section of the *Guichet Étudiant*.

- Failure of a second examination attempt: in this case, we advise you to take the course again. If the course or examination is no longer offered, you must enrol in a new course.
- Unjustified absence from oral or written examinations: in case of an unjustified absence from oral or written examinations, a grade of 0/20 is awarded. In your transcript (*Relevé des notes*), this grade appears as ABS-NJ (= *absence non-justifiée*) and counts as one of four examination attempts in the case of regular courses, or two in the case of fundamental courses. This regulation is applicable to the first official examination as well as to further attempts. You may retake the exam up to four times. Whenever you fail to turn up for an exam, you lose one attempt.
- Failure to hand in written work or to complete assignments: in order to qualify to complete a course, you must attempt all assessment tasks, including continuous assessment tasks. If you fail to do so, you will be awarded a grade of 0/20. In your transcript (*Relevé des notes*), this grade appears as ABS-NJ (= *absence non-justifiée*) and counts as one of four examination attempts. Please note that not all continuous assessment tasks qualify for second or subsequent sessions. Again, attendance (non-graded mandatory assessment component) provides a notable example. If you fail to meet the attendance requirements of a course, you will need to take the course again.
- Justified absence from oral and written examinations: if you present a medical certificate to your instructor(s) within 3 working days after the exam, your absence from the exam will be considered justified. In your transcript, this absence will appear as ABS-J (= *absence justifiée*). It does not count as an examination attempt. Hence, there will be no grade awarded. All other justifications must be submitted to the Study Programme Director and validated by the Board of Examiners (cf. *Student Assessment at the University of Luxembourg: Academic Procedure*, p. 26).

6. Academic Work and Intellectual Honesty

Academic work must be completed independently, and you must acknowledge the sources you have used in your work, whatever their format (print, digital, YouTube, etc.) may be. This applies to oral and written assignments, whether they are composed at home, individually, as a team, or in an exam or in-class situation. Failure to do so constitutes cheating at best and plagiarism at worst and will not be tolerated. This is especially true for **plagiarism**, the practice of passing other people's work and/or ideas off as your own, in other words, of incorporating them into your work without acknowledgment.

Academic work may only be submitted once. Resubmitting a (slightly altered) assignment in a different course constitutes cheating and will be penalised. Please see the *Procédure disciplinaire en matière de fraude et de plagiat au sein de l'Université du Luxembourg* for further detail.

The best way to avoid cheating and plagiarism is to be meticulous about citing your sources and academic conventions. In other words, written assignments such as essays, research papers and reports, and even PowerPoint presentations, will not be considered complete and will be penalised unless they include the following elements:

1. Fully Referenced Text or Body: your essay must be formatted according to prevailing academic conventions and fully referenced.
2. Full Bibliography: your bibliography must be formatted according to conventions of citation and provide the full bibliographical reference for all sources used. This includes published and unpublished sources, obtained in print or on the internet.

Cover Sheet and Declaration of Authorship: including a cover sheet in your written assignments may also be helpful in this context, as this will remind you of the importance of meticulously keeping track of your sources. The cover sheet and declaration of authorship provided by the University should be used for all written assignments submitted during your studies. They can be found in the *Student Assessment at the University of Luxembourg: Academic Procedure* (Appendix II and III) and are available for download on BCE-100 on Moodle.

7. Bachelor Thesis

In order to complete the *Bachelor en Cultures Européennes*, you have to write a Bachelor thesis. In your thesis, you should demonstrate your ability to work independently within a given timeframe. You are expected to present your work according to academic standards and methods. Your Bachelor thesis is written in co-operation with a supervisor who also acts as your first examiner.

The amount of time at your disposal to complete and submit your thesis (a maximum of 6 month) is determined by the date by which you register it on Moodle. There is a three-months registration window, and the longer you wait to register your thesis, the shorter your completion period becomes. From the moment your course enrolment is validated in the *Guichet étudiant*, you must complete and submit your thesis by the next submission deadline. Failure to do so will result in an ABS-NJ (*absence non-justifiée*). As with any course, you have a maximum of four attempts at submitting and passing your thesis. Please keep in mind that the maximum duration of studies for full-time students is 10 semesters

(5 years). If you do not finalise and pass your Bachelor Thesis by the end of your 10th semester, you will be permanently excluded from the programme.

7.1. Registration and Submission of the Bachelor Thesis

You can only register your Bachelor thesis if you have earned at least 120 ECTS credits before the end of your 5th semester (or the semester preceding the submission of your Bachelor thesis).

SUBMISSION	May	November	Platform
OFFICIAL ENROLMENT / Step 1: Confirm your topic and supervisor	01/11 – 01/02. Deadline: 01/02	01/05-01/08. Deadline: 01/08	BCE-105
OFFICIAL ENROLMENT / Step 2: Upload all required official documents	01/11 – 01/02. Deadline: 01/02	01/05-01/08. Deadline: 01/08	BCE-105
OFFICIAL ENROLMENT / Step 3: Enrol in the <i>Guichet étudiant</i>	February Weeks 1-2	September Weeks 1-2	Guichet
Registration Validation If you meet the 120 ECTS requirement, your enrolment will be validated in the Guichet.	February Weeks 1-2	September Weeks 1-2	Guichet
Consultation hours with the supervisor (at least 3)	February-April	August-November	
Submission of Bachelor Thesis	2 May	2 November	

Depending on your results and the availability of Mobility transcript you may not know how many ECTS you will have at the beginning of your 5th semester. This should not stop you from starting the official procedures. Make sure you use the three-month enrolment submission window to develop your project and find a supervisor. Complete Steps 1 and 2 on BCE-105 by the designated deadline.

Your official transcript will be available at the beginning of the semester.

1. If you have obtained 120 ECTS or more, register your Bachelor Thesis in the *Guichet étudiant*. The BCE Office will check that Steps 1 and 2 (BCE-105) are duly completed, and should this be the case, they will validate your enrolment.
2. If you did not hit the 120 ECTS mark, but are still waiting for your Mobility transcript, please register your Bachelor Thesis in the *Guichet étudiant* and contact your Specialisation Course Director. They will review your case. Depending on their decision, your enrolment will be accepted or rejected in the *Guichet*.

3. If you have obtained between 110 and 119 ECTS (Mobility credits included), please register your Bachelor Thesis in the *Guichet étudiant* and contact your Specialisation Course Director. They will review your case. Depending on their decision, your enrolment will be accepted or rejected in the *Guichet*.
4. If you have obtained less than 110 ECTS and still want to submit your Bachelor Thesis in the upcoming semester, please contact your Specialisation Course Director as soon as possible.

Bachelor theses must be submitted electronically via BCE-105 and in PDF format. Depending on the Specialisation Track, three printed versions must also be submitted.

In justified cases (e.g. documented illness), an extension of 2 weeks can be requested on BCE-105. You will need the agreement of both your supervisor and your Specialisation Course Director.

A Bachelor thesis submitted after the deadline is considered as a failed attempt and is graded 0/20 (ABS-NJ). In this case and if your grade is below 10/20, you will be able to write and submit another Bachelor thesis by the next submission deadline at the earliest. Your graduation will thus be postponed to the following academic year. Make sure you follow the procedures and register your second, third, or fourth attempt by the designated deadline. The supervisor of the new thesis may or may not be the same as the supervisor of the first thesis.

If your thesis adopts an interdisciplinary approach, your Specialisation Course Director will select a suitable external examiner and/or second supervisor for you. The first supervisor and second examiner must each hold at least a Master's degree (or its equivalent).

The supervisor of the Bachelor thesis also acts as the first examiner. Typically, the grade of the work is derived from the average of the grades of the first and second reports.

You are allowed a total of four attempts to complete your thesis. If your thesis fails to meet academic requirements you may have to choose a different topic. Your Course Director and/or supervisor will have to validate your (new) topic.

Once you have registered to submit your Bachelor thesis, you cannot withdraw the registration. You will be able to submit a new thesis at a later date, but you will lose one of a total of four attempts.

8. Your University IT Account

Once you have been admitted to a study programme, your University IT Account will be activated. If your admission is conditional, or if you fail to pay the tuition fee, your IT Account will be deactivated.

Your University IT Account gives you access to:

Service	Description
University Email Account	<p>The University provides you with your own University email address that takes the following form: firstname.name.001@student.uni.lu.</p> <p>To connect to your University Email Account, go to https://owa.uni.lu and connect with your StudentID@uni.lu (as indicated on your student card) and your password, which was included in the information package sent to you by the Student Administration.</p> <p>Guide: How to connect to your mailbox</p> <p>Please use your University email account for <u>all</u> your communications with the University and University related business. Academic and Administrative staff will ONLY use your University email address to contact you with vital information. It is therefore <u>essential</u> to check this email account regularly.</p>
Student Portal (<i>Guichet étudiant</i>)	<p>Use the Student Portal to:</p> <ul style="list-style-type: none"> - Enrol in your courses and register for exams - Consult your course schedule - Print your transcripts in French and English - Print your enrollment certificate - Manage your student contracts - Update your personal data - Update your bank information - To refill your copy card <p>https://inscription.uni.lu/Inscriptions/Student/GuichetEtudiant</p>
Moodle	<p>The University has an <i>e-learning</i> platform called <i>Moodle</i>. Moodle is the central communication platform of the BCE. You will use it to access course materials, to submit assignments, and to participate in remote activities.</p> <p>In the remote environment, Moodle will be central to your student experience.</p>

Service	Description
	To access Moodle, please go to http://moodle.uni.lu and login with your StudentID@uni.lu and password.
The University Re-Registration System	You will need your IT account to re-register in subsequent semesters.

Login Information : https://www.uni.lu/students/useful_information_from_a_to_z/password

9. Course Enrolment

Please note: When you enrol in a course in the Student Portal (*Guichet étudiant*), you are automatically registered for exams in that course.

RETURNING STUDENTS: please note that enrolment procedures have changed!

Course enrolment takes places in the Winter and Summer Semesters during the following periods:

Course enrolment starts	1 week before the official start of the semester
Course enrolment ends	At the end of the second week of the semester
Please note:	After the end of the second week of the semester, course enrolment and exam registration will no longer be possible

Please note: As some courses are only available for a limited number of students, you are encouraged to enrol as soon as possible.

9.1 Course Enrolment Step 1: Student Portal (*Guichet étudiant*)

Once you have identified compulsory courses and chosen your optional courses, you will want to enrol. In a first step, please go to the 'Studies' section of the Student Portal (*Guichet étudiant*), choose 'Course enrolment', and look for the courses you wish to enrol in. Make sure you read the information provided on this page carefully and follow the guidelines provided in the *Student Manual for Course Registration* issued by the IT Service.

-  information about the number of ECTS available for the course, the Moodle Course Enrolment Key, type of assessment (end-of-term, combined, continuous), prerequisites, course objectives, details, and sessions ...
-  **Before you enrol**, clicking this button will provide information about whether you are enrolled in the semester in which the course is offered. If this is not the case, you will not be able to enrol in this course.
-  **After you enrol successfully**, you will be provided additional information. Clicking on the (!) symbol will give you access to the **Moodle Enrolment Key** for this course.

Please note: you do not need to re-register for a course, if you want to retake the exam (2nd-4th attempt). However, if you wish to take the course again, you may do so. This means that you will have to meet all the course requirements (attendance and assessment) again.

If available, you can register to retake the exam only in the 'Manage exams' section of the Student Portal (*Guichet étudiant*). Exam Registration takes place in the first four weeks of the semester (check your Student Portal (*Guichet étudiant*) for exact deadlines.

9.2. Course Enrolment Step 2: Moodle

In order to enrol in a course on Moodle, please access it using a specific Enrolment Key. When you join a course on Moodle, it is important to think about the status you will have in the course. You can either join as a 'regular student'. This means that you will need to meet all the course requirements in terms of assessment and attendance. If you want to retake the exam, you do not need to re-enrol in the course. If this is your case, please enrol as a Repeater using the 'REPEATER' key.

Key	Are you choosing this course as a:
REGULAR STUDENT	Click on the  or  symbol in the Student Portal (<i>Guichet étudiant</i>) to obtain your Moodle Enrolment Key.
REPEATER	<p>You do not need to re-enrol in a course for which you want to retake the exam, but you can gain access to the course materials by using the following Moodle Enrolment Key: REPEATER.</p> <p><u>Please note:</u> joining the course on Moodle does not constitute exam registration. You will have to register for exams in the Student Portal (<i>Guichet étudiant</i>).</p>

If you encounter any difficulties accessing the course with your enrolment key, please contact the Moodle Support Team.

10. Moodle

10.1. Technical Details

If you have not used Moodle (<https://moodle.uni.lu>) yet, you will have to activate your Moodle Account with your University login. This is only possible once you have logged in to your University email account on <https://owa.uni.lu>. You can find your University Account login and password in the information material provided to you by the Student Administration (SEVE) when you finalised your registration.

10.2. Understanding Moodle Course IDs

The Moodle Course ID is different from the Moodle Enrolment Key. It serves to identify the course on the Moodle platform and provides information about the course itself.

Course Title	American Studies 1: American Ideas and Ideals
Moodle Course ID	BCE-ES-309-04
What it means:	The alphanumerical 'Moodle Course ID' identifies your course on the platform. ES = English Studies 309 = Semester 3, Module 09 04 = fourth course in Module 09

The fastest way to find a course on Moodle is to use the Moodle Course ID. You can enter it, or part of it into the search box on Moodle to find either a specific course, or all the courses on offer in a specific programme. Thus, for instance, searching for BCE-ES-309-04 on Moodle will take you straight to *American Studies 1*. Searching for BCE-ES will give you a list of all English Studies Courses, whereas BCE-ES-3 will list all the English Studies courses in the third semester, etc.

10.3. Moodle Support

Moodle-Support	Student IT Helpdesk	https://unilux01.atlassian.net/wiki/spaces/ITSH/overview
BCE Co-ordinators	Sandra BAUMANN	sandra.baumann@uni.lu
	Liz STRAUS	liz.straus@uni.lu

11. Communication in the BCE Programme

11.1. BCE-100: The main BCE-Communication platform

The BCE-100 is used as the primary means of communication between the BCE Office, teaching staff, and students. **Important programme information will be posted here**, as will invitations to special events and information pertaining to the organisation of the BCE programme. You are advised to check BCE-100 for possible updates least once per week.

11.2. Announcements and Calendar

The Announcements and Notice Boards as well as the Calendar are used to inform you of any schedule changes, such as new events and room arrangements. Any message posted on the Notice Board or an Announcement Forum will automatically be sent out to your University email address by noreply@moodle.uni.lu. However, should you encounter any difficulties, please check the [Student IT Helpdesk](#).

Please note that the Announcements and Notice Boards act as archives, which means that they can be consulted by you at any time. Any information posted on a Moodle forum will be deemed official and published.

11.3. BCE-102 Mobility

On BCE-102 Mobility you can find a lot of useful information concerning your semester abroad.

11.4. BCE-103 EXAM Central

On BCE-103 EXAM Central you can find everything regarding the BCE examination period, including rules and regulations, exam timetables, and other relevant information.

11.5. BCE-104 APPLY TO JOIN BCE Seminars and Workshops

Through BCE-104 Apply to Join you can enrol in workshops and seminars.

11.6. BCE-105 Bachelor Thesis Central

On BCE-105 Bachelor Thesis Central, you must register your Bachelor thesis and upload the final version of your work. This is also where you will find important information regarding your Bachelor thesis and where you will be able to apply for a two weeks' extension on BCE-105.

11.7. BCE-106 ABSENCES Central

Please go to BCE-106 if you miss a class or an exam. Upload your medical or other certificate(s) in the dedicated spaces. Information provided here will be treated confidentially. Only authorised staff, specifically the BCE Office staff and the Programme Director, Specialisation Course Directors, and their deputies, will have access to your certificates.

If your situation requires a greater level of confidentiality, please contact the Programme Director, Specialisation Course Director, or the BCE Office directly.

12. Use of Laptops, Tablets, and Smartphones in the Classroom

Laptops, tablets, and smartphones can be very useful in classroom situations, but they can also be disruptive and prevent both you and teaching staff from making the most of their contact time. Your instructors may decide to implement one of the following policies at any time:

1. ban laptops, tablets, and smartphones from their courses completely;
2. punctually allow the use of laptops, tablets and smartphones for certain class activities;
3. generally allow the use of laptops, tablets, and smartphones in their courses (in lectures, for instance).

Your instructor's decision will depend on their teaching methods and the needs of the class and will be communicated to you at the beginning of the semester.

12.1. Appropriate and Inappropriate Use of Digital Tools in the Classroom

Since we are constantly surrounded by digital tools, it may not always be easy to decide when and how digital tools are considered appropriate or not. Please, abide by the following distinction:

- The use of laptops, tablets, and smartphones for **non-class-related activities** is considered inappropriate. Even a 'quick look at your phone or at the Facebook tab that happens to be open' is disruptive: both your fellow students and your instructors will notice and may be bothered by this.

- The use of laptops, tablets, and smartphones for **class-related activities** is considered appropriate.

In conclusion, laptops can be very useful in situations where you are not required to participate actively, such as lectures for instance, as they will allow you to take notes efficiently during the class itself. During seminars and student presentations, on the other hand, laptops can be disruptive, as your primary focus in seminars should be to contribute to the ongoing discussion. If a seminar includes a workshop activity, however, laptops may again be useful, as they might allow you to find information or write and edit your workshop account 'in real time'. Your instructors will know whether laptops are useful or not during their sessions, and we expect you to respect whatever policy they choose to implement in class.

[COVID 19 / Impact on Use of Digital Tools in the Virtual Classroom]

Obviously, as a result of the coronavirus pandemic, most of your classrooms have become virtual classrooms and you will rely heavily on digital tools to 'attend' lectures and engage with other students. The principles delineated above also apply in the virtual environment, however. While 'in class' you should concentrate on class, and we would advise you to minimise the channels of communication you keep open to what is necessary for class. On the one hand, this may improve the quality of your internet connection and on the other, it may actually help you to stay focused.

To find out about studying in a virtual environment at the University of Luxembourg, please visit REMOTE.UNI.LU (<https://remote.uni.lu/>).

Exceptional Measures in Response to the Covid-19 Crisis for the Summer Semester 2020

VRA 2020-04/01: Student Assessment and Progression

IN THIS DOCUMENT, THE AMENDMENTS BELOW ARE REFERRED TO AS [AMENDMENT COVID-19/1.x]¹

Following the exceptional circumstances that the University of Luxembourg is facing during the summer semester 2020, there is a need to temporarily adjust a number of internal rules governing the student assessment and progression process.

The modifications to the student assessment and progression process are established to fit the temporary contexts of the remote teaching process and its unavoidable impact on courses and assessments.

The modifications also take note of the educational needs of each faculty and study program at the University, as to provide the means to complete the semester in a flexible manner.

The list of special arrangements to the assessment and progression process for each faculty and study program is included in Annexe 1. It is expected that students who are due to complete their study this semester will be able to do so and graduate by the end of the calendar year 2020.

The following arrangements are applicable to all study programs at the University for the summer semester 2020:

- 1.1. The 50% rule (30 ECTS) for passing from the first to the second year (article 36, paragraph 2, point 1, of the law of 27 June 2018 organising the University of Luxembourg) for all students having obtained at least 1 ECTS credit in the academic year 2019/20, will be applied at the end of the winter semester 2020/21, i.e. 30 ECTS credits must have been obtained by the end of the third study semester (for a full-time student).
- 1.2. Course sessions and exams can take place until 4 September 2020. Course sessions and exams scheduled after 4 July must be announced at least one month in advance.
- 1.3. Exam retakes can be exceptionally offered during the semester. The Study Programme Director decides whether this possibility will be available for courses of the programme and communicates the decision to all teaching staff of the programme before the end of the course period. Time

¹ Though the document was published in the Summer Semester 2019-2020, (some of) these decisions have effects beyond 2019-2020. Please make sure you consult the University FAQ regularly for up-to-date information: <https://www.uni.lu/coronavirus>.

schedules and deadlines for retake exams should be decided as part of the deliberations of the Board of Examiners or as soon as possible thereafter.

- 1.4. The attempt at exams that a student does not pass (grade <10) is not counted.²
- 1.5. For students for whom the summer semester 2019/20 would have been the last possible semester to finish their studies according to article 36, paragraph 7, of the law of 27 June 2018 (maximum study duration), the summer semester 2020 is not taken into account in the calculation of the maximum study duration.
- 1.6. The calendar of the current academic year 2019/20 remains unchanged. Course instructors can adapt coursework, assessment modalities and the respective deadlines for their course in response to the current situation. Such adaptations must be communicated to students without delay. Course requirements (as adapted or confirmed) remain in force for all students enrolled in the course. Students should be informed that they will not be awarded credit if they do not comply with all the compulsory course requirements, as communicated by the Course Coordinator.
- 1.7. Compulsory attendance in person is waived. Synchronous attendance in courses that are offered remotely is also waived where appropriate. Students are expected to participate in online learning (asynchronous) and catch up with coursework remotely.
- 1.8. In the case of a course lecturer falling ill and the course being interrupted, students in affected classes may be granted an ABS-J (absence justifiée). The students affected can be offered to enrol in alternative courses if possible.
- 1.9. In the case where the study program includes a compulsory internship period which cannot be completed by August 31, 2020, the student will benefit, in agreement with the study program director, from either a) substitution work or b) an internship starting from September 1, 2020 for the duration mentioned by the study regulation (règlement des études). The student must be informed that in the case of a delayed internship period, there is an obligation to re-register for a new semester and the graduation will take place in 2021. The student benefits, if necessary, from the measure specified in point 5 above.

² In case a student participates at exams of a course for the first time and the course is validated through compensation (course grade <10, module grade 10 or higher), the participation at exams is nevertheless counted as one attempt.