Master in Learning and Communication in Multilingual and Multicultural Contexts (FLSHASE)

Study Guide

Provisional Version
This Study Guide is based on the following acts and regulations:

- Act of August 12, 2003 pertaining to the foundation of the University of Luxembourg, hereinafter referred to as “Act”
- Grand Duchy Regulation (“Règlement grand-ducal”) of May 22, 2006 relating to the obtaining of the Bachelor degree and the Master degree of the University of Luxembourg, hereinafter referred to as “RGD”
- Internal rule of order of the University of Luxembourg of 2011, hereinafter referred to as “IRO”

This Guide supplements the legal texts.
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Chapter 1: General provisions

1. The aim of this Study Guide is to define certain provisions stipulated in the Act pertaining to the foundation of the University of Luxembourg (Act), the Grand Duchy regulation (Règlement grand-ducal) relating to the obtaining of the Master's degree (RGD) and the Internal Rules of Order (IRO).

2. This Guide refers to the Charter of the Rights and Obligations of Students of the University described in the current IRO. This charter is signed and accepted by the student when he or she registers at the University (cf. Art. 11 of the Act). The Guide makes particular reference to the disciplinary regulations and sanctions applicable to students as well as disputes and forms of appeal (cf. Heading VII: Students of the University), the regulation concerning the use of computer resources (cf. Heading II: Functioning of the University's sections), and the regulation for the use of the Library of the University of Luxembourg (BUL; cf. Heading II: Functioning of the University’s sections) (see also the Appendices to this Study Guide).

Chapter 2: Requirements for entry to studies

Section 2.1: General entry requirements

1. Entry to studies is open to holders of a Bachelor diploma in education, social sciences and the humanities, literature or linguistics, communication, or any other field related to the themes of multilingualism and multiculturalism. The diploma must be recognized as equivalent by the Minister in charge of higher education (cf. Art. 12, Act of August 12, 2003).

2. Notwithstanding the provisions of the preceding paragraph, entry to non-holders of any of the above-mentioned diplomas is open to students who have passed the tests of a special entrance examination organized by the University (cf. Art. 12, Act of August 12, 2003).

3. Regardless of the preceding provisions, any person who has for at least three years exercised a salaried, non-salaried or voluntary professional activity related to the subject of the studies programme may request recognition of his or her professional experience in order to provide proof of all or part of the knowledge and skills required for obtaining the diploma. Any person may likewise request recognition of the post-graduate studies which he or she has completed, particularly abroad (cf. Art. 9, Act of August 12, 2003).

4. Recognition of professional experience takes the form of allocation of ECTS credits in a course of study, but does not imply the allocation of grades for these modules. For students concerned, a module has been created designated
“Professional experience recognition module” to which a number of ECTS credits is assigned, which may be > 30 ECTS in exceptional cases (cf. Art. IV.2.101 of the IRO).

Section 2.2: Specific entry requirements

1. Besides the usual documents required by the University administration and the registration office (SEVE), the student must submit a personal letter of application in which he or she:
   • Indicates his or her specific reasons for registering for the Master programme
   • Explains his or her future professional plans
   • Describes his or her language expertise and the manner in which he or she intends to handle the trilingualism of the programme
   • States his or her reasons for wishing to study in Luxembourg
   • Presents a project or research themes which he or she intends to investigate as part of the Master programme (minimum of 2 paragraphs)
   • Describes the academic or professional work which he or she has completed in previous courses of study and which is related to the Master programme

2. The candidate is selected on the basis of this file by a commission consisting of the Course Directors. The decision whether or not to admit the candidate is communicated to the candidate in writing.

Section 2.3: Linguistic competence

1. Functional mastery of academic English is required (C1).

2. Furthermore, mastery of one of the other programme languages (German or French) is required at level B2.

Chapter 3: Objectives and structure of the study course

Section 3.1: Objectives of the study course

The focus of the academic master programme “Learning and Communication in Multilingual and Multicultural Contexts” is multilingualism and multiculturalism and the issues raised by these themes in a society which today is characterized by increasing mobility, migration and diversity. In particular, it focuses on issues of linguistic and cultural diversity which arise in education, communication and in institutional and professional contexts. In courses and seminars, multilingualism is an integral part of the forms of exchange among students. In the philosophy of the programme, multilingualism is believed to bring added value to constructing knowledge.
At a scientific level, the programme aims to do the following:

- familiarise students with scientific literature dealing with multilingualism and multiculturalism in fields such as sociolinguistics, applied linguistics, education, epistemology, sociology, digital literacy;
- develop students’ in-depth knowledge of necessary methodological tools, with special emphasis on qualitative research in these areas;
- enhance students’ independent research competences; and
- accompany the thought processes necessary for students to act as responsible members of society in connection with issues of multilingualism and multiculturalism.

More specifically, the programme focuses on five areas:

- **Methodological approaches (Research approaches – RA):** Students develop knowledge concerning different key qualitative approaches for the areas covered by the Master programme, such as ethnography, discourse analysis, interview techniques, etc. Eventually students are capable of putting these methodological tools to work in their own research projects.

- **Multilingualism/multiculturalism and education (Language and Education – LE):** Students develop mastery of fundamental concepts related to research themes such as language acquisition in a bilingual or plurilingual setting, migration in the school environment, didactics of multilingualism, management of diversity, etc.

- **Multilingualism/multiculturalism and work (Organizational discourse and business communication – BC):** Students acquire knowledge allowing them to analyse communication in different multilingual and multicultural work settings, together with the negotiations which may be involved.

- **Multilingualism/Multiculturalism and new media, mobility, and migration (Globalisation, digital communication & migration - GDM):** This domain covers three fields: globalisation, digital communication and migration. Students develop expertise in the field of digital literacy, and new communication technologies as well as engage with issues linked to mobility and migration in the globalised world.

- Furthermore, the programme encourages and supports students in mastering **languages (Languages –LL)** by means of different courses. It is expected that, at the end of their studies, they will have made progress in the three languages (if possible reaching at least level B1 in their weakest language). In the three programme languages, particular emphasis is placed on mastery of the academic register.
Section 3.2: General description of the study course

1. The Master in Learning and Communication in Multilingual and Multicultural Contexts programme is organised along the lines of the principles of the Bologna Process. It lasts 2 years, or 4 semesters, and has a total value of 120 ECTS (European Credits Transfer System) credits.

2. Students have full-time or part-time student status, which may change in the course of their studies. A student may not change his or her status more than twice. In that case, the status obtained at the time of the second change is the final status until the end of his or her studies (cf. Heading 4, Art. IV.4.101 of the IRO).

3. The regular duration of study for full-time students is 4 semesters\(^1\). The maximum duration of study to satisfy all the conditions for the conferment of the degree for a full-time student is 6 semesters (cf. Art. 4 of the RGD)\(^2\) (for part-time students, cf. Heading 4, Art. IV.4.106) and for part-time students a maximum of 8 semesters. The time of registration as a student at the UL is taken as the basis for calculating the number of semesters completed.

Section 3.3: Forms of teaching

1. The courses take the form of classroom teaching and generally take place on Thursdays, Fridays and Saturday afternoons and evenings (in exceptional cases, courses can also be held on Thursday- or Friday mornings or Wednesday evening).

2. Specific courses can take the form of blended learning (classroom teaching and virtual instruction).

3. The programme modules take the form of seminars, courses, symposia and workshops. An internship in a professional environment (not-obligatory) is also possible within the programme.

\(^1\) Full-time study (standard duration of 4 semesters) is used as a basis in this document, unless otherwise indicated.

\(^2\) Article 8 of the Grand Duchy regulation of May 22, 2006 provides for exceptions in specific cases.
Section 3.4: Computer resources (Moodle platform)

1. The Master programme uses the Moodle platform as the principal tool of computer-based communication (http://moodle.flshase.uni.lu/). This tool is the default means of communication between the Course Directors, the teachers, the students and the secretariat. Students are therefore bound to keep themselves up to date via this platform.

2. Training in the use of the platform is offered to all students at the beginning of the year.

3. The platform makes it possible to download materials for courses and seminars in spaces protected by an individual password and to save work there.

4. See Appendix 1 for the general regulation for use of computer resources at the University.

Section 3.5: General structure of the study course

The study programme is structured around five areas (modules): RA - Research approaches; LE - Language and Education; BC - Organizational discourse and business communication; MD - Media discourse and digital communication; LL –Languages.

1. In Semester 1, courses are offered at an introductory level. The other semesters offer more advanced courses.

2. A specific number of ECTS credits is assigned to each module. One credit corresponds to a course achievement requiring between 25 and 30 hours of work (cf. Article 2 of the RGD).

3. 120 ECTS credits must be acquired in order to obtain the Master degree.

4. Progress within the programme and course descriptions are given in the Handbook.

Section 3.6: Mobility

1. Students may spend one semester abroad if they so wish, subject to an agreement between the University of Luxembourg and a foreign institution or as a free mover student.

2. Mobility is only possible from the third semester onwards.
3. A learning agreement must be signed before any mobility semester. Studies pursued abroad must show a clear connection to the subject of the studies for the Master programme. If this is not the case, the student must obtain the ECTS credits in the modules at the University of Luxembourg.

**Section 3.7: Internship**

It is possible to do an internship (120h minimum – 140h maximum- within the program (5 ECTS). This is not obligatory. If the students choose this option, the internship is made preferably during the 2nd or the 3rd semester. The internship takes place outside regular courses. For the internship an agreement must be signed. Learning objectives must be established before starting the internship. A written report needs to be submitted at the end of the internship.

**Section 3.8: Master thesis\(^3\) and defense examination**

**Supervision of the Master thesis**

1. The student chooses a thesis supervisor from the professors or associate professors teaching in the programme and employed by the University. One cannot choose an adjunct teaching staff member (“vacataire”) as the main supervisor. The student is encouraged to choose a director at the beginning of the second semester of the program.

2. It is also possible to choose a second supervisor. This person must hold a doctoral degree and be teaching in the programme (UL staff or “vacataire”).

**Submission of the Master thesis**

Each student must write a Master thesis covering between 60 and 80 pages (excluding bibliography and appendices).

1. The thesis must adhere to scientific research standards. It may be written in any of the three programme languages.

\(^3\) See the Handbook for details concerning the planning of the thesis and its formal presentation.
2. Two thesis submission and defense sessions are organized in February and July of every academic year.

3. Registration for the Master thesis is possible when at least 80 ECTS credits have been obtained.

4. For admission to the defense, students must register beforehand with the programme secretariat. They must fulfil the following conditions:
   • ECTS credits obtained
   • Authorization form signed by the supervisor of the thesis (on Moodle)
Registration form submitted personally to the secretariat of the Master programme by the following dates at the latest:

   • **December 1** for defense at the February session
   • **March 1** for defense at the July session

If December 1 or March 1 fall on a Saturday or Sunday, the form must be handed in on the working day following these dates.

Submission of the thesis for each session takes place on the following dates:

   • **January 12** at the latest for defense in the course of the last week of January or the first week of February
   • **June 11** at the latest for defense in the course of the last week of June or the first week of July

If January 12 or June 11 fall on a Saturday or Sunday, the thesis must be handed in on the working day following these dates.

For the submission of the Master thesis 1 copy must be delivered to each member of the jury + 1 copy needs do be delivered to the secretariat + 1 electronic copy on CD (in pdf version). The appendices (audio, videos, long transcriptions) must likewise be saved on the CD.

**Defense examination and jury**

The public defense examination comprises a 15-minute presentation of the candidate’s work and between 30 minutes (min.) and 45 minutes (max.) of questioning (ideally multilingual). The examination is held at the University of Luxembourg.

The thesis jury is constituted in agreement with the supervisor of the thesis and the Course Directors. It comprises at least the supervisor of the thesis (a professor or associate professor of the UL), another member (professor, associate professor or faculty member holding a doctor’s degree and teaching in the programme) and one student, who is entitled to ask questions. It is also possible to invite an external expert (outside the UL, holding a doctor’s degree) after consulting the Course Directors.
Assessment of the Master thesis and the defense examination

1. Following the defense, the jury retires to deliberate and assigns a grade. The student who is a member of the jury gives his or her opinion first. He/she then leaves the room. He/she does not take part in the final deliberation of the jury in preparation for the overall grade of the examination.

2. Each member of the jury except the member student from the jury writes a report of a minimum of one page relating to the thesis and the defense and explaining the grade assigned for the work. The report needs to be handed in in the week after the defense.
   - See on Moodle for the assessment criteria for the Master thesis and the defense
   - See Appendices 2 and 3 to this document for equivalence of grades.

3. The thesis counts 75% towards the final grade, the defense 25%.

4. The thesis supervisor communicates the final grade to the programme secretariat immediately after the defense.

5. When communicating the results at the end of the defense, the jury may ask the candidate to make corrections (specified by the jury-minimals, for example, spelling type or other) to the submitted version of the thesis. The candidate must deliver a new corrected copy to the secretariat within two months after the defense, after verification by the thesis supervisor of the changes made.

6. If the work is unsatisfactory, the candidate may register for a later thesis credit session and revise the thesis in accordance with the requirements of his or her supervisor.

Chapter 4: Assessment

Section 4.1: Course attendance

1. Participation in every course for which the student is registered is compulsory. Attendance is a necessary condition for successful completion of the course.

2. If the student is absent for more than 25% of the course, including with medical certificate, no credits can be awarded for the course.

3. During every session the teacher circulates an attendance list which is signed by every student. In the case of absence, the student is responsible for catching up on the material taught by informing himself or herself from his fellow students. Students are invited to inform the teacher about their absence beforehand.
Section 4.2: Methods of assessment

1. Each course includes an assessment on the basis of which a grade is awarded.

2. The programme offers different assessment types and formats for activities, seminars, courses, etc. (continuous assessment, final thesis, examinations, portfolio, oral or written examination, etc.).

3. Every teacher provides information on the type(s) and format(s) chosen in his course description.

4. The grades allocated for the assessment of the courses and modules take the form of points on a scale between 0 and 20 (cf. Appendices 2 and 3). The course grade is deemed to have been obtained and final if the number of points is more than or equal to 10/20.

5. Grades lower than 10 are insufficient and the student must do the assessment again if the credits are not awarded for the module.

6. If the grade obtained is insufficient, he or she can repeat the assessment once without repeating the course. The new assessment must be made within a maximum of three months from the date on which the insufficient result has been communicated to the student by the secretariat. If the student’s work is again awarded an insufficient grade or is not handed in for a second time, the student must repeat the course.

7. If the student has not submitted his/her work, or if he/she has failed to appear for the examination and has not provided an adequate justification (e.g. medical certification), the student must repeat the course. If she/he provides adequate justification, the student follows modalities under point 6 above.

8. Crediting of the module: if a course grade obtained is insufficient, it is possible to compensate within the module if the average grade obtained in all the courses in the module is more than or equal to 10/20.

Section 4.3: Examination jury

1. The examination jury consists of at least five members chosen from among the persons who teach one of the programme courses, together with the Course Director and the Deputy Course Director. The jury is presided over by the Course Director (cf. Art. 11 of the RGD).

2. The examination jury is responsible for:

   - recognising, as the case may be, the equivalence of credits obtained in the course of undergraduate studies or parts of undergraduate studies undertaken in another institution of higher education
• verifying the smooth running of the evaluation process
• allocating grades and credits to all the modules and courses in the programme subject to credits

For this purpose, each jury:

• ensures that examinations are organized according to university rules
• ensures compliance with statutory and regulatory provisions
• records and verifies the grades
• deliberates on all the grades obtained by every student and ensures secrecy of the deliberations
• grants the associated credits when it deems the results to be satisfactory

The Dean ensures that the results are communicated and hands out the certificates for the modules and courses (cf. Art. 12 of the RGD), in the form of report cards.

Section 4.4: Handling of cheating and plagiarism

1. Cheating: in the case of cheating or attempted cheating (cf. Art. VII.2.107) during an examination which proves to be substantiated, not only the examination in question but also all examinations done by the students in the examination session in which cheating or attempted cheating is observed will not be assessed, and the modules in question will not be assessed during this examination session. (See Chapter 2 of the IRO and Appendix 4 for further details concerning cases of cheating).

2. Plagiarism: plagiarism is strictly forbidden. Any proof of plagiarism entails a detailed procedure under the Internal Rules of Order described in Chapter 2 of Heading VII (see Appendix 4). With his or her admission to the programme, the student agrees that the work which he or she submits (in writing, by electronic means, other) for crediting may, if necessary, be verified using specialised electronic tools.

Section 4.5: Ethics

With regard to ethics, students and teachers are subject to the standards for research and participation in University life promulgated by the UL (Chapter 9 of the IRO).

Chapter 5: Bodies responsible for the study course

Section 5.1: Course Directors

1. The Course Directors are the Course Director and the Deputy Course Director. The Course Director and the Deputy Course Director are nominated for a term of four years. They perform their duties in close collaboration with the Steering Committee. For this purpose, meetings are regularly organized with the faculty members taking part in the programme.
2. The Course Directors have the following responsibilities under the authority of the Dean (cf. Art. II.5.402 of the IRO):

- they organize the studies for which they are responsible
- they are the spokespersons of the students and teachers
- they organize the Steering Committee of the study course
- they organize and preside over the examination juries
- they are responsible for the cost centre allocated to the study course; they prepare and ensure compliance with the course budget
- they prepare an annual activity report
- they organize the selection of students

Section 5.2: Steering Committee

1. The Steering Committee assists and advises the Course Directors, in particular on the following matters:

- setting up and developing the study course
- revising the study course
- allocating human resources for the study course (academic staff of the UL; adjunct teaching staff members)
- internal assessment and preparation of the external assessment of the study course
- quality assurance
- definition of the framework for assessment by students
- definition of the criteria of admission to the study course
- definition of internal and external communication strategies, policies and structures
- search for partners

It consists of the following members:

- the Course Director
- the Deputy Course Director
- at least 3 faculty members
- 1 adjunct teaching staff member
- 2 students
- 1 external partner
- 1 graduate (alumnus)

2. The Master programme secretary assists at the meetings of the Steering Committee as a secretary and has an advisory role.

3. The student representatives are elected by the students of the study programme or by their delegates.
4. The Steering Committee meets when convened by the Course Director, at least twice per year, when convened by the Dean, or when the majority of the members so wish and make a written request to the Course Director or the Dean. A quorum of at least 4 internal members (including the Course Director and the Deputy Course Director) is required to hold meetings of the Steering Committee. A report is written following every meeting of the Steering Committee.

5. The Steering Committee is composed of new members (or confirmed in office) every 4 years. Its steering function continues beyond the term of office of the Course Director.

Chapter 6: Appendices

1. Regulation for the use of computer resources (source: IRO)

Art. II.15.101. Scope of application. These rules apply to all persons using the computer systems of the UL and the computer systems which it is possible to access from the University.
A user is any person, regardless of his or her status, who is destined to use the computer resources and networks of the University.

Art. II.15.102. Conditions of access to computer resources and networks. The use of the computer resources and networks of the UL must be restricted to activities of research, teaching, management or university life. Any other use is subject to prior authorization by the administrator and may not risk affecting the functioning of the computer system or, in general, interfere with the functioning of the University. The user must observe the methods of connection of the hardware to the communication networks as defined to him or her by the SIU; they cannot be modified without prior authorization. The right of access to a computer system is not transferable. The right of access is revocable and can be withdrawn:
• if it is no longer justified due to the function of the user
• in the event of failure to comply with this regulation, under the conditions and in accordance with the regulations specified in Article II.15.110.

Art. II.15.103. Observance of the confidential nature of information

Users undertake not to attempt:
• to read or copy files of another user without his or her authorization; the information contained in the files of a user is private, even if the files are “physically” accessible.
• to intercept private communications of users;
• to appropriate or decode the password of a user;
• to modify, copy or destroy the files of another user;
• to restrict or prohibit access to the computer systems of an authorized user without special authorization.
Art. II.15.104. Computer security

Users are bound to:
• participate in the security of the system (choice of strong passwords, protection of their file space, etc.);
• observe the authentification procedures in force such that the actions which they carry out within the systems are identifiable;
• notify any security flaw of which they become aware as soon as possible.

Users undertake not to
• perform any action whose purpose is to conceal their real identity;
• experiment on the security of the computer systems and networks or on computer viruses;
• perform operations whose consequence might be:
  – to interrupt or modify the functioning of the network or any system connected to the network;
  – to damage the hardware;
  – to access private information of other users on the network;
  – to modify or destroy information contained on any of the systems connected to the network;
  – to necessitate the use of additional human or technical control resources.

Furthermore, the development, installation or mere ownership of a program the aim of which is to bypass the security of a system and the protection of the software is prohibited.

Art. II.15.106. Management of resources

Users are bound to:
• observe the rules and procedures in place for the acquisition and output of data on the computers of the University;
• observe the procedures for and restrictions on data acquisition/extraction using electronic media. This mainly applies to remote-access computing and media;
• use only the resources for which they are authorized. This applies to both points of access and peripheral devices (printers, plotters, etc.);
• participate in the use of resources in line with the instructions for use specifying the methods of access and sharing of resources. The development, installation or mere ownership of a program saturating resources (computer resources and/or networks) is likewise prohibited;
• handle the equipment with care;
• inform the administrator immediately of any malfunctioning of and damage to the computer environment;
• avoid any use of computer equipment likely to cause malfunctioning or possible damage;
• pay particular attention to energy consumption.

Art. II.15.107. Restrictions on access to and use of the computer system

In general, any use of the computer system of the UL is prohibited which contravenes current laws and regulations as well as the provisions of this regulation. The following are for example prohibited:

• any act which contravenes the texts governing intellectual property, in particular all counterfeits, in other words any reproduction, performance or broadcasting of a protected creative work (for example written work, illustration, photograph, music, film, software ...) which violates the rights of the author. In this respect, any use of software, documents or data in general is subject to the acceptance of the terms of the licence in question. It is forbidden to make copies of software, documents or other data without authorization. Furthermore attention is drawn to the fact that the development, installation or mere ownership of a program the aim of which is to bypass software protection systems is prohibited;
• any attack on individual freedoms, particularly the private sphere of other persons (e.g. the use of words or the image of a person without his or her consent);
• any attack on the secrecy of private correspondence (e.g. reading, interception, misappropriation of mail or messages of a private nature);
• any attack on personal rights resulting from computer files or computer processing (non-authorized use of personal data ...);
• any attack on systems of automatic/computer processing of data (e.g. non-authorized access to the computer system, hindrance to its functioning, fraud, alteration or suppression of data ...);
• any use of a commercial, religious, unlawful or criminal nature or of a nature such as to disturb public order (e.g. slander, defamation, discrimination, pornography, incitement to violence ...).

Article II.15.110: Responsibility of users – sanctions

a) Users are responsible for their use of the computer hardware, means and resources of the UL as well as all the information which they use or make available to third parties or the public.

Owners of accounts or of an access control device are responsible for the operations performed from their accounts or under cover of the access control devices which have been allocated to them.

b) The UL may apply restrictions on use on a temporary or permanent basis, in particular:
• Disconnect a user, with or without prior notice according to the circumstances, and provisionally single out or neutralize any data or any file which is clearly illegal or contravenes the provisions contained in this document or which might imperil the security
c) The UL reserves the right to institute penal, civil or disciplinary proceedings against any person failing to meet any of the obligations mentioned in this document.

2. Grading system

For information purposes, the following grading system is used at the UL:

The University uses a 20 point grading scale, which will be familiar to students with a previous experience of the Belgian, French or Luxembourgish educational systems. For those unfamiliar with the system, the grade descriptors below are intended to provide an unofficial guide.

18-20 Excellent
Demonstrates a thorough and systematic knowledge of course content, together with evidence of extensive outside reading and research. The answer is exceptionally well-argued, demonstrating an outstanding level of critical judgment, originality of thought, and methodological rigour.

16-17,9 Très bien
Demonstrates a comprehensive knowledge of course content, together with evidence of significant outside reading and research. The answer is uniformly well-argued, displaying a very good exercise of critical judgment, clear elements of originality, and methodological rigour.

14-15,9 Bien
Demonstrates a very good knowledge of course content, together with satisfactory evidence of further reading. The answer is generally well-argued, displaying a good level of critical judgment and some evidence of originality. Methodology is generally sound.

12-13,9 Assez bien
Demonstrates a good knowledge of course content, though with only limited evidence of further reading. Reasonably well argued, though a largely descriptive or narrative answer which shows only limited critical judgment or analytical development. Methodological application is basically sound, but with minor errors.

10-11,9 Passable
Demonstrates an adequate knowledge of course content, though with limited or no further reading. A largely descriptive or narrative answer which, while factually accurate, does not clearly display an exercise of independent critical judgment. Overall development of the argument is uneven. Methodological application is inconsistent, but without fundamental flaws.
0-9,9  Insuffisant
Significant errors, misunderstandings or omissions as regards course content, with no evidence of further reading. Core arguments are inadequately structured, with no demonstration of independent thought or exercise of critical judgment. No treatment of complex issues. Inadequate referencing and poor use of source materials. Poor methodology.
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<td>suff = 6</td>
<td>suff = 4</td>
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</tbody>
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| 20 | 1* | sehr gut | 1 | 93-100 | 20 | A+ | 10,0 | 20 | 10,0 | 5 | 30+ | 10,0 | 5,0 | A | 6,00 |
| 19 | 1,0 | 1,0 | 1 | (70-100%) | 19 | 9,5 | 19 | 9,5 | 9,5 | 4,5 | B | 5,75 |
| 18 | 1,3 | 1,3 | 1,7 | 85-92 | 18 | A | 9,0 | 18 | 9,0 | 4 | 30 | 9,0 | 4,0 | C | 5,25 |
| 17 | 1,7 | 1,7 | 1,7 | 85-92 | 17 | A- | 8,5 | 17 | 8,5 | 17 | 8,0 | 29 | 8,5 | 4,5 | 5,50 |
| 16 | 2,0 | 2,0 | 2,0 | Upper 2nd (60-69%) | 16 | B+ | 8,0 | 16 | 7,5 | 4 | 30 | 9,0 | 4,0 | C | 5,25 |
| 15 | 2,3 | 2,3 | 2,3 | 75-79 | 15 | B | 7,5 | 15 | 7,0 | 3 | 30 | 9,0 | 4,0 | C | 5,25 |
| 14 | 2,7 | 2,7 | 2,7 | 70-74 | 14 | B- | 7,0 | 14 | 7,0 | 2 | 29 | 7,5 | 3,5 | D | 4,75 |
| 13 | 3,0 | 3,0 | 3,0 | 65-69 | 13 | C+ | 6,5 | 13 | 6,0 | 2 | 26 | 7,5 | 3,5 | D | 4,75 |
| 12 | 3,3 | 3,3 | 3,3 | Lower 2nd (45-49%) | 12 | C | 6,0 | 12 | 6,0 | 1 | 25 | 7,0 | 4,5 | 4,50 |
| 11 | 3,7 | 3,7 | 3,7 | 55-59 | 11 | D | 5,5 | 11 | 5,0 | 2 | 23-24 | 6,5 | 3,0 | E | 4,25 |
| 10 | 4,0 | 4,0 | 4,0 | lower 2nd (40-44%) | 10 | E | 5,0 | 10 | 5,0 | 2 | 18-22 | 6,0 | 3,0 | E | 4,00 |

| 9 | 4,3 | 4,3 | 4,3 | Fail | < 50 | F | 4,5 | 4,5 | 9 | < 5 | < 2 | < 18 | < 6 | < 3 | F | 3,80 |
| 8 | 4,7 | 4,7 | 4,7 | Fail | < 50 | F | 4,0 | 4,0 | 8 | < 5 | < 2 | < 18 | < 6 | < 3 | F | 3,60 |
| 7 | 5,0 | 5,0 | 5,0 | Fail | < 50 | F | 3,5 | 3,5 | 7 | < 5 | < 2 | < 18 | < 6 | < 3 | F | 3,40 |
| 6 | 5,3 | 5,3 | 5,3 | Fail | < 50 | F | 3,0 | 3,0 | 6 | < 5 | < 2 | < 18 | < 6 | < 3 | F | 3,20 |
| 5 | 5,7 | 5,7 | 5,7 | Fail | < 50 | F | 2,5 | 2,5 | 5 | < 5 | < 2 | < 18 | < 6 | < 3 | F | 3,00 |
| 4 | 6,0 | 6,0 | 6,0 | Fail | < 50 | F | 2,0 | 2,0 | 4 | < 5 | < 2 | < 18 | < 6 | < 3 | F | 2,80 |
| 3 | 6,4 | 6,4 | 6,4 | Fail | < 50 | F | 1,5 | 1,5 | 3 | < 5 | < 2 | < 18 | < 6 | < 3 | F | 2,60 |
| 2 | 6,8 | 6,8 | 6,8 | Fail | < 50 | F | 1,0 | 1,0 | 2 | 2 | 2 | 2,40 |
| 1 | 7,2 | 7,2 | 7,2 | Fail | < 50 | F | 0,5 | 0,5 | 1 | 1 | 1 | 2,00 |
| 0 | 7,6 | 7,6 | 7,6 | Fail | < 50 | F | 0,0 | 0,0 | 0 | 0 | 0 | 1,00 |
4. Handling of cheating and plagiarism (source: RGD)

1. Cheating: in the case of cheating or attempted cheating (cf. Art. VII.2.107) during an examination which proves to be substantiated, not only the examination in question but also all examinations in the examination session in which cheating or attempted cheating is observed will not be assessed and the modules in question will not be assessed during this examination session. Where the disciplinary sanction applied to the student concerned is a warning, reprimand or suspended exclusion, the student is permitted to resit the examinations at the next session. Where the sanction applied is non-suspended exclusion for a maximum period of five years, the student is permitted, at the end of his period of exclusion from the University of Luxembourg, to reregister on the study course and submit tests. Cases of cheating or lack of regular attendance at courses at which attendance is compulsory and cases in which the student fails to appear for an examination are the only cases in which no grade is allocated to the courses/modules and no credit is given for the modules (cf. Art. IV.2.101 of the IRO).

2. Scope of application - These rules apply to all types of cheating or attempted cheating, in particular plagiarism, substitution of persons, falsification of attendance lists, communication with other persons, use of documents and materials not specifically permitted, etc. In particular, plagiarism is deemed to be the presentation of a text written by another person as if it were one’s own, copies of extracts of texts, tables, images and data without quoting their sources, a summary of an idea of another person without quoting the name of the person, and, in general, the act of unduly passing off as one’s own passages or ideas taken from the work of other persons, in whatever language.

3. Conduct of the supervisor in the case of cheating. When the supervisor observes or suspects cheating or attempted cheating, he must:

- take all measures necessary to stop the cheating without interrupting participation in the examination;
- seize the document(s) or material(s) which make it possible to ascertain the facts of the matter at a later stage;
- prepare a statement (exact, detailed report) which he signs and asks the perpetrator(s) of the cheating to sign. If the latter refuses to sign, this is mentioned in the statement;
- report the incident to the Course Director and the Dean of the faculty concerned.

In any case the student is permitted to complete the test in question. The supervisor singles out the student’s examination paper.

4. Removal from the room. In the case of substitution of persons or disturbances affecting the running of the examination, removal from the examination room can be ordered by the supervisor or any professor or associate professor of the University.
5. Conduct of the corrector in the case of cheating. If cheating is observed while the examination paper is being corrected, the corrector must:

- complete the correction of the paper;
- prepare a statement (exact, detailed report) signed by himself;
- report the incident to the Course Director and the Dean of the faculty concerned.

6. Conduct of the examination jury in the case of cheating. Assuming that the candidate is not removed from the examination room:

- the assessment of his knowledge is made in the same way as for the other candidates;
- the jury deliberates on the candidate’s results under the same conditions as for the other candidates.

No certificate of achievement or report card may however be handed out to the student before a final verdict has been reached.

7. Investigation of the cheating. The incident is brought to the notice of the Dean. He receives the detailed report on the facts and the documentary evidence. He may send a copy of the report to the person suspected of cheating. The Dean and the Course Director proceed to investigate the incident based on the facts provided and, if need be, to hear the supervisor or supervisors, the corrector and the student concerned. The investigation of the cheating is the subject of a written report by the Course Director to the Dean.

8. Specific instance of sanctions justified due to cheating or attempted cheating. The President delegates to the Dean of the faculty the task of applying the sanctions of warning and reprimand as provided for in Article VII.3.102 of the IRO if these are justified due to cheating or attempted cheating on the part of a student. If the Dean and the Course Director are of the opinion that cheating or attempted cheating has taken place and that it is appropriate to enact a sanction, they inform the person suspected of cheating of all the facts which have made it possible to establish the occurrence of cheating. As provided for in Article VII.4.101, the Dean recommends to the President the applicable disciplinary sanctions or informs him of the sanction which has been handed down. Where the disciplinary sanction is justified due to cheating or attempted cheating, the examination concerned is not assessed and the module concerned is not assessed during this examination session. In this case the President may moreover decide that not only the examination concerned but also all the examinations taken in the session in which cheating or attempted cheating has been observed will not be assessed and the modules concerned will also not be assessed during this examination session.
5. Regulation for use of the library of the University of Luxembourg (BUL) (source: IRO)

The library of the University of Luxembourg (Bibliothèque de l’Université du Luxembourg - BUL) is the name given to the group of four libraries situated on the University campuses of Limpertsberg, Kirchberg and Walferdange.

Section 1. Access

Art. II.16.101. Registration. Registration with the BUL is free of charge and open to individual members of the public, including external University users. All registrations constitute acceptance of this regulation.

Art. II.16.102. A reader card is compulsory in order to visit the library, access the collections and borrow books. The card allows access to all the libraries of the University and may be requested at any time. The reader card is handed out on presentation of a valid identity document (see Section 7 for protection of personal data) and a compulsory valid e-mail address. Correspondence with the BUL relating to loans is mainly conducted by electronic mail. Reader cards are issued in accordance with the regulations set forth on the BUL website.

Art. II.16.103. Changes of address and the loss of the access card must be notified immediately to the BUL. Transfer of the card is prohibited. The access card shows a number, which serves for the reader as an identifier to access the electronic portal of the National Library and the University library (BNU portal). The password is assigned to the reader on registration.

Art. II.16.104. Cloakroom. Use of the cloakroom is compulsory. Readers are requested to leave coats, bags, umbrellas and other bulky objects in the cloakroom. Inside the library readers are asked to take care of their personal belongings. The BUL declines all responsibility in case of theft or loss of objects on its premises. For security reasons, the BUL reserves the right to open any locker left locked by readers after the Library has closed and to remove any objects, which will be kept at the reception.

Art. II.16.105. Respect and decorum. It is forbidden to eat and drink on the library premises. Animals are not permitted. Readers are requested to put mobile phones on standby and to observe silence inside the library. Readers ensure that they handle documents with care and do not annotate or damage them. Inside the library the reader must respect the staff, the premises, the equipment and the computer hardware. The library is a place of work and study: a request must be made to a responsible librarian in cases of meetings or group work.

Art. II.16.106. Any attempted theft or voluntary damage entails the opening of an administrative file, which will be sent immediately to the University authorities who will
determine the sanction to be applied (financial sanction, suspension from the right to borrow books and documents, exclusion from the library, possibly legal action and complaint to the police in the case of external readers). Internal University users may lodge an appeal with the Legal Commission of the University if they challenge the sanction. The library may withdraw the reader card of any person who does not observe the internal rule of order. Access to the premises may be refused. Presence in the library outside opening hours – without the agreement of the head of the BUL or a responsible librarian – is deemed intrusion and may entail sanctions (report to the University authorities and complaint to the police).

Section 2. Lending

Art. II.16.201. Lending regulations. Readers are permitted to borrow 5 books and 5 documents on a medium other than paper (DVD, CD-ROM, CD-Audio, game, educational material, etc.) for a period of 14 days. This period can be prolonged twice at the reader’s request (max. 42 days).

Art. II.16.204. The reader is responsible for the documents which he borrows: he is bound to comply with the lending regulations, any delay entailing a suspension. Each day’s delay in returning the borrowed documents entails a suspension of an equivalent duration (working days).

Art. II.16.205. The following documents may not be borrowed:
- works marked with a red lozenge;
- periodicals;
- loose sheets.

Dissertations and theses are likewise subject to particular lending regulations and may be excluded from borrowing by the librarians.

The University reserves the right to block the administrative file of any student who has not returned his or her documents before obtaining his or her diploma, which will prevent the handing out of the diploma.

Art. II.16.206. Inter-library loans (Prêt Entre Bibliothèques - PEB). To access a monograph belonging to a foreign library or to order a scientific article the BUL offers the International Loaning system, set up and managed by the National Library, in accordance with the regulations defined by the library making the loan.

More information on the PEB regulations can be obtained via the address www.bnl.lu/services/index.htm and on the BUL website.

Section 3. Reproduction

Art. II.16.401. Photocopiers are available to readers. They are activated by magnetic cards
available within the University. The machines installed on the library premises are reserved for the reproduction of documents originating from the library.

Section 4. Internet

Art. II.16.501. Readers have access to the Internet in the BUL to complete their catalogue research. Chat is therefore not permitted on the library PCs.

Section 5. Use of the portal of the National Library and of the University:
www.portail.bnu.lu

Art. II.16.601. Purchases of electronic documentation made available on the BnU portal are made within the Luxembourg Consortium.

Art. II.16.602. The use of electronic resources is subject to Luxembourg legislation on the rights of authors. Unless otherwise indicated, the contents may only be used for private, educational or scientific purposes. Systematic downloading and/or distribution of contents to non-authorized third parties are forbidden.

Art. II.16.603. The access code is strictly personal.

Section 6. Protection of personal data

Art. II.16.701. The personal data of the reader (surname, first name, date of birth, address, telephone numbers, e-mail address, loan data) are collected and stored in order to enable the correct functioning of the BUL. The purpose of collecting these data is:
- to register the reader in a reader file and to follow up his loans;
- to allow the reader access to electronic resources.

Art. II.16.702. The personal data of the reader are communicated to the National Library of Luxembourg for the purpose of registration, in particular on the electronic documentation portal, and for access to the resources of the complete Luxembourg catalogue. The reader data are confidential and may under no circumstances be communicated to third parties other then the National Library of Luxembourg.

Art. II.16.703. Pursuant to the Act of August 2, 2002 relating to the protection of persons with regard to the processing of personal data, the reader has the right of access to and correction and suppression of the personal data concerning him. The reader may exercise this right by addressing a request to a member of the library staff or sending an e-mail to bibliotheque@uni.lu.