

# **LUNEX – Policy for Student Period of Study Abroad**

# Sign-off Page

<b>Name</b>	<b>Date</b>
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## 1. Purpose

This policy for student study abroad aims to provide a set of clear guidelines and procedures for student period of study abroad.

## 2. Scope:

This policy applies to all undergraduate students enrolled in bachelor degree programmes at LUNEX.

## 3. Objectives

The objectives of studying abroad are as follows:

- Compliance with the Luxembourgish Higher Education Law of 21<sup>st</sup> July 2023
- Expose students to different academic cultures
- Foster cultural understanding and global awareness

## 4. Policy Statement

All students enrolled in a bachelor programme at LUNEX are required to complete a period of study at a university or higher education establishment abroad, recognised by the competent authority of the state concerned, to obtain the validation of their degree.

Nevertheless, the following criteria must be fulfilled to enable students to undertake a period of study abroad:

- Students must be enrolled full-time at LUNEX
- Students must have completed at least one academic semester before participating in a study abroad programme
- Students must be able to prove their language proficiency (if applicable) as per the requirements of the host institution
- Students must have acquired 30 ECTS before the period of study abroad.

It is important to note that an internship abroad cannot replace a period of study abroad as mentioned by the law.

## 5. Exemptions

Exemptions may be granted in the cases listed below:

- **Financial constraints** – students with few financial opportunities (including insufficient financial aid or scholarship) who cannot sustain themselves abroad
- **Personal and family obligations** – students who cannot leave the household for a long period of time because of family obligations
- **Career and job constraints** – students bound by pre-existing job/internship commitments that they cannot leave or manage remotely
- **Health and safety constraints** – students suffering from an illness requiring specific treatment or an impairment that prevents their mobility
- **Logistical issues** – students (usually from third countries) bound by visa procedures or travel restrictions that make it difficult to secure the necessary documentation
- **Other reasons** may be granted based on the specific circumstances.

The requests for exemptions must be submitted in writing to the Student Support office. Each request will be reviewed on a case-by-case basis.

## **6. Modalities**

### **Erasmus+ study mobilities**

Students may carry out a study mobility through the Erasmus+ scheme.

The procedure is established and made public on LUNEX website.

### **Student Exchange Programme**

Students may carry out a period of study abroad through the bilateral agreements as published on LUNEX website.

### **Independent search**

There is a possibility for students to undertake a period of study abroad as a result of an individual search. Students can autonomously search for a university or higher education establishment and organize the period of study by themselves, assisted by the Student Support Officer.

## **7. Application and approval process**

For Erasmus+ and other student exchange programmes for which LUNEX has bilateral agreements the application procedure is established and published on the website.

In case of independent search, students must apply for a period of study abroad at least one semester in advance.

The application must include a proposed study plan, detailing the courses to be taken abroad and their equivalency to the LUNEX curriculum.

The application form will be approved or rejected by a committee formed by:

- the Chair of the Examination Board,
- the Programme Leader
- the Coordinator for International Mobilities and Erasmus Programme

The application deadline for all modalities is as follows:

- For the winter semester (September to February): from 01/02 to 01/03
- For the summer semester (March to April): from 01/08 to 01/09

## **8. Financing of the period of study abroad**

LUNEX offers only one type of financial support for mobilities: the Erasmus grant for Erasmus+ mobilities. The other student exchange programme and the Independent Search are financed in their entirety by the student.

All mobilities are linked to specific administrative procedures specified in the learning agreement or through correspondence with the student mobility office. Any breach of those terms may result in the partial or total reimbursement of the grant awarded.

## **9. Learning agreement**

The Learning Agreement is a contract of studies that the student must fill in and sign before, during (if applicable) and after the period of study abroad. The contract must be signed by the three concerned parties: the student, LUNEX and the host institution.

The different courses that the student will undertake during the period of study abroad (for a minimum of 30 credits) should figure on the Learning Agreement since it will serve in determining the attribution of credits at the end of the mobility. It is prohibited for the student to make any modifications to the contract on their own.

## **10. Credits obtained**

LUNEX uses ECTS (European Credit Transfer System). For any mobility in an institution which does not issue ECTS, an equivalence of credits must figure on the Learning Agreement, approved by the Programme Leader.

## **11. Joint registration and fees**

Students must be registered to both LUNEX and the host institution during their period of study abroad but are required to pay registration fees only to one of the two institutions:

- for Erasmus+ and other Student Exchange study mobilities, students are required to pay registration fees on to LUNEX
- for independent search, students may be subject to the tuition fees of the host institution.

## **12. Housing**

Students are responsible for finding housing in the host country for the duration of their period of study abroad. Some institutions book rooms for students, but it is not an automatic process and places are limited. Students are advised to look for housing in advance and check with the receiving information for any possible arrangements.

## **13. Exam retake**

During the period of study abroad, the students are expected to acquire a certain number of credits. Students who have not reached the entirety of the credits on their Learning Agreement are allowed to retake exams at the host institution if they are organized during the study period. If not, students must return to LUNEX and contact the programme leader to determine the procedure to obtain the rest of the credits.

## **14. Compliance with Regulations**

Students must remain registered at LUNEX during their study abroad period.

Students are required to have health insurance that covers the abroad.

Students must comply with the visa and residency requirements of the host country. EU students who carry out the mobility outside of Europe must complete the entry formalities in the host country.

Non-EU citizens who carry out the mobility in or outside of Europe must obtain a student visa or any other visa that will enable them to pursue their studies in the host country, while making sure they comply with the regulations of the country of residence.

Students are responsible to check and comply with the vaccination/ health regulations of the host country.

## **15. Responsibilities of the students**

Students must attend classes, complete assignments, and meet the academic requirements of the host institution.

Students must adhere to the code of conduct and disciplinary regulations of both the home and host institutions.

Students are expected to submit the transcript of records to LUNEX Exam Office at the end of the period of study.

Any violations of these codes may result in the termination of the study abroad period and additional disciplinary actions.

## **16. Student Support**

Students are provided with continuous academic support before, during and after the period of study abroad.

Students are provided with continuous administrative support.

## **17. Evaluation and feedback**

- Evaluation of the host institution – the Programme Leader will conduct regular assessments of the host institution to ensure the quality and relevance of the study abroad programme.
- Student feedback – students will be asked to submit feedback to improve future study abroad offerings

## **18. Review and evaluation**

The effectiveness of the policy will be reviewed every three years or as necessary.