Bachelor en Cultures Européennes (BCE)
Study Guide
FIRST-YEAR STUDENTS
Academic Year 2019-20
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
Table of Contents

1. BCE Organisation...
   1.1. Rules and Regulations, University Acts and By-Laws...
   1.2. Governance Structure of the BCE
   1.3. Study Programme Co-Ordination and BCE Office
   1.4. The Steering Committee (Comité de Pilotage)
   1.5. Important Documents and Links

2. Description of the Study Programme
   2.1. Common Curriculum in European Cultures
   2.2. Specialisation Track
   2.3. Mobility Semester: Erasmus, Global Exchange and Free Mover
     2.3.1. Mobility Semester: Rules and Procedures
     2.3.2. Academic vs. Faculty Mobility Adviser

3. Programme Structure
   3.1. Choosing Your European Cultures (EU) Modules
   3.2. Second Specialisation (36-60 ECTS minor)

4. ECTS Credits

5. Modules and Compensation

6. Progression and ECTS Requirements

7. Completing Your Courses and Obtaining ECTS Credits
   7.1. Forms of Assessment
   7.2. Course Enrolment and Exam Registration
   7.3. First and Subsequent Attempts at Passing a Course (Retaking Exams)

8. Academic Work and Intellectual Honesty
9. Bachelor Thesis ................................................................................................................................... 12
10. Your University IT Account .............................................................................................................. 13
11. Communication in the BCE Programme .......................................................................................... 16
   11.1. BCE-100: The main BCE-Communication platform ................................................................. 16
   11.2. Announcements and Calendar ................................................................................................ 16
   11.3. BCE-102 Mobility ..................................................................................................................... 17
   11.4. BCE-103 EXAM Central ............................................................................................................ 17
   11.5. BCE-104 APPLY TO JOIN BCE Seminars and Workshops ......................................................... 17
   11.6. BCE-105 Bachelor Thesis Central ............................................................................................ 17
12. Course Enrolment on Moodle ......................................................................................................... 17
   12.1. Moodle Enrolment Key ............................................................................................................ 18
   12.2. Technical Details ..................................................................................................................... 18
   12.3. Understanding Moodle Course IDs .......................................................................................... 19
   12.4. Moodle Support ...................................................................................................................... 19
13. Compulsory attendance in the BCE ................................................................................................. 19
14. Use of Laptops, Tablets, and Smartphones in the Classroom .......................................................... 20
   14.1. Appropriate and Inappropriate Use of Digital Tools in the Classroom .................................... 20
1. **BCE Organisation**

The *Bachelor en Cultures Européennes* is one of the programmes offered by the Faculty of Language and Literature, Humanities, Arts and Education.

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).

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: Marion Colas-Blaise
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.*
Anne Besslich and Sonja Waleczek (for 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:

- Anne Besslich: Monday to Thursday from 9-12am (by appointment)
- Sonja Waleczek: Monday to Thursday from 10-12am

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, 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.

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: https://wwwen.uni.lu/university/official_documents
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 and 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**

Students of the University of Luxembourg 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 and your host university, that 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 service (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).

3. 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 7 courses (14 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 a clearer overview, please consult the Organisational Chart of your field of study.

### 3.1. Choosing Your European Cultures (EU) Modules

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. 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.
4. 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.
5. 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 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].

### 3.2. Second Specialisation (36-60 ECTS minor)

At the end of Semester 2, you can apply to register for a second 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). 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. 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, 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 Modular 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.
5. 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. Specialisation Tracks define whether a module allows compensation or not. This is published in the Annex of the Règlement des études.

Modules close when the conditions outlined below are met:

1. The Module allows compensation.
2. Each course within a module has been completed with a grade.
3. The average grade of the module is ≥10/20 if compensation is allowed. If compensation is not allowed, all courses must be passed with a grade of ≥10/20.
4. You have no grade below 5.1, as no grade ≤5/20 can be compensated.

Example (1): 14+6+10. Average: 30/3 =10 → the module closes: In this case, grade 6/20 in the module can be compensated and the module closes.

Example (2): 15+5+10. Average: 30/3 =10 → the module does not close: 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.

6. 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.
- \( \geq 70\% \ [43-60 \text{ ECTS}]: \text{Unconditional Progression}. \) You automatically progress into the next academic year.

- 50-70\% \ [30-42/60 \text{ ECTS}]: \text{Conditional Progression}. Progression to the next academic year is possible under certain conditions, but not automatic.

- < 50\% \ [<30-60 \text{ ECTS}]: \text{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.

### 7. Completing Your Courses and Obtaining ECTS Credits

#### 7.1. 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’.

#### 7.2. Course Enrolment and Exam Registration

In order to obtain ECTS credits for a course, you must register for exams. The following rules apply to all attempts at passing a course:
1. Enrolling into a course automatically completes your exam registration.

2. You can withdraw from a course within the first two weeks of a new semester. This can be done by selecting ‘unenrol from this course’ on the corresponding Moodle course page. 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. This is not possible if a course relies on continuous or combined assessment. Withdrawal from an examination is only possible for courses without continuous assessment and can be done via BCE-103.

7.3. 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 = 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.

- **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.

In both cases, you need to register for a 2nd or subsequent attempt. This can be done through BCE-103, and no later than 21 days after having received your transcript on 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. 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 compete 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: Your absence from oral and written examinations is only considered valid if you present an excuse which is in accordance with the guidelines communicated to you by the university management at the beginning of each examination period. 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.

8. 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 (written, 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.

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.
Coversheet: Using a coversheet for substantial written assignments may also be helpful in this context, as this will remind you of the importance of meticulously keeping track of your sources. Typically, coversheets provide the assignment title, topic and/or information, word count, your name and personal details, the submission date and finally the plagiarism statement. Templates are available on BCE-ES-100 on Moodle.

9. 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. From the moment your Bachelor thesis is registered on Moodle, you have to complete and submit it by the next submission deadline. 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.

Registration and submission of the Bachelor thesis:

<table>
<thead>
<tr>
<th>Submission</th>
<th>May</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Bachelor Thesis Registration Windows</td>
<td>01/11 – 01/02</td>
<td>01/05-01/08</td>
</tr>
<tr>
<td>Official deadlines for the registration of your Bachelor thesis and the submission of your research topic.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check of required ECTS credits and registration validation</td>
<td>February</td>
<td>July</td>
</tr>
<tr>
<td>Consultation hours with the supervisor (at least 3)</td>
<td>February-April</td>
<td>August-November</td>
</tr>
<tr>
<td>Submission of the Bachelor Thesis</td>
<td>2nd May</td>
<td>2nd November</td>
</tr>
</tbody>
</table>

You can only register your Bachelor thesis if you have earned at least 120 ECTS credits before the end of your 5th semester. If you have been unable to acquire the requested amount of ECTS credits before the end of your 5th semester, you are advised to consult with your Director of Studies.

Bachelor theses must be submitted electronically via BCE-105 and in PDF format. Depending on the Subject Area, three printed versions must also be submitted.
In justified cases (e.g. documented illness), an extension of 2 weeks can be granted upon request. The application must be sent to the secretary’s office and a decision will be made at the discretion of the student’s supervisor.

A Bachelor thesis submitted after the deadline is considered as a failed attempt and is graded 0/20. In this case and if the grade is below 10/20, you are allowed to write another Bachelor thesis. Your graduation will thus be postponed to the following academic year. Deadlines for the re-registration of a Bachelor thesis and its topic must be discussed with the supervisor. The deadline for registration is on 1st August and the deadline for submission is on 2nd November. 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 Director of Studies 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 it at a later date, but you will lose one of a total of four attempts.

10. Your University IT Account

Once you have paid your enrolment fee and your enrolment with the University (through the SEVE) has been approved, your University IT Account will be activated.

Your University IT Account gives you access to:

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>YOUR UNIVERSITY EMAIL ACCOUNT</td>
<td>The University provides you with your own University email address that takes the following form:</td>
</tr>
</tbody>
</table>
To connect to your University Email Account, go to [https://owa.uni.lu](https://owa.uni.lu) and connect with your personal studentID@uni.lu (as indicated on your student card) and your password, which was included in your SEVE information package.

Please use your University email account for all 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, including Summer Semester re-enrolment details. It is therefore essential to check this email account regularly.

The University has an e-learning platform called Moodle. Moodle offers many advantages.

- On the one hand, it allows students and staff to stay in touch more easily; on the other hand, it hosts discussion fora where class discussions can be continued, centralised and archived.
- It also offers a whole range of interactive study tools that should prove very useful during the preparation of group projects and debates.
- Most importantly however, both Course Enrolment and Exam Registration are done via Moodle. See Enrolment and Registration Procedures below for further information.

To access Moodle, go to: [http://moodle.uni.lu](http://moodle.uni.lu) and login with your University ID and password.

The Moodle Support Office is located in the Maison des Sciences Humaines MSH, M00 25-040.

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SERVICE</strong></td>
<td><strong>DESCRIPTION</strong></td>
</tr>
<tr>
<td><strong><a href="mailto:firstname.name.001@student.uni.lu">firstname.name.001@student.uni.lu</a></strong>.</td>
<td><strong>To connect to your University Email Account, go to <a href="https://owa.uni.lu">https://owa.uni.lu</a> and connect with your personal <a href="mailto:studentID@uni.lu">studentID@uni.lu</a> (as indicated on your student card) and your password, which was included in your SEVE information package.</strong> Please use your University email account for all 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, including Summer Semester re-enrolment details. It is therefore essential to check this email account regularly.</td>
</tr>
<tr>
<td><strong>MOODLE</strong></td>
<td><strong>The University has an e-learning platform called Moodle. Moodle offers many advantages.</strong></td>
</tr>
</tbody>
</table>
| **THE UNIVERSITY E-LEARNING PLATFORM** | **- On the one hand, it allows students and staff to stay in touch more easily; on the other hand, it hosts discussion fora where class discussions can be continued, centralised and archived.**  
- **It also offers a whole range of interactive study tools that should prove very useful during the preparation of group projects and debates.**  
- **Most importantly however, both Course Enrolment and Exam Registration are done via Moodle. See Enrolment and Registration Procedures below for further information.**  

To access Moodle, go to: [http://moodle.uni.lu](http://moodle.uni.lu) and login with your University ID and password. 

The Moodle Support Office is located in the Maison des Sciences Humaines MSH, M00 25-040. |
| **THE SEVE’S RE-ENROLMENT SYSTEM** | **You will need your IT account for the Summer Semester re-enrolment process.** |
| **THE STUDENT INTRANET SPACE** | **Your IT Account also gives you access to the Student Intranet space, that centralises information on:**  
- Cultural and Sports Events  
- Job Offers (both student and non-student jobs)** |
<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
|                            | - Information that you will need in order to prepare your exchange semester.  
|                            | - The IT Helpdesk. |
|                            | Please note: the intranet space can only be accessed from University computers at:  
|                            | http://intrastudent.uni.lux/student/ |
| GUICHET ÉTUDIANT           | The *Guichet étudiant* gives you access to the timetables of the courses offered in the  
|                            | BCE: [https://inscription.uni.lu/Inscriptions/Student/GuichetEtudiant](https://inscription.uni.lu/Inscriptions/Student/GuichetEtudiant) |
|                            | This is also where you will be able to collect your transcripts, manage your (University)  
|                            | student jobs, etc. (see screenshots below). |
| IT- HELPDESK FOR STUDENTS  | The IT-helpdesk for Belval students is located in the Student Lounge (MSA). You can  
|                            | contact them via email at: flshase.moodle@uni.lu |

You can access room and timetable information via the *Guichet étudiant*. 
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, such as course enrolment and exam registration deadlines will be posted here**, as will invitations to special events and information pertaining to the organisation of the BCE programme. You are advised to regularly check BCE-100 for possible updates which can be found under the Rules and Regulations section.

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 by <noreply@moodle.uni.lu>. However, should you encounter any difficulties, please email flshase-moodle@uni.lu.

Please note that the Announcements and Notice Boards act as archives, which means that they can be consulted by you at any time.

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 examination registration procedures. It is also the place where you can unenrol from exams (end-of-term assessment courses only), and where you can register for 2nd, 3rd, and 4th examination attempts.

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

You must register your Bachelor thesis on BCE-105.

On BCE-105 Bachelor Thesis Central you must register your Bachelor thesis and upload the final version of your work. Additionally, you can find important information regarding your Bachelor thesis.

12. Course Enrolment on Moodle

Please note: The BCE uses Moodle for course enrolment. Once you are enrolled in a course, you are automatically registered for the exam.

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 exam registration will no longer be possible

Please note: Course enrolment is already possible one week before the start of a new semester. As some courses are only available for a limited number of students, you are encouraged to enrol as soon as possible.

12.1. Moodle Enrolment Key

In order to enrol in a course on Moodle, please access it using a specific Enrolment Key. This validates your enrolment. Please consult the table below to find out which key you should use:

<table>
<thead>
<tr>
<th>Key</th>
<th>Are you choosing this course as a(n):</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCE-SPEC</td>
<td>Specialisation / Kernfach / Etudes disciplinaires course</td>
</tr>
<tr>
<td>BCE-EU</td>
<td>Cultures Européennes</td>
</tr>
<tr>
<td>INCOMING</td>
<td>Incoming Exchange Student</td>
</tr>
<tr>
<td>REPEATER</td>
<td>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 key: REPEATER.</td>
</tr>
</tbody>
</table>

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

12.2. 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 SEVE when you registered for your programme of study.
12.2. Understanding Moodle Course IDs

<table>
<thead>
<tr>
<th>Course Title</th>
<th>American Studies I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moodle Course ID</td>
<td>BCE-ES-309-04</td>
</tr>
<tr>
<td>What it means:</td>
<td>The alphanumerical ‘Moodle Course ID’ identifies your course on the platform.</td>
</tr>
<tr>
<td></td>
<td>ES = English Studies</td>
</tr>
<tr>
<td></td>
<td>309 = Semester 3, Module 09</td>
</tr>
<tr>
<td></td>
<td>04 = fourth course in Module 09</td>
</tr>
</tbody>
</table>

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 particular 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.

12.3. Moodle Support

<table>
<thead>
<tr>
<th>Moodle-Support</th>
<th>Shahed PARNIAN</th>
<th><a href="mailto:flshase-moodle@uni.lu">flshase-moodle@uni.lu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>BCE Co-ordinators</td>
<td>Sandra BAUMANN</td>
<td><a href="mailto:sandra.baumann@uni.lu">sandra.baumann@uni.lu</a></td>
</tr>
<tr>
<td></td>
<td>Liz STRAUS</td>
<td><a href="mailto:liz.straus@uni.lu">liz.straus@uni.lu</a></td>
</tr>
</tbody>
</table>

13. 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 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.

14. 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.

14.1. 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.