

Bachelor en Cultures Européennes (BCE) Study Guide

Academic Year 2020-2021

INCOMING Exchange Students

September 2020

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

INCLUDES COVID-19 AMENDMENTS TO THE RULES AND REGULATIONS

PUBLICATION DATE: 15/01/2021

IMPRINT

PUBLISHER:

Agnès Prüm

University of Luxembourg

Campus Belval

Faculty of Language and Literature, Humanities, Arts and Education

EDITORIAL STAFF:

Sandra Baumann, M.A.

Study Programme Coordination, Bachelor en Cultures Européennes

sandra.baumann@uni.lu

Liz Straus, M.A.

Study Programme Coordination, Bachelor en Cultures Européennes

liz.straus@uni.lu

Mylène Branco, PhD

Postdoctoral Researcher

mylene.branco@uni.lu

Welcome to the BCE Programme!

We are delighted to welcome you to your semester abroad in the *Bachelor en Cultures Européennes* (BCE) at the University of Luxembourg. The BCE is an interdisciplinary programme that brings together students and staff from different fields of study, such as History, Philosophy, German (*Germanistik*), French (*Etudes françaises*), or English Studies. In this sense, your exchange is more than a classic exchange: if you wish to, you can decide to choose courses from other disciplines and to expand the scope of your degree by exploring 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. This applies to you too, while you are studying with us, and if you are interested in speaking other languages, don't hesitate and don't worry about 'making mistakes' in general conversations or in class discussions! We all do, but we are interested in exchanging ideas and perspective. Don't let language get in the way!

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

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

Your BCE Team

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1. BCE Organisation

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

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

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

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

1.2. Governance Structure of the BCE

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

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

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

1.3. Study Programme Co-Ordination and BCE Office

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

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

Office Hours:

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

1.5. The Steering Committee (Comité de Pilotage)

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

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

1.6. Important Documents and Links

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

2. Description of the Study Programme

The BCE is composed of a Common Curriculum in European Cultures and the Specialisation Tracks (English Studies, Etudes françaises, Germanistik, History, and Philosophy). As an Incoming Exchange Student, you have access to the entire offer of the BCE.

2.1. Common Curriculum in European Cultures

The BCE programme embeds its fields of specialisation within a wide-ranging Common Curriculum in European Cultures that is shared by all Specialisation Tracks. Its aim is to encourage students to extend the scope of their 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 *Bachelor en Cultures Européennes* provides a specialisation in five traditional academic fields: English, French, and German Studies, and History and Philosophy. The Specialisation Tracks introduce students to the field's major approaches and areas of study and encourage them to engage with current scholarly debates. As an Incoming Exchange Student, you are invited to participate in these activities and debates. We hope that this will allow you to explore the complexity and intricacies of your own field of specialisation from a different perspective.

3. Your Mobility Semester in the BCE

As an Incoming Exchange Student, you are enrolled in one of the five Specialisation Tracks, and the majority of your courses should be taken from the Specialisation Track offer, but you can also choose classes from other tracks or from the Common Curriculum in European Cultures. Please consult our BCE Academic Mobility Adviser (see below) if you have questions about this.

3.1. Contacts and Procedures

Different people can help with, and are responsible for, different dimensions of your mobility at the University of Luxembourg. Please read the section below carefully to ensure all institutional requirements are met.

The **Faculty Mobility Adviser**, Nathalie Charpentier (nathalie.charpentier@uni.lu), is in charge of processing and tracking your Learning Agreement. She will be your main point of contact regarding institutional matters during your semester at the University of Luxembourg.

Your **BCE Academic Mobility Adviser**, Mylène Branco (mylene.branco@uni.lu), will be your first point of contact with issues relating to course choice and course content.

The **Specialisation Course Director** or another **designated member of teaching staff** of the Specialisation Track you are enrolled in will need to validate your choices and sign your Learning Agreement before it is considered complete (see below to find out their names and contacts).

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

3.1.1. Your Mobility Advisers

FACULTY MOBILITY ADVISER	Nathalie CHARPENTIER	nathalie.charpentier@uni.lu
BCE ACADEMIC MOBILITY ADVISER	Mylène BRANCO	mylene.branco@uni.lu

3.1.2. Validating Your Choices and Signing Your Learning Agreement

BCE ENGLISH STUDIES	Agnès PRÜM	agnes.prum@uni.lu
BCE ETUDES FRANÇAISES	Hélène BARTHELMEBS-RAGUIN	helene.barthelmebs-raguin@uni.lu
BCE GERMANISTIK	Amélie BENDHEIM	amelie.bendheim@uni.lu
BCE HISTOIRE	Elisabeth BOESEN	elisabeth.boesen@uni.lu
BCE PHILOSOPHIE	Frank HOFMANN	frank.hofmann@uni.lu

3.2. Your Learning Agreement

The conditions of your Mobility Semester at the University of Luxembourg are governed by your Learning Agreement, which is an official contract between you, your Home University, and the University of Luxembourg. It is a binding contract: if you wish to change the courses you take while you are studying with us, you must update your Learning Agreement. This is important: your university may not

be able to credit courses you took, if they are not recorded on your Learning Agreement, you may lose (part) of your mobility funding in case of an audit, etc.

If all goes according to plan, and our course offer has not changed since you finalised your Learning Agreement you will be enrolled in the courses of your choice. However, as Learning Agreements are generally based on the previous year's course catalogues, they often need to be updated. The section below provides information you need to take into account as you choose your courses and update your Learning Agreement.

3.2.1. Eligibility

Find out whether you are eligible to enrol in the course(s) you are interested in. For instance, do you have a strong enough command of the language(s) of instruction for this course? Or, if the course is not in your main field: will you have the required skills? Depending on the type of question, the lecturer/professor of the course may be able to help. You can also contact your BCE Academic Mobility Adviser about this.

3.2.2. Compatibility with Your Degree

How you choose your courses at the University of Luxembourg is determined by our current course offer (this may differ from the course offer you chose from when you defined your Learning Agreement), internal Mobility rules, and the requirements of your Home University. 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 own degree programme in terms of:

- a. course content: make sure your Home University validates the course content (for instance, you may not be able to use an introduction to literature course to validate an introduction to ethics course at your Home University).
- b. course type (seminar or lecture)
- c. required workload (1 ECTS = 25-30 hours work or contact)
- d. language(s) of instruction
- e. field: please make sure that at least half of the courses you choose are taken from the course offer of the BCE track you are officially enrolled in. If your university requires you to choose a special combination of courses, or if you want to choose courses from other programmes, please contact your BCE Academic Mobility Adviser.

3.2.3. Institutional Validation

Not all courses offered at the University of Luxembourg will be compatible with the requirements of your degree. In a first step, please discuss any possible incompatibilities with the Specialisation Course Director of the Specialisation Track you enrolled in or your BCE Academic Mobility Adviser.

Your Home University will decide whether courses are compatible with your degree requirements. If you wish to add or replace a course in your Learning Agreement, make sure you contact them in advance to find out whether your new choice meets these requirements. Once your Home University has agreed to your proposed changes, your Learning Agreement will have to be institutionally validated. Please send it to the Faculty Mobility Officer, **Nathalie Charpentier**. She will make sure all changes are officially validated.

DEADLINES. Please make sure you finish **enrolling** in your courses by the end of Week 2 and **update your Learning Agreement** by the end of Week 3.

Please note:

A valid Learning Agreement can only be processed and validated if you have earned or participated in courses and assessment for the number of ECTS credits specified on your Learning Agreement. If the courses on your Learning Agreement do not match our current offer, you will need to update your Learning Agreement through the official modification procedure.

[COVID 19 / Impact on Incoming Mobility]

Due to the ongoing global pandemic, things may change very quickly, both academically and in terms of living conditions.

Please make sure you abide by the University Coronavirus Guidelines and check the Coronavirus Information section on the University Website regularly (<https://wwen.uni.lu/coronavirus/guidelines> and <https://wwen.uni.lu/coronavirus>).

4. Structural Information

The *Bachelor en Cultures Européennes* awards ECTS credits for the courses you pass. How many ECTS credits you are required to earn is determined by your Home University in your Learning Agreement. Please make sure that the credits mentioned on your Learning Agreement actually coincide with the

credits you will obtain for the courses you have enrolled in. If this is not the case, you will need to update your Learning Agreement.

The correct number of ECTS for each course can be found in the [Global Course Catalogue for Semesters 1-4](#).

4.1 ECTS Credits

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

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

4.2. Modules and Compensation

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

These modules have no impact on Incoming Exchange Students. Since your course choice is determined by your Home University, compensation is not enabled for Incoming Exchange Students. Your Home University will determine whether an insufficient grade can be compensated, and whether you can obtain the ECTS credits for a course you failed.

5. Completing Your Courses and Obtaining ECTS Credits

5.1. Forms of Assessment

The University Law distinguishes between the following forms of assessment:

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

These forms of assessment can be combined in different ways at study programme and at course level. These combinations matter because they determine whether you qualify to complete (pass) a course. **To qualify to complete (pass) a course, you must attempt all required assessment tasks.** Failure to do so will result in a 'non-justified absence' (*absence non-justifiée*, or ABS-NJ) on your transcript and counts a 0/20 in the calculation of your average grade. In the BCE, for instance, attendance is considered a form of non-graded mandatory assessment. In other words, failure to meet the attendance requirement of the programme disqualifies you from completing the course, which will be awarded a 'non-justified absence'. In this case, the course must be retaken. For Incoming Exchange Students, this means that you will not be able to obtain credits for this course. This will also be the case if you do not meet the continuous assessment requirements.

5.2. Course Enrolment and Exam Registration

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

1. Enrolling into a course automatically completes your exam registration. Exchange Students will be enrolled in their courses by the BCE Office Staff. Once you are enrolled in a course, you will have access to the course information and schedule in the Student Portal (*Guichet étudiant*).
2. You can unenrol from a course within the first two weeks of a new semester in the Student Portal (*Guichet étudiant*). Once the deadline has passed, it is no longer possible to unenrol from the course.
3. If a course uses end-of-term assessment **only**, you may withdraw your exam registration up to 4 weeks before the official start of the examination period in the Student Portal (*Guichet étudiant*). This is not possible if a course relies on continuous or combined assessment.

5.3. Compulsory attendance in the BCE

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

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

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

[COVID-19 / Impact on In-Person Attendance]

In a remote environment, learning and participation can be *synchronous* (students and staff all meet, interact, and complete tasks at the same time) or *asynchronous* (students complete tasks individually at different times). In the BCE, *synchronous* participation and exchange are encouraged, although we are aware that many factors may interfere with your ability to join an online session at a specific time (internet connections, time zones, family obligations ...).

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

6. Academic Work and Intellectual Honesty

Academic work must be completed independently, and you must acknowledge the sources you have used in your work, whatever their format (print, digital, YouTube, etc.) may be. This applies to oral and written assignments, whether they are composed at home, individually, as a team, or in an exam or in-class situation. Failure to do so constitutes cheating at best and plagiarism at worst and will not be

tolerated. This is especially true for **plagiarism**, the practice of passing other people's work and/or ideas off as your own, in other words, of incorporating them into your work without acknowledgment.

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

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

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

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

7. Your University IT Account

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

Your University IT Account gives you access to:

Service	Description
University Email Account	The University provides you with your own University email address that takes the following form: firstname.name.001@student.uni.lu . To connect to your University Email Account, go to https://owa.uni.lu and connect with your StudentID@uni.lu (as indicated on your student card)

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

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

8. Course Enrolment

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

INCOMING EXCHANGE STUDENTS: please note that you will be enrolled in the courses on your original Learning Agreement whenever possible. If you need to make a change to your Learning Agreement, please send the updated Learning Agreement to both the Faculty and BCE Academic Mobility Adviser before the end of Week 2.

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

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

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

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

The BCE Office staff will enrol you in your courses in the central database. Once you have been enrolled in a course, you will see it in the Student Portal (*Guichet étudiant*).

-  information about the number of ECTS available for the course, the Moodle Course Enrolment Key, type of assessment (end-of-term, combined, continuous), prerequisites, course objectives, details, and sessions ...
-  Clicking on the (!) symbol will give you access to the **Moodle Enrolment Key** for this course.

8.2. Course Enrolment Step 2: Moodle

In order to enrol in a course on Moodle, please access it using a specific **Enrolment Key**. When you join a course on Moodle, it is important to think about the status you will have in the course. Incoming Exchange Students should join the course as a '**regular student**'.

You will also see the option "REPEATER Access". This is irrelevant for Incoming Exchange Students.

Please use the REGULAR STUDENT enrolment module only.

Key	Are you choosing this course as a:
REGULAR STUDENT	Click on the  or  symbol in the Student Portal (<i>Guichet étudiant</i>) to obtain your Moodle Enrolment Key.
REPEATER	NOT AVAILABLE to Incoming Exchange Students.

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

9. Moodle

9.1. Technical Details

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

9.2. Understanding Moodle Course IDs

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

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

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

9.3. Moodle Support

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

10. Communication in the BCE Programme

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

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

10.2. Announcements and Calendar

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

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

10.3. BCE-102 Mobility

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

10.4. BCE-103 EXAM Central

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

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

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

10.6. BCE-106 ABSENCES Central

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

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

11. 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.

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

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

- The use of laptops, tablets, and smartphones for **non-class-related activities** is considered inappropriate. Even a 'quick look at your phone or at the Facebook tab that happens to be

open' is disruptive: both your fellow students and your instructors will notice and may be bothered by this.

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

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

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

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

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