

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Université du Luxembourg
Erasmus Code	LUX LUX-VILO1
Institution website	www.uni.lu
Online course catalogue	http://wwwen.uni.lu/students/mobility/incoming_exchange_students

1.2. Main contacts

Contact person	Hélène Brinster – de Vault
Responsibility	Institutional Coordinator
Contact details	162a avenue de la Faïencerie, L-1511 Luxembourg Tel : +352 46 66 44 – 6309 ; Fax : - 6760 Email : helene.devaulx@uni.lu

Contact person	Marie-Anne Heyer
Responsibility	Student Mobility : Incoming
Contact details	Tel : +352 46 66 44- 6682; Fax : - 6760 Email: incoming@uni.lu http://uni.lu/etudiants/mobilite/incoming_exchange_students
Contact Person	Sandra Kolimbatovic (replacing Antonella Campanella-on maternity leave) / Emilie Demuth
Responsibility	Student Mobility : Outgoing
Contact details	Tel : +352 46 66 44 – 6664/-6690 ; Fax : - 6760 Email: seve.mobility@uni.lu

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	B2*/B1*	[Minimum recommended level: B1]
Staff Mobility for Teaching	Any	tbd	[Minimum recommended level: B2]

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

**For more details on the language of instruction recommendations, see our course catalogue. The University of Luxembourg does not require any language tests or certificates. We assume that all students applying for an exchange at our University are able to follow and pass the courses in the respective teaching language(s).*

2.2. Additional requirements

University of Luxembourg offers counseling for students with disabilities and chronic diseases.

Contact: Marie-Anne Heyer / Ass. Prof. Arthur Limbach - Reich

incoming@uni.lu

Tel : (+352) 46 66 44 6682

Fax : (+352) 46 66 44 6760

Link: http://www.en.uni.lu/recherche/flshase/inside/people/arthur_limbach_reich

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	1 st June (European) 1 st May (Non-European)
Spring term	30 th November (European) 15 th September (Non-European)

2.3.2. Decision Response

The receiving institutions will send their decisions within 6-8 weeks after deadline.

2.3.3. Transcripts of Records

A transcript of records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.

3. Additional information

3.1. Grading system

http://www.en.uni.lu/students/mobility/incoming_exchange_students/grading_system

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Contact person	Marie-Anne Heyer
Responsibility	Student Mobility : Incoming
Contact details	(+352) 46 66 44 6682 / Email: incoming@uni.lu
Website	http://www.wen.uni.lu/students/mobility/incoming_exchange_students/admission_and_online_registration

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Marie-Anne Heyer
Responsibility	Student Mobility : Incoming
Contact details	(+352) 46 66 44 6682 / Email: incoming@uni.lu
Website	http://www.wen.uni.lu/students/mobility/incoming_exchange_students/accommodation_and_insurance

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact person	Marie-Anne Heyer
Responsibility	Student Mobility : Incoming
Contact details	(+352) 46 66 44 6682 / Email: incoming@uni.lu
Website	http://www.wen.uni.lu/students/mobility/incoming_exchange_students/accommodation_and_insurance