

To be completed by the student

Accreditation of Prior Learning and Experience (APLE)

Student First Name:

Student Surname:

Chosen Study Programme at LUNEX:

You are about to request an exemption from study requirements due to your previous educational or professional experience. Please forward the completed and signed form with all supporting documentation, to the Admissions Office at study@lunex.lu if you are still in the process of applying and have not yet signed your study agreement, or to the Exam Office at examoffice@lunex.lu if you have already signed your study agreement and joined LUNEX.

Please indicate which type of experience you intend to validate:

☐ Educational experience

☐ Professional experience

Please include the following in your application, and tick that they have been submitted. Any submissions with missing documents will be rejected:

☐ CV detailing your studies: name of the study of programme, name of the educational institution, studies' start and end dates, name of the achieved diplom. Details about your work experience (if relevant).

☐ Academic transcripts for all relevant qualifications

☐ Module handbook/Programme handbook clearly describing the learning outcomes of the relevant modules, the number of ECTS credits and the number of hours for each module.

☐ Certificates of qualifications

☐ Supporting evidence for Experience (if relevant) including, but not limited to logbooks, letters of support, reports from employers.

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Please provide a short description of your qualifications and experiences related to your application explaining your motivation for requesting APLE (max 250 words)

1. Description of your Educational Experience

Name of the study programme(s)/certificate(s):

Name of Institution:

Place of Institution (City and Country):

- ☐ Studies completed ☐ Studies incomplete
- ☐ Other

*(Please complete the following section only if you have the equivalent of **at least 3 years full time professional experience** and provide the following information for each of your prior educational experience **separately**. Use this page more than once if necessary)*

2. Description of Professional Experience

Title of position (as stated in working contract) or type if activity/Function exercised:

Your status:

- ☐ Paid Employee ☐ Volunteer ☐ Self Employed ☐ Trainee/ intern
- ☐ Other



Name of Employer/ Organisation:

Starting date of your professional activity (dd/mm/yyyy):

Average number of hours per week:

Length of Activity: months or weeks in total

Detailed description of professional activities and competencies (attached additional pages if needed):

Declaration:

I, the undersigned,

hereby declare that:

All information in the present application is accurate and true, and

All documentation attached to this application are copies of authentic documents and certificates

Signature:

Date:

14-0224-24.09.2025

To be completed by the Programme Leader (Recommendation)

Recommendation of Accreditation of Prior Learning and Experience:

Module code and name (at LUNEX)	Equivalent module at the previous institution	ECTS awarded
TOTAL ECTS:		

Proposed Study Plan (plan for at least the first semester at LUNEX):

Proposed Cohort and Semester:

Signature of Programme Leader:

Date:

Signature of the Head of Department (if necessary)

To be completed by the Exam Board (Approval)

Decision:

The proposed plan is Accepted:

The proposed plan is Rejected (with reasons):

The total number of transferred credits granted:

Signatures:

1. Chair of the Exam Board

2. Student

Date:

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Qualification Framework for the Grand Duchy of Luxembourg (CLQ)				
Level	Learning outcomes			Definition in the context of formal education and training system
	Descriptors in connection with knowledge	Descriptors in connection with aptitudes	Descriptors in connection with attitudes (assumption of responsibility and autonomy)	
4	Application of general usual knowledge and throughout specialist knowledge within a given field of work of study.	Ability to carry out complex tasks likely to arise in a given field of work of study, using vocational skills and identifying appropriate strategic approaches.	Take responsibility for completion of a structured activity in a work or study content that is generally predictable, but with many factors of change, some of which are interrelated. Propose ways of improving the results of this activity. Supervise the routine work of others. Learn new notions and participate in evaluation and improvement of work of study activities.	Technician's Diploma (<i>Diplôme de technicien</i>) Technical Secondary School leaving certificate (<i>Diplôme de fin d'études secondaires techniques</i>) Secondary School leaving certificate (<i>Diplôme de fin d'études secondaires</i>)

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5	Acquisition of diverse procedural and declarative knowledge, often specific to a given field of work or study. Analysis, interpretation and evaluation of information, concepts and ideas. Understanding of different perspectives and approaches, and the underlying reasoning.	Mastery of skills allowing the transfer of procedural and declarative knowledge in order to resolve new problems. Ability to develop appropriate creative technical responses in seeking solutions to well-defined concrete and abstract problems.	Take responsibility for management of work or study projects requiring problem-solving involving many factors, some of which interact and generate unpredictable changes. Develop projects by proposing appropriate solutions. Exercise autonomy of judgement within board parameters. Evaluate and develop own competences through work- or study related learning. Manage and train subordinates. Ensure performance development for subordinated and team.	Master Craftsman's diploma (<i>Brevet de Maîtrise</i>) Advanced Technician's Diploma (<i>Brevet de technicien supérieur</i>) Specialised Advanced Technician's Diploma (<i>Brevet de technicien supérieur spécialisé</i>) 120-135 ECTS
6	Acquisition of advanced procedural, declarative and methodological knowledge, either within a given field of work or within one or more fields of study. Critical analysis, interpretation and evaluation of this knowledge and understanding of the context of the field of study or work.	Mastery of advanced skills, demonstrating a sense of innovation in resolving complex unpredictable problems in a specialised field of work or study. Ability to manage complex study or work projects. Ability to communicate information, ideas, problems and solutions within the field of work or study to both specialist and non-specialist audiences.	Gather and interpret relevant data to inform judgements that include reflection on relevant social, scientific or ethical issues. Develop learning strategies with a view to continuing to undertake further study and acquiring competences for mastering complex processes and situations. Take responsibility for developing performance of subordinates and team. Exercise autonomy and general judgements.	Bachelor's degree (180-240 ECTS)

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7	Acquisition and mastery of the systematics of specialised, up-to-date procedural, declarative and methodological knowledge in a field of work or study. Critical analysis, interpretation and evaluation of information, concepts and theories with a view to their application and modification.	Mastery of specialised skills for developing new ideas and procedures, taking possible alternatives into account. Ability to manage complex unpredictable situations calling for new solutions, and ability to both communicate the results clearly to non-specialist and specialist audiences and discuss them with the latter.	Form judgements, integrate knowledge, handle complexity, and express opinions on the basis of limited information, including consideration of social, scientific and ethical issues. Ability to think autonomously in relation to strategies with a view to a professional or scientific development. Initiate and lead professional or scientific collaboration autonomously involving responsibility for the work and roles of other people. Exercise board-ranging judgement and autonomy within a significant field of work or study.	Master's degree (60-120 ECTS)
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