

LUNEX Policy for the Accreditation of Prior Learning and Experience (APLE)

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Sign-off Page

Approved

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Introduction

LUNEX uses the process of Accreditation of Prior Learning and Experience (APLE) to ascertain whether a student applicant has the knowledge and competencies acquired through prior studies of the same material as taught as LUNEX under a specific programme and at the same EQF/LQF level, i.e., level 6 at Bachelor and level 7 at Master, or acquired through prior experience. Student applicants would therefore not need to repeat relevant modules.

The accreditation enables a student to be partially exempt from taking certain modules in a study programme. The student waived from having to take the module at LUNEX if they are able to produce documentation supporting previous learning or experience covering the full ECTS credits for the module and the module is considered completed with the relevant ECTS credits awarded. The maximum ECTS credits that can be accredited in any programme is informed by the Higher Education Law of July 2023. As a minimum, a student must take modules at LUNEX corresponding to at least 60 ECTS credits from the study programme. LUNEX complies with the provisions of Article 48 of the Higher Education Law of July 2023, which governs the validation of previous experience. This ensures that all accreditations of prior learning at LUNEX align with national legal standards and uphold the integrity of the academic qualifications awarded.

The use and application of APLE enables students to accredit the required ECTS credits while exempting them from having to undertake an equivalent module at LUNEX. The process of APLE sets out how to accredit these at LUNEX. The following may be considered:

- studies undertaken as part of official educational programmes involving knowledge and skills at level 5 or above of the [European/Luxembourg Qualifications Framework](#).
- prior professional experience acquired within the framework of a work activity, whether it was paid work, self-employed or voluntary activity, continuous or not, for a cumulative duration of at least three years on a full-time equivalent basis and in relation to the object of the candidate's request.

In Luxembourg, a maximum of 120 ECTS credits towards a Bachelor and 60 ECTS credits towards a Master degree may be awarded as APLE. Further conditions for specific programmes may apply.

Due Process:

When carrying out APLE evaluation, LUNEX will ensure that the following are maintained:

- Identification of any achievements through APLE is required at least 6 weeks before the start of the semester at LUNEX in which the module takes place except for students in their first semester of

studies, for whom the deadline for submitting their application is one week after the start of the semester. Prior to admission, identification remains informal.

- Records of assessment are maintained, as for any other unit/qualification
- All relevant evidence is assessed before assessment decisions are confirmed
- There are designated personnel with the appropriate expertise to support and evaluate the APLE process

Evidence of Learning

The student should submit all evidence of prior learning and experience. This includes academic transcripts, module handbooks for the relevant degrees previously attained, and evidence of work experience, signed witness statements by supervisors, for example. The student may request a copy of the module handbook from the Admissions Office or, if already enrolled, from the Programme Leader.

The Programme Leader should evaluate the provided evidence and determine whether the content matches the required learning outcomes of the modules within their programmes. All evidence must be evaluated using the stipulated learning outcomes and assessment criteria from the qualification or unit being claimed. In assessing a module using APLE the assessor must be satisfied that the evidence produced by the student meets the assessment standard established by the learning outcome and its related assessment criteria.

The ECTS credits of the module(s) already completed must have at least the same ECTS credits as the module for which the APLE is being applied and be at the same EQF level. If the prior module has fewer ECTS credits, then APLE for the new module cannot be granted.

All evidence of learning and experience must be:

- Valid: Addresses the elements and performance criteria. Reflects the skills, knowledge and context described in the qualification specification.
- Authentic: The evidence being submitted is in its original format, can be verified as genuine and can be confirmed as the work of the student.
- Sufficient: The Assessor must see sufficient evidence to cover all aspects of the unit or units being claimed. The evidence must demonstrate competence over a period of time and that is able to be repeated.
- Current: The evidence must demonstrate the student's current skills and knowledge and must comply with current best practice guidance. For example, witness statements for practical experience must be within the last 3 years.
- Reliable: Evidence must be from a reliable source and in a reliable format, on organisation-headed paper or certification. Copies of the original documents must be accompanied by an English translation*.

Students who wish to request APLE must submit their request as well as their supporting documents at least 6 weeks before of the start of the semester at LUNEX in which the module takes place, with the exception of students in their first semester of studies, when the deadline for the submission of their request is one week after the start of the semester.

APLE Procedure

Students must submit:

- An APLE Request Form
- A statement of their case/motivation for the APLE
- Copies of all prior learning evidence including certificates, academic transcripts, qualification specifications, witness statement where applicable, academic transcript, module outline, a breakdown of ECTS credits per topic, programme handbook; please note all evidence must be in English* or translated into English* for assessment.

**Documents provided in a language other than English may be accepted if the designated staff responsible for reviewing the application has sufficient knowledge of the language in which the documents are written.*

If the APLE applicant is still in the student application stage, i.e., they have not yet signed the study contract, the informal enquiry must be to study@lunex.lu. If the student has already signed the study contract, the submission of the application for APLE should be sent by email to examoffice@lunex.lu from the student's LUNEX email account.

Review and evaluation

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