

Joint regulations for the programmes of the 120 credit Master's degree in Economics: General and the 60 credit Master's degree in Economics jointly organised by FUNDP and UCL

Academic regulations and procedure

I. EXAMINATIONS

Article 1 : Examination sessions

§1. Examinations are held in January, June and August/September respectively.

In each assessment period, students may only take examinations for classes which have already been completed.

For each assessment period, the list of learning activities on which there is an assessment is drawn up by the programme management committee.

§2. The examinations in June and August/September are followed by an examination board meeting.

§3. A student may not take part more than twice in the assessments held for a given learning activity, during a single academic year.

§4. If, during the same academic year, a student takes part in more than one assessment for a given learning activity, the last mark obtained will replace the earlier mark.

§5. The results of the assessments held for the first time during the year are considered as belonging to the first examination session, whilst the results of the assessments held for the second time during the year are considered as belonging to the second examination session.

If a student takes part in an assessment for the first time in August/September, the results are automatically considered as belonging to the second examination session and he or she may not ask to take part in the assessment for a second time.

In the special case of practical work, work placements, reports or individual projects for which the programme management committee only requires a single assessment, the results of the assessments relating to such activities are considered as belonging to each of the examination sessions.

§6. The marks gained in January are taken into account in the examination board meeting in June.

A student may retake the January exams he or she has failed in the August/September examination session, or in June providing that an examination is being held at that time.

§7. During a single academic year, a student may carry over a mark, irrespective of what it is, from one examination session to the next.

Article 2 : Examination timetable

§1. Each examiner is required to inform the Faculty Office of the dates and times when they are able to examine, as well as the usual time needed per student for an oral examination. The Faculty Office will use this information to draw up a detailed examination timetable.

§2. Apart from special exceptions approved by the programme management committee, students may only be examined within the assessment periods and, for the same subject, during a single day.

§3. By mutual agreement of both the student and the lecturer, an examination may be postponed, but cannot be retaken during the same assessment period.

Article 3 : Conduct of examinations

§1. At the beginning of the class or the seminar, lecturers will make clear the type of assessment that will be used.

The assessment on a particular teaching unit may consist of an oral and/or written examination or any other work done by the student for this purpose.

§2. The language of the assessments/examinations is the language in which the learning activity has been instructed for the current academic year, including for those students who have deferred their studies. If a student gains the prior agreement of his or her supervisor or tutor, he or she may write his or her dissertation or project in French or English, irrespective of the language(s) of instruction during the current year. In addition, in the case of re-enrolment, a student may request that he or she is examined on each of his or her learning activities in the language of instruction of his or her first enrolment. A written application to the Faculty Office is required for this.

§3. Except for the cases outlined in sections 2 and 3 of the present paragraph, members of the academic staff are required personally to conduct the examinations in the subjects they teach. Should they be unable to do so, the programme coordinator will appoint one or more replacements.

Lecturers are not permitted to examine their spouses, close relatives or relatives by marriage, up to and including fourth-degree relatives. Should the need arise, the chair of the examination board (or the secretary of the examination board if the lecturer in question is also the chair of the examination board) will appoint a replacement to conduct the examination.

§4. Oral examinations are public. However, persons who are not directly involved may not in any way intervene or disturb the smooth running of the examination.

Article 4 : Dissertation or individual final piece of work or project

§1. Those responsible for each programme will lay down the special requirements of the dissertation or individual final piece of work or project and, in particular, will specify the way in which the choice of topic, supervisor and readers should be made, the date the work should be

handed in, the weight of this activity within the final assessment in addition to how the oral defence should be conducted, where necessary.

§2. When the text of a dissertation or individual final piece of work or project makes use of an outside source, this must be accurately shown. Whenever there is recopying, even partial, of a text from this source, quotation marks must be used. Non-compliance with these requirements will be considered as cheating and will give rise to the application of Article 11.

Article 5 : Award of marks

§1. Assessment of each teaching unit is expressed as a mark between 0 and 20 in half points.

§2. Examiners give their marks in writing to the examination board secretariat as soon as possible before the examination board meeting. They should not communicate them to each other.

II. EXAMINATION BOARD MEETINGS

Article 6 : Composition and operation of the examination board

§1. For each year of study, the examination board is made up of at least five members, including a chair and a secretary:

- the jury is chaired by the chair of the programme management committee or a member of the academic staff appointed by him or her;
- the secretary is a member of the academic staff appointed by the chair of the programme management committee;
- the other members are lecturers who, as they teach one or more subjects which are compulsory for all students in the year of study or have been involved in the subject(s), award a mark which is submitted directly to the examination board. Those in charge of the teaching throughout the year (course instructors, joint course instructors or other members of the teaching staff) where at least one student has been regularly enrolled are entitled to attend the examination board

meeting. In cases where this is not possible as set out in Article 3 §3, the appointed replacement will attend the meeting.

Everyone has voting rights.

§2. For the 120 credit Master, the cycle examination board is made up of the members of the examination boards from the different years of the cycle for the relevant syllabus.

§3. Attendance at the board meetings is compulsory, except where prevented from doing so in cases of force majeure. It is up to the chair of the examination board to assess what constitutes force majeure. Any member of the examination board who is unable to attend the board meeting is required to send the chair written confirmation of any information or comment which could help the other board members understand the examination marks he or she has awarded.

§4. In any case, the work of the examination board is only valid if more than half its members are present.

Should this quorum not be reached, the examination board must be reconvened as soon as possible.

§5. Discussions of the examination board are held in private. Persons attending the meetings must respect the confidentiality of the discussions and any voting that may take place.

§6. The examination board will meet alternately at UCL and FUNDP.

Article 7 : Examination board meeting rules

§1. The examination board will automatically declare that the year of study has been passed when the two following conditions are fulfilled:

- the student has gained an average of 12/20 for all the activities relating to the year of studies under assessment and featuring on the results grid ;
- and the student has gained at least 10/20 for each of these activities.

§2. By decision of the examination board, it will also be declared that the year of study has been passed if the average mark is 12/20 or higher and if, for marks lower than 10/20, the total of the gap between 10 and these marks does not exceed 2.

§3. The chair of the examination board will call for a simple majority vote on all passes

- (i) if the following three conditions are fulfilled : the average mark is 12/20 or higher, no mark is 7 or less and, for marks lower than 10/20, the total of the gap between 10 and these marks exceeds 2 ;
- (ii) if the following three conditions are fulfilled : the average mark is 12/20 or higher, a single mark is 7 or lower and all the other marks are 10 or above ; and
- (iii) if no mark is lower than 10 and if the average is between 11.5 and 11.99.

§4. In all other cases, the examination board's decisions are final and are made by straight majority.

§5. At the examination board meeting of the second examination session of the first year of the 120 credit Master, the examination board will first decide whether there is an overall pass or fail for the programme in which the student has enrolled. Where there is an overall fail, the examination board will declare whether the amended examination session has been passed or failed, in line with the provisions of Article 79 of the Decree of 31 March 2004. The possibility of passing an amended examination session is submitted to the examination board if it is possible to create a partial examination (on a sub-grouping of courses)

- i) which enables a minimum of 48 credits to be gained from the first year Master's programme, and
- ii) where each course has been passed with a mark of 10/20 or more, and
- iii) where the average is at least 12/20.

No distinction grades will be awarded for passing an amended examination, but the balance of credits which have not been gained will be added to the normal workload of the second year of the Master's programme and form an integral part of it.

§6. When calculating the average mark, the weighting of each activity will correspond to the relevant number of credits.

Article 8 : Grades

§1. In cases where the year of studies has been passed or an academic rank is awarded, the examination board may also grant the following grades: ‘satisfactory’, ‘cum laude’, ‘magna cum laude’ and ‘summa cum laude’.

§2. The conditions which should be fulfilled to gain one of these grades are as follows:

1. Providing that no mark is lower than 10/20, ‘summa cum laude’ if the average mark is 18/20 or higher; ‘magna cum laude’ if the average mark is 16/20 or higher; and ‘cum laude’ if the average mark is 14/20 or higher. The examination board may, however, award a special grade when one or more marks are lower than 10/20, on a straight majority vote.
2. Where the average mark is definitely lower than the levels indicated in 1, but at least 17.5/20, 15.6/20 or 13.7/20 or higher, respectively, and providing that (i) half the marks reach 18/20, 16/20 or 14/20 respectively and that (ii) no mark is lower than 10/20, the corresponding grades will be awarded. The examination board may, however, decide to award a special grade when these conditions are not fulfilled, on a straight majority vote.
3. In all other cases, apart from those mentioned above, ‘satisfactory’ passes are awarded.

§3. In the case of the 120 credit Master, the conditions required for one of the higher grades are the same as those referred to in paragraph 2 of Article 8 and apply to the average obtained over the whole cycle.

Article 9 Communication of results

§1. At the end of the assessment period held when the first semester has been completed, each individual student will receive, within one month, a statement of the marks he or she has been awarded. These marks are transmitted subject to the results of the examination board meeting which is held at the end of the first session.

§2. At the end of each session, the decisions of the examination board are announced publicly by the chair of the examination board and posted (on the notice boards of the Economics Departments at FUNDP and UCL) for at least a fortnight following the announcement.

All marks obtained by students will be transmitted to them by the administrative office of the programme no later than ten days after the examination board meeting.

§3. The corrected examination scripts and written pieces of work may be consulted by students up to sixty days after the publication of the examination results and in such conditions as are appropriate to do so. Consultation will take place in the presence of the person responsible for the examination or his or her representative, at a time fixed by him or her and communicated at least one week in advance.

As far as oral examinations are concerned, examiners are strongly recommended to put in writing any relevant information to clarify why a student was awarded a particular mark in his or her examination.

Article 10 : Re-enrolment and transfer of marks to a subsequent academic year

§1. In cases of deferral at the end of a year of study, a student who has gained a mark of at least 12/20 or higher for a given activity may automatically transfer this mark. However, the examination board may also decide to permit the transfer of a mark lower than 12/20.

§2. A student may choose not to transfer his or her mark and undergo a new assessment. Should this result in a lower mark, the student will not be permitted to ask for his or her initial mark to be transferred.

III SPECIAL PROVISIONS FOR INCIDENTS ARISING FROM ASSESSMENTS AND DISPUTES ABOUT THE CONDUCT OF THE ASSESSMENTS

Article 11 : Cheating during the assessments

§1. No exchange of any kind (e.g. theory, practical work etc.) is permitted during the examinations.

In the same way, any dishonest use of information or communication tools will be punished, however the assessment is organised.

§2. If a student is found cheating in any way during an assessment, particularly in the cases mentioned in §1 of the present Article,

- as far as is possible, the examiner or supervisor should find a witness to confirm that cheating has taken place ;
- the examiner and/or supervisor will give a verbal warning to the student about cheating and the possible consequences ;
- the examiner should take any other actions which he or she deems necessary ;
- the examiner will notify the chair and secretary of the examination board of the situation in writing.

A student will retain the right to take part in his or her other assessments whilst awaiting the decision of the examination board.

§3. The chair of the examination board will inform the student of the present Article. He or she will invite the student, in writing (or, in an urgent situation, by another method of communication), to explain themselves before the examination board, at the latest before the examination board meeting for the examination session during which the events took place.

Any student who does not appear before the examination board is deemed to have definitively renounced his or her right to be heard.

§4. If students are found to have cheated, the penalty is an overall mark of 0/20 for the teaching activity, even if the cheating took place in an examination or other kind of assessment relating to a part of the teaching activity, the mark for which was part of the overall mark.

In view of the penalty in the previous paragraph, the examination board will declare the examination session during which the instance(s) of cheating happened to have been failed.

§5. Moreover, in cases of serious cheating, including notably premeditation and repeated instances, the examination board may, on the basis of a reasoned decision taken unanimously, recommend to the academic authorities (Rector or Pro-Rector, according to the institution) of the relevant universities that they should suspend the right to attend the

universities co-organising the course for a length of time deemed appropriate (particularly excluding , for the student, the possibility of taking part in the second examination session and/or the possibility of re-enrolment at the institution for a period of up to five years.)

Article 12 : Disputes about the conduct of the assessments and the examination board meetings

§1. If a student considers that the examinations have not been conducted in accordance with the provisions of the present regulations, he or she may lodge an appeal by submitting a written and reasoned request for the attention of the chair of the examination board. This should be done, at the latest, before the end of the assessment period in which the examination has taken place.

Having asked for any opinions he or she may deem necessary, the chair of the examination board will decide if the appeal is admissible and take all possible measures to settle the dispute and prevent the infringement from recurring.

§2. If a student considers that the examination board meeting or the communication of the results are not in accordance with the provisions of the current regulations, he or she may lodge an appeal by submitting a written and reasoned request for the attention of the chair of the examination board. This should be done in the 7 days following the announcement of the results for the relevant examination session.

If the chair of the examination board considers an infringement to have taken place, he or she, after discussion with the secretary of the examination board, will take all possible measures to settle the dispute and prevent the infringement from recurring. Should the need arise, and after seeking the views of any interested parties, he or she may form a committee of examiners whose decisions as a joint body will be final.

In the month following the announcement of the results of the examination session relating to which the appeal was lodged, the chair of the examination board will notify the student in writing of the decision taken.

Article 13 : Correction of material errors

§1. The chair of the examination board, aided by the secretary, may correct any clear material errors which come to light, including after the

announcement of the results, and which could affect a student’s results. He or she will inform all the members of the examination board and the student in question, in writing.

§2. Should there be any doubt whatsoever about the indisputable nature of such errors, the chair of the examination board may reconvene a meeting of the examination board.

IV. SPECIAL PROVISIONS RELATING TO THE AMENDMENT OF PROGRAMMES

Article 14 : Deferral

§1. A student may be permitted by the programme management committee to spread one year’s study over two consecutive academic years.

§2. This deferral will be permitted in the following cases :

1. When the student practises a profession ;
2. When the student has enrolled to take another examination in a main subject ; in such a case, only the programme for the secondary subject can be spread over two academic years, providing that the enrolment for the main subject can be financed ;
3. When the programme for the year of study is organised in a way that can be spread over two academic years ;
4. When the student foresees problems in reconciling full-time academic study and other activities relating to his status as a student which require at least part-time commitment ;
5. When the student finds himself or herself in an exceptional situation (e.g. caring for young children, long-term incapacitating illness etc.)

§3. A request for deferral should be made to the administrative office of the relevant programme by 1 November at the latest using a special form from the institution at which the student enrolled.

§4. The relevant programme management committee will give its ruling. If the request is accepted, the way in which the units of study are divided will form the basis of an agreement which will set out the content of the two parts of the programme, as well as the number of credits involved.

The division of the programme will be made according to the following criteria :

- under no circumstances can the programme for one academic year be worth less than 15 credits ;
- the seminars, practical work, exercises and so on must, as far as possible, be taken in the same academic year as the courses to which they are related ;
- the sequences of courses must be followed. In particular, students are not permitted to take the second part of a course without having taken the first part ;
- when the programme for the year of study includes teaching activities organised on a cyclical basis, the choice of the academic year in which these activities can be taken is dependent on the timetable in which they are organised and therefore may not be chosen freely.

§5. When a student has been permitted to spread the programme of study over two academic years, he or she is required to take the examinations for a given subject during the same academic year, in accordance with the provisions of Article 1 of the present regulations.

§6. At the end of the first academic year, the student must have taken and passed the examinations relating to the subjects from the part of the programme he or she has followed during that academic year in order to gain approval to continue the programme as a ‘deferred student’.
The examination board will approve deferral when the student has gained a minimum of 10/20 for each teaching unit.

§7. If this is not the case, the student will be declared to have failed and to continue his or her studies, he or she must re-enrol as a student retaking the year.

Where necessary, if the student requests deferral because of the need to retake the year, a new deferral agreement will be drawn up, according to the provisions of §§3 and 4 of the present Article.

§8. The deferral agreement is renewable annually.
Requests for amendment must be submitted according to the provisions of §3 of the present Article.
The request will be dealt with according to the provisions of §4 of the present Article.

In any case, amendment of the agreement will not enable a student to take part in assessment of learning activities on which he or she would have already been assessed on two previous occasions during the first part of the deferral.

§9. At the end of the deferral period, the examination board will adjudicate on whether the student has passed the whole programme.

Article 15 : Supplementary courses

A student may, if he or she wishes, enrol in supplementary learning activities outside the minimum core programme for the year of study when the minimum core programme includes additional training required by the examination board.

In this case, he or she must fulfil the following conditions:

- regarding activities offered within the programme on which the student is regularly enrolled, they must form an integral part of the programme taken by the student on the basis of regular enrolment and, as such, the marks gained for these supplementary activities are part of the adjudication process in the same way as marks from other learning activities from the compulsory programme of the year of study. In any case, the total of the learning activities, including those from supplementary activities added by a student to his or her programme, may not exceed 90 credits per academic year;
- regarding courses available outside the programme on which the student is regularly enrolled, these are considered as isolated courses and the student may enrol on a complementary bases, as a free student. These courses are assessed separately from those which make up the programme taken by the student on the basis of regular enrolment. The degree certificate and the annex or the supplement awarded to the student will make no reference to any pass marks for these courses.