

General rules and regulations for exams (*)

Ce document propose une traduction synthétique de la version française du règlement général des examens, qui constitue la seule version officielle.

"THE OFFICIAL VERSION IS THE FRENCH ONE".

Unless mentioned otherwise, the following rules and regulations apply to all students from the academic year 2004-2005 onwards

Remark: Articles 3, 5, 7, 8, 17 and 30 do not apply, or only partially apply, to students in their first year of a baccalaureate in medicine or dentistry. Specific arrangements for these students are laid out in different regulations.

() These rules apply to courses leading to an academic qualification.*

DEFINITIONS

Art. 1. Annual programme and examination programme (This article only applies to students

on a bachelor programme and then on a master)

Every academic year the student registers for at least one year of study.

Every academic year the student registers for an annual programme of 60 credits approved by the faculty.

The examination programme is the programme where deliberations on the student are held. It includes the students annual programme and, if applicable, courses credited since the last deliberation leading to examination success as well as those courses where grades have been carried over.

Art.2. Faculty courses (This article only applies to students registered on a bachelor programme and then on a master)

The term « course » is used to represent the constituent unit of the programme. Each course within a programme is attributed a certain number of credits as well as one single evaluation grade.

The term "faculty" is used to represent the administrative organ of the programme.

Art. 3. Grades carried over and credits

The evaluation grade given is between 0 and 20. This grade can be carried over or used as a credit.

The jury only grants a credit when it considers that the students results are satisfactory. A credit is considered as final whatever the grade achieved and whatever the French Community establishment then chosen by the student to continue on the same programme. Carrying over a grade from one academic year to another is limited to 5 years and is based on the condition that the grade achieved is at least 12/20. Carrying over a grade means that the student no longer has to take the exams in the course on which he obtained this grade and this is applicable whatever the French Community establishment then chosen by the student to continue on the same programme. During the course of an academic year the student can carry over any grade from one exam session to another.

Examination sessions

Art.4. Academic year

The academic year is made up of three four month terms, the first going from September to Christmas, the second from the end of January to May and the third from July to September. The academic holiday is in July and August. The calendar is fixed and published by the academic council before the start of the academic year.

Art.5. Examination sessions

The examination sessions are organised at the end of each term.

Subject to the arrangements laid out in art. 7 the student may sit exams for all courses finished in the academic year. In addition the faculty can allow a student to sit, in the January session, any exams from the second term and which correspond to courses already followed.

Art.6. Exam periods

No examination can take place outside the session periods.

However, in the case of unforeseen circumstances and if it is duly justified, a jury can defer a student exam period to the following term or even after the end of the academic year as long as it takes place before the following 14th November.

An exception to the previous paragraph is when, before the start of the academic year, the faculties determine for each programme which courses or parts of courses will involve an evaluation different that one during the exam session.

Exam Registrations

Art.7. The limit given to the number of exams for each subject and for each academic year.

Apart from special dispensations given by the jury for exceptional circumstances, the student can spread out his exams over the three sessions as long as he doesn't register more than twice for the same exam during the same academic year. An exception to this is that a first year student doing a bachelor can resit those exams sat during the January examination session two more times.

Furthermore the evaluations of certain activities (practical work, courses, reports and personal work) can only be carried out once during the academic year. The faculties will give the details to the students on these activities at the start of the academic year.

Art. 8. Full exams and isolated exams

For each session the student registers for either the isolated exams or for the full exams. By doing this he gives name to the courses on which he'll be evaluated.

Full exams take place when the student has registered at least once for all the exams corresponding to his year's programme.

Art 9. Staggering : authorisations

In the following cases, based on a students request which has been presented one month after the start of the academic year at the latest (or for the 6th clause cited below, before the 15th February), the faculty can authorise a student to stagger a year's study over two academic years:

1. When he practices a profession;

*For example if he produces a copy of a contract showing that he is employed at **least half time** or if he produces a certificate showing that he is practicing a liberal; a course included in the students programme (even if it is paid) and student jobs are not considered as grounds for staggering the year's study.*

2. When he has registered for another exam for his main qualification;

In this case, only the second programme for which the student is registered can be staggered over two academic years and this only if his registration for his main qualification can be financed.

3. When the year's programme has been organised by the Faculty in such a way that it can be staggered over two academic years.

Each Faculty decides which programmes fall into this category. For example, this is the case for the programs which can be started at the beginning of the second term.

The list of all programmes falling under these categories has to be approved by the academic Council.

4. When a student, finding it difficult to manage his time because, as well as studying full time, he has extra curricular student activities that are considered at least part time, has negotiated a contract with the faculty authorities that determine the deadlines to be respected taking into consideration the student's educational objectives.

Relevant examples for this category : president of a students association, sportsman at a high level recognised by the Service des Sports (conferred by the Academic Council 5th May 1996),...

5. When he finds himself in exceptional circumstances.

Examples of exceptional circumstances are to be looked at by the Faculty case by case : child care for young children, invalidity over a long period.

Motives not taken into consideration: late arrivals, inability to speak French adequately, student jobs and medical certificates handed in during the exam period.

6. When, after the first term evaluations, the first year student chooses to stagger his program.

In the following cases the request to spread out a programme must be addressed to the Vice rector for student affairs :

1. When a student asks to stagger a failed year that he had already asked to be staggered at his first registration.
2. When a student asks to stagger a year that he has been authorised to do at the same time as repeating a failed year.
3. When a student wishes to register for two years of study at the same time and for which he will not be funded.
4. For the 1st and 2nd basic cycles when the request is introduced after the 15th October.
5. When the reason for the request is not mentioned in the above rules.
6. When the requests citing cases laid out in the first part of this article are refused by the Faculty.

Art. 10 Terms for staggering a years study over two

Once permission to stagger a programme has been given, a convention stipulating the exact terms is drawn up between the student and the Faculty.

Two different cases may exist :

(1) The details for both parts of the exam are fully settled upon at the start of the convention.

(2) The convention only includes the number of credits that the student needs to acquire during each year, leaving the student free to choose his courses. The student has to achieve at least 15 credits each year.

In both cases deliberations take place in the first year of the programme followed. If the student is successful in this part of the exam he will get credits for all corresponding courses and these will be taken into account in the final deliberations after the second part of the exam. If he fails the first exam (getting however credits or carrying over marks in some subjects) he must re-register the next year for the same year of study as in the case of repeating a year.

No examination can be split into more than two parts unless it falls under a special study plan decided upon by the Faculty.

Art. 11 Dissertations not handed in in time

Without prejudice to article 13 whenever a student is registered for an exam that consists in handing in a dissertation but does not do so in the time delay given the jury will postpone it to a later session.

Art. 12 Authorisation to register for exams

In order to be able to sit exams the student must be registered with the institution concerned for the years studies and has to have regularly followed the programme.

At the start of term the lecturers will lay out the conditions for which they can ask the jury to refuse the registration of a student who has not regularly followed the programme.

It is the jury who decides whether or not a student's registration is refused ; the student concerned, the Vice rector for student affairs and the administrative services in charge of registrations are notified of any refusal by registered mail at least fifteen days before the start of a session. Any registration already accepted is cancelled by this opposition.

A student who has been refused the right to register for an exam may go against this decision and can appeal to the Vice rector for student affairs; this appeal will contain an account of any points the student wishes to raise and must be delivered within 5 calendar days of him having been notified of the jury's decision; the appeal is to be sent by recommended letter to the Vice education officer for student affairs or given to his secretary with acknowledgement of receipt. The Vice rector for student affairs will reply within ten days or at the latest before the start of the exam session.

Art. 13. Procedure for registering for exams

Each faculty decides upon its terms and conditions for modifying or cancelling those registrations received between the date of closing for registrations and the date of the start of the exam session. Once the session has begun, exam registrations can be neither modified nor cancelled unless there are exceptional circumstances recognised by the jury.

The starting and closing dates for registration are always decided upon in consultation with student representatives.

Art. 14 Exam session calendar and timetable

For each exam session the Faculty decides upon the calendar and the timetable in consultation with student representatives and members of the jury. It decides on the list of students registered for each session and on the dates and locations for the deliberations to take place.

This information is posted before each session.

The juries

A. Missions

Art. 15 Missions

The jury's function is to ensure the smooth running of the exams.

In order to do this each jury must :

1. ensure that the registration procedures for the exams are carried out properly (including any opposition to registrations as noted in article 12);
2. ensure that all legal and statutory measures relative to university exams are respected;
3. record all exam grades and check them;
4. deliberate on the total grades of each student and ensure that this is done in secrecy;
5. grant the appropriate credits when it judges the results to be satisfactory;
6. ensure that the exam results are given out;
7. ensure that all documents (minutes of jury meetings, diplomas, certificates and other necessary documents) are signed in the briefest delay and that this is done within the month.

Art. 16 Complementary tasks

Alongside ensuring that all tasks relative to the smooth carrying out of exam procedures are fulfilled the juries, when necessary, are also responsible for recognising equivalent levels in foreign qualifications. They are also responsible for admitting students into corresponding courses and within this context have to give acknowledgement to either credits obtained in

courses completed or partly completed successfully in higher education (*) or to acknowledge skills and knowledge gained through personal or professional experience.

() "higher education" means "studies completed in a higher educational establishment (university or further education establishments)"*

In order to carry out these extra tasks there are, within each jury, committees made up of at least three members including the jury president and secretary and a representative of the academic authorities. All student requests will be looked at individually and at the latest before the closure of registrations.

B. Composition

Art. 17 Members

Each jury is made up of at least five members and in all cases these are people who, either because they actually teach one of the compulsory subjects that all students in that year of study have to follow or because they have been associated with this tuition, give a grade during deliberations.

All those responsible (lecturers, co-lecturers or members of the teaching team) for tuition followed during the academic year by at least one student who is regularly registered have the right to take part in the deliberations.

The jury president may invite anyone who he believes will contribute meaningfully to the procedure. These guests will not have a right to vote.

The qualification of doctor is given by a jury specific to each student and which is made up of at least five members all of whom hold the title of doctor or equivalent. All members participate either personally in the deliberations or send a written evaluation. There are special regulations in place for doctorates at the Univeritary Academy level.

Art. 18 Set up

At the start of the academic year, juries for each academic year and for each cycle (two years of a degree course) are appointed by the Chief education officer following propositions given by the faculty dean. The jury for a cycle can be made up of the same members as the jury of an academic year.

It may happen that during the academic year the juries are changed or completed by the Chief education officer following propositions given by the faculty dean. However in urgent cases changes can be decided directly by the jury president who informs the Chief education officer of his decision and ensures that it is noted in the minutes of the following jury meeting.

Art. 19 President and secretary

At the beginning of the academic year at the latest, each jury elects its president by secret ballot. The elected president appoints the jury secretary.

The president and secretary's names are made public once they have been elected and are published in the study programme.

Juries in the same faculty, of the same academic cycle in a faculty or of the same academic year in a faculty can appoint a joint president who, due to the dispensations noted in article 17, does not have to have been a member of all of these juries before his appointment.

C. Function

Art. 20 Autonomy

The juries are collegial organs. Within the limits fixed by these rules and regulations they enjoy full autonomy.

Art.21 Incompatibilities

No member of a jury can take part in an exam involving his spouse or relatives or relatives through marriage up to four times removed and included and he can also not participate in the deliberations or sign a diploma or certificate involving these people. If this case arises the jury president will appoint a replacement examiner.

All other reasons for incompatibility can be brought up before the President. If needed he will replace the examiner.

D. Appeals

Art. 22 Procedures

Students can send a written complaint or appeal concerning any irregularity occurring during the examination procedures that directly involves them to the jury president or to the faculty dean. This complaint has to be sent within 3 working days following deliberations and has to include all the points the student wishes to bring up. The student will be personally informed of the follow up given to his request within 3 days following its reception. If the situation is serious enough the jury president or faculty dean will inform the Vice rector for student affairs.

Once appeals to faculty authorities have been exhausted a claim concerning an irregularity occurring during the examination procedures can be introduced by the student to the Vice rector for student affairs; this claim will include all the points the student wishes to bring up and will be sent within 15 calendar days following notification to the faculty. It is to be sent to the Vice education officer for student affairs by recommended mail or given to his secretary with acknowledgement of receipt. The Vice education officer for student affairs will reply within 30 calendar days of the appeal being deposited (except in July and August when these delays are not applicable).

Exams

Art. 23 Type and public nature

Educational evaluations can consist of an oral exam and/or a written exam or an exam on all other work done by the student for this purpose.

These exams are public.

Art. 24 Time and place

No exam can take place on a Sunday, a bank holiday or on the 27th September. Neither can they be held before 8 am nor after 8 pm.

Exams may only be held in the university buildings or in buildings designated by the university.

Art. 25 Exam calendar and timetable

Unless there are unforeseen circumstances all exams will take place as laid out in the calendar and timetable.

Any necessary changes will be decided on by the jury president and posted immediately.

Art. 26 Impediments to sitting exams

Any student registered for the exams and who cannot then take the exam must immediately inform the jury secretary in writing (letter, fax, or e-mail) and must provide any appropriate documentary evidence.

Art.27 Examiners

Unless there are unforeseen circumstances or incompatibilities of which the student has been notified or which he himself has put forward, the student will be examined by someone who has taught in the subject matter relating to the exam. However if the oral exams mean that this person is overburdened with work the faculty will divide up these exams among several examiners each of whom will be aware of the course objectives, will know the

material taught and the pedagogical method that has been followed. These examiners will decide together the methods used to evaluate the exams and the way in which the exams are graded.

Art. 28 Group teaching

Only one exam (and therefore only one grade) can be given for those courses taught by a group of teachers. If there are several examiners they will either ask questions together or successively and they will do this without interrupting or prolonging the normal exam period.

Art. 29 Dissertation evaluations

Assessing dissertations takes part to the overall assessment procedure carried out by the jury. The dissertation is only one part of the examination procedure.

The deliberations

Art. 30 Jury decisions

The goal of deliberations is to assess collegially all grades achieved by each student. The jury announces whether or not a student has passed or failed his academic year and, when the case calls for it, awards the corresponding academic grade.

The final evaluation of a course is given in the form of a grade ranging from 0 to 20, 10/20 being the pass mark. The overall grade for an academic year or cycle is given in the same way but the pass mark is an average of 12/20. To have a successful evaluation, the student needs to have an average grade of 12/20 without having any individual grade lower than 10/20.

The rest of this article only applies to those students taking a baccalaureate and then a masters; for all other students article 44 (*) (authorisation for accumulating credits) laid out in the previous rules and regulations remains valid.

() Art 44 – If the number of credits obtained by a student who has failed his annual program is justified, the faculty can authorise the student to follow the next academic year. However this student can only register for the exams of this new year if he has passed the exams of the previous year. It is up to the faculties to determine the criteria needed to manage these exceptional cases. They will decide upon the procedure to be followed by the student who wishes to register on the course for the higher academic year. This registration should be able to made at the start of the academic year.*

Once a student has 48 credits or more a jury can declare that the student has passed his year. In this case the remaining credits have to be fully achieved during the following year's courses. In this case we are talking about a « modified exam »

This measure was introduced by article 79 of the decree of 31st March 2004.

This possibility cannot be considered for the June session because it is possible for the student to fully succeed in September. It can also not be applied to the final year of a cycle.

In the case of passing an exam that has not been modified the whole years courses are credited.

In the case of failing an exam that has not been modified or of passing an exam that has been modified the jury allocates credits to those courses for which it considers the results to be satisfactory.

Art. 31 Days and locations for the deliberations

The juries deliberate behind closed doors on the days and at the locations previously agreed upon.

Art. 32 Participation in the deliberations

Unless there are unforeseen circumstances, all members of the jury participate in the deliberations.

Art. 33 Grades not given in time

The jury replaces grades not given in time with an average of the other grades achieved by the student. The student is informed of this process.

Art. 34 Re-sits

The jury can ask a student to re-sit an exam if it has doubts about a grade given.

Art. 35 Quorum and vote

The jury only has valid deliberations if more than half of those in charge of the compulsory courses are present.

If a vote is to be taken the jury rules on a simple majority. If ever there is a split vote the result which is most in the students favour is upheld. The vote is given when names are called out.

All jury members who have given an exam to a student have to take part in the vote by voting for or against the proposition put forward; members who didn't test the student can also vote.

Art. 36 Secrecy respected

Jury members are expected to maintain secrecy concerning the deliberations and the voting.

Results

Art. 37 Isolated courses and isolated exams

When a student sits an isolated exam the grades are recorded without deliberations taking place. These grades are then joined to the exam session for the courses in which the student sits an exam or part of an exam (in the same academic year and/or in an ulterior academic year if the grades are allowed to be carried over).

When a student sits again an exam (which he is allowed to sit) the jury only takes the new grade into consideration.

Only isolated exams sat within the context of a complete programme for which the student is registered can be carried over or considered as credits. Exams linked to courses for which the student is registered as a free student (isolated courses) cannot be taken into consideration during deliberations of an academic year or cycle for which the student later registers.

Ne serait-il pas prudent de définir "exam" (qui peut vouloir dire "session d'examens" en anglais, et « exam session », de même que « grade » ?...

Art. 38 Exemptions

Without prejudice to legal conditions in matters of equivalence, the student who has received either an academic grade or who is allowed to sit the next exam or the second part of an exam is exempted from sitting exams on any subject in a years study programme which he subsequently follows if the subject matter is declared to be identical.

Art. 39 Distinctions

For every academic year as well as at the end of a cycle the jury decides whether or not the student has passed satisfactorily or with one of the following distinctions : with distinction, with high distinction or with the highest distinction.

Exceptionally the grade for doctors is given without distinction.

The distinction given for the cycle is normally that given for the last year of the cycle. However, when deciding on the distinction to give to a cycle, the jury can take the results achieved in previous years into consideration.

Art. 40 Use of grades

The tutor gives the grade

- 1) "0" when the student asks to have an attendance note;
- 2) "T" when cheating is discovered;
- 3) "A" when a student is absent. In this case the jury considers the reason for the absence and transforms the "A" into "S" when there is no good justification and into "M" when it considers that the absence is justified by a medical certificate or any other reason considered valid.

In this last case the students exam registration is considered as nul and void.

The grade "0" can also be given when the student shows no knowledge of the subject matter concerned.

Art. 41 Fraud

In the case of fraud during the evaluations the tutor concerned is responsible for reporting this to the jury president. The jury will take appropriate disciplinary measures which can go as far as postponing a session until the following year. This being the case it passes the file on to the Vice education officer for student affairs who will decide whether or not to add further sanctions.

Announcing results

Art. 42 Announcement and displaying

The jury president announces the complete and partial exam results immediately after deliberations have taken place.

The results are then displayed for at least fifteen days after the announcements.

Art. 43 Communicating the details of the results

Each student is told of his grades after they have been taken down or deliberated upon and this in the manner decreed by the faculty.

Those students whose results have been adjourned can turn to the jury secretary for explanations as to why they have failed and receive help in deciding which courses to follow. They can also ask to talk to a jury member for the course he teach.

General exemptions

Art. 44 Supplementary conditions

Each jury decides on supplementary conditions to the present rules and regulations when necessary in order to ensure that these are carried out correctly and to ensure that the exam procedure is carried out smoothly.

In order to do this it can ask for advice from student representatives.

Art. 45 Coordination

The Academic Council and the faculties take all decisions necessary to ensure smooth coordination of the general conditions decided on or proposed by the juries.

Decisions made in this way by the Academic Councils are published.

Measures taken in this way by the faculties are referred to in the articles in the rules and regulations whose execution they guarantee.

Art. 46 Repeal of former rules

The general rules and regulations for exams that came into force on October 4th 1976 and were subsequently modified are repealed.

Art. 47 Bring into force

These current rules and regulations come into force on 5th December 2005.