REGULATIONS GOVERNING THE UNIVERSITY ADMISSION EXAM

These regulations have been compiled in accordance with the decree of the French Community of 31 March 2004 defining higher education, promoting its integration into the European Higher Education Area and refinancing universities, and in accordance with the government decree of the French Community of 29 May 1996 relating to the programme of the 1st cycle university admission examination.

The admission panel

Article 1. The admission panel is comprised of members of academic and/or scientific staff. These are appointed by the Management Board on the proposal of the Faculty of Philosophy and Arts and the Faculty of Science.

The panel has as many members as there are subjects in the examination programme.

The panel appoints, from its midst, a chairman and a secretary, one of whom belongs to the Faculty of Philosophy and Arts, and the other to the Faculty of Science (as far as this possible).

Article 2. Each panel member may, on his own responsibility, request one or more members of the scientific staff to cooperate in the preparation, monitoring and evaluation of the written examinations. He may also request one or more members of the scientific staff to stand in for him at oral examinations. Such persons may be asked to attend panel meetings in a consultative capacity.

They may, in consultation with the panel chairman and the panel member, deputise for the latter in deliberations, should the latter be prevented from attending on grounds of force majeure or holidays. They are included in the calculation establishing a quorum and may vote in the case of a ballot.

Article 3. The panel is deemed to have a quorum when at least half of its members are present.

Article 4. The panel meets behind closed doors. All panel members have the duty to respect the confidentiality of deliberations and ballots.

Panel rulings on all matters within its competence are final.

Panel decisions are taken by simple majority of votes cast by show of hands. Each member entitled to vote has one vote. In the case of a tie, the chairman has the casting vote.

Article 5. Panel decisions are made public at the end of deliberations by posting them for at least fifteen days and by proclamation. The day, hour and place of proclamation are posted at least 15 days in advance. The secretary is responsible for ensuring that these provisions are upheld.

Article 6. The chairman is responsible for convening the panel. The panel meets at least once for each exam session or when at least three of its members request such.

Examination periods and schedules

Article 7. Two examination sessions are held per academic year.

The periods they take place, as well as the registration periods and the deliberation dates, are set by the Management Board on the proposal of the panel.

The examination schedule is set by the panel secretary; that of the written exams is posted at least fifteen days before the start of the examination period in question; that of oral exams is posted on the first day of the examination session.

Article 8. A student not answering when his name is called out at the place and time set in the schedule, or who shows up after the start of the examination, is considered to be absent.

A student who, for serious and exceptional reasons, is not able to take part in an examination may request a change of schedule, within the limits of the time and material constraints involved in organising exams. Sending in a medical certificate or any other official document justifying absence cannot be considered sufficient reason entitling the student to take the exam at a later date within the same session. A written request needs to be submitted to the panel chairman.
Registration and admission to examinations

Article 9. No one can take the admission examination without being registered for the examination session.

Article 10. Students who, at the end of the session, have failed to meet any one of their administrative obligations towards the University (such as not having paid the registration fee for the admission exam) will not be proclaimed.

Article 11. Students must present at each examination - whether written or oral -, on pain of being refused entry to the exam, an ID document bearing a recent photo (ID card or passport), as well as the document attesting that they have registered for the admission examination.

Article 12. Students may, if they wish, change their choice of option from one session to the next, insofar as they explicitly state such on registration.

Assessment and examinations

Article 13. Examinations corresponding to each subject relate to all knowledge set forth in the government decree of the French Community of 29 May 1996 (included in the information brochure handed out to students at the latest on registering for the session).

Article 14. Examinations are written, oral, or written and oral. The particular modalities of certain examinations are listed, each year, in an information sheet handed out to students at the latest on registering for the session.

Oral examinations are public. Audiences may not in any way interact with either party of the oral exam, or disturb its progress.

The public character of the written exams implies that the corrected copies may be consulted by the student - but not copied or annotated - within sixty days of publication of test results and under the material conditions allowing such consultation. Such consultation takes place in the presence of the person in charge of the exam (or his deputy), at a date set by him and announced at least one week in advance.

Article 15. At the end of an oral exam, the examiner communicates to the student the grade attained or a sufficiently precise indication of his assessment. He explains, whenever he deems it necessary, the grounds for his assessment, thereby helping the student to understand his deficits and improve his method of preparing for exams.

Article 16. Except for cases of force majeure or any incompatibility notified to him, each student is examined by the subject owner - or his duly appointed deputy - at the time and place set by the exam schedule.

Article 17. No one is allowed to take part in the examination of a spouse, a common-law partner, a parent or relative (to the fourth degree), or to be present when his results are discussed. In this case, a request for specific substitution must be submitted to the panel.

Article 18. Any fraudulent behaviour detected is communicated in writing to the panel chairman, accompanied by any incriminating evidence, before deliberation. A student found guilty of fraud by the panel is liable to be rejected and thus loses the benefit of having grades carried forward. Rejected students are banned from re-sitting the admission exam for one academic year.

If fraud is detected after deliberation, the chairman and secretary will investigate the case and may suspend or urgently review the panel decision. The panel secretary then drafts a rectification document for ratification at the next panel meeting.

Grades and deliberation

Article 19. The grade expressing the exam result is a whole number between 0 and 20, with 10 being considered the pass threshold. The grade "absent" (listed as "A") indicates that the student was not present on the date and time specified by the exam schedule. The grade "CM" indicates that the student was not present at the exam and that he provided a medical certificate. These two grades are considered as failures - for the subject concerned and for the whole session.

Subject owners must communicate the grades they award in writing, in line with the modalities and deadlines set by the panel.

The panel secretary prepares the deliberation meetings by providing each panel member with all grades achieved by each student in the different exams and the average grade.

Article 20. The overall assessment of a year is expressed in the form of a grade (on a scale 0 - 20), whereby an average of at least 10/20 is needed to pass the exam.
The panel automatically considers the admission exam to be passed when the average of all grades is higher or equal to 10/20 and when the total number of points below the pass threshold of 10/20 does not exceed 3 points in all exams.

Failure entails adjournment to a later session. Rejection leads to an adjournment to the following academic year. Students passing all exams in accordance with the conditions listed above are deemed to be "accepted".

**Carrying forward grades, credits and exemptions**

**Carrying forward grades from one session to the next within the course of the same academic year.**

**Article 21.** A student may carry forward grades equal to or exceeding 10/20 from the first to the second session.

A student who has had a grade carried forward and who decides to re-sit the respective exam at a later session implicitly gives up his former grade. Only the new grade will be taken into consideration, even if this is not as good as the previous one. If wishing to re-sit the exam, the student should indicate such to the panel secretary.

**Carrying forward grades at the end of the course year**

**Article 22.** A student benefits from grades carried forward for five years, insofar as they are at least 12/20.

A student who has had a grade carried forward and who decides to re-sit the respective exam in a later year implicitly gives up his former grade. Only the new grade will be taken into consideration, even if this is not as good as the previous one. If wishing to re-sit the exam, the student should indicate such to the panel secretary.

The panel will not grant any carrying forward of exam grades achieved in other institutions.