

**REGULATIONS REGARDING THE ORGANISATION OF THE FRENCH LANGUAGE PROFICIENCY EXAM**

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In view of the decree of September 5th, 1994 concerning university studies and academic degrees, specifically Article 15 paragraph 5, modified by the decree of March 3, 2004 and Chapter VII;

In view of the decree of March 31, 2004 defining higher education, promoting its integration within the sphere of higher education in Europe and stipulating how universities are to be refinanced, specifically Article 49 §2;

In view of the order of the government of the French-speaking Community of Belgium of July 14, 1997 determining which Belgian and foreign diplomas may serve as proof of sufficient proficiency in the French language;

In view of the order of the government of the French-speaking Community of Belgium of July 14, 1997 concerning the content and organization of the French-language proficiency exam by universities, modified by the order of September 3, 1998 and by the order of April 14, 2004;

In view of the interuniversity accord of July 7, 1997 concerning the organization of the French-language proficiency exam;

The Board of Directors of the University of Liège has decided on the present regulations :

**Article 1**

After consultation with the CRef (Council of Rectors), the Board of Directors shall set at least two dates per academic year for the holding of the French-language proficiency exam. The Board also determines the registration and deliberation dates for said exam.

**Article 2**

The Board of Directors forms the jury for the French-language proficiency exam and appoints its chair at the suggestion of the faculties, each of which appoints its own representative. The Board shall entrust the Director of the French Department of the technological support unit "Institut supérieur des langues vivantes" with the organization of the exam. The Director automatically becomes a member of the jury and is responsible for its secretarial services.

**Article 3**

No one may be involved in an exam taken by a spouse or relative up to the fourth degree inclusive. Examiners may ask their faculty that they be replaced for ethical reasons so that the student may take the exam in question.

**Article 4**

The Director of the French Department of the technological support unit "Institut supérieur des langues vivantes" shall invite members of the jury to participate in the preparation, organization and evaluation of said exam.

The Director informs the jury of results obtained by candidates on the different sections of the exam and forwards them the supporting documents (copies of the written exam plus reports on the oral exam).

**Article 5**

A student may only take the exam once within the same academic year.

S/he must pass this exam :

- before s/he may sit exams in a regular exam session if s/he has registered in a program leading to a bachelor's degree as defined by the decree of March 31, 2004;

- before the deliberation session of the jury of his/her year of study or by April 1 at the latest if s/he is registered in a bachelor's or master's program or in the teachers' training program, as organized by the decree of September 5, 1994.

#### **Article 6**

The exam is open to the public. There are both oral and written components. It shall be held on university premises made accessible to the public. Students are informed of the exam date and time and exam room when their registration is confirmed. They shall also receive a copy of the present regulations.

#### **Article 7**

With the deliberation in mind, the oral and written components of the exam are evaluated by a round number from 0 to 20 assigned to each.

#### **Article 8**

Exam marks must be transmitted to the secretary of the jury at the latest one day before the deliberation is to take place.

#### **Article 9**

Members of the jury must be present at the deliberation.

Members who cannot attend the deliberation must submit a written note to the president in which they justify any marks that might, given a student's overall results, lead to his/her failing the exam.

#### **Article 10**

The jury may only deliberate if three-fifths of its members are present. The jury deliberates collectively on the passing or failing of students. Jury deliberations are secret.

#### **Article 11**

Decisions are made by majority vote. In the event of an equal vote, the president will cast the deciding vote. Members may not abstain from voting.

Jury decisions must be justified and reported in writing.

#### **Article 12**

Deliberation results are officially announced by the president of the jury during a session open to the public. The president may decide to announce only the names of those students who have passed.

#### **Article 13**

At the end of the official announcement, students have the right to inquire about the evaluation of any exam they have taken by addressing the secretary of the jury or his/her deputy.

They also have the right to consult the written copy of their exam in the two months following the official announcement. The jury may specify a date and time when copies may be consulted.

#### **Article 14**

The secretary of the jury shall post the results of the deliberation (pass or failure) after the official announcement. In no case will a student be authorized to have a mark carried forward from one academic year to the next or from one institution to another.

#### **Article 15**

The University shall send a document to the student stating his/her result within 14 days of the date of the exam.

#### **Article 16**

The present regulations have been in effect since the 2004-2005 academic year.