

## **REGULATIONS REGARDING SPECIAL ENTRANCE EXAM FOR ENTRY INTO BACHELOR'S PROGRAMS IN ENGINEERING SCIENCES (FORMERLY APPLIED SCIENCES)**

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In view of the decree of March 31, 2004 defining higher education, encouraging its integration into the sphere of higher education in Europe and stipulating how universities are to be refinanced, and of Article 50 specifically, entry into the first year of bachelor's programs in engineering sciences (formerly known as "applied sciences") is subject to the passing of a special entrance exam organized by each of the four universities of the French-speaking Community of Belgium offering these programs;

In view of the order of the government of the French-speaking Community of Belgium of May 29, 1996 pertaining to the special entrance exam for entry into the first year of bachelor's programs in engineering sciences;

The Board of Directors of the University of Liège has decided that :

**Article 1** : The Faculty of Applied Sciences shall determine two periods per academic year when the special entrance exam for entry into the first year of bachelor's programs in engineering sciences will be held.

**Article 2** : The Faculty forms a jury which is entrusted with the organization of the special entrance exam for entry into the first year of bachelor's programs in engineering sciences. The jury is chaired by the Dean of the Faculty. The Faculty appoints one of its member as secretary. The jury is comprised of at least four members plus the president. Members of the jury are chosen from among the academic and/or scientific personnel.

The president of the jury shall ensure that exams are conducted in a satisfactory manner.

**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 the Faculty that they be replaced for ethical reasons so that the student may take the exam in question.

**Article 4** : Each member of the jury may ask one or several members of the scientific personnel to participate in the preparation, supervision and evaluation of written exams under his/her responsibility. S/he may also request that the latter be present during the oral exam, if one is held.

**Article 5** :

§1 - Exams may be oral and/or written.

§2 - Oral exams are open to the public. However, members of said public may not interact with the teacher or the student in any way or cause any disturbance during the exam.

§3 - The public nature of other evaluations and written work means that corrected copies may be consulted by the student according to the terms and conditions set by the Faculty.

§4 - Exams shall take place on university premises. Students are advised of the exam schedule, the exam rooms and whether the exams are oral and/or written when their registration is confirmed. Students must present their identity card at the risk of being excluded. They shall also receive a copy of the present regulations.

**Article 6** : With the deliberation in mind, each examiner shall render his/her evaluation by assigning a round number from 0 to 20, the passing mark being 10/20. The jury shall officially announce that a student has passed the special entrance exam if s/he obtains a minimum of 10/20 in each subject matter tested and an overall weighted average of at least 12/20. The jury is the sovereign authority in all other cases.

**Article 7 :**

§1 - Students cheating or committing plagiarism will automatically receive a mark of 0/20. They will be advised of same immediately after the fraud/plagiarism has been discovered.

§2 - If it is justified, the Rector may ban the student from taking part in the second exam session after s/he has been summoned and heard. The decision must be justified.

**Article 8 :** Exam marks shall be transmitted to the secretary of the jury the day before the deliberation at the latest.

**Article 9 :** Members of the jury must be present at the deliberation. If a member of the jury cannot attend, s/he must submit a written comment to the president justifying a mark which, given a student's overall results, may lead to his/her failing the exam.

**Article 10 :** The jury's deliberations are valid only if at least two-thirds of its members are present. It deliberates collectively on the passing or failing of students. Jury deliberations are secret.

**Article 11 :** Decisions are made by simple majority vote. In the event of an equal vote, the president shall cast the deciding vote. A member may not abstain from voting. Decisions of the jury must be justified and reported in writing.

**Article 12 :** Any mark of 10/20 or higher obtained on a subject matter during the first exam session may be carried forward to the second session within the same academic year. In no case will an exemption or carrying forward be granted from one academic year to the next or from one institution to another.

**Article 13 :** 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 14 :** Following the official announcement of the results, the student has the right to meet directly with the secretary of the jury or his/her deputy to inquire about the evaluation of any exam s/he has taken. S/he also has the right to consult his/her written exams and evaluations within two months of the official announcement. The jury may specify the date(s) and time(s) when the copies may be consulted.

**Article 15 :** The secretary of the jury shall post the results of the deliberations as well as the exemptions one business day at the latest after the official announcement.

**Article 16 :** The present regulations have been in effect since January 1, 2008.