

REGULATIONS PERTAINING TO GENERAL ENTRANCE EXAM PERMITTING ENTRY INTO FIRST YEAR BACHELOR'S PROGRAMS

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 49 §1, 5° specifically;

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

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

Article 1

The Board of Directors shall determine two periods per academic year when the general entrance exam for entry into the first year of bachelor's programs will be held. The Board shall also decide when students are to register for the exam and when the deliberation will take place.

Article 2

At the suggestion of the Faculty of Philosophy and Letters and the Faculty of Sciences, the Board of Directors forms a jury entrusted with the organization of the general entrance exam for entry into the first year of bachelor's programs and appoints its president.

The jury is made up of members of the academic, scientific staff and Higher Institute of Modern Language. It has as many members as there is subject matter to be evaluated, with the possible exception of the president. The jury appoints its secretary from among its ranks.

The president of the jury shall ensure that the exam is 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 the Rector 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 ask that the latter be present during the oral exam. Members of the administrative staff may also supervise exams.

Article 5

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

§2 - Exams are open to the public. Members of said public may not interact with the teacher or the student in any way or cause any disturbance during the exam.

§3 - Students are advised of the exam schedule, the exam rooms and whether the exams are oral and/or written when their registration is confirmed. They must show their identity card at each exam, 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 in round numbers from 0 to 20.

The jury shall officially announce that a student has passed the exam if s/he obtains a minimum of 10/20 in each subject matter evaluated.

The jury is the sovereign authority in all other cases.

Article 7

- §1 - A student cheating or committing plagiarism will automatically receive a mark of 0/20. S/he 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 participating 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 who have given marks must be present at the deliberation. Any absence must be legitimate and accepted as such by the president of the jury.

A member of the jury who cannot attend a deliberation session shall submit to the president of the jury a written comment justifying a mark which, given a student's overall results, might lead to his/her failing the exam.

Article 10

The jury may only deliberate 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

- §1 - Any mark of 10/20 or higher obtained in the first session may be carried forward to the second session if the student has taken all the exams and obtained an overall average equal to or above 50%.
- §2 - The previous paragraph notwithstanding, any mark of 14/20 or higher obtained in the first session is carried forward to the second session regardless of the overall average obtained by the student, provided that s/he has taken all the exams.
- §3 - In no case may a mark be carried forward 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

After the official announcement of 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. No certificate shall be granted and no information given outside this meeting.

The student also has the right to consult the written copies and evaluations of his/her exams within two months of the official announcement of results. The date(s) and time(s) as well as the room(s) in which the consultation will take place is determined by each examiner and posted for students' information at the reception desk of the registration office at least eight days before the official announcement of results.

Article 15

§1 - The secretary of the jury shall post the results of the deliberation at the reception desk after the official announcement or, at the latest, on the first business day thereafter.

§2 - The University shall send all students a document stating their results in the days following the deliberation.

Article 16

The present regulations will take effect from the first session of the examination organized for the 2010-2011 academic year.