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

Having regard to the degree dated 7 November 2013 defining the landscape of higher studies and their academic organisation, especially its article 107(5);

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 (June and September) 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 examination board consists of members of the academic staff, the scientific staff, or the Institut Supérieur des Langues Vivantes. 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.
For each subject, the passing mark is 10/20.

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 can forbid students from taking part in the August evaluations 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.

The examination board shall declare that the student has passed the entrance exam if they have earned a minimum mark of 10/20 for each of the subjects evaluated. In all other cases, the decision is left to the board's discretion.

Decisions of the jury must be justified and reported in writing.

Article 12
Students who earn a mark equal to or higher than 10/20 for one of the evaluations of the entrance exam do not need to sit that evaluation again when they redo the entrance exam. Marks can only be carried over for three consecutive academic years.

Students whose mark could be carried over but who decide to sit the corresponding evaluation again during the second exam session implicitly waive their initial mark and only the new mark will be taken into account, even if it is lower than the previous one. Students who wish to sit such an evaluation again must inform the academic authorities when they re-enrol for the entrance exam.

The examination board will not carry over marks earned during exams in other institutions.

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, students are entitled to meet the secretary of the examination board or their deputy, in order to learn what marks they have earned for the evaluations they sat. No certificate shall be granted and no information given outside this meeting.

Students are given a report card.

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**
Students who believe that the procedure has been tainted by a material error or an irregularity may appeal the board's decision.

**Article 17**
Appeals must be made in writing and duly substantiated, and should be sent to the deputy rector\(^1\) within the five business days following the announcement and publication of the examination board's decision.

**Article 18**
The deputy rector in charge of academics makes a decision within the 15 calendar days following the appeal.

**Article 19**
This regulation repeals and replaces the previous one; it enters into force for the 2015-2016 academic year.

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\(^1\) The mail must be sent to Mrs Nicole Taton, place du 20 Août, 7, Bât. A1, 4000 Liège