

REGULATIONS CONCERNING THE SPECIAL EXAMINATION FOR ADMISSION TO UNDERGRADUATE COURSES IN THE ENGINEERING SCIENCES (FORMERLY APPLIED ENGINEERING SCIENCES)

Pursuant to the decree of 7 November 2013 defining the landscape of higher education and the academic organisation of studies, particularly Article 107, 5° and Article 164;¹

Pursuant to the Order of the Government of the French Community of 29 May 1996 concerning the programme of the Special Examination for Admission to Undergraduate Studies in Applied Sciences;

The Board of Directors adopts the present regulations, established by the Faculty of Applied Sciences, and approved by the Faculty Council on 3 June 2020:

For examinations organised for the 2020–2021 academic year, these regulations include provisions taking into account the health measures imposed or recommended in the context of the COVID-19 health crisis.

Article 1

For each academic year, the Faculty of Applied Sciences sets two periods during which the special examination for admission to undergraduate courses in applied sciences is organised. It also sets the dates for registration for the examination and the dates for deliberation.

Article 2

The Faculty shall form the jury responsible for organising the special examination for admission to undergraduate courses in engineering sciences which is chaired by the Dean of the Faculty. It appoints a secretary from among its members. In addition to the Chair, the jury shall consist of at least four members. The members of the jury are members of the academic and/or scientific staff.

The Chair of the jury ensures that the examinations run smoothly.

Article 3

No one may take part in the examination of a spouse, parent or relative up to and including the fourth degree. For their own ethical reasons, any member of the teaching staff may ask the Faculty that they be replaced for the purposes of examining a particular student.

Article 4

Members of the jury take personal responsibility for the exams for which they are officially in charge.

Members of the scientific staff, collaborators, and logisticians may, however, under the supervision of the teaching staff, be involved in the preparation, monitoring and evaluation of exams.

¹ Article 164 specifies that Article 50 of the Decree of 31 March 2004 remains in force until its explicit repeal. The said article makes access to undergraduate studies in the field of engineering sciences subject to passing a special admission examination organised by each of the four institutions of the French Community which organise the above-mentioned courses.

Members of the administrative and technical staff may, under the responsibility of the teaching staff, be involved in exam invigilation.

Article 5

- §1. Examinations are either oral or written, or both oral and written.
- §2. Oral examinations are public. Under no circumstances, however, may the public interact with the teaching staff or the student during the exam, nor may they disturb the smooth running of the exam in any way.
- §3. Publication of other exams and written work means that students may have access to corrected copies. This consultation will be carried out according to the arrangements determined by the Faculty.
- §4. Examinations take place on the University premises. Upon confirmation of registration, students are notified of the exam time, the oral and/or written nature of the exams and the place where they will be held. Students are required to show their identity card, under penalty of exclusion. They shall also receive a copy of these regulations.

Article 6

For the purposes of the deliberation, each examiner expresses their grade in the form of a whole number between 0 and 20 inclusive, with the pass mark set at 10/20. The jury considers that the special admission examination has been passed when the student has obtained at least 10/20 in each of the subjects. In all other cases, the jury remains sovereign.

Article 7

- §1. If cheating or plagiarism occurs, the participant will receive a mark of 0/20. The author will be notified as soon as the fraud or plagiarism is discovered.
- §2. If so justified, the Rector may forbid the student from attending the second session. The student must have been requested to attend an interview beforehand. The decision will be explained.

Article 8

Examination marks shall be sent to the secretary of the jury no later than the day before the deliberation.

Article 9

Jury members' presence during deliberations is compulsory. Members of the jury who are unable to attend a deliberation shall communicate to the president a comment justifying any grades which, in light of the student's overall results, are likely to lead to a deferment.

Article 10

The jury's deliberations are only valid if at least 3/5 of its members are present. It deliberates collectively on whether students pass or are deferred. The jury's deliberations are confidential.

At the end of the July 2020 and August–September 2020 sessions, deliberations may take place remotely and behind closed doors in accordance with the procedures defined by the Chair of the jury.

Article 11

Decisions shall be taken by a majority of votes; in the event of a tie, the Chair shall have a casting vote. Abstention is not permitted. The jury's decisions are explained and noted in the minutes.

Article 12

During the same academic year, a mark of at least 10 for a subject in the first session shall entitle the holder to defer to the second session. Under no circumstances will any deferment or dispensation be granted from one academic year to another or for tests taken in other institutions.

Article 13

The results of the deliberations shall be announced by the Chair of the Jury in a public session. The Chair may restrict this to announcing passes.

Following the July 2020 and August–September 2020 sessions, exam results may be published online.

Article 14

After the publication of the exam results, the student has the right to obtain information from the secretary of the jury or their deputy about the evaluations relating to each of the examinations they have taken.

They also have the right to consult their written exams and their evaluation within two months of the proclamation. The jury may specify when the papers may be consulted.

Following the July 2020 and August–September 2020 sessions, papers may be consulted remotely.

Article 15

After the exam results are published and no later than the first business day following the publication, the secretary of the jury displays the results of the deliberations as well as any deferrals.

Article 16

This Regulation shall apply from 1 July 2020.