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

Pursuant to the general regulations common to all institutions that choose to organise the admission exam for admission to undergraduate studies adopted by ARES (Board meeting of 14 November 2016);

The Board of Directors shall adopt these regulations in accordance with Article 15 of its General Regulations for Studies and Examinations:

**Article 1**

The Board of Directors sets two evaluation periods (June/July and August/September) per academic year during which the undergraduate entrance examination is held. It also sets the dates for registration for the examination and the dates for deliberation of the results.

**Article 2**

§1 The admission examination consists of six tests (three compulsory and three optional)

a) The compulsory tests:

   The compulsory tests cover the subjects of French, mathematics and language (Dutch, German or English). In terms of French and maths, one of the two disciplines will be the subject of an in-depth test.

b) Optional tests:

   The candidate chooses three subjects from the following seven: biology, chemistry, history, geography, Latin, physics and economics.

§2 The test corresponding to each subject covers the general skills, thematic skills and knowledge included in the attached programmes and published on the university website. In addition to the bibliography and sitography they contain, an additional bibliography is available for each discipline at the following address: [http://www.enseignement.be/index.php?page=25137](http://www.enseignement.be/index.php?page=25137) (textbooks, school software and approved educational tools).

**Article 3**

§1 Upon registration, the candidate shall receive a copy of these regulations and shall be provided with the web address of the University’s general regulations for studies and examinations.

§2 No later than seven working days after the closing date for matriculation, the candidate will be informed of the timetable for the tests, whether they are oral and/or written, where they will take place and the date the results will be published.

*Unless a member of the jury is unable to attend, the published timetable for the tests is final:*
- during an evaluation period and according to the published test schedule, a candidate may be questioned at any time on all tests;
- candidates may not in any way modify their choice of options during the evaluation period;
- candidates who do not show up at the places and dates set in the schedule or who show up after the start of the test will be considered absent, which automatically leads to a fail in the test concerned.

**Article 4**

No registration is possible after the closing date set by the Board of Directors.

In addition to providing an identity document and contact details, and possibly indicating their choice of studies, candidates must produce a document certifying that they satisfy the conditions for enrolment in a higher education establishment in the French Community, if necessary by producing a letter authorising admission to one of these establishments.

**Article 5**

Each evaluation period is subject to a fee.

Candidates are required to present at each test (written or oral), under penalty of exclusion, a recent photo ID (identity card or passport), as well as the document attesting that they are registered for the admission examination and have paid the registration fees.

Attendance at the tests is attested by an attendance list signed by the candidate at the time of each test.

**Article 6**

§1 Each year, the Board of Directors, on a proposal from the Faculty of Philosophy and Letters, the Faculty of Science and the ULiège HEC-Ecole de Gestion appoints, for the two examination periods, the jury responsible for organising the examination for admission to the undergraduate programme.

§2 The jury is made up of members of the teaching staff: academic staff, scientific staff or members of the Institut Supérieur des Langues Vivantes. It is composed of as many members as there are subjects on the examination programme. The jury appoints a Chair and a secretary from among its members. The Chair of the jury is responsible for ensuring that the examination runs smoothly.

**Article 7**

Each member of the jury personally assumes responsibility for one test.

They may, however, under their own responsibility, ask one or more members of the scientific staff to be involved in the preparation, monitoring and evaluation of the written tests. They may also ask such scientific staff member(s) to participate alongside them in the oral examination. Administrative staff may participate in supervising the tests.

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2 Other than the legal title of access to the programme (minimum criteria for students from outside the European Union, selection procedure for non-resident students, etc.)
3 Amount still to be determined by the government or ARES.
4 Teaching staff: any person who has been officially appointed by the Board of Directors to dispense one or more teaching units (rules of the Board of Directors of 20.01.2010 on the organisation of teaching activities)
Article 8

No member of the jury may take part in the evaluation of a spouse, legal or common-law cohabitant, parent or relative up to and including the fourth degree. The jury shall ensure that any such members are replaced.\(^5\)

For ethical reasons which they perceive, any member of the jury may also ask the jury to be replaced for the purpose of interviewing a specific candidate.

Article 9

§1 The tests are either oral, written, or oral and written. At least one of them is oral.

§2 The oral tests are public. The public may in no way interact with the teaching staff or the candidate during the test, nor disturb the smooth running of the test. The publication of written evaluations implies that the corrected copies may be consulted by the candidate in accordance with the terms and conditions laid down in Article 16.

Article 10

§1 Any fraud shall result in a score of 0.\(^6\) The candidate shall be notified as soon as the fraud is discovered.

§2 If the case so warrants, the Rector may prohibit the candidate from taking part in the evaluations in the August/September evaluation period. The candidate must have previously been called and heard. The decision shall state the reasons upon which it is based.

Article 11

§1 For the purpose of the deliberation, the grade expressing the result of the evaluation of a subject is an integer between 0 and 20 inclusive, with grade of 10 being considered as the pass mark.

§2 The members of the jury shall forward their grades to the secretary of the jury no later than the day before the deliberations.

Article 12

Members of the jury are obliged to attend the deliberations.

Any absence must be justified by a legitimate reason accepted as such by the chair of the jury.

If necessary, legitimately excused members who are unable to attend a meeting shall communicate to the President a comment justifying their grades. Members whose subject matters have not been evaluated are legitimately excused\(^7\).

\(^5\) In the case of a written test, the test is corrected by the designated substitute.
\(^6\) In the event of the candidate disputing the reality of the fraud and after having contacted the chair of the jury to settle the dispute, the candidate may apply to the Appeals Board pursuant to Article 18.
\(^7\) An optional subject that was not chosen by any candidate.
Article 13

§1 The jury’s deliberations shall only be valid if more than half of the members are present.

§2 The jury’s deliberations take place in closed sessions. All members of the jury have a duty to respect the confidentiality of deliberations and any votes. The jury shall decide on all matters within its competence at its sole discretion. The reasons for the jury’s decisions shall be briefly stated.

§3 Decisions shall be taken by a simple majority of votes; in the event of a tie, the Chair has the casting vote. Abstention is prohibited. Decisions are recorded in the minutes.

Article 14

The jury bases its assessment collectively on all the grades obtained and the average obtained. The jury automatically grants a pass in the admission examination if the grade obtained for each subject is equal to or greater than 10/20. After deliberation, however, the jury may grant a pass in the admission examination if the average of all the marks is greater than or equal to 10/20 and one or more grades are less than 10/20.

Article 15

§1 The tests for which the candidate has obtained the pass mark of 10/20 must no longer be represented in a subsequent evaluation period within the same institution and during the same academic year, nor during the following two academic years.

§2 Except in the case of co-organisation explicitly mentioned on a transcript, the jury shall not take into account any grade obtained in another institution or validated by another jury.

Article 16

Examination passes are issued by the Chair of the jury or their delegate. During this session, each candidate present is informed of the grades obtained in each of the tests.

The date and times fixed by each interviewer for consultation of copies as well as the location where the consultation will take place are communicated to the candidates by being displayed at the reception desk of the Admissions and Matriculation Department no later than eight working days before the announcement. The consultation shall take place within three working days of the announcement of the results, in the presence of the person in charge of the test or their delegate.

Article 17

After the announcement, the jury’s decisions are displayed within 15 working days of the deliberation.

Within 15 working days of the deliberation, the institution shall provide a transcript of the grades and, where applicable, a pass certificate. This is common to all institutions and complies with the model established by ARES. This certificate will indicate that it shall only produce its effects if the candidate fulfils the conditions for matriculation in higher education at the institution they have chosen and that

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8 On the date set by application of Article 3(2).
9 The transcript is sent by post.
10 The list of administrative obligations must be exhaustive if the announced sanction is to be validly applied.
it gives access to studies in all the fields referred to in Article 83 §1 al.¹ of the Decree of 7 November 2013 defining the landscape of higher education and the academic organisation of studies.

**Article 18**

The decisions of the jury are final.

Only complaints relating to material errors or irregularities in the conduct of the procedure shall be admissible.

As soon as they are discovered, unquestionable material errors shall be immediately corrected by the Chair of the jury, who informs all the members of the jury by e-mail. If the case so warrants, a new deliberation shall be organised.

Complaints which cannot be resolved by means of the previous paragraph must be submitted, duly substantiated and in writing, to the university’s internal appeals board¹¹ no later than three working days following publication of the results of the deliberations.

The Appeals Board shall be appointed annually by the competent authorities of the university and shall be composed of at least three full members and three alternate members from the teaching staff, who shall not be members of the jury.

**Article 19**

Within 15 working days of the complaint being filed, the Board of Appeal shall decide, by a simple majority, whether the complaint is well-founded. Complaints found to be well-founded by the Appeals Board shall be referred to the jury, which shall meet again and take the necessary measures; the members of the jury who are the subject of a complaint shall withdraw at the time when the complaint is considered. The reasons for the decisions of the Appeals Board and the jury shall be given and notified in writing to the complainant.

**Article 20**

This regulation repeals and replaces the previous one; it comes into force with a view to admissions for the 2017-2018 academic year.

¹¹ The letter will be addressed to the Chair of the Committee.