

Registration and Admission Department

<p style="text-align: center;">REGULATIONS FOR THE FIRST CYCLE ENTRANCE EXAMINATION</p>

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

Having regard to the general regulations common to all the institutions that choose to organise the admission examination allowing access to the first cycle of higher education adopted by the ARES (Board meeting of 14 November 2016);

The Board of Directors adopt these Regulations.

Article 1

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

Article 2

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

a) The compulsory tests:

The compulsory tests cover French, mathematics and language (Dutch, German or English). In terms of French and mathematics, one of the two subjects is also covered by a more in-depth test.

b) The optional tests:

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

§2 The test corresponding to each subject covers all the general skills, thematic skills and knowledge listed in the annexed syllabuses published on the university website. In addition to the bibliography and the sitography they contain, an additional bibliography for each discipline is available to candidates at the following address <http://www.enseignement.uliege.be/eaes> (approved textbooks, school software and teaching tools).

Article 3

§1 When matriculating, the candidate receives a matriculation number and a copy of these regulations.

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

Unless a member of the selection board is unable to attend, the published **calendar of tests** is **definitive**:

- during an assessment period and according to the announced test schedule, a candidate may be questioned at any time about the tests;
- the candidate may not in any way change their choice of options during the assessment period;
- a candidate who fails to appear at the time and place fixed by the timetable or who appears after the start of the test will be considered **absent**, resulting in them **failing** the relevant test.

Article 4

No registration is possible after the closing date for registration set by the Board of Directors. In addition to providing an identity document and their contact details, and possibly their course choice for information purposes, the candidate must produce a document certifying that they meet the conditions for enrolment in a higher education establishment in the French Community,¹ if necessary by producing a letter of authorisation for admission to one of these establishments.

Article 5

There is a charge² for each evaluation period.

At each test (written and oral) candidates are required to present, under penalty of exclusion, an identity document with a recent photograph (identity card or passport), as well as the document certifying that they are registered for the admission examination and have paid the registration fee.

Article 6

§1 For the two examination periods each year, the Board of Directors, on the proposal of the Faculty of Philosophy and Letters, the Faculty of Sciences and HEC-Management School of the ULiège, constitutes the jury in charge of organising the first cycle admissions examination.

§2 The jury is made up of members of the teaching staff³: academic staff, scientific staff or members of the Institut Supérieur des Langues Vivantes. It has as many members as there are subjects on the examination syllabus. The Jury shall appoint from among its members a Chair and a secretary. The Chair of the jury ensures that the examinations run smoothly.

Article 7

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

Members of the scientific staff may, however, under the supervision of the teaching staff, be involved in the preparation, monitoring and evaluation of exams. They may also participate, with the teacher, in the oral examination.

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

Article 8

No teaching staff may take part in the evaluation of a spouse, civil or common-law partner, parent or partner up to the fourth degree. The jury will ensure this person is replaced.⁴

For ethical reasons that they shall determine, any member of the jury may ask the Faculty that they be replaced for the purposes of examining a particular student.

Article 9

§1 The tests are either oral or written, or oral and written.

¹ Other than the legal title of access to the cycle (minimum criteria for students from outside the European Union, selection procedure for non-resident students, etc.)

² The cost of the matriculation fee can be found at www.enseignement.uliege.be/EAES

³ Teaching staff: anyone who has been officially appointed by the Board of Directors to take on teaching responsibilities, a teaching assignment or substitute position (see Definition of the general regulation of studies).

⁴ In the case of a written test, the test shall be corrected by the appointed substitute.

At least one of them is oral.

§2 The oral tests are public. Under no circumstances 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. The publication of written assessments shall imply that the marked copies may be consulted by the candidate in accordance with the terms and conditions laid down in Article 16.

Article 10

§1 Any fraud leads to a score of 0⁵. The author is notified as soon as the fraud or plagiarism is discovered.

§2 If the case justifies it, the Rector may forbid the candidate from attending the August/September evaluation period. The candidate must have been requested to attend an interview beforehand. The decision is motivated.

Article 11

§1 For the purpose of deliberation, the mark for the evaluation of a subject takes the form of a whole number between 0 and 20 inclusive, with 10 being considered the pass mark.

§2 Members of the jury send their marks to the secretary of the jury no later than the day before the deliberation.

Article 12

Jury members' presence during deliberations is compulsory.

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

Where appropriate, a member who has legitimately been excused from attending a deliberation shall send the Chair a comment justifying the grades. Jury members whose subject matter is not being evaluated are legitimately excused⁶.

Article 13

§1 The jury's deliberations are only considered valid if more than half of the members are present.

§2 The jury's deliberations take place behind closed doors. All members of the jury have a duty to respect the secrecy of deliberations and any votes. The jury shall have sovereign authority to rule on all matters within its jurisdiction. The jury's decisions shall be briefly motivated.

§3 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 noted in a set of minutes.

Article 14

The jury bases its collective assessment on all the grades obtained and on the average obtained. It automatically awards a pass in the entrance examination if the mark obtained for each subject is equal to or higher than 10/20. However, after deliberation, it may decide to pass a student if the average of all their marks is greater than or equal to 10/20 and one or more marks are less than 10/20.

Article 15

§1 Tests for which the candidate has obtained the pass mark of 10/20 must not be re-sat during a subsequent evaluation period at 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 does not take into account any marks obtained in another institution or validated by another jury.

⁵. If the candidate contests the reality of the fraud and after contacting the Chair of the jury to settle the dispute, the candidate may apply to the Appeals Committee in line with Article 18.

⁶ Optional subjects that are not chosen by any candidate.

Article 16

Examination passes are announced by the Chair of the jury or their deputy⁷. During this session, each candidate present is informed of the marks obtained in each of the tests.

After the exam results are announced, 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 the written tests about them and their evaluation within two months of the announcement of the exam results. The jury will explain how corrected papers can be consulted. This information is posted on the web page www.enseignement.uliege.be/EAES no later than eight working days before the results are announced.

Article 17

After the results are announced, the jury's decisions are posted on the notice boards at the registration department and on the web page www.enseignement.uliege.be/EAES for 15 working days following the deliberation.

Within 15 working days following the deliberation, the institution shall provide each candidate with a transcript of marks and, where applicable, the pass certificate. This is common to all the institutions and conforms to the model established by ARES. It states that it may only be effective if the candidate fulfils the conditions for enrolment in higher education studies at the establishment they have chosen and that gives access to studies in all the fields referred to in Article 83 §1, paragraph 1 of the Decree of 7 November 2013 defining the landscape of higher education and the academic organisation of studies⁸.

Article 18

The jury's decisions cannot be appealed.

Only complaints relating to a material error or irregularity in the conduct of the procedure shall be admissible.

Unquestionable material errors are, as soon as they are detected, directly corrected by the Chair of the jury who informs all jury members by e-mail. If the case justifies it, a new deliberation will be organised. Complaints which have not been resolved by means of the previous paragraph must be submitted, with reasons and in writing, to the University's internal appeals committee⁹ no later than three working days of the publication of the results of the deliberation.

The Appeals Committee shall be appointed annually by the competent authorities of the university and shall be composed of at least three staff members and three substitute members from the teaching staff who are not members of the jury.

⁷ On the date set under application of Article 3§2.

⁸ The exam pass certificate does not entitle the holder to enrol in undergraduate studies in the fields of engineering, medical and dental sciences.

⁹ The appeal must be sent by email to the First Vice-Rector of the University of Liège at the following address: premiervice-recteur@uliege.be

Article 19

Within 15 working days of the complaint being lodged, the Appeals Board shall decide by a simple majority whether or not the complaint is well-founded.

Complaints found to be well-founded by the Appeals Board shall be referred to the jury, which shall reconvene and take the necessary measures; members of the jury against whom a complaint has been made shall withdraw when the decision about the complaint is being made. The decisions of the Appeals Committee and the jury shall be reasoned and notified in writing to the complainant.

Article 20

This Regulation repeals and replaces the previous one. It shall enter into force on 1 March 2023, for the examinations programmed for the 2023–2024 academic year.