

Implementing Provisions of the General Academic and Examination Regulations for the Faculty of Economics, Social and Political Sciences and Communication (ESPO)

Pursuant to Article 67 of the *General Academic and Examination Regulations*, the following provisions were adopted by the Council of the ESPO Faculty meeting of 16 November 2004 and modified by the Council of the Faculty meetings of 17 March 2005 and 4 December 2007. They replace those adopted by the Council of the Faculty meetings of 27 November 2001 and 12 May 2003.

Article 1. – In implementation of Article 32 of the *General Academic and Examination Regulations*, the committee responsible for admissions, equivalence and the accreditation of prior learning is composed of the Chair and Secretary of the Examination Board, the Dean and the Academic Secretary.

Article 2. – In implementation of Articles 1.18, 1.19, 52 and 53 of the *General Academic and Examination Regulations*, the carried-over marks are included in the calculation of a year's average. The credits are definitively earned. The accreditation of prior learning and professional experience is equated to credits.

In implementation of Article 53.2, when credits are awarded by an Examination Board following the unsuccessful completion of full exams, the corresponding marks are taken into consideration during Examination Board meetings for future academic years for a student who re-enrols at the University in the same programme of study. The number of ECTS credits earned previously is duly mentioned on a student's transcript to certify that his/her programme of study indeed contains the total number of ECTS credits required.

The marks earned on language tests are taken into consideration during the Examination Board meeting for the year of study to which they correspond and as both marks and ECTS credits.

Article 3. – In implementation of Article 38 of the *General Academic and Examination Regulations*, withdrawals must be notified in writing to the Administrative Office concerned no later than the day prior to the beginning of the session. Beyond this deadline, the student will be awarded the mark of 0/20 and the grade of "A" (Article 43).

Article 4. – In implementation of Article 47 of the *General Academic and Examination Regulations*, a written assignment can only be required of students in the methodology courses and for seminars.

Article 5. – For learning activities with continuous assessment, a student's absence when attendance is required may be sanctioned by a zero on the exam, for the part of the mark corresponding to the required attendances. However, this part of the exam mark may not exceed 10/20. The course lecturer determines, at the end of the exam session, the criteria according to which an exam can be sat at a later session such that a student retains the right to be marked out of a maximum total of 20. The course lecturer announces these criteria to the students by available means (notice boards, Web site, etc.).

For learning activities for which a final written assignment may form the main basis of assessment, i.e. mainly for seminars and methodology courses, students having failed to submit their assignment by the deadline shall be awarded the mark of zero for the exam if the written assignment is indeed the only means of summative assessment. The last Council of the Faculty of each academic year establishes, for the following year, the list of learning activities for which continuous assessment will be implemented in such a manner as to maintain a balance between this type of academic approach – highly desirable and appropriate for certain learning activities – and other teaching methods and

summative assessments that leave it more up to a student to autonomously and voluntarily assume the responsibilities of his/her university education (Decision of the Council of the Faculty of 4 May 2004).

Article 6. – In implementation of Articles 57 through 61 of the *General Academic and Examination Regulations*, the Council of the Faculty has decided the following for the Bachelor programmes:

First-cycle daytime programme

- to organise a course-exempting exam for all first-year Bachelor courses that conclude at the end of the first term,
- to require that students register for at least five exams in the January–February exam session;
- to require that students register, in the June exam session, for at least those 1st-term exams not sat during the January–February session and for the exams of all 2nd-term courses, regardless of the year of study.

First-cycle evening programme

- to organise a course-exempting exam for all first-year Bachelor courses that are concluded at the end of the first term, in both the January–February and June sessions, the students choose the number of exams they wish to sit and those to which they wish to have attributed, in the event of successful completion, one-half of the points of the overall mark for the mark earned on a course-exempting exam covering only part of a course.

When a course-exempting test is organised for part of the subject material of a language course (that runs over the entire year), this test is subject to the previously cited articles of the *General Academic and Examination Regulations*, in particular to Articles 59 through 61.

This test – henceforth called a “course-exempting exam”

- takes place during the January–February exam session or at another point in time, in accordance with Article 42.

Article 7. – At the end of the January–February session, the Chair and the Secretary of the Examination Board and the Administrative Secretary meet to record all marks and draw up the list of first-generation students eligible to extend their programme of study, in accordance with Article 10 of the *General Academic and Examination Regulations*. The Examination Board members are invited to attend this meeting, which is not an official meeting of the Examination board.

In implementation of Articles 57 through 61 of the *General Academic and Examination Regulations* and only for courses whose duration is one term, the marks from the January–February session are carried over to the June Examination Board meeting, unless a student decides to re-sit one or more of those exams.

For courses taught over the entire year (two terms):

- in the event of unsuccessful completion in the January–February session, the student is required to re-sit the subject material from the 1st term at the same time as that of the 2nd term;
- in the event of successful completion in the January–February session, the mark is carried over for half of the final mark.

In the September session, the student is required to re-sit all exams for which he/she earned a mark of less than 10/20 during a previous session, regardless of the number of exams sat prior to that point in time.

Article 8. – In implementation of Article 27 of the *General Academic and Examination Regulations*, in the event of a vote during the Examination Board meeting, the course lecturers present – or their designated representatives – for all the courses in a year of study concerned vote, while only one vote may be cast for any given course.

Article 9. – In light of Articles 52 and 53 of the *General Academic and Examination Regulations*, the marks of 9.5, 11.5 and 13.5 awarded by a lecturer will automatically be changed to, respectively, 10, 12 and 14 (Decision of the Council of the Faculty of 27 November 2001).

Article 10. – In implementation of Article 54 of the *General Academic and Examination Regulations*, any student required to repeat a year of study and who has carried-over marks or credits for at least 6 courses is allowed to take courses from the following year of his/her programme and sit the corresponding exams, provided that the number of courses chosen does not exceed half (rounded to the higher whole number in the event of a decimal) of the carried over courses and credits from the year in which he/she is enrolled. If the student does not have at least 6 carried over marks or credits, the following rules are implemented:

- a student having three exemptions for a term may be authorised to take one course from the corresponding term of the year X+1;
- a student having four exemptions for a term may be authorised to take two courses from the corresponding term of the year X+1;
- a student having five exemptions for a term may be authorised to take three courses from the corresponding term of the year X+1;

In all the above cases, the courses from the higher year are taken as supplementary courses.

A student having repeated year X twice cannot take a course from year X+1 that he/she already followed as a repeat student in year X.

The marks equal to or higher than 10/20 earned on exams for year X+1 are set aside. They will be included among the results of the full exams of the year of study concerned, unless the student decides to re-sit one or more of these exams during a subsequent exam session in an attempt to improve his/her marks.

Article 11. – In implementation of Article 12 of the *General Academic and Examination Regulations*, the maximum number of supplementary courses in which a student is allowed to enrol is 6 per year.

Article 12. – In implementation of Article 9 of the *General Academic and Examination Regulations*, the criteria for successful completion of the part of full exams corresponding to the courses of the first year of an extended period of study are the same as those for a full year of study (See Articles 50, 52 and 53).

In implementation of Article 10 of the *General Academic and Examination Regulations*, the first-generation student who chooses, before 15 February, to extend the period of study of the first year of the Bachelor programme without remedial classes shall be judged by the Examination Board on the basis of a programme including no fewer than one-half of the courses.

In implementation of Article 10 of the *General Academic and Examination Regulations*, the first-generation student who chooses, before 15 February, to extend the period of study of the first year of the Bachelor programme with remedial courses must include in his/her first year of extended studies at least 5 courses, including one language course, one 2nd-term course and one of the following courses: Philosophy or Moral Philosophy, Sociology, General Mathematics or Logic and Discrete Mathematics (only for ECOG1 and INGE1), Economics I. In appropriate cases, students must take part in the optional support classes for the course chosen).



In both cases (with or without remedial classes), the student's extended programme of study will be the object of a contract concluded with the Academic Coordinator who will offer individualised progress monitoring.

A student enrolled in an extended programme with remedial classes must take part in the Seminar on University Work Methods and in the Monitored Study Period during the Easter holidays.

The optional support classes (in General Mathematics, in Economics I), the Seminar on University Work Methods and the Monitored Study Period are open to all students.

Article 13. – Article 43.3 of the *General Academic and Examination Regulations* does not apply to the January–February session.

Article 14. – The provision in Article 51.1 of the *General Academic and Examination Regulations* does not apply to the June session for 1st-year Bachelor students. It only applies to the June session for 2nd- and 3rd-year Bachelor students if the unsuccessfully completed exams have been sat twice.

Article 15. – In implementation of Article 51 of the *General Academic and Examination Regulations*, the Examination Board can declare the successful completion of a year of study if the student has earned more than 48 ECTS credits, provided that he/she has sat all exams included in the programme of that year at least once and that he/she has earned an average of at least 60%.

Article 16. – In implementation of Article 65 of the *General Academic and Examination Regulations*, the Examination Board awards, at the end of the first cycle of study, the corresponding academic degree according to the following provisions:

- the Examination Board only awards the academic degree if all 180 credits included in the programme have been earned. Any balance of credits remaining at the end of the successful completion of the 3rd year of study must be obtained in full.
- the Examination Board takes into consideration all the marks earned over the course of the years of study leading to the academic degree, and in particular, to their progress;
- the assessment of the marks' progress is carried out on the basis of the weighted average earned at the end of each of the years of study. The coefficients are set at 3/12 for the first year, 4/12 for the second year and 5/12 for the third year of the Bachelor programme;
- a student is only awarded a level of distinction at the end of the cycle of study if he/she has earned an equivalent or higher level of distinction at least once over the course of the years of study that make up the cycle. In any event, the Examination Board has full discretionary authority in this matter.