

Implementing Provisions of the General Academic and Examination Regulations for the Faculty of Philosophy, Languages & Literatures and Human Sciences

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, in addition to the Chair and Secretary of the Examination Board, the Dean and the Chair of the group concerned.

Article 2 – In implementation of Articles 1.18, 1.19, 52 and 53 of the *General Academic and Examination Regulations*, the carried-over marks earned previously as well as the carried over courses awarded following the preliminary course-exempting language tests are included in the assessment charts used during Examination Board meetings, whereas the marks for courses for which ECTS credits have been definitively awarded are not included.

The ECTS credits awarded previously are, however, taken into consideration to reach the total of 180 ECTS credits required for a Bachelor programme.

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 35 of the *General Academic and Examination Regulations*, which specifies that to be allowed to enrol in an exam session, a student must, in particular, have regularly attended the courses included in the programme:

1° – Attendance at seminars, exercises and applied skills classes is mandatory. Except in cases of force majeure, any absence from these sessions must be justified in writing prior to the session. Such justification is addressed personally by the student to the academic staff member concerned.

2° – An unjustified absence from more than half of the seminars, exercises and applied skills classes, or failure to submit more than half of the written assignments, is sanctioned by a mark of zero for the exam. In the event of a dispute, the decision falls under the authority of the Chair and the Secretary of the Examination Board, and under that of the Dean in the event dissenting views.

The course lecturer will define, at the end of the session, the procedures according to which the exam can be sat during a future exam session and will inform the Administrative Office such that the student wishing to successfully complete the exam may be given a genuine second chance in accordance with the applicable legal provisions, thus enabling the student to retain the right to be marked out of a maximum total of 20. The course lecturer will ensure that these procedures are announced in due time to the students by available means (notice boards, post, Web site, etc.).

3° – For learning activities for which a final written assignment may form the main basis of assessment, students having failed to submit their assignment by the deadline explicitly announced in a document submitted to the Administrative Office can be awarded the mark of zero for the exam if the written assignment is indeed the only means of summative assessment.

Article 5 – In implementation of Articles 59, 63 and 64 of the *General Academic and Examination Regulations*, the Council of the Faculty decides:

– to require that first-year Bachelor's students register for at least five exams in the January-February exam session;

- to require that first-year Bachelor's students register, in the June exam session, for at least those 1st-term exams not sat during the January–February session, for the January–February session exams in which the students earned a mark of less than 10/20 and for the exams of all 2nd-term courses. This provision does not apply to students enrolled in a supplementary programme.

- to require that second- and third-year Bachelor's 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. This provision does not apply to students enrolled in a supplementary programme.

Following the June exam session, the Examination Board takes into consideration the entire body of courses included in the programme's year of study.

If a course-exempting test is organised for part or all 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, whether 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 6 – At the end of the January–February session, the Chair of the Examination Board, his/her Secretary, the Dean, the Academic Secretary and the Administrative Office 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 9 of the *General Academic and Examination Regulations*. The other Examination Board members are invited to attend this meeting. In their absence, Article 7 of the *Regulations of the Faculty of Philosophy, Languages & Literatures and Human Sciences* will be implemented.

Article 7 – The marks of 9.5, 11.5, 13.5 and 15.5 will automatically be changed to, respectively, 10, 12, 14 and 16 if the course lecturer is absent from the Examination Board meeting.

Article 8 – 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 may be allowed to take courses from the following year of his/her programme and sit the corresponding exams, provided that the number of courses chosen from the following year does not exceed half (+1) of the carried over courses and credits from the year in which he/she is enrolled. This possibility is, however, subject to the approval of the Examination Board during its meeting.

Marks equal to or higher than 10/20 earned during the exams for these courses taken in advance are set aside. They are included in 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 9 – In implementation of Articles 9 and 10 of the *General Academic and Examination Regulations*:

1° – the level required for successful completion of the first part of full exams sat at the end of the first year of an extended period of study is 60%; that of the final successful completion of the extended period of study is 60%, in accordance with Article 50 of the *General Academic and Examination Regulations*;

2° – the subjects allowed in extended or remedial programmes are determined by a committee composed of the Dean, the Academic Secretary, the Chair of the Examination Board and the Chair of the group concerned.



Article 10 – In accordance with Article 69 of the Decree of 31 March 2004, at the end of the first cycle of study, the Examination Board awards the academic degree according to the following provisions:

§ 1. The Examination Board takes into consideration all the marks earned over the course of the years of study leading to the academic degree.

§ 2. The Examination Board can only award the degree if a student has obtained all 180 ECTS credits required for the cycle of study. In particular, any balance of credits remaining at the end of the successful completion of the 3rd year of study must be obtained in full.

§ 3. To award the level of distinction, the Examination Board takes into consideration all of a student's marks over the three years of study and assesses them according to various criteria, such as, but not exclusively, the progress a student has made over the years.

§ 4. The level of distinction at the end of the first cycle is, in particular, determined on the basis of the weighted average of each study year's average. The coefficients are set at 2/9 for the 1st year, 3/9 for the 2nd year and 4/9 for the 3rd year of the Bachelor programme.

Article 11 – 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 the exams included in the programme of that year at least once and that he/she has earned an average of at least 57.5%, calculated on the total number of exams sat.

Article 12 – 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.