



EXAMINATIONS CHARTER

COMMON REGULATIONS FOR ACADEMIC STUDIES AND ASSESSING KNOWLEDGE

Regulations passed by the University's Board of Governors during the session of 4 July 2014, following approval granted by the *Commission Formation et Vie Étudiante* (committee for training and student activities) in its session of 30 June 2014.

These common regulations for assessing students' knowledge are consistent with the national legislative and regulatory framework as defined by the following documents:

Law no. 84-52 of 26 January 1984 pertaining to further education

Law no. 2002-481 of 8 April 2002 pertaining to university grades and titles, and national diplomas

Law of 25 April 2002 pertaining to the national master's degree

Law of 29 March 2006 pertaining to doctoral studies

Law of 1 August 2011 pertaining to the *licence* (bachelor's degree)

NB:

- For level L (bachelor's degree), the provisions that existed prior to the law of 1 August 2011 being passed have not been repealed and will continue to apply in addition to the new methods of assessment,
- For the *licences professionnelles* (professional bachelor's degrees), the knowledge assessment methods are defined first and foremost by their own regulatory document (Law of 17 November 1999). The common regulations listed below are not applicable to these degrees.
- For level M (master's degree), the provisions that existed prior to the law of 25 April 2002 have been repealed and replaced by the new methods of assessment.
- For the *Diplômes Universitaires de Technologie* (diplomas awarded by university institutes of technology), the knowledge assessment methods are defined first and foremost by their own regulatory document (Law of 3 April 2005).

These common regulations are to be supplemented by specific provisions detailed in the regulations for each course.

These provisions must be approved by the University's Board of Governors, following approval from the *Conseil des études et de la vie universitaire* (board of studies and student affairs).

1 – REGISTRATION

Registration takes place once a year, in accordance with national provisions.

Course registration is compulsory; students must register for a semester or for the whole university year, as specified in the study regulations, and may make changes to their registrations up until one month after the start of the teaching semester.

The number registrations for the L (bachelor's degree) course is limited by the following:

- Students being entitled to repeat every year of study
- Additional registration possible for the whole L course, on derogation being granted by the president of the university.
- The president of the university still has the option to allow one or several additional registrations in special cases.

Students who have completed a licence are entitled to register for the first year of a master's degree in the same discipline.

- Students are entitled to repeat the first year of a master's course. An additional registration may be granted by the president of the university on approval from the master's course board.
- Students are not automatically entitled to repeat the second year of a master's degree course. This is subject to the decision of the examination board.

Registration based on previously acquired experience: Application of law no. 85-906 of 23 August 1985, specifying the conditions under which studies, professional experience or personal practice may be taken into consideration in order to grant potential students access to the various levels of further education. Within the framework of a personalised study plan, the teaching committee will allocate, for the subjects concerned, the equivalent number of ECTS credits for the UPVD-approved course description, without prejudice to the total number of credits that the student has already acquired.

Registration of students arriving from another French centre of education that is authorised to issue national diplomas: either whole teaching units are validated, or the various components that make up a teaching unit are validated.

The corresponding ECTS credits are acquired. The marks obtained at the previous university will be accumulated. This validation scheme does not apply to the second year of master's degrees.

Students agree to reply to surveys conducted to assess training programmes and teaching.

2 – EXAMINATION BOARDS

The examination board is made up of an examination board head who is appointed by the President of the University and at least three members, of which at least two must be professors.

Details of the people making up the examination board will be displayed in the examination halls in each department at least two weeks before examinations are due to start.

Examination boards are appointed for the duration of the academic year.

Examination boards are only considered quorate if at least half of their members are present.

The deliberations of the examination board are strictly confidential.

The decisions of the examination board are final and are not subject to appeal, except in the event of clerical errors or omissions. Only the examination board may make changes to examination marks.

Only a properly appointed examination board is authorised to determine final marks, and to award diplomas, titles and qualifications.

Only the deliberations of the examination board are considered law-making and may be challenged. The report must be signed and dated by the head of the examination board who is responsible for issuing the final version of the aforementioned report.

Students will be informed of examination results via noticeboards.

3 – ASSESSMENT PERIODS

Students' aptitude and their acquisition of knowledge are evaluated by continuous and regular assessment, or by a final examination, or by a combination of these methods. Preference is given to continuous assessment for grading tutorials.

There are two knowledge and aptitude assessment periods every semester: an initial period, and then an examination resit period.

For *licence* examinations, the resit period is held at least two weeks after the results of the initial period have been announced.

4 – EXAMINATION NOTIFICATION

Students must always be notified of examinations via the noticeboards in the department at least two weeks before they are scheduled to begin.

These notifications will specify the date, time and place of each examination.

Individual notifications are sent by post to the following students:

- Students in employment who are not required to attend lectures and tutorials.
- Disabled students who are given the standard allotted time plus an additional third in order to sit their examination (circular no. 2003-100 of 25/06/2003)
- Students registered on distance-learning programmes
- Students who practise sport at a high level.

5 – ECTS

Teaching is delivered in the form of teaching units lasting one semester for which ECTS credits are awarded (European Credits Transfer System), with a maximum of 30 credits awarded for one semester.

The awarding of the diploma is subject to teaching units being acquired for the following volumes of ECTS credits:

- Intermediary *DEUG* (general university diploma) (4 semesters): 120 ECTS credits
- *Licence* (bachelor's degree) (6 semesters): 180 ECTS credits
- Intermediary Master's degree (2 semesters): 60 ECTS credits
- Master's degree (4 semesters): 120 ECTS credits

Students wishing to spend a semester in another French or European university must obtain the approval of their course director before doing so.

Any teaching units that a student acquires during their course at another university must be validated by the student's home university in accordance with the study regulations for their particular course.

6 – VALIDATION – ACCUMULATION – COMPENSATION

A student acquires a teaching unit, together with its corresponding ECTS credits, if the average of all of the components of which it is comprised, weighted accordingly, is equal to or greater than 10/20.

Acquiring a module entails acquiring the corresponding European credits.

For every teaching unit, the average mark used to calculate the overall average for validating the semester (progression) is calculated using the marks obtained for the various components that make up the teaching unit, weighted accordingly, without a fail mark.

Students may accumulate teaching unit components for which their worth in European credits has been fixed.

The regulations under which students may carry over a mark from a teaching unit component from one session to another during the same academic year are detailed in the specific regulations for each course.

A teaching semester is validated:

- By compensation among the various teaching units of which it is comprised (average of module averages weighted accordingly equal to or greater than 10/20).
- The teaching units that are compensated for during the semester are then permanently acquired.

A year of study is validated:

- By compensation among the two semesters of which it is comprised.

7 – KNOWLEDGE ASSESSMENT METHODS

The methods used to test students' aptitude and knowledge must include – for each teaching unit – the subjects, number of examinations, their duration, their type (specify how assessment should be divided between oral and written examinations) and details of how these examinations are weighted, together with the number of ECTS credits awarded for them (if credits are awarded).

These methods should be finalised by the end of the first month of the teaching year. They may not be altered during the course of the year, or between the two knowledge assessment periods.

Details of the means used to test students' aptitude and knowledge must be on display in the teaching areas as soon as they have been decided upon.

8 – ABSENCES

Attendance at tutorials and practicals is compulsory for all students, except those for whom special dispensation has been granted.

Unless otherwise specified in the study regulations for a given diploma, students who miss more than 25% of the tutorials and practicals for a particular subject

per semester without a reason considered valid by the examination board will not be allowed to sit their final examinations in the subject(s) concerned during the initial examination periods.

This also applies to the resit examination period in the event of unwarranted absence from all sessions.

All exclusion from lectures, tutorials or practicals will be seen as unwarranted absence.

Students who have been authorised not to sit an examination will be awarded a mark of zero. They must submit details of the reason for their not being able to sit the examination to the registrar's office, which will then pass them on to the president of the examination board. They must do this before the deadline specified by the study regulations for their course and before the examination board is convened.

Students who have not been authorised to miss an examination will be awarded a mark of zero and will not be able to obtain a result for it.

Students who miss a final examination will not be able to sit a replacement examination.

Students who have been granted permission by the head of department not to attend the tutorials or practicals for one or several teaching units must choose either to follow the general arrangements for the degree or to sit a final examination.

The mark they obtain will be taken instead of the mark obtained through continuous assessment.

9 – CANDIDATES ENTERING / LEAVING THE EXAMINATION HALLS

Entering the examination hall: no candidate may enter the examination hall once the envelopes containing the papers have been opened. In exceptional situations, if a candidate is late as a result of a *force majeure* event or circumstances beyond their control, the chief examiner may allow them to enter the hall up to one hour after the start of the examination. Candidates who arrive late will not be granted any additional time to complete the paper. The invigilators will make a note of the late arrival and of its circumstances in their invigilation report.

Leaving the examination hall: no candidates may leave the examination hall – either temporarily or permanently – during the first hour of the examination (even if they hand in a blank paper). However, if it is absolutely necessary, a candidate may be authorised to leave the examination hall during this period. After taking away all of the candidate's examination and rough papers, one of

the invigilators will accompany the candidate outside the hall. Details of this exit will be included in the examination report. If the candidate comes back into the hall, their examination and rough papers are returned to them. They will not be granted any additional time to complete the paper (general case).

After the first hour, candidates wishing to leave the examination hall on a temporary basis may only do so one at a time, without their examination papers, and provided they are accompanied by one of the invigilators.

Once the examination is over, the chief invigilator fills in and signs a document detailing the number of students invited to sit the paper, the number of students in attendance and the number of examination papers collected, together with any comments or details of any incidents occurring during the examination.

10 – ANONYMITY OF PAPERS

All written final examinations are sat anonymously. Papers are submitted anonymously for all examinations. Marks must be written in ink on the papers. The identities of the students who have sat the papers must be revealed in the presence of members of the teaching body (as well as, possibly, a student).

In the event of a candidate having to write on a document that does not have a header on it – directly onto an insert, on the examination paper or in an answer book, for example – only the document handed in by the candidate must be anonymous. If this document does not have a strip across the top to render the candidate anonymous, it should be inserted and stapled to a sheet of headed paper supplied by the examination department.

11 – EXAMINATION ARRANGEMENTS – CHEATING

Any action or behaviour that gives students an unfair advantage in an examination constitutes cheating.

This includes the use of unauthorised documents (in any format), plagiarism and communication by any means (mobile telephone, for example) with other people. Whether or not candidates are authorised to use equipment such as translators, calculators, etc. must be specified in the examination instructions.

Any candidate found cheating will be dealt with in accordance with the provisions (article 712-4 and article 811-6 of the French education code) of the disciplinary procedure applicable in higher education institutions under the authority of the Ministry for higher education.

A memorandum will lay down the provisions determining how examinations are to be organised.

12 – DEGREE CLASSES

The average of the marks obtained during the final year of the course are those which are taken into account when awarding the grade:

- General average of marks obtained during the third year (semesters 5 and 6, making up L3) for the awarding of a *licence* (bachelor's degree)
- General average of marks obtained during the first year (semesters 1 and 2, making up M1) for the awarding of a *maîtrise* (first year of master's degree)
- General average of marks obtained during the second year (semesters 3 and 4, making up M2) for the awarding of the second part of a master's degree

Mention assez bien (the equivalent of a lower second class honours degree): average which is equal to or greater than 12/20

Mention bien (the equivalent of an upper second class honours degree): average which is equal to or greater than 14/20

Mention très bien (the equivalent of a first class honours degree): average which is equal to or greater than 16/20.

13 – ISSUING OF THE AWARD

Transcript of marks: after the results have been officially released, the department's registrar's office will issue a transcript, signed by the head of the examination board. The transcripts may be sent by post.

Evidence of successful completion, equivalent of the award: a certificate evidencing successful completion and serving as equivalent of the award will be issued by the registrar's office for the department once the examination reports have been submitted by the head of the examination board. This certificate evidencing successful completion will be signed by the head of the department.

The physical degree certificate will be issued by the central registrar's office no later than six months after attainment of the degree.

The physical degree certificate may be sent by post at the student's request. The student must submit their request by letter, together with the certificate evidencing successful completion, and a large-format stamped addressed envelope (bearing appropriate postage). The request must be sent by recorded delivery.

Only one physical degree certificate will be issued.

In the event of it being lost, supporting documentation must be provided in order to have a duplicate issued.

Certificates for intermediary degrees (*DEUG/Maîtrise*) are only issued at the student's request. They are not automatically issued.

14 – DURATION

This charter is applicable from the beginning of the 2014 academic year.

This charter should be referred to in order to resolve any disputes.
