

**Assessment Panel Policy and Examination Regulations 2021-2022**

**Decision n°114/VIII of the Board of Directors of 10<sup>th</sup> May 2021**

**Preliminary Note**

***In the event of a divergence between the English and French versions of these regulations, the French version shall prevail.***

These Regulations are applicable to all students registered on Bachelor's (first cycle) and Master's (second cycle) programmes at UMONS during the 2021-2022 academic year. They also apply, *mutatis mutandis*, to students registered on Graduate Certificate programmes, without prejudice to the regulatory provisions specific to these courses.

For programmes organised in more than one institution, with or without a joint degree programme, the agreement between the institutions specifies the applicable regulations.

**CHAPTER I. MISSIONS, COMPOSITION AND ROLE OF THE PANEL**

**1. Missions**

**Article 1.**

The panels are responsible for:

- Admitting students and enhancing learning
- Validating students' annual programmes
- Sanctioning the acquisition of credits
- Announcing the passing of the annual programmes and the programmes of the study cycle
- Awarding academic degrees
- Recognising the equivalence of foreign PhDs

**Article 2.**

For its approval and follow-up missions regarding the student's programme, admission, equivalence, and official recognition of qualifications and skills, the panel may be made up of one or more committees throughout the academic year, comprising a minimum of three members, namely the Chairperson, the Secretary and a representative of the academic authorities. Regarding equivalence, the panel appoints an ad hoc committee in accordance with Article 22 of the Study Regulations.

The representative of the academic authorities is the Dean, unless they also chair the panel, in which case this role is fulfilled by the Vice-Dean.

## **2. Composition and Attendance Quorum**

### **2.1. Cycle Panel**

- **Composition**

#### **Article 3.**

The minimum number of members of the Cycle Panel is 5, including the Chairperson and the Secretary.

The Rector and the First Vice-Rector can neither be Chairperson nor Secretary of any University panel.

Deans, even if not in charge of a single educational component (UE), can be a member of the panel and can also chair it. The Dean is entitled to attend meetings, in an advisory capacity, of panels of which they are not a member, regarding teaching activities of their Faculty.

The Cycle Panel comprises the following members:

- 1) All those responsible for compulsory UEs of a programme of an entire study cycle (in other words, the UEs that all students registered in the corresponding study cycle must take)
- 2) Those responsible for UEs of a study cycle that at least one student has taken during the academic year of the corresponding study cycle's deliberation
- 3) Where appropriate, the Dean.

Dissertation supervisors who are not heads of a UE in the programme are invited to participate in the deliberations in an advisory capacity.

#### **Article 4.**

The composition of each panel, with the name of its Chairperson and its Secretary, is displayed in rooms accessible to students, and is also accessible on the Faculty's Intranet portal.

When a panel member has not been appointed as a member, they may submit a written complaint (by post or e-mail) to the Dean within fifteen calendar days following this announcement. The Dean then takes steps to rectify this mistake.

- **Attendance Quorum**

**Article 5.**

More than half of the teachers in charge of the compulsory UEs must be present so that the panel can deliberate. UEs which all the students of the same study cycle must take are considered compulsory UEs.

In the event that the deliberation is not organised face-to-face, the attendance quorum is reached as soon as at least half of the teachers responsible for compulsory courses (UEs) are present at the deliberation (whether it is organised remotely or via an electronic procedure).

2.2. First Block Examination Panel

**Article 6.**

A separate panel can be formed for the first 60-credit block of a Bachelor's programme.

The Rector and the First Vice-Rector can neither be Chairperson nor Secretary of any University panel.

The Chairperson and the Secretary of this panel are not necessarily the Chairperson and Secretary of the Cycle Panel.

Deans, even if not in charge of a single UE from the first 60-credit block of a Bachelor's programme, can be a member of this panel and can also chair it. The Dean is entitled to attend meetings, in an advisory capacity, of panels of which they are not a member, regarding teaching activities of their Faculty.

- **Composition**

**Article 7.**

The minimum number of members of this panel is 5, including the Chairperson and the Secretary.

The First Block Examination Panel comprises the following members:

- 1) All those responsible for compulsory UEs from the first 60-credit block of a Bachelor's programme
- 2) Those responsible for UEs that at least one student has taken during the academic year of the deliberations
- 3) Where appropriate, the Dean.

### **Article 8.**

The composition of each panel, with the name of its Chairperson and its Secretary, is displayed in rooms accessible to students, and is also accessible on the Faculty's Intranet portal.

When a member of a panel has not been appointed as a member, they may submit a written complaint (by post or e-mail) to the Dean within fifteen calendar days following this announcement. The Dean then takes steps to rectify this mistake.

- **Attendance Quorum**

### **Article 9.**

More than half of the teachers in charge of the compulsory UEs from the first 60-credit block of a Bachelor's programme must be present so that the panel can deliberate. UEs which all the students of the same study cycle must take are considered compulsory UEs.

In the event that the deliberation is not organised face-to-face, the attendance quorum is reached as soon as at least half of the teachers responsible for compulsory courses (UEs) are present at the deliberation (whether it is organised remotely or via an electronic procedure).

## **3. Function**

### **Article 10.**

Those in charge of compulsory UEs, as well as UEs that at least one student has taken, may be members of a panel in an advisory capacity, in other words:

- For the Cycle Panel: all members of the Cycle Panel
- For the First Block Examination Panel: all members of the First Block Examination Panel

The teacher responsible for several UEs has only one vote.

### **Article 11.**

Those responsible for all UEs vote for all the students.

### **Article 12.**

No one can take part in the examination or participate in any deliberations if the student concerned is a spouse or a relative by marriage up to the fourth degree inclusive.

### **Article 13.**

Deliberations are held in private. All members have a duty to respect the secrecy of deliberations and votes. The panels make their decisions independently and collectively. They take note of the results and deliberate on the passing, failing and awarding of credits.

### **Article 14.**

In compliance with laws and regulations, the panels' decisions are final. All decisions are made by a simple majority vote of the members or participants present. In the event of a tie, the final decision is one that is considered the most beneficial to the student.

The absence or abstention of a panel member cannot be used as a way to postpone or invalidate the decision.

Decisions are documented in an official report countersigned by the Chairperson and the Secretary.

## **4. Assessment Periods and Timetables**

### **Article 15.**

The Board of Directors sets the dates of the assessment periods, upon receiving a proposal for this from the Faculty concerned, in accordance with legal provisions and the academic year concerned.

For reasons of *force majeure* and duly substantiated grounds, and upon the student's request – before the end of the assessment period – the Dean may decide to extend a student's assessment period (including deliberation), which may not exceed:

- For the January assessment period: 15<sup>th</sup> April (except for the first 60-credit block of the Bachelor's programme in Medicine)
- For the June assessment period: 15<sup>th</sup> September
- For the August-September assessment period: 28<sup>th</sup> November of the following academic year.

In the event of an extended session, the assessment methods may differ from those initially planned, according to the circumstances. The teacher will inform the student as soon as possible if this is the case.

As an exception to the above, for any student registered on a Graduate Certificate programme, the summer resit assessment period may extend until 28<sup>th</sup> November of the following academic year (deadline by which deliberations must be held), without this being considered as an exceptional measure granted to the student for reasons of *force majeure*.

## **Article 16.**

**§1.** The relevant competent bodies establish the assessment timetable.

The assessment timetable is displayed in rooms accessible to students and can be accessed electronically at least one month before the start of the assessment period. From ten calendar days before the start of this period, no changes can be made to the timetable, except in cases of *force majeure* acknowledged by the Dean. Any changes are brought to the attention of the students via the electronic noticeboards or by email.

If the student experiences any clashes regarding their assessment schedule, they must contact the Secretariat of the Faculty concerned, and respect the procedures and time limits set by the latter, so that a solution can be considered in due course by mutual agreement with the teacher(s) concerned.

In addition to the time spent on each assessment, the duration of each written test includes the time needed for the practical organisation of the assessment and to confirm the identity of each student, as well as the time it takes for students to take their seats and enter and exit the room.

**§2.** Every student is required to follow all their courses, and take the assessments associated with them, on the site where they are officially registered (Mons or Charleroi).

This may be subject to the following exceptions:

1) For organisational reasons, the Faculty can decide that either the courses or the assessments will take place on another site.

2) The Faculty accepts an exemption, justified by the fact that the student is unable to follow a course and/or take an assessment on the site where they are officially registered. To request such an exemption, the student must contact the Secretariat of the Faculty concerned, following the procedures set by the Faculty, so that a solution can, if necessary, be considered in due course by mutual agreement with the Dean and the teacher(s) concerned.

## **Article 17.**

Assessments are carried out under the responsibility of the persons designated by the Board of Directors for the corresponding learning activities (AA).

For Master dissertations and projects, the assessment is given by a panel whose composition is set in accordance with faculty regulations on dissertations and projects.

Failing that, the panel is composed of the dissertation supervisor and a minimum of two other members, including at least one reporter, appointed by the competent body.

Dissertation supervisors who are not responsible for a UE registered in the cycle programme are asked to participate in the deliberations in an advisory capacity.

### **Article 18.**

By request addressed to the Dean, all students have the right to demand the presence of at least one panel member, who has not taught them, at certain assessments. This request must reach the recipient within eight calendar days before the scheduled date for the first assessment of the assessment period concerned.

### **Article 19.**

Oral examinations are public. However, under no circumstances may the public interact with the teaching staff or the student during this examination, nor may they disturb the running of it in any way.

Notwithstanding the preceding paragraph, and in accordance with Article 18, the public nature of the remote oral exams is guaranteed by students having the possibility of requesting a member of the panel, who has not been involved in the teaching of the subject, to be present at the assessment.

As for written examinations, the student has the opportunity to consult the corrected copies within thirty calendar days of the date the results are officially communicated (transmitted in the form of transcripts).

This can be done in the presence of the person in charge of the examination, or their delegate, on a date determined by them. This date will be announced at least one week in advance.

From the date of this consultation, if the student notices a mistake in the calculation of their grade, they have three working days to report this mistake, in writing, to the person in charge of the assessment.

During this consultation session, for educational purposes only, the student is allowed to take a photograph of their exam paper. In no case may a student be allowed to photograph the exam paper of another student.

If the student does not have a camera (or a smartphone), they can order a photocopy of their exam during this consultation, addressing their request to the person in charge of the examination, or their delegate. If necessary, this photocopy can be collected, in person, from the Secretariat of the Faculty concerned within 30 days of the consultation of the corrections.

The student must sign a document in order to acknowledge that they have received the copy of their examination or that they have been given permission to photograph the examination. The student's signature also represents the student's agreement that the photograph, or the photocopy, and its content, is for personal

use only. If the student fails to comply with this, they will be subject to one of the disciplinary sanctions referred to in Article 35 of the Study Regulations.

If the student does not attend the session to consult the corrections, they are not entitled to request permission to take a photograph or obtain a photocopy of their exam, except if this absence can be justified by *force majeure*<sup>1</sup>. Justification of absence must be submitted to the Faculty Secretariat within three working days of the date set for the consultation session. The nature of the *force majeure* will be considered by the panel.

Notwithstanding Article 19, paragraphs 3 and following, the procedures for consulting copies of exams and taking a photograph of these copies may be adapted if the exam is organised remotely. These modalities are replaced by alternatives compatible with a written assessment carried out remotely; they will be specified in due course by the faculty and/or the teacher concerned.

### **Article 19a.**

The teacher responsible for the assessment is required to keep copies of the written exams and students' work for at least one academic year, after the deliberations of the resit assessment period.

### **Article 20.**

Each UE is graded out of 20.

When a UE includes several AAs, the weighting of grades within the teaching unit is included in the curriculum.

The specific conditions are, if necessary, specified in the ECTS course description.

The distribution of points between the different parts of the same AA is determined by the person responsible for the teaching of this AA. If several people are responsible for the same AA, they decide the distribution collectively.

If the grade attributed to the UE is not a whole or half number, it is rounded to the near rest half number (arithmetic rounding). Despite this, grades obtained from another establishment as part of an external mobility agreement in the French Community are not rounded, unless the grade conversion grid applied by the Faculty foresees this.

If, for exceptional and duly motivated reasons left to the discretion of the Dean and the Chairperson of the panel<sup>2</sup>, no grade can be attributed to a learning activity (AA), especially if it was not assessed, the AA can be subject to administrative validation.

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<sup>1</sup> The definition of a situation of *force majeure* is set out in Article 2 of the Study Regulations.

<sup>2</sup> When the Dean is the Chairperson of the panel, they agree with the Secretary of the panel.



In the event of administrative validation of one of the AAs within a UE, the overall grade of the UE is calculated from the weighted scores of only the AAs that have been assessed.

If the administrative validation of a single AA within a UE, or all the AAs making up the UE, the UE is subject to validation which does not influence the calculation of the average of the PAE and the cycle.

## **5. Deliberation Periods**

### **Article 21.**

**§1.** The panel meets to deliberate during the following periods:

- 1) After the first semester assessment period (February):
  - For students who are registered on the first 60-credit block of a Bachelor's programme by the 8<sup>th</sup> February;
  - For students at the end of their study cycle (Bachelor's, Master's, Specialised Master's, AESS) who, at the end of the first semester assessment period (January), have completed all assessments for their UEs of the study cycle, and who will be able to, where appropriate, graduate in February. The Faculty may decide that students in this situation, and who are at the end of their Bachelor's programme, are deliberated in February only upon a reasoned request submitted in accordance with the terms and conditions set by the Faculty.
- 2) After the second semester assessment period (end of June/beginning of July)
- 3) After the resit assessment period (September).

## **6. Possible Decisions – Results**

### **6.1 Awarding Credits**

### **Article 22.**

Without prejudice to the possibility of deliberating at the end of the January assessment period for some students at the end of the study cycle (Bachelor's, Master's, Specialised Master's, AESS), credits are awarded by the panel upon completion of assessments organised at the end of the second semester and the resit assessment period under the following conditions:

- If the student has obtained at least 10/20 for the UE. This is required for granting credits to students at the beginning of the Bachelor's cycle during the deliberations at the end of the first semester.
- If, taking into account all of the student's results, the panel decides to grant the student credits for the UE for which they have obtained less than 10/20.

## 6.2 Results of the individual annual programme or study cycle

### **Article 23.**

#### **§1.** The first 60-credit block of a Bachelor's programme,

- If the student obtains all 60 credits of their annual programme (PAE) they and may continue the study cycle
- If the student obtains at least 45 out of 60 credits: they obtain ..... credits and are allowed to continue the study cycle. The transcript of records will specify the remaining number of credits to be obtained.
- If the student does not obtain at least 45 out of 60 credits: they obtain, or have validated, ..... credits of the programme and fail.

#### **§2.** During the first and second study cycles,

- If the student obtains all the credits of their PAE: they pass and obtain ..... credits.
- In all other cases: the student obtains ..... credits.

#### **§3.** At the end of the first study cycle,

- If the student obtains at least 180 credits of the programme of the study cycle: the panel awards the student their academic degree and grade, the latter decided on the basis of a total of all the grades obtained during the study cycle.
- If the student has obtained at least 165 out of 180 credits of the study cycle programme: they automatically obtain ..... credits and are allowed to go on to the Master's programme to which their Bachelor's degree has granted them access. The transcript of records will specify the number of credits still to be obtained from the Bachelor's degree. In all other cases: the student obtains ... credits; the transcript of records will specify the remaining number of credits to be obtained.

#### **§4.** At the end of the second study cycle,

- If the student obtains at least the number of credits of the study programme on which they are registered: they pass. The panel awards the student their academic degree and grade (on the basis of a total of all the grades obtained during the study cycle).
- If the student does not obtain the number of credits of the study cycle: they obtain ..... credits; the transcript of records will specify the remaining number of credits to be obtained.

## **Article 24.**

The following academic year, if the student changes their choice of optional UEs after having obtained some of the credits or passed certain AAs of the initially chosen option, subject or module, they lose the already obtained credits and grades.

### 6.3 Awarding Academic Degrees and Grades

## **Article 25.**

At the end of the study cycle, and possibly at the end the first semester, second semester or the resit assessment period, the panel awards the academic degree, if all of the following conditions are met:

- 1) The minimum number of credits of the cycle have been obtained; the panel ensures that all compulsory subjects of the study cycle are included among the minimum number of credits obtained by the student.
- 2) The terms and conditions of the study programme have been fulfilled;
- 3) The student fulfils the terms and conditions for admission to studies;
- 4) The student has been duly registered.

## **Article 26.**

Only at the end of a study cycle, while awarding the academic degree, can the panel assign one of the following grades. The student must have obtained grades for all UEs taken during the study cycle<sup>1</sup>, with an average of at least 12, 14, 16, or 18 out of 20 respectively, without prejudice to the possibility that the panel has the power to make a more lenient decision:

- "*Satisfaction*" (12/20)
- "*Distinction*" (14/20)
- "*Grande distinction*" (16/20)
- "*La plus grande distinction*" (18/20).

Below an average of 12/20, the academic degree is awarded without a specific grade, without prejudice to the possibility that the panel has the power to decide that the student has passed with "satisfaction" (12/20).

Based on the previous paragraphs, if the student has not obtained an average corresponding to the thresholds defined above, or has not obtained at least 10/20 for each UE, the panel examines the results and, after deliberation, decides to award the grade deemed most appropriate.

A grade is also awarded by the panel - according to the terms specified above, this procedure is also followed - when all the credits are granted for a Graduate Certificate.

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<sup>1</sup> The cycle average is calculated by taking the grades obtained for each UE in the cycle, averaged by the number of credits associated with the UE.

### **Article 27.**

The panels' decisions are justified. They are implicitly justified with reference to these Regulations. If the panel makes different decisions for students in comparable situations, they will justify their reasons for doing so.

The grade given for one UE can alone justify failure.

## **Chapter II. Assessments**

### **1. Assessment Periods and Number of Assessments**

#### **Article 28.**

**§1.** Each UE is assigned to a semester. At the end of a semester, the student is assessed on the AAs organised during this semester.

**§2.** Notwithstanding §1, work placements, professional integration activities or projects can take place over more than one semester; for Bachelor's programmes, one UE can, on duly justified educational grounds, be extended over more than one semester. In this case, an assessment on the first part of the UE is organised at the end of the first semester, except in the case of an integrated assessment.

#### **Article 29.**

**§1.** The student has the opportunity to take the examination twice during the same academic year, at the end of each semester.

**§2.** Notwithstanding §1, for the first semester AAs, students have 3 chances to take their examinations for the UEs included in the first 60 credits of a Bachelor's degree: first in January, then, in case of failure in January, they may sit the examination again in June, and if they still have not obtained the corresponding credits by the end of the second semester, they may take the examination again in August-September; Assessments of certain AAs – including practical work, work placements, reports, personal work, projects – can only be carried out once during the academic year.

### **2. Status of Examinations**

#### **Article 30.**

The examinations at the end of the first semester (January) are mandatory for:

- students at the beginning of the Bachelor's study cycle, only for the UEs from the first 60-credit block of the Bachelor's included in their PAE
- students registered on the next part of the cycle, only for the UEs from the first 60-credit block of the Bachelor's included in their PAE.

If a student is unable to sit an examination, they must inform the Faculty Secretariat of their absence on the same day. The justification for absence must be given to the relevant Faculty Secretariat within 3 days of the missed assessment. The panel validates a legitimate reason. Absence due to *force majeure* is deemed a "legitimate" absence.

### **Article 31.**

**§1.** Examinations other than those referred to in Article 30 are not compulsory. Students who do not attend an examination is given an "absence".

**§2.** If this absence is due to *force majeure*<sup>1</sup>, the student must inform the Faculty Secretariat no later than the day after the exam, and send any supporting documents as soon as possible.

If they wish to take the exam(s) another time, they must make a written request to the Faculty's Secretariat as soon as possible and before the end of the assessment period.

The Secretariat submits the file to the Dean, who decides whether or not to recognise the situation as constituting *force majeure*.

If the Dean finds that the situation is one of *force majeure*, they will consider, in consultation with the Chairperson of the panel<sup>2</sup>, whether to allow the student to sit the examination at another time during the session.

If it is physically impossible to allow the student to sit the examination at another time during the session, the Dean will decide, in accordance with Article 15, paragraph 2, to extend the assessment period.

If the Dean believes that the situation does not constitute *force majeure*, they shall notify the student.

The student may challenge the Dean's decision by lodging an appeal with the Rector, within 3 working days following this notification.

For the appeal to be deemed admissible, it must be justified and sent by recorded delivery. The student must enclose documents certifying the reason for the appeal together with an inventory of these documents. The rector makes a decision within 8 days following receipt of the appeal.

The student is notified of the Rector's decision by e-mail and regular post. The Faculty and the Registration Office are also notified of this decision.

**§3.** If the student is unable to sit a remote exam, they are required to inform the teacher concerned, as well as the secretariat of their faculty, by e-mail within 24 hours of the assessment.

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<sup>1</sup> The definition of a situation of *force majeure* is set out in Article 2 of the Study Regulations.

<sup>2</sup> When the Dean is the Chairperson of the panel, they agree with the Secretary of the panel.

If the student's absence from the remote exam is noted by the teacher, during or after the exam, and it is clear that the reason for this is clearly due to technical issues not attributable to the student, the teacher offers the student another opportunity to sit the exam during the session, possibly by requesting a session extension from the Dean. This new opportunity may take a different form, depending on the circumstances.

The previous paragraph may apply to a group of students who have experienced the same circumstances.

The application of §3 cannot be invoked to cancel the exam which may have been sat by all the other students concerned.

### **3. Pass Mark and Weighting**

#### **3.1. Pass Mark**

##### **Article 32.**

The pass mark is set at 10/20 for all UEs.

Following assessment, the student passes if they obtain at least 10/20 for all UEs of their annual programme. If not, the panel has the power to make an independent decision.

#### **3.2. Weighting**

##### **Article 33.**

The study programme specifies the weighting of the UEs within the programme of the study cycle.

Notwithstanding the previous paragraph, in the exceptional case where a UE comprising only one AA is subject to administrative validation, the average will be calculated based on the marks/grades associated with the other UEs of the student's PAE.

### **4. Punishment for Cheating**

##### **Article 34.**

Any suspicion of cheating is immediately communicated in writing to the Dean. The Dean will summon the student(s) concerned so that they can present a defence.

If the Dean is responsible for the assessment on which the student cheated, they will be replaced by the Vice-Dean of the Faculty.

If cheating has been proven, the Dean (or if applicable, the Vice-Dean) informs the Chairperson of the panel<sup>1</sup>. On the day of deliberation (the day the panel meets if

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<sup>1</sup> When the Dean (or, if applicable, the Vice-Dean) is the Chairperson of the panel, they inform the Secretary of the panel.

the cheating happened during the Q1 assessment period), the panel decides if the cheating of the student(s) concerned is taken into consideration or not. If taken into account, the panel will give 0/20 as a grade for the examination in question, or for all of the examinations associated with the current session, and may suggest that the Rector initiate disciplinary proceedings which may lead to one of the academic penalties, as listed in Article 60 of the Law of 28<sup>th</sup> April 1953, namely:

- A caution
- Suspension from classes, labs and seminars, in whole or in part, for a period of up to one month
- Suspension from the University, or from one class, lab or seminar, for a period of more than one month but not more than one academic year
- Exclusion.

The panel's decision is justified and communicated to the student.

## **5. Retaining Grades - Grade Deferrals**

**Article 35.** Revoked.

### **Article 36.**

In the same academic year, the grades obtained in the assessments organised at the end of the first semester are retained until the credits are awarded at the end of the second semester. For assessments of AAs, the grades obtained for the various AAs that form each UE are retained until the credits associated with the UE concerned are awarded (or not).

When the credits associated with a UE are not awarded during the deliberations at the end of the second semester, and for assessments of AAs, the grade obtained for an AA that forms part of the UE concerned is, if greater than or equal to 10/20, retained until the deliberations that take place at the end of the resit assessment period.

Students who have not obtained the credits or, in January, at least 10/20 for the UE, may dismiss the grade deferral they receive and take the corresponding assessment, provided that the AA for which they have obtained at least 10/20 is subject to several assessments per academic year. In this case, only the new grade obtained will be taken into consideration, whether it is higher or lower than the grade previously obtained.

Students who decide to waive one or more grade deferrals are required to inform the Faculty Secretariat of their decision following the correct procedure and by the deadline imposed by the Faculty. If students are assessed without having officially renounced their previous grade, the new grade obtained will not be taken into account.

### **Article 37.**

For the UEs attached to the first 60-credit block of the Bachelor's, the student may resit the examinations, for which they scored less than 10/20 during the January assessment period, in June, as long as the credits associated with the UE have not been granted. If they do not resit these examinations in June, the grade obtained in January will be retained for the end of year deliberations.

### **Article 37a.**

When the credits associated with a UE are not awarded, but the student has obtained a grade higher than or equal to 10/20 for one or more AAs that form part of the UE concerned, the grade(s) obtained for this/these AA/AAs can, where applicable, and by decision of the Faculty concerned, be deferred.

The panel independently establishes the list of AAs, which could include the list of grade deferrals, for the subjects concerned, from one academic year to the next.

The student can forego grade deferrals and keep the grade(s) of the corresponding subject(s).

If the student is assessed, only the new grade obtained will be taken into account, regardless of whether or not it is higher or lower than the deferred grade.

Students who wish to forego grade deferrals are required to officially declare this to the Secretariat of their Faculty, following the procedure and by the deadlines imposed by the Faculty. If the student takes an exam or submits an assessment without formally rejecting the grade they have already received, the new grade obtained will not be taken into consideration.

## **6. Passing a Bachelor's programme with credits still to obtain**

### **Article 38.**

Students who have a maximum of 15 credits to obtain in order to be awarded a Bachelor's degree (first cycle) can be registered on two cycles and/or at different institutions. Results will be deliberated:

- By the panel for Bachelor's degrees, for UEs of the Bachelor's programme still to be obtained and to obtain the corresponding academic degree
- By the panel for Master's degrees, for UEs of the Master's programme.

Students cannot obtain a Master's degree if they have not obtained all the credits of the Bachelor's programme.

They cannot register the UEs associated with their dissertation on their Master's PAE until they have achieved a Bachelor's degree.

They cannot obtain more than 90 credits of the Master's before obtaining the Bachelor's.



**Article 38a.**

Students who have a between 16 and 30 credits to obtain in order to be awarded a Bachelor's degree, and who have been authorised by the relevant panels to follow part of a Master's programme, all the while still being registered primarily as a Bachelor's student, can be registered on two cycles (first and second) and/or at different institutions. Results will be deliberated:

- By the panel for Bachelor's degrees, for UEs of the Bachelor's programme still to be obtained and to obtain the corresponding academic degree
- By the panel for Master's degrees, for UEs of the Master's programme.

Students cannot obtain a Master's degree if they have not obtained all the credits of the Bachelor's programme.

They cannot obtain more than half of the credits of the Master's (60 credits for a 120-credit Master's, 30 credits for a 60-credit Master's) before obtaining the Bachelor's.

They cannot register the UEs associated with their dissertation on their Master's PAE until they have achieved a Bachelor's degree.

**7. Single-module courses taken by students registered on a specific curriculum**

**Article 39.** Revoked.

**Article 40.** Revoked.

**Article 41.**

A student registered on a specific course may, with the agreement of the Dean(s) concerned, and under the conditions set by Article 15 of the Study Regulations, register on "single module courses" (option, module or UE) that are not included in their programme of study. Single module courses are not part of the student's annual programme.

At the end of the academic year, the panel for the study programme on which the student is primarily registered will award credits, if any, for these single module courses. Only grades higher than or equal to 10/20 will be credited.

**Article 42.** Revoked.

### **CHAPTER III. ANNOUNCEMENT OF RESULTS**

#### **Article 43.**

At the end of all deliberations, the Chairperson announces the results on the next business day at the very latest. If circumstances dictate, this proclamation can be organised exclusively from a distance.

#### **Article 44.**

The announced decisions of the panel are displayed in rooms accessible to students for a minimum of 15 calendar days and a maximum of 60 calendar days following the announcement. If circumstances dictate, the decisions can be posted on the Faculty's Intranet portal.

At the request of the student, through their Faculty Secretariat, a breakdown of their individual assessment results is provided to them on second business day following the announcement at the very latest. Students registered for the first 60-credit block of a Bachelor's programme must be able to take note of their results of the January assessment period by 8<sup>th</sup> February at the very latest.

The other students will be able to take note of their results at the latest one month after the end of the first semester assessment period.

The Faculty can choose to communicate transcripts of records to students either in "paper format", via "my UMONS", or by both of these communication methods.

If the Faculty has chosen to issue results on paper, students who are not able to go to the Faculty Secretariat in person may authorise a person of their choice to go in place of them to obtain the breakdown of results. Specific forms are available from the Faculty Secretariat and on the University's intranet.

Notwithstanding the provisions of the two preceding paragraphs, students can, throughout the year, take note of the grades obtained for each assessment that form part of the final grade.

These grades should be communicated to the students no later than six weeks following the assessment period or submission of work. Communicating these grades may be refused during assessment periods.

### **CHAPTER IV. COMPLAINTS AND LODGING AN APPEAL**

#### **Article 45.**

**§1.** Without prejudice to Article 31 §3, students who wish to make a complaint about an obvious problem during an assessment must write to the Dean and the Chairperson of the panel within 3 working days of the assessment.

After this deadline, the complaint will be inadmissible.

If the assessment was organised remotely, the student must prove that they contacted the Helpdesk, in accordance with the procedure communicated to the students, and that no satisfactory solution was proposed.

The Dean and the Chairperson of the panel decide together on the action to be taken as regards the complaint<sup>1</sup>.

During the deliberations, the panel is informed of the complaints registered, in application of this paragraph and the action taken on them.

**§2.** Except in the case of a significant error, the grade awarded by the teacher is not subject to complaint or an internal appeal.

If a student notices a significant error when consulting their corrected exam, they must write to the person in charge of the exam, within three working days, in order to have the error rectified. In the event that this person refuses to rectify the error and/or does not reply within 2 working days, the student must immediately contact the Dean in writing.

The appeal is examined by the Dean, who then confirms whether or not there is an error.

If the Dean finds an error before the deliberations, they must ensure that the error is rectified immediately.

If the Dean finds an error after the deliberations, they must ensure that the error is rectified as soon as possible. If the new grade awarded is likely to have an impact on the panel's decision<sup>2</sup>, they will reconvene the panel (or consult them electronically if it is impossible to reconvene them in person) in order to re-examine the student's situation.

If, after deliberation, regardless of any appeal, the Dean notices that a significant error has been made, they must ensure that this error is rectified as soon as possible. If the new grade awarded is likely to have an impact on the panel's decision<sup>3</sup>, they will reconvene the panel (or consult them electronically if it is impossible to reconvene them in person) in order to re-examine the situation of the student or students concerned by the error.

If the error is noticed after the announcement of results, the panel does not review the situation of the students concerned.

**§3.-** The panels' decisions are final, unless the provisions of these Regulations regarding deliberations have not been respected (procedural flaw in the deliberations), or if there is a significant error in the transcription of assessment results.

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<sup>1</sup> The student should contact the Vice-Dean if the teacher concerned is the Dean, or the Secretary of the panel if the teacher concerned is the Chairperson of the panel.

<sup>2</sup> In other words, the new grade awarded may result in a panel decision other than the one previously taken.

<sup>3</sup> In other words, the new grade awarded may result in a panel decision other than the one previously taken.

To be admissible, the appeal must:

- be sent by recorded delivery to: UMONS, Rectorat, 20 Place du Parc, 7000 Mons, within three working days (the postmark will prove this) from the date on which the forms were made available to the students
- be submitted on an individual basis
- be signed by the student
- clearly indicate the student's identity, address and UMONS student number
- be justified.

The Rector shall then immediately forward the request to the Chairperson of the panel.

The admissibility of the appeal and its foundation are judged by an appeals committee, composed as follows:

- The First Vice-Rector, Chairperson
- The Deans
- One student per Faculty, appointed by student representatives during a Board of Directors' meeting. If Board of Directors has not appointed the expected number of students, the committee is still considered properly constituted.

The committee delivers its opinion either during a meeting or by e-mail as soon as possible. A member of the committee who is also a member of the panel, and whose decision is subject to appeal, or who is responsible for the UE concerned, is not permitted to vote or participate in discussions regarding appeals.

If, by a simple majority, the committee considers the appeal admissible and well founded, the panel's decision is no longer valid.

The committee can make a decision only if at least one third of its members have expressed an opinion either during a meeting or in writing.

This committee prepares a report in which it shall justify its decision. If it decides to overturn the panel's decision, the Dean summons the panel for a new deliberation, which takes place within the following 15 calendar days.

If no appeal against the panel's decision is lodged within three working days, as referred to in paragraph 2, it becomes binding, unless the Dean finds a significant error that would adversely affect the student.

## **CHAPTER V. PLAGIARISM**

### **Article 46.**

**§1.** University education has a duty to promote intellectual honesty. Like cheating and other fraudulent practices, plagiarism is considered a breach of these Regulations.

Plagiarism is defined by the act of taking the work of others, for example, paragraphs, sentences, illustrations, ideas, findings, conclusions, algorithms and programmes, to use as one's own work without properly and explicitly identifying the real source(s).

During the assessment of a personal assignment (for example, a project or dissertation), if a student is convicted of such offense, the panel concerned shall notify them of the refusal of their work.

This panel also immediately notifies the Dean. After hearing the student, the Dean informs the Chairperson of the panel<sup>1</sup>.

On the day of the deliberations (the day of the panel meeting if plagiarism is found during the Q1 assessment period), the panel decides whether or not to award the student 0/20 in the exam concerned, or in all the exams associated with the current session, and may suggest that the Rector initiate disciplinary proceedings which may lead to one of the academic penalties, as listed in Article 60 of the Law of 28<sup>th</sup> April 1953, namely:

- A caution
- Suspension from classes, labs and seminars, in whole or in part, for a period of up to one month
- Suspension from the University, or from one class, lab or seminar, for a period of more than one month but not more than one academic year
- Exclusion.

The panel's decision is justified, recorded in the minutes, and communicated to the student.

If plagiarism is found after the deliberations, the student remains liable to an academic penalty.

**§2.** UMONS has a plagiarism detection tool (Turnitin). When a student submits a written assignment on the UMONS teaching platform (Moodle), the student is required to agree to the tool's "End User License Agreement" (EULA) ("*contrat de licence de l'utilisateur final*" - CLUF). This agreement is necessary in order to carry out the plagiarism detection analysis and needs to be given only once for all submissions uploaded to the platform. If the student does not give consent, the teacher may refuse to assess the written work submitted on the Moodle platform.

## **CHAPTER VI. RULES FOR STUDENTS PARTICIPATING IN A MOBILITY PROGRAMME, FOR COURSES TAKEN AS PART OF A MOBILITY PROGRAMME**

The provisions outlined in this chapter are for students participating in a mobility programme, for courses taken as part of a mobility programme, and are subject to Belgian and European regulations regarding different mobility programmes.<sup>2</sup>

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<sup>1</sup> When the Dean is the Chairperson of the panel, they inform the Secretary of the panel.

<sup>2</sup> This chapter does not concern students participating in a mobility programme under the TIME network. The Regulations on learning agreements of the ERASMUS Plus programme are outlined in the UMONS 2016-2017 regulations on mobility. These can be found on the UMONS International Relations Office Intranet Portal (click [here](#)).

#### **Article 47.**

Students who undertake a mobility placement are required to sign either a Learning Agreement for Studies or a Learning Agreement for Traineeships (also known as a course programme), which specifies the various courses to be taken during the mobility placement. For this document to be approved, it must be signed by the student, UMONS and the host institution. It serves as a reference for the allocation of credits. For students undertaking a mobility programme, this document is drafted by no later than 30<sup>th</sup> June for first semester subjects, and by no later than 1<sup>st</sup> December for second semester subjects. The programme is finalised within four weeks from the start of courses at the host institution (for both the first and second semesters).

At the host institution, students are required to take the examinations and assessments of all the courses included in their course programmes. Any examination or assessment that has not been sat results in a grade of 0/20 for the course concerned. An examination sat for a course that is not listed in the student's course programme is not valid.

The names of courses written on the transcripts of records are the courses taken abroad.

Notwithstanding Article 47, and in cases of *force majeure* recognised by the faculty authority, the course programme to be followed during the mobility placement may be adapted beyond the four weeks following the start of the course. It must be adapted according to the learning agreement modification procedure and must be validated by the student, the original faculty authority and the host institution before the start of the assessment period.

In the event of *force majeure* recognised by the faculty authority, mobility may be interrupted. The student can, in certain circumstances recognised by their faculty authority, continue to follow courses remotely and take the associated exams of their host institution. If the host institution does not offer courses and exams remotely, or if the student does not have the technical means to sit them in the host country, the student is authorised, in agreement with their faculty authority, to go back to studying at UMONS upon cancellation of their learning agreement and adaptation of their PAE.

In general, the faculty authority analyses each case of *force majeure* and tries to find an alternative for each student.

#### **Article 48.**

The examination and/or assessment periods are established by the competent bodies of the host institutions. It is the students' responsibility to find out the dates of and comply with these periods, as well as the specific dates and times of their examinations and the order in which they take them.

**Article 49.**

Grades obtained abroad are converted into a grade out of 20. Each faculty has their own specific conversion method. Before students depart for their mobility placements, the Faculties inform them of the conversion method that will be applied. A copy of the faculty conversion method is attached to the student's mobility agreement.

**Article 50.**

As long as it is possible in the host establishment, the student has the opportunity to take the examination of the same course twice during the same academic year.

At the end of the first session, and after the conversion of grades, students who have not successfully completed all of the UEs listed in their PAE are required to resit, during the resit period at their host institution, the failed examinations for which they did not achieve 10/20, unless special exemption has been granted, on an individual basis, by the Faculty.

**Article 51.**

Credits successfully obtained abroad through a mobility programme are awarded by the panel. If the student has not obtained all the credits of their annual programme, the panel determines the list of UEs to be taken the following year at UMONS so as to cover the remaining credits not obtained during the mobility programme. The total amount of credits is equivalent to the total amount of credits not obtained during the mobility programme.

**Article 52.**

It is the responsibility of the students to find out their results no later than 5 weeks after the end of the assessment period organised in the host establishment.

**Article 53.** Revoked