Regulations for the EPFL conference
for ratification of examination results
and marks conferences of the sections

19th May 2008, status as at 13th April 2018

The Direction of the École polytechnique fédérale de Lausanne,
based on Art. 17 of the Ordinance on study evaluation at EPFL of 30th June 2015 (RS 414.132.2),
hereby adopts the following:

Art. 1 Scope of Application
The present directive regulates the proceedings of the conference for ratification of examination results
under Article 17 of the Ordinance on study evaluation at EPFL of 30th June 2015, as well as the
proceedings of the marks conferences of the sections.

Art. 2 Marks conference of the sections
1 A marks conference for each section will be held prior to the conference for ratification of examination
results.
2 The section director is in charge of summoning the teaching staff concerned to the marks conference
and for preparing the elements necessary for the handling of dossiers.
3 Before the meeting of the marks conference, the Registrar’s Office will send the registers to the section
director. In collaboration with the section, he / she will list all of the borderline cases (as a rule, borderline
cases are those representing a failure by a maximum of two marks using a coefficient/credit = 1), as well
as exceptional cases for which it may be necessary to lay down specific terms to allow for continuation
on the course.
4 The role of the marks conference is to verify the results in case of a borderline failure as described in
paragraph 3.
5 The positions adopted during the marks conference of the section are established in writing without
delay. Any errors or corrections of marks shall be communicated to the Registrar’s Office.

Art. 3 Conference for the ratification of examination results
1 Each section director shall be summoned to the conference for the ratification of examination results at
a specific time. With the head of the Registrar’s Office, he / she shall present the exceptional cases.
2 The role of the conference for the ratification of examination results is to apply rules concerning the
continuance of the course to exceptional cases, notably in cases of interruption or absence of
examinations, prolongation of studies, or conditional acceptance. If necessary, advice will be sought from
the Legal Department.
3 The section director or the head of the Registrar’s Office shall then inform the student concerned of the
terms decided upon for his / her course, by email. The section director or the head of the Registrar’s Office
not to have sent the email shall be copied into the message.

Art. 4 Abrogation and entry into force
This directive, which entered into force on 1st June 2008, has been revised. Version 1.3 entered into force
on 13th April 2018. It replaces and abrogates the document entitled Conférence des notes – Procédure of

On behalf of the EPFL Direction:

President:  General Counsel:  
Martin Vetterli  Susan Killias

Version 1.3