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

From May 2008, status as at 1 January 2017.


hereby adopts the following:

Art. 1 Scope of Application

The present directive regulates the proceedings of the conference for ratification of examination results1 under Article 17 http://www.admin.ch/ch/f/rs/414_132_2/a17.html of the Ordonnance sur le contrôle des études, 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 service.

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 coming into force

This directive came into force on 1 June 2008. It replaces and abrogates the document entitled Conférence des notes – Procédure of 29 November 2001.

Lausanne, 19 May 2008

The Vice-President for Academic Affairs

Prof. Giorgio Margaritondo

Comment: this Directive has been reviewed as part of the 2017 reorganisation. No modifications were made to this directive as a result of the review.

1 Up until the entry into force in September 2008 of the modification to Article 17 of the Ordonnance, the EPFL conference for ratification of examination results was still named EPFL marks conference.