

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

LEX 2.6.3

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

The Direction of the Ecole 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 29th November 2001.

On behalf of the EPFL Direction:

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