



Federation for **ED**ucation in **E**urope  
Federation Européenne Des Ecoles

## DEES Prep

Diplômes Européens de Compétences  
Professionnelles Numériques (D.E.C.P.)  
Level + 2

- 5200** Specific Regulations for «Diplômes Européens de Compétences Professionnelles Numériques» (D.E.C.P.) examinations
- 5210** General architecture for «Diplômes Européens de Compétences Professionnelles Numériques» (D.E.C.P.)
- 5220** «Diplômes Européens de Compétences Professionnelles Numériques» (D.E.C.P.) : European Credits Transfer System
- 5230** Benchmark references by specialty

### 5200.01 Title I: General Provisions

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**Art. 1 –** The Diplôme Européen de Compétences Professionnelles Numériques (DECP) is issued by the Federation for Education in Europe.

It certifies that the holders have acquired a professional and numerical qualification and are qualified to hold employment in a senior level technician position in trade-and-industry, in service activities or those relevant to applied arts, capable of modifying their knowledge and their aptitudes to perfect and adapt throughout their professional career and to become confident and validate their skills and knowledge.

**Art. 2 –** The diplomas of the Diplômes Européens de Compétences Professionnelles Numériques (DECP) are created by the Federation for Education in Europe.

A decision is established with specific regulations for each diploma, which includes the benchmark reference of teachings as well as the specific examination benchmark reference and the setting of specific conditions for issuance.

**Art. 3 –** The specific regulations of a FEDE examination determines the level of requirements to obtain a European diploma.

The benchmark reference of teachings is organized in course credits units, which is a coherent group-set in regards to the completion of the studies, in terms of abilities, know-how, skills and knowledge obtained.

Certain credits are common for several diplomas. The benchmark reference of the studies may have credits, which are optional.

The benchmark reference may also offer the option of choosing between several credit courses with equal importance. It indicates the duration of the study cycle or the advised preparatory studies.

## 5200.02 Title II: Methods of preparation

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**Art. 4** – The Diplôme Européen de Compétences Professionnelles Numériques (DECP) is prepared:

- by initial studies, full or part time, in a member school or one having observer status of the Federation of Education in Europe.
- by continued vocational training in one of the member schools of the FEDE or one having an associated member status.
- as an independent candidate for those students who have failed an examination and wish to try again to obtain the Diplôme Européen de Compétences Professionnelles Numériques (DECP).

**Art. 5** - Admission to a prep school for the Diplôme Européen de Compétences Professionnelles Numériques (DECP) is organized under the sole responsibility of the directors of the establishment.

**Art. 6** – The training provided in the name of preparation for the Diplôme Européen de Compétences Professionnelles Numériques (DECP) is organized in a cycle of 2 years of study composed of four semesters.

**Art. 7** – Registration for the Diplôme Européen de Compétences Professionnelles Numériques (DECP) by initial studies or by continuing vocational training is open to all candidates who:

- hold diplomas issued by a State, organization, or Institution of the European Union attesting to the end of secondary studies and/or allowing access to university studies.
- hold a diploma issued by a State, organization or Institution outside the European Union attesting to the end of secondary studies and/or allowing access to university studies in their respective country, after control under the responsibility of the Director of the Establishment.

In other cases, registration for examinations for the Diplôme Européen de Compétences Professionnelles Numériques (DECP) may be accepted under the responsibility of the Director of the Establishment, who will have carried **out an evaluation of skills achieved in an adequate manner.**

## 5200.03 Title III: Conditions of issuance

**Art. 8** – The Diplôme Européen de Compétences Professionnelles Numériques (DECP) is issued according to the results the candidate obtains on the examination showing his/her acquisition of abilities, skills, knowledge and know-how constituting the course credits provided in the benchmark reference of the training for each diploma of the Diplôme Européen de Compétences Professionnelles Numériques (DECP).

All candidates may present all or part of their chosen credits among those offered by the benchmark reference of the examination.

**Art. 9** – The examination leading to the issuance of the Diplôme Européen de Compétences Professionnelles Numériques (DECP) is offered in a progressive form in which the candidate takes the examination by course credits. He/she chooses to present only certain credits of the diploma during the course of the same session.

The benchmark reference of the examination may necessitate an order of presentation or obtainment of credits.

**Art. 10** – The examination is composed of obligatory oral and/or written examinations organized at the end of each semester.

Each European credit unit contains a certain number of credits.

The credits represent the volume of work that the student is supposed to have furnished to be able to sit for the examination.

They reflect the quantity of work, which each credit unit requires in relation to the global volume of work necessary to succeed one complete year of studies in the establishment, i.e. the classes, tutorials, seminars, internships, research, field trips, and personal work as well as the examinations.

In this framework the credits represent the volume of work of one year of studies. Credits are granted associated with grades of A, B, C, D, E combined with suitable key words (excellent, very good, good, satisfactory, passing) and a numerical distinction based on the percentage of admitted candidates.

ECTS MARKS	Admitted student grades with the distinction ECTS* must obtain the grade of	Definition
A	10	EXCELLENT: remarkable results, with only minor shortcomings
B	25	VERY GOOD: Higher than average results despite a certain number of shortcomings

ECTS MARKS	Admitted student grades with the distinction ECTS* must obtain the grade of	Definition
C	30	GOOD: good work generally despite a certain number of notable shortcomings
D	25	SATISFACTORY: honest work but with significant deficiencies
E	10	PASSING: satisfactory results with minimum criteria
FX		UNSATISFACTORY: additional work is necessary to grant credit
F		UNSATISFACTORY: considerable additional work is necessary

\* See definition chapter 90 -Definitions

This information is noted on the course transcript.

Credits are valid 5 years from their date of obtainment. A certificate of achievement valid for this duration may be issued.

**Art. 11** – The preparatory training for the Diplôme Européen de Compétences Professionnelles Numériques (DECP) takes an approach in the interests of professionalism in a European context, with its main objective being to develop real V level skills on the European Qualifications Framework (EQF) through education and training throughout a lifetime.

Post-secondary studies	Level of European Qualifications Framework (EQF)	Examples of diplomas concerned
Bac +2	Level V	DECP, DECN, DUT, BTS...
Bac +3 (L)	Level VI	DEES, Professional Bachelors (licenses)
Bac +5 (M)	Level VII	Masters
Bac +6 (D)	Level VIII	Doctorates

**Art. 12** – to sit for an examination the candidates must:

- have completed a full or part time initial training for diploma preparation or by continuing vocational training in a member establishment of the FEDE or one having observer status.
- be registered to obtain a Diplôme Européen de Compétences Professionnelles Numériques (DECP) or certain European course credits.
- have paid all required fees at the moment of registration.

**Art. 13** – By the conditions set by the European Board of Examinations, the candidates holding certain titles or diplomas may be exempt from obtaining one or more European course credits for the Diplôme Européen de Compétences Professionnelles Numériques (DECP).

This exemption request must obligatorily be made to the European Board of Examinations by certified letter with acknowledgement at the latest, 15 days before the last day of final registrations and must be accompanied with all the necessary justifications supporting the request (copy of diplomas, transcripts of grades noting the number of credits obtained, etc.)

In all events, the attribution by the European Board of Examinations is subject to the following conditions:

**- European Culture and Citizenship Education units (EU A):** No exemptions may be granted for (UC A1, A2) examinations

**- Education units of Living European Languages (UE B):** An exemption may be granted to a candidate, under reserve that he/she produces a certificate proving the validation of a level of CECR at least equivalent to a level of reference used for the language examination for a FEDE diploma in which he/she is registered (Level A2 of CECR for a D.E.C.P.)

**- Education unit of Professional Skills (UE C):** An exemption may be granted to certain constituent European course credits of this education unit.

Candidates must justify obtainment of a minimum number of ECTS credits corresponding to units for which they are requesting exemption, after the validation of the professional part of their Level Bac + 2 diploma in the same specialty.

**- Education Units for Professional Techniques fields (UE D):** An exemption may be granted for certain written professional examinations.

**Art. 14** – For validation of professional achievements, candidates justifying a certain professional experience may be exempted from obtaining one or more European transfer credits for the diploma. Requests for exemption must be addressed to the European Board of Examinations by certified letter with acknowledgement at the beginning of the training. The European Board of Examinations will give its decision with a one-month delay. The records of achievement established and validated by accredited organizations will be taken into account.

**Art. 15** – Granted exemptions as per articles 13 and 14 here above may not comprise the totality of credits for the: Diplôme Européen de Compétences Professionnelles Numériques (DECP).

**Art. 16** – Conforming to article 36 of the FEDE General Regulations of European Examinations, the Diplôme Européen de Compétences Professionnelles Numériques (DECP) is issued to candidates with examination results fulfilling the following three conditions:

- obtainment of a general average equivalent or higher than 10/20,
- obtainment of a grade higher than 6/20 in each teaching course unit of the Diplôme Européen de Compétences Professionnelles Numériques (DECP)
- obtainment of a grade higher than 0/20 in each European transfer credit.

Certain credits may not be obtained.

For grades on optional examinations, the points above 10/20, multiplied by two are added to the total points.

The combination of grades and credits form a quantitative and qualitative record of work accomplished by the student and figures on the supplement to the diploma.

Deferred candidates to the examination, when attempting to obtain the Diplôme Européen de Compétences Professionnelles Numériques (DECP) a new time are regarded as presenting a group-set of non-acquired European transfer credits.

**Art. 17** – When a candidate is declared absent from an examination, the Diplôme Européen de Compétences Professionnelles Numériques (DECP) may not be issued. However, absence of a candidate from an examination due to a force majeure duly noted is sanctioned by a zero grade.

**Art. 18** - The benchmark reference examination particular to each specialty of the Diplôme Européen de Compétences Professionnelles Numériques (DECP) sets the list, the nature, the coefficient, and the number of European credits received as well as the duration of occasional tests.

**Art. 19** – The final results of the course credits result from the deliberation of the Jury of Diplomas, sovereign in the decisions taken conforming to the FEDE General Regulations of Diplomas.

## 5200.04 Title IV: Organization of examinations

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**Art. 20** – A session of each examination is organized in all the European regions at least once every academic year. One session per semester is recommended.

**Art. 21** – At each session, the candidates may register only with the aim of obtaining a European diploma.

**Art. 22** – The subjects of the examinations are chosen by the Commission of subject choices joined under the presidency of the Director of the European Board of Examinations.

**Art. 23** – Issuance of the Diplôme Européen de Compétences Professionnelles Numériques (DECP) results from the deliberations of the Jury de Diplomas, composed according to article 32 of the FEDE General Regulations of Diplomas.

**Art. 24** – The Diplôme Européen de Compétences Professionnelles Numériques (DECP) Level V of the European Qualifications Framework (EQF) by education and training throughout a lifetime is issued by the President of the FEDE INPO, by proposal from the Jury de Diplomas.

**Art. 25** - A candidate having failed a FEDE examination has the right to take the examination again as an independent candidate.

**Art. 26** – In the case of European Culture and Citizenship examinations (A1 and A2), of professional written skills and written professional techniques exclusively, use of a bilingual dictionary « Examination language/Mother tongue of the candidate» is authorized.

Calculation of the general average is done on the basis of the retained grades and the grades obtained in new course credits.

The bilingual dictionary must obligatorily be in paper form, in one volume and clean of any and all notations. Therefore, all other devices are prohibited: mobile/cell telephones, electronic translators, etc, this list is not exhaustive.

Only linguistic dictionaries are authorized.

Therefore, thematic dictionaries and dictionaries giving specific definitions of translated terms are not allowed.

**Art. 27** – A candidate encountering medical problem, which makes the taking of the examination he/she is registered for difficult may ask to benefit from special conditions for taking the examination.

The request must be made by certified letter with acknowledgement to the European Board of Examinations, at least one month before the beginning of said examination and must obligatorily be attested by a medical certificate.

The European Board of Examinations studies each request individually and defines the necessary requirements in each case and makes the appropriate arrangements (enlargement of examination subjects, extra time allotted...).

The European Board of Examinations validates the implementation and application of examination accommodations granted to certain candidates.

The decision by the European Board of Examinations is without appeal.



## 5200.05 Title V: Transitory provisions

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**Art. 28** – The provisions in this present decision apply to all the specialties of the Diplôme Européen de Compétences Professionnelles Numériques (DECP) from the 17 October 2015.

**Art. 29** – Deferred candidates or those engaged in trainings corresponding to these specialties will take the examination according to the dispositions of the present decision of the 2016 session.

**Art. 30** – The Director the European Board of Examinations is in charge of the execution of this present decision.