

Grenoble Institute of Technology

Framework regulations for studies in the engineering program and the sandwich course engineering program

Applicable as from academic year 2020/2021

Approved by the Education, Student Life and Activities Board on 28 May 2020
Approved by the Board on 25 June 2020

*The English translation of this document is for guidance and information only.
The French document remains the only reference document.*

These framework regulations form part of the regulatory framework set out by the following texts:

- French Education Code, in particular Articles L 642-1 to L 642-12, R 712-1 to R 712-8, D 612-1 to D 612-8, D 612-34, D 642-1 to D 642-4
 - French Labour Code, articles L 6221-1 to L 6226-1, L 6222-18 to L 6222-35, R 6223-10 to R 6223-16
 - French Criminal Code, in particular Articles 225-16-1 to 225-16-3
 - French Intellectual Property Code, in particular article 335-2
 - Decree No. 2007-317 dated 8 March 2007 on the Grenoble Institute of Technology, in particular Article 78
 - Order dated 28 January 2020 which lists the schools authorised to award a titre d'ingénieur diplômé (French engineering degree)
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TITRE I - FRAMEWORK REGULATIONS FOR STUDIES IN THE ENGINEERING PROGRAM

FOREWORD

These framework regulations lay down the general framework for studying in the engineering program at the Grenoble Institute of Technology. The course content is centred around career-based training programs. Each degree awarding program is placed under the responsibility of a school. Training is provided both inside and outside of the institution, inter alia in industry, in laboratories or in other teaching institutions in France or abroad.

The goal of the training is to:

- supplement the student engineer's basic knowledge in general science,
- develop scientific knowledge specific to the school, provide in-depth knowledge in the options covered by the degree,
- initiate and improve knowledge of corporate sciences (human sciences, economic sciences, social sciences) and languages.

Throughout their studies, student engineers acquire the required expertise for engineering occupations. They are provided with the institution's code of ethics in the aim of raising their awareness to societal issues, to the role of engineers in the society and to civic initiatives.

Courses are composed of lectures, tutorials, design offices, practicals, seminars, projects, internships and a final year project (PFE) that are mandatory for the student engineers. These activities are evaluated and sandwich course students receive a grade and/or assessment.

Furthermore, the program must allow students to take part in sports or cultural and collective activities.

Students have the option to enrol in a study period in another institution in France or abroad.

Each school supplements these framework regulations in order to take into account its own particularities. These framework regulations and the additional rules of the schools are presented to the Education, Student Life and Activities board and approved by the Grenoble Institute of Technology's Board. At the start of the academic year, within one month after the term begins, student engineers are informed of these rules as well as the training programs and structure, the evaluation methods and the weighting factors table used to determine the average grades. All students registered in a school but taking a specific program of study in another school of the institution shall obey the engineering study regulations of their school of origin and the internal regulations of the host school.

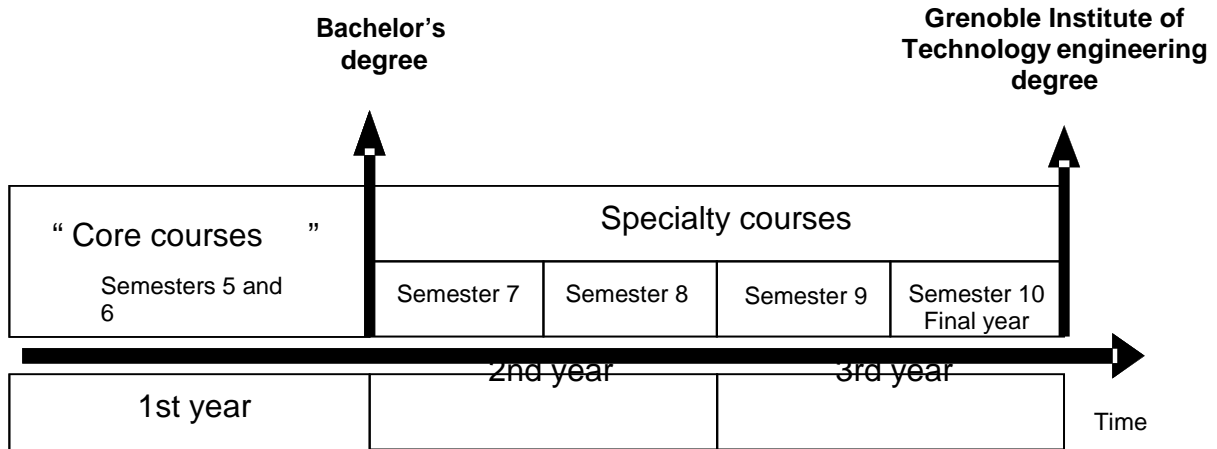
The methods of verifying knowledge comply with the instructions which specify that such methods must take into account the specific constraints of the student engineers or people provided with continuing education or who have a disability or incapacitating physical disorder.

SPECIAL CASE OF HEALTH CRISIS SITUATIONS

In the context of the health crisis, any decision taken by the institution may be appended to the present regulations, in particular within the framework of a pedagogical continuity plan, validated by the Board Education, Student Life & Activities Board and the Board of Directors of the Grenoble Institute of Technology.

CHAPITRE I - STUDIES

The 3-year engineering curriculum (6 semesters) begins after four semesters of post-secondary level training. It is shown in the following diagram:



During their first year of the engineering program, student engineers do the core courses of the schools and then take specialty courses from one of the programs during second and third years. Their program of study ends with a mandatory final year project during the tenth semester, except for the special cases provided for in Chapter II. Student engineers are awarded a Grenoble Institute of Technology engineering degree if they validate all the courses. The curriculum also incorporates, as applicable, academic validations of courses taken abroad in a partner institution, as well as the conditions defined in chapter III. After validating their first year, students are awarded the Grenoble Institute of Technology bachelor's degree in engineering sciences. Students are allowed to repeat a year only once during their academic life at the institution.

Section 1 - Admission

Student engineers are accepted at the institution via competitive examinations and/or from other university programs and/or based on academic records and/or based upon an interview and/or upon selection by the admissions panel in one of the preparatory schools for universities of technology ("La Prépa des INP").

Section 2 - Enrolment

There are two types of enrolment: administrative enrolment and course registration.

1 Administrative enrolment

a. Conditions

The enrolment of student engineers into higher education public institutions is governed by the French Education Code. The conditions for enrolment are set out by order. Administrative enrolment is mandatory and must be renewed at the start of each academic year. Any applicant, whether French or foreign, must submit a personal file and pay tuition fees of an amount set each year by ministerial order.

b. Exemption, reimbursement of tuition fees

Wards of the State and student engineers who have received a scholarship from the State are exempted as of right from paying tuition fees. Any student engineer can submit a request for exemption. This request is examined by the institution's student social committee. The decision is made by the President of the Grenoble Institute of Technology.

2 Course registration

Through this process, student engineers officialise and contractualise their commitment to a coherent program of study from amongst the selection offered by the institution and its partners in France and abroad in the academic, industrial or research fields.

a. Studying at the institution

Student engineers register for courses which determine their program of study during the period: year or semester.

b. Studying outside of the institution

As part of their tailored program of study, student engineers can opt to do a portion of their curriculum abroad or elsewhere in France, outside of the institution. This option will be defined beforehand by the Director of Academic Programs assisted by the Master's Program Director and, as applicable, the Head of international relations at the school.

The student engineer signs an undertaking with regard to this option, which is validated by the Head of the school. The specific features related to programs abroad are explained in Chapter V.

c. Adaptations to the curriculum

Student engineers may benefit from adaptations to the curriculum in the cases mentioned in Chapter II, Section 2. In any case, these adaptations are arranged with the Director of Academic Programs, proposed to the Head of the school and validated by the President. The student engineer signs an undertaking in respect of these adaptations.

Section 3 - Organisation of studies

1 Academic training

Courses are composed of lectures, tutorials, design offices, practicals, seminars, projects and visits that are mandatory for student engineers. They are aggregated into disciplines (subjects) that are themselves grouped into course units (UE - Unité d'Enseignement).

2 Internships

All internships are governed by the regulations in force, regardless of the type.

The training program involves a minimum internship time of 28 weeks that is incorporated into the curriculum. This portion of the program is considered as forming part of a multiannual curriculum; it is broken down into a final year project (PFE) that lasts a minimum of 20 weeks at the end of the program and internships proposed during the first year and/or second year of the engineering program. The structure of the internships and the final year project in the curriculum is described in the additional regulation of the schools. This description specifies the goals, the duration, the conditions of assessment and/or use of the internships as well as the application procedures. The mandatory internships are assessed and their validation gives rise to allocation of ECTS credits. For the most part, these internships take place in a company (for a minimum period of 14 weeks) or, based on the program selected by the student engineer, in a laboratory. An agreement is signed for each internship. At least one internship must take place within a company.

All internships that are planned in the student engineer's curriculum are mandatory; however a student can be authorised to do an optional internship.

The mandatory internship complies with the following characteristics: it is included in the studies regulation, it implements the teaching received, it is subjected to an administrative and a teaching follow-up, it is covered by a written agreement, it forms the subject of a report or equivalent work, it is an assessed activity and it must be remunerated if it exceeds two months.

Student engineers are allowed to do an optional internship provided that it has an educational goal connected with the curriculum. It is covered by a written three-party agreement. The student engineer must hand in an internship report.

Section 4 - General discipline

1 Attendance

Student engineers must attend and take part in the activities organised within their program of study irrespective of the nature of these activities, including elective or optional courses. Poor attendance or punctuality is taken into account in the evaluation. In this respect, each lecturer must check that the students are present at the various activities and, in the event of absence without legitimate reason, take this into account in the student's evaluation. Repeated absences must be reported to the Head of the school.

Student engineers who arrive late at any lecture may be denied access by the lecturer.

Student engineers excluded from a lecture for being late or for inappropriate behaviour will be considered absent and will expose themselves to the sanctions provided for the subject in question.

2 Absences

Student engineers must explain all absences by conforming to the conditions of their training program:

- in the event of illness, this absence must be justified by presenting, within 48 business hours from the start of the absence, a medical certificate specifying the period of unavailability;

- in the event of absence for personal reasons, including brief and/or repeated absences, the student engineer shall transmit to the Head of the school a prior statement explaining the reasons and stating the forecast duration of the absence. Said absence shall be considered as substantiated if it is accepted by the Head of the school; this formality is not necessary in the event of pregnancy or disability;
- any absence noted during a sports activity must be justified by a document submitted to the athletics department (SUAPS) and validated by the student's school. If the student is absent from sport for more than two weeks and in the event of a long-term or annual exemption, a replacement activity (file, research theme, project, organisation of competitions, etc.) may be requested according to the conditions defined jointly by the athletics department and the Director of Academic Programs and approved by the Head of the school;
- in the event of long or repeated unsubstantiated absences, the applications department of the school will send the student engineer a first warning. If the student engineer does not reply or if he or she cannot explain the noted absences, the school sends out a formal notice by registered letter with acknowledgement of receipt with a mandatory date for a reply. Once the time period is expired, the President of the Grenoble Institute of Technology notifies the automatic exclusion of the student engineer in question.

3 Conduct and obligations

Student engineers must display proper behaviour towards the students, staff and in general any person within the institution or during visits, internships or study trips.

It is reminded that hazing* is an offense and that it violates human dignity; any form of hazing is punishable by law and shall give rise to summons to the disciplinary section.

At the end of each year, student engineers must be in good standing with the various university libraries from which they borrowed works.

Use of personal communication devices of any kind is subject to authorisation from the lecturer during educational activities and is prohibited during examinations.

* Hazing is the fact, for one person, to induce another person, whether or not under duress, to suffer or to commit humiliating or degrading acts during events or meetings in a school or socio-educational setting.

Section 5 - Disciplinary authority

Disciplinary authority over student engineers is exercised by the Grenoble Institute of Technology's Board, composed as a disciplinary unit according to the provisions of the French education code. In particular, any fraud or attempted fraud during tests or examinations, plagiarism* or failure to comply with the rules of use of IT equipment is subject to review by the disciplinary unit of the Board.

The potential sanctions for the student involved may range from a mere warning to permanent exclusion from any French public higher learning institution.

In the event of disorder or a threat of disorder within the institution or on its premises, the President may apply the provisions in the French education code to, inter alia, temporarily ban any user of the institution from accessing the premises, or suspend him or her, as applicable.

Section 6 - Intellectual property

For any invention, creation or any work eligible for protection under the Intellectual Property Code, made in the scope of the curriculum (including during internships) either with a lecturer or using the specific resources or data of the school or the internship host structure, the student engineer shall contact the Head of the school prior to filing any patent or prior to performing any action of protection of innovation and shall refrain from disclosing or publishing any information likely to jeopardise such protection of innovation by the school or the host structure.

The intellectual property rights shall then belong jointly to the student engineer and the school (and to the host structure, if the invention is made during an internship period). The rights and obligations of all parties and the conditions for protection of innovation shall be defined in an agreement. Such convention shall specify, inter alia, the extent of the transferred rights, the exclusivity (if any), the destination, the supports used and the duration of the transfer period. The convention shall also stipulate the amount of the compensation due regarding the transfer.

* Plagiarism is copying from a work and deliberately or negligently omitting to mention the author. The plagiarist wrongfully appropriates the style, ideas or facts of another author. It is not prohibited to use the works of a third person provided that the source is mentioned.

CHAPITRE II - PROGRAM OF STUDY

The program of study is composed of a first year of training within the schools then acceptance into a specialty course. Individual adaptations can be made to this program to take into account the student engineer's particular situation.

The program of study is structured in such a way as to enable the student to obtain a minimum of 60 ECTS credits per academic year.

Section 1 - General layout of the engineering program

1 First year: semesters 5 and 6

The first year of study takes place within a school.

Students receive a bachelor's degree if they pass this first year.

2 Specialty courses or training programs: semesters 7, 8 and 9

From the second year of the engineering program, student engineers are assigned to a specialty course or a training program. Final assignment to a specialty course or a program (year 2 or 3) is made by the end-of-year review committee based on:

- the maximum number of expected student engineers in each specialty course or program,
 - the choices expressed by student engineers,
 - the results obtained by student engineers; these results may take into account an average year grade.
- Student engineers express their choices based on their career plans and the training previously taken and validated.

3 Final year project (PFE): semester 10

The final year project takes place during semester **10**; it lasts minimum 20 weeks.

Section 2 - Adaptations to the program of study

These adaptations make it possible to tailor the general layout of the curriculum to the student engineers' particular situations. The description and exhaustive list of the situations are provided below.

1 Leave of absence

Student engineers may request a leave of absence, in the event of force majeure or exceptional circumstances arising during the academic year (illness, accident, temporary disability, pregnancy). This leave is granted by the President of the Grenoble Institute of Technology upon written petition to the head of the department and based upon a medical examination, for a year or a portion of a year, depending on the duration of unavailability. It must be requested at each renewal. The resumption of studies is conditional upon a favourable opinion from the medical body and may give rise to adaptations to the program.

The student engineer is administratively enrolled (implementation conditions in the appendix).

2 Studies interruption: gap year, voluntary suspension of studies

Exceptionally, student engineers may request to temporarily suspend their enrolment at the school to the next year.

The mandatory and non-negotiable period for the interruption is ten months, included in an academic year.

The exclusive goal of a studies interruption shall be to allow student engineers to build a career plan, acquire skills and expertise, or improve their personal development or cultural openness (internships – 6 months maximum, fixed-term contracts, training in another field, entrepreneurship, personal projects).

A written request stating the reasons accompanied by any useful substantiating documents must be submitted for the following academic year – as soon as the project is known and at the latest on 1 July – to the head of the department who issues an opinion.

The President makes the final decision.

The project is accepted if it does not jeopardise the student's academic success. Depending on the circumstances, this condition may give rise either to a requirement for academic results or to the obligation to present a project which will increase the chances to obtain the diploma.

2.1 - Gap year

As part of a gap year, the project has to be defined for the whole period and the link with the school will be maintained through academic support. During the entire year, the student is registered and benefits from all the services offered by the institution to all students.

Students may receive ECTS credits for the gap year. These credits will not be taken into account for the awarding of the titre d'ingénieur (engineering degree), however they may be mentioned in the supplement to the degree. In this case, the project must form the subject of a report and be assessed.

2.2 - Voluntary suspension of studies

In the case of a voluntary suspension of studies, the student engineer is not registered in the institution and he or she is not entitled to claim for the awarding of ECTS credits.

3 Adaptations to the program

At the suggestion of the Head of the school, and upon submission of a substantiated written request to the department by the student, the President of the Grenoble Institute of Technology may agree to adapt the curriculum, in particular in the following cases: high-level artists, high-level athletes, student entrepreneur, or a disabled student, progressive resumption of studies further to health problems or child birth, international mobility, pending English language proficiency result, long internship between the 2nd and 3rd years.

For certain high-level athletes, the adaptations may involve spreading the course units over a period of more than 6 semesters (implementation conditions in the appendix).

4 Recognition of voluntary work, civic or cultural activities, entrepreneurship or sports activities in the training program

Student engineers who have one of the following statuses: art-studies, high-level athletes, student entrepreneur, or who play an active role in a community activity that is directly related or not to the life of the institution (e.g.: student Vice-President or President of the student body) or who are keenly involved in the creation of a business, may petition the Head of the school to be awarded credits for this activity. If the request is accepted, the activity is monitored and the student must submit a deliverable.

The individual project is graded or assessed, as the case may be, by a lecturer or an ad-hoc committee. This involvement is validated by the Head of the department who allocates a maximum of 6 ECTS credits per year.

No compensatory session shall be granted for this activity.

The number of ECTS credits that can be granted by the Grenoble Institute of Technology will be suggested:

- for high-level athletes, by the supervisor of high-level athletes,
- for student entrepreneurs, by the entrepreneurship supervisor.

The recognition of student representation activities in the training course is described in the document "Student Representation status".

5 Exemption from classes

The Head of the school is able to grant exemptions to student engineers from certain lectures, subject to obtaining the consent of the relevant lecturers and provided that the students make a substantiated request. For each relevant course, in light of the validated learning outcomes or the activity in which the student is involved, the Head of the school sets out the grading conditions and determines the activities on which the beneficiaries must focus their efforts.

6 Specific programs

Student engineers are given the possibility to do a double degree, an optional semester, or a jointly accredited master's degree with a partner French or foreign institution.

The program of study, validated by the Head of the school, is tailored under a partnership agreement signed with the other institution. A substantiated written request must be transmitted within the timeframe set by each school. The conditions for access to the programs are defined by the school of origin and the host institution.

Students who wish to study abroad for a double degree or in the scope of an exchange for a given semester and who have received positive opinion from the school with regard to such a mobility, shall not apply for and all the more enrol in, for the same period, a double degree program with a French institution, a multiple-choice semester with the institution or a jointly accredited master's degree.

CHAPITRE III - CONDITIONS FOR OBTAINING THE DEGREE

The conditions for obtaining the degree are as follows:

- the program of study must be validated,
- student engineers must prove their ability to work abroad,
- student engineers must prove their proficiency in English.

Section 1 - Validation of the degree

The program is validated and 180 ECTS credits are acquired when all the periods (year or semester) are validated.

During the course of their studies, student engineers whose conduct or results may lead to failure, are warned about this during the academic year. Lack of attendance may lead to immediate dismissal (Chapter I, Section 4).

1 Evaluation methods

Evaluation may take one or both of the following forms:

a. Quantified evaluation

Each test is given a grade between 0 and 20.

b. Evaluation by assessment

The evaluation may involve an assessment made based on the following rating system:

- A: Excellent
- B: Very good
- C: Good
- D: Satisfactory
- E: Pass
- F: Inadequate

The courses which are graded by assessment are specified in the additional regulations of the schools.

2 Communication of the evaluation results

There are two goals to any activity giving rise to an evaluation:

- certifying the level of knowledge or skill achieved by the student engineer and checking that he or she fulfils the conditions for validating a period,
- allowing the student engineer to know his or her strengths and weaknesses and accordingly adapting his or her work method.

Each evaluation result that contributes to validating a period must be reported within a timeframe set by the Head of the school. Student engineers are informed of this timeframe.

Beyond this timeframe, or up to 2 weeks after communication of the evaluation results, student engineers may request an appointment with the lecturer in charge of the subject.

3 Conditions for being awarded the degree

a) Validation of the program of study of the year:

A year of study is composed of one or more periods. A period of study is composed of several course units.

All course units with a grade equal to or more than 10/20 are validated¹, provided that the student did not receive a 0/20 grade for any subject in the course unit.

A period is validated if all the course units of the period are validated.

¹ On an experimental basis, at Ense3 and Pagora, semester 10 (PFE) will contribute to the assessment of certain skills.

In all other cases, the decision of the review committee is final.

A year is validated if all periods are validated. There is no offsetting between the course units or between the periods.

Each course unit has a number of associated ECTS credits. The ECTS credits of the validated course units are capitalised.

Students proposed for a repeat year save up the course units. However, they may ask to work on these units again to improve their personal level and finally take the related examinations again. In that case, they shall keep the better of the two grades.

Irrespective of the results obtained during a period, the student engineer is authorised to continue to the next period of the same year.

The examination board may decide the upward movement of the student including if this one is subject to a deferred validation of some course units not validated during the current academic year.

In case of an upward movement subject to a deferred validation of a course unit, the student has only one academic year to validate each course unit whose validation has been deferred.

The methods of verifying knowledge of each school specify the course units to which this possibility can be put into practice.

A learning agreement shall be set up between the school management and the student. The whole ECTS course units (180) shall be validated to graduate.

b) Validation of the ability to work abroad,

Regardless of their status (student engineer, sandwich-course students, continuing education), students must have validated the ability to work abroad. The conditions for tracking and validating this ability are defined in the additional regulations of the schools; they may be adapted to the particularities of each audience whether student engineers, sandwich-course students or those on continuing education. Mobility must be an essential prerequisite. The examination board approves the ability to work abroad.

c) Validation of English proficiency

The schools organise sessions for students to participate in English tests or exams of outside organisations (TOEIC, TOEFL, Linguaskill or equivalent). The aim is, for student engineers, both in initial and continuing education, to obtain a B2 level.

This level is validated by the examination committee in light of the elements supplied by the lecturer in charge of language teaching.

Each school takes responsibility for the test it organises.

As regards disabled students, upon proposal from the lecturer(s) in charge of language teaching, appropriate methods for assessing the language level suited to the type of disability may be arranged.

Section 2 - Consequence in the event of failure

1 Diploma success conditions not validated

In the event of failure to validate the program of study or the skills to work abroad, and in light of the suggestions from the schools' review committees, the President of the Grenoble Institute of Technology pronounces:

- simple adjournment (repeat of a year); students are authorised to repeat only one year at the Grenoble Institute of Technology,
- or definitive adjournment (exclusion) from the Grenoble Institute of Technology; exclusion may be pronounced even if the student has never repeated a year,
- or, if the ability to work abroad is not validated or failure relating to English proficiency, as specified in Chapter III – Section 1, paragraph 3, b) and c), adaptations to the curriculum.

2 Adaptations to the program in the event the ability to work abroad is not validated

Once the three years of study for the engineering program have been validated, student engineers who were not able to validate their ability to work abroad may apply for 2 additional enrolments. They will therefore receive their degree for the academic year in which their ability to work abroad is validated.

During this period, student engineers must register under an adapted program. Such adaptations must remain exceptional; they must be substantiated by the student engineers in question and validated by the school.

3 Adaptations to the program in the event the level of English is not validated

Once the three years of studies for the engineering program have been validated, student engineers are granted two years to provide a certificate of the required English proficiency level. They will therefore receive their degree for the academic year in which their B2 level, provided that they have enrolled before 1 June of the academic year.

During this period, student engineers must register under an adapted program. Tuition fees must be paid if a service to improve the students' English proficiency is provided by the Grenoble Institute of Technology.

CHAPITRE IV - ORGANISATION OF EXAMINATIONS AND REVIEW COMMITTEES

Examinations and review committees have a normal session and a resit session. The specific features related to programs abroad are explained in Chapter V.

Section 1 - Validating knowledge

Each training activity is placed under the responsibility of a lecturer who determines the testing conditions in agreement with the Head of the school.

1 Examination schedule

Examination notices can be issued throughout the semester. Student engineers must be informed of the schedule at the start of each semester.

2 Examination process

The examinations that give rise to a grade or assessment are mandatory for all students unless an express exemption is granted, and are spread over the entire period.

A 0 grade will be allocated for any unexplained absence from a mandatory examination or for the unjustified failure to meet a deadline for submitting graded work.

Any unexplained absence from an examination may invalidate the period in question.

The Head of the school will assess the validity of the reason for the absence or failure to meet the deadline, in light of any supporting documents. The Head of the school shall decide on any arrangement.

Non-native French speaking students are authorised to use a printed bilingual dictionary (French / student's native language) during examinations, regardless of whether the use of documents is authorised or not. However, for examinations of French as a foreign language, the use of the dictionary shall be prohibited.

3 Examination sessions

Examinations are organised in two sessions. Only two sessions are organised in total during the year.

The 1st session is a normal session; it is mandatory.

The 2nd session:

- serves as a resit session for student engineers who took the 1st session but did not meet the validation conditions of the period;
 - can serve as a normal session for the student engineers who were absent from all or part of the 1st session and whose supporting documents were validated by the Head of the school.
- In this case, student engineers are not entitled to a resit session.

The review committee for the period (refer to Section 2 of Chapter IV) sets a program of the examinations that must be taken again. The examination program may relate to all subjects. Depending on the terms laid down by the methods implemented by each school for knowledge verification, it might not be possible to resit a subject, in particular practicals, design offices and continuous assessment. The grade obtained at the resit examinations for a subject replaces the grade obtained during the normal session.

Student engineers who are sent to resit exams have a timeframe of one week as from the notification of the review committee's decisions to make a written request to take additional tests to those proposed by the review committee.

4 Continuous assessment

a. Conditions

Intermediate tests may be organised by the lecturer as long as a continuous assessment grade is included in the component (subject).

b. Evaluations

The evaluation of all the intermediate tests organised for a subject during the relevant year gives rise to a grade. The method for calculating this grade is set by the lecturer and is provided to the student engineers at the start of the year.

Section 2 - Operational principles of the review committees

1 Organisation

A review committee is organised under the responsibility of its chairman, appointed by the President. The composition of the review committees is approved by the President at the suggestion of the Head of the school.

2 Composition

Two types of review committees are in place: the review committee for the period and the examination committee that awards the degrees.

a. Review committee for the period

In addition to the directors of the training in the school, review committees are composed of all lecturers who have provided at least 10 hours of classroom teaching during the study period in question and lecturers who have tutored internships carried out during the period in question.

b. Degree awarding committee

The committee that awards the engineering degree is composed of all lecturers at the school.

3 Student representation

In each year, specialty course or program, student engineers are represented by student representatives who are elected at the beginning of the period.

Before the decisions, student engineers are entitled to inform the committee on:

- the special conditions under which the year took place,
- the material, family or moral difficulties that they faced.

This information is transmitted to the committee by letter or via the student representatives, the social worker (all invited to talk at the beginning of the committee meeting) or the members of the committee. The student representatives and the social worker are not authorised to attend the discussions and the decisions.

4 Deliberation procedure

The review committee members must exercise reservation towards everyone. The results are communicated to student engineers by the Applications department. The committee's decisions are final. The vote may take place by secret ballot at the request of one of the members.

Section 3 - Decisions and appeals

1 Review committee for the period

a. Normal session

There are two cases:

- the review committee validates the period and gives an opinion on the program of study for the next period;
- the review committee does not validate the period and determines a program of examinations to be taken during the resit session.

b. Resit session

The review committee analyses the new results. Various cases are considered:

Case 1: the grade obtained for the course unit that was not validated during the normal session is equal to or more than 10

If after the resit session the student engineer does not receive a zero grade in any subject, the course unit is validated. The selected course unit grade is that of the normal session.

Case 2: the grade obtained for the course unit that was not validated during the normal session is less than 10

If the new grade obtained after the resit session is greater than or equal to 10 and the student engineer does not receive a zero grade in any subject, the course unit is validated. The selected course unit grade is 10 or it is allocated a mark equal to E.

The conditions for validating the year after the resit session are identical to those of the normal session.

In any case, if the period is not validated, the review committee can suggest to the President that the student repeat the year (if the student has never repeated a year) or definitive dismissal.

The President of the Grenoble Institute of Technology receives the suggestions relating to the student repeating the year or definitive dismissal. In the event of appeal, he or she may request a new deliberation of the review committee. He or she transmits his or her decision with reasons to the student engineers in question.

2 Degree awarding committee

a. *Issuing of the bachelor's degree*

Any student engineer whose first year is validated receives the bachelor's degree in engineering science from the Grenoble Institute of Technology.

b. *Awarding of the engineering degree*

Any student engineer whose curriculum is validated receives the engineering degree from the Grenoble Institute of Technology if the following conditions are met:

- validation of all periods of the curriculum,
 - Validation of the ability to work abroad,
 - validation of the B1 or B2 level, as the case may be, in English language proficiency, carried out by the examination committee
- in light of the elements provided by the lecturer in charge of language teaching.

An engineering degree from the Grenoble Institute of Technology is a Master's level degree that enables graduate engineers to apply for doctoral studies.

c. *Honours on the degree*

The engineering degree may be awarded with honours.

The only honours awarded are:

- First class;
- Upper second class;
- Lower second class.

The honours on the degree take into account the averages and results obtained for all the periods of the engineering program as well as the assessments of the examination committee.

CHAPITRE V - STUDY ABROAD

In connection with their tailored program of study, student engineers can opt to study abroad. This program, which is written out in a study contract, shall be defined beforehand by the Director of Academic Programs, in conjunction with the program director and, as applicable, the Head of international relations at the school. Furthermore, it is accompanied by an undertaking through a mobility charter signed by the student engineer.

The departure authorisation is granted by the review committee for the normal session, subject to validation of the year's results.

Student engineer's conduct and obligations

During their stay abroad, student engineers must comply with the rules of the host institution.

Validation of the program of study

Based on the student engineer's evaluations transmitted by the foreign institution, the review committee:

- validates the credits for the period;
- carries out a qualitative assessment in light of the student engineer's results; such assessment may be officialised, if necessary, by grades for subjects or a grade for the period.

The Grenoble Institute of Technology is under no obligation to organise resit examinations for course components that are not validated by the foreign institution.

The program abroad is validated by the end-of-year review committee.

Study abroad and risk situations

As they are enrolled at the institution, student engineers are placed under the authority of the Grenoble Institute of Technology which is liable for their safety.

As long as it is aware of a risk (political crisis, natural disaster, etc.), the Grenoble Institute of Technology's duty is to remove students from the situation.

The student is under the authority of Grenoble INP whose task is to provide training under safe conditions. Given this task, as long as it is aware of an identified risk, the institution's duty is to remove the student from the situation. Accordingly, in major risk circumstances, students must comply with the repatriation request required by the institution. If students refuse to heed the request, they shall be responsible for their own safety and shall be liable for disciplinary action.

TITRE II - FRAMEWORK REGULATIONS FOR STUDIES IN THE SANDWICH COURSE ENGINEERING PROGRAM

FOREWORD

These framework regulations lay down the general framework for studying in the work-study engineering program, through apprenticeship or continuing education, at the Grenoble Institute of Technology. Each degree awarding program is placed under the responsibility of a school. Each school supplements these framework regulations in order to take into account its own particularities. At the beginning of the academic year, within one month after the term begins, sandwich course students are informed of these regulations and their supplement.

In the text hereafter, student engineers will be referred to as sandwich course students.

The goal of the training is to:

- supplement the sandwich course student's basic knowledge in general science,
- develop scientific knowledge specific to the school, provide in-depth knowledge in the options covered by the degree,
- initiate and improve knowledge of corporate sciences (human sciences, economic sciences, social sciences, etc.) and languages.

Throughout their studies, sandwich course students acquire the required expertise for engineering occupations. They are provided with the institution's student engineer code of ethics in the aim of raising their awareness to societal issues, to the role of engineers in the society and to civic initiatives.

The sandwich-course students elected in the authorities of the school and the institution are summoned and must participate in these authorities. These ones will be organised as far as possible during academic periods.

Educational activities are mandatory for sandwich course students. These activities are evaluated and sandwich course students receive a grade and/or assessment.

The training is comprised of work periods within companies and academic periods at the training centre. These academic periods can be partially taken in another institution, in France or abroad, after obtaining written authorisation from all parties.

CHAPITRE I - STUDIES

This training is based on the principle of intercalation between theoretical, technical and practical training at the school and acquisition of knowledge and know-how within the company with which the agreement is signed.

Section 1 - Admission

Sandwich course students are accepted in the training program if the three conditions below are met:

- admission into a school, depending on the number of places available based on the following procedure: based on qualifications after examination of the student's file, followed by an interview at the school,
- validation by the school of the missions proposed by the host company,
- signing of a contract with the host company or signing of a training agreement for interns in continuing training.

The school posts the internship offers that it receives from companies; however it does not get involved in the hiring process by the company.

Section 2 - Administrative enrolment

The conditions for enrolment are governed by the French Education Code and set out by order. Administrative enrolment is mandatory and must be renewed at the start of each academic year.

Section 3 - Organisation of the training

The training is comprised of work periods within a company and academic periods.

The aim of the various activities included in the academic periods and in the work periods within the company is to allow sandwich course students to acquire skills. These skills are evaluated in the scope of course units (Unités d'Enseignement) to which ECTS credits are associated.

Section 4 - General discipline

Attendance

Students must attend and take part in the activities organised during the academic periods, irrespective of the nature of these activities, including elective or optional courses.

Poor attendance or punctuality is taken into account in the evaluation. In this respect, each lecturer must check that the sandwich course students are present in the various activities and, in the event of absence without legitimate reason, take this into account in the student's evaluation.

Sandwich course students who arrive late at any lecture may be denied access by the lecturer.

Sandwich course students excluded from a lecture for being late or for inappropriate behaviour will be considered absent and will expose themselves to the sanctions provided for the subject in question.

Any absence during academic periods is immediately reported to the company and to the body which takes charge of training fees. Repeated absences are reported to the Head of the school.

For work periods within a company, the presence of the sandwich course student is governed by the internal regulations of the company.

2 Absences

In the event of absence, whether during academic periods or work periods within a company, sandwich course students must provide a substantiating document within 48 hours. The original substantiating document is transmitted to the company and a copy is transmitted to the school.

In the event of a forecast absence, the sandwich course student must inform the applications department of the school and his or her company.

Exclusion from a lecture for inappropriate behaviour will be considered as an unsubstantiated absence.

Unsubstantiated absences may give rise to sanctions (deduction from salary, etc.).

Substantiated absences:

- sick leave, occupational accident and travel accident - substantiating document: leave of absence (a medical certificate without leave of absence will not be taken into account);
- driving examination – substantiating document: notification;
- notification issued by specific administrations (committee member, etc.) – substantiating document: notification.

Substantiated absences under the collective agreement applicable within the company:

- leave for family event (death, marriage, birth, etc.) –
substantiating document: copy of the certificate (death, marriage, birth).

3 Conduct and obligations

Within the university institution, sandwich course students must display proper behaviour towards the staff, students and, in general, any person. At the end of each year, sandwich course students must be in good standing with the various university libraries from which they borrowed works.

It is reminded that hazing* is an offense and that it violates human dignity; any form of hazing is punishable by law and shall give rise to summons to the disciplinary section.

Use of personal communication devices of any kind is subject to authorisation from the lecturer during educational activities and is prohibited during examinations.

Moreover, during work periods within the company, sandwich course students must obey the internal regulations of their host company.

Section 5 - Disciplinary authority

Disciplinary authority over sandwich course students is exercised by the Grenoble Institute of Technology's Board, composed of a disciplinary unit according to the provisions of the French Education Code. In particular, any fraud or attempted fraud during tests or examinations, plagiarism** or failure to comply with the rules of use of IT equipment is subject to review by the disciplinary unit of the Board.

The potential sanctions for the sandwich course student involved may range from a mere warning to permanent exclusion from any French public higher learning institution.

In the event of disorder or a threat of disorder within the institution or on its premises, the President may apply the provisions in the French Education Code to, inter alia, temporarily ban any user of the institution from accessing the premises, or suspend him or her, as applicable.

In all cases, the company will be informed of any breach of a rule by the sandwich course student. Moreover, the sandwich course student shall obey the internal regulations of the company.

* Hazing is the fact, for one person, to induce another person, whether or not under duress, to suffer or to commit humiliating or degrading acts during events or meetings in a school or socio-educational setting.

** Plagiarism is copying from a work and deliberately or negligently omitting to mention the author. The plagiarist wrongfully appropriates the style, ideas or facts of another author. It is not prohibited to use the works of a third person provided that the source is mentioned.

Section 6 - Intellectual property

For any invention, creation or any work eligible for protection under the Intellectual Property Code, made by the sandwich course student in the scope of his or her work period within a company, said invention, creation or work shall fall within the scope of mission inventions and shall belong to the host company of the sandwich course student. If the innovation was found during the sandwich course student's work period at the school, said innovation shall belong jointly to the company and the school. If the sandwich course student or his or her host company wishes to disclose the results of the research work or file a patent, they shall inform the school to obtain its authorisation and shall refrain from disclosing or publishing any information likely to jeopardise such protection of innovation by the school or the host structure.

The rights and obligations of all parties and the conditions for protection of innovation shall be defined in an agreement.

CHAPITRE II - PROGRAM OF STUDY

Section 1 - General layout of the apprenticeship-based work-study engineering program

The general layout of the apprenticeship-based work-study engineering program is defined in the booklet or the apprenticeship guidelines given to sandwich course students at the beginning of the year.

Section 2 - Adaptations to the program

At the suggestion of the Head of the school, and upon submission of a substantiated written request to the department by the sandwich course student, the President of the Grenoble Institute of Technology, together with the company and the Apprentice Training Centre (Centre de Formation d'Apprentis), may agree to adapt the curriculum, in particular in the following cases: artist, high-level athlete, disabled student, progressive resumption of studies further to health problems or childbirth.

Section 3 - Involvement in community activities and school life

Sandwich course students who have one of the following statuses: high-level artists, high-level athletes, or who play an active role in a community activity that is directly related or not to the life of the institution (student Vice-President or President of the student body) or are keenly involved in the creation of a business, may petition the Head of the school to be awarded credits for this activity. If the request is accepted, the activity is monitored and the student must submit a deliverable.

The individual project is graded or assessed, as the case may be, by a lecturer or an ad-hoc committee. This involvement is validated by the Head of the department who allocates a maximum of 6 ECTS credits per year. No compensatory session shall be granted for this activity.

For high-level athletes, the number of ECTS credits that can be granted by the Grenoble Institute of Technology will be suggested by the supervisor of high-level athletes.

The recognition of student representation activities in the training course is described in the document "Student Representation status".

Section 4 - Exemption from classes

The Head of the school is able to grant exemptions to sandwich course students from certain lectures, subject to obtaining the consent of the relevant lecturers and provided that the students make a substantiated request. For each relevant course, in light of the validated learning outcomes or the activity in which the sandwich course student is involved, the Head of the school sets out the grading conditions and determines the activities on which the beneficiaries must focus their efforts.

CHAPITRE III - CONDITIONS FOR OBTAINING THE DEGREE

The conditions for obtaining the degree are as follows:

- the program of study must be validated,
- sandwich course students must prove their ability to work abroad,
- sandwich course students must prove their proficiency in English.

Section 1 - Validation of the degree

The program of study is validated and 180 ECTS credits are acquired when all the periods are validated and the obligation of attendance stipulated in Chapter I, Section 4, is complied with.

During the course of their studies, sandwich course students whose conduct or results may lead to failure, are warned about this during the academic year.

1 Evaluation methods

Evaluation may take one or both of the following forms:

a. Quantified evaluation

Each test is given a grade between 0 and 20.

b. Evaluation by assessment

The evaluation may involve an assessment made based on the following rating system:

- A: Excellent
- B: Very good
- C: Good
- D: Satisfactory
- E: Pass
- F: Inadequate

The courses which are graded by assessment are specified in the additional regulations of the schools.

2 Communication of the evaluation results

There are two goals to any activity giving rise to an evaluation:

- certifying the level of knowledge or skill achieved by the sandwich course student and checking that he or she fulfils the conditions for validating a period,
- allowing the sandwich course student to know his or her strengths and weaknesses and accordingly adapting his or her work method.

Each evaluation result that contributes to validating a period must be reported within a timeframe set by the Head of the school. Sandwich course students are informed of this timeframe.

Beyond this timeframe, or up to 2 weeks after communication of the evaluation results, sandwich course students may request an appointment with the lecturer in charge of the subject.

3 Conditions for being awarded the degree

a) Validation of the program of study of the year:

A year of study is composed of one or more periods. A period of study is composed of several course units.

All course units with a grade equal to or more than 10/20 are validated², provided that the student did not receive a 0/20 grade for any subject in the course unit.

A period is validated if all the course units of the period are validated.

² On an experimental basis, at Ense3 and Pagora, semester 10 (PFE) will contribute to the assessment of certain skills.

In all other cases, the decision of the review committee is final.

A year is validated if all periods are validated. There is no offsetting between the course units or between the periods.

Each course unit has a number of associated ECTS credits. The ECTS credits of the validated course units are capitalised, except the credits of course units corresponding to the time worked in a company.

If during the course of his or her studies, the student is led to work on specific course units again to improve their personal level and finally take the related examinations again. In that case, they shall keep the better of the two grades.

Irrespective of the results obtained during a period, the sandwich course student is authorised to continue to the next period of the same year.

The examination board may decide the upward movement of the student including if this one is subject to a deferred validation of some course units not validated during the current academic year.

In case of an upward movement subject to a deferred validation of a course unit, the student has only one academic year to validate each course unit whose validation has been deferred.

The methods of verifying knowledge of each school specify the course units to which this possibility can be put into practice.

A learning agreement shall be set up between the school management and the student. The whole ECTS course units (180) shall be validated to graduate.

b) Validation of the ability to work abroad

Regardless of their status (student engineer, sandwich-course students, continuing education), students must have validated the ability to work abroad. The conditions for tracking and validating this ability are defined in the additional regulations of the schools; they may be adapted to the particularities of each audience whether student engineers, sandwich-course students or those on continuing education. Mobility must be an essential prerequisite. The examination board approves the ability to work abroad.

c) Validation of English proficiency

The schools organise sessions for students to participate in English tests or exams of outside organisations (TOEIC, TOEFL, Linguaskill or equivalent). The aim is, for sandwich course students, both in initial and continuing education, to obtain a B2 level.

This level is validated by the examination committee in light of the elements supplied by the lecturer in charge of language teaching.

Each school takes responsibility for the test it organises.

As regards disabled students, upon proposal from the lecturer(s) in charge of language teaching, appropriate methods for assessing the language level suited to the type of disability may be arranged.

Section 2 - Consequence in the event of failure

1 Failure to validate the program of study

In the event of failure to validate the program of study and in light of the suggestions from the school's review committees, the President of the Grenoble Institute of Technology pronounces:

- adjournment. There are two types of adjournment:
 - o simple adjournment (repeat of a year) if there is a possibility to obtain a contract with a company; students are authorised to repeat only one year at the Grenoble Institute of Technology;
 - o definitive adjournment with impossibility to graduate at the end of the training period.
- in the event of failure relating to English proficiency, adaptations to the curriculum as specified in Chapter III – Section 1, paragraph 3, c);

2 Adaptations to the program in the event the ability to work abroad is not validated

Once the three years of study of the engineering program have been validated, sandwich course students who were not able to validate their ability to work abroad may apply for two additional enrolments. They will therefore receive their degree for the academic year in which their ability to work abroad is validated.

During this period, sandwich course students must register under an adapted program. Such adaptations must remain exceptional; they must be substantiated by the sandwich course students in question and validated by the school.

3 Adaptations to the program in the event of an invalidated English language level

Once the three years of studies for the engineering program have been validated, sandwich course students are granted two years to provide a certificate of the required English proficiency level. They will therefore receive their degree for the academic year in which their B2 level, provided that they have enrolled before 1 June of the academic year.

During this period, sandwich course students must register under an adapted program.

CHAPITRE IV - ORGANISATION OF EXAMINATIONS AND REVIEW COMMITTEES

The methods of validating knowledge comply with the instructions which specify that such methods must take into account the specific constraints of the students or people provided with continuing education who have a disability or incapacitating physical disorder.

Section 1 - Validating knowledge

Each training activity is placed under the responsibility of a lecturer who determines the testing conditions in agreement with the Head of the school. Training activities include academic activities and work activities in companies. The educational targets of the activities in the company are determined by the tutor and the apprenticeship supervisor.

In order to assess academic knowledge, the various assessment methods are specified for each module. The development of skills acquired in the company is assessed based on the assignments, projects and learning experience.

The activities in the company are jointly assessed by the tutor and the apprenticeship supervisor with respect to the three-party interviews, reports and feedback.

1 Examination schedule

The examinations may take place throughout the year during the academic periods. In the 2nd session appears to be necessary, the corresponding examination time will be requalified as academic time. Sandwich course students are informed of the organisation of the examinations and tests at the beginning of each year or semester.

Reminder: the company must allow the sandwich course student to go and sit his or her exams. The Apprentice Training Centre may organise, for all sandwich course students at the end of their training, 5 days of revision in the month before the examination.

2 Examination process

The examinations that give rise to a grade or assessment are mandatory for all students unless an express exemption is granted, and are spread over the entire period.

A 0 grade will be allocated for any unexplained absence from a mandatory examination or for the unjustified failure to meet a deadline for submitting graded work.

Any unexplained absence from an examination may invalidate the period in question.

The Head of the school will assess the validity of the reason for the absence or failure to meet the deadline, in light of any supporting documents. The Head of the school shall decide on any arrangement.

Non-native French speaking sandwich course students are authorised to use a printed bilingual dictionary (French / student's native language) during examinations, and this whether the use of documents is authorised or not. However, for examinations of French as a foreign language, the use of the dictionary shall be prohibited.

3 Examination sessions

Examinations are organised in two sessions in total during the year:

- The 1st session is mandatory,
- The 2nd session:
 - serves as a resit session for sandwich course students who took the 1st session but did not meet the validation conditions of the period;
 - can serve as a normal session for the sandwich course students who were absent from all or part of the 1st session and whose supporting documents were validated by the Head of the school. In this case, sandwich course students are not entitled to a resit session.

The review committee for the period (refer to Section 2 of Chapter IV) sets a program of the examinations that must be taken again. The examination program may relate to all subjects. Depending on the terms laid down by the methods implemented by each school for knowledge verification, it might not be possible to resit a subject, in particular practicals, design offices and continuous assessment. The grade obtained at the resit examinations for a subject replaces the grade obtained during the normal session.

Sandwich course students who are sent to resit exams have a timeframe of one week as from the notification of the review committee's decisions to make a written request to take additional tests to those proposed by the review committee.

4 Continuous assessment

a. Conditions

Intermediate tests may be organised by the lecturer as long as a continuous assessment grade is included in the component (subject).

b. Evaluations

The evaluation of all the intermediate tests organised for a subject during the relevant year gives rise to a grade. The method for calculating this grade is set by the lecturer and is provided to the sandwich course students at the start of the year.

Section 2 - Operational principles of the review committees

1 Organisation

A review committee is organised under the responsibility of its chairman, appointed by the President. The composition of the review committees is approved by the President at the suggestion of the Head of the school.

2 Composition

Two types of review committees are in place: the review committee for the period and the examination committee that awards the degrees.

a. Review committee for the period

In addition to the directors of the training in the school, review committees are composed of all lecturers who have provided at least 10 hours of classroom teaching during the study period in question and lecturers who have provided teaching tutorship during the period in question.

b. Degree awarding committee

The committee that awards the engineering degree is composed of all lecturers at the school.

3 Representation of sandwich course students

In each year, specialty course or program, sandwich course students are represented by student representatives who are elected at the beginning of the period.

Before the decisions, sandwich course students are entitled to inform the committee on:

- the special conditions under which the year took place,
- the material, family or moral difficulties that they faced.

This information is transmitted to the committee by letter or via the sandwich course student representatives, the social worker (all invited to talk at the beginning of the committee meeting) or the members of the committee.

The sandwich course student representatives and the social worker are not authorised to attend the decisions.

4 Deliberation procedure

The review committee members must exercise reservation towards everyone. The results are communicated to sandwich course students by the Applications department. The committee's decisions are final. The vote may take place by secret ballot at the request of one of the members.

Section 3 - Decisions and appeals

1 Review committee for the period

a. Normal session

There are two cases:

- the review committee validates the period and gives an opinion on the program of study for the next period;
- the review committee does not validate the period and determines a program of examinations to be taken during the resit session.

b. Resit session

The review committee analyses the new results. Various cases are considered:

Case 1: the grade obtained for the course unit that was not validated during the normal session is equal to or more than 10

If after the resit session the student engineer does not receive a zero grade in any subject, the course unit is validated. The selected course unit grade is that of the normal session.

Case 2: the grade obtained for the course unit that was not validated during the normal session is less than 10

If the new grade obtained after the resit session is greater than or equal to 10 and the student engineer does not receive a zero grade in any subject, the course unit is validated. The selected course unit grade is 10 or it is allocated a mark equal to E.

The conditions for validating the year after the resit session are identical to those of the normal session.

In any case, if the period is not validated, the review committee can suggest to the President that the student repeat the year (if the student has never repeated a year) or definitive dismissal.

The President of the Grenoble Institute of Technology receives the suggestions relating to the student repeating the year or definitive dismissal. In the event of appeal, he or she may request a new deliberation of the review committee. He or she transmits his or her decision with reasons to the sandwich course students in question.

2 Degree awarding committee

a. Issuing of the bachelor's degree

Any sandwich course student whose 1st year is validated receives the bachelor's degree in engineering science from the Grenoble Institute of Technology.

b. Awarding of the engineering degree

Any sandwich course student whose curriculum is validated receives the engineering degree from the Grenoble Institute of Technology if the following conditions are met:

- validation of all periods of the curriculum,
- validation of the ability to work abroad,
- validation of the B1 or B2 level, as the case may be, in English language proficiency, carried out by the examination committee in light of the elements provided by the lecturer in charge of language teaching.

An engineering degree from the Grenoble Institute of Technology is a Master's level degree that enables graduate engineers to apply for doctoral studies.

c. Honours on the degree

The engineering degree may be awarded with honours.

The only honours awarded are:

- First class,
- Upper second class,
- Lower second class.

The honours on the degree take into account the averages and results obtained for all the periods of the engineering program as well as the assessments of the examination committee.

Appendix to the framework regulations for engineering studies and examinations

ADAPTATIONS TO THE PROGRAM OF STUDY - Implementation conditions -

Applicable as from academic year 2018 / 2019

Foreword

Owing to the varied nature of requests made by student engineers and the institution's desire to best reply to these requests, the Grenoble Institute of Technology has supplemented and extended the chapter of the framework regulations on the individual situations of student engineers.

The goal of this memo is to specify the criteria for implementing the regulations.

Goal

Set out a clear framework for absence authorisations granted to student engineers by specifying for each the consequences in terms of studies and obtaining the diploma.

Conditions

In any case, the substantiated request made by the student with accompanying supporting documents, must be submitted for opinion to the Head of the department or the Master's Program Director who issues an informative opinion.

The request is then transmitted to the President who alone is competent to make the final decision that he or she transmits in an order, drawn up by the central applications office.

The original is transmitted to the student in question by registered letter with acknowledgement of receipt; a copy is sent to the Head of the department or the Master's Program Director.

Breakdown of the positions

1 - LEAVE OF ABSENCE

Enrolment

The enrolment step is the same upon return as for departure, as the leave of absence "clears" the period in question.

The leave of absence must be explicitly differentiated from a repeat year.

Mandatory enrolment and payment of tuition fees.

Awarding of the degree

The year in which the degree is awarded is the academic year during which the student last enrolled.

2 – GAP YEAR

Enrolment

Enrolment during the year of the break: enrolment in the year of study following the validated year.

Enrolment for the year following the break: reenrolment in the same year of study.

Mandatory enrolment and payment of tuition fees for each year.

Awarding of the degree

The year in which the degree is awarded is the academic year during which the student last enrolled.

3 – VOLUNTARY SUSPENSION OF STUDIES

Enrolment

No enrolment.

Upon resumption of studies, the student enrolls in the year of study set by the validation review committee for the year preceding the student engineer's departure.

Awarding of the degree

The year in which the degree is awarded is the academic year during which the student last enrolled.

4 – ADAPTATIONS TO THE PROGRAM OF STUDY

Enrolment

Enrolment during the year the arrangement is started: enrolment in the year of study following the validated year.

Enrolment for the year the arrangement is ended: reenrolment in the same year of study.

Mandatory enrolment and payment of tuition fees for each year.

Awarding of the degree

The year in which the degree is awarded is the academic year during which the student last enrolled.

With reference to Act No. 2016-1828 dated 23 December 2016 on adapting the French higher learning second cycle to the Bachelor's degree-Master's degree-Doctorate system, whenever maximum capacities have been defined for the training courses, the enrolment in Master 1 is subject to examination of the applicant's file.