

## BACHELOR'S DEGREE

### ACADEMIC REGULATIONS Applicable as from academic year 2020 / 2021

**FIELD:** DEG

**DEGREE:** BACHELOR'S DEGREE **LEVEL:** L3

**Specialisation:** ECONOMICS and MANAGEMENT

**Programme of study:** MANAGEMENT

**Training system / Modes:** (*tick as applicable*)

**System:**  initial training  off-the-job training

**Modes:**  presence-based:  distance training;  agreement

sandwich course:  professional training or  apprenticeship

**DATE OF THE ACCREDITATION ORDER BY THE MINISTRY:** 11 July 2016

**BACHELOR'S PROGRAMME DIRECTOR:**

**HEAD OF THE YEAR:** Marie-Pierre BOSSAN (Valence) and Carole FERRANTI (Grenoble)

**MANAGER:** Delphine FLAGEL (Grenoble) and Nathalie CARROUE (Valence)

### I – General provisions

#### Article 1 – Aims and skills acquired during the training

The Management programme of the Bachelor's Degree in Economics-Management is intended for executives with a high level of training in all fields of management sciences. All the subject areas are addressed from a technical perspective as well as based on a conceptual approach. In addition to competent use of the tools, this programme also aims to help students achieve a degree of open-mindedness and thinking skills which are vitals tools needed for management positions. The training is also a stepping stone to post-graduate studies, particularly the Master's Degrees in management science.

### II - Organisation of studies

Each student enters into a **learning contract for student success** with the institution. This agreement outlines the student's programme of study and the measures implemented to support and engender the student's success.

#### Article 2 – General organisation of studies

The training course is organised into 2 semesters (Reminder: 2 semesters per year) and 8 course units

**Number of hours of training per year: L3:** 447 hours

### Article 3 – Composition of the courses

Refer to the **Knowledge and Skills Assessment Procedures table of the programme.**

#### **Comments on certain items of the Knowledge and Skills Assessment Procedures Table:**

#### **Foreign languages:**

Language taught (e.g. English): English is compulsory (A second foreign language is optional)

#### **Work placement (e.g. internship):**

- mandatory (required for obtaining the degree)
- optional with ECTS credits (necessary for obtaining the degree when selected)
- Optional with no ECTS credits (not taken into account for obtaining the degree when selected)

Duration (specify the minimum and maximum duration): minimum 12 weeks, maximum 4 months.

The internship in the same host structure shall not exceed 924 hours (equivalent to 6 months full-time) per university year outside of class hours.

Period: From the end of semester 6 classes (during the month of April) to 31 August of the same year.

#### **Conditions:**

When the internship is selected, it must be carried out abroad. Arrangements or exceptions may be granted by the Management of Grenoble IAE.

An agreement must be signed for any internship. Depending on the duration and the place of the internship, the intern may receive payment in accordance with legal and regulatory provisions in force.

Unless otherwise agreed by the Programme Director, internships must take place outside of teaching hours (lectures, seminars, practicals).

Non-credited internships may, subject to a teaching follow-up, be considered within the framework of the training, in addition to the internships planned in the programme, provided that they are covered by a report submitted by the student and subject to an assessment.

Subject to agreement from the Programme Director, the student may carry out career exploration internships, in particular in connection with a career shift project.

It is possible to validate experience gained in an internship via a learning contract: civic service and professional experience. The assessment procedures will be set by contract before the end of semester 6.

Under no circumstances must an internship be continued after 30 September of the academic year in progress.

#### **Dissertation / Internship report / Tutored projects:**

##### **- Dissertation:**

##### **- Internship report:**

Deadline date for submission: at least 15 days before the viva voce for which the date will be set by the dissertation supervisor.

##### **- Tutored projects:**

Tutored projects are organised throughout the training course. The date for submitting reports is set by the relevant teaching supervisor at least 15 days before the date of the *viva voce* when this is scheduled.

#### Article 4 – Course attendance

During lectures:	Students must attend all teaching activities (lectures, seminars, work placements) organised as part of the training course. An overall attendance grade may be allocated or for each individual subject.
During seminars:	<p>Students must notify the relevant Applications Department of any absence within 8 days following the first day of absence and must provide a valid reason for their absence. Beyond 2 absences without valid reason per class, the student will not be authorised to sit the 1st session of examinations and will be declared as defaulting for the class in question. Moreover, any student who arrives late at the start of a class or after the break may be excluded from the session and this lateness will be considered an absence.</p> <p>The committee has sole authority to assess the nature of the absence.</p>
Attendance exemption:	As an exception, students may be exempted from regular attendance at certain classes. In this case, a learning contract will be signed between the programme director and the student at the start of the year.

### III – Knowledge and skills assessment

#### Article 5 – Validation, pass by compensation, recognition and accumulation

##### 5.1 – Validation: rules for validating course components, course units, knowledge and skills blocks, semesters, year

Course components or Subjects as applicable	Weighted average of the examinations $\geq 10/20$
Course units	<p>Weighted average of the subjects <math>\geq 10/20</math></p> <p>If a course unit is comprised of course components and, as applicable, subjects, a student may obtain a pass:</p> <ul style="list-style-type: none"> <li>- Either by <b>validating</b> each course component or subject making up the course unit (grade <math>\geq 10/20</math>),</li> <li>- Or via a <b>pass by compensation</b> between these course components or subjects (general average for the course unit <math>\geq 10/20</math>).</li> </ul>
Knowledge and skills block (BCC)	Not applicable
Semester (as applicable)	<p>A semester may be obtained:</p> <ul style="list-style-type: none"> <li>- By <b>validating</b> each course unit making up the semester (grade <math>\geq 10/20</math>),</li> <li>- By <b>pass by compensation</b> between these course units (overall average of the semester <math>\geq 10/20</math>) except for the Internship course unit for UE2 which cannot be compensated (see 5.2).</li> </ul>
Year (as applicable)	<p>The year may be passed:</p> <ul style="list-style-type: none"> <li>- Either by <b>validating</b> each semester making up the year (grade <math>\geq 10/20</math>),</li> <li>- Or by an <b>annual compensation</b> between 2 semesters (general average for the year <math>\geq 10/20</math>), provided that the UE2 is validated (refer to 5.2).</li> </ul>

## 5.2 – Pass by compensation

The pass by compensation can take place within the course units, within the knowledge and skills blocks (BCC), within a semester between the course units making up the semester or between semesters (provided that a coefficient is applied to them in proportion to their number of credits).

*Specify the conditions for pass by compensation selected for the training course:*

- Within the course unit:  yes  no
- Within the semesters between the course units making up the semester  yes  no

**UE2 (Major) of semester 5 cannot be passed by compensation. Within each semester, the other course units can be passed by compensation.**

- Between the semesters:  yes  no

The pass by compensation between semesters is possible provided that the UE2 (Major) of semester 5 is validated.

It is possible to waive the pass by compensation rule after the first examination (session 1), within a knowledge and skills block or a semester, in the case where a student would like to be able to significantly improve his or her grades with the resit session, by repeating a course unit that was not passed (grade < 10/20).

The waiving of the pass by compensation rule for the semester automatically results in a waiver of passing the knowledge and skills block, the semester, the year or the degree for session 1 examinations.

Waiver applications must be sent in writing to the review committee and submitted to the relevant applications department within three days following the posting of the session 1 results.

Regardless of the grade obtained for the resit session, it replaces the grade for session 1.

Moreover, under the responsibility of the degree committee, an arrangement can be implemented to allow a student to obtain at various points of his or her course of study an overall assessment of his or her results and the corresponding validations in European credits. This possibility may be offered to the student including when the student has opted to change his or her course of study, to study in another French or foreign higher education institution or to temporarily put his or her studies on hold.

This arrangement leads to the issuing of a transcript showing the validated European credits.

## 5.3 - Recognition

<p>Recognition of the elected student representative's community involvement</p>	<p><b>Compensating the commitment of elected student representatives</b> (extract from the regulations for student representation voted at the meeting of the Education and Student's Life Board (CFVU) on 01 December 2016):</p> <p>In order to give value to the major commitment made by a student representative, the university has implemented an extra credit system for which the rating was voted by the CFVU on 13 July 2017. In order to ensure independence of student representatives, these extra credits shall be granted to all student representatives who have physically attended at least half of the meetings of the boards and work groups to which they have been elected and/or appointed. These credits cannot be accumulated with an ETC credit that is also awarded for involvement in a UGA board.</p> <p><b>Caution:</b> The elected student representative cannot combine the benefit of the extra credits system <b>for the same semester</b> with any other arrangement recognising the student's community engagement (ETC "involvement in voluntary work and student representation activities", ad hoc measures implemented by the components, etc.)</p>
--	---

<p>Recognition of the student's involvement in student associations, social and professional activities</p>	<p>Act No. 2017-86 of 27 January 2017 lays down a <b>principle for validation</b>, under the course of study, of the skills, knowledge and abilities acquired by a student during his or her involvement in volunteer work, civic, cultural or professional activities. In addition, <b>arrangements may be made in the organisation</b> and conduct of the studies in order to allow the student to reconcile his or her studies and these activities.</p> <p>The activities covered by these arrangements are as follows:</p> <ul style="list-style-type: none"> <li>- Working students (on average 10 hours per week over a minimum period of 3 months)</li> <li>- Students who are members of the executive committee of an association</li> <li>- Civic services</li> <li>- Volunteer firefighters</li> <li>- Operational military reserves</li> <li>- Army volunteers</li> </ul> <p>At UGA, the procedures for recognition of student's community involvement may be as follows:</p> <ul style="list-style-type: none"> <li>- <b>Validation</b> in connection with the awarding of the degree             <ul style="list-style-type: none"> <li>• Allocation of credits via the existing optional cross-disciplinary courses (ETC)</li> <li>• Or allocation of extra credits (0.5) applied to the general average and determined in the learning contract.</li> </ul> </li> </ul> <p>The same activities can only give rise to a single validation per training cycle and are not necessarily associated with the current academic year.</p> <ul style="list-style-type: none"> <li>- <b>Recognition:</b> The student's community involvement is integrated into the supplement to the degree</li> <li>- <b>Arrangements:</b> <ul style="list-style-type: none"> <li>• An organisation of the time table (selection of seminars / practicals groups)</li> <li>• Total or partial exemption from classes</li> <li>• Authorisation of absence with regard to the community involvement</li> <li>• Arrangements for examinations</li> <li>• Arrangements for the duration of the curriculum</li> </ul> </li> </ul> <p>These arrangements are made by taking into account the specific characteristics of the various programmes and degrees within the institution.</p> <p>The learning contract outlines the nature of the arrangements established and/or the conditions for validation.</p>
<p>Extra credit (as applicable)</p>	<p>Extra credits offered by the component outside of the UGA scheme for the recognition of student community involvement:</p> <p>Students may select as an optional course, individual or collective sports, offered by Université Grenoble Alpes. This optional class leads to an increase of the general average for the semester of 0.025 times the grade obtained when this grade is higher than or equal to 10/20. This increase cannot exceed 0.5 points of the general average of the semester. This arrangement cannot apply to students who have opted to spend a semester in a partner university for semester 6.</p>
<p><b>5.4 – Accumulation / Retention</b></p>	
<p><b>Accumulation of course components and course units</b> = Final Validation of a course component or course unit for which credits are assigned, as long as the student has obtained the passing grade (grade <math>\geq 10/20</math>), without any condition regarding the duration. The validation of these credits entails validation of the corresponding European credits.</p> <p><b>Retention of a subject:</b> A grade higher than or equal to 10/20 for a subject for which no credits are assigned may be retained subject to conditions regarding the length of time for this retention.</p> <p>Specify: The conditions for retaining the subjects in question: not applicable.</p>	

## IV - Examinations

### Article 6 – Knowledge and skills assessment procedures

#### 6.1 – Examination conditions

The capabilities and acquisition of knowledge and skills are assessed in accordance with the following procedures:

- Final examination (ET)
- Continuous assessment and final examination (ECET),
- Continuous assessment only (ECI).

The continuous assessment (ECET or ECI) takes various forms, presence-based or online, such as written and oral examinations, work reports, projects and work placements or job shadowing work experience.

The assessment procedures are described in the knowledge and skills assessment tables.

Continuous assessment only (ECI)	<p>The ECI involves at least two continuous assessments. None of these assessments can represent more than 50% of the final grade.</p> <p>A calculation rule called the “max. rule” can be specified allowing the student to retain a specific number of the best grades for calculating the passing grade of the course unit.</p>
Continuous assessment and final examination (ECET)	<p>The ECET involves at least two continuous assessments (none of which can represent more than 50% of the passing grade for the continuous assessments) in addition to a final examination.</p> <p>The average of the continuous assessment grades cannot represent more than 60% of the final grade.</p> <p>A calculation rule referred to as the “<i>max. rule</i>” can be specified allowing the student to replace all or part of the continuous assessment grades by the final examination grade if this grade is higher than the weighted average of the continuous assessment grades of the course unit.</p>

#### 6.2 – Absence during examinations

Absence during continuous assessments (EC)	<ul style="list-style-type: none"> <li>- Students who are absent without a valid reason are considered as defaulting the continuous assessment in question.</li> <li>- Students who are absent with a valid reason are offered a resit examination where possible. If not, the programme directors opt, with the agreement of the review committee, to give these students a zero for the continuous assessment or to neutralise the grade.</li> </ul>
Absence during final examinations (first session or second session)	<ul style="list-style-type: none"> <li>- Students who are absent without a valid reason are considered as defaulting for the final examination in question.</li> <li>- For students who are absent with a valid reason during the session 1 of the final exams, the programme directors opt, with the approval of the review committee, to either allocate a zero for the final examination or to consider the student defaulting for the final examination.</li> <li>- Students who are absent with a valid reason during the resit examination, may, <b>provided the head of the year consents thereto and where feasible</b>, be allowed to sit an examination of equivalent nature and duration. If this is not possible, the student will receive zero for the final examination.</li> </ul>

### Article 7 – Organisation of the resit session

Resit session	<p><b>In connection with a final examination or a continuous assessment and final examination (ECET)</b>, the resit session takes the form of an examination organised after publication of the session 1 results.</p> <p>Regardless of the grade obtained during the resit session, it replaces the session 1 grade.</p>
	<p>In connection with the continuous assessment only (ECI), the resit session may:</p>

	<ul style="list-style-type: none"> <li>- Either take the form of an additional assessment organised after publication of the results of the first session; <b>Regardless of the grade obtained, it replaces the session 1 grade.</b></li> <li>- Or be included in the procedures for implementing the continuous assessment only system.</li> </ul> <p>Whenever a student has special constraints especially when the student falls under a special study regime, he or she can be given a substitution assessment.</p>
Transfer of the continuous assessment grade to the resit session	In connection with the continuous assessment and final examination (ECET), if the session 1 continuous assessment grade counts towards the calculation of the resit sessions grade, this rule will be specified in the knowledge and skills assessment table.

## V - Results

<b>Article 8 – Review committee</b>	
<p>The decisions of the review committee, with regard to the grades and the final result, are final and irrevocable. The committee has sole authority and may or may not, via a special decision, allocate “jury points” to allow the student to obtain the required grade or to pass. Any student who notes an error in his or her results must promptly report it.</p>	
<b>Article 9 – Communication of the results</b>	
The results are posted at the location of the training and/or on the student intranet (LEO).	
<b>Article 10 – Repeating a year</b>	
Acquisition of credits in advance	<p>Provided that the various programme directors in question have granted their consent, any student may opt to take courses of the following year as part of his or her current programme of study.</p> <p>This authorisation is included in the learning contract for student success that is signed by the student.</p>
<p>Repeating a year is by right subject to compliance with the schedule and the conditions for enrolment. The semesters, knowledge and skills blocks, course units and course components for which credits are assigned, when validated, must be taken into account in the event the student repeats the academic year. They may not be taken again.</p> <p>The grades <math>\geq 10/20</math> that are received for the subjects of a course unit that is not validated may be retained from one year to the other, <b>based on a decision by the teaching staff.</b></p> <p>A student who is repeating a year may carry out an internship for which no credits are assigned, in relation to his or her curriculum, subject to approval from the teaching staff and provided this is stipulated in the course regulations.</p>	
Special case of grades for practicals	It is possible to transfer the grades for practicals upon request by the student and based on the conditions set by the teaching staff of the relevant course units, provided that it is a threshold grade at least equal to 10/20. The conditions for transferring the grades of practicals may vary from one course unit to the next.
<b>Article 11 – Awarding of the degree</b>	
<b>11.1 – Bachelor’s Degree</b>	
<p>The Bachelor’s Degree is obtained:</p> <ul style="list-style-type: none"> <li>- Either by validating each course unit making up the corresponding programme,</li> <li>- Or by applying the arrangements for pass by compensation selected for the training course</li> </ul> <p>The student receives a total of 180 credits for the awarded degree.</p> <p>The grade for the Bachelor’s Degree is calculated as an average of the grades for semesters 5 and 6.</p>	

The degree is awarded subject to achieving a minimum level of language certification: *(tick as appropriate)*

Yes

No

*(For the relevant programmes of study, specify the required level):*

### 11.2 – Rules for awarding honours

Honours	Honours are calculated based on the general average of the degree, whether it is obtained in session 1 or in the resit session. Pass: $\geq 10$ and $< 12$ Lower second class: $\geq 12$ and $< 14$ Upper second class: $\geq 14$ and $< 16$ First class: $\geq 16$
---------	---

### 11.3 – Awarding of the intermediate degree

DEUG	Not relevant
------	--------------

### 11.4 – Issuing of the supplement to the degree

The supplement to the degree is issued at the student's request.

## VI - Miscellaneous provisions

### Article 12 – Gap year

This is a period during which a student who is enrolled in an **initial higher learning training programme** temporarily suspends his or her studies in order to acquire professional or personal experience, either independently or under the supervision of a host organisation in France or abroad (refer to Article D.611-13).

The gap year is carried out on a strictly voluntary basis by the student who decides to undertake this year and cannot be rendered a requirement for the awarding of the degree prepared before and after this suspension. Therefore, it cannot be made mandatory.

Each study cycle grants entitlement to a single gap year. It may begin upon enrolment in the training course and will end no later than before the last semester of the end of this training course irrespective of the duration of the study cycle.

### Article 13 – Travel

As part of their schooling, students may have to make trips to take part in activities outside of the university premises.

### Article 14: Study abroad, as applicable

Students who so wish can spend semester 6 of the Bachelor's Degree in a partner university (as of mid-January). The list of these universities is compiled each year by the Grenoble IAE international relations department. The conditions for validating the semester are described in the attached knowledge and skills assessment table. The grade obtained in the "Semester in a foreign university" subject will be determined by calculating the average of the grades obtained in the partner university and converting them into the French grading system.

Special case of students doing their Bachelor's Degree as part of an annual exchange scheme:

Students enrolled in the third year of the Management programme of the Bachelor's Degree in Economics-Management, who were selected to study in a foreign university (semesters 5 and 6) fall under the specific "exchange scheme" of the Management programme of the Bachelor's Degree in Economics-Management. The selected students must seek approval from the programme director of the courses that they will take at the partner university. These subjects must be third year level and must correspond to at least 50% of the subjects for the presence-based Bachelor's Degree programme.

If all the subjects studied abroad do not adequately correspond to the subjects of the Management programme of the Bachelor's Degree in Economics-Management, the programme director may, if it is considered necessary, require the student to do additional examinations in order to validate the Bachelor's Degree. The selection of the subjects and the examination conditions are left at the discretion of the programme director.



To validate the Bachelor's Degree in Economics-Management, the student enrolled in the "exchange scheme" of Management programme must validate 60 ECTS credits including:

- 55 ECTS credits (or equivalent) in subjects corresponding to the Management programme of the Bachelor's Degree in Economics-Management (with at least 3 modules amongst the following courses: management, marketing, finance, economics or quantitative subjects),
- 5 ECTS credits allocated to a feedback report corresponding to the specifications of the Management programme of the Bachelor's Degree in Economics-Management. This report must be written in the language of the host country (or in English if the classes are in English).

The passing grade of the year will be determined by the average of the grades obtained in the partner university converted into the French grading system (with possibility for a pass by compensation of the semesters). Article 12.2 regarding the awarding of honours remains applicable.

**Article 15 – Arrangements for individuals with specific needs** *(excluding the measures mentioned in Article 5.3 for students involved in community and civic activities)*

**Arrangements** in the organisation and conduct of studies are made based on the specific characteristics of the training and the possibilities of the teaching staff for the following individuals:

- Students involved in several courses of study
- High-level athletes (refer to the high-level sports charter)
- High-levels artists
- Students with disabilities
- Students with family responsibilities, pregnant students
- Reserves of the national education system

These adjustments and arrangements are specified in the learning contract for student success.

**Article 16 – General discipline**

Refer to the framework regulations of studies and examinations for the Bachelor's cycle.

**Article 17 – Specific provisions for the training** *(if necessary)*

None

**Article 18 – Transitional measures, if necessary**

None