

Regulation framework for teaching and examination^{*}

- Master course -

The following regulations are applicable from the 2015/2016 academic year.

Approved by the *Conseil des Etudes et de la Vie Universitaire (Council for University Studies and Academic Life)*, 5th March 2015.

Approved by the Board on 9th April 2015

The following regulation framework complies with the national regulatory framework on national qualifications and national university degrees and titles, the implementation of the European Higher Education Area guidelines into the French education system and the *Diplôme National de Master* (National Master's Degree) as defined by the following texts :

- Code de l'éducation, notamment les articles R 712-1 à R 712-8, D 611-1 à D 611-6
Education Code especially the articles R 712-1 à R 712-8, D 611-1 à D 611-6
- Code pénal, et notamment les articles 225-16-1 à 225-16-3
Penal Code, and in particular articles 225-16-1 to 225-16-3
- Décret n° 2007-317 du 8 mars 2007 relatif à l'Institut polytechnique de Grenoble, notamment l'article 7-8
Decree n° 2007-317 dated March 8, 2007 linked with the Grenoble Institute of Technology, especially the article 7-8
- Arrêté du 25 avril 2002, modifié, relatif au diplôme national de master
Revised order dated April 25, 2002, related to the National Master's Degree
- Arrêté du 27 juin 2011 relatif aux habilitations de l'Institut polytechnique de Grenoble à délivrer les diplômes nationaux
Order dated June 27, 2011 linked with the authorizations given to Grenoble Institute of Technology to issue National Diplomas

1 - General regulations

Art. 1-1 - The "*Diplôme national de master*", henceforth referred to as Master, refers to the 2nd level in the *Licence, Master, Doctorat* (LMD, Bachelor, Master, Doctorate) system implemented to further establish the European Higher Education and Research Area. Master courses are organised by subject, which reflects the type of education offered by each institution and refers to broad competence areas.

The subjects are divided into *fields* and a *field* might be composed of *specialties*.

A Master curriculum is normally based on 2 university years, hereafter referred to as M1 and M2, totalling 120 European Credit Transfer and Accumulation System (ECTS) credits.

The M2 year proceeds according to one of two approaches :

- Research (M2R) – The end goal is the development of a thesis for doctoral research.
- Professional (M2P) – Advanced scientific and technical specialisation aimed at professional applications, principally in industry.

Art. 1-2 - The university year is divided into 2 semesters, each semester worth 30 ECTS credits. Each semester is made up of a certain number of *Unités d'Enseignement* (UE) i.e. Teaching Units (TU).

A Master's degree curriculum is therefore made up of 4 semesters: semesters 1 and 2 in the first year (M1) and semesters 3 and 4 in the second year (M2).

Art. 1-3 - The pedagogical and administrative aspects of the Masters are organised by the *Ecoles* (Schools) that constitute Grenoble INP.

^{*} The following translation is for information only and has no contractual value.

Each Master's *field* is overseen by one or more Master supervisor. Within each Master's *field*, each curriculum (M1 or M2 Specialty programme) is overseen by a supervisor.

- Art. 1-4 - The regulation framework hereby presented, as well as the specific examination regulations relative to each Master's *field specialty*, will be brought to the attention of students within one month following the start of teaching.

Methods of assessment test are adapted to fit the directives planned by the Article L 613-1 which provide that they take into account the specific constraints of students or people receiving training with a disability or a disabling disorder of health.

2 - Admission

For each *field*, an admissions committee, composed of those responsible for pedagogical content of the Masters programme, examines the applications on the criteria of the academic background of the candidates, the suitability of their curriculum to the *specialty* applied for and the number of places available. Admission is made on the advice given by the *Commission de Validation des Acquis Académiques* (CVAA, Commission for the validation of academic knowledge) and as indicated below.

- Art. 2-1 - Any student with a *Licence* degree (180 credits) in a field of study compatible with that of the national Master degree is entitled to be admitted to an M1 programme. A student meeting the requirements stated in the *Code de l'Education* is also entitled to be admitted to an M1 programme. The application of students with at least a Bachelor or L3 level of qualification, whether from France or from abroad, requires CVAA validation.
- Art. 2-2 - Admission to M2 requires the validation of an M1 year or the holding of a *Diplôme de Maîtrise* or a *Diplôme d'Ingénieur* qualification recognised by the *Commission des Titres d'Ingénieur* (CTI, Agency for the Accreditation of Engineering Study Programmes). A student meeting the requirements stated in the *Code de l'Education* is also entitled to be admitted to an M2 programme. For holders of other French or foreign qualifications of a level at least equivalent to M1, admission requires CVAA validation.
- Art. 2-3 - Matriculation occurs annually according to the requirements defined by the establishment and communicated to each student.

3 - Syllabi structure

- Art. 3-1 - The M1 and M2 syllabi are each to be completed over one university year.

The last semester (semester 4) includes a placement for experience of the research (M2R) or industrial (M2P) environment lasting a minimum of 16 weeks.

- Art. 3-2 - The syllabus of a semester may, with the agreement of the *specialty* supervisor, be in part or entirely adapted to the student based upon knowledge already validated from previous courses and upon his or her career development.
- Art. 3-3 - A student who has not validated a year can request to re-enrol. The student must submit a new admission dossier which will be examined by the admissions committee.

4 - Knowledge assessment and examination boards

- Art. 4-1 - The format of knowledge assessment is left to the discretion of the teaching staff in agreement with the *specialty* supervisor. Each TU must be the subject to at least one assessment.
- Art. 4-2 - Examination regulations specific to each Master *field*, will detail for each *specialty* the assessment methods and the credits relative for each TU offered (obligatory TUs, elective TUs, optional TUs).

For each *specialty*, a committee is organised, comprised of the *specialty* supervisor and the faculty members of the *specialty* programme. It falls within its remit to validate student semesters and in particular to deal with the semester off-setting procedure. In addition, it decides on the examinations students have to re-sit in the 2nd session and submits proposals to the Field Examination Board.

For each Master *field*, a Field Examination Board is organised, comprised of the Master supervisors, the M1 supervisor and the *specialty* supervisors.

The structure of the examination boards is defined in a bylaw issued by the director of the School hosting the Master *field*.

The Field Examination Board meets in order to award the Master's degree on the basis of proposals made by the *specialty* committees. It meets at the end of the year, once after the 1st session examination period and a second time after the 2nd session examination period. If necessary, the Field Examination Board may also meet at the end of the 1st semester.

5 – Examination regulations

Art. 5-1 - A TU is validated if the weighted average grade resulting from that TU is greater than or equal to 10. A validated TU is considered to be definitively acquired.

A Master semester is acquired if all the TUs making up the semester are validated. If this is not the case, the following procedure for offsetting weak subjects can be applied: the semester can be considered acquired if the weighted average grade resulting from the TUs of the semester is greater than or equal to 10.

The offsetting procedure is automatic only if all the TU grades are greater than or equal to 7 out of 20 ; if this is not the case, it is at the discretion of the examination board whether the offsetting procedure is applicable.

Art. 5-2 - For students who have failed the 1st session, a 2nd session is organised on an annual basis. The *specialty* committee provides each student concerned with a list of 2nd session examinations.

Students can refuse the application of the semester offsetting procedure and request re-examination of one or more subjects in the 2nd session. In this case, the request must be made in writing to the *specialty* supervisor within the period stated in the Examination Rules and Regulations.

The grade obtained for a subject in the 2nd session replaces the grade obtained in 1st session. There is no 2nd session for the research or industrial placement.

Art. 5-3 - To be awarded a Master's degree and granted the 60 M2 ECTS credits, a student must validate semesters 3 and 4 separately. No inter-semester offsetting procedure is available between semesters 3 and 4, nor between years M1 and M2.

Art. 5-4 - Each examination board is entitled to award points called *Points de Jury*. The *field* examination board can, beyond the offsetting procedures described above, consider the total performance of a student at the end of their studies and decide to award 120 ECTS credits for the totality of the Master, even if all the semesters have not been acquired.

Art. 5-5 - After consideration by the degree examination board, the Master is awarded in one of four classes, according to the general weighted average obtained (grade out of 20):

12 ≤ average < 14 :	Class <i>ASSEZ BIEN AVERAGE</i>
14 ≤ average < 16 :	Class <i>BIEN ABOVE AVERAGE</i>
16 ≤ average :	Class <i>TRES BIEN EXCELLENT</i>

When the student has successfully completed the M1 year in France, the average is calculated on all the results obtained in M1 and M2. In other cases (validation of knowledge for M1, direct entry into M2 for foreign students, etc.) the degree average is based on results from M2.

- Art. 5-6 - The awarding of a Master is conditional on fluency in at least one contemporary foreign language, French being considered as a foreign language for non-native French speakers.
The expected level of fluency validated is B2 according to the Common European framework of reference for languages.
- Art. 5-7 - A transcript is delivered to each student. It details the *field* and *specialty* of the degree and, for each TU, the grades obtained in the system appropriate to the establishment concerned.
- Art. 5-8 - The Master's degree awarded by Grenoble INP indicates the subject of training undertaken by the student, the *field* of the Master within this subject and the *specialty* corresponding to the studies successfully completed by the student.

6 – Student conduct code

Students are obliged to justify any absence :

- In cases of sickness, absence must be justified by the presentation, within a delay of 48 hours of the start of the absence, of a medical certificate detailing the expected duration of absence.
- To be granted personal emergency leave, the student must submit a prior request to the *specialty* supervisor indicating the reason and the duration of absence. This absence is considered as justified if it is approved by the *specialty* supervisor according to the regulations predefined by said supervisor.

In the case of unjustified prolonged absence, the *secrétariat pédagogique* will provide a first warning to the student. If the student does not respond to this warning, said secretariat will send a formal notification by recorded signed-for postal delivery summoning the student to reply by a certain deadline.

Once this deadline has been passed, the Chancellor of Grenoble INP will notify the student of his or her expulsion.

Within the establishment and during placements and visits, students must behave in an acceptable manner towards all pedagogical, administrative, technical, maintenance and service staff and, in a more general manner, towards all third parties.

It is recalled that hazing * is a crime and that it undermines the dignity of the human person; any form of hazing is punishable by law and will result in the convening of the disciplinary section.

Upon the end of the academic period of the student, there must be no outstanding issues with any of the different university libraries.

7 – Disciplinary power

The disciplinary authority over students is exercised within the Board of Grenoble INP, constituted disciplinary section of the provisions of the Education Code.

Any fraud or attempt at fraud in the situation of an assessment of knowledge, plagiarism ** or the infringement of the regulation concerning the use of information technology, will be submitted to the Grenoble INP disciplinary committee.

Disciplinary action incurred by the student can range from a simple caution through to permanent exclusion from any French higher education establishment in the public sector.

In case of threat of disturbance or disorder caused in pregnant and premises of the institution, the deputy head may apply the provisions of the Education Code, inter alia, impose any user of the establishment of the temporary ban access to premises, suspension of lessons if necessary.

* Hazing is the fact that a person, inducing others against his will or not, to suffer or commit humiliating or degrading acts at events or meetings related to school and socio-educational

** Plagiarism is to be based on a model that is deliberately or negligently fails to name the author. The plagiarist is one who fraudulently appropriates the style, the ideas or actions of others. It is not forbidden to use the production of a third person but it should necessarily cite his sources.