

Grenoble Institute of Technology

Regulation framework for engineering studies and examinations

Applicable as from the 2015 / 2016 academic year

Favourable opinion of the Education, Student life and Activities Board dated 07 April 2016

Approved by the Grenoble Institute of Technology's Board on 23 June 2016

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

- French Education Code, in particular Articles R 712-1 to R 712-8, D 612-1 to D 612-8, D 612-34, D 642-1 to D 642-3
- French Criminal Code, in particular Articles 225-16-1 to 225-16-3
- Decree No. 2007-317 dated 8 March 2007 on the Grenoble Institute of Technology, in particular Article 7-8
- Order dated 19 February 2016 which lists the schools authorised to award a *titre d'ingénieur diplômé* (French engineering degree)
- Student engineers charter approved by the Education, Student Life and Activities Board (CEVU) dated 1 October 2009

FOREWORD

These framework regulations lay down the general framework for studying in the engineering programme at the Grenoble Institute of Technology. The course content is centred around career-based training. Each degree programme 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 students receive a grade and/or assessment.

Furthermore, the programme 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.

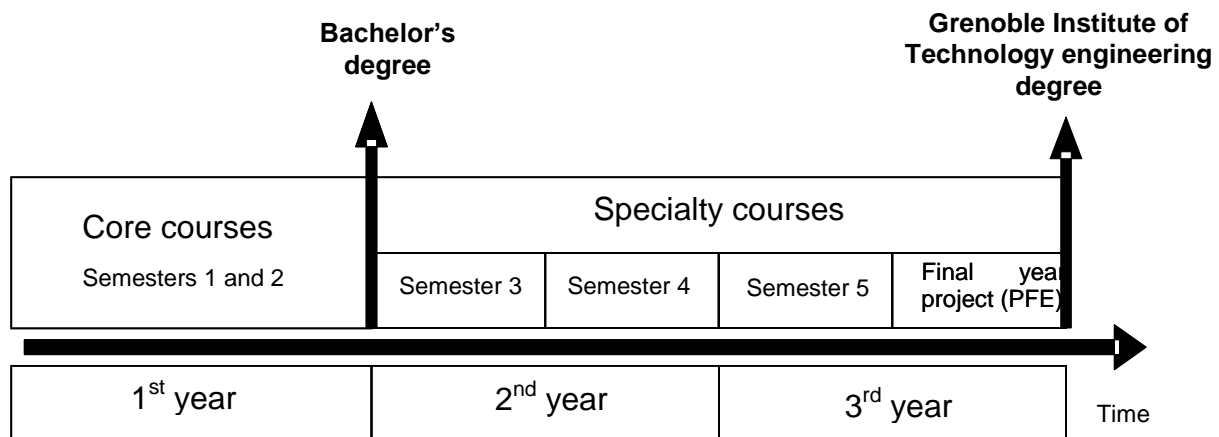
Each school supplements these framework regulations in order to take into account its own particularities.

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 programmes and structure, the evaluation methods and the weighting factors table.

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 who have a disability or incapacitating physical disorder.

CHAPTER I - STUDIES

The 3-year engineering curriculum (6 semesters) is shown in the following diagram :



During their first year, 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 programme of study ends with a mandatory final year project during the sixth 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 at the 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 from the admissions panel, into the preparatory school for universities of technology.

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 programme 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 programme of study during the period : year or semester.

b. Studying outside of the institution

As part of their tailored programme 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 Programmes assisted by the Master's Programme 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 programmes 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 Programmes, 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 programme involves a minimum internship time that is incorporated into the 28-week curriculum. This portion of the programme 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 programme and internships proposed during the first year and/or second year of the engineering programme. 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 trainings are assessed and their validation gives rise to allocation of ECTS credits and possibly a grade or assessment.

For the most part, these internships take place in a company or, based on the programme 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 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 programme of study irrespective of the nature of these activities. Poor attendance 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.

2 Absences

Student engineers must explain all absences :

- 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 in conjunction between the athletics department and the Director of Academic Programmes 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 a first warning. If the student 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 offence 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 borrow works.

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.

* 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.

CHAPTER II - PROGRAMME OF STUDY

The programme 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 programme to take into account the student engineer's particular situation.

The programme 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 programme

1 First year : semesters 1 and 2

The first year of study takes place within a school.

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

2 Specialisation options : semesters 3, 4 and 5

From the second year of the engineering programme, student engineers select a specialisation. This specialisation depends on their professional project as well as the formerly validated and obtained training. The final selection is made by the review committee based on the previous year's performance. The committee validates the student's choice in accordance with the criteria set by the additional rules of the schools.

3 Final year project (PFE) : semester 6

The final year project takes place during semester 6 ; it lasts minimum 20 weeks.

Section 2 - Adaptations to the programme 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 programme.

The student 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 the studies interruption is to allow student engineers to develop career objectives, acquire skills and expertise, develop personally or reveal cultural openness (trainings – 6 months maximum – fixed-term contracts, schooling in another field, entrepreneurship, personal project).

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 doesn't endanger the student academic success. According to circumstances, this condition can be translated either into a requirement of academic results or into the obligation to present a project which will reinforce the probabilities to pass 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 an academic support. The student is registered and benefits from all the services offered by the institution to each student, for the year.

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

2.2 – Voluntary suspension of studies

Regarding to the voluntary suspension of studies, the student engineer is not registered in the institution and he isn't entitled to aim for the awarding of ECTS credits.

3 Adaptations to the programme

At the suggestion of the Director of Academic Programmes, 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 : art-studies status, 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 Involvement in community activities and school life, and promotion of entrepreneurship

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 (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.

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 Double degrees

Student engineers are able to do a double degree with a French or partner foreign institution.

The programme of study, validated by the Head of the school, is tailored under a partnership agreement signed with the other institution.

CHAPTER III - CONDITIONS FOR OBTAINING THE DEGREE

The conditions for obtaining the degree are as follows :

- the programme 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 programme of study

The programme is deemed to have been 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 assessment

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 and checking that he or she fulfils the conditions for validating a period,
- allowing the 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. 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 year of study is composed of one or more periods. A period of study is composed of several course units.

a) The validation of a year is determined by :

a1 - For student engineers registered in the 1st and 2nd years of the engineering programme in 2016-2017

All course units with a grade equal to or more than 10/20 are validated, 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.

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.

Only student engineers who have validated all periods of a year can register for the next year. Irrespective of the results obtained during a period, the student engineer is authorised to continue to the next period of the same year.

With respect to student engineers who are repeaters in 2nd year during the 2016-2017 year, the 2016-2017 examination regulations do not apply to the grades and results obtained during the previous academic years. The validation and capitalisation of course units are exclusively governed by the regulations in force when the grades in question are obtained. In the event of adaptations to the programme of study, the ECTS credits are calculated based on the agreement drawn up when the student registered for the course, and set by the student engineer and the Head of the school.

a2 – With regard to the student engineers registered in 3rd year of the engineering programme in 2016-2017

A year of study is composed of one or more periods. A period is validated if the general average obtained is at least equal to 12 and if the student engineer receives an average higher than or equal to 8 for all the course units making up the period and did not receive a zero grade in any subject. In all other cases, the review committee's decision is final.

b) Validation of the ability to work abroad

Student engineers must have validated their ability to work abroad. The conditions for validating this ability are defined in the additional regulations of the schools. Mobility must be an essential prerequisite. The examination board approves the skill to work abroad. This condition only applies to students engineers registered in 1st and 2nd years and to degrees from 2018.

c) Validation of English proficiency

The schools organise sessions for students to participate in English tests or exams of outside organisations (TOEIC, TOEFL or equivalent). The aim is for student engineers undergoing initial training to obtain a B2 level and those on off-the-job training to obtain a B1 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.

Section 2 – Consequence in the event of failure

1 Diploma success conditions no validated

In the event of failure to validate the programme 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 of study (exclusion) at the Grenoble Institute of Technology,
- or, in the event of failure relating to English proficiency, specified in Chapter III – Section 1, paragraph 3, c), adaptations to the curriculum.

2 Adaptations to the programme in the event of an invalidated English language level

Once the three years of studies for the engineering programme 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 B1 or B2 level, as the case may be, is proven, provided that they have enrolled before 1 June of the academic year.

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

CHAPTER IV - ORGANISATION OF EXAMINATIONS AND REVIEW COMMITTEES

Examinations and review committees have a normal session and a resit session. The specific features related to study abroad are outlined 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.

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 programme of the examinations that must be taken again. The examination programme may relate to all subjects. Depending on the terms laid down by the additional regulations of the school, it might not be possible to resit a subject, in particular practicals and design offices. 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. The social worker takes part in the review committee meetings in an advisory role.

a. Review committee for the period

Review committees are composed of all lecturers who have provided at least 10 hours of classroom teaching during the study 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

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 or members of the committee.

Student representatives are not authorised to attend decisions.

4 Deliberation procedure

The review committee members must exercise reservation towards all students. 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 programme of study for the next period ;
- the review committee does not validate the period and determines a programme of examinations to be taken during the resit session.

b. Resit session

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

b.1 For student engineers registered in 1st and 2nd years of the engineering programme in 2015-2016

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.

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

b.2 For the student engineers registered in 3rd year of the engineering programme in 2016-2017

Case 1 : the average obtained during the normal session was higher than or equal to 12

If all course units are validated, the review committee validates the period.

If at least one of the validation conditions is not fulfilled (refer to Chapter III, Section 1, paragraph 3, a), the review committee assesses the new results and decides whether or not to validate the period. If the period is validated, the smallest average of the two sessions is kept.

Case 2 : the average obtained during the normal session was less than 12

- a) If the new average after the resit session is higher than or equal to 12 and if all course units are validated, the review committee validates the period. If at least one of the validation conditions is not fulfilled, the review committee analyses the new results and decides whether or not to validate the period.

If the period is validated, the average of the period is capped at 12.

- b) If the new average is less than 12, the review committee analyses the new results and can exceptionally validate the period.

If the period is validated, the new average is kept as average for the period.

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 may request a new deliberation of the review committee. He transmits his decision with reasons to the student engineers in question.

2 - Examination 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 takes into account the averages obtained for all the periods of the engineering programme as well as the assessments of the examination committee.

CHAPTER V - STUDY ABROAD

In connection with their tailored programme of study, student engineers can opt to study abroad. This programme, which is written out in a study contract, shall be defined beforehand by the Director of Academic Programmes, in conjunction with the programme 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's conduct and obligations

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

Validation of the programme 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 programme 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.

In certain cases where the student engineer is far from his or her permanent place of study, the institution may require the student to go to the school or, if he or she refuses, sign a release form through which the student acknowledges that he or she has been informed of the risks and assumes liability therefor, thereby releasing the Grenoble Institute of Technology from any liability.

Appendix

ADAPTATIONS TO THE PROGRAMME OF STUDY - Implementation conditions -

Appendix to the framework regulations for engineering studies and examinations,
Applicable as from the academic year 2015/2016

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 programme 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 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 Programme 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.

Social security

Social security coverage is effective during the reference period : from 01/10 of the year of enrolment to 30/09 of the following year.

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.

Social security

Social security coverage is effective during the reference period : from 01/10 of the year of enrolment to 30/09 of the following 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.

Social security

The formality for requesting continued enrolment in social security – mandatory for retaining entitlement under membership for the previous year – is incumbent upon the applicant.

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 PROGRAMME 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.

Social security

Social security coverage is effective during the reference period : from 01/10 of the year of enrolment to 30/09 of the following year.

Awarding of the degree

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