

Regulation framework for teaching and examination*

- Master course -

The following regulations are applicable from the 2016/2017 academic year.

Approved by the *Conseil des Etudes et de la Vie Universitaire (Council for University Studies and Academic Life)*,
dated 26 May 2016

Approved by the Board on 23 June 2016

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

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.

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.

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

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

Methods of assessment test are adapted to fit the directives which provide that they take into account the specific constraints of students salaried or taking particular responsibilities in the university life, the student or associative life, pregnant women, students with dependents, students invested in several courses, disabled students, artists or high level sportspersons.

2 - Admission

Art. 2-1 - Admission terms and conditions

The admission in master comes within the competency of the Président of the Grenoble Institute of Technology.

An admissions committee selects 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.

Art. 2-2 - Examination of the applications

The admissions committee examines applications from students holder of either French or foreign qualifications of a level at least equivalent to L3 to get to M1 level and of a level at least equivalent to M1 to get to M2, which wouldn't enable a direct access to the level aimed for.

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.

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.

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.

For each Master *field*, a Field Examination Board is organised, comprised at least of the Master supervisors, 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 - It is recommended :

- that M1 and M2 semesters can't be offset ;
- to set an offsetting threshold such as the TU grades have to be greater than or equal to 7 out of 20, according to the assessment of the Master supervisors ;
- that the TU internships and/or research report can't be offset regarding to the M1 and **M2** levels ;
- that the leading TU in Master training can't be offset. The definition of the leading TU is submitted to the assessment of the Master supervisors.

The accurate rules will be defined for each Master field and will be rigorously the same as the Grenoble Alpes University's ones.

Art. 5-2 - A repeat session is organised in master, at least two weeks after the publication of the results from the initial session.

Whatever the 2 session's grade is, it replaces the 1 session's one.

The M1 examination boards have to meet by order' at least in July of the current academic year, except for the special cases and are subjected to an exemption request sent to the Education, Student Life & Activities Board Vice-President.

The M2 examination boards of the session 2 will have to meet on the 15 September of the next academic year at the later.

Students are free to choose TU that they wish to re-examine among the ones which can't be offset without any threshold.

The TU which can't be offset, with a grade lower than or equal to 10 out of 20, have to be re-examined compulsory.

The TU which can be offset with a threshold set to 7, whose grade is lower than or equal to 7 out of 20, have to be re-examined compulsory. Students are free to re-examine or not the TU whose grade range from 7 out of 20 to 10 out of 20.

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.

To give up the bi-annual offsetting implies to give up receiving the diploma in session 1.

There is no 2nd session for the 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 - 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.
- Art. 5-6 - 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. 5-7 - 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.