

# Studies' Regulations for Master's programs at the Institut Polytechnique de Paris, effective from the academic year 2023-2024

Following the adoption of the study regulations by the Board of Directors of the Polytechnic Institute of Paris, it is decided that:

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## Forward

**Only officially enrolled students are authorized to attend classes and take examinations. The student badge/card serves as proof of enrollment in all situations where verification of enrollment is required (access to teaching premises, attendance at examinations, signing attendance sheets during exams, etc.).**

This document sets out the regulations for students enrolled in their first or second year of a Master's program at Institut Polytechnique de Paris (IP Paris). Exceptions to these regulations apply only to a course of study (M1 or M2) taught in partnership with external institutions and those included in the additional conditions for validating a dual degree as defined by the main awarding institution. In these specific cases, the necessary adjustments will be made to ensure compatible regulations are followed by all collaborating institutions.

# 1 Enrollment and Registration

## 1.1 Administrative Enrollment

Candidates who have been admitted must provide all necessary additional information and documents to complete the administrative enrollment process before arriving at the institute. Any changes should be declared promptly.

Visiting and cooperative program students, as well as auditors, should also register administratively using a dedicated procedure. This registration will allow their affiliated school to issue an access badge, providing access to associated resources.

## 1.2 Academic Registration

The registrar's office, also known as the office of student affairs, of the affiliated school where the enrollment program is offered, will register students for the courses of the master program and draft an academic pedagogical contract.

Access badges will be issued to students following the rules of each member school of the Institut Polytechnique de Paris.

The personalized pedagogical contract, established by the office of student affairs, will list the courses, and subjects the student has registered for during the academic year, for which he or she will take examinations and evaluations. The office of student affairs will ensure that the pedagogical contract is signed by the student, following prior validation by the program director.

# 2 Education program organization

## 2.1 Generalities

Course offerings for a Master's degree are organized into programs and majors. Upon completing successfully, the study of four calendar semesters, students will receive 120 ECTS credits. These four semesters are spread over two years of study, with each year accounting for 60 ECTS credits, equally distributed over two semesters.<sup>1</sup> The details of Master programs, majors, course descriptions, and teaching locations can be found on the IP Paris website.

The European Credit Transfer and accumulation System (ECTS) is a tool designed to make studies and courses more transparent, promoting the recognition of academic qualifications and study periods abroad.

## 2.2 Definition of a course of study

The collection of all courses in either the first year (M1) or second year (M2) of a Master's degree is referred to as a course of study (EF), which corresponds to one academic year's worth of courses. The following details shall be specified for each EF:

- A list of modules (UE) with the number of ECTS credits attributed to each one
- The selection of core and optional modules
- Rules for module compensation
- The rules for calculating the average grade for the EF

## 2.3 Definition of a module

A module, or course unit (UE), includes the following elements: {title, syllabus, attributed ECTS credits, teaching semester (S1 to S4), formative and summative assessment procedures (MCC)}.

A module cannot span two calendar semesters.

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<sup>1</sup> If the health crises emergency state and related measures are extended, more flexibility may be allowed to spread modules (and the ECTS attributed to them) between semesters, especially in the case of lab courses or courses with strong emphasis on experimental work (cannot be delivered remotely)

Assessment procedures shall be defined for each module and include:

1. Whether second examination session will be offered
2. The types of examinations in each session
3. The weights given to each type of examination, as well as the grading criteria and procedures to be used each session.

A second “resit” session (re-take) may be offered for any of the modules, except for specific modules such as those that involve practical work or internships.

The expected level of mastery is the same for both the first and resit sessions, although the type of examination may differ.

The final grade for a module at resit may include grades obtained through continuous assessment, although the proportion must be lower than or equal to that included during the first session.

If a Master’s major allows the substitution of a module from the program with a module from another program (such as an engineering program), substitution rules must be explicit, and the replacement module must have a clearly defined syllabus and assessment procedures (MCC).

Each instructor in charge of a module shall explain the teaching methods used at the beginning of the module, as well as the resulting obligations and responsibilities of the students. The types of examinations and assessment procedures shall also be presented.

### 3 PhD Track program: course of study/recognition of degree requirements

IP Paris offers a five-year PhD Track program that combines a Master’s program (two years) and a Doctoral program (three years). Applicants accepted into the program are initially enrolled in an affiliated IP Paris Master’s program as determined by the admission committee. Degree requirements are defined by attainments, requirements, and acquired skills.

Over the course of five years students are expected to:

- Complete a minimum of 100 ECTS of scientific subjects (courses, projects, etc.), with at least 60 ECTS completed during the first two years of study. These 60 ECTS, of at the Master’s level or above, must be taken from the affiliated Master’s program course offerings, unless an exception is approved by the director of the relevant Master’s program and the coordinator of the PhD Track program;
- Complete a minimum of 20 ECTS of « transversal skills » courses (career workshops, ethics, languages, entrepreneurship/innovation, etc.);
- Applicants who have successfully completed an M1 (or equivalent level in ECTS) or a second academic year of study at a French-system engineering school are eligible for admission to the PhD Track program and may fulfill up to 60 ECTS of the PhD Track program requirements;
- Submit an annual report and do a presentation for any research work conducted before enrollment in the doctoral school, and thus may be awarded a maximum of 30 ECTS/year;
- Conduct original scientific research and investigation in a laboratory, and submit a high-quality dissertation (thesis) and present their thesis defense as required by the doctorate degree;
- Abide by an annual or semestral, nominative pedagogical contract (annex 1) that lists the modules the student intends to take during a given semester or year, and undergo its examinations and assessment procedures. The pedagogical contract must be validated by the major’s coordinator or the program director, as well as the studies/education directorship for double degree students in engineering programs, before being signed by the student.

Research work conducted before enrollment in the doctoral school must be affiliated with a research laboratory and supervised by an advisor. Regular communication and meetings are expected between

the student and the advisor. The role of the advisor is to supervise, support, and advise the student, especially during the first two years of the PhD Track program. After consultation and agreement with the PhD Track program coordinator, the student may be allowed to change the affiliated laboratory within the same program.

Exceptionally, up to 20 ECTS may be recommended for transfer by the Master's program director, subject to approval of the PhD Track program coordinator.

After successfully completing, a minimum of 60 ECTS and defining his or her research project (not beyond 6 months from the start of the M2), the student is subject to a qualifying examination committee (doctoral studies selection committee) to defend the research project for the remaining three doctoral years. This selection committee is organized by the doctoral school.

- If the committee recommends the student's research project, the student may start the enrollment procedure in the doctoral school. Acquiring 120 ECTS within the PhD Track program is required to be recommended for the Master's degree of the affiliated Master's program.
- If the student's research project is not recommended by the committee, or the student chooses not to define a research project, the student may submit to the award board of the affiliated Master's program to be examined for recommendation to the Master's degree. If the student has not fulfilled the requirement of earning the necessary number of ECTS to be awarded the Master's degree (120 ECTS), a supplementary semester may be allowed for the student to complete the required number of ECTS while benefiting from the same enrollment conditions as within the PhD Track.

## 4 Assessment policies and grading criteria

### 4.1 Module assessment policies

Assessment may be individual or group-based. The grades shall be awarded to students using a numerical scale of 0 to 20. In order to facilitate international mobility, students may request a transcript with both numerical and letter grade. Upon completion of a module's examinations a student may be awarded a pass, a resit, or a fail.

If a student receives a resit, compensation may be made between modules of the same block (see § 7), provided that the resit module grade allows for compensation and is in compliance with the assessment and examination procedures of the course of study (EF).

The transcript of grades shall indicate the completed ECTS credits.

### 4.2 Absence and defaults

If a student misses all assessments and examinations without a valid justification, or if the student misses the final examination when it is the only form of assessment for a given module, the student shall be considered a defaulter.

A justified absence from the final examination may result in the student being awarded a resit.

The IP Paris Graduate School shall determine the validity of an absence justification, which must be supported by evidence (medical certificate, death certificate, examination attendance, etc.). The supporting evidence must be provided to the student affairs office of the course of study (EF) within three business days following the student's return to IP Paris. No supporting evidence shall be accepted after this period, and the absence shall be considered unjustified.

In exceptional circumstances, where an absence is justified, the faculty may propose an alternative form of assessment during the same session, while maintaining the same level of requirements to ensure fairness to other students in the course.

## 5 Discipline, plagiarism and fraud

Students of IP Paris are required to conduct themselves with decency, adhere to the regulations of the Institute, and show respect to its members. Additionally, they must follow basic rules of politeness, honesty, and ethics that are in effect within the Institute, in any host institution, and in their interactions with partners as students of the Institut Polytechnique de Paris, whether inside or outside the Institute.

All assessments must reflect the student or group's own honest work.

Any form of academic misconduct, including but not limited to:

- fraud or attempted fraud at an examination or any academic exercise in general,
- falsification of administrative documents (transcripts, results...),
- unscrupulous and dishonest behavior or any conduct inconsistent with general good order,
- a conduct inconsistent with a high standard of integrity and ethics, inside the Institute or any partner institution and any disobedience to IP Paris regulations, is subject to disciplinary action and sanctions.

### 5.1 Plagiarism

Plagiarism is defined as using another person's work, including that of fellow students, in an assessment or any academic exercise that is meant to be original, without proper citation or referencing. Plagiarism is considered an act of academic fraud and is subject to disciplinary action.

Sanctions may include expulsion from all higher education institutions for up to five years.

### 5.2 Academic Fraud

IP Paris reserves the right to use any means necessary to identify academic fraud.

If a student is caught in the act of academic fraud or attempted fraud, the chief academic proctor will take all necessary measures to stop the fraud without ending the examination of the concerned candidates. If fraud or plagiarism is detected, an official report describing the incident will be written by the chief proctor or the instructor monitoring the examination, and it will be countersigned by other proctors in the case of a written examination, and countersigned, or not, by the candidates involved in the act of fraud or attempted fraud. Refusal to countersign will also be reported in the official report.

The official report will be handed over to the coordinator of the course of study who will submit it to the Presidency of IP Paris to begin disciplinary proceedings. If the individual involved is a student of a member or a partner institution or enrolled in a dual degree program, the president/director of that institution will be informed. Sanctions may include permanent expulsion from all higher education institutions for up to five years.

### 5.3 Disciplinary actions

The coordinator of the course of study may refer any disciplinary issue to the Presidency of IP Paris. Sanctions may include permanent expulsion from all higher education institutions for up to five years (article R811-11 of the national education code).

## 6 Awarding of credits and rules for compensation and validation

### 6.1 Allocation of credits to the course unit, block, and year and minimum passing grade for the course unit.

To receive the credits for a module, a student's grade must be equal to or greater than 10/20.

A block of course units is acquired if the student obtains an average grade for the block greater than or equal to 10/20, provided that the grades for each of the course units in the block are all above the compensation threshold of 07/20.

Acquired modules and module blocks, and their awarded ECTS, may be recorded in the student's academic progression.

To obtain the 60 ECTS of the academic year, the average grade of each module block must be equal to or greater than 10/20.

## 6.2 Compensation rules between course units

Compensation between modules is allowed within a block of pedagogically coherent modules that relate to the same knowledge or skills. These module blocks are defined in the assessment procedures of the course of study. The threshold grade for compensation is 7/20. In exceptional circumstances, the compensation threshold may be modified solely for courses taught by external partner institutions, if they have different compensation rules.

A grade below the threshold of compensation leads to the year's adjournment.

In M2, the internship module or any module assessed by a dissertation cannot compensate for or be compensated by another module or block of modules.

## 6.3 Second session

If a module block is not passed in the first session, the student is automatically expected to sit for the second session examinations of the modules with a grade below 10. If the modules that were not passed in the first session do not have a second session, the first session grades of these modules shall be used to calculate the modules block average in the second session.

If a module block can be passed through compensation during the first session, the student may willingly express in writing their global refusal for compensation if a second session is scheduled.

As a result, the student is adjourned for the first session and the regulations of the second session apply entirely to the student's case.

A formal submission of refusal of compensation and grade must be made to the chair of the examinations board of the first session within five business days following the publication of the results.

The average of each second session module block is calculated using grades obtained during the second session and first session grades of ad hoc modules.

**If a course unit is retaken in the second session, the grade obtained in the second session will always be retained in the final calculation, regardless of the grade obtained in the first session for that course unit.**

Grade transcripts shall indicate the session at which the grade for each module was awarded, except internships for which only one grade is awarded.

A compulsory two-weeks delay is required between the announcement of the second session dates, times, and locations for holding the examinations, in accordance with Circular n° 2000-033 of March 1<sup>st</sup>, 2000.

## 7 Degree distinction

The certificate given to the graduate displays a distinction – from ‘standard pass’ to ‘highest honors’ – according to the average grade N awarded during M2.

- $10 \leq N < 12 \Rightarrow$  standard pass
- $12 \leq N < 14 \Rightarrow$  with honors
- $14 \leq N < 16 \Rightarrow$  with high honors
- $N \geq 16 \Rightarrow$  with highest honors

## 8 Repeating a year

The program examinations board decides whether to allow a student to repeat an academic year of M1 or M2 after considering the student’s special circumstances.

If a repetition is accepted, the student must re-enroll.

In the case of repeating a year, the student must retake all course units with a grade lower than 10 in all non-acquired blocks of course units (those with grades lower than 10).

A new academic contract must be established at the beginning of the year. It determines the course units to be retaken during the repeat year and takes into account any changes to the curriculum.

## 9 Anonymity in examinations

Anonymity in academic written examinations is not a general principle of law. However, if it is stipulated in the assessment procedures, it must be respected.

## 10 Structure and procedures of program examinations boards and award boards

### 10.1 Appointment of program examinations boards and award boards

Each master’s program and major have two official boards for both the first and second sessions: the award board (for degrees) and the program examinations board for each M1 or M2 course of study. For each program and course of study, the members of the different boards are appointed annually by the President of IP Paris after consultation with the chair of the program board (program director) and the CER.

In accordance with Circular n° 2000-033 of March 1<sup>st</sup>, 2000, regarding the organization of examinations in public higher education institutions, the members of the program examinations boards and award boards will be announced no later than 15 days before the start of the examinations period.

### 10.2 Members of program examinations boards and award boards

Each board is chaired by the chair of the board (generally the program director or the course of study coordinator) and has at least two other members. The number of members is limited to five.

### 10.3 Mission and calendar of program examinations and award boards

Program examinations boards meet for the first session and, if organized, for the second session. They have the following duties: approve the results for each module and module block, ensure each student is complying with their pedagogical contract, and summon students to a second session in accordance with the assessment procedures.

The first session award boards arbitrate the awarding of the degrees and corresponding distinctions according to the results in the M2’s first session, and the same applies to the second session award boards.

The first session award boards must be held by October 15<sup>th</sup>, 2024, and the second session board before December 1<sup>st</sup>, 2024.

The board session's minutes are issued after each session of each type of board.

## 11 Examination regulations: scheduling, access to examination venues and examinations

### 11.1 Scheduling

The date, time, duration, and venue of examinations (written, oral or practical exams) will be published on the program/Learning Management System website at least 15 days before the start of the examination period.

IP Paris strictly adheres to CPU guidelines and makes every effort to avoid scheduling examinations on religious holidays listed by the Official Journal of the French Republic. However, if scheduling an examination on another day is not possible due to course organization reasons and program constraints, the decision to coincide with a religious celebration will not affect the legality of the decision. Therefore, the institution has no obligation to reschedule the examination, and students who miss the exam, except for a valid medical reason, will be considered in default.

### 11.2 Access to examination venues

On the day of the examination, students must present their student cards and be included on the list of authorized exam takers (attendance sheet). If a student attends the examination but is not on the list, he/she may be allowed to sit for the examination. However, the grade will not be valid unless it can be verified that the student was legitimately allowed to take the exam.

Access to the examination venue is prohibited once a candidate has left the premises. Students taking the exam must sit for at least one hour, and no additional time will be granted in case of late arrival. In the event of public transport strikes or severe weather, the chief proctor may delay the opening of the envelopes containing the exams.

The officers of student affairs will prepare the examination venues by distributing papers and different color scratch papers, ensuring there are enough exam papers for the proctors, and performing other necessary tasks.

### 11.3 Examinations

Students must sit in their designated seats and work alone (unless stated otherwise) and must not disturb the order of the examination progress.

Students are not allowed to keep any documents or devices unless authorized (these must figure on the exam subject handed during the examination). Bags, folders, and other non-authorized documents or electronic devices, especially connected devices, should be switched off and placed out of reach.

Students with disabilities may be eligible for additional time in examinations and/or other special provisions, as determined by the Mission Handicap for the course of study.

Written examination subjects must include the following, in addition to the subject text itself:

- the name of the institution and the name of the school or member institution in responsible for the course of study
- the academic year, semester, degree, module name or examination subject
- the examination date
- the examination duration
- the list of authorized documents and/or devices
- the type of examination (questions, short-answer question, MCQ, essay, etc.)

The chief proctor announces the start and end times of the examination. At the end of each examination session, a report outlining the number of enrolled students, attending students, exam papers collected, and incidents that impacted the examination shall be issued.



## 12 Course evaluation by students

At the end of each semester, students will be asked to evaluate all courses for each major in every program. This evaluation will focus on the quality and organization of the course.

## 13 Internship

Students enrolled in the program must complete at least one internship, either in France or abroad, as part of their curriculum. The following criteria must be met:

- Students may undertake an internship during M1 and M2;
- An internship of four to six months shall be carried out at the end of M2 or M1, according to the distribution planned for the training components of the program;
- For the Design program only, internships are spread across M1 and M2, with a total duration of no less than 4 months;
- For the Sociology program only, the internship is optional, but a research thesis is mandatory.

Internships are an integral part of a student's education and learning experience. The institution closely monitors the pedagogical aspects of the internship, including the subject matter approved by the instructor in charge of the student's curriculum, the length of the internship, the quality of the work, the student's behavior during the internship, and the report and presentation submitted. The internship must be validated by the institution to be counted towards the student's curriculum, and the student must behave with decorum during the internship.

All internships, whether in an enterprise or laboratory, require an internship agreement between the student, Institut Polytechnique de Paris, and the hosting institution. It is the responsibility of the student to provide IP Paris with copy of the agreement, signed by all parties, before beginning the internship.

## 14 Intellectual property and confidentiality

Students must adhere to confidentiality rules during their research and thesis writing. The students agree to maintain the confidentiality of all the proprietary information of IP Paris and its research center<sup>2</sup>, whether disclosed to them or exposed to them during their research. Information includes data relating to scientific and technical know-how, expertise, and laboratory policy (financial, contracting, etc.).

## 15 Gap year

Students are permitted to take a gap year between M1 and M2, subject to the approval of the program director and the sabbatical committee of the relevant institution. The evaluation and approval process must be completed before the president of IP Paris approves the application.

## 16 Dissemination of the study regulations

The study regulations for master's level programs at IP Paris shall be made available on the IP Paris website within 30 days of the start of the first class.

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<sup>2</sup> The research center consists of all the laboratories affiliated with IP Paris, which includes any laboratory that is supervised by at least one of the member schools of IP Paris

**Pedagogical contract / PhD Track XXXX (return to student affairs office)**

LAST NAME (in capital letters): .....

FIRST NAME (in capital letters): .....

Date and place of birth: .....

Email address: .....

**Administrative enrollment**

Master Program: .....Year: (M1/M2) .....

Major: .....

Code	Semester	Nb. Of hours	Institution where the class takes place	Course name	ECTS

**VISA of the advisor**
**VISA of the program director or major coordinator**

LAST &amp; FIRST NAME: .....

LAST &amp; FIRST NAME: .....

Date: ..... Signature:

Date: .....Signature:

Remarks, if any: .....

**For engineering students in a dual degree program, VISA of the director of studies/education of their school**

Date: .....

Signature:

**Signature of the student:**

Date: .....

Signature: