



Engineering Program

RULES AND REGULATIONS

ENGINEERING CURRICULUM FOR EXCHANGE STUDENTS

2021-2022

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1 CURRICULUM

The Engineering curriculum includes lectures, small group sessions, projects and an internship, and takes place over a period of 24, 18, 12 or 6 months.

For the 24-month curriculum, students choose a study track among the five that are proposed.

Students enrolled in the 12-month programs (two semesters), and in the 6-month curriculum can choose their electives from the catalog within the schedule constraints.

The language of instruction is English.

1.1 24-month curriculum

A Fall semester (beginning of October/end of February), a Spring semester (beginning of March/end of June), and another Fall semester (year N+1), followed by the final internship.

1.2 18-month curriculum

A Fall semester (beginning of October/end of February), and a Spring semester (beginning of March/end of June), or a Spring semester (beginning of March/end of June), and a Fall semester (beginning of October/end of February), followed by the final internship.

1.3 12-month curriculum (two semesters or one semester, and an internship semester)

The 12-month program begins either in the Fall or in the Spring semester. For students who have chosen a semester of courses followed by an internship semester, the internship will take place either between July and December (if they began in the Spring), or between March and August if they started in the Fall.

Students can choose their courses freely, but within the schedule constraints.

1.4 6-month curriculum

The 6-month program begins either in the Fall or in the Spring semester. Students can choose their courses freely, but within the schedule constraints. Students must meet their school of origin's obligations.

1.5 The final-year project (PFE)

The final-year project takes the form of a professional thesis based on an internship and a dissertation which students defend before a jury. The purpose of the final-year internship is to prepare students for their transition to the corporate world.

At the end of their internship, students must demonstrate the ability to:

- Be a team player, and demonstrate adaptability and interpersonal skills.
- Be able to manage time across the different phases of their work assignments.
- Know how to present the progress of their work.
- Be able to carry out substantial tasks that showcase knowledge and know-how, both theoretical and practical, acquired during their training.
- Be able to analyze the internship topic through analytical and/or formal and bibliographical approaches of the subject.
- Be able to provide a relevant and substantial contribution to the host company.
- Be able to present and analyze the results, and draw conclusions from the work carried out, both orally and in writing.

The final-year internship covers at least 24 weeks over a period of one semester, and usually takes place in a company. In exceptional cases, part of the internship may be carried out in a R&D laboratory. During their curriculum students are required to complete a minimum of 14 weeks of internship in a company.

Students are responsible for contacting companies and obtaining interviews to be recruited as interns. They are assisted in their search by Academic Affairs, which provides a database of internship offers.

The company and the topic must be validated by Academic Affairs before students begin their internship. All internships are subject to a contractual agreement which specifies the name of the company supervisor and the school's academic director.

2 CREDIT ACQUISITIONS

2.1 Semesters – ECTS credits - Teaching units

Each academic year is made up of inseparable and compulsory Teaching Units representing a total of 60 ECTS credits per year. Each year is made up of two semesters of 30 ECTS credits each.

Courses are presented in the form of teaching units (TU) with Components (CPTU). The names of the teaching units and components as well as the names of the relevant professors are specified.

ECTS credits are granted for each type of teaching unit (UE) (language courses, SHS, technical courses), as well as for the project teaching unit and the internship.

Each component (CPTU) has a set number of ECTS credits and a coefficient used to calculate the weighted average within teaching units.

The list of teaching units and the corresponding ECTS credits are set for each semester of each academic year. The different tracks are organized equally so to build balanced and homogeneous curricula.

All of the teaching units of one year, their credits, and their validation terms, are communicated to students at the beginning of the year.

2.2 Minimum number of credits for the 24-month curriculum

A total of 120 ECTS credits are required to complete the 24-month program (90 teaching credits and 30 credits for the professional thesis). These credits are distributed as follows:

Course semesters	ECTS credits
Technical teaching units	65
SHS teaching units	12
Project (200 hours)	10
Foreign languages	3
Professional thesis semester	
Internship	30

2.3 Minimum number of credits for the 18-month curriculum

A total of 90 ECTS credits are required to validate the 18-month program (60 teaching credits and 30 credits for the professional thesis). These credits are distributed as follows:

Course semesters	ECTS credits
Technical teaching units	40
SHS teaching units	8
Project (200 hours)	10
Foreign languages	2
Professional thesis semester	
Internship	30

2.4 Minimum number of credits for the 12-month curriculum

A total of 60 ECTS credits are required to validate the 12-month program (30 teaching credits of which 10 can be received through a project and 30 credits for the professional thesis or 60 teaching credits of which 20 can be received through projects). These credits are distributed as follows:

Course semesters	ECTS credits
Technical teaching units	15
SHS teaching units	4
Project (200 hours)*	10
Foreign languages	1

*The project is not a requirement. Project credits will then be replaced by technical teaching units.

Professional thesis semester	
Internship	30

Or

Course semesters	ECTS credits
Technical teaching units	40
SHS teaching units	8
Project (200 hours)*	10
Foreign languages	2

*The project is not a requirement. Project credits will then be replaced by technical teaching units.

3 ASSESSMENTS

3.1 Assessment of teaching units

3.1.1 Methods

At the beginning of the year, the faculty of each teaching unit provides students with a list of the learning outcomes (knowledge, abilities and/or skills).

For each teaching unit, the evaluation of the learning outcomes may include a continuous assessment and/or a final assessment. It can also include an assessment of the practical work, and/or of a tutored project or a personal work related to the teaching unit.

Based on the faculty decision, assessment of the teaching components can be based, uniformly within a UE, on:

- Grades or
- An assessment of learning outcomes

Whatever the method, the principle of compensation within the teaching unit applies.

3.2 Assessment of internships and projects

3.2.1 Assessment of projects

Projects are evaluated on the basis of a written report and an oral defense, according to the following criteria:

- Analysis of the topic/issue (coefficient 2)
- Outcomes (coefficient 2)
- Project management (coefficient 1)
- Written report (coefficient 1)
- Oral exam (coefficient 1)

3.2.2 Assessment of the final-year internship

Final internships are defended before an internship panel, and assessed based on five criteria:

- Analysis of the topic/issue: the analytical, formal, and bibliographical approach of the subject.
- Results: the usefulness of the results for the host company.
- Project management: how students defined the topic, analyzed the phases, reviewed their progress at regular intervals (in particular by communicating regularly with the academic director), and managed unforeseen events (changes in topic, deadlines, etc.).
- Quality of the written report: presentation of the report, clarity, precision, references used, oral skills.
- Quality of the defense: quality of the presentation, capacity for synthesizing, speech delivery, relevance of demonstrations, if any.

For each criterion, a score out of 20 is assigned by the jury. The five scores are combined and weighted as follows:

- Coefficient 1 for the project management, the oral presentation and the report
- Coefficient 2 for the conceptual work and analysis of the issue at stake and the results

3.3 Validation of teaching units

The academic year includes two examination sessions.

At the end of the 1st session, the teaching unit team meets to assess each student's outcomes. The assessment is defined by the four following levels:

- "Mastered": the student masters all the learning outcomes of the teaching unit.
- "Achieved": the student has acquired the key expected learning outcomes.
- "Partially acquired": the student has acquired some of the expected outcomes, but shows gaps in knowledge.
- "Not acquired": the student shows important gaps.

Students who receive a grade equal to or greater than 10/20 obtain the "Acquired" or "Mastered" status, when grades are used for the assessment.

Students who receive the "Acquired" and "Mastered" status get their teaching unit validated and the corresponding ECTS credits. The validation of teaching units and credits is definitive.

3.3.1 Results of the first assessment session

An average is calculated for the 1st session of the teaching unit using the numerical grades obtained in the components of the same teaching unit, and by applying the coefficients:

- If the average mark of the teaching unit is greater than or equal to 10/20, the student receives the ECTS credits of said teaching unit.
- In not, the student is authorized to take the tests at the 2nd session for the components with a grade below 10/20.

3.3.2 Results of the second assessment session

The 2nd session tests only take place for the semester and for the components students did not pass during the 1st session. The component grades greater than or equal to 10/20 received at the 1st session are maintained for the calculation of the 2nd session grade average.

Following the tests of the 2nd session, the teaching unit jury meets again as it does after the 1st session. If the average mark of the teaching unit is greater than or equal to 10/20, the student receives the ECTS credits of said teaching unit.

The level of the teaching unit obtained at the end of the 2nd session becomes "Acquired".

In case the average of the teaching unit is below 10/20, the jury who meets after the 2nd session may propose to validate the teaching unit if it deems the missing learning outcomes as sufficient. In which case, the level of the teaching unit becomes "Acquired" and the student receives the corresponding credits.

If, at the end of the 2nd session a teaching unit is not validated, the student's report shows this unit as "With a debt" (see 3.7.2).

3.4 Validation of projects

For the teaching unit project to be accepted, students must obtain a final grade of at least 10/20.

Semester projects can be made up based on the terms set by the Teaching Committee.

3.5 Validation of internships

3.5.1 Final-year internship

To obtain ECTS credits for the internship teaching unit, students must obtain a final grade of at least 10/20.

Only one professional thesis defense is allowed, except in the case of a medical reason duly justified by a doctor.

If the professional thesis work is deemed insufficient, the internship jury (cf. 4.2.2) may request that it be further developed in a manner to be decided at the Teaching Committee meeting. A complete repetition of the internship is also possible, in which case the student will do a new internship.

3.6 *Semi-annual pedagogical assessment*

A pedagogical assessment is organized at the end of each semester. It is held by class or by field of study if necessary, with faculty members and student representatives present.

3.7 *Validation of the academic year*

3.7.1 *Criteria*

The year is validated if students obtain 60 ECTS credits, i.e. if they validate all the teaching units.

The jury may propose that a student who does not have 60 ECTS credits still advance to the next year.

In this case, the student will have "debts" and will need to validate the missing teaching units in the following year(s). After the juries make their decisions, the teaching committee defines the terms for the validation of the teaching units "with a debt".

3.7.2 *Teaching units with a debt*

Students who have teaching units with a debt and who advance to the next year keep all the components' grades greater than or equal to 10 that they received at the 1st or 2nd session. The following year, they will only retake the exams for which the mark was still below 10 after the 2nd session, including the laboratory sessions (French acronym:TPs) and problem sessions (French acronym: TDs) (oral if necessary). The average of the teaching unit with a debt is then calculated with the new grades, and the grades are maintained.

Students with a teaching unit with a debt who repeat the year (complete repetition of the year) resit all the components of said teaching unit that was not validated. No grade of a teaching unit with a debt is maintained. The ECTS credits acquired in the other teaching units are definitively maintained.

In all cases (advancing to the next year with one or several debt(s) or repeating the year), a study contract specifying the subject matters to be passed will be issued by Academic Affairs and co-signed by the student.

4 EXAMS AND JURIES

4.1 Examination sessions

For each semester of the academic year, two examination sessions are organized.

Only students registered in the components of a teaching unit will be able to take an exam.

For each component, a make-up exam is possible at the second session.

Students who did not attend the first examination session without a valid reason will not be able to attend the second examination session of the relevant component.

The schedule of examination sessions is communicated each semester by Academic Affairs.

Semester projects can be made up based on the terms set by the Teaching Committee.

Only one professional thesis defense is allowed, except in the case of a medical reason duly justified by a doctor.

4.1.1 Absences

Students must attend the examination sessions of the courses in which they are registered. Absences from exams without a medical certificate written in French or English sent to Academic Affairs will result in the cancellation of the relevant credits without the possibility of a make-up session.

Any unjustified absence from an exam will result in a grade of zero (when the assessment is based on grades).

For students with a valid absence to one or several tests, the exam taken during the 2nd session will serve as the first session exam. The result of the test will then replace the results of the tests not taken by the student. The terms of any make-up session are decided on a case-by-case basis.

4.1.2 Frauds

The terms for the examinations as well as the consequences of any fraud (including plagiarism) are specified to students by Academic Affairs for each Teaching Component before each examination session.

Any misbehavior during exams will result in the nullification of the exams and disciplinary sanctions may be taken by the Disciplinary Board and communicated to Academic Affairs and the Teaching Committee.

4.2 Juries

4.2.1 Teaching unit juries

Teaching unit juries are made up of the teaching unit academic heads and professors. They decide on the awarding of ECTS credits after each examination session, and recommend decisions to the Teaching Committee.

A semi-annual assessment is made by Academic Affairs to identify students who may face difficulties early on.

4.2.2 Juries of final-year internships

These juries are made up of the academic head and the representative of the host company or, failing that, an outside specialist.

4.2.3 Annual jury

The jury reviews all students who have not obtained 60 ECTS credits.

The jury may decide to set up individual hearings with students who have failed.

For each of these students, a proposal is submitted to the first-year Teaching Committee:

- Validation of the teaching units whose level is "partially acquired"
- Admission with a teaching unit with a debt
- Authorization to repeat the year, or exclusion

Academic Affairs informs these students of the Teaching Committee's proposals.

For students who do not meet the criteria to advance to the next year, the jury may propose to the Teaching Committee that they be allowed to repeat the year or that they be excluded. Exclusions require a motivated decision by the jury to the Teaching Committee.

4.2.4 Appeals

Following the juries' recommendations, students have 72 hours to submit a written request for appeal to Academic Affairs who reviews them in the presence of the students' elected representatives.

4.2.5 Teaching Committee

The Teaching Committee reviews the results of all students who are administratively registered in the year, and the juries' proposals. It also makes sure that every student is treated equally across all tracks and its decisions are final. The Teaching Committee is made up of EURECOM's permanent research professors, a representative of Academic Affairs, a representative of the founding member and representatives of the academic members. Four students (including the President of the Students Association [BDE] and three students elected by the student body) also attend the meetings but without voting rights. The committee is chaired by the scientific and academic director.

The Teaching Committee makes the final decision on:

- Validation of the year
- The possible validation of one or several teaching units with the level "Partially acquired"
- The admission with a teaching unit with a debt
- The terms to repeat a course
- The possibility to repeat a year or the exclusion of failing students

The teaching Committee's decisions are communicated to students via Academic Affairs. For students who repeat a year, a study contract specifying the teaching unit to be passed is issued by Academic Affairs and co-signed by the student.

The Teaching Committee may decide to exclude a student following an interview and the recommendations of the juries. These student may have to return to their school of origin without validating their curriculum at EURECOM.

4.2.6 Disciplinary Board

The permanent members of the Disciplinary Board are the School Director, the Head of Academic Affairs and the professors in charge of the study tracks.

The board decides on possible sanctions to be taken

- following cases of examination fraud,
- more generally, in case a student did not comply with the responsibilities set out in the Academic Charter.

The Discipline Board may decide to exclude a student for failure to comply with the above after an interview.

Date: Wednesday, September 29, 2021

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