



CA de l'École polytechnique du 15 mars 2018

Pièce n°15

Règlement de scolarité des « Graduate Degree »

Chaque année, le règlement des études des différents cycles de formation est validé par le conseil d'administration.

Le règlement des Graduate Degree est mis à jour en 2018 afin de préciser les modalités de remboursement (section 9) des frais de formation en cas de départ d'un étudiant à savoir que les droits sont intégralement dus pour l'année en cours même en cas de démission ou d'expulsion.

Les changements apportés à ce titre sont surlignés en jaune pour faciliter leur identification.

En conséquence, il est proposé au conseil d'administration la délibération suivante :

Délibération :

Le Conseil d'administration approuve le règlement de scolarité des « Graduate Degree » pour application à la rentrée universitaire 2018.

STUDY REGULATION GRADUATE DEGREE PROGRAMS ÉCOLE POLYTECHNIQUE 2017-2018

Reference texts

Education Code – Articles L.675-1 et L.755-1.

Decree n° 2015-1176 dated 24 september 2015 relating to the organization and the administrative and financial status of École Polytechnique ;

The recommendation of the l'École Polytechnique Board of Directors dated 23 June 2016 relating to the creation and organization of the Graduate Degree programs and diplomas ;

Decision n° xxxxxx EP/PCA dated *date month year* setting the Graduate Degree's programs tuition fees ;

1. Main terms

This study regulation defines the general principles governing the selection of candidates, their admission to the Graduate Degree programs offered by the École Polytechnique, and the academic processes during the two years of the degree.

It applies to students entering the program from the academic year 2017-2018. It may be revised annually, after consultation, by the pre-planning board or by the post-planning board of Ecole Polytechnique.

An Ecole Polytechnique's Graduate Degree program is a specialization leading to the "Graduate Degree of Ecole Polytechnique" diploma entirely taught in English. All the courses of the Graduate Degree programs are described on the website <https://portail.polytechnique.edu/graduatedegree/>.

Ecole Polytechnique's Graduate Degree Programs can be implemented directly by the Ecole Polytechnique or in partnership with other higher education institutions. In the latter case, the organization of certain educational activities can be carried out with partner institutions.

The fundamental principle for graduation is the obligation of result which guarantees the level of quality of students receiving a diploma « Graduate Degree » from the Ecole Polytechnique. The certification of studies is the responsibility of competent committee.

2. Program structure

Each program covers a period of two years and a total of 140 ECTS credits, except in special cases. It consists of a coherent set of educational activities, some of which can be organized in collaboration with partner institutions.

Per year, the curriculum is composed of:

- Minimum 30 ECTS credits of courses in Science, Technology and Engineering Science
- Minimum 10 ECTS credits of courses in Management, Innovation and Entrepreneurship

All programs also include the following courses:

- Humanities and French Culture: 3 ECTS credits per year
- Languages: 3 ECTS credits per year
- Sport : 2 ECTS credits per year
- Internship : minimum 20 ECTS for 4 months per year

The number of ECTS credits per course is indicated on the website <https://portail.polytechnique.edu/graduatedegree/>. The course descriptions can be found on the Moodle platform: <https://moodle.polytechnique.fr/?lang=en>

3. Recruitment and admission of candidates

3.1. Application process

Pre-selected candidates must hold a bachelor's degree or its equivalent for admission at the graduate level.

They must complete an online application form. This application must include, for the academic part, a resume, a statement of purpose including the professional project of the applicant, a copy of transcripts for each year of their past studies and the names of two recommenders.

Candidates must pay an application fee. If they apply to several programs, they must pay application fees for each program.

For the academic year 2017/2018, candidates with a master's degree or who have validated at least 60 ECTS credits for a first year of graduate study, can exceptionally be allowed to apply for the second year of the Economics, Data Analytics & Corporate Strategy program and the Environment Management in Energy Science & Technology program. The application procedure is the same as above; applicants must submit the above-mentioned supporting documents and a transcript of the first year of graduate study.

3.2. Admission committee

Applications are considered by an admission committee chaired by the vice president for academic affairs and research of the Ecole Polytechnique (or his representative). The admission committee is composed of:

- professors from Ecole Polytechnique
- professors from partner-institutions if appropriate
- the director of program
- the Dean of the PhD program
- A representative of the vice president for international relations and external stakeholders may also be invited.

The selection criteria are as a priority criteria of excellence in terms of academic results. Personal motivation and professional project of the candidates are also key factors, given the purpose of the academic offer.

After the admissions committee meeting, admission decisions are transmitted to the applicants through the online application system within 5 days. A proof of admission, sole authentic document is then sent by mail.

3.3. Admission confirmation

Admission of candidates in a Graduate Degree program at Ecole Polytechnique is pronounced by the president of Ecole Polytechnique.

All notices given by admissions committees at various meetings of the same annual recruitment campaign is collected in a single document signed by the vice president for academic affairs and

research. If the admission process includes a partner-institutions' committee, the list of candidates they have admitted is also in this document. Based on this document, the vice president for academic affairs and research submits to President of Ecole Polytechnique the list of admitted candidates.

4. Administrative enrolment

Enrolment at the Ecole Polytechnique is conditional upon payment of fees. But if the accounting department of the Ecole Polytechnique allows a student to pay in several instalments, the student is enrolled only when he or she has paid a 10 % deposit except for students who get a scholarship. Registration with a health insurance scheme is compulsory.

Students must provide a proof of liability insurance.

Enrolment at the Ecole Polytechnique and access to the campus are conditional upon the results of the ministry of the Armed Forces security checks.

Students must also have completed a compulsory medical examination.

A student, who has not completed enrolment or is in debt to the Ecole Polytechnique, is not eligible to sit in any examination.

Upon his/her arrival, each student is given a badge which is also a student card. He/she must return it to the Ecole Polytechnique at the end of his/her training. This badge gives access to the campus - including the research laboratories- and to the library and the school canteen.

Students may wish be housed on campus in that case students must confirm their request at the time of application to the program and no later than June 30

5. Academic enrolment

5.1. Individual Study plan

Once the student has chosen the list of courses he/she will attend, an individual study plan is set-up written both in French and English. The study plan describes the list of TU followed and the number of ECTS granted and must be approved by the program Director

The examination mode of each TU is defined and communicated to the student during the first class of the TU.

Ecole Polytechnique reserves the right not to open a non-mandatory TU.

The individual study plan is to be electronically signed by the student and the director for administrative affairs & student services of Graduate Degree programs. It can be reviewed with the agreement of the director of program.

5.2. Course exemptions

Students are entitled to three types of exemption:

- Medical exemption request for sport: Students may be exempted from playing sport if they can provide a medical exemption certificate from a doctor. In order to validate the Sport module for the award of the degree, exempt students are required to write up a dissertation on a sport-related topic. This academic work must be submitted by the end of term 2. The choice of topic is defined with the Office for Physical Education (Bureau de la Formation Sportive – BFS) once the medical exemption request is validated.

- French language course: Students whose French level is higher than B1 are exempt from French language course. As languages remain compulsory, they must select another class in the course catalogue of the Department for Languages and cultures.

- Humanities and French Culture: Students who have previously completed a full academic year in Social Sciences and Humanities in France can request an academic equivalency. The Director for Administrative Affairs and Students Services will assess the relevance of their request, based on the transcripts provided by the students. The student may then be exempted from taking the course or asked to do some additional work.

5.3. Tutoring

Students are entitled to tutoring sessions if they feel the need to. In particular, students who must re-take exams or students who have failed one or several exams are highly encouraged to attend tutoring sessions during term 2. Tutoring sessions meet once a week in order to prepare re-take exams and/or for the whole length of the term. Sessions consist of a small group of students and are led by a professor or a PhD student.

5.4. Attendance requirement

Attendance in all scheduled courses is mandatory. All absences must be justified and documented. The Graduate Degree Program Office is charged with validating the authenticity of the documentation provided to justify absences from class and/or exams.

Beyond 3 unjustified absences, the student shall be summoned by the Director of the Graduate Degree program to analyze the reasons. More specifically, three unexcused absences in courses, labs, seminars, sport and language classes, tutorials will result in a maximum coursework grade of C. Repeated unexcused absences in course activities or unexcused absence from exams are grounds for exclusion which can be pronounced by the President of Ecole Polytechnique.

6. Student representative

The role of the student representative is to give the student's perspective to faculty and administrative staff on the program (courses, curriculum on the whole, exams, internships, life on campus, etc.). He or she is expected to canvass opinions from all the students enrolled in the program, especially students facing academic and/or personal difficulties.

In the first year, the student representative is required to attend all the academic committees as well as the examination committee.

In the second year, the student representative is required to attend all the academic committees and the validation committee.

The committees are primarily concerned with academic matters, but anything which may affect academic achievement is relevant.

Elections are held during the first term of the year. One representative is elected for each year of every graduate degree program. If the class is composed of more than 20 students, two representatives may be elected. A substitute/replacement must also be nominated by the representative in case he or she is not available to attend the committees. The normal period of service is one academic year. However, students are allowed to be re-elected for the second year.

7. Assessment

The validation of the academic program is subject to the validation of the various modules: courses, seminars, exams and internships.

7.1. Module assessment

A	Passing	Excellent	
B	Passing	Good	
C	Passing	Satisfactory-average	
D	Failing	Insufficient	Compensation option (with grade A or B)
E	Failing	Very Insufficient	Compensation option (with grade A only)
F	Failing	Disciplinary Grade	No compensation option – retake exam is compulsory

A TU (teaching unit) is validated if the student gets a C or more.

F corresponds to a disciplinary grade in case of admitted or suspected academic/ behavioral misconduct (e.g. unauthorized communication during exams, unauthorized materials during exams, copying, disorderly conduct, identity misuse, plagiarism, false information, etc.). This grade represents a warning and students are usually directly allowed to attend a re-take exam. In case of a serious violation or frequent violations of study regulation, the following decisions may be imposed by the appropriate committee (see articles 7.5 and 7.6) probation, suspension (for the current academic year) or expulsion from the institution.

Right of appeal: to ask for a grade review, students must write and sign a letter to the professor, the program director and to the director for administrative affairs & student services of Graduate Degree programs within a week after the publication of results.

7.2. Plagiarism and cheating

Evaluation of knowledge acquired throughout the course seeks to assess students' individual and group work skills. All coursework produced by students must be his/her own personal work or the work of his/her group for instances involving group work.

Plagiarism means the representation of another's work, published or unpublished, as his or her own in any academic writing (e.g. essay, thesis, research report, project or assignment) submitted in a course, whether the material so represented constitutes a part or the entirety of the work submitted. Ecole Polytechnique reserves the right to employ the means necessary to identify plagiarism and cheating, and to prosecute such offences in accordance with the institution's rules and regulations.

7.3. Compensation

The Examination committee (see article 7.6) or the Validation Committee (see article 5.7) can decide to compensate a non-validated TU by another. Consequently ECTS credits will be credited even if the grade is lower than C. The compensation is not automatic.

It can occur only on specific circumstances:

- TU grade must be E or higher
- A grade can compensate D or E grade; B grade can compensate D grade
- One TU can be used only once to compensate another TU
- Not all TU can compensate another TU
- o A scientific TU can only be compensated by another scientific TU ¹
- o Internships and sport cannot be compensated

7.4. Re-take examinations

Re-take examinations are offered to students who were graded D, E or F. Students cannot do a re-take exam for a B or C.

The grade obtained at a re-take exam is substituted to the original one if superior to the original grade. The maximum grade for a re-take exam is C.

If a student is absent during the original examination for medical reason, he/she can attend the re-take examination. A medical certificate must be sent to the professor. The full grading scale is then used (no restriction to C).

Sports, languages and internships do not have re-take exams.

7.5. The Academic Committees (“Conseils des études”)

The Academic committees are held at the end of each term (usually 4 to 5 weeks after the last exam). It is composed of the following members

- Program directors
- Professors involved in the program who wish to attend
- Director for Academic and Students Services – Graduate Degree Programs
- Student Representative

Based on the survey and feedback data from students and professors as well as the student academic results of the previous period, the role of the academic committee is three-fold:

1-Confirming the validity of grades. If necessary, reviewing grading criteria and harmonizing grades. (As grades may be awarded by different evaluators in a course, they are subject to harmonization. If the committee identifies important differences in notation between evaluators, they may decide to harmonize the grades.)

¹ Courses in Biology (BIO) / Chemistry (CHI) / Economics (ECO) / Computer Science (INF) / Pure Mathematics (MAT) / Applied Mathematics (MAP) / Mechanics (MEC) / Physics (PHY) / Management and Innovation Entrepreneurship (MIE) compensate one another. Sport, Languages and Humanities courses cannot compensate scientific courses. And vice versa.

2-Reviewing academic progress for each student. Granting or refusing compensations (i.e. if a non-validated course can be compensated by another). Identifying students who will have to do re-take exams and who may need tutoring. Suggesting actions on how to help each student facing academic difficulties.

3-Monitoring the quality of courses and of the curriculum as a whole. Highlighting learning, teaching and assessment issues. Identifying courses in which the grades are unsatisfactory and suggesting actions to improve assessment outcomes.

7.6. The Examination Committee and the Validation Committees

Held at the end of each year, these committees are composed of the following members:

- The Vice-President for Academic Affairs and Research, or its representative
- Program directors
- For double/joint degrees: representative of partner institution
- Professors involved in the program who wish to attend
- Representative from the Office for Physical Education
- Director for Academic and Students Services – Graduate Degree Programs
- Student Representative

Held at the end of the first year, the Examination Committee (“Jury de passage”) decides for each student, on the basis of his/her academic performance, whether he or she should advance to the next year, advance conditionally, repeat the year or withdraw from the program.

Held at the end of the second year, the role of the Validation Committee (“jury de validation”) is as follows:

- 1-Reviewing whether each student meets all the administrative and academic requirements for the award of the degree. Confirming whether or not to grant the degree to each student.
- 2-Confirming cumulative GPA and honors for each student
- 3-For students who are not being awarded with the degree, determining if they should repeat the year or which additional exams they should retake in order to complete the requirements. In case of very unsatisfactory results, students may be excluded from the program by the Validation Committee.

7.7. Repeat

On specific circumstances, repeating can be allowed only once by the competent committee (examination or validation committee). All passed TU can be kept, all TU with a grade lower than C must be repeated. Compensation system is then not applicable.

8. Diploma and GPA (Grade Point Average)

Students who have successfully completed the learning requirements and have complied with the administrative requirements will receive a diploma called Graduate Degree of Ecole Polytechnique, followed by the name of the program.

Only the logo of Ecole Polytechnique will be present on the diploma.

Diploma will be delivered in French and English.

Students cannot receive their diplomas unless all administrative formalities have been completed including payment of required fees.

Successful student will be graded with a cumulative GPA at the end of the second year.

Each TU ratio used in GPA calculation is the number of ECTS credits of the TU compared to the ECTS credits total.

Validation Committee will decide if the diploma is delivered with distinction. Decision will be based on GPA results and the results of each individual course. If compensation of a scientific TU occurs, no distinction will be delivered.

Detailed validation criteria specific to each program are defined by an individual study plan given to each student at the start of the academic year.

9. Tuition fees

The amount of tuition fees is determined by the President of Ecole Polytechnique and are not refundable. *

Students are expected to pay all financial obligations to Ecole Polytechnique's Accounting Department (*Agence Comptable*) within the timelines developed and communicated by the Graduate Degree Program Office.

Students are committed to paying the entirety of their annual tuition fees by October 15. Tuition fees must be paid annually in order for students to progress from one year to the next. Tuition fees for the Program's entirety must be paid before graduation.

Terms of payment can be adapted for each student by the Accounting Department at the beginning of the Program; students must meet with the Accounting Department to conclude a special arrangement before October 15.

Deposit: during the administrative registration process, the students are required to pay a 10% deposit of the first year's tuition fees, except for students who have a scholarship. This amount is non-refundable in case of withdrawal.

The deposit could only be refunded in the two following cases:

- The student has to withdraw for medical issues. He or she must provide a medical certificate.
- Administrative registration cancellation by Ecole Polytechnique because the student does not fulfill the academic criteria described in the Admission letter at the start of the program.

**Students can exceptionally claim for a refund if they withdraw from study at the Ecole Polytechnique (before completion of their course but after paying some or all of their tuition fees) in three cases:*

1. *serious medical reasons in which the student is unable to continue in the Program (official physician's statement required)*
2. *expulsion*
3. *resignation*

The following rules apply:

- *In the case of serious medical reasons will refund:
50% of the amount of the fees not yet allocated at the time of departure if it occurs before December 31
30% if it occurs between January 1 and March 1
No refunds will be paid after March 2*
- *In the case of resignation or expulsion :*
 - *prior to September 1, the 10% deposit will not be refunded by Ecole Polytechnique*
 - *After September 1, no refunds will be paid*

Jacques Biot
President of the Board of Directors