



# EURECOM's Curriculum for EXCHANGE STUDENTS

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## RULES AND REGULATIONS

2022-2023

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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 12 or 6 months.

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

The language of instruction is English.

## 1.1 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 must meet their school of origin's obligations.

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

## 1.2 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.

## 1.3 The final-year project (PFE)

### 1.3.1 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 PFE internship covers at least 20 weeks (outside holidays) over six months, and is carried out in a university or corporate R&D lab.

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 or research lab.

- Be able to present and analyze the results, and draw conclusions from the work carried out, both orally and in writing.

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

The company and the topic must be pre-approved by Student Affairs. All internships are subject to a contractual agreement which specifies the name of the company supervisor and the school's academic director.

The final-year internship validates 30 ECTS credits

The final-year internship covers at least 20 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.

## 2 CREDIT ACQUISITIONS

### 2.1 *Minimum number of credits for the 12-month curriculum*

A total of 60 ECTS credits are required to validate a complete 12-month program.

### 2.2 *Minimum number of credits for the 6-month curriculum*

A total of 30 ECTS credits are required to validate a complete 12-month program .

## 3 ASSESSMENTS

### 3.1 *Assessment of teaching units*

#### 3.1.1 **Methods**

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

For each teaching components 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 components

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 of the unit is defined by a grade between A+ and F. The grading system is as follows:

- A+ = 18 - 20           OUTSTANDING
- A = 16 - <18       EXCELLENT
- B = 14 - <16       VERY GOOD
- C = 12 - <14       GOOD
- D = 11 - <12       SATISFACTORY
- E = 10 - <11       FAIR
- F = 0 - <10       NOT VALID

Students who receive an "A" to "E" grade get their teaching unit validated and the corresponding ECTS credits. An F means that the unit is not validated and no ECTS credits are awarded for this unit. The validation of teaching units and credits is definitive.

### 3.3.1 Results of the first assessment session

- In the case of a grade-based assessment, the average of the 1st session of the unit is calculated based on the grades obtained in each component of the unit, and by applying the coefficients provided in the syllabus. 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 and the status corresponding to the average.
- If a student has chosen one or more additional courses within a unit, he/she can ask Student Affairs to drop these additional courses, provided that the minimum number of courses of said teaching unit is respected. In this case, these courses will not appear on the student's transcript and the average and grade of the teaching unit will be recalculated based on the grades and coefficients of the remaining courses.
- If the average of the teaching unit is below 10/20, the student is asked to take the exams at the 2d session for the components with a grade below 10/20.
- The student is not authorized to take the exams of the 2d session for the components of a validated Teaching unit, whatever the mark obtained in this component.
- The student is not authorized to take the exams of the 2d session for the components of a unit that is not validated in which he/she received a mark higher or equal to 10/20.
- In a learning outcome-based assessment, the jury of the unit gives directly the unit grade based on the level of the skills assessed. For an F grade, the student is called for the exams of the 2d session, according to the terms proposed by the unit jury.

### 3.3.2 Results of the second assessment session

The exams of the 2d session are organized by semester only for the components for which the student had a mark below 10 and which are included in a teaching unit that the student did not validate in the first session. The component grades greater than or equal to 10/20 received at the 1st session are maintained for the calculation of the 2d session grade average.

Following the exams of the 2d 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, and the jury validates the learning outcomes when evaluating student's learning, the student receives the ECTS credits of said teaching unit.

In case the average of the teaching unit is below 10/20, the jury may propose to validate the teaching unit through a jury decision if it deems the learning outcomes as sufficient. In this case, the students receives the ECTS credits for this unit with the E grade.

If, at the end of the 2d 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 their project to be validated, students must obtain a final grade of at least 10/20 in a grade-based assessment, or validate the required competencies in a learning outcome-based assessment. Even if the project is carried out in a group, the assessment is individual and may differ among students in the same group.

If the project is not validated, the teaching committee decides on the possibility of making up the project and defines the terms (e.g. new report, additional work, etc.). This is not systematic and it will depend on the quality of the student's work and his/her personal investment during the project.

If this possibility is not authorized by the teaching committee, the student does not validate the corresponding unit and must repeat it.

## **3.5 Validation of internships**

### **3.5.1 Summer internships**

Students can carry out a summer internship. This is optional. The report from the summer internship must be validated by the internship supervisor in the research or corporate lab. However, students do not get credits for it, but it will be mentioned in their grade/skill transcript delivered with the diploma.

### **3.5.2 Final-year internship**

To obtain ECTS credits for the internship unit, students must validate their learning outcomes corresponding to this teaching unit. In case of a grade-based assessment, their final grade must be at least 10 over 20. The final-year project must last at least 20 weeks.

Only one professional thesis defense is allowed.

If the professional thesis is deemed insufficient, the internship jury (cf. 4.21.) 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 Transfer of credits**

### **3.7.1 Criteria**

Obtained credits will be transferred to home University.

## **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 Student Affairs.

The Teaching Committee may authorize a student to make up a project. The terms are 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 or in case of *force majeure*.

#### 4.1.1 Absences and late arrivals

Students must arrive on time at the examination sessions of the courses in which they are registered. Absences from exams without a medical certificate written in French or English and sent to Student Affairs beforehand 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 (in a grade-based assessment). Student who are late will not be allowed to take the exam once the distribution of subjects has begun. They will be considered absent.

For students with a valid absence to one or several exams, the exam taken during the 2d session will serve as the first session exam. The result of the exam will then replace the results of the exams 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 Student 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 Student Affairs and the Teaching Committee. These sanctions can go as far as the temporary or permanent exclusion of the student.

### 4.2 Juries

#### 4.2.1 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.

#### 4.2.2 Annual jury

The jury reviews all students who have not obtained 60 ECTS credits (for a complete year)  
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.

#### 4.2.3 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.



#### 4.2.4 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 students may have to return to their school of origin without validating their curriculum at EURECOM.

#### 4.2.5 Disciplinary Board

The Disciplinary Board is composed of the School Director or his/her representative, the Director of Studies or his/her representative, the Head of Student Affairs, and the professor in charge of the student's field of study.

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.

After an interview, the Disciplinary Board may decide to exclude a student temporarily or permanently for failure to comply with the above, and after an interview.

September 22, 2022

**date, name, surname, signature:**



**David  
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Director of  
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