

# **Academic regulations for Master's degrees at Université Paris-Saclay 2023-2024**

## **Part I - Study regulations**

### **1. Administrative and educational enrolment**

All students admitted to a Master's degree programme at Université Paris-Saclay should complete their administrative enrolment for the Master's degree programme, confirm their arrival for the programme as soon as possible, and complete the administrative enrolment procedures before the start of the academic year and no later than one month after the start of the academic year. Enrolment is also compulsory for students who have been admitted and have opted for a gap year.

For students unable to attend the first few weeks of a course, the deadline for arrival and attendance is one month after the start date of the course. Students admitted but not enrolled or present at the end of the first month of the course will be considered to have left and will no longer be able to enrol. These situations should be followed up by the relevant school managers and educational secretariats. Certain special situations may be examined for approval by the head of the department or school responsible for the course.

In view of the starting dates for the various different courses, enrolment for the 2023-2024 academic year at Université Paris-Saclay will be open until 31 October 2023.

Administrative enrolment is not complete until the enrolment fee has been paid. It is compulsory to sit exams and validate the course in order to complete the educational enrolment.

All students should enrol for the courses and activities they will be attending during the year. This educational enrolment is based on the annual educational contract.

Both administrative and educational enrolment are required in order to sit the exams and complete the course.

Only students who have been officially enrolled are allowed to take part in courses and assessment tests. The student card is proof of enrolment in all situations where verification of enrolment is required (attendance at class, attendance at assessment tests, attendance at examinations, etc.).

### **2. Individual educational contract**

A nominative annual or term educational contract, drawn up by the institution where the course will be held, defines the list of subjects that the student undertakes to follow during the year, and for which he or she will be assessed. This institution ensures that the student signs the educational contract, which is validated by the head of the course.

The annual or 1<sup>st</sup>-term educational contract should be signed no later than 15 November in the academic year of enrolment. The second-term educational contract should be signed no later than 15 February in the academic year of enrolment.

Amendments to the educational contract in the year may not include changes to subjects for which examinations or validations have already taken place. Amendments must be approved by the course manager.

### **2.1. Studying abroad**

Studies in a different country, in accordance with an educational contract within the framework of international exchanges and validated by the head of the course, are integrated into the student's curriculum in the same way as studies carried out at Université Paris-Saclay.

The assessment procedures for mobile students are specified in their educational contract, and grades are validated by the Université Paris-Saclay yearly examinations board.

### **2.2. Validation of previous courses**

The validation of previous courses by the educational committees results in exemption from a diploma, a year, a term, one or more blocks, one or more subjects, or one or more parts of specific subjects.<sup>1</sup>

Students who have had their previous courses validated may no longer sit the corresponding exams.

Terms, blocks, subjects or parts of a subject that have been exempted from study are not included in the calculation of the result for the year, term, block or subject, except in the case of validation of previous courses with a grade. A specific educational contract should be drawn up.

## **3. Teaching methods**

Courses, tutorials and practical work in Paris-Saclay accredited programmes are taught in the standard way in a classroom setting, except where otherwise specified by the course manager in the course description, timetable or syllabus.

In exceptional circumstances that make access to teaching venues uncertain or difficult, if it is not possible to postpone the class and the teaching method so allows, the transfer of a planned face-to-face course to simultaneous or non-simultaneous distance learning is possible, with the agreement of the course manager (course or specialisation) to ensure the coherence of the organisation of the day with all the teaching teams involved. Distance learning courses can also be taken at training locations, including university libraries.

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<sup>1</sup> For the validation of studies, professional experience or personal achievements for access to the various different levels of higher education, please see Articles D613-38 to D613-50 of the Education Code.

## Part II – Assessment rules applicable for Master's degree programmes

### 1. Organisation

#### 1.1. Introduction

The Master's course is divided into 4 semesters, for which a total of 120 ECTS credits (European Credits Transfer System) are issued. These 4 semesters are spread across two years of study, with each year of study resulting in 60 ECTS credits, distributed evenly across its two semesters.

The different years of the course and their location are described on the website of Université Paris-Saclay.

The course title which appears on the degree certificate, shall be the same as the title of the second-year programme of study (M2).

#### 1.2. Specifications within the programme of study

The programme of study can be organised in modules of (teaching units) TUs which are educationally coherent in terms of knowledge or skills. The programme is organised in at least 2 modules (or 2 semesters) that cannot be mutually compensated. A module cannot consist of a unique TU except in the case of the internship unit or the thesis unit.

For each year of the course, called 'élément de formation' (EF) or programme of study (programme), the following points shall be specified:

- The list of teaching units (TU) and corresponding number of ECTS credits per TU.
- Restrictions on choice (optional and obligatory TUs).
- The rules governing compensation between TUs and TU modules (see Article 4).
- The stipulations for calculating the grade point average for the programme of study.

#### 1.3. Specifications within a teaching unit

A teaching unit (TU) is defined by the following: {its title; its educational content; its number of ECTS credits, the relevant semester (S1 to S4); its evaluation procedures (EPs)}.

A TU cannot be held over two semesters.

The EPs are defined for each TU, specifying *at a minimum*:

1. If there is a supplemental examination.
2. The types of examination that shall take place in each sitting (initial and supplemental)
3. The weighting for each examination and the formula for calculating the final grade for the TU at each sitting.

#### 1.4. Rules for the supplemental examination

A supplemental examination is automatically planned for each TU, with the exception of some specific TUs, such as practical work, internships, dissertations and fully continuously assessed TUs, which might not involve a supplemental examination.

The required level of attainment is the same for the first and second sittings (initial and supplemental examinations), but the type of test may differ.

The calculation of the final grade of a TU in the second sitting may include continuous assessment marks in a proportion less than or equal to that applied when calculating the grade obtained in the first sitting.

If a Master's course allows for the replacement of a TU in the syllabus with a TU from another course (e.g. from the engineering, medicine or pharmacy courses), the rules surrounding replacement shall be specified and the replacement TU should have clearly defined contents and EPs. A learning agreement shall be drawn up to this effect (see §2).

### 1.5. Case of studies abroad

The studies accomplished abroad as part of an international exchange are integrated into the student's curriculum, in the same way as the studies accomplished at the University of Paris-Saclay.

The evaluation procedures are specified in the student's learning agreement, and the grades are validated by the official examination board.

### 1.6. Case of prior-learning assessment

The assessment of prior learning pronounced by the pedagogical board results in the exemption of a diploma, a year, a semester, one or several modules, one or several TUs, or one or several components of a TU.

The student benefiting from a prior-learning assessment can no longer pass the corresponding examinations.

In the case of the exemption of semesters, modules, TUs, or components of a TU, they cannot be taken into account in the final assessment, except in the case of prior-learning assessment with a grade.

A specific learning agreement must be established.

### 1.7. Assessment of the TU

Assessments may be carried out on individuals or on a group. They shall result in numerical grades out of 20, or sometimes in grades in the form of a letter. Some very specific TUs may be assessed as Passed or Deferred without a grade. This method of assessment should be stated in the EPs of the TU in question.

Following the assessment of a TU, a student may be declared as having passed, deferred or failed that TU. Failure of a TU means that the year is not validated. Deferral, if the TU can be compensated, allows for compensation within a module in accordance with the EPs of the programme of study. Information on the ECTS credits obtained can be found in the academic transcript.

### 1.8. Grading by both number and letter

In the interest of transparency and international mobility, students can request an academic transcript in which a grade in the form of both a number and a letter appears. The details of this should be organised between the course department and the Department of International Relations at Université Paris-Saclay.

## 2. Allocation of credits and rules for compensation between TUs

### 2.1. Credit allocation for a TU

For each TU, and for each examination sitting (initial and supplemental), the grades shall be awarded after the programme of study examination board meeting has concluded.

Credits for a TU are definitively acquired if the student obtains a grade higher than or equal to 10/20 for the TU. These credits can be carried over.

### 2.2. Rules for compensation

The overall compensation of all TUs over the year is not possible.

The year can be organised in modules of TUs which are educationally coherent with one another, in terms of knowledge or skills. These modules are defined within the EPs of the programme of study.

If the year is divided into 2 semesters or 2 modules, they cannot be mutually compensated.

If the year is divided into at least 3 modules of TUs, compensation is possible between modules. In some cases, certain modules can be compensated by others if educational coherence is maintained. This compensation between modules may or may not be bijective: a first module might compensate a second one, but this second module might not compensate the first one.

The minimum grade which allows for a TU to be compensated is set at 07/20. This may be exceptionally modified only for courses carried out together with structures outside Paris-Saclay if they have set different compensation thresholds. This modification must be noted in the learning agreement.

In M2, the internship TU cannot be used to compensate other TUs or cannot be compensated by another TU or module of TUs. In the absence of an internship TU, this applies for thesis TU or project TU if the person in charge so wishes.

### 2.3. Allocation of credits and validation of the year

The module's grade point average is calculated as the ECTS-weighted average of TUs associated to the module.

A module is passed if the module's average is higher than or equal to 10/20. • Completed TUs and modules can be carried over.

The 60 ECTS credits for the year are awarded if:

- all the grades for TUs are greater than the threshold (set at 07/20),
- the average achieved in each module is higher or equal to 10/20 when the year is divided into 2 semesters or 2 modules,

- the ECTS-weighted average of the modules is higher or equal to 10/20 when the year is divided into modules, considering possible compensations.

If a module is not passed after the initial examination sitting, for any of the TUs in which the student obtained a grade lower than 10, he/she shall be automatically invited to the second sitting (supplemental examination), should one be scheduled.

If the TUs which were not passed in the initial sitting do not provide for a second sitting, the grade from the initial sitting shall be taken into account when calculating the overall grade awarded to the module in the second sitting. A grade which is below the compensation threshold for a pass shall automatically result in a deferred year.

#### 2.4. Second sitting

The grade point average for each of the modules in the second sitting is calculated from the obtained grades for TUs sat in the second sitting, in addition to the grades from the appropriate TUs sat in the initial sitting.

The EPs for the programme of study may allow for the retention of a TU grade obtained in the initial sitting, which is above the compensation threshold but below 10, for the calculation of the module's grade point average in the second sitting. However, they may not depart from the fact that the grade for the second sitting, if a TU has been resat, is retained regardless of the grade obtained in the initial sitting for that TU.

The academic transcript shall specify at which sitting the grade for each TU was awarded.

The law states that there must be a gap of two weeks between the communication of the dates, times and venues for the second sitting and the holding of the examinations, as per Circular No. 2000-033 of 1 March 2000.

### 3. Absence and failure

Students shall be declared as having failed a TU if they were absent (without justification) from all assessment examinations, or from the final examination where this examination is the only means of assessment.

In the case of a (fully or partially) continually assessed TU, attendance at lectures and assessment examinations and/or the submission of work is compulsory. In the case of unjustified absence from assessment examinations and/or the non-submission of work, the student shall be given a mark of zero for these assessments and/or this work. If the student is absent from all the evaluation examinations and/or no work is submitted, the student shall be declared as having failed. In the case of a justified absence from an assessment examination (or less than 30% of the assessment examinations), if a supplemental examination cannot be set, it shall not count towards the final grade.

In the case of a justified absence from the final examination, the examination result shall be marked as "deferred". In the event of a duly justified absence, in exceptional cases, the teaching staff may provide, without deferral to a second sitting, an alternative means to verify the acquisition of knowledge and skills required which should be fair to the other students taking the TU.

Whether or not an absence is considered to be 'justified' shall be assessed by the person in charge of the programme of study upon presentation of substantiating documents (medical certificate, death certificate, invitation to a competition, etc.). The originals of the substantiating documents must be transmitted to the office of the programme of study or the person in charge of the programme as soon as the student returns to the University and at the latest within 2 working days after the end of their period of absence. After this period, no justification can be accepted and the absence shall be considered as unjustified.

#### 4. Rejection of compensation and grades

If the module can be passed by compensation in the initial examination sitting, the student may declare, voluntarily and in writing, an overall refusal to pass by compensation if a second sitting is scheduled. The student's grade for the initial sitting of that programme of study is then "deferred". The rules for the second sitting then apply in full to their case.

Any student who has passed a module in the initial examination sitting can reject a grade for a TU which is over 10 if a second sitting is scheduled. The student's grade for this TU and consequently for the initial sitting of that programme of study is then "deferred". The rules for the second sitting then apply in full to their case.

The president of the programme of study examination board for the initial examination sitting must be notified of a refusal to compensate or the rejection of a grade within 5 working days following the publication on notice boards of the results.

#### 5. Degree classification

The degree shall be awarded a classification (from "pass" or "3rd class" to "distinction" or "1st class") which shall appear on the certificate of successful completion and be based on the grade point average (N) for the M2 year.

- $10 \leq N < 12$       => 'Pass'
- $12 \leq N < 14$       => 'Merit'
- $14 \leq N < 16$       => 'Higher Merit'
- $N \geq 16$             => 'Distinction'

#### 6. Repeating a year

In selective degree courses at Université Paris-Saclay (Law for the right to continue studies after DNM 2016-1828 of 23/12/2016), repeating a year in M1 or M2 is not an automatic right. The programme examination board is appointed as a repeats committee and decides which students shall be authorised to repeat a year. The examination board's decision is final. Each student's specific situation shall be considered.

If a student is authorised to repeat a year, then they must re-register.

The learning agreement set up at the beginning of the year must mention the list of TUs the student has to repeat that year, and those which have been assessed.

## Part III - Examination regulations

### General

The aim of these rules is to guarantee equality, clarity and transparency for students, and to preserve the competence of the examinations board. It also aims to provide teachers and administrative staff with a framework and support in organising student assessments.

Examinations are assessment tests which may take the form of written or oral, final or partial tests.

The present regulations apply to the oral tests subject to the necessary adaptations to take account of the fact that they are oral tests.

The duration of the test is defined by the examinations board, in compliance with the rules for the knowledge and skills test.

Students will be informed of the format of the oral test, and where appropriate, of the preparation and performance times scheduled. Such times must be strictly adhered to.

In view of what is at stake, the organisation of examinations and competitive tests requires great rigour, from both a legal and practical point of view.

### 1. Examination notification

The date, time, duration and venue of the examinations (written, oral or practical examinations) shall be indicated by means of a posted notice and/or via the course website at least 15 days before the start of the examinations. This notice shall serve as a notification.

The examinations for fully continuously assessed TUs, including the second-chance test, are not subject to a notification and are indicated on a timetable distributed at the very start of the course by the TU and/or course coordinator.

Université Paris-Saclay strictly follows the recommendations of the CPU (Guide de la laïcité, 2015) and shall ensure that the necessary arrangements are made to avoid, as far as possible, examinations or tests taking place on the day of major religious holidays, the calendar of which is published in the 'Journal Officiel de la République Française'. However, if, for reasons relating to the organisation of courses and the constraints pertaining to the studies pursued, an examination can only be held on a specific day, the fact that the date chosen coincides with a religious holiday is not such as to render the decision unlawful. The institution is therefore under no obligation to change this date and any student who is absent, except for proven medical reasons, shall be considered to have failed.

### 2. Access to venues

On the day of the examination, the student must appear with their student card and be registered on the list of persons admitted to sit the examination (sign-in sheet). If a student appears at the time of the examination but does not figure on the sign-in sheet, they shall be authorised to sit the examination. However, the grade obtained in this examination shall only be taken into account after the legitimacy of their presence has been verified.



Access to the examination room is no longer permitted once a candidate has left it. A minimum attendance time of one hour is required. No additional examination time shall be granted to candidates who are late.

In the event of a transport workers' strike or bad weather, the person in charge of that examination may delay the opening of the envelopes containing the examination papers.

Administrative staff shall prepare the examination rooms (distribution of answer sheets and draft paper of different colours before the examination, provision of sufficient answer sheets for the invigilators, etc.).

- The person responsible for the TU, together with the administrative department, must ensure before each examination that candidates with disabilities are provided with appropriate support to be able to sit the examinations on an equal footing with other students, as per agreements made with the disability service of the University, the university component or the component institution.

Access to the examination venues for the health studies entrance examinations for the PASS and LAS courses is the subject of a separate document.

### 3. The examinations

The anonymity of the examination papers is guaranteed for all written final examinations (and thus excludes continuous assessments, mid-term examinations and practicals).

Students must sit the examination in the seat assigned to them, sit it alone (unless otherwise specified) and shall not disturb the smooth running of the examination. In addition, the invigilators are authorised to change any student's assigned seat if they consider it necessary for the smooth running of the examination.

Students are to carry only authorised documents and/or materials with them (these must be specified on the examination question paper). Bags, briefcases and any unauthorised documents or electronic equipment, in particular connected devices, must be left switched off and out of the students' reach.

Students with disabilities may benefit from additional time to sit the examination and/or any other special provisions required as defined by the disability service of the structure responsible for the programme of study.

The examination question papers for the written examinations must include, in addition to the text of the paper itself:

- the name of the university and the name of the university component or component institution responsible for the programme study,
- the academic year, the semester, the degree, the title of the TU or of the subject of the examination,
- the date of the examination,
- the duration of the examination,
- the documents and/or materials which are authorised,
- the nature of the test (questions, short-answer test, multiple-choice questions, essay, etc.).

The TU coordinator shall indicate the start and end time of the examination. At the end of the examination, they shall draw up an examination report indicating the number of students enrolled, the number of students present at the examination, the number of answer papers collected, as well as any incidents or other observations.

### Invigilation

The persons in charge of the TU and of the subject must be present at the examination venue and participate in invigilation, unless it is absolutely impossible for them to do so, in which case, the appointment of (a) substitute(s) would be required.

Access to the examination room is no longer possible once a student has left the examination room and returned his/her examination paper. A minimum of one hour's presence is required. This does not apply to competitive examinations for which access to the examination room is authorised to all candidates during the entire examination period, no exit being allowed.

No additional time shall be accorded to a late student. The lateness shall be reported on the sign-in sheet. In case of force majeure, the person in charge of the examination has the possibility to delay the opening of the envelopes containing the examination papers.

Examinations shall be supervised by persons from the relevant department, supported by administrative staff if necessary, in accordance with their conditions of service. In the absence of the person in charge of the TU or subject, the examination shall be postponed unless a replacement is appointed by the appropriate authorities. If there are many students, the number of invigilators shall be adjusted to suit the number of students and the room layout. The recommended ratio is one supervisor to 40 or 50 students. However, the presence of 2 supervisors is always preferred in case of accident or illness. Failing this, a system of on-call invigilators is to be put in place.

## 4. Plagiarism and Fraud

All documents produced within the context of an assessment must be the student's (or group's) own work.

### 4.1. Plagiarism

Plagiarism is the reproduction, in whole or in part, of the work of others, for instance, of another student, without identifying them as a source, in a document or other piece of work which is subject to assessment.

Plagiarism engages the criminal responsibility of its author, who is punishable by the sanctions defined in the Intellectual Property Code.

In the context of examinations, plagiarism is considered to be fraud and could be sanctioned as such following the disciplinary procedure.

Any fraud shall be subject to the dispositions of articles R712-9 to R712-45 of the Education Code and articles 22 and 40 to 44 of decree n°92.657 of July 13, 1992, relating to disciplinary procedure in higher education institutions placed under the supervision of the Minister of Higher Education.

#### 4.2. Fraud

Each institution reserves the right to use any means of monitoring to identify fraudsters.

Before and during the examinations, the personnel in charge of supervision may ask any candidate to remove an accessory covering the ears, while the necessary checks are carried out, in particular to ensure that no earphones are being worn. If necessary, checking can be carried out outside the examination room by a supervisor of the same sex.

Any clothes or fabrics that mask the identity of a candidate are strictly prohibited for any examinations or competitions, in accordance with the law n°2010-1192 of October 11, 2010 prohibiting the dissimulation of the face in the public space.

Mobile phones and other unauthorised connectable devices must be turned off and placed with personal belongings in a location designated by the supervisors, and never left within reach of students. The presence of such a device, even if turned off, shall be considered as an attempt at fraud and, as such, may be the subject of a report of suspected fraud drawn up by the examination supervisor.

Cases of substitution of persons or disturbances affecting the progress of the examination justify the expulsion from the examination room by the person who has been delegated to maintain order by the President of the University.

If a student is caught in the act of fraud or attempted fraud, the person responsible for the assessment shall take every measure necessary to stop the offense without interrupting the participation in the examination of the candidate(s) concerned. Following the discovery of fraud or plagiarism, the person in charge of the assessment shall draw up a report describing the facts, which shall be countersigned by the other invigilators in the case of a written examination and countersigned or not by the perpetrator(s) of the fraud/plagiarism or attempted fraud. If the perpetrator(s) refuse(s) to countersign, that refusal shall be noted in the report. The report shall be sent to the programme of study coordinator who shall refer it to the President of Université Paris-Saclay to start the disciplinary procedure. In the case of a student from a component institution, or a student from a 'grande école' who is following a dual degree programme, the president or director of that structure shall also be notified.

Pending the decision of the disciplinary procedure concerning a suspicion of fraud/plagiarism during the first session, the student's copy must be corrected under the same conditions as those of the other candidates. If necessary, the student shall be allowed to take the second session's examinations as a conservatory measure.

Under no circumstances may the jury award a zero grade for suspected fraud; it shall deliberate on the case of students caught in flagrant fraud under the same conditions as for all other candidates.

If this deliberation results in a candidate being declared as passed, it shall be subject to the condition of conviction by the competent disciplinary authorities. No certificate of achievement or transcript of records may be issued before the end of the disciplinary procedure.

#### 4.3. Disciplinary procedure

The programme of study coordinator may also refer any disciplinary issues to the President of Université Paris-Saclay.

### 5. Structure and operation of degree examination boards

#### 5.1 Appointment of the programme of study and the degree examination boards

Within each degree, there are two levels of official examination boards, both for the initial and the second sittings: the degree examination board and the programme of study examination board for M1 or M2.

For each degree and each programme of study, members of the various examination boards are appointed annually by the President of Université Paris-Saclay.

In accordance with Circular No. 2000-033 of 1 March 2000 on the organisation of examinations in public higher education institutions, the names of the members of the degree and of the programme examination boards shall be published no later than 15 days before the start of the examinations.

#### 5.2 Composition of the programme and degree examination boards

Each degree and programme examination board is chaired by an examination board President (usually the person in charge of the degree or the programme) and is made up of at least two other members. The maximum number of members is 6.

The programme examination boards meet for the initial sitting and, if applicable, for a second sitting and must carry out the following tasks: validation of the results for the TUs and for the module, review each student's compliance with their learning agreement, invite the student to a second sitting, if applicable, as per the EPs.

The examination board shall meet as many times as necessary, and at least twice a year: an obligatory meeting in the middle of the year (to review each student's learning agreement) and another one at the end of the academic year.

At the end of M1, if the 60 ECTS credits are validated, the programme examination board must, at the request of the student, grant a "maîtrise" degree (old Master's equivalent) of the same name as the Master's without mention of the specific course.

The degree examination boards for the initial examination decide on the awarding of the degree and the associated classification, based on the results of the initial examination sittings for the M2 year. The same applies to the degree examination boards for the supplemental examination.

In all cases, the degree examination board for the initial examination must convene before 15 October 2022 and the board for the supplemental examination must convene before 15 December 2022.

For each type of examination board and for each of the examination sittings (initial and supplemental), a report, signed by the members of that examination board shall be produced at their meeting.

### 6. Announcement of the results

Student results for each of the examination sittings, as well as degree results, are to be published in the following manner:

- With respect for the anonymity of the students by using student numbers.
- In the form of Passed, Deferred or Failed. No grade must be shown.

#### Consultation of examination papers and appeals

Students are entitled to consult their examination papers, according to the procedures established by the programme study board and under the responsibility of a teacher. The student may request a photocopy at the current rate.

Decisions of the programme examination board are final and not subject to appeal except for technical errors. Any technical error must be reported to the President of the examination board so that it may be corrected.

If a difference between the grade set at the end of the examination and the grade displayed on the transcript of record (e.g.: typing or transcription error), the error may be rectified without the examination board's intervention, provided that this rectification has no impact on the meaning of the final decision.

Examination papers shall be kept for one year after the publication of the results, with the exception of papers that are the subject of a dispute, which shall be kept for the duration of the appeal.