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## Rules governing 2018-2019 Master's studies at Université Paris-Saclay

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- Considering the provisions of Decree N° 2014-1674 dated 29 December 2014 for the creation of the Community of universities and higher education institutes Université Paris-Saclay (*COMUE Université Paris-Saclay*),
- Considering the order dated 22 January 2014 setting the national framework of studies leading to the award of Bachelor's, Professional Bachelor's and Master's degrees,
- Considering the accreditation order of Université Paris-Saclay dated 10 July 2015,
- By proposal of the *Conseil des tutelles formation* (Academic Affairs Committee) and on the advice of the *Conseil Académique Consultatif* (Academic Advisory Committee), considering the vote of the Board of Directors of Université Paris-Saclay, the following has been decided regarding Master's degrees for which Université Paris-Saclay is accredited:

### Foreword:

The rules laid out in this document apply to all students registered in first or second year of a Master's degree at Université Paris-Saclay, to the exception of those concerned by the particular situations as defined in Article 10 of the order relating to "Master's degrees" dated 22 January 2014 (students/employees/disabled/athletes/artists). In this instance, the notion of student is considered in the broad sense of the term, describing any learner registered for a Master's degree, whatever his or her status.

The only authorised dispensations to these rules are those regarding Teaching Element (M1 or M2) operated in cooperation with institutions outside Paris-Saclay. In such specific cases, adjustments may be necessary in order to ensure the proper application of compatible rules throughout all institutions collaborating for the same teaching.

The role of the president of the grading board is to ensure compliance with the Methods of Assessment (MoA) but also to have the grading council rule on all individual requests for exemption and to hand down decisions.

## 1. General Information

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### 1.1 Admission

Admission for all Master's studies at Université Paris-Saclay is processed exclusively through the online application platform available on the Université Paris-Saclay website. The admissions committee examines M1 and M2 application files. Candidates are informed of the outcome of their application by email within two months of their submission.

For joint-accreditation, Erasmus + and dual Master's degrees, a specific recruitment process may be set up in consultation with all partners involved, including Université Paris-Saclay.

## 1.2 Administrative enrolment – Reference institution

Any educational curriculum for the first year (M1) or the second year (M2) of Master's is named Teaching Element (TE). Each Teaching Element is assigned operator institutions (partner institutions injecting resources in the teaching) and only one reference institution who represents the consortium of operator institutions and Université Paris-Saclay. The role of the reference institution is to organise pedagogical teaching and guarantee fairness among students as regards the success of teaching.

### Administrative enrolment

The institution in charge of administrative enrolment is the institution to which students pay their enrolment fees and from which they receive their student's card.

In cases where the institution of administrative enrolment is not the reference institution, students must also enrol, free of charge, with the reference institution.

Students are enrolled with the reference institution except in the following cases:

- The student was already enrolled with another operator institution of the Teaching Element the year before. In this case, the student stays enrolled with the institution of origin.
- The student is doing a joint honours and the degree other than the Master's degree is carried out by an operator institution of the Teaching Element. In this case, the student enrolls with the operator institution.
- The student is hosted within the framework of an international agreement signed by another operator institution of the Teaching Element. In this case, the student enrolls with the institution who signed the agreement.
- Engineering students of a higher education agricultural school admitted in an M2 delivered by AgroParisTech for the purposes of their third year of engineering school must enrol at AgroParisTech.

**Only regularly enrolled students are entitled to attend classes and sit examinations. The student's card serves as proof of enrolment in all situations where enrolment must be proven (presence in teaching premises, examination attendance and signature on examination attendance sheets...)**

## 1.3 Organisation of studies

The various Teaching Element and locations are described on the website of Université Paris-Saclay.

## 2. Methods of Assessment

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### 2.1 Three levels of definition for the MoA

#### 2.1.1 Definition at the level of the Master's degree

The title of the course that appears on the Master's diploma is that of the M2.

The Master's degree is made up of 4 terms leading to the award of 120 ECTS (European Credit Transfer System) credits. These 4 terms are spread over two years of studies (adjustments are possible according to the procedure in force within the reference institution in accordance with article 10 of the order dated 22 January 2014 setting the national teaching framework leading to the award of a Master's degree).

Each term leads to the accreditation of 30 ECTS credits.

#### 2.1.2 Definition at the level of the Teaching Element (TE)

For each Teaching Element and for each term, the following information is specified:

- The list of Teaching Units (TU – *unités d'enseignement*), with the number of corresponding ECTS credits for each of these units.
- Choice constraints (optional or compulsory TU).
- Compensation rules between TUs. They can be defined per group of TUs (cf. Article 2.1.3).

The method used to calculate the average grade.

#### 2.1.3 Definition at the level of the Teaching Unit (TU)

A TU is defined by the following set of elements: { a title; Teaching Element; a number of ECTS credits; the term concerned (S1 to S4); the MoA }. The MoA is thus defined for each TU, and specifies at least the following elements:

1. if there is a second sitting
2. the type of assessment corresponding to each sitting
3. coefficients for each assessment and the formula used to calculate the final grade of the TU.

The final grade of a TU in second sitting can include continuous assessment grades in a lower or equal proportion to that applied to calculate the grade of the first sitting.

The level of requirement is the same for both the first and second sitting, however, the type of assessment used may vary.

In cases where a TU within a Master's track can be substituted for a TU from another course (e.g.: engineering, medicine or pharmacy), rules of substitution must be explicit and the substitution TUs must offer clearly defined content and MoA.

At the beginning of a course, every professor in charge of a TU describes the teaching format that will be used and resulting obligations for students. Methods of assessment as well as their practical details of implementation are also described.

## **2.2 Individual learning agreement**

### **2.2.1 Definition**

An annual or bi-annual nominative learning agreement, established by the reference institution, defines the list of TUs the student commits to attending for each term and for which he or she will be assessed. The reference institution ensures that the learning agreement, approved beforehand by the head of the Teaching Element, is signed by the student.

### **2.2.2 Timeframe for the signature of the learning agreement**

The learning agreement for the year or the first term must be signed at the latest by mid-November. The learning agreement for the second term must be signed at the latest by mid-March.

### **2.2.3 Communicating the rules of studies to students**

The rules governing Master's studies at Université Paris-Saclay and the MoA of each TU are available at the beginning of the year on the website of Université Paris-Saclay. They cannot be changed in the course of the year.

## **2.3 Assessment and grading**

### **2.3.1 Assessment**

Assessments may be carried out on an individual or a collective basis. They will receive numerical grades out of 20 or sometimes letter grades. Certain very specific TUs can receive a Pass/Fail without a grade. In this case, such method of assessment is described in the MoA and the TU concerned.

Following the assessment of a TU, a student may receive a Pass, Incomplete or Fail grade for the TU. A Fail grade for a TU means the term has not been validated. An Incomplete grade, if the TU is compensable, means the grade can be compensated within the same term, in accordance with the MoA of the Teaching Element.

The information pertaining to the credits obtained (Cf. § 2.5) appears on the grade sheet.

### **2.3.2 Dual numerical/letter grading**

In a context of openness and in order to promote international mobility, students may ask for a grade sheet indicating both numerical and letter grades.

### **2.3.3 Absence and Fail**

A student will receive a Fail grade for a TU and thus for the corresponding term in case of unjustified absence from all assessment tests, absence from the final exam when that exam is the only method of assessment, or in the event of non-submission of coursework for the TU.

In cases where a TU is subject to continuous assessment, whether entirely or in part, attendance in class, at assessment tests, and/or submission of coursework are compulsory. In case of unjustified absence from assessment tests and/or non-submission of coursework, the student will receive a zero grade for such assessment/coursework. In case of absence from all assessment tests and/or non-submission of coursework, the student will receive a Fail grade.

In the case of justified absence from a final exam, the student will receive an Incomplete grade.

It is up to the professor in charge of the TE to judge whether an absence is "justified" upon presentation of

regulatory proof (doctor's certificate, death certificate, summons to a competitive exam...).

In properly substantiated cases, and on an exceptional basis, the teaching team may offer an alternative solution for the same sitting in order to assess the targeted skills, in fair conditions in relation to the other students of the TU.

#### 2.3.4 Grade-based degree

The certification of achievement will state the grade level achieved for the degree, ranging from “passable” (Pass) to “très bien” (First-Class Honours) based on the N average of both terms of the M2.

The grade level will be defined as follows:

- $10 \leq N < 12$       => *mention passable* (Pass)
- $12 \leq N < 14$       => *mention assez-bien* (Lower Second-Class Honours)
- $14 \leq N < 16$       => *mention bien* (Upper Second-Class Honours)
- $N \geq 16$             => *mention très bien* (First-Class Honours)

## 2.4 Plagiarism and fraud

All the documents produced within the framework of an assessment must be the personal work of the student or the group of students assessed.

### 2.4.1 Plagiarism

Plagiarism, which consists in duplicating in a paper or in coursework which is subject to assessment, in whole or in part, the work of a third party (such as another student), without clearly identifying it as a citation and indicating its source, constitutes fraud.

### 2.4.2 Fraud

Every institution reserves the right to use any means of control necessary to identify fraudsters.

In cases of flagrante delicto or attempt to commit fraud, the professor in charge will take all necessary measures to put an end to such activity without interrupting the participation of the involved student or students in an assessment. Following such fraud or plagiarism, the professor in charge of the assessment will draw up a report describing the facts, which will be countersigned by other monitors present in the case of a written test and also countersigned, or not, depending on the case, by the author or authors of the fraud/plagiarism or attempt to commit fraud. In case the party or parties involved refuse to countersign, this refusal will be recorded in the report, which will then be delivered to the director of studies who will refer to the president or director of the institution of enrolment of the student to initiate disciplinary proceedings.

The director of studies can also refer to the president or director of the student's enrolment institution in the event of any other disciplinary issue.

## 2.5 Credits awards and compensation rules between TUs

Grades are released for each TU following the grading board of the Teaching Element of (sitting 1 or sitting 2) for each term, and the result per term (Pass/Incomplete/Fail) is announced.

The credits of a TU are awarded if a student receives a grade above or equal to 10/20 for the TU.

The award of 30 credits for the term is subject to the MoA of the TE (§ 2.1.2) which defines the Teaching Units taken into account as well as the compensation plan.

The compensation threshold for compensable TEs is set at 7/20. On an exceptional basis, such threshold can be redefined solely in the case of courses provided in cooperation with institutions outside of Paris-Saclay when such institutions have different compensation thresholds.

- Compensable TUs are compensable within a group of TUs for the same term, as defined by the MoA of the TE.
- A non-compensable TU is defined by a threshold grade of 10/20.
- A non-compensating TU cannot compensate any other TU.

If the term has not been awarded after the first sitting, the student is systematically invited to attend the second sitting (provided there is one) of those TUs for which a grade of strictly less than 10 has been obtained.

If a student has received a grade above or equal to 7/20 and strictly less than 10/20 for a compensable TU, as well as an average grade for the term above or equal to 10, the student may express, voluntarily and in writing, his or her **global refusal for compensation**. The student then receives an Incomplete grade for the term. The rules of the second sitting (§ 2.6) then fully apply to his or her case.

Any student accepted for the term in first sitting can refuse a grade above 10 if a second sitting is organised. The student then receives an Incomplete grade for this TU and thus for the term. The rules of the second sitting (§ 2.6) then fully apply to his or her case.

Any student refusing compensation or grades must notify the president of the board of the first sitting for the term concerned within a week of the posting of term results.

It should be noted that there is no compensation possible between terms.

## 2.6 Second sittings

A second sitting is systematically organised for each TU, to the exception of specific TUs such as practical work, internship, thesis and continuous assessment TUs that cannot involve a second sitting (cf §2.1.3).

In order to calculate the average grade for the term in the second sitting, the TU grades expected in the second sitting, combined ad hoc with the TU grades in the first sitting, are taken into account. Grade sheets indicate the sitting for which each TU grade has been awarded.

The MoA of the TE may provide for the retaining of a TU grade higher than the compensation grade but below 10, received in first sitting, in order to calculate the average grade for the term in second sitting. However, they cannot permit exemption from the rule according to which the grade received in second sitting, if a TU is taken again, is ultimately retained, and this regardless of the grade received in first sitting for this TU.

A legal waiting period of two weeks between the decision of the board in first sitting and the holding of examinations in second sitting is imperative, in accordance with circular n° 2000-033 dated 1st March 2000.

## **2.7 Repeating a year**

In the Paris-Saclay selective tracks (JORF n°0122 dated June 2017 and Law 2016-1826 dated 23 December 2016), there is no automatic right to repeat a year in M1 and/or in M2. The Academic Year Board acting as Appeals Board decides which students are to be permitted to repeat a year. The decisions of the Board are final. The student's circumstances are taken into consideration.

## **2.8 Anonymity at final examinations**

Final written exams must be organised in such a way as to guarantee the anonymity of copies.

### 3. Organisation and operation of the boards

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There are three levels of official boards (first and second sitting) within each track: the examination board, the Teaching Element (TE) boards for M1 or M2, and the term boards.

For each track and each Teaching Element, the members of the different boards are nominated every year by the president of Université Paris-Saclay by proposal of the School for the examination board, and by proposal of the reference institution for the Teaching Element boards and term boards.

In accordance with circular n°2000-033 dated 1 March 2000 relating to the *organisation of examinations within public institutions of higher education*, the term board, the board of the academic year and the graduation board will be posted at the latest 15 days before the beginning of examinations.

#### 3.1 Composition of the boards

Every track board is presided by the president of the board (generally in charge of the track) and includes at least two other members. The number of members cannot exceed 5.

In the same way, TE and term boards are generally presided by the director of studies and include at least two other members. The number of members cannot exceed 5.

#### 3.2 Responsibilities of the boards

Term boards convene for a first sitting followed by a second sitting if such a sitting is organised and must carry out the following duties: validation of results for the TU and the term, respect of the pedagogical contract of the term by each student and, where applicable, summons to a second sitting according to the methods of assessment.

The Teaching Element board (also called “board of the academic year”) convenes following even term boards in first and second sitting.

At the end of the M1, in cases where the 60 ECTS credits have been awarded, the Teaching Element board must, upon request by the student, issue a *Maitrise* diploma whose title is that of the track without mention of the specific course taken.

Graduation boards in first sitting rule on the awarding of the M2, in the light of the results in first sitting, as well as on the associated tracks, in the same way as graduation boards in second sitting.

In any event, the meeting of the Graduation Board must take place before 15 October 2019 for the first sitting and before 16 December 2019 for the second sitting.

A report recording the minutes, signed by the members of the board, is issued at the end of every sitting of each type of board.

### **3.3 Release of results**

Student results for each sitting of every term of the TE, as well as results pertaining to the degree, will only be released according to the following rules:

- posting student identification numbers in order to respect the principle of anonymity of students
- as Pass, Incomplete or Fail, given that no grades should be released.