



École des Ponts
ParisTech

SCHOOL REGULATIONS

**TO BE APPLIED FROM THE BEGINNING
OF ACADEMIC YEAR 2017-2018)**

**Having regards to the ruling of the Teaching and Research Council of 11 April 2017,
Having regards to the ruling of the Board of Directors of 25 April 2017,
These School regulations are applicable from the beginning of academic year 2017-2018.**

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SCHOOL REGULATIONS

Article 1. Purposes of the rules

These School Rules, in accordance with Executive Order No 93-1289 of 8 December 1993 concerning *École nationale des ponts et chaussées*, set the conditions for the admission of students, interns and external candidates, the schedule and duration of study and the requirements for the award of degrees in the different programmes.

PART I: COMMON RULES

SECTION I – ATTENDANCE

Article 2. Student admission

The general conditions for the admission of students, student interns and external candidates are set by the rules specific to each type of programme and category of student in the second part of these rules.

For admission to an engineering degree course by competitive examination on the basis of qualifications and tests, the specific conditions (admission conditions, nature and schedule of examinations, jury composition and operating rules, deadlines for applications and examinations, indicative number of students to be recruited on each track, recognition of qualifications where applicable) are set each year by a decision of the Director of the School, which constitutes the rules of the entry competition.

For admission to a Masters or *mastères spécialisés*® (Advanced Masters) programme, the specific procedures (organisation of recruitment, nature and schedule of any selection tests, recognition of qualifications, jury composition, minimum level of French language competence) are set for each course by the Director of the School and published in the course programme.

The Teaching and Research Council is consulted on any changes made to the recruitment and admission procedures.

Article 3. Student registration

In order to attend classes at the School, obtain a student card, have access to the associated services (such as the School canteen, an IT account, or the issue of an attendance certificate) and make requests to the School (e.g. access to accommodation in partner residences, or a grant application), students must be properly registered. In order to do this, they must:

pay the sums they owe for registration fees and tuition fees, except when these sums are to be paid by a separate legal entity. In this case, a contractual document between the said legal entity and the School relating to the payment of these fees will be established;

pay their social security contributions or provide evidence that they have social security cover for the academic year through an entity other than the School,

provide evidence that they have civil liability insurance;

in the case of students who are undertaking their year of study abroad, provide evidence of supplementary insurance.

These obligations must be completed no later than 15 days after the starting date of the course. However, for certain *mastères spécialisés*[®] [Advanced Masters], the Director of the School may allow tuition fees to be paid in instalments, with a minimum of 50% payable no later than 15 days after the start of the course. These special procedures for the *mastères spécialisés* concerned will be published on the course programme.

The amount of the registration fees is determined in accordance with the interministerial decision set out in Article 4 of Executive Order No 93-1289 of 8 December 1993 relating to École nationale des ponts et chaussées. The amount and procedures relating to the tuition fees payable by students are decided each year by the Board of Directors.

In the event of withdrawal during an initial degree course, the registration fees and tuition fees paid by the student or by a third party remain the property of the School or remain payable to the School in the event of non-payment.

In the event of a delay by a student in completing all or part of the registration formalities, and after a warning, the student will be summoned by the Director of the School before his or her rights to continue the course are terminated.

Article 4. Organisation of courses

The Teaching and Research Council is consulted on the organisation of courses within the framework of the general orientations decided by the Board of Directors.

The organisation of the programmes specific to each type of course, the conditions of transition to the year above (engineering degree) and for the award of the degree, are set out in the second part of these rules. Where applicable, they are specified by the Director of Education, following a ruling of the Teaching and Research Council; these details, and in particular the number of credits allocated under the ECTS (European Credit Transfer System), are then published in the course programme.

The organisation of the classes, the calendar and timetables are decided on an annual basis by the Director of Education, after consultation with the Teaching and Research Council. This information is then published in the course programme.

Article 5. Teaching modules

Teaching at the School takes the form of modules provided by the faculty departments, the internships and career development department or the sports department.

Each course module is structured around pedagogical objectives and a programme established by a designated lead teacher and approved by the chair of the department, or by the internships and career development department. The course offering is summarised in the annual course programme.

The different types of modules are implemented as follows:

the scientific and technical modules, language modules and sports modules are delivered using teaching methods appropriate to their objectives,

internships, including gap years, are organised under agreements that specify the conditions and frameworks of implementation and the expected objectives of the internship,

the purpose of the end of course modules is to confirm the individual work done by the students in applying the knowledge they have acquired during their course. They can take the form of an end of course project or of a Masters or Advanced Masters dissertation, as well as a professional dissertation.

Article 6. Training contract

The teaching modules that each student is to follow within an ordered course programme are covered by a training contract between the student and the School. It specifies the compulsory modules that must be accredited for the degree to be awarded.

This individual training contract registers the students for the different modules; its contents must comply with the course construction rules set by the teaching programme.

On the engineering programme, this registration becomes final 15 days before the start of each semester; the contract may only be modified or amended with the agreement of the department and only during the transition from one semester to another.

Article 7. Evaluation of students and accreditation of modules

The purpose of evaluation is to ensure that the student has acquired the knowledge and skills corresponding to the learning objectives of their course.

The learning modules are accredited according to rules established by the teacher in charge and specified in the online course catalogue. These rules can be modified, in which case the accreditation department is informed first, then the students.

The accreditation of modules is always individual, regardless of what forms of accreditation are used.

Modules undertaken outside the School are accredited according to the rules determined by the host institution, in consultation with the School.

The methods of accreditation, regardless of what forms they take, must guarantee total equity between students. Examination rules are communicated to students and invigilators in advance.

The failure to attend an exam without reason will result in a 0 grade.

Attendance (presence and punctuality), level of participation and effort on behalf of students are taken into account in the accreditation of the module.

A combined grade is awarded for each module, attributed on a scale ranging from 0 to 20, which takes into account the different tests and assessments specified in the module's accreditation rules. A passing grade for a module is 10 or above.

The teacher in charge of a module is obliged to organise a retake examination for students who have not passed the module at the end of the semester concerned, except in the case of particular modules (e.g. language courses, workshops, projects, internships, blocked weeks). These specificities are set out in the accreditation rules for the said module and announced at the beginning of the module.

In the event of a retake, the final grade depends on the student's results.

The student has an initial grade ($N1 < 10$) and a retake grade ($N2$). The final grade (N) is calculated as follows:

If the retake grade is greater than or equal to 10, the final grade is equal to the average of those two grades $(N1 + N2)/2$. If this average is below 10, the final grade awarded is 10.

If the retake grade is below 10, the final grade awarded is the better of the two grades, $N1$ and $N2$, but the module is not validated.

The procedures for the retake examination are specified at the time of the call for retakes. Students who fail to attend the initial exam or fail the module through inadequate attendance, will not be allowed to do the retake examination.

Article 8. Accreditation of internships

The procedures for the accreditation of internships are specified by the Director of Education and published in the course programme.

Generally speaking, each internship entails the production of a report, which is read and assessed by one or more teachers at the School, and may need to be defended before a jury comprising at least the internship manager or a representative of the host organisation, and the tutor or a representative of the department responsible for internships and career development. In each internship, the intern is assessed by the host organisation. The student is awarded a combined grade by the Internships and Career Development Department. It constitutes a pass if the grade awarded is 10 or above.

Article 9. Accreditation of end of course work

The procedures for the accreditation of end of course work are specified by the Director of Education and published in the course programme.

Article 10. Non-accreditation

If a student fails to obtain accreditation for a compulsory module (after a retake examination where applicable), an internship or an end of course project, the case will be referred to the Teaching and Research Council, which suggests remedial measures to the Director of the School. These measures may include:

- a repeat of the module in its initial pedagogical form, or in the form of a personal project developed in consultation with the teacher in charge,
- the obligation to obtain accreditation for a different module.

Article 11. Attendance

All students are to take part in all the activities relating to the teaching modules for which they have registered and in any other teaching activity organised by the School, regardless of the forms these activities take, unless they are expressly stated to be optional. Moreover, students are required to be punctual for all activities.

To obtain leave of absence in order to take part in activities assigned to them by the School or for personal reasons, students must present the Inspector of Studies with a prior written request, initialled where applicable by the teachers concerned, which will be submitted to the Director of Education.

In the event of absence for medical reasons, the student must present the Inspector of Studies with a medical certificate or a copy of their sick leave certificate if they are employed, no later than the second day of absence.

Retrospective leave of absence may be granted to students, on presentation of evidence, in the event of absence caused by a case of *force majeure*.

Article 12. Intellectual honesty

Students are obliged to abide by the principles of integrity and intellectual honesty.

Plagiarism is deemed to occur when a student submits a piece of work that borrows elements from other authors in such a way that it is impossible to distinguish these borrowings from the student's own ideas: it can take the form of the copying, reformulation or translation of parts of texts without reference to the source. Teachers may use a computerised plagiarism detection system. For this reason, any student may be asked to submit work in electronic format.

Fraud is deemed to occur when the rules set out by the teacher for the evaluation of learning are infringed. It may relate to any method of module evaluation. If fraud is seen to have been committed during an exam, the student is allowed to complete their current assignment, but a reference to the presumption of fraud is immediately added

to the assignment by the invigilator who observed the alleged fraud. A report is established by the invigilator who observed the alleged fraud.

The teacher in charge of the module assesses the seriousness of the plagiarism or fraud and applies an academic penalty accordingly. In the event of proven and significant fraud or plagiarism, a grade of 0/20 is attributed for the module.

Any plagiarism or fraud that has occasioned the application of an academic penalty must be brought to the attention of the Director of Education who, depending on the gravity or frequency of the act, decides whether there is a case for suggesting that the Director should apply disciplinary penalties.

A student who has committed fraud or plagiarism may also be refused permission to undertake part of the course in another institution.

Article 13. Award of the degree

In order to be awarded a degree, students must have been properly registered at the School throughout their course, have fulfilled all their administrative and attendance obligations, including those arising from any measures taken against them, and have returned all materials lent to them.

For all courses, the list of graduating students is decided by the Director of the School, on the advice of the Teaching and Research Council, which acts as the graduation jury.

A student who has not fulfilled the attendance obligations at the end of the course programme may be authorised by the Director of the School, on the advice of the Teaching and Research Council, to continue their studies and obtain a course extension. Other than in exceptional circumstances, this extension may not be granted for a duration exceeding one academic year.

Article 14. Issue of the degree and certificates of results

Only one degree certificate is issued on graduation. It is handed over directly to the graduate or to any person delegated by the graduate as their representative.

In the event of a loss of the degree certificate, the recipient may request a duplicate. The request must be addressed to the Director of the School, along with all the documentary evidence needed to verify the validity of the request.

The Director of the School and any person authorised to sign on the latter's behalf, may establish an "engineering graduate" certificate or a temporary degree certificate.

The programme heads may establish a certificate setting out the results obtained in the courses taken.

Article 15. Evaluation of modules

Every module is evaluated within a tripartite evaluation committee made up of students, teachers and the Director of Education.

The evaluation committees are doubly accountable to the department heads and the department responsible for evaluation.

For each module, the evaluation process requires active participation by students, both directly by answering a questionnaire and through their representatives. The information collected by the evaluation committee contributes to decisions on any changes to the module in question and to the development of the educational offering.

Article 16. Evaluation of course programmes

Every course programme taught at the School may be subject to evaluation in consultation with one or more experts from outside the School, in order to assess its pedagogical value and relevance.

The systems of evaluation are designed and organised by the Director of Education. Their results are published in the Director's annual report on the performance of the School and are presented to the Teaching and Research Council and to the Board of Directors.

SECTION II - SCHOOL LIFE

Article 17. General obligations

Students must not damage the image of the School.

Within the School or during visits, internships and study trips, and more generally in all places or at any event relating to the course or to student life, student behaviour and conduct towards teachers, administrative and service personnel, other students and any third party must be correct.

Students are deemed to be familiar with the standards and provisions relating to them, including the Executive Order on the École nationale des ponts et chaussées, the School Rules and the decisions posted by the Director. They must comply with these standards and provisions and any administrative decision relating to them.

Students must fulfil their administrative and academic obligations within the deadlines set by the relevant departments.

Students undertaking study abroad, including internships, must take out supplementary insurance.

They must comply with the provisions of the charter for the use of IT resources and those relating to copyright and intellectual property. These provisions are set out in documents issued to students on their arrival at the School.

Article 18. Scholarships

The conditions and procedures for the award of School scholarships to students are set by the Board of Directors. The Teaching and Research Council makes recommendations on the award of scholarships.

Article 19. Security and access to the premises

Access to the School premises is restricted to people expressly authorised by the Director. This authorisation is automatic for any student properly registered for the courses taught at the School. It entails the issue of a student card or an access card under the procedures set out in these rules.

The computer rooms, the documentation centre, the language laboratories, the sports fields and sports halls are subject to specific rules.

Students do not have access to the car parks.

The School may under no circumstances be held liable for theft and damage of any kind affecting the personal possessions of students.

Students are required to comply with the safety standards and instructions when using equipment and machines and handling material. Students may not use them on their own unless so authorised and in accordance with the instructions of a responsible teacher.

Article 20. Preventative medicine and health promotion

The regulatory provisions relating to the preventative medicine and health promotion service are applicable to all students.

Students must attend the School's preventative medicine service for their annual medical check-up. This check-up is compulsory and directly paid for by the School.

The results of these check-ups are confidential and kept in the student's medical file.

To practise a sport, a medical certificate of non-contraindication is compulsory; students must present it to the department responsible for sports.

Article 21. Accommodation and catering

The School is not responsible for the students' accommodation outside the specific clauses contained in reciprocity agreements established with other institutions.

Agreements have been reached with different organisations to facilitate catering and accommodation for students.

Article 22. Pedagogical resources

During their course, students may be loaned pedagogical texts provided at the request of the teachers and which they must return at the end of their course programme.

More generally students may, on presentation of their student card or School access card, use the School's library service, in accordance with the library rules. Apart from consulting or borrowing books and periodicals, students may request personalised assistance with documentation for individual and group work.

In addition, students have access to the computer rooms, either on presentation of their student or access card, or by special permission of the Director of IT Systems. Students must comply with existing rules, both national and international, for the protection and free use of IT products and equipment, set out in the IT charter that they sign on their entry to the School.

Finally, students can consult pedagogical documents or borrow materials provided by the Language Teaching Department.

Article 23. Career advice

Students can ask for personal advice on career orientation or management. To this end, the School helps them to clarify their career plans and provides them with company directories, collections of job offers and professional statistics.

Students can also receive help on these questions from the School's alumni association.

Article 24. Student organisations

Students participate in the development of the School's activities through student organisations which, in addition to pedagogical activities, help to enrich campus life, to maintain good relations between the School's management and students, to represent the School in a variety of inter-school sporting or cultural events and to take advantage of the partnership with the corporate world.

The School therefore contribute to the activities of the different student organisations. Under an annual agreement, it may award them an operating subsidy and allow them to use some of the School's equipment, furniture and premises. However, no changes may be made to the layout of premises without prior permission of the School Secretary.

For the use of School premises, furniture and equipment for the activities of student organisations, a specific request must be addressed to the School's management.

Parties held on the School premises must follow the safety instructions in the School's internal regulations, in terms of health and safety: "Article 19 point I – Any person visiting the School is required to comply with the safety rules and to use the equipment and premises in a way that is reasonable and appropriate to their purpose."

Measures may be taken against student organisations by the Director of the School, on the advice of the Director of Education, in the event of damage to School premises

SECTION III – DISCIPLINARY MEASURES

Article 25. Penalties

Students are liable to penalties set out in Executive Order No 93-1289 of 8 December 1993 relating to École nationale des ponts et chaussées in the following cases, in the event of infringements of these rules, in particular:

- serious misconduct committed in the course of learning activities or linked to student life in the School and outside the School,
- fraud, attempted fraud or breaches of conduct in the module examinations,
- insufficient attendance for learning activities.

PART II: RULES SPECIFIC TO THE DIFFERENT COURSES AND CATEGORIES OF STUDENTS

CHAPTER 1 - ENGINEERING COURSES FOR ELEVES DES PONTS, DES EAUX ET DES FORETS (STUDENTS IN THE STATE ENGINEERING CORPS)

Article 26. Admission to the corps

The conditions for the admission of student engineers into the *corps des ponts, des eaux et des forêts* (state engineering corps) are specified in Executive Order No 2009-1106 of 10 September 2009 regarding the special status of the *corps des ponts, des eaux et des forêts*.

Article 27. Description of the degree programme

The degree programme for student-engineers is set by the Order of 27 November 2009 on the training of student-engineers for state service, and on the session of revision organised for the winners of the internal vocational examination for access to the state engineering corps (Article 2).

Article 28. Training projects

The Steering and Accreditation Committee created by the Order of 27 November 2009 assesses the individualised course projects of student-engineers during the process of admission into the corps.

Within this framework, student-engineers who are authorised to undertake the engineering course at the School are subject to the provisions of Chapter 2 of this second part of the rules relating to integrated additional training. However, the end of course project can take place in the second semester of Year 2 of the state engineer course.

Student-engineers who are authorised to follow classes, possibly in addition to the engineering course, for a research Masters jointly certified by the School are subjected to the provisions of Chapter 3 of this second part of the rules. However, the Masters programme can take place in the first or second semester of Year 2 of the state engineer course.

Student-engineers and winners of the internal vocational competition who are authorised to follow classes for a *mastère spécialisé*® (Advanced Masters) at the School are subject to the provisions of Chapter 4 of this second part of the rules relating to the *mastère spécialisé*®. Student-engineers who are required to complete their End of Course Project and/or Masters internship in the second semester of Year 2 cannot

claim to be eligible for this *mastère spécialisé*® degree except by special permission of the head of the *mastère spécialisé*®.

Article 29. Award of the degree

The rules for the award and issue of the degree are those set out in these rules for the engineering degree or the Masters degree programmes.

In the event that a student-engineer's academic results are inadequate, he or she may be allowed to retake the course on the recommendation of the Education and Research Council, with the joint agreement of the ministers for sustainable development and agriculture.

Likewise, if at the end of the degree programme, a student-engineer is declared ineligible for a degree, whether a School engineering degree or a Master's degree jointly certified by the School, he or she may be authorised, on the recommendation of the Education and Research Council and with the joint agreement of the ministers for sustainable development and agriculture, to continue their education and to obtain an extension to their studies.

CHAPTER 2 – ENGINEERING PROGRAMME

Article 30. Purpose

The provisions of this Chapter apply both to student-engineers and to engineering students from foreign institutions admitted to the School under agreements reached in application of Article L123-7 of the education code, subsequently referred to in this chapter as "student-engineers".

Article 31. Admission of first-year students

First year student-engineers are recruited:

- in accordance with Article 1 of the amended Order of 24 March 1975 on the conditions required for the admission of students and external candidates to École nationale des ponts et chaussées by annual competitive examination, commonly named "Concours commun Mines-Ponts" (Mines-Ponts joint examination), the procedures for which are defined in the amended Order of 28 July 2000 on the procedures for competitive examinations and admission of student-engineers of French nationality and foreign nationality to École nationale des ponts et chaussées;
- by application of the 3rd paragraph of Article 1 of the above-mentioned Order;

- by means of a competitive examination open to applicants of French or foreign nationality and relating to the programme of the preparatory classes for the *grandes écoles* on the Biology-Chemistry-Physics-Earth Sciences (PCPST) track;
- by means of a competition based on qualifications and examination open to students holding a Bachelor 's degree issued by a member University of the Conference of University Presidents or an equivalent degree from the European Higher Education Area;
- students from foreign universities may be admitted into the first year under the conditions specified in bilateral agreements.

In accordance with Article 1 of the above-mentioned Order, first-year student-engineers are admitted by decision of the supervising minister.

Article 32. Admission of students into the Masters programme

Student-engineers can be admitted into the Masters programme on the basis of qualifications and examination. This channel of admission is open every year:

- to French and foreign students of the École polytechnique who, in accordance with Executive Order No 2001-622 of 12 July 2001 on the education of students at the École polytechnique, must pursue the second phase of their training by a vocational specialisation course in scientific and technical subjects and economics, and within the framework of the agreements reached with the École polytechnique;
- to students at the Écoles normales supérieures within the framework of agreements with them;
- to students on the Grande École programme at HEC Paris under an agreement reached with that institution;
- to graduate engineers from the schools defined in paragraph a) of Article 3 of the above-mentioned amended Order of 24 March 1975 and under the conditions set out in that same paragraph;
- to students defined in paragraph b) of Article 3 of the above-mentioned amended Order of 24 March 1975 and under the conditions set out in that same paragraph, as well as to students who have completed the first year of a Master's degree issued by a University member of the Conference of University Presidents or an equivalent degree from the European Higher Education Area;
- to students from foreign universities under the recruitment procedures established on behalf of its members by ParisTech's Research and Higher Education Centre;
- to students holding a state architecture qualification under the conditions specified by agreements between the School and architecture schools;
- to serving officers holding an engineering degree and selected in accordance with the procedures set out in agreements reached with the Ministry of Defence.

For French and foreign students from the École polytechnique or from an École normale supérieure, admission to the Masters programme takes place either for a two-year degree course, or for a so-called integrated additional course.

Admission to the Masters programme is also open to students from foreign institutions admitted to the School in application of Article L123-7 of the Education Code. The rules of admission are set under the agreements reached between the School and the signatory higher education institutions. Applicants are selected in accordance with the rules of the institutions of origin and must be accepted by the School.

In accordance with Article 2 of the above-mentioned Order, admissions of student-engineers are decided by the supervising minister.

Article 33. Programme duration

For students admitted into Year 1, the engineering degree programme lasts three years. For students admitted into Year 2, it lasts two years. Students can request a course extension in order to undertake a one-year internship between the second and third year. Students following a variant of the third year programme which lasts more than one year are also allowed a course extension.

For students admitted into the integrated additional course programme, the course lasts three semesters.

Article 34. Description of the nominal degree programme

I. The first year of the engineering degree programme consists of a first semester dedicated, after an induction period, to basic subjects. The second semester consists of:

- compulsory and optional classes on common core subjects;
- introductory classes;
- a research initiation project conducted with research laboratories;
- a project conducted with the Masters programme departments;
- an immersion placement in a hands-on role.

The second semester may include study abroad in one of the School's partner universities.

At the end of the first year, each student chooses a programme provided by a faculty department and plans his or her learning pathway.

II. The second year of the engineering programme, the first year in the Masters programme, consists of:

- induction weeks;
- a first semester of classes;

- a second semester of classes or an Erasmus academic trip.

At the end of this second year, students must undertake an engineering internship, in a company or research centre, lasting a minimum of 12 weeks (short internship) or a minimum of 43 weeks (long internship), in France or abroad.

III. The third year of the engineering programme, the second year in the Masters programme, consists of:

IV.

- a period of introduction;

- a semester of classes;

- a semester dedicated to an end of course project, lasting a minimum of 17 weeks, either individually in a company or a research body, or in a group within the context of a multidisciplinary project. It entails the signature of an agreement between the student, the School and the host organisation. The choice of subject is approved by the President of the Education Department.

IV. During their course, students may be allowed a gap year with the agreement of the President of the Education Department and of the Director of Education.

This period of temporary suspension allows students to acquire personal experience, either on their own or within a host organisation in France or abroad: international corporate volunteer programmes, international public service volunteer programmes, volunteering in an NGO, community service, academic courses in France or abroad on a subject other than the primary course subject, professional experience under an employment contract in France or abroad for 1 semester or 1 university year. Such activities do not generate any ECTS credits. During this year, students remain registered with the School.

Article 35. Variants on the third year

In the third year, students may pursue options for additional study specified in the teaching programme. Under this process, a student-engineer who joined the School in the first year may be given permission by the Director of Education and the President of their department to continue their third year under a double degree agreement between the School and a foreign higher education institution or to follow a course in another institution of higher education in France or abroad.

The possibility of undertaking a third-year variant is subject to the student's having previously met the requirements specific to each of the years in the engineering degree programme. In addition, for certain variants, specific additional requirements may be provided for by double degree agreements, or decided by the Director of Education on the advice of the Teaching and Research Council. These specific requirements are then published in the course programme.

Unless specifically stated otherwise by an agreement with the host institution, student-engineers are subject to the specific rules of that institution.

Article 36. Description of the integrated additional course programme

The integrated additional course programme consists of:

- a scientific or technical course run under a joint supervision arrangement;
- a period of induction through seminars;
- two semesters of learning through scientific and technical modules and language modules;
- a semester dedicated to an end of course project either individually in a company or a research structure, or in a group within the context of a multidisciplinary project. It entails the signature of an agreement between the student, the School and the host organisation. The choice of subject is approved by the President of the Education Department.

Article 37. Accreditation of a year

Students must obtain the required number of ECTS, i.e. 60 ECTS per year or 30 ECTS per semester.

The ECTS credits required are distributed according to module categories (academic, languages, sport, internships, and of course project) as follows:

	THREE-YEAR PROGRAMME				TWO-YEAR PROGRAMME (Masters programme)			FCI FORMAT PROGRAM
	1st year students	2nd year students	3rd year students	Total required	2nd year students	3rd year students	Total required	Total required
Academic	50.5	48.5 (*)	25.5	124.5	48.5 (*)	25.5	74	55.5
Languages	7.5	7.5	4.5	19.5	7.5	4.5	12	4.5
Sport	1	1	-	2	1	-	1	- (**)
Internship	0.5	2.5 (****)	-	3	2.5 (****)	-	2.5	-
Career advice	0.5	0.5	-	1	0.5	-	0.5	-
PFE (***)	-	-	30	30	-	30	30	30
Total	60	60	60	180	60	60	120	90

(*) includes compulsory Humanities and Social Science module

(**) optional sport: deducted from the number of academic ECTS required

*(***) The final project can only be defended if all the modules have been passed*

*(****) Short Internship (minimum 12 weeks) or Long Internship (minimum 43 weeks)*

Students must have fulfilled the academic obligations arising from penalties imposed on them.

Module retakes take place at the end of each semester.

A student without a pass in 11 or more ECTS credits may not move on to the higher year. When retaking, he or she keeps the ECTS credits acquired in the previous year.

A student without a pass in fewer than 11 ECTS credits is allowed to move on to the higher year but is obliged to obtain the missing ECTS credits. The modules must be taken and accredited, or simply accredited, depending on the suggestion of the department concerned, which must be approved by the Education and Research Council.

Students may not go into the third year while some first-year modules have not been accredited.

If there are second-year modules that are still to be accredited in the third year, mobility within France is authorised provided that equivalences are identified by the department in the host institution. However, international mobility is not authorised under these circumstances.

A maximum of one retake per programme year is authorised, beyond which the student is declared definitively ineligible for a degree. This measure does not include years or semesters in which attendance is suspended for medical reasons.

Article 38. Award of the degree

In order to be declared eligible for a degree, the student must meet the following requirements, which are specified in the teaching programme:

- have been accredited all the years of the degree programme,
- have obtained a given number of language learning credits, as determined for the different course programmes,
- have obtained the required score in the TOIEC,
- have completed his or her international obligation, in the case of students recruited in Year 1,
- have been accredited the end of course project or equivalent.

In order to be declared eligible for a degree from the School, double degree student-engineers from another institution, or who have completed a third year in another institution, must also satisfy the specific obligations for course accreditation or for the award of a degree prepared in the host institution.

CHAPTER 3 - MASTERS PROGRAMMES

Article 39. Admission

The Masters programmes for which the School is authorised by the Ministry of Higher Education to deliver degrees are open to French or foreign applicants who have completed a course, corresponding to at least 180 ECTS credits, provided by an institution of higher education. The level of recruitment is set by the Director of Education, on the advice of the Teaching and Research Council, and published in the course programme.

Admissions are decided by the Director of the School, on the advice of the Teaching and Research Council or the admission jury.

Applicants are only definitively admitted once they have obtained the qualifications required for admission.

Article 40. Award of the degree

Notwithstanding provisions that may be set out in the agreements signed with partner institutions, in order to be declared eligible for a degree, the student must meet the following obligations:

- have obtained a given number of credits as determined for the programme and option taken,
- have been accredited all the compulsory modules in the programme,
- have obtained an overall average above a threshold set by these rules, if required by rules specific to the programme,
- have met the specific requirements for the end of course project.

CHAPTER 4 - SPECIALIST PROGRAMMES

SUB CHAPTER 1 - MASTÈRES SPÉCIALISÉS®

Article 41. Admission

The *mastères spécialisés*® [Advanced Masters] degree programmes for which the School is accredited by the Conférence des Grandes Écoles are open to applicants who hold one of the degrees required under the rules of the Conférence des Grandes Écoles. By way of exemption, and within the limits of the rate of exemption granted for each programme by the Conférence des Grandes Écoles, applications that do not strictly meet these criteria may be declared admissible by the Director of the School.

Admissions are decided by the Director of the School, on the advice of the Teaching and Research Council or the admission jury.

Applicants are only definitively admitted once they have obtained the qualifications required for admission.

Article 42. Rules for the award of the degree

Notwithstanding provisions that may be set out in the agreements signed with partner institutions, in order to be declared eligible for a degree, the student must meet the following obligations:

- have obtained a given number of credits as determined for the programme and option taken,
- have been accredited all the compulsory modules in the programme,
- have obtained an overall average above a threshold set by these rules, if required by rules specific to the programme,
- have met the requirements specific to the professional dissertation.

SUB-CHAPTER 2 - MASTER OF BUSINESS ADMINISTRATION ARTICLE

43. Admission

The “Master of Business Administration” (MBA) programmes taught by the School through its subsidiary MIB Développement are open to students holding a French or foreign degree awarded for a higher education Masters programme and able to prove at least 3 years of professional experience. Under an agreement between the School and MIB Développement, applications that do not strictly meet these conditions can be eligible.

Applicants are selected as follows:

- shortlisting based on an examination of the applications, which include the results obtained by the applicants either in the admission test (G.M.A.T.) and in the English language fluency test (T.O.E.F.L.), or in the admission tests created by MBA des Ponts,
- application interview with the Dean of the MBA des Ponts or the latter's deputy.

Admissions are decided by the Director of the School, on the advice of the Teaching and Research Council or the admission jury.

Applicants are only definitively admitted once they have obtained the qualifications required for admission.

Article 44. Award of the degree

Notwithstanding provisions that may be set out in the agreements signed with partner institutions, in order to be declared eligible for a degree, the student must meet the following requirements:

- A given number of credits as determined for the programme and option taken has to be obtained,
- All the compulsory modules in the programme WILL NEED TO BE ACCREDITED,
- The requirements of the professional internship have to be fulfilled,
- have obtained an overall average above a threshold set by those rules, if required by rules specific to the programme,
- have fulfilled the requirements specific to the professional internship and/or defended the professional dissertation.

SUB-CHAPTER 2BIS - OTHER PROGRAMMES LEADING TO THE AWARD OF A SPECIFIC SCHOOL DEGREE

Article 41bis. - Structure

I - The other programmes leading to the award of a specific School degree consist of combinations of full-time or part-time Masters or post-Masters level courses. They meet quality criteria approved by the Teaching and Research Council. They are presented for approval to the Teaching and Research Council, which then makes a recommendation.

II - In their long version, their duration cannot be less than two semesters spread where applicable over a maximum period of three years. In that case, they entitle students to at least 60 ECTS credits and consist of at least 300 hours of face-to-face or distance learning (lectures, theoretical classes, methodological workshops...). They include at least 16 weeks of personal work within a private or public organisation, leading to at least 20 ECTS credits. A dissertation is prepared based on this personal work, which is defended before a jury.

III - In their short version, their duration varies from 4 to 20 weeks involving a minimum of 150 hours of face-to-face or distance learning subject to alternation between work

and study when the period is greater than 10 weeks. Learning methods vary, including lectures, theoretical classes, practical work, guided tours, team projects...

Article 41ter. - Admission

Applicants to the kind of programme described in Article 41bis are admitted by a jury, as follows:

shortlisting or selection based on study of the applications, which may include the results obtained by the applicants in an admission test and/or a test of fluency in English (T.O.E.F.L. or equivalent) or of another language defined by the programme; selection by interview where applicable.

Admissions are decided by the Director of the School, on the advice of the admission jury.

Applicants are only definitively admitted once they have obtained the qualifications entitling them to admission where applicable.

Article 42bis. - Rules for the award of the degree

Notwithstanding provisions that may be set out in the agreements signed with higher education partners, in order to be declared eligible for a degree, the student must meet the following requirements:

- has to obtain a given number of credits as determined for the programme and option taken,
- has to be accredited all the compulsory modules in the programme, and if necessary by rules specific to the programme, and obtained an overall average above a threshold set by those rules,
- has to meet the specific requirements for the end of course project or its equivalent.

SUB-CHAPTER 3 - PROGRAMME FOR STATE ARCHITECTS AND URBANISTS - STUDENTS

Article 45. Admission

The rules of admission to the course programme described in Article 78 are those laid down by Executive Order No 2004-474 of 2 June 2004 establishing the status of the corps of state architects and urbanists for admission into that corps.

Article 46. Programme duration

The programme lasts for twelve months.

Course extensions are granted to student state architects and urbanists authorised by their supervising minister to undertake additional study.

Article 47. Description of the course programme

The course programme is described in the Order of 6 May 1994 on the training of state architects and urbanists.

Article 48. Accreditation of the period of study

The accreditation rules are specified in the above-mentioned Order of 6 May 1994.

Following completion of the programme, they receive a certificate from the School which confirms the period of study and specifies the results obtained in the courses taken.

CHAPTER 5 – INTERNS

Article 49. Admission

Interns are admitted to follow periods of study lasting at least one semester under agreements reached between the School and institutions of higher education.

The selection criteria are the student's school results, their motivation and an assessment of their learning plans. Interns recruited under agreements with institutions of higher education are selected in accordance with the provisions set out in those agreements. In the absence of specific provisions, their applications are submitted by the institution of origin and accepted by the School's Director of Education.

Applicants admitted as interns remain registered with their institution of origin throughout their period of study at École des Ponts.

Article 50. Description of the course programme

The programme followed by interns at the School forms part of their studies at their institution of origin. In this capacity, they are attached to one of the School's faculty departments and draw up a learning contract that sets out the classes to be followed. Changes may only be made to the contract with the agreement of the faculty department concerned and the institution of origin.

The learning contract signed by the School and the institution of origin may include scientific and technical credits, language credits, internships and an end of course project.

Article 51. Accreditation of the period of study

At the end of their period of study, the interns receive a certificate from the School specifying the results obtained in their courses. This certificate constitutes an accreditation of the modules as an integral part of their work towards their degree in the institution of origin.

CHAPTER 6 - EXTERNAL CANDIDATES

Article 52. Admission rules

External candidates at the School are admitted to follow one or more learning modules. External candidates are selected with the agreement of the Director of Education and the Presidents of the Education Department.

The selection criteria are the student's qualifications, their motivation and an assessment of their learning plans.

External candidates recruited under agreements with higher education institutions or public or private organisations are selected in accordance with the provisions set out in those agreements. In the absence of specific provisions, their applications are submitted by their institution of origin and accepted by the head of the programme in question.

External candidates are registered for modules that correspond to their learning plans.

Article 53. Description of the course programme

External candidates undertake the classes taught in modules that they are authorised to attend, as well as all the pedagogical activities associated with them.

Article 54. Accreditation of the period of study

Unless otherwise specified by the agreements with the institutions of origin of the external candidates, or expressly agreed at the time of their registration, these external candidates are authorised to take the examinations relating to the modules they have followed and, at the end of their period of study, receive a certificate from the School corresponding to accreditation for the modules and specifying the results obtained in their courses.

CHAPTER 7 – VAE (ACCREDITATION FOR WORK EXPERIENCE)

Article 55. Admissibility of applications

Anyone applying to obtain a national Masters level degree awarded by École nationale des ponts et chaussées via accreditation for work experience (VAE) must fulfil the conditions set by the Education Code and in particular its Articles L613-3 to L613-6 and Executive Order No 2002-590.

Before beginning the VAE procedure, the applicant must submit a pre-application. The Department of Education assesses this pre-application and submits a reasoned opinion to the Director of the School. It may advise the applicant to switch to another degree awarded by the School or by another institution of higher education.

The Director notifies the applicant of the School's decision on the application, whether favourable or unfavourable.

If the decision is favourable, the School will offer the applicant support in preparing their application.

If the decision is unfavourable, despite the fact that the application fulfils the legislative and regulatory conditions, the applicant may submit an application, but cannot receive support services from the School.

Article 56. Preparation of the VAE application

The application presented by the applicant must describe, by reference to the degree, the knowledge, competencies and skills that he or she has acquired through experience.

It should include the documents describing this experience and the duration of the different activities in which the applicant acquired it, as well as, where applicable, the certificates corresponding to courses taken and qualifications obtained previously.

The support services provided during the eligibility phase of the application and the jury expenses will be covered in a contract or agreement.

These services may notably include methodological, scientific and technical support, and the assistance of a designated teacher.

If, in the assessment conducted during the eligibility phase of the application, or during the preparation of the application, certain gaps are identified, the Education Department or the designated teacher may advise the applicant, as part of their support services, to reinforce their application, in particular by producing a project for presentation to the jury.

Article 57. Submission of the VAE application

The request for approval is addressed to the Director of the School at the same time as the request for registration for a degree with the institution.

The School acknowledges receipt of the application and informs the applicant when he or she is likely to be called before the jury.

An applicant may only submit one application within a single calendar year and for a single degree, and may only apply to one institution. The application must specify which degree is sought. If applying for different degrees, the applicant may only make a total of three VAE applications in the course of a single calendar year. These obligations and the applicant's pledge to respect them must appear on each VAE application form.

The request for accreditation is accompanied by the dossier provided for the preparation of a VAE application.

Article 58. Composition of the VAE jury

The accreditation jury consists of 5 to 8 members including at least 3 professors from the School and a majority of academics, as well as individuals whose main activity is not teaching and who are competent to assess the nature of the experience, in particular the work experience, which the applicant is seeking to have accredited.

When individuals belonging to the company or organisation where the applicant worked are members of the accreditation jury, they may not take part in deliberations about the applicant.

The members of the accreditation juries are appointed by the Director of the School, on the advice of the Teaching and Research Council, on the grounds of their competences, skills and qualifications and with the additional purpose of achieving balanced representation between women and men.

The VAE jury is chaired by the President of one of the School's departments.

Article 59. Defence of the application before the VAE jury

The accreditation jury examines the application and discusses it with the applicant, as well as the project referred to in Article 56 where applicable. The applicant maybe asked to carry out a role-play in real-world or simulated conditions.

Article 60. Jury deliberation

In its deliberations, the accreditation jury decides which knowledge and skills the applicant has acquired, notably drawing on the degree reference criteria set out in the National Directory of Professional Accreditations.

The chairman or chairwoman of the accreditation jury addresses a report to the Director of the School specifying the scale of the accreditation granted together with, if applicable, the nature of the knowledge and skills that require further assessment.

The Director of the School notifies the applicant of the decisions.

Article 61. Issue of the degree

When the accreditation jury declares that the applicant has acquired the knowledge and skills necessary to obtain the engineering degree awarded by the École Nationale

des Ponts et Chaussées, this degree is then issued to the applicant once the latter has fulfilled all his or her administrative and contractual requirements to the School.

CHAPTER 8 – RULES FOR PARTICIPANTS IN CERTIFICATE PROGRAMS

SECTION I - PURPOSE

Article 62. Definition of a certificate programme

A certificate programme is a coordinated set of learning modules addressed to individuals wishing to follow a course programme that will give them a professional qualification in a given disciplinary, technical or sectoral field. The certificate recognises the qualifications and skills acquired by the participants during this programme and is issued by the School.

The head of the certificate programme, the criteria for the selection of applicants, the learning objectives, and the methods of accrediting skills, are defined by the Director of the School based on the proposal either of the director of lifelong learning, or of the Dean of the MBA des Ponts, after advice by the Teaching and Research Council. Recruitment, training and the certificate test are conducted under the authority either of the director of lifelong learning, or of the Dean of MBA des Ponts.

SECTION II – ADMISSION

Article 63. Admission rules

This selection is carried out by the head of programme and based on the following elements:

- application letter;
- curriculum vitae;
- recommendation by the employer, a line manager or a course leader.

Depending on the certificate programme, admissions are decided either by the director of lifelong learning or by the Dean of MBA des Ponts.

Section III – ORGANISATION OF CERTIFICATE PROGRAMMES

Article 64. Duration of a certificate programme

The duration of the programme depends on the scheduling of the modules. It may extend over a maximum of two years between the first lifelong learning session and the qualification test in the certificate programme.

The certificate programme consists of 50 to 150 hours of training.

Article 65. Description of the course programme

It comprises:

- modules: learning sessions lasting one or more days;
- a qualification test administered at the end of each session, or globally at the end of the programme.

SECTION III – ORGANISATION OF CERTIFICATE PROGRAMMES

Article 66. Rules for obtaining the certificate

To obtain the certificate, the participant must fulfil the following obligations:

- the course fees have to be paid
- all the modules constituting the certificate have to be completed
- the qualification test or tests organised by the head of programme have to be passed.

Article 67. Issue of the certificate

The certificate is issued by the Director of the School or the person delegated to sign on the latter's behalf, on the advice of the training subsidiary responsible for the programme.