

MASTER'S DEGREE

ACADEMIC REGULATIONS Applicable as from academic year 2018-2019

FIELD: STS (Advanced technical course)

DEGREE: MASTER'S DEGREE **LEVEL:** M1 and M2

Specialisation: Signal and Image Processing

Programme of study: Signal and Image processing (SIGMA)

Training system / Modes:

System: initial training off-the-job training

Conditions presence-based; distance training; agreement
 sandwich course; professional training or apprenticeship

DATE OF THE ACCREDITATION ORDER BY THE MINISTRY: 05 JULY 2016

MASTER'S PROGRAM DIRECTOR : RONALD PHLIPO
HEAD OF THE YEAR : HACHEME AYASSO
MANAGER : NOELLE CHAPAYS

I – General provisions

Article 1: Aims and skills acquired during the training

The aim of the SIGMA master's degree is to train students for careers in information processing, extraction and analysis in the signal and image fields. These skills are based on a solid knowledge of the fundamental signals and systems modelling concepts, data fusion and exploitation methods and algorithms as well as inversion problems. The target fields of application include observation sciences, environmental sciences, sciences of the universe and biomedical imaging.

The programme offered allows students to continue their studies to a PhD level in the field of STICs, or to begin a professional career in research and development using advanced image or signal processing systems.

Article 2: Conditions of enrolment

Enrolment in M1

Whenever maximum capacities have been defined for the training courses, the enrolment in Master 1 is subject to examination of the applicant's file.

Enrolment in M2

- ❖ For the specialisation, students who hold an M1 in Signal Processing of Grenoble are automatically enrolled in the various M2 programmes of study.
- ❖ Upon individual decision, after examination of the file by an admissions teaching committee for students from another specialisation or another institution.
- ❖ Other cases:
 - upon assessment from the teaching committee for students with non-LMD (Bachelor's degree-Master's degree-Doctorate system) training (Engineer, etc.).
 - upon validation of studies or acquired personal or professional experience: upon individual decision, after examination of the file by a validating teaching committee.

II - Organisation of studies

Article 3: General organisation of studies

M1: training is organised into: 2 semesters (2 semesters per year, 30 credits per semester)

M2: training is organised into: 2 semesters (2 semesters per year, 30 credits per semester)

Article 4: Composition of the courses

Refer to the Knowledge Assessment Procedures table.

Comments on certain items of the Knowledge Assessment Procedures Table

A certified level in French must be proven to obtain the degree.

Internship:

- Mandatory (required for obtaining the degree)

Duration:

M1: 10 weeks minimum.

M2: 4 to 6 months

The internship in the same host structure shall not exceed 924 hours (equivalent to 6 months full-time) per university year outside of class hours.

Conditions:

An agreement must be signed for any internship. Depending on the duration, the place of the internship and the nature of the institution, the intern may receive payment in accordance with legal and regulatory provisions in force. Non-credited internships may, subject to a teaching follow-up, be considered within the framework of the training, in addition to the internships planned in the programme, provided that they do not take place during teaching hours and that they are covered by a report submitted by the student concerning the work performed during the internship.

Under no circumstances must an internship be continued after the degree awarding committee has been held.

Instructions/advice for drafting the report:

M1: The internship report must feature the technical and scientific aspects of the work performed during the internship. It must be concise (25 to 30 pages maximum). The back cover of the report must include a half-page summary in French and in English.

M2: The internship report must feature the technical and scientific aspects of the work performed during the internship. It must be concise (40 pages maximum excluding the appendices). The back cover of the report must include a half-page summary in French and in English.

The content shall be organised around the following elements:

- a short presentation of the company/laboratory (maximum 1 page),
- a description of what motivated the student to choose the topic of the internship, background review,
- the main theoretical elements required for understanding the work performed,
- a description of the work performed and analysis of the results obtained,
- an assessment and the potential prospects.

From a formal standpoint, the report must contain:

- a table of contents and a glossary,
- page numbering,
- equations and figures with footnotes in the text and mention of the source,
- the forecast schedule and/or achieved schedule (Gantt diagram highly recommended),
- the list of full references with footnotes in the text.

Internship report / Tutored projects:

- Internship report:

M1 : Deadline date for submission: comply with the instructions transmitted by the Master's Programme Director.

In all cases:

- 1 hardcopy version of the report must be transmitted to Phelma's Corporate Relations Department no later than 3 weeks before the viva voce period (all programmes of study combined),
- another hardcopy version of the report (identical to the first) must be directly transmitted to the External Examiner.

M2 : Deadline date for submission: comply with the instructions transmitted by the Master's Programme Director.

In any case, the report must be submitted no later than 7 days before the viva voce.

III - Skills and knowledge assessment

Article 5: Test methods	
5.1 - Test procedures	
Refer to the Knowledge Assessment Procedures table.	
5.2 - Course attendance	
During lectures:	In all subjects, attendance is mandatory for lectures, seminars and practicals. It is essential for the visits to industrial sites.
During practicals:	Absence for illness must be justified by presenting a medical certificate within 48 business hours from the start of the absence, specifying the period of unavailability.
Attendance exemption:	In the event of Force Majeure, the student shall transmit to the Programme Director a substantiated statement outlining the duration of the absence. This absence shall be considered as justified if it is approved by the Director.

Article 6: Validation, pass by compensation, recognition and accumulation	
6.1 - General rules for validating course units, a semester, a year	
Year	<i>Year ≥ 10/20</i>
Semester	<p>A semester may be obtained:</p> <ul style="list-style-type: none"> - by validating each course unit making up the semester (grade ≥ 10/20), - by compensation between these course units (overall average of the semester ≥ 10/20). <p>No grade < 7 for course units which have a threshold grade (refer to the “threshold grade” paragraph below).</p>
Waiving the pass by compensation rule	<p>It is possible to waive the pass by compensation rule within a semester in the case where a student would like to be able to significantly improve his or her grades for the following session, by repeating a course unit that was not passed during the semester (grade < 10/20).</p> <p>The waiving of the pass by compensation rule for the semester automatically results in the waiver of obtaining the degree during session 1.</p> <p>The waiver applications must be sent in writing to the <i>applications department</i> on the date which shall be provided to students.</p>
Threshold grade	<p>Threshold grade = 7/20</p> <p>Applies to all course units, except for the Internship course unit.</p>
Course units which cannot be passed by compensation	<i>Internship course unit</i>
6.2 - Recognition	
The recognition of student representation activities in the training course is described in the document “Student Representation status”.	
6.3 - Accumulation	
<p>A course unit that has been validated cannot be taken again.</p> <p>As a result, the course units and the corresponding ECTS credits are validated and accumulated insofar as the student has obtained the passing grade.</p> <p>The course components that have received ECTS credits can be accumulated.</p> <p>The subjects that have no credits cannot be accumulated.</p>	

IV - Examinations

Article 7: Examination conditions
7.1 - Schedule of examination sessions
<p>A resit session is organised for the Master’s programme.</p> <p>The schedule of examination sessions is transmitted to the students registered in the master’s programme.</p>

7.2 - Management of absences	
Absence during continuous assessments	<p>The grade of the students who are absent with a valid reason is neutralised for the continuous assessment, unless they can be proposed a resit examination during the same session.</p> <p>Students who are absent without a valid reason are considered as defaulting the continuous assessment in question and are given a zero grade.</p> <p>The subjects cannot be taken again, except upon decision by the review committee.</p>
Absence during the final examinations	<p>Students who are absent with a valid reason during the 1st session are allowed to take the resit examination.</p> <p>Students who are absent with a valid reason during the resit examination, may, under exceptional circumstances and where feasible, be allowed to sit an examination of equivalent nature and duration, provided that the head of the year consents thereto.</p> <p>Students who are absent without a valid reason are considered as defaulting for the final examination in question.</p>
Article 8: Organisation of the resit session	
Interval between 2 sessions	<p>The resit session is organised, where possible, at least fifteen days after publication of the results of the initial session.</p>
Transfer of the session-1 grade to the resit session	<p>In the event of failure of a semester:</p> <p><u>Validated course units:</u> A course unit for which the grade is more than or equal to 10/20 is permanently validated. No subjects or components of this course unit can be taken again.</p> <p><u>Non-validated course units:</u></p> <ul style="list-style-type: none"> • Course units that can be passed by compensation: <ul style="list-style-type: none"> - Students may opt to resit a course unit for which they received a grade less than 10/20. • Course units that cannot be passed by compensation: <ul style="list-style-type: none"> - Course units for which the grade is less than 10/20 must be taken again. • Course units with a threshold of 7: <ul style="list-style-type: none"> - Course units for which the grade is < 7/20 must be taken again. - Students may opt to resit the course units for which they received a grade $\geq 7/20$ and < 10/20. <p>If the course unit is composed of course components or subjects:</p> <ul style="list-style-type: none"> - the grades of the course components, if they have been validated, are automatically retained for the resit session, - the grades of the subjects may be retained, based upon the assessment of the Programme Director. <p>Irrespective of the grade received during the resit session, it replaces the session-1 grade.</p>

Article 9: Review committee

The decisions of the review committee, with regard to the grades and the final result, are final and irrevocable.*
 The committee has sole authority and may or may not, via a special decision, allocate “jury points” to allow the student to pass.

Any student who notes an error in his or her results must promptly report it.

Deadline dates for holding of committee meetings: the dates of the review committee meetings are transmitted to the students registered in the master’s programme.

*except in special cases, subject to a request for exemption transmitted to the Vice-President of the Education, Student Life and Activities Board

Article 10: Posting of results

The results are posted on the student’s digital work environment (ENT).

V - Results

Article 11: Repeating a year

Repeating a year

Repeating M1 and M2: Repeating a year is not by right.
 Students who would like to repeat the year must make a request to do so. Their request is examined by the admissions committee. In the event of acceptance, students must comply with the conditions of registration.

Caution : The components which can be accumulated (which grant ECTS credits) are definitively acquired and are therefore taken into account for the repeat year. They may not be taken again.

Caution : If a course schedule is changed, transient measures are put in place for students repeating a year.

Article 12: Awarding of the degree

12.1 - Intermediary four-year university degree

The four-year university degree is obtained by validation of each of the 2 semesters.

12.2 - Master’s degree

The Master’s degree is obtained when the student has independently validated M1 and M2.

The Master’s grade can be calculated based on two methods:

- average of the grades for the 4 semesters (if the student has done a portion of his or her curriculum in another course, the corresponding semesters are neutralised);
- average of the grades for semesters 9 and 10 only.

12.3 - Rules for awarding honours

Honours are calculated based on the general average of the degree, whether it is obtained in session 1 or in the resit session.

- Average ≥ 10 and < 12 = Pass
- Average ≥ 12 and < 14 = Lower Second Class honours
- Average ≥ 14 and < 16 = Upper Second Class honours
- Average ≥ 16 = First Class honours

12.4 - Issuing of the supplement to the degree

The supplement to the degree is issued to the student when the degree is obtained.

VI - Miscellaneous provisions

Article 13: Travel

As part of their schooling, students may have to make trips to take part in activities outside of the university premises.

Article 14: Study abroad, as applicable (to be filled out if necessary; specify the conditions: e.g. year, semester, country, host university, etc.)

As part of the network international courses, students may have to spend a portion of their master's programme in a foreign university. The specific regulations for these programmes of study are outlined in the mobility conditions (partners, consideration of grades, etc.).

Article 15: Provisions for specific students

Upon proposal from the Head of the school, and upon written request to that effect sent to the student's department, the president of the Grenoble Institute of Technology may grant special arrangements, in particular in the following cases: art-studies status, top-level athletes, business owner students, working students, disabled students, for health problems or maternity leave.

Article 16: General discipline

Refer to the framework regulations of studies and examinations for the master's cycle.

With reference to Act No. 2016-1828 dated 23 December 2016 on adapting the French higher learning second cycle to the Bachelor's degree-Master's degree-Doctorate system, whenever maximum capacities have been defined for the training courses, the enrolment in Master 1 is subject to examination of the applicant's file.