



Grenoble Institute of Technology

Supplement to the framework regulations for studies and examinations in the engineering programme and the sandwich course engineering programme

PHELMA

Ecole nationale supérieure de physique, électronique, matériaux

Applicable from the 2019-2020 academic year

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TITLE I – SUPPLEMENT TO THE REGULATIONS FOR STUDIES AND EXAMINATIONS IN THE ENGINEERING PROGRAMME

SUPPLEMENT TO CHAPTER I - STUDIES

Section 3 - 2 Internships

Check conditions

The 1st year internship, which lasts at least 4 weeks, corresponds to an operator internship giving insight into the work world. At the start of the 2nd year, feedback is organised as part of a half day workshop and a return report will be required. The workshop as well as the report will give rise to validation of the internship (or will validate the ECTS credits associated with the 1st year internship). The students accepted into the common SEOC (embedded systems and connected objects) programme will not take part in the feedback.

The 2nd year internship, which lasts at least 10 weeks is designed to help students learn about the engineering trade. At the start of the 3rd year, students will be required to write an internship report in French or in English before the oral exam. ECTS credits will be allocated for the report and the oral exam.

The end-of-year project, which lasts at least 20 weeks, will put the student engineer in a working environment in a concrete engineering situation. The student engineer is responsible for a specific assignment, determined in conjunction between the host company and the school. The project will be assessed by the internship advisor within the company and an oral exam held before a committee comprised of at least two lecturers and if possible the internship advisor. An internship report drawn up in French or in English will be required before the oral exam and a grade will be allocated for the report and the oral exam. The end-of-year project must be carried out in a company if the 2nd year internship was not carried out in a company.

Section 5 - Disciplinary authority

Organisation of the examinations. composition material

During the examinations, only calculators which do not have any file storage feature or wireless communication are authorised. A list of the authorised calculators will be provided at the start of the year.

Connected watches are prohibited.

SUPPLEMENT TO CHAPTER II – PROGRAMME OF STUDY

Section 2 – 4 Investment in community service activities and in the life of the establishment and promotion of entrepreneurship

Student engineers who wish to receive ECTS credits for their community service activities associated with the institution or partners, must make a formal request submitted in a written file no later than 15 days before the start of the academic year. A report or oral presentation is requested before the end of the same academic year or before the end of each semester depending on the subjects taught in order to assess these activities.

SUPPLEMENT TO CHAPTER III – CONDITIONS FOR OBTAINING THE DEGREE

Section 1 – 3 Conditions for being awarded the degree

b) Ability to work abroad

The validation of this ability will be obtained in connection with geographic mobility. Geographic mobility must be at least 6 weeks, the form of the work carried out abroad (contract, studies, internship, etc.) is validated by a committee. Students may apply for validation of the ability to work abroad in relation to work carried out outside of the academic year by submitting a validation application examined by this committee.

Honours on the degree

Once the students have validated the third year, a degree grade is calculated taking into account the grade for the first, second and third years, respectively assigned coefficients 1, 2 and 2.

$$\frac{1\text{st year grade} + 2 \times 2\text{nd year grade} + 2 \times 3\text{rd year grade}}{\quad}$$

Degree grade =

The honours on the degree are allocated based on the following rules:

First class honours if the degree grade is ≥ 15

Upper second class honours if $14 \leq \text{degree grade} < 15$

Lower second class honours if $12 \leq \text{degree grade} < 14$

SUPPLEMENT TO CHAPTER IV – ORGANISATION OF THE EXAMINATIONS AND REVIEW COMMITTEES

Section 1 – Validating knowledge

Review committee for the period

2nd session examinations are organised at the end of each semester, further to a decision of a mid-term review committee or year-end review committee. The period is validated by the year-end review committee.

The review committee may authorise 2nd year students who have failed their examinations to continue their studies in 3rd year provided that they validate their 2nd year no later than the following year.

In 3rd year, semester 9 is considered as a period. This means that the mid-year review committee may validate the semester or not and propose examinations in a resit session.

SUPPLEMENT TO CHAPTER V – STUDY ABROAD

Possibility to study abroad in the 2nd year

Students may study abroad in their 2nd year at Phelma during the 2nd semester (semester 8 of the training at Phelma) or for a full year in the case of a dual degree. The programmes compatible with the requested areas will be offered. The programme must be properly targeted depending on the associated field. In this case, the overall education project for the 2nd and 3rd years will be assessed by the course director, the director of international relations, the head of the school and the director of academic programmes, during the 1st semester of the 2nd year.

Possibility to study abroad in the 3rd year

The projects to study abroad in the 3rd year are validated by the first session review committee of the 2nd year, in light of the opinions expressed by the course directors and the director of international relations as well as the student's academic results. An end-of-year project will be mandatory in the event of a third year spent abroad, and will be equal to a minimum of 20 weeks and a maximum of 26 weeks. It will be subject to the same rules as the end-of-year projects for student engineers who are carrying out their 3rd year at the school. Regardless of the length of the period of study abroad, a maximum of 30 ECTS credits will be allocated to the results obtained in this respect and 30 ECTS credits will be allocated to all grades obtained for the 2nd year internship and the end-of-year project.

TITLE II – SUPPLEMENT TO THE REGULATIONS FOR STUDIES AND EXAMINATIONS IN THE SANDWICH COURSE ENGINEERING PROGRAMME

These regulations lay down the operational rules within Phelma. They apply to sandwich course students studying in the work study integrated systems design programme provided at Phelma.

SUPPLEMENT TO CHAPTER I – STUDIES

Section 2 – Administrative enrolment

- Sandwich course students are enrolled at Phelma depending on the available spaces, based on the following procedure: admission based on qualifications after examination of the student's file, selection interview within the school and signing of a contract with a company.
- The school posts the internship offers that it receives from companies however it does not get involved in the hiring process by the company.

Section 4 – General discipline

Organisation of the examinations, composition materials

During the examinations, only calculators which do not have any file storage feature or wireless communication are authorised. A list of the authorised calculators will be provided at the start of the year.

Connected watches are prohibited.

Working time

In accordance with the employment contract signed by the sandwich course student, the working time in the facility is set to 35 hours per week. This working time is divided into two time slots: a fixed time slot and a variable time slot.

- The fixed time slot is determined by the timetable. It corresponds to all the courses administered by the facility which must be attended by the sandwich course student. The timetable is subject to change up to the day before the scheduled courses and can be consulted online.
- The variable time slot corresponds to a personal flexible time schedule during which the sandwich course student has access to the material resources available in the facility (computer rooms, libraries, etc.). This working time must be used up during the opening hours of the facility set by the internal regulations. The duration of the variable time slot is determined each week by the difference between 35 hours and the mandatory working time calculated over the week.

Attendance

The mandatory working time is checked via a register which must be signed at each class by the sandwich course student.

The variable working time must be reported and is certified by an affidavit.

SUPPLEMENT TO CHAPTER III – CONDITIONS FOR OBTAINING THE DEGREE

Section 1 – 3 - Conditions for being awarded the degree

With regard to the CSI training, two periods have been defined:

- A period 1 aggregating the “feedback” course unit and the “work experience” course unit;
- A period 2 aggregating all other course units.