

# Academic Regulations for Master's Programs at the Institut Polytechnique de Paris

Valid for the 2025-2026 academic year

Adopted by the Board of Directors of the Institut Polytechnique de Paris on July 2, 2025:

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## Forward

**Only officially enrolled students are authorized to attend classes and take examinations. The student's certificate of enrollment serves as proof in all situations where verification of enrollment is required (access to teaching premises, attendance at examinations, signing attendance sheets during exams, etc.).**

This document sets out the regulations for students enrolled in their first (M1) or second (M2) year of a Master's program at Institut Polytechnique de Paris (IP Paris). Exceptions to these regulations apply only to a track (M1 or M2) taught in partnership with external institutions and those included in the additional conditions for validating a dual degree as defined by the main awarding institution. In these specific cases, the necessary adjustments will be made to ensure compatible regulations are followed by all collaborating institutions.

# 1 Enrollment and Registration

## 1.1 Administrative Enrollment

Candidates who have been admitted must provide all necessary additional information and documents to complete the administrative enrollment process before arriving at the institute. Any changes should be declared promptly.

Students must adhere to the deadlines set for each component of the academic program.

Any admitted student who fails to complete enrollment by the official registration deadline will be considered to have withdrawn.

Administrative enrollment is only deemed valid once the student has paid all applicable tuition and fees, unless an exemption has been granted.

Cooperative program students should also register using a dedicated procedure. This registration will allow their affiliated school to issue an access badge, providing access to associated resources.

## 1.2 Course Registration

The office of student affairs will register students for the courses of the Master's program and draft an academic pedagogical contract with the student, under the supervision of the academic coordinator of the track.

Access badges will be issued to students following the rules of each member school of the Institut Polytechnique de Paris.

The personalized pedagogical contract, established by the office of student affairs, will list the courses the student has registered for during the academic year, for which he or she will take examinations and evaluations. The office of student affairs will ensure that the pedagogical contract is signed by the student, following prior validation by the academic track coordinator or the program director.

The academic pedagogical contract must include a total of 60 ECTS credits in order for the academic year to be validated. Additional courses may be taken by the student, subject to the approval of the track coordinator as well as the academic dean (or equivalent authority) of the institution offering the courses. These additional courses are not intended to contribute to the validation of the academic year: they must be listed on the transcript as such, are not included in the calculation of the semester or annual average grades, and do not, by themselves, qualify the student for completion of the academic year.

## 1.3 Student Populations Eligible for Enrollment in a Master's Program

Students enrolled in a Master's program at the IP Paris may fall under several academic pathways: initial (pre-professional) education, continuing education, or apprenticeship, all within the framework of a degree-granting curriculum. Also included are students such as visiting students (*auditeurs libres*), international exchange students enrolled in non-degree awarding exchange programs, and students participating in joint/cooperation programs that lead to a degree but are administratively affiliated with a partner institution, whether co-accredited or governed by a partnership agreement.

# 2 Education program organization

## 2.1 Generalities

Course offerings for a Master's degree are organized into programs (*mention*), tracks (*parcours*), and majors (*majeures*). Upon completing successfully, the study of four calendar semesters, students will receive 120 ECTS (European Credit Transfer and accumulation System) credits. These four semesters are spread over two years of study, with each year accounting for 60 ECTS credits, equally distributed over two semesters. The details of Master programs, tracks, majors, course descriptions, and teaching locations can be found on the IP Paris website.

The ECTS is a tool designed to make studies and courses more transparent, promoting the recognition of academic qualifications and study periods abroad.

## 2.2 Definition of a course of study or track

The collection of all courses in either the first year (M1) or second year (M2) of a Master's degree is referred to as a course of study or track, which corresponds to one academic year's worth of courses.

The following details shall be specified for each track:

- A list of course units (UE) with the number of ECTS credits attributed to each one
- The selection of core and optional course units
- Methods of assessment of knowledge and skills including formative and summative assessment procedures
- Rules for course unit compensation within the same block of course units, in accordance with the provisions of Section 6
- The blocks of course units
- The rules for calculating the average grade for the academic year/track
- Mandatory attendance policies

The course unit blocks in which compensation between units is permitted are referred to as knowledge and skills blocks. Each of these blocks comprises a set of course units that are pedagogically coherent, either in terms of the knowledge imparted or the skills targeted. A block of course units may not extend across two semesters and may include, at most, all the course units of a single semester. Internship course units each constitute an individual and independent block.

## 2.3 Definition of a course unit

A course unit (UE), includes the following elements: {title, syllabus, attributed ECTS credits, teaching semester (S1 to S4), formative and summative assessment procedures (MCC)}.

A course unit cannot span two calendar semesters.

Assessment procedures shall be defined for each course unit and include:

1. Whether a second examination session will be offered
2. The types of examinations in each session
3. The weights assigned to each type of examination, as well as the grading criteria and the rules for calculating the final grade of the course unit for each session.

A second "resit" session (re-take) may be offered for any of the course units, except for specific course units such as those that involve practical work or internships. The expected level of mastery is the same for both the first and resit sessions, although the type of examination may differ.

The final grade for a course unit at resit may include grades obtained through continuous assessment, although the proportion must be lower than or equal to that included during the first session.

If a Master's track allows the substitution of a course unit from the program with a course unit from another program (such as an engineering program), substitution rules must be explicit, and the replacement course unit must have a clearly defined syllabus and assessment procedures (MCC).

Each instructor in charge of a course unit shall explain the teaching methods used at the beginning of the course, as well as the resulting obligations and responsibilities of the students. The types of examinations and assessment procedures shall also be presented.

## 3 PhD Track program: course of study/recognition of degree requirements

IP Paris offers a five-year PhD Track program that combines a Master's program (two years) and a Doctoral program (three years). Applicants accepted into the program are initially enrolled in an affiliated IP Paris Master's program as determined by the admission committee. Degree requirements are defined by attainments, requirements, and acquired skills.

Over the course of five years students are expected to:

- Complete a minimum of 110 ECTS credits in scientific subjects (courses, projects, etc.) during the first two years of the program. At least 77 of these 110 ECTS must be earned through courses offered by the affiliated Master's program; the remainder is subject to approval by the relevant Master's program director and the academic coordinator of the PhD Track program;
- Complete a minimum of 10 ECTS of « transversal skills » courses (career workshops, ethics, languages, entrepreneurship/innovation, etc.);
- Applicants who have successfully completed at least one year of a master's program (or the equivalent of 60 ECTS credits post bachelor) or a second academic year of study at a French-system post-CPGE engineering school are eligible for admission to the PhD Track program and may fulfill up to 60 ECTS of the PhD Track program requirements;
- Research work conducted prior to enrollment in a doctoral school must result in an annual report and an oral defense. This work may be awarded up to a maximum of 30 ECTS credits per year. However, for any academic year within the Master's cycle, the number of ECTS credits earned through theoretical coursework must not be less than 20;
- Conduct original scientific research and investigation in a laboratory during the doctoral phase of the program, submit a high-quality dissertation (thesis), and successfully defend it as required for the doctoral degree;
- During the first two years of the program, corresponding to the Master's phase, abide by an annual or semester-based nominative pedagogical contract (template provided by the Graduate School to the student affairs offices), which lists the course units the student intends to take. The pedagogical contract must be approved by the Master's track coordinator or the program director, as well as by the academic dean or director of studies for double-degree engineering students, before being signed by the student.

The research work conducted prior to enrollment in a doctoral school is affiliated with a research laboratory and supervised by a designated faculty advisor, with whom the student is expected to maintain regular contact. The advisor's role is to support and guide the student, particularly throughout the first two years of the program. The student may, in consultation with and with the approval of the PhD Track coordinator, change their research laboratory and/or advisor within the program. Similarly, the advisor may request to discontinue supervision of the assigned student, provided that, in coordination with the PhD Track coordinator, a suitable replacement is identified.

An exemption from the rule regarding the minimum number of ECTS credits to be earned within the affiliated Master's program (*mention*) may be granted on an exceptional basis. Such an exemption is subject to the prior approval of the Master's program director, the PhD Track coordinator, and the Dean of Master's Programs, and must be formally approved by the Education Committee.

Once the student has defined their doctoral research project (no later than six months after the start of the M2), they must appear before a transfer jury (qualifying assessment) to present their proposed research for the following three years. This jury is organized by the Graduate School in coordination with the Doctoral Schools.

- If the jury recommends the student's research project, the student may begin the enrollment process in the doctoral school. Earning 120 ECTS credits within the PhD Track program is required for the student to be recommended for the Master's degree of the affiliated Master's program and is a prerequisite for enrollment in the doctoral school.
- If the student's research project is not recommended by the jury or the student chooses not to define a research project, the student may submit to the graduation board of his affiliated

Master's program. If the student has not earned the necessary number of ECTS to be awarded the Master's degree (120 ECTS), a supplementary semester may be allowed for the student to complete the required number of ECTS while benefiting from the same enrollment conditions as within the PhD Track.

## 4 Assessment policies and grading criteria

### 4.1 Course units assessment policies

Assessments may be conducted individually or collectively. They result in numerical grades reported on a 20-point scale. In the context of international openness and mobility promotion, students may request a transcript displaying both numerical and letter grades. Following the evaluation of a course unit, the outcome may be: passed, passed by compensation, or failed.

A course unit may only be passed by compensation within the same block of course units and in accordance with the rules set forth in Section 6.

If a course unit remains not passed/failed within a block, the entire block to which it belongs is considered not passed/failed.

### 4.2 Absence and failure due to non-attendance

If a student misses all assessments and examinations without valid justification, or misses the final examination when it is the sole form of assessment for a given course unit, the student will receive a failing grade due to non-attendance. If a student failed due to non-attendance in a course unit, that unit will be considered not passed, without the possibility of compensation, which implies that the block of course units to which it belongs is also not passed/failed.

A justified absence from the final examination may result in the student being awarded a resit.

The pedagogical team shall determine the validity of an absence justification, which must be supported by evidence (medical certificate, death certificate, examination attendance, etc.). The supporting evidence must be provided to the student affairs office of the track within three business days following the student's return to IP Paris. No supporting evidence shall be accepted after this period, and the absence shall be considered unjustified.

In exceptional circumstances, where an absence is justified, the faculty may propose an alternative form of assessment during the same session, while maintaining the same level of requirements to ensure fairness to other students in the course.

## 5 Discipline, plagiarism and fraud

Students of IP Paris must comply with the internal regulations of IP Paris, those of its member schools, and more generally those of partner institutions where they undertake educational activities. They are required, in particular, to conduct themselves with propriety, to show due respect to staff members, and to observe basic rules of courtesy within the Institute, at all host institutions, and in their interactions with partners as students of the Institut Polytechnique de Paris, both on and off campus. They are also subject to the intellectual honesty and ethical standards in force within the Institute.

All assessments must reflect the student or group's own honest work.

Any form of academic misconduct, including but not limited to:

- fraud or attempted fraud at an examination or any academic exercise in general,
- falsification of administrative documents (transcripts, results...),
- unscrupulous and dishonest behavior or any conduct inconsistent with general good order,
- a conduct inconsistent with a high standard of integrity and ethics, inside the Institute or any partner institution and any disobedience to IP Paris regulations, is subject to disciplinary action and sanctions.

## 5.1 Plagiarism

Plagiarism is defined as using another person's work, including that of fellow students, in an assessment or any academic exercise that is meant to be original, without proper citation or referencing. Plagiarism is considered an act of academic fraud and is subject to disciplinary action.

## 5.2 Use of Artificial Intelligence

In the context of any assessment, regardless of its form (in-class exam, take-home assignment, project, internship report, etc.), the use of generative artificial intelligence (AI) is strictly prohibited unless explicitly authorized by the instructor in the written instructions. Any violation will be considered academic misconduct.

If generative AI is explicitly permitted, students who use it must clearly acknowledge its use in accordance with standard citation practices.

## 5.3 Academic Misconduct (Fraud)

Academic misconduct refers to any deliberate behavior intended to deceive, circumvent, or distort the rules governing the assessment of knowledge, skills, or the awarding of a degree or academic credit. It includes, but is not limited to, the following acts:

- Cheating during examinations (copying from another student, using unauthorized materials, unauthorized communication, use of electronic devices, etc.);
- Forging or falsifying administrative or academic documents (transcripts, certificates, attestations, etc.);
- Plagiarism, i.e., the uncredited use of another's work, ideas, data, or publications, including those generated by automated generative tools;
- Submitting work completed by another person or submitting the same work in multiple courses without the express authorization of the instructor(s) involved;
- Impersonation or substitution during an assessment.

Any act of academic misconduct, or attempted misconduct, is subject to disciplinary and/or academic sanctions in accordance with the internal regulations of Institut Polytechnique de Paris.

## 5.4 Disciplinary actions

According to the internal regulations of the Institut Polytechnique de Paris: In accordance with Article 15 of its statutes, the disciplinary panel responsible for handling cases involving individuals who are not public servants or members of the military is established within the Academic Council, as set forth in Articles R. 811-10 and following of the French Education Code.

Pursuant to Article R. 811-13, if the alleged misconduct occurred within a different public institution of higher education— including a member school of the Institut Polytechnique de Paris— the individual falls under the jurisdiction of that institution's disciplinary body. The President of the Institut Polytechnique de Paris must be informed of the proceedings.

The possible sanctions, which may include permanent expulsion from all institutions of higher education, are defined in Article R. 811-36 of the French Education Code

## 6 Awarding of credits and rules for compensation and validation

### 6.1 Allocation of credits to the course unit, block, and year and minimum passing grade for the course unit.

To receive the credits for a course unit, a student's grade must be equal to or greater than 10/20.

A block of course units is acquired if the student obtains an average grade for the block greater than or equal to 10/20, provided that the grades for each of the course units in the block are all above the compensation threshold of 07/20.

Acquired course units and course units blocks, and their awarded ECTS, may be recorded in the student's academic progression.

60 ECTS credits are required to validate one academic year of the second cycle (master's studies).

**To obtain the 60 ECTS of the academic year, the average grade of each course units block must be equal to or greater than 10/20.**

### 6.2 Compensation rules between course units

Compensation between course units is allowed within a block of pedagogically coherent course units that relate to the same knowledge or skills. These course units blocks are defined in the assessment procedures of the track. The threshold grade for compensation is 7/20. In exceptional circumstances, the compensation threshold may be modified solely for courses taught by external partner institutions, if they have different compensation rules.

**A course unit (UE) grade below the compensation threshold, following the second examination session when applicable, will necessarily result in the student being deferred for the year. An internship course unit or a course unit whose final assessment consists of a thesis cannot be used to compensate for other course units, nor can it be compensated by another course unit or a block of course units.**

### 6.3 Second session

If a course unit block is not passed in the first session, the student is automatically expected to sit for the second session examinations of the course units with a grade below 10. If the course units that were not passed in the first session do not have a second session, the first session grades of these course units shall be used to calculate the course units block average in the second session.

If a block of course units can be passed through compensation during the first session, the student may willingly express in writing their global refusal for compensation if a second session is scheduled. As a result, the student is deferred for the first session and the regulations of the second session apply entirely to the student's case.

A formal submission of refusal of compensation and grade must be made to the chair of the examinations board of the first session within five business days following the publication of the results.

The average of each second session course units block is calculated using grades obtained during the second session and first session grades of ad hoc course units.

**If a course unit is retaken in the second session, the grade obtained in the second session will always be retained in the final calculation, regardless of the grade obtained in the first session for that course unit.**

Grade transcripts shall indicate the session at which the grade for each course unit was awarded, except internships for which only one grade is awarded.

A compulsory two-weeks delay is required between the announcement of the second session dates, times, and locations for holding the examinations, in accordance with Circular n° 2000-033 of March 1<sup>st</sup>, 2000.

## 7 Degree distinction

A distinction ranging from "standard pass" to "Highest Honors" is awarded to the graduate by the degree-awarding board, based on the final average grade, N, of the second year of the Master's program (M2), and is indicated on the certificate of completion.

- $10 \leq N < 12 \Rightarrow$  standard pass
- $12 \leq N < 14 \Rightarrow$  with honors
- $14 \leq N < 16 \Rightarrow$  with high honors
- $N \geq 16 \Rightarrow$  with highest honors

## 8 Repeating a year

The program examinations board decides whether to allow a student to repeat an academic year of M1 or M2 after considering the student's special circumstances.

If a repetition is accepted, the student must re-enroll.

In the case of repeating a year, the student must retake all course units with a grade lower than 10 in all non-acquired blocks of course units (those with grades lower than 10).

A new academic contract must be established at the beginning of the year. It determines the course units to be retaken during the repeat year and takes into account any changes to the curriculum.

## 9 Structure and procedures of graduation boards

### 9.1 Appointment of program examinations boards and graduation boards

Each master's program and track have two official boards for both the first and second sessions: the graduation board (for awarding degrees) and the program examinations board for each M1 or M2 track.

For each program and track, the members of the different boards are appointed annually by the President of IP Paris after consultation with the chair of the program board (program director) and the CE (Education Committee).

In accordance with Circular n° 2000-033 of March 1<sup>st</sup>, 2000, regarding the organization of examinations in public higher education institutions, the members of the program examinations boards and award boards will be announced no later than 15 days before the start of the examinations period.

### 9.2 Members of program examinations boards and graduation boards

Each board is chaired by the chair of the board (generally the program director or the track coordinator) and has at least two other members. The number of members is limited to five.

### 9.3 Mission and calendar of program examinations and graduation boards

Program examinations boards meet for the first session and, if organized, for the second session. They have the following duties: approve the results for each course unit and course units block, ensure each student is complying with their pedagogical contract, and summon students to a second session in accordance with the assessment procedures.

The first session graduation boards arbitrate the awarding of the degrees and corresponding distinctions according to the results in the second year of master's first session, and the same applies to the second session graduation boards.



In all cases, the first session of the degree-awarding (graduation) board must be held no later than October 15 of year N+1 following the academic year of enrollment, and the second session no later than December 1 of year N+1.

**The awarding of the national Master's degree at Institut Polytechnique de Paris requires the completion of 120 ECTS credits, corresponding to 60 ECTS credits per academic year.** However, specific flexibility may be granted to PhD Track students regarding the requirement for an even distribution of credits (60 ECTS per year).

A signed official report (minutes) from the board members must be produced following each session of every type of examination or graduation board.

## 10 Examination regulations: scheduling, access to examination venues and examinations

The institution responsible for the academic delivery of each course unit in which an examination takes place is in charge of implementing all procedures related to student notification, access to examination rooms, and the proper conduct of the examination.

Students must present their certificate of enrollment, confirming their official registration with Institut Polytechnique de Paris, in order to be authorized to sit for the examination.

Students are expected to consult and comply with any specific regulations set by the institution responsible for the academic delivery of the course in question.

In all cases, students are reminded that only the materials and/or documents explicitly authorized—listed on the exam paper—may be kept at their desks during the examination. Bags, briefcases, and any unauthorized documents or electronic devices, including connected objects, must be turned off and stored out of reach.

Students with disabilities may be granted additional time or other specific accommodations as determined by the Disability Officer of the IP Paris member school responsible for the academic delivery of their Master's track.

## 11 Course evaluation by students

A systematic evaluation of the educational experience within each track of the Master's program is required from students at the end of the academic activities, during the summer period following the conclusion of the academic year. This evaluation covers both the pedagogical quality and the organizational aspects of the program. Students are strongly encouraged to complete this quality and satisfaction survey administered by the Graduate School.

## 12 Internship

Students enrolled in the program must complete at least one internship, either in France or abroad, as part of their curriculum. The following criteria must be met:

- Students may undertake an internship during M1 and M2;
- An internship of four to six months shall be carried out at the end of M2 or M1, according to the distribution planned for the training components of the program;
- For the Design program only, internships are spread across M1 and M2, with a total duration of no less than 4 months;
- For the Sociology program only, the internship is optional, but a research thesis is mandatory.

Internships are an integral part of a student's education and learning experience. The institution monitors the pedagogical aspects: approval of the subject matter by the instructor in charge of the student's curriculum, length, report, presentation, quality of the work, taking in account the behavior during the internship for internship validation.

All internships, whether in a company or laboratory, require an internship agreement between the student, Institut Polytechnique de Paris, and the hosting institution. It is the responsibility of the student to provide IP Paris with a copy of the agreement, signed by all parties, before beginning the internship.

## 13 Intellectual property and confidentiality

Students must adhere to confidentiality rules during their research and thesis writing. The students agree to maintain the confidentiality of all the proprietary information of IP Paris and its research center<sup>1</sup>, whether disclosed to them or exposed to them during their research. Information includes data relating to scientific and technical know-how, expertise, and laboratory policy (financial, contracting, etc.).

## 14 Gap year

A gap year (leave of absence) is permitted between the first and second year (M1 and M2) only for students who are administratively enrolled at IP Paris during the M1 year. The student must submit to the track's student affairs office a formal, well-justified request, using the template provided by the Graduate School. Prior approval must be obtained from the member school's gap year review committee (or the equivalent body for Master programs), following the recommendation of the program director. The application is then forwarded by the student affairs office to the Master's Programs Dean. Final approval is granted by the President of IP Paris or by their delegated authority. A formal gap year agreement is then signed between the Institute and the student.

The leave of absence is for a duration of one year. However, it cannot be shorter than a single, indivisible six-month period. In such cases, the student must plan an additional, complementary activity to make use of the remainder of the year, in alignment with their personal or professional development goals.

## 15 Recognition of student engagement

The Institut Polytechnique de Paris recognizes and values student engagement in all its forms, with the aim of acknowledging the acquisition of skills, knowledge, and competencies aligned with the objectives of the academic program pursued by the student.

In accordance with Decree No. 2017-962 of May 10, 2017, and Article L611-9 of the French Education Code, any student wishing to benefit from this recognition process must submit a written request to their academic program director. This request must be accompanied by a detailed document describing and justifying the voluntary or professional activities undertaken, and highlighting the skills, knowledge, and competencies acquired that may be subject to validation. Additional supporting documentation may be requested as needed.

A committee, specifically convened by the Education Committee, will assess the application in order to evaluate the student's achievements. Final validation of the recognized skills, knowledge, and competencies falls under the authority of the degree-awarding jury of the relevant academic program.

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<sup>1</sup> The research center consists of all the laboratories affiliated with IP Paris, which includes any laboratory that is supervised by at least one of the member schools of IP Paris