

CONSEIL D'ADMINISTRATION DE L'ECOLE CENTRALE DE NANTES

Séance du 27 juin 2024

Délibération n° 2024-26

Suite à la convocation en date du 14 juin 2024, le Conseil d'Administration de l'Ecole Centrale de Nantes, sous la présidence de Monsieur Gilles-Emmanuel BERNARD, a examiné la délibération ci-dessous.

Vu le code de l'éducation ;

Vu le décret n° 93-1143 du 29 septembre 1993 portant création de l'Ecole Centrale de Nantes ;

Vu les statuts de l'Ecole Centrale de Nantes approuvés par arrêté ministériel du 18 mai 1994 publié au Journal Officiel du 4 juin 1994 ;

EXPOSE DES MOTIFS

Il appartient au Conseil d'administration d'approuver les modifications du règlement de scolarité pour le Bachelor of science in engineering.

Le Conseil des études, réuni le 11 juin 2024, a émis un avis favorable.

DELIBERATION :

Le Conseil d'Administration approuve le règlement de scolarité modifié pour le Bachelor of science in engineering qui est mis en annexe.

Nombre de membres présents ou de représentés : 24

Approbation à l'unanimité

Le Président du Conseil d'Administration
de l'Ecole Centrale de Nantes



Gilles-Emmanuel BERNARD

Elle a été transmise au recteur de l'Académie de Nantes, chancelier des universités, 3 juillet 2024.
La présente délibération a été publiée le 3 juillet 2024.

La présente délibération peut faire l'objet d'un recours pour excès de pouvoir devant le tribunal administratif de Nantes dans un délai de deux mois à compter de sa publication.

Academic Regulations

Bachelor of Science in Engineering

The Academic Council approved this document on **7 June 2024**
The Board of Governors approved this document on **xx xxxx xxxx**

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I. General organisation of studies

I.1. Curriculum

Article 1

Ecole Centrale de Nantes offers a three-year undergraduate program: Bachelor of Science in Engineering (BSc Engineering) with academic focus areas in mechanical engineering, civil engineering, fluid and energy engineering, control and robotics.

The program emphasizes a broad understanding of the fundamental principles common to all engineering disciplines and provides students with the opportunity to satisfy an individual's interest through the selected academic focus of their choice. The total duration of the Bachelor of Science in Engineering (BSc Engineering) is six semesters (three academic years).

Details of the curriculum are provided to each student at the beginning of every academic year.

I.2. Academic Affairs

Article 2

In accordance with the statutes of Ecole Centrale de Nantes, orientation, coordination of teaching and organization of studies are defined by the Director of Ecole Centrale de Nantes assisted by the Dean of Studies.

I.3. Dean of Studies

Article 3

The Dean of Studies (*Directeur de la Formation*) assists the Director in all activities related to the school's training programmes: engineering programme of École Centrale de Nantes; degree apprenticeship programmes in partnership with the ITII Pays de la Loire, Master's programmes, Bachelor's programmes and Advanced Master's (*Mastère Spécialisé*) programmes and all other degree programmes.

I.4. Student representation

Article 4

Each year, Bachelor students elect a representative and a deputy to represent them and facilitate exchanges with educational and administrative representatives.

I.5. Organization

Article 5

From year three, students have the possibility to choose an academic focus (Mechanical Engineering, Civil Engineering, Fluid and Energy Engineering, Control and Robotics).

I.5.a. Duration and organisation of studies

Article 6

A student after securing admission in the BSc Engineering degree program must pursue the course of study for a duration of 6 semesters (or 3 years). Each semester shall have a minimum of 15 weeks of instruction. The BSc Engineering degree program has to be completed within a maximum of 6 consecutive years from the date of admission to the program; students who fail to do so lose their place in the BSc Engineering programme. Each academic year runs from September (year N) to August (year N + 1)

Article 7

The study programme is organized into course units (UEs - *unités d'enseignement*) which are placed under the responsibility of a course unit (UE) supervisor.

Course units (UEs) are broken down into modules (ECUE - *élément(s) constitutif(s) des unités d'enseignement*) which are placed under the responsibility of a module (ECUE) supervisor.

The organization in course units (UEs) facilitates the assessment of the students in the fields of Natural Sciences, Creative Sciences, Engineering, Humanities and Social Sciences. The Dean of Studies nominates the supervisors for both UEs and ECUEs. It should be noted that the Dean of Studies can propose modifications to the program organization in order to meet the requirements concerning the education of engineers. It should also be noted that both UEs and ECUEs are taken into account for the global assessment (see hereafter) and progression within the programme.

Article 8

Courses are provided in the form of lectures (designated as CM in OnBoard), tutorials (TD), practical work (TP), autonomous projects, conferences, seminars, internships, visits to companies, etc.

Distance learning may also be in place, depending on the resources made available to students.

The general organization is defined at the beginning of each academic semester and specified in the documents provided to the Bachelor's students.

Article 9

The number of places offered for admission to the first and third years of the bachelor program is voted each September (year N) for the next academic year (N+1) by the Board of Governors.

I.5.b. Academic Focus

Article 10

For the third year, the number of places offered each year for each academic focus area as well as the allocation procedure are decided by the Director after consultation with the Dean of Studies and the academic focus supervisors. The procedure will be communicated to students during the second year.

1.5.c. Internships

Article 11

Courses in the Bachelor of Science in Engineering involve practical training in order to provide professional exposure and to prepare students for professional careers.

Internships are mandatory and part of the program. Internships are divided into two periods:

- | Year 2: at the end of the fourth semester, students must find an “industrial” placement of 6 weeks to complete an internship experience within an industry. It is a practical internship, in direct contact with day-to-day manufacturing operations,
- | Year 3: students must complete a 16-week internship with higher technician functions, such as an Advanced Technician.

Internships are compulsory and evaluated by a written report and an oral presentation.

For students of French nationality, a period of at least six consecutive weeks abroad (in a non-French speaking country) is mandatory during one of the two internships.

II. Assessments

Article 12

Assessments may come in different formats:

- | written and oral tests,
- | practical work reports,
- | online questionnaires,
- | project reports and Internship report presentations.

At the beginning of a course, professors shall inform students about course requirements, delivery and assessment methods, and the nature and timing of assignments, projects and examinations. Professors may refuse to accept any assignment or examination that is not written legibly.

II.1. Grading

Article 13

The ECUE assessment is individual. The grade ranges from 0 to 20 (20 being the highest grade) and is under the ECUE supervisor’s responsibility.

II.2. Modules (ECUEs)

Article 14

For each ECUE, a grade is obtained by weighting the different assessment grades (see article 13).

II.3. Course Units (UEs)

Article 15

For each UE, a grade is obtained by weighting the different ECUE grades in the UE. The weighting is equal to the coefficient of each ECUE.

II.4. Examinations

Article 16

All the examinations in an ECUE, as well as their organization, are under the responsibility of the ECUE supervisor. The examinations dates are given in the schedule.

Article 17

During examinations bachelor's students must be in possession of authorized documents or equipment only. Unless otherwise indicated, any use of communication systems is strictly prohibited during an examination.

Article 18

No exit from the examination room is permitted during the first hour of the examination. After the first hour, leaving the examination room may be permitted on an exceptional basis and is subject to supervision. Only one student will be allowed to leave the examination room at any one time.

Latecomers are not permitted to enter the examination room after the first half an hour of the examination.

Article 19

Each Bachelor's student must hand in her/his examination paper and complete the required attendance checks.

II.5. Results communication

Article 20

The results of the individual examinations are communicated to the Bachelor's students within a maximum period of four weeks.

Corrections are provided orally by the ECUE supervisor or by means of a document made available to the students on the École Centrale de Nantes online learning platform.

Examination papers are made available to the students according to the procedure defined by the Dean of Studies.

II.6. Examination attendance

Article 21

All Bachelor students must take part in all the examinations held for each ECUE, unless subject to regulatory exemption granted by Academic Affairs.

Article 22

An unjustified absence (see article 39) at a mandatory examination leads to a grade of 0 (zero) for that examination.

Article 23

In the event of an excusable absence, the conditions for a substitute examination are determined by the ECUE supervisor. This substitute examination is completed within one month after the initial test, except in cases of "force majeure".

II.7. Fraud

Article 24

A student who is observed cheating or attempting to cheat, before, during or after the assessment, will be subject to disciplinary sanctions. In addition, the grade of 0 will be awarded for the examination in question. Plagiarism is also considered as fraud.

III. Progression and completion

III.1. Course Unit completion

Article 25

A course unit (UE) is successfully completed if the student has met the following conditions:

- | the grade obtained for the UE is greater than or equal to 10 (UE score ≥ 10)
- | the grades obtained for each ECUE of a UE are greater than or equal to 7 (ECUE score ≥ 7)

Successful completion of the UE leads to the award of the corresponding ECTS credits (as detailed in the curriculum).

III.2. Semester completion

Article 26

The Board of Examiners deems a semester to be successfully completed if the student has passed all of the semester's course units (UEs).

Article 27

All non-eligible candidates have to sit a second session for re-take examinations for the modules determined by the Board of Examiners.

III.3. Re-take examinations

Article 28

In the event the student fails a course unit (UE), he/she must sit for at least one of the re-takes in the relevant UE organised in the next six months.

Article 29

UE tutors offer a list of second-session examinations after the end of the Board of Examiners. Only those students authorised to do so by UE supervisors may take part.

Article 30

For each UE or ECUE, the final grade will be the best grade obtained between the initial session and the second session.

IV. Graduation requirements

IV.1. All training periods validation

Article 31

In order to satisfy the graduation requirements, students must successfully complete all semesters (30 ECTS credits for each).

IV.2. Work **experience requirement**

Article 32

In order to graduate Bachelor students must have successfully completed (i.e., with a grade higher than or equal to 10) their two internships, (see article 11).

In order to meet graduation requirements, students must undertake work experience in a company of at least 20 cumulative weeks on a full-time basis.

IV.3. Foreign language certification

Article 33

External certification in English by the end of the bachelor programme is a requirement for graduation: a TOEIC score of at least 785 points. In order to graduate international students are also required to meet French language level requirements: a B1 level (500 points for the TFI, 350 points for the TCF or B1 for the DELF).

IV.4. International experience requirement

Article 34

Students whose mother language is French must complete a minimum of 6 weeks abroad during one of their two mandatory internships.

IV.5. Recognition of prior learning and experience (V.A.E.)

Article 35

With regard to recognition of prior learning and experience (V.A.E), each applicant submits his application (known as a 'livret 1' available from Ecole Centrale de Nantes) to Ecole Centrale de Nantes, i.e. the certifying body. The application is examined by a duo comprising a course supervisor and a lecturer in the relevant field. Ecole Centrale de Nantes will respond positively or negatively to the admissibility of the V.A.E. application. Should the application be admissible, the applicant must describe in detail his/her professional experience and skills acquired in a second more detailed submission ('livret 2', also provided by Ecole Centrale de Nantes). The candidate is then put in a professional context in front of a panel and presents his/her application. The panel interviews the candidate and makes a decision on whether to certify all, part or none of the experience.

V. Transcript

A transcript is an official document issued by Ecole Centrale de Nantes.

Article 36

The transcript lists all courses for which a student is officially registered at Ecole Centrale de Nantes with all corresponding academic results earned by the student.

Article 37

A student with outstanding balance or other financial obligations to Ecole Centrale de Nantes cannot obtain a transcript.

VI. Attendance

Article 38

Attendance at courses, tutorials, practical work, projects, conferences, seminars, internships, company visits, as well as active participation in independent project and distance learning, is mandatory.

Article 39

Any absence must be justified, on OnBoard, within a period of five days from the start of the absence. The validity of the reason is left to the discretion of the Dean of Studies.

Article 40

In the case of planned absences, the Bachelor's student has to inform Ecole Centrale de Nantes (on OnBoard), at the earliest opportunity, and if possible, one month in advance. The absence may or not may authorized.

The student must make up for any classes missed according to the ECUE supervisor's instructions.

Article 41

Dean of Studies may grant partial exemptions for Bachelor students who request them on an exceptional basis.

Article 42

In the event of recurring absences, engineering programme students will receive a warning from Academic Affairs; they may be subject to specific attendance checks, the results of which will be reviewed when the Board of Examiners next sits.

Article 43

Students who are absent without a valid reason from a graded practical work session obtain a 0 grade for the session.

Article 44

Absences are recorded in hours. The attendance rate is calculated according to the following formula:
Attendance rate = (number of teaching hours in the ECUE – number of unexcused hours of absence) / number of teaching hours in the ECUE.

Furthermore, for those students who have accumulated more than 10 non-excused absences during an academic year, Academic Affairs may not approve their gap year plans.

VII. Board of Examiners

Article 45

At the end of each semester, a preparatory committee (*commission préparatoire au jury*) for the Board of Examiners (Jury des Etudes) meets. Teachers are invited to participate in the preparatory committee. Participants are bound by a duty of confidentiality. The committees prepare a report on the academic situation of each student for the Board of Examiners. A representative from Student Affairs participates in the committees.

Article 46

Bachelor students do not attend the committees. However, they are represented by their elected representative. A Bachelor student who makes a written request addressed to the program supervisor at least 24 hours prior to the committee's meeting date may also participate.

Bachelor student representatives receive a report on the academic situation of the bachelor students at least 24 hours before the Board of Examiners meets. They are bound by a duty of confidentiality towards third parties. The student representative is invited to attend the end of the committee, and can thus bring additional elements.

Article 47

The Board of Examiners for each bachelor program is convened at the end of each semester following the preparatory committees.

The chair, vice-chair and other members of the program Board are formally appointed by the school. Members of the Board of Examiners are bound by a duty of confidentiality. A representative from Student Affairs attends each Board and produces the official record.

Article 48

Decisions are made by a simple majority of the Board members; in the event of a tie, the chair has the casting vote.

Article 49

Board of Examiners' decisions are final. When new information is brought to the attention of the chair, he may reconvene the Board.

VII.1. Board of Examiners (Semester)

Article 50

A board is convened at the end of each semester.

The semester board decides on the successful completion of the ECUE and UE of the semester. Where courses or the semester are not successfully completed, the Board determines the arrangements for re-take examinations. The Board can recommend completion of an UE (but without modification of the grades).

VII.2. Board of Examiners (Year)

Article 51

The Board of Examiners which meets in semesters 2, 4 and 6 is also the Year Board.

It decides on:

- | completion of courses and award of ECTS credits
- | completion of the year
- | progression of the bachelor student to the next academic year
- | graduation for semester 6

Article 52

Following the re-take examinations, this board meets again and reaches a decision in view of the new results.

Article 53

Following the deliberations of the Board, all Bachelor students can consult their individual academic situation via the OnBoard portal. They are also informed, if applicable, of the need and the opportunity to sit re-take examinations before the deadline fixed by the board.

Article 54

If the requirements to progress to the next academic year are not met after the re-takes the board:

- | can propose a repeat year unless the student already repeated a year previously. The student retains the benefit of the ECTS credits acquired. A learning agreement detailing the courses to pass is drawn up and signed;
- | can recommend that the student be withdrawn from the program.

VIII. Students with a disability

Article 55

Bachelor students with a disability as outlined in article L114 of the Social Action and Family Code

may benefit from specific arrangements as required by their situation.

Article 56

Specific arrangements are determined, for the student in question, by the Director of the Ecole Centrale de Nantes on the basis of the recommendations of the doctor designated by the *Commission des droits et de l'autonomie des personnes handicapées* (Commission for the Rights and Autonomy of People with Disabilities).

IX. Gap year

Article 57

Bachelor students can opt for a gap year during their studies. ~~Students can consult the procedure and schedule on the school's intranet. The Director approves a gap year based on the motivation of the bachelor's student. in the manner described in Appendix 1. The schedule is redefined for each academic year and can be consulted on the school's website / intranet.~~

~~A gap year is approved by the Director on the basis of the student's motivation.~~

X. Quality insurance

The way students experience their time at Ecole Centrale de Nantes, is important for those involved in teaching the curriculum. Every attempt is made to monitor the teaching process and to solve the problems that occur.

Article 58

Courses are subject to a regular evaluation by students; the content, load, literature, assessment and organization are subject to critical review.

Article 59

The outcome is on the development council ("Conseil de perfectionnement") agenda together with a report from teacher, commenting on the outcome of the evaluation.