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MINES
Saint-Étienne



Institut Mines-Télécom

Academic Regulations for Advanced Master's Programs (Mastère Spécialisé)

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1. COMMON PROVISIONS FOR ALL DEGREES

1.1. Organization of Teaching at the School

1.1.1. The Teaching Committee

Decree No. 2016-1527 of November 14, 2016 establishes a Teaching Committee and specifies its composition and operating rules.

Chaired by the Director, the Teaching Committee:

- Examines any issue raised by the Director regarding the operation, organization, and development of studies as well as pedagogical evaluation;
- Submits to the School Board its opinions and proposals on all matters concerning the general organization of teaching across the various programs within its remit.

The remit of the Teaching Committee covers all programs at the institution up to and including the Master's level.

In general, matters relating to teaching staff fall within its scope if they are not within the competence of the School Board.

1.1.2. The Pedagogical Committees

Each program is supervised by a Pedagogical Committee which provides opinions on the organization of teaching and program curriculum content. In particular, the Pedagogical Committee examines:

- Targeted learning objectives, guidelines, and learning outcomes;
- Consistency between proposed tracks, labor market needs, and student choices;
- Overall curriculum organization, operation, and continuous quality improvement of teaching;
- Adequacy of educational offerings (courses, practical scenarios) and their evolution (creation, modification, or removal of activities);
- Openness to international opportunities, research, and corporate partnerships;
- Relevance of equipment and pedagogical methods used.

It ensures the harmonization of practices regarding student selection and evaluation, and the smooth operation of various curriculum management bodies. It strives to develop methods and approaches that facilitate the maturation of each student's career plan, international experience, and orientation across training tracks. It ensures full compliance with requirements of the current CTI (Engineering Titles Commission) standards (internship duration, etc.).

Composition details of Pedagogical Committees include at minimum:

- The Associate Director in charge of Education or their representative acting as Chair;
- The Operational Manager of the program;
- The relevant Head of Pedagogy;
- Directors of training/research entities operating the curriculum or their representatives;
- Representatives of teachers and student tutors;
- Elected student representatives.

1.1.3. The Academic Committees (Comités des Études)

Student academic progress is monitored by an Academic Committee (Comité des études). Deliberations are valid when at least half of the members are present.

The Academic Committee meets as:

- A Synthesis Board for regular student tracking after each study period;
- A Special Session for specific matters (individual case management, mobility validation, etc.);
- A Graduation Jury for degree awarding proposals.

1.2. Internal Regulations

Each student must comply with the institution's internal regulations, which they acknowledge having read and understood.

1.3. Deployment of the ECTS System

1.3.1. General Principles

Educational units are defined as follows:

- **Teaching Element (ECUE / UP):** Course unit under the responsibility of a teacher with distinct evaluation (lecture, lab work, project, internship, etc.).
- **Teaching Unit (UE / GP):** A coherent group of indivisible teaching elements.

One academic year corresponds to 60 ECTS credits divided into two semesters.

1.3.2. Evaluation of ECUEs and UEs

Evaluation is usually graded on a 0 to 20 scale. A grade of 10/20 or higher validates an ECUE or UE.

1.3.3. Awarding Grades/Mentions to Ues

Cohort Percentage	Grade / Mention
Top 10%	A+
Next 25%	A
Next 30%	B
Next 35%	C

Special Mentions: **V** (Valid excuse/absence), **W** (Exempted), **F / Fx** (Failure requiring retake/repetition).

1.4. Disciplinary Sanctions

Applicable disciplinary sanctions include: Warning, Reprimand, Responsibility measure, Temporary exclusion, and Permanent exclusion.

1.5. Concept of Cheating

Any act altering fairness during assessments is considered cheating (identity theft, plagiarism, unauthorized AI or digital assistance, falsification, etc.) and results in academic or disciplinary penalties.

Chaque comité pédagogique est appelé à se prononcer formellement pour chaque UE sur la modalité d'évaluation applicable.

2. PROVISIONS RELATING TO ADVANCED MASTER'S PROGRAMS (MASTÈRE SPÉCIALISÉ)

2.1. General organization

2.1.1. Presentation of programs

Advanced Master's (Mastère Spécialisé) programs aim to provide complementary skills to those acquired during initial or continuing education, in order to obtain dual technical expertise.

The program consists of an academic part and an in-company part:

- the academic part of the program aims to provide scientific, technical, and managerial foundations;
- the in-company part aims to offer learning situations allowing students to apply all acquired knowledge to a project and, within this framework, to acquire all skills described, as applicable, in the RNCP registry sheet or the skills framework.

Thus, each curriculum is divided into a succession of periods alternating between academic parts and in-company parts.

The standard duration of studies is 12 months. This duration may be extended in case of illness or justified personal convenience, upon authorization from the academic committee (*comité des études*).

Note: The Advanced Master's degree can also be obtained through Validation of Prior Learning (VAE), provided the certification is registered in the RNCP. In this case, the student follows a specific procedure.

2.1.2. Admission process

The program is aimed at:

- holders of an engineering degree conferring the Master's grade (programs evaluated by the Engineering Titles Commission - CTI, list published in the Official Journal);
- holders of a postgraduate degree accredited by university authorities (National Master's Degree, DEA, DESS, etc.) or a professional degree at the BAC + 5 level;
- holders of a Degree or certificate of validation for a level equivalent to M1 (Master 1) for applicants with at least three years of professional experience related to the targeted program;
- holders of a certificate of equivalence, which may be required by the school to guarantee validation of the M1 level and/or the acquisition of the corresponding 240 ECTS credits;
- holders of a qualification registered in the National Register of Professional Certifications (RNCP) at level 7 (formerly level I);
- holders of foreign degrees equivalent to the French degrees required above.

Exemptional access conditions

a) Up to a maximum limit of 40% of the student cohort enrolled in the relevant Advanced Master's (*Mastère Spécialisé*) program, applications are admissible, following a Validation of Personal and Professional Experience (VAPP) procedure, from individuals demonstrating a

minimum of 5 years of professional experience directly related to the professional skills targeted by the program. For this entry route, a description of the VAPP framework allowing for the assessment of the candidate's knowledge, methods, and skills—including in particular the composition of the pedagogical committee in charge of admission—must be provided along with any supporting document relevant to the program.

b) By way of exemption, for a maximum of 30% of the learners enrolled in the relevant Advanced Master's program, applications are admissible from holders of one of the following qualifications:

- A degree or certificate validating a level equivalent to M1 (Master 1) without professional experience or with less than three years of professional experience related to the targeted program.
- An equivalence certificate may be required by the school to guarantee the validation of the M1 level and/or the acquisition of the corresponding 240 ECTS credits;
- A Bachelor's degree (L3), a Bachelor's grade (Licence), or a qualification registered in the RNCP at level 6 (formerly level II), demonstrating a minimum of 3 years of professional experience related to the targeted program.
- An equivalence certificate may be required by the school to guarantee the validation of the L3 level and/or the acquisition of the corresponding 180 ECTS credits.

a) Recruitment process

The student recruitment process consists of two stages:

- Eligibility phase (*admissibilité*): it begins with an eligibility check based on the review of each candidate's application file, followed by a motivation interview to assess the candidate's career plan;
- Admission **phase (admission)**: during this step, each candidate declared eligible must find a company to hire them under a work-study contract. This phase aims to match eligible candidates with companies and formalize this pairing with a signed contract.

Applications are reviewed by an internal recruitment committee at Mines Saint-Étienne and then submitted to the admission jury, which first deliberates on the eligibility (*admissibilité*) of each candidate.

b) Admission jury

Chaired by the Director of the school or their representative, this jury consists of the Director of Studies from one of the Mines Saint-Étienne campuses, the Director of Partnerships and Innovation at MSE or their representative, the Head of Program, and three corporate representatives from the sector.

After reviewing the applicants' files, the jury draws up a summary list proposing one of the following decisions for each candidate:

- **Eligibility / Conditional acceptance (*admissibilité*)**: if the candidate is awaiting company placement, with a maximum period of three months from the start of the academic year to secure a company;
- **Admission (*admission*)**: if the candidate is already placed with a company;
- **Non-admission**: if the candidate does not meet the eligibility criteria.

In a second step, the jury establishes a list of candidates declared admitted, up to the number of available places, and may also create a waiting list (*liste complémentaire*).

These lists are submitted for approval to the Director of the school or their representative. Candidates on the waiting list are admitted based on withdrawals from the main admission list.

2.2. Organization of Academic Life

The start dates for students in the various programs are determined by the Director of Education based on the study curricula.

Newly admitted students who fail to report on the designated date without a major, valid reason will be considered as having resigned.

The schedule is communicated to students digitally or by any other means deemed equivalent. Any modifications to the schedule are communicated as promptly as possible.

2.2.1. Attendance Requirement

Attendance and participation in lectures, tutorials (*travaux dirigés*), practical work (*travaux pratiques*), examinations, and generally any activity scheduled on the timetable are strictly mandatory. Attendance monitoring is conducted by the school's administration and teaching staff.

a) Absence Management

Any student who anticipates an absence must make an explicit request to the Student Records Office (*service de la scolarité*) (request for leave of absence). The Student Records Office only rules on the admissibility of the request. It is then the student's responsibility to contact all relevant instructors to determine the procedures for making up missed activities (especially in the case of an assessment for a teaching unit).

The following are considered justified absences:

- Any absence provided for under the Labor Code or the collective bargaining agreement applicable to the host company;
- Cases of *force majeure*, assessed on a case-by-case basis by the Head of Program, who may require the presentation of an official summons;
- A request from the host company upon presentation of a supporting document issued by the company tutor and approved by the Head of Program.

Any other absence will be considered unauthorized / unjustified.

Any absence not authorized in advance must be justified by the student within 24 hours.

The Student Records Office maintains a record of excused absences (authorized in advance or justified retroactively) and makes it available to instructors upon request.

In the event of an absence, it is the student's responsibility to arrange to catch up on missed coursework and to stay informed about information distributed within the institution.

In the event of a planned long-term absence, potentially including assessments, the student must review the coursework (and assessments) that will be missed with the academic unit supervisors prior to the absence.

Justified absences exceeding fifteen days are reported to the Head of Program, who decides on the appropriate course of action. In cases of particular difficulty, the Academic Committee (*comité des études*) may be consulted.

Any irregular, unjustified absence, serious failure of punctuality, or proven fraud during attendance monitoring will be subject to disciplinary sanctions specified in these regulations.

b) Special Cases

Illness or Accident

In the event of illness or accident, the student must provide a medical certificate specifying the estimated duration of the interruption of studies no later than the third day.

The Director of the school may require any student to undergo a medical examination by a physician, and may refer the matter to the Disciplinary Board in cases of suspected fraud. Sanctions may extend up to expulsion from the school.

The Head of Program may exempt a student from all or part of the pedagogical activities for medical reasons upon presentation of a medical certificate.

Temporary Interruption of Studies

Any request for a temporary interruption of studies must be submitted to the Head of Program with sufficient advance notice so as not to disrupt the academic progression.

An authorization for a temporary interruption of studies may be granted to a student by the Director of Education, upon proposal by the Academic Committee, for exceptional reasons, particularly health-related ones.

Disability

Students with a permanent or temporary disability may request accommodations for the organization and progress of their studies, as well as for assessment methods, academic validation, or degree requirements.

To obtain these accommodations, the students concerned must contact the Disability Advisor (*Référent Handicap*) at Mines Saint-Étienne, who, after reviewing the request, will refer it to the School's Academic Affairs Department (*direction des études*) to provide an appropriate solution. A medical certificate specifying the required accommodations will be requested as part of the application review process.

2.2.2. Administrative and Financial Obligations

a) Administrative Information

Students must provide the school's administrative services with all personal information required and furnish all documents requested to complete their file. They must report any changes to their personal address during the program, as well as any changes to their civil status or family situation.

b) Legal Obligations, Civil Liability, and Other Insurances

All students must imperatively meet the legal obligations in force for their enrollment.

They must subscribe to a personal accident civil liability insurance policy (*assurance responsabilité civile « individuelle accident »*) covering them during academic and extracurricular activities.

Tuition Fees and Miscellaneous Contributions

Depending on their status (regular student, apprenticeship contract, professionalization contract), students must individually pay all or part of the following fees for the academic year by the dates specified by the school management:

- Tuition fees;
- Applicable ancillary educational costs;
- Contribution to integration and welcome activities (integration trip, welcome weekend, etc.).

The amount of ancillary educational costs is determined by the School Board (*conseil d'école*).

Students must also pay any regulatory contributions required by applicable laws and regulations; where applicable, they must provide proof of payment to the school.

Students authorized by decision of the Academic Committee to continue their studies beyond the normal duration of the program (e.g., writing the professional thesis) must pay the tuition fees provided for this purpose as well as any other fees linked to applicable legal requirements.

2.2.3. Knowledge Assessment and Examinations

Students must comply with examination instructions and submit to the authority of the examination board/jury appointed by the Director of Education, under penalty of potential disciplinary and academic sanctions.

2.3. Program Organization

2.3.1. Generalities

The normal duration of studies for admitted students is one year. However, it may be extended in case of illness, upon authorization by the Academic Committee (*comité des études*).

Every student benefits from dual tutoring: a company tutor in the organization hosting the student, and an academic tutor.

Teaching Units (UE) can be of two types:

- **Core / Common:** all students take the same courses;
- **Elective:** students choose an option among those offered, each representing an identical number of credits and comparable educational objectives.

Access to elective UEs is based on the expression of student preferences, the number of available places, and, where applicable, required prerequisites and/or selection rules.

2.3.2. Work-Integrated Training Organization

a) Generalities

Work-integrated training (*formation appuyée sur la situation professionnelle*) is a fundamental component of specialized engineering programs. The Pedagogical Committee (*comité pédagogique*) of the specialized program defines the minimum duration as well as the monitoring and assessment methods for the work-integrated placement.

Work-integrated training consists of:

- **Methodological input**, enabling the student to understand their professional situation and thus optimize the management of the project assigned to them by their company. This input comprises courses and guidance from the academic tutor, who advises and evaluates the student in analyzing and understanding contexts, seeking solutions, and applying relevant methods;
- **Guidance from the company tutor**, who supervises and advises the student within the company to foster the development of expected skills.

The assimilation of methodological input is assessed through application exercises based on the student's professional situation.

The assessment and ECTS credit allocation procedures for these exercises are identical to those applied to academic subjects.

b) Project Theme Approval Process

The company hosting the student must commit to assigning a project that allows them to develop the competencies defined in their program's skills framework. The project topic is defined at the beginning of the program and approved as part of the project theme approval process (*agrément des thèmes de projet*).

The student presents the project defined in agreement with their company to the Project Theme Approval Committee (*commission d'agrément des thèmes de projet*). The objective is to verify whether it meets educational expectations.

This committee, composed of the student's academic tutor and company tutor, may also include other corporate managers and other academic tutors.

The decisions rendered may be as follows:

- **The project is approved** (*validé*);
- **The project is approved with conditions** (*validé avec réserves*): the student must address the conditions by a later deadline, according to procedures defined by their academic tutor;
- **The project decision is deferred** (*différé*): the student must present a revised project. If the project is still not approved after this new presentation, an exceptional training monitoring committee is organized (see 1.4.5).

2.4. Student Assessment and Tracking Organization

2.4.1. Faculty Boards

All teachers of each program, the student delegate, a representative of the program management, and the representative of the academic tutors constitute the Faculty Board (*conseil de professeurs*) of the program concerned. These boards meet periodically to review past teaching activities and propose necessary improvements. They review student results and propose make-up exam procedures.

The student delegate is chosen to cover all ECUEs (Teaching Elements). They are designated by the enrolled students, or failing that, by the teacher; they are responsible for representing the students and relaying their feedback to the Faculty Board.

2.4.2. Assessment Methods

a) Academic Part

At the beginning of each UE (Teaching Unit), the instructor in charge informs the students of the assessment methods for each ECUE (Teaching Element), as well as the overall assessment methods for the UE, including the weighting coefficients of each ECUE used to calculate the UE grade.

The Faculty Board (*conseil de professeurs*) meets once per semester. It reviews each student's results and provides the following to the Student Records Office (*service de la scolarité*) through the Head of Program:

- The table of grades for each ECUE for each student; where applicable, the validation thresholds applied for each ECUE and for the UE;
- Proposals for assigning ECTS grades/mentions to students who have validated the UE (if this UE awards ECTS mentions);
- Proposals for mandatory make-up exams/retakes for the UE (either due to non-validation of at least one ECUE within the UE, or due to an insufficient overall result, in which case the Faculty Board must also specify which make-up exam(s) must be taken).

All proposals made by the Faculty Board are submitted to the Academic Committee (*comité des études*) for approval.

The Faculty Board may also propose a definitive non-validation without a make-up option for the current session for a student who obtained particularly low results across the entire UE and/or failed to achieve a very significant portion of the targeted learning objectives (for example, in a UE based on a practical application, such as a project or an internship).

The same provision applies when an assessment involves fraud or an attempted fraud by the student. An **F** grade is then directly assigned to the student, and they must repeat all or part of the planned pedagogical activities in order to validate the UE at a later date.

b) Professional Part

During the in-company progress reviews, the company tutor and the academic tutor evaluate the student in a professional situation based on the actions carried out in the company, covering each of the main components of the specialization's skills framework.

At the end of the program, the student must submit a professional thesis and pass an oral defense regarding the management of the in-company project.

Through these two exercises, the student must demonstrate that they have developed the competencies defined in the activities framework, with respect to the methodological approach used and the results obtained. They must also prove their ability to step back by analyzing beyond the specific context of their company and generalizing the methods used.

The professional thesis is evaluated by an academic tutor other than the one who guided the student during their training.

The oral defense jury is chaired either by the Head of Program or their representative. The designation of jury members is at the initiative of the Head of Program; the student's company tutor and academic tutor each serve in a consultative capacity only (non-voting members).

The evaluations of the oral defense and associated written documents are formalized by two grades ranging from 0 to 20.

The defense is validated and the corresponding ECTS credits are awarded when each of the two grades is greater than or equal to 7/20, and the average of these two evaluations is greater than or equal to 10/20.

2.4.3. Validation and Decisions Regarding Academic Results

The Academic Committee (*comité des études*) of the program periodically reviews the results of all students after each semester. It takes note of academic results (initial assessments and retakes), professional placement results (evaluations), unauthorized absences, or any other element concerning students, and decides for each student:

- **The definitive** validation of results for Teaching Units (UE) completed during the elapsed period and awards the corresponding ECTS credits;
- Any retake/make-up requirements;
- The continuation of studies without conditions if all results are deemed satisfactory;
- The continuation **of studies subject to resolving identified difficulties** (retakes for UEs and ECUEs).

It may summon before it students whose results are deemed insufficient, particularly those who do not meet the validation criteria. It proposes academic sanctions to the Director.

In the event of insufficient results, and after hearing the summoned students, the Academic Committee may propose one of the following sanctions:

- **Academic warning (*avertissement scolaire*)**: a formal statement made in the presence of the student regarding their poor academic results; it is issued in writing and recorded in the individual's file.
- **Non-admission to continue studies, or non-issuance of the degree**: these sanction an academic record with results that remain very insufficient despite explicit warnings and retake opportunities; this measure is equivalent to expulsion from the school and becomes enforceable by decision of the Director.

2.4.4. Make-up Examination Procedures

A single retake/make-up session per UE (intended to validate all targeted learning outcomes and associated coursework) is organized each semester, occurring prior to or at the very beginning of the subsequent academic period.

Students required to take a make-up examination are obligated to attend the scheduled retake. Any student may also submit a written request to the Student Records Office (*service de la scolarité*) to sit for a make-up examination scheduled and organized during that session.

The rules for determining the final grade, calculated from the initial assessment and the retake assessment, are set by the relevant Pedagogical Committee. Based on this final grade, the students concerned are repositioned within the statistical ranking established during the initial assessment, allowing them to be awarded an ECTS mention without altering the mentions assigned to students who did not take the make-up exam.

A student unable to attend the make-up session due to a major preventing circumstance will be offered an exceptional make-up arrangement by the Academic Committee (*comité des études*).

2.4.5. Handling Academic Difficulties

When a student encounters significant difficulties during academic training and/or in-company placement, the Head of Program may convene the academic tutor and, depending on the nature of the issues, the company tutor or other academic tutors, in an Exceptional Training Monitoring Committee (*commission exceptionnelle de suivi de la formation - CESF*). The student is also summoned in a consultative capacity.

In order to prepare for the meeting, the academic tutor drafts a memo summarizing the difficulties encountered by the student, based in particular on the following sources of information:

- Faculty Board (conseil des professeurs);
- Project Theme Approval Committee (commission d'agrément des thèmes de projet);
- In-company evaluations.

After reviewing the file, the CESF:

- Records the viewpoints of the various stakeholders involved: academic tutor, company tutor (if appropriate), Head of Program, or any other individual;
- Hears the student;
- Issues proposals and recommendations to the student regarding the progression of their academic training or the definition and evolution of their in-company project;
- **Formulates, where applicable, proposals and recommendations for the company tutor regarding the monitoring and guidance of the student.**

If results remain insufficient, the Head of Program has the option to refer the matter to the Academic Committee (*comité des études*) of the program. Upon review of the student's file, the Academic Committee may propose an academic sanction, which is permanent expulsion from the program. The sanction is pronounced by the Director of the school.

2.5. Awarding of the Specialized Engineering Degree or School Diploma

2.5.1. Conditions of Award

To graduate, the student must have earned the 75 ECTS credits provided for in the program, in accordance with the terms set forth by these academic regulations, and must have fulfilled all administrative obligations toward Mines Saint-Étienne.

The *Mastère Spécialisé* is an accredited mark (*label*) of the *Conférence des Grandes Écoles* which leads to the award of an institutional diploma (*diplôme d'établissement*).

If the *Mastère Spécialisé* programs are not registered in the RNCP, the degree awarded is an institutional diploma.

If the *Mastère Spécialisé* programs are registered in the RNCP, the degree awarded is an institutional diploma bearing the following statement: "RNCP Title at Level 7, NSF Code xxx, registered by decision of the Director General of France Compétences on dd/mm/yyyy".

2.5.2. Degree Awarding Jury

The Academic Committee (*comité des études*) meets as a Degree Awarding Jury to deliberate on the issuance of the specialized engineering title and the institutional diploma. In addition to the regular members of the Academic Committee, the Director of the school (or their representative) participates in and chairs the Degree Awarding Jury, holding a casting vote in the event of a tie.

The Degree Awarding Jury deliberates as the ultimate authority, basing its decisions on all elements in each student's file.

After deliberation, a master list of all students is drawn up indicating, for each of them, the jury's decision regarding the award of the institutional diploma.

The institutional diploma is awarded as of right to any student who has validated all required ECTS credits in accordance with the procedures defined by these academic regulations. The granting of the institutional diploma remains subject to the final approval of the Degree Awarding Jury.

The Degree Awarding Jury also decides on awarding special honors/mentions to students who have particularly distinguished themselves, whether for their academic achievements (*congratulations of the jury*) or for another reason.

All recommendations of the jury are submitted to the Director of the school for approval.

2.6. Resignation, Abandonment of Studies

2.6.1. Resignation

Resignation is the act by which a regularly enrolled student clearly demonstrates, on their own initiative, the intention to terminate their studies immediately and permanently. This resignation is preferably submitted by hand-delivered letter against receipt to the relevant Student Records Office (*service de la scolarité*); it may also be sent by registered mail with return receipt requested or by any other notification method, particularly digital, capable of confirming the sender's identity and proof of receipt.

The resignation is put into effect through a deregistration decision issued by the Director of the school. As this is a voluntary decision by the student, a summons before the Academic Committee (*comité des études*) is not required prior to deregistration; the Academic Committee is informed of the resignation at its next meeting.

During the period between the notification of resignation by the student and the deregistration decision, the student's status is suspended:

- Regarding the academic part: the student no longer has any academic obligations (attendance, etc.);
- Regarding the professional **placement**: the host organization is notified immediately of the resignation in order to terminate the in-company assignment.

The departments handling the collection of tuition fees, the payment of need-based scholarships, and generally all services or entities with a valid interest in the decision are notified of the resignation by the Student Records Office in order to take the required measures for this situation.

The Student Records Office maintains available for the resigning student any document detailing their academic record up to the point of resignation (transcripts, etc.).

2.6.2. Abandonment of Studies

Voluntary abandonment of studies is defined as a prolonged and unjustified absence of the student from required academic activities, whether at the school or within their host company. It is also established when a student fails to complete administrative requirements (administrative registration, submission of documents required by the Student Records Office, payment of tuition fees and other costs) or academic requirements (course selection, submission of documents required for assessment) according to the timetable set by the Student Records Office.

When the Student Records Office notes a voluntary abandonment of studies, it may issue a formal notice (*mise en demeure*) requiring the student to justify their absence and resume their studies within 30 days. This notice is delivered by hand-delivered letter against receipt, by registered mail with return receipt requested, or by any other notification method, particularly digital, capable of confirming the sender's identity and proof of receipt. Failing regularization within the specified deadline, the student is presumed to have resigned, and the resignation procedure may then be initiated.