

ACADEMIC REGULATIONS

OF INSA TOULOUSE

2023–2024 Academic Year

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ET DE LA RECHERCHE

Academic regulation changes applicable to the 2023–2024 academic year include:

- Arrangements for DD Sciences Po students due to curriculum changes and the admission of specific 5th-year students, p. 10 (II.2. INSA–Sciences Po Toulouse double degree)
- Inclusion of alternative forms of international experience, p. 19 (IV.1.d. Duration and validation of internships and studies abroad)
- Conditions for validating civic involvement, p. 20 (IV.1.e. Civic involvement)
- Amendment to the SEAMonline Diploma regulations, p. 26 (IV.4.a. SEAMonline / Diploma in Safety Engineering)
- New events leading to excused absences, p. 42 (Appendix B. List of events leading to an excused absence)
- Adjustment to the arrangements for students enrolled in the artistic sections, p. 43 (Appendix C. Requirements for receiving special student statuses and specific study arrangements)
- Adjustment to S²E status arrangements following the new APS agreement, p. 43–44, Appendix C
- Adjustment to EGA status arrangements, p. 45, Appendix C
- Amendment to carried-over UEs conditions, p. 54 (Appendix E. Studying abroad)
- Amendment to the learning agreement section, p. 55, Appendix E
- Amendment to the credit validation process, p. 56, Appendix E
- The term “UF” has been replaced by “UE”
- The term “SHN” has been replaced by “S²E”

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I. Introduction

This handbook defines the applicable regulations in terms of education and provides extensive information to the academic community.

These academic regulations are binding on all individuals, whether teachers or students, who automatically accept them when joining INSA Toulouse.

No provision or memorandum from departments, research laboratories or services shall preclude the application of these regulations.

Irrespective of the terms used to refer to an individual or a group of individuals, they designate equally both men and women.

II. Course and validation of studies

Each academic year is organized in semesters and comprises Teaching Units (*Unités d'Enseignement*, UEs) or indivisible and compulsory fields, representing a total of 60 ECTS credits per year. The UEs can be modified annually, upon decision of the corresponding departmental committee and subject to validation by the Board of Studies.

The table summarizing the UEs of the academic year and the conditions for validating them is made available to the students at the beginning of the year. The annual calendar for apprenticeship programs will be appended to the table summarizing the UEs.

Attending practical work, examinations, group work activities and physical and sporting activities is compulsory, except in the event of a duly notified and verified exemption (e.g. medical exemption). Any unexcused absence from a session of physical and sporting activities, practical work or group work, as well as from any continuously assessed course (e.g. PBL) may be subject to an evaluation penalty.

Students who carry over a UE will have the chance to take it in Session 2 unless they are able to follow all of the UE's courses, in which case they can repeat the UE in Session 1.

II.1. Teaching unit assessment

II.1.a. Assessment method

At the beginning of the year, the teaching staff of the UE provides students with a list of the learning outcomes of the UE (knowledge, skills and/or competences).

Assessing the learning outcomes in each UE may involve continuous assessment and/or a final assessment. The assessment might also include the evaluation of the corresponding practical work and/or of a supervised project, or personal work in relation to the UE. Corrected examination papers must be returned within a maximum of 3 weeks, excluding school breaks. Students must be notified

of their results and of any observations made on their work. An answer key or corrected version will be made available to the students, preferably in the days following the assessment. Potential assessment appeals may only be made once the examination papers have been returned.

Assessments must be scheduled throughout the semester. The assessment schedule may cover all study materials given in the UE at least 7 days before the date of the assessment. The assessment methods must be announced to the students at least 7 days before the date of the assessment.

Assessment of learning outcomes may be performed consistently within a UE and according to two approaches (at the discretion of the teaching staff):

- an assessment by grades (see article II.1.a.i)
- an assessment of learning outcomes (see article II.1.a.ii)

Regardless of the assessment method chosen, the principle of compensation applies within the UE.

II.1.a.i. Assessment by grades

The learning assessment is the result of several grades and the calculation methods are specified at the beginning of the course. No elimination grades may be used nor calculation methods that introduce such grades (e.g. harmonic mean).

II.1.a.ii. Assessment of learning outcomes

They can be classified in two categories:

- fundamental learning outcomes that must be acquired by the end of the UE
- learning outcomes that must be partially acquired by the end of the UE

When corrected work used for the assessment of the UE is returned, the list of assessed learning outcomes as well as their respective level of acquisition (not acquired, partially acquired, acquired, mastered, outstanding) must also be given to the student.

II.1.b. Validation of UEs

The academic year comprises two sessions, except in the 1st year (see Section II.1.c).

At the end of Session 1, the UE assessment committee—composed of the teaching staff of the UE and called by the Head of the UE—convenes to assess the learning outcomes of each student. The assessment of the UE is described by the 5 following levels:

- “outstanding”: the student has mastered all learning outcomes of the UE or field of knowledge
- “mastered”: the student has acquired the vast majority of the expected learning outcomes
- “acquired”: the student has acquired the essential learning outcomes
- “partially acquired”: the student has acquired part of the learning outcomes but with some gaps
- “not acquired”: the student lacks significant knowledge

In the case of an assessment by grades, a UE grade of 10 out of 20 or better results in the “acquired”, “mastered”, or “outstanding” levels.

The “acquired”, “mastered”, and “outstanding” levels lead to the validation of the UE and the granting of ECTS credits. In the case of “not acquired” and “partially acquired” levels, the pre-assessment or pre-specialization committee (convened after Session 2 of the second semester) may recommend to validate the UE, especially if the missing learning outcomes have been acquired in another UE. In this case, the UE is considered “acquired”.

Any UE validation is definitive; likewise, the corresponding ECTS credits are definitively acquired. Any student who fails to validate a UE in Session 1 is automatically enrolled in Session 2, where he/she will take a new examination. For “continuous year-long” UEs (validating a second-semester UE can also validate a first-semester UE), a single Session 2 is organized at the end of the year. Following the Session 2 examination, the UE assessment committee reconvenes and follows the same procedure as for Session 1. The level awarded at the end of the examination becomes the level attained for this UE.

If, at the end of Session 2, a UE has not been validated, the student must retake it the following year. Should the student be repeating a year, he/she will have to attend all the courses, tutorials and practical work of the UE, whether it is homogeneous or heterogeneous. Examinations are taken in Session 1, except in the case of heterogeneous UEs where the teaching staff has provided a reasoned opinion.

When the student progresses to the next year, the examinations of the different components of the UE are taken in Session 2. In the case of heterogeneous UEs, the conditions of the examination are discussed with the teaching staff. In the case of homogeneous UEs, the student must retake the entirety of the UE’s components.

Students who take a UE early may do so in Session 2 only if they have attained the “partially acquired” level in Session 1.

The list of students admitted to Session 2 is prepared by the UE assessment committee and validated by the institutional committee. The list is published as soon as possible prior to Session 2.

II.1.c. Special case of the 1st year: fields of knowledge

The 1st year comprises three Major Fields of knowledge (mathematics and algorithmics / physical, chemical and industrial sciences / humanities). These fields are assessed in terms of learning outcomes.

Because of how the Major Fields are organized (featuring a greater number of assessments and multiple assessments for the same learning outcome), no specific Session 2 is organized. Depending on the results and should they deem it necessary, the teaching staff may add additional assessments.

At the end of the year, the Major Field assessment committee—composed of the teaching staff of the field and called by the head of the field—convenes to assess the learning outcomes of each student. The assessment of the Major Field and its learning outcomes is described by the five following levels:

- “outstanding”: the student has mastered all learning outcomes of the UE or field of knowledge
- “mastered”: the student has acquired the vast majority of the expected learning outcomes
- “acquired”: the student has acquired the essential learning outcomes
- “partially acquired”: the student has acquired part of the learning outcomes but with some gaps
- “not acquired”: the student lacks significant knowledge

The “acquired”, “mastered”, and “outstanding” levels lead to the validation of the Major Field and the granting of ECTS credits. Should the level be “partially acquired”, the 1st-year pre-assessment committee may recommend to validate the Major Field. In this case, the Major Field is considered “acquired”.

Any Major Field validation is definitive; likewise, the corresponding ECTS credits are definitively acquired.

Should the student have to repeat the 1st year, he/she will have to retake all the non-validated fields. Taking 2nd-year courses in advance is therefore not possible.

II.1.d. Managing fraud

Examination conditions and procedures in case of fraud are specified in Annexe A.

II.1.e. Absences

Any unexcused absence from an examination will result in a grade of zero (in the case of assessment by grades). When a student has totally or partially participated in an examination, he/she cannot ask for a retake of the examination, except in case of force majeure. Upon resuming classes, the student must submit official proof to the secretariat of his/her department to excuse an absence¹. The secretariat will inform the teachers concerned.

Active participation in certain events (see Annexe B) may constitute a reason for absence, provided that the Head of Department is notified as soon as possible and at least 48 hours before the event. If the request concerns an event not included in the list, sufficient grounds must be submitted to the Director of Studies through the Head of Department. The Director of Studies will notify the Board of Studies of the decisions taken throughout the year.

Students who are totally or partially unfit for physical education (written proof required) will be offered an adapted learning format (reports, adapted examinations, etc.).

¹ Written proof must be submitted upon resuming classes; if the proof is not submitted by 2:00 p.m. the day following the resumption of classes, the absence will be deemed unexcused. The date of resumption corresponds to the first class following the period for which the written proof was provided.

Examples:

- When absent from Monday 2 through Friday 6 inclusive, written proof must be submitted by Tuesday 10, 2:00 p.m.
- When absent on Monday 2 and Friday 6, written proof must be submitted by Wednesday 4, 2:00 p.m. and Tuesday 10, 2:00 p.m.
- When absent for the morning of Monday 2, written proof must be submitted by Tuesday 3, 2:00 p.m.

For students with excused absence(s) during one (or more) examination(s), the examination scheduled for Session 2 will serve as a retake. The result thus obtained replaces the result of the examination (or examinations) in which the student was absent. The UE assessment committee will then award a level of validation of the UE in Session 1 or Session 2. For example—in the case of assessment by grades—if the student validates the UE with this grade, the UE will be considered as validated in Session 1; if the student does not validate the UE with this grade, the grade for the UE is the grade obtained in Session 2.

In the case of the 1st-year Major Fields, an excused absence implies that the student may retake the examination for which he/she was absent. Nevertheless, the teaching staff may exempt the student from retaking the examination or adapt its content.

II.1.f. Alternative methods of assessment

In the event of exceptional circumstances arising from the changing health situation (COVID-19 pandemic), alternative methods of assessment may be applied. As an exception to article II.1.a of the Academic Regulations of INSA Toulouse, remote assessment methods may be conducted; furthermore, they may differ from the final or continuous assessment formats. Teachers will endeavor to inform students of the UE's assessment schedule and methods at least 7 days before the announced assessment date.

II.2. INSA–Sciences Po Toulouse double degree

In the 1st year, the APS courses of semester 1 and the Expression and Documentary Research courses of semester 2 (as well as the PENSER module) are replaced by the modules offered at Sciences Po Toulouse.

In the 2nd year, the Contemporary economics and Ecological transition courses of semester 1 and APS courses of semester 2 are replaced by the modules offered at Sciences Po Toulouse.

In the 3rd year, the MO courses of semester 2 are replaced by the modules offered at Sciences Po Toulouse.

In the 4th year, the modules taken at Sciences Po Toulouse in semester 1 replace the Law courses and one of the two remaining modules of the associated UE (Corporate Finance & Strategy). The Prospective module of semester 2 is replaced by the modules offered at Sciences Po Toulouse.

In the 5th year, students attend Master courses at Sciences Po and 5th-year modules (6 ECTS) at INSA. Each department determines what modules the students are to take and all associated study arrangements (Moodle, video, tutoring, etc.), considering that the students will not be attending on-site classes.

II.3. Encouraging Challenge-Based Learning

Students in the 4th and 5th years can access a range of challenges offered by ECIU University, the European alliance of which the INSA Group is a member. The online list of challenges is renewed every semester.

1. A student wishing to take part in a challenge must submit his/her choice to the Head of Studies (and/or IR correspondent) of the corresponding department before the beginning of the academic semester.

2. The Head of Studies of the department validates the choice of the student according to the details of the challenge (theme, intended learning outcomes, expected workload, number of ECTS credits, etc.).

3. The Head of Studies draws up an agreement with the student to decide which UE or course from the INSA curriculum will he/she be exempted from in order to enable him/her to participate in the challenge.

4. All ECTS credits obtained by the student at the end of the challenge are taken into account in the 30 ECTS required to validate the semester.

5. A maximum of 1 ECIU University challenge may be taken per semester.

II.4. Students with special status

In accordance with the French Education Code (in particular Articles L611-9, L611-11, L612-1, D611-7, D611-8 and D611-91) and Article 12 of the decree of July 30, 2018 amending the decree of January 22, 2014 (which defines a national education framework leading to bachelor's, professional bachelor's, and master's degrees), some students may obtain—under certain conditions—a special status, so as to reconcile their particular needs with the progression of their studies.

The different special statuses and the requirements for receiving them, as well as the specific study arrangements that apply to them, are described in **Appendix C** and listed below:

- Student enrolled in the Music Studies Section (SME)
- Student enrolled in the Dance Studies Section (SDE)
- Student enrolled in the Theater Studies Section (STE)
- Student enrolled in the Sports Studies Section (S²E)
- Highly Committed (*Grand Associatif*) Student (EGA)
- Student–Entrepreneur (EE)
- Student with a disability or long-term illness (ESH)
- Student–Reservist (ER)
- Student – Volunteer Firefighter
- Working Student (ES)
- Pregnant Student
- Student with Family Responsibilities

II.5. Educational assessment

An educational assessment is conducted at the end of each semester. It is held by year group or individual group if necessary, in the presence of teachers and students of the year group or individual group.

II.6. Validating a year

II.6.a. Conditions for validating the academic year

The student validates the academic year if he/she obtains 60 ECTS credits, i.e. if all the UEs or fields are validated.

The pre-assessment committee examines, on a case-by-case basis, the results of students who do not fulfill this criterion. The committee factors in all the information at its disposal (all results, attendance, involvement in community life, special circumstances, etc.).

The pre-assessment committee may recommend that certain students who did not attain 60 ECTS credits progress to the next year. In this case, the student will “carry over” UEs and will have to validate them the following year(s). The pre-assessment committee may recommend that a student progresses to the next year with a maximum of two “carried-over” UEs.

II.6.b. Repeating a year / Exclusion

When a student does not meet the conditions for progressing to the next year, the pre-assessment committee may recommend to the institutional committee that he/she be allowed to repeat the year or be excluded. Should the pre-assessment committee recommend the exclusion, it must justify its decision to the institutional committee. All excluded students may—at their request—receive assistance from their respective department, including reorientation counseling and liaison services with the host institution for late registration.

The 1st year may not be repeated more than once. Repeating a year is only allowed once between the 2nd and 3rd years and once between the 4th and 5th years.

After discussion with the repeat student, his/her academic year will be adapted so as to focus on the student’s personal development (internships, independent work, etc.) and on consolidating knowledge acquired during the first attempt. A student may also be authorized to take certain UEs from the following year, provided that the number of UEs to retake each semester is not excessive. Furthermore, the student’s schedule must be compatible, and pedagogical coherence (year of administrative enrollment has precedence over early course-taking) and class capacity are taken into account. The Head of Department or the Head of Studies of the pre-specialization is in charge of defining the terms and conditions and ensuring their implementation. Along with the Head of Department or the Head of Studies of the pre-specialization, the student will sign a learning agreement no later than 15 days after the start of the academic year.

III. Year-end pre-assessment committees

The composition and general guidelines of the pre-assessment committees are described in the Committees’ rules and regulations (Section V).

All students who fail to obtain 60 ECTS credits are requested to attend a pre-assessment committee. The list of students summoned to a pre-assessment committee will be posted at least 24 hours before the date of the committee.

At the end of the pre-assessment committee, one of its members will be appointed to explain the decision taken to each student concerned.

Any dispute concerning a pre-assessment committee must be brought before the INSA institutional committee. To that end, a letter must be sent to the Director of INSA Toulouse (putting the Head of Department concerned in copy) as soon as possible and no later than 48 hours before the committee is held.

III.1. First-year pre-assessment committee

Given the large number of 1st-year students, the pre-assessment committee is preceded by preparatory committees that examine the situation of students who have not met the aforementioned conditions. One committee is held per group of students; all the teachers who took part in the teachings and all the students who failed to obtain 60 ECTS credits are requested to attend.

The committees are organized in two parts:

- 1st part: individual audition of the students
- 2nd part: the teachers analyze and discuss each case

A recommendation for each student is submitted to the 1st-year pre-assessment committee. This recommendation is not made known to the student under any circumstances, as it does not predetermine the recommendation of the 1st-year pre-assessment committee.

The 1st-year pre-assessment committee is held once all the preparatory committees have deliberated. It may recommend to validate the UEs for which the student attained a “not acquired” or “partially acquired” level and the fields for which the student attained a “partially acquired” level, as well as to validate the year for those students who meet the conditions of automatic validation. For each of the remaining students, it may then recommend admission, authorization to repeat the year or exclusion.

III.2. Other year-end pre-assessment committees

Given the distinctive nature of the 2nd-year FAS group, a preparatory committee for the 2nd-year pre-assessment committee has been created. In the case of large year groups, preparatory committees may also be implemented. These committees follow the same model as those for the 1st year (Section III.1).

The pre-assessment committees examine the results of all the students administratively enrolled in the year in question. They are organized in three phases:

- 1st phase: the committee recommends to validate the year and/or one or more UEs for which the student attained a “not acquired” or “partially acquired” level. The committee may do so for students it deems unnecessary to audition.

- 2nd phase: the committee requests the students whose situation is still under review after the 1st phase to provide any additional information deemed useful to the process. Students who cannot audition may write a letter to the committee.

- 3rd phase: the committee reviews the situation of these students. It may recommend to validate or not the UEs for which the student attained a “not acquired” or “partially acquired” level; it may also recommend the admission, admission with carried-over UEs, authorization to repeat the year, or exclusion.

The decisions of the committees must be posted immediately after deliberations and made visible from the outside, and/or posted on the educational intranet as soon as possible.

III.3. Authorization to reenroll due to serious social or medical reasons

III.3.a. Principles

The Head of the social and medical services may inform the pre-assessment committee when a student experiences serious social or medical difficulties (in particular, a substantial amount of paid work), with prior agreement from the student concerned and with respect for professional confidentiality regarding the precise nature of the difficulties.

Any student who—for serious social or medical reasons—is unable to attend classes for a substantial portion of the academic year may request authorization to reenroll in the same year of study. If the authorization is awarded by the pre-assessment committee, the student will not be deemed as a repeat student.

III.3.b. Interaction between the social and medical services and the committee

The pre-assessment committee is informed of the importance and potential impact of the social or medical difficulties encountered by the students by means of a form sent to the Head of Department or the Head of Studies of the pre-specialization before the committee takes place.

The request for reenrollment must be supported by a document issued by SIMPPS (Interuniversity Service of Preventive Medicine and Health Promotion) or by a qualified social care service, depending on the case, recommending whether authorization should be granted. The pre-assessment committee will then vote on this proposal.

III.4. Other provisions

III.4.a. Distribution of students in pre-specializations (1st year)

The INSA institutional committee distributes the students in pre-specializations during the first year.

First-year students express their pre-specialization preferences by ranking all the available pre-specializations.

Student ranking is determined on the basis of learning outcomes in the following manner: a value (level) is assigned to each learning outcome at the end of the year (0 for “not acquired”; 1 for “partially acquired”; 2 for “acquired”; 3 for “mastered”; 4 for “outstanding”) and each field is weighted according to its number of ECTS credits.

This ranking is also used for decisions regarding semesters abroad.

Once the total capacity of each of the 2nd-year pre-specializations has been defined (FAS are excluded for IC and MIC), admitted students are distributed into the pre-specializations according to their ranking and preferences (between 80% and 85% of the total capacity of each pre-specialization).

A transversal committee—comprising all the Heads of Studies of the STPI Department (1st year and pre-specializations), the Head of this department, and the Head of the PPI (or their representatives)—reviews the case of each student who has not been granted his/her first choice following the distribution. Should this involve a student from a specific program (FAS, ASINSA, etc.), the Head of the program shall attend the audition. Each case is reviewed on the basis of the form extracted from the PPI and an interview. The student may be admitted to the pre-specialization of his/her choice or be granted one of his/her subsequent choices in descending order.

Special cases:

First-year students enrolled in the FAS program and admitted to the 2nd year are automatically assigned to the FAS group, from either the IC or MIC pre-specializations (depending on their *baccalauréat* option). The aforementioned transversal committee reviews the case of each student in this program who may wish to move to another pre-specialization.

III.4.b. Choosing specializations (3rd year)

Except in special cases, specializations are provisionally chosen at the end of the first semester of the 3rd year, taking into account the student’s preferences and ranking.

Special cases:

1. Students who spend the entire 3rd year abroad are assigned to the specialization they chose before their departure. Students who spend only one semester abroad are assigned to the specialization of their choice according to the common procedure.
2. Students already assigned who must repeat the 3rd year are allowed to keep their assignment, unless they request otherwise.
3. Third-year students enrolled in the FAS program are automatically assigned to the specialization of their choice if it corresponds to their *baccalauréat* option. Should they choose differently, they are assigned following the same rules as the other students.
4. Students recruited directly into the 3rd year are assigned to a specialization as soon as they are enrolled.

Any student who has not been assigned to the specialization of his/her choice following the aforementioned ranking—or any student who wishes to change his/her assigned specialization—may be summoned to a motivation interview before a committee comprising the Head of the STPI Department, the Heads of Studies of the pre-specializations, the Heads of Department of the specializations concerned, and the Head of the PPI (or their representatives). This committee will assign the student to a specialization based on his/motivations and skills, as well as the class capacity

of the specialization.

The final assignment of a student to a specialization is decided by the institutional committee.

III.4.c. Choosing a Multidisciplinary Transversal Path

Students have the option of following a Multidisciplinary Transversal Path (PTP) that lies at the interface of several disciplines. Not all PTPs are accessible to all students; in particular, participation in certain PTPs in the final year prevents students from going abroad during the 4th year.

Each specialization defines a quota of students who can participate in all the PTPs and the maximum number of students per PTP.

The list of PTPs and their entry requirements are validated by the Board of Studies upon recommendation of the departmental committees.

Fourth-year students can submit their PTP preferences, should they wish to do so.

The INSA institutional committee distributes the students into the PTPs. Students are ranked according to the results obtained in the 3rd and 4th years. In each year group, students are ranked according to the aforementioned rules (Section III.4.a).

The ranking between the different specializations is calculated on the basis of the ranking (as a percentage of the total number of students enrolled) of each student in his/her year group, factoring in motivation.

III.4.d. Gap year

The gap year is a temporary and voluntary break from studies at the request of the student and with prior approval from the Head of Department, the Director of Studies, or the Director of INSA Toulouse. This mechanism enables the student to acquire professional or personal experience, in France or abroad.

The gap year does not replace any aspect of the student's training at the institution; thus, any ECTS the student may acquire during the gap year are not acknowledged as part of the institution's training. However, the gap year may be taken into account to validate the compulsory international mobility period. Original supporting documents must be submitted to the department secretariat.

The gap year may comprise different activities: training, work experience (work contract, volunteer work, or internship), civic service, volunteer work in an association, international work in a company or administration, international solidarity volunteer work, European Solidarity Corps (ESC), or work on a business creation project as a student-entrepreneur.

The maximum duration of a gap year is one academic year. The gap year must begin at the same time as an academic semester; it may be taken at the beginning of the first year of the curriculum but never after the last year. A gap year request must be submitted using the gap year application form provided by the department. Once the request has been accepted by all parties, a gap year agreement is drawn up between the student and INSA Toulouse. Only then will the student be enrolled in the gap year and be required to pay the gap year registration fee.

In accordance with the decree No. 2021-1154 of September 3, 2021, students who undertake

a gap year internship as part of their initial training program are bound by the same terms and conditions applicable to a conventional internship, with the exception of the following points:

- No obligation to be enrolled in a program with a teaching volume of 200 hours, including a minimum of 50 hours of instruction in the presence of the students (non-application of Article D124-2 of the French Education Code).
- No obligation to include the title or number of hours of the internship in the internship agreement (non-application of Article D124-4/1° of the French Education Code).
- No obligation to submit an internship report or assessment (non-application of Article D124-1/2° of the French Education Code).

III.4.e. End of administrative year

The administrative year ends on September 30. To be taken into account, all UEs must be validated before this date. Internships must be completed (internship and its corresponding oral examination) by September 30 in order to be counted toward the current year. Should the internship agreement and/or oral examination extend beyond this date, the student will have to reenroll at INSA Toulouse.

IV. Awarding of degrees and labels

IV.1. The INSA Toulouse Master-level Engineering Degree

When deciding whether or not to award the degree, the institutional committee factors in the following criteria:

- the results obtained during the course of study;
- English level attained;
- French level attained by non-French-speaking students;
- the amount of time spent abroad;
- the duration and validation of internships; and
- civic involvement.

The decision of the committee is final and it may, should it deem it appropriate, award the degree if the above criteria are not met.

IV.1.a. Results obtained during the course of study

Students must have obtained 60 ECTS credits per year of studies, i.e. 300 ECTS by the end of the 5th year.

IV.1.b. Appropriate English level

In accordance with the recommendations of the CTI², the appropriate level for an engineer corresponds to level C1 of the Council of Europe's "Common European Framework of Reference for Languages". The minimum level required of students in initial training is B2+ (Annexe D). This standard applies to all INSA students in initial training, including those in specific programs.

Should this level not be obtained by the end of the 5th year, the committee will withhold the awarding of the degree for a maximum of 3 years. Once this period has elapsed, the student will no longer be able to graduate from INSA Toulouse. Should the student obtain the necessary score after the committee is held, the degree is immediately awarded (if the other conditions are fulfilled). For the entire period the degree is being withheld, the student must be enrolled at INSA Toulouse and must have paid the Student Life and Campus Contribution (CVEC).

IV.1.c. Appropriate French level

In accordance with the recommendations of the CTI, B2 is the minimum level of French required of all non-French-speaking INSA students. Their level is assessed by means of a language test (taken by all foreign students with a foreign degree) when they enroll at INSA, regardless of their year of study. This level should preferably be reached by the end of the 3rd year.

FLE classes are offered to all foreign students who do not have a C1 level when they enroll. These classes replace LV2 until the C1 level is attained (except in the case of the ENG'INSA program, where the classes are offered in addition to LV2). These students benefit from additional test time until they attain the C1 level.

The 4th year features a "difficult" UE (*Développer ses aptitudes managériales*) that requires a minimum C1 level of French. All students who have taken FLE classes in 3rd year will have additional test time for this UE.

Should the B2 level not be obtained by the end of the 5th year, the committee can withhold the awarding of the degree for a maximum of 3 years. Should the student obtain the necessary level, the degree is immediately awarded (if the other conditions are fulfilled). For the entire period the degree is being withheld, the student must be enrolled at INSA Toulouse and must have paid the CVEC.

IV.1.d. Duration and validation of internships and studies abroad

During their studies at INSA, all students must complete at least 40 weeks of internship (or professional experience), including a minimum of 14 weeks in a company.

Students are required to complete an internship at the end of the 1st year (at least 3 weeks of entry-level work experience, preferably 4 weeks), at the end of the 4th year (12 to 16 weeks; 8 weeks may be acceptable in some special cases, especially when abroad), and at the end of the 5th year (20 to 26 weeks). Doing an internship at the end of the 3rd year (4 to 12 weeks) is strongly recommended; if so, it counts toward the 40 total compulsory weeks. The 1st-, 4th- and 5th-year internships are subject to evaluation.

All students are required to complete a minimum of one semester in a country other than their

² CTI: Commission of Engineering Degrees (*Commission des Titres d'Ingénieur*)

home country during their studies at INSA, which translates to either one semester of study or 16 weeks of internship or summer job. The purpose of this international experience—in addition to the acquired scientific and technical knowledge—is to attain a good level of a foreign language and/or to discover other cultures. Internships or periods spent abroad are validated by the department in which the student is registered at the end of the experience. In the case of students in apprenticeship, the international mobility must last a minimum of 9 weeks (preferably 12 weeks).

The conditions concerning the organization of studies abroad and the validation of their results for the INSA curriculum are specified in Annexe E (“Studying abroad”).

Language studies abroad in the form of “odd jobs” count toward the 40 weeks of compulsory internship, up to a maximum of 4 weeks. They are validated as a period abroad for their actual duration.

So as to account for the difficulties that some students (in apprenticeship, school of architecture, etc.) face in fulfilling the required number of weeks of physical mobility abroad (in accordance with the *Références & Orientations* of the CTI), INSA Toulouse grants an equivalent number of mobility weeks for selected alternative forms of international experience, on the grounds that they also lead students to develop their working capabilities in an international context.

The following conditions apply:

- Equivalence is granted exclusively for academic learning experiences that lead to the formal assessment of learning outcomes, namely: ECIU University challenges and micromodules (resulting in an ECIU University ‘microcertificate’); virtual or hybrid international projects that are part of a UE taught at INSA Toulouse and overseen by an INSA Toulouse teacher.

- Equivalence is granted on the condition that the first three components of the POMI training module have been completed.

- Equivalence is capped at 50% of the total number of mobility weeks required by INSA.

- Several short alternative forms of international experience may be accumulated to reach the required number of mobility weeks.

- Equivalence is calculated on the following basis: 1 ECTS—i.e. 25 to 30 HeTD (*Heures équivalent TD*) of student work—amounts to 1 week of mobility.

While students recruited directly into the 2nd, 3rd and 4th years are exempted from the entry-level work experience requirement, they must complete a minimum of 36 weeks of internship (of which at least 14 weeks must take place in a company) and a minimum of 16 weeks in a country other than their country of origin (either as part of their studies or the 36 weeks of compulsory internship).

Periods spent abroad, internships and work experience completed after the *baccalauréat*—and prior to entering INSA—may be validated by the Head of the host department and thus taken into account in the calculations.

Should the minimum number of weeks of internship or time abroad not be attained by the end of the 5th year, the committee can withhold the awarding of the degree for a maximum of 1 year. Once this period has elapsed, the student will no longer be able to graduate from INSA Toulouse. Should the student complete the missing number of weeks after the committee is held, a certificate of

achievement is immediately awarded (if the other conditions are fulfilled).

IV.1.e. Civic involvement

Throughout their studies, students must have participated in civic activities for at least one semester. This involvement—mandatory to obtain the INSA Toulouse engineering degree—can take one of the following forms:

- If the student does not participate in an association, he/she will follow the 3rd-year Ethics introductory module (*Module d'Ouverture Éthique*).
- If the student has an “average” involvement (members of clubs and associations), he/she will follow the first seven classes of the Ethics introductory module.
- If a 1st-, 2nd- or 3rd-year student has a “strong” involvement (president, treasurer, etc.), he/she may ask to be exempted from either LV2 or APS and will receive specific guidance from a tutor.

IV.1.f. Special case of the Fontanet (continuing education) and VAE programs

In accordance with the recommendations of the CTI, B1 is the minimum level of English required of all continuing education student–trainees (B2+ for VAE) by the institutional committee for awarding the degree.

Spending time abroad is not compulsory but recommended.

Continuing education student–trainees do not take the APS teaching units.

IV.1.g. Special case of apprenticeship programs

Spending time abroad is compulsory.

In accordance with the recommendations of the CTI, B2+ is the minimum level of English required by the institutional committee for awarding the degree (the same required of regular students).

IV.2. “Bachelor-level degree” certificate from INSA Toulouse

A “Bachelor-level degree” certificate can be awarded at the end of the 3rd year to a student who has validated 180 ECTS credits and a minimum B2 level of English and who wishes to leave INSA to continue his/her studies abroad. This certificate attesting to the bachelor’s level attained is not certified by the State and is not equivalent to a bachelor’s degree as defined by decree No. 2021-405 of April 7, 2021. Should the B2 level of English not be attained, the decision to award or not award the “Bachelor-level degree” certificate rests with the institutional committee.

There is only one “Bachelor-level degree” certificate from INSA Toulouse, with five possible majors:

- ICBE: Chemical and Biochemical Engineering
- IMACS: Materials Science, Electronic Devices and Systems Engineering
- MIC: Computer Engineering and Information Systems

- IC-GM: Mechanical Engineering
- IC-GC: Civil Engineering

An appendix (“diploma supplement”) is provided in French and in English for each major, specifying the technical content acquired by the student.

IV.3. Master of Science

The set of rules hereby defined are without prejudice to the provisions of the agreement between the University of Toulouse and the institutions co-accredited to award national master’s degrees.

IV.3.a. Fluids Engineering for Industrial Processes

The Fluids Engineering for Industrial Processes (FEIP) specialization of the Master of Science in Complex Systems Engineering is a two-year master’s degree co-accredited by INSA and Toulouse INP.

The curriculum leading to the master’s degree is structured in three semesters of on-site teaching (30 ECTS per semester) and a 5-month internship (30 ECTS credits). Teaching is organized in a consistent set of courses, exercises, practical work, conferences and projects, where attendance is essential for proper educational organization.

Students are evaluated at the end of each educational module. At the beginning of a module, the teacher is responsible for explaining the evaluation methods and conditions to the students. The evaluation may be organized as a whole for a group of modules.

The evaluation leads to a grade between 0 and 20. Any grade lower than 10 indicates that the minimum objectives of the subject have not been met. Students are notified of their grades no later than the 21st day following the evaluation.

The end-of-studies internship includes a compulsory written report and oral defense. The student’s tutors at the company/laboratory are involved in the evaluation of the internship. The minimum duration of the internship is 5 months.

Admission:

Admission is granted by the Director of the institution upon recommendation of the Heads of the program, after consultation with a committee (appointed by the Head of Complex Systems Engineering) that comprises members of the teaching staff.

Admission to the 1st year of the master’s program (M1) is based on the candidate’s academic and professional record and a cover letter. Candidate interviews may be held following the selection of applications.

Composition of the pre-assessment committee:

The pre-assessment committee comprises a teacher per module, a correspondent from each school involved (INSA, INP–ENSIACET and INP–ENSEIHT) and the joint Heads of the program (INSA–INP), for a total of 8 teachers. The committee inquires about the student’s results, behavior, personality, background and all kinds of associated difficulties, in order to formulate a

recommendation. In the case of M1 students, the committee may recommend: admission to M2, obligation to repeat M1, or exclusion. In the case of M2 students: awarding of the degree or nonadmission (obligation to repeat M2 or exclusion).

Requirements for admission to M2

For each academic semester, an average is calculated by taking into account the relative weight of each discipline, determined by the number of associated credits (Appendix 1). Obtaining an average grade equal to or higher than 10 for a semester results in its validation and the granting of the corresponding 30 ECTS credits.

Any student who obtains a minimum grade of 10 in the two semesters of M1 is automatically eligible to advance to M2.

The average grade for the internship semester results from the average of the internship and oral presentation grades.

Any student who obtains a minimum grade of 10 in each semester (including the internship semester) is automatically eligible for the degree. Conversely, the pre-assessment committee will review the situation of any student who does not meet one or several of the aforementioned conditions.

The final average grade is obtained by the relation:

$$M_{\text{degree}} = (M_{\text{semester1}} + M_{\text{semester2}} + M_{\text{semester3}} + M_{\text{internship}}) / 4$$

Once the decision to award the degree has been made, the pre-assessment committee may also award one of the following distinctions: “*Assez bien*”, “*Bien*”, “*Très bien*” or “*Avec les félicitations du jury*”.

Obtaining one of these distinctions at the end of the two years of study depends on the average grade of M2;

the student must have obtained an average grade higher than:

- twelve points for the distinction “*Assez bien*”
- fourteen points for the distinction “*Bien*”
- sixteen points for the distinction “*Très bien*”
- eighteen points for the distinction “*Avec les félicitations du jury*”

For each of these distinctions, no module average grade must be lower than 10. In all cases other than those mentioned above, and on the condition that the aforementioned provisions are respected, the student will receive the distinction “*Passable*”.

IV.3.b. Water Engineering and Water Management

The Water Engineering and Water Management (WEWM) specialization of the Master of Science in Complex Systems Engineering is a two-year master’s degree co-accredited by INSA and Toulouse INP.

The curriculum leading to the master's degree is structured in three semesters of on-site teaching (30 ECTS per semester) and a 5-month internship (30 ECTS credits). Teaching is organized in a consistent set of courses, exercises, practical work, conferences and projects, where attendance is essential for proper educational organization.

Students are evaluated at the end of each educational module. At the beginning of a module, the teacher is responsible for explaining the evaluation methods and conditions to the students. The evaluation may be organized as a whole for a group of modules.

The evaluation leads to a grade between 0 and 20. Any grade lower than 10 indicates that the minimum objectives of the subject have not been met. Students are notified of their grades no later than the 21st day following the evaluation.

The end-of-studies internship includes a compulsory written report and oral defense. The student's tutors at the company/laboratory are involved in the evaluation of the internship. The minimum duration of the internship is five months.

Admission:

Admission is granted by the Director of the institution upon recommendation of the Heads of the program, after consultation with a committee (jointly appointed by the Director of INSA and the President of Toulouse INP) that comprises members of the teaching staff.

Admission to the 1st year of the master's program (M1) is based on the candidate's academic and professional record and a cover letter.

Composition of the pre-assessment committee:

The pre-assessment committee comprises a teacher per module and the joint Heads of the program (INSA–INP). This committee must include at least one person from each school involved (INSA, INP–ENSIACET and INP–ENSEIHT). The committee inquires about the student's results, behavior, personality, background and all kinds of associated difficulties, in order to formulate a recommendation. In the case of M1 students, the committee may recommend: admission to M2, obligation to repeat M1, or exclusion. In the case of M2 students: awarding of the degree or nonadmission (obligation to repeat M2 or exclusion).

Requirements for admission

For each academic semester, an average is calculated by taking into account the relative weight of each discipline, determined by the number of associated credits (Appendix 1). Obtaining an average grade equal to or higher than 10 for a semester results in its validation and the granting of the corresponding 30 ECTS credits.

Any student who obtains a minimum grade of 10 in the two semesters of M1 is automatically eligible to advance to M2.

The average grade for the internship semester results from the average of the internship and oral presentation grades.

Any student who obtains a minimum grade of 10 in each semester (including the internship semester) is automatically eligible for the degree. Conversely, the pre-assessment committee will review the situation of any student who does not meet one or several of the aforementioned

conditions.

When deciding whether or not to award the degree, the institutional committee factors in the following criteria:

- the recommendations of the pre-assessment committee;
- the results obtained during the theoretical training; and
- the duration and validation of internships.

The final average grade is obtained by the relation:

$$M_{\text{degree}} = (M_{\text{semester1}} + M_{\text{semester2}} + M_{\text{semester3}} + M_{\text{internship}}) / 4$$

Once the decision to award the degree has been made, the pre-assessment committee may also award one of the following distinctions: “*Assez bien*”, “*Bien*”, “*Très bien*” or “*Avec les félicitations du jury*”.

the student must have obtained an average grade higher than:

- twelve points for the distinction “*Assez bien*”
- fourteen points for the distinction “*Bien*”
- sixteen points for the distinction “*Très bien*”
- eighteen points for the distinction “*Avec les félicitations du jury*”

For each of these distinctions, no module average grade must be lower than 10.

In all cases other than those mentioned above, and on the condition that the aforementioned provisions are respected, the student will receive the distinction “*Passable*”.

IV.3.c Industrial BioTechnology for a Bio-Based Economy

The Industrial BioTechnology for a Bio-Based Economy (BioTechEco) specialization of the Master of Science in Complex Systems Engineering is a two-year master’s degree co-accredited by INSA and Toulouse INP.

The curriculum leading to the master’s degree is structured in 120 ECTS distributed in four semesters (30 ECTS per semester). One of the semesters is spent at a partner foreign university of the Master BioTechEco (see list), comprising a 5- to 6-month internship (30 ECTS). Teaching is organized in a consistent set of courses, tutorials, projects and practical work, where attendance is essential for proper educational organization. In the event that courses must be taught remotely, students remain connected and follow the courses through the educational tools put in place.

Admission:

Admission is granted by the Director of the institution upon recommendation of the Heads of the program, after consultation with a committee (jointly appointed by the Director of INSA and the President of Toulouse INP) that comprises members of the teaching staff and representatives of the EUR.

Admission to the 1st year of the master's program (M1) is based on the candidate's academic and professional record and a cover letter. Candidate interviews are held following the selection of applications; they are conducted by at least two teachers from the program.

Evaluation:

Students are evaluated in each educational module. At the beginning of a module, the teacher in charge of the module explains the evaluation methods and conditions to the students, which must nevertheless be defined in written form within a month of the start of the academic year. At least two compulsory evaluations are scheduled per module, which may consist in a written or oral assessment, a report, etc. The weight of each evaluation is defined for each module within a month of the start of the academic year.

The evaluation leads to a module grade between 0 and 20. Any grade lower than 10 indicates that the minimum objectives of the subject have not been met. Students are notified of their grades no later than the 21st day following the evaluation. The learning outcomes for each module are described by the 5 following levels:

- "outstanding": the student has mastered all learning outcomes of the module
- "mastered": the student has acquired the vast majority of the expected learning outcomes
- "acquired": the student has acquired the essential learning outcomes
- "partially acquired": the student has acquired part of the learning outcomes but with some gaps
- "not acquired": the student lacks significant knowledge

A module grade of 10 out of 20 or better results in the "acquired", "mastered", or "outstanding" levels.

Retake examinations (acting as a replacement test in the event of justified absence from the original test) will be offered following each semester's pre-assessment committee. The examination will use the teacher's format of choice—which may differ from the format of the original examination—and will result in a single grade. The grade obtained on the retake examination replaces the overall module grade.

International learning agreement:

Students spending a semester abroad must validate all the corresponding ECTS credits (30); the rules of the host university will apply.

The learning agreement includes 30 ECTS credits per semester. Should the ECTS system not apply in the host university, the learning agreement will provide for an equivalent number of credits. Enrolling in a course at a foreign university—which has an equivalent in the INSA curriculum—requires the prior approval of the International Relations correspondent of the Master BioTechEco. Hence:

- Spending a semester abroad is only possible once the International Relations correspondent of the Master BioTechEco has formally approved the learning agreement project.

- Any student studying abroad must submit the final learning agreement directly to INSA, under his/her own responsibility, and as soon as possible once the semester at the host university has begun. The International Relations correspondent of the Master BioTechEco acknowledges receipt of and validates the learning agreement.

- Should the learning agreement be modified during the academic stay, the student must first request the formal approval of the International Relations correspondent of the Master BioTechEco.

- Results obtained in courses for which the student did not receive a formal approval to enroll from the International Relations correspondent will not be taken into account.

Upon signature of the learning agreement, all courses taken at the foreign university are matched with the equivalent modules from the INSA curriculum.

Should the student fail to validate a course at the foreign university, he/she will be required to retake the equivalent module at INSA.

End-of-studies internship (M2 S2):

The end-of-studies internship includes a compulsory written report and oral defense in accordance with the schedule defined by the Master BioTechEco. Internship grades are calculated on the basis of the written and oral evaluations, having taken into account the assessment provided by the company/laboratory tutor.

Composition and role of the assessment committee:

The assessment committee comprises a teacher per module, the joint Heads of the program (INSA–INP), the Head (or representative) of the Biochemical Engineering Department of INSA Toulouse, and a representative of INP–ENSIACET.

The assessment committee inquires about the student's results, absences, behavior, personality, background and all kinds of associated difficulties, in order to formulate a recommendation. In the case of M1 students, the committee may recommend: admission to M2, conditional admission to M2 (obligation to retake some M1 courses), obligation to repeat M1, or exclusion. In the case of M2 students: awarding of the degree or nonadmission (obligation to repeat M2 or exclusion).

Awarding of degrees:

Any student who obtains a total of 120 ECTS over both years (60 ECTS in M1 and 60 ECTS in M2) is eligible for the degree. The assessment committee reviews the situation of any student who does not meet these conditions.

IV.4. Diplomas delivered by INSA Toulouse

IV.4.a. SEAMonline / Diploma in Safety Engineering

General presentation

The SEAMonline platform of INSA Toulouse (<https://seamonline.insa-toulouse.fr/>) offers training units—of approximately 15 hours each—designed to foster independent learning in the field of safety

of industrial facilities and products. The learner can obtain a Certificate of Achievement for each unit (subject to payment) attesting to the thorough nature of the training.

The SEAMonline “Diploma in Safety Engineering” attests to the learner’s knowledge of specific aspects of industrial safety, subject to verification of the learner’s identity, the acquisition of nine Certificates of Achievement, and a pass grade on a proctored online examination (payment required).

Access requirements

SEAMonline and the Diploma in Safety Engineering is aimed at people with engineering fundamentals. As industrial safety involves several disciplines, no preselection or study-specific prerequisites are required to access the modules.

Enrollment requires online administrative and pedagogical registration on the SEAMonline platform (<https://seamonline.insa-toulouse.fr/>). No INSA Toulouse student card or certificate of attendance is issued. Enrollment to the Diploma confers user—but not student—status.

Learners validating a Certificate (subject to payment) or registering for the online Diploma in Safety Engineering exam are registered as part of the INSA Toulouse learner body.

Organization of the online training

Details of the SEAMonline training platform and the Diploma in Safety Engineering are available at <https://seamonline.insa-toulouse.fr/>.

The training program comprises nine Modules, each corresponding to three weeks of full-time training. Each Module is divided into Units, each corresponding to two and a half days of training, i.e. 12 to 15 hours. Learners can participate in a Unit full-time or spread their participation over one, two or three weeks. While each Unit is autonomous, it is essential to participate in earlier Units (sequencing must be observed).

Each Unit is divided into 5–7 Parts, with each dealing with a given subject. Each Part takes around 2 hours to complete.

Lastly, a Part comprises a series of Activities, each of which must be completed before moving on to the next.

Assessment

An assessment scale (red, orange and green) continuously indicates the level of participation in the training.

Certificates of Achievement and Diploma

Each training unit must be successfully completed (green grade) to obtain a Certificate of Achievement (subject to payment). Certificates are numbered.

Upon validation of nine Certificates, learners are required to pass an online examination to obtain the Diploma. The terms and conditions are communicated 30 days before the start of the examination.

The terms of use of the online proctoring solution are communicated to the learner within the

same timeframe. Should the learner not accept the terms of use of the online proctoring solution, he/she will not be allowed to sit the examination and will therefore be ineligible for the Diploma in Safety Engineering.

Certificate and Diploma authenticity can be verified at https://seamonline.insa-toulouse.fr/mod/customcert/verify_certificate.php

Disciplinary sanctions

Deceit, fraud or attempted fraud committed during the online examination may lead to referral to the INSA Disciplinary Section and the withdrawal of Certificates and Diploma.

IV.4.b. PTP Urban Engineering / TBS

The PTP Urban Engineering / TBS Diploma is a training certificate that can be delivered to TBS students who attend the Urban Engineering PTP at INSA Toulouse. The conditions for validating the diploma are identical to those applicable to INSA Toulouse students taking the Urban Engineering PTP.

IV.5. INSA Toulouse labels

INSA Toulouse offers 5 Advanced Master's degrees:

- Business Engineering and International Affairs (MSIAI)
- Safety Engineering and Management (SEAM)
- Innovative and Secure Internet of Things systems (MSIoT)
- Big Data Valorization (Valdom)
- Data Security

The Director of INSA Toulouse may award—upon recommendation of the institutional committee—the INSA Toulouse label validating an Advanced Master's degree from the *Conférence des Grandes Écoles* to students of these programs who meet the following criteria:

1. Validated all the courses of the Master's degree.
2. Completed and validated an internship (of 5 months minimum) in a company.
3. Obtained a final average grade (corresponding to the average of the theoretical training and the internship) greater than or equal to 12/20, except for the MSIoT (evaluated in terms of skills).
4. Obtained 75 ECTS credits.

V. Committees: Rules and Regulations

Reference texts:

- French Education Code, in particular Articles L613-1, L715-1, and R715-2 to R715-8.
- Decree of January 31, 1974, which defines the rules for awarding an engineering degree in the context of continuing education.
- Decree of April 10, 1990, regarding the statutes of INSA Toulouse.
- Decree of March 3, 2016, which defines common admission and academic rules for the national institutes of applied sciences that award engineering degrees.
- Permission to conduct experiments at INSA Toulouse (letter DESA12/FB No. 010856 of May 31, 2001 and letter DESA12/PB No. 011044 of July 2, 2001).
- Law on social modernization 2002-73 of January 17, 2002, Chapter II, Section 1, regarding the Recognition of Prior Learning (*Validation des Acquis de l'Expérience*, VAE).
- Decree No. 2002-590 of April 24, 2002, regarding the application of the VAE by higher education institutions.

V.1. Introduction

This information applies to all assessment committees of INSA Toulouse (initial training, continuing education, transfers, admissions, etc.), as it defines the general guidelines for their functioning. Committees concerning continuing education student–trainees in the engineering cycle (IFCI) are regulated by the specific provisions set out in Section V.7.

The committee autonomously deliberates—in compliance with the texts and regulations—by taking into account all the results obtained by the candidates and all submitted documents. It is also responsible for ensuring that students are treated equally.

V.1.a. Adoption and amendment

The adoption and amendment of these regulations fall within the competence of the INSA Board of Directors, upon recommendation of the Board of Studies.

The deadline prescribed by Article L613-1 of the French Education Code requires that the skill assessment and knowledge acquisition methods be decided by the end of the first month of the academic year and cannot be modified during the year. Said deadline applies to any amendments to these regulations.

V.1.b. Communication of the present regulations

The present regulations are made available to the INSA community by all appropriate channels (including the intranet) in the month following the start of the academic year. Students receive an email inviting them to consult the regulations.

V.2. Organization of INSA committees

V.2.a. Convening

In accordance with Article 18 of the decree of July 12, 1993, the INSA Director is responsible for convening the institutional committee. Pre-assessment or pre-specialization committees are convened by the Heads of department.

V.2.b. Voting

All committee members participate in all votes; however, they may only vote on a given matter if they have attended the entire committee discussion on that matter. Committee deliberations are strictly confidential and decisions are made by absolute majority of those present, with each member of the committee having one vote. Abstentions are not permitted and will be recorded as a negative vote.

In all committees, decisions are made by absolute majority of the members present and entitled to vote.

V.3. Institutional committee

V.3.a. Role

The institutional committee—unique for the entire INSA Toulouse—convenes only once all the other committees (pre-assessment or pre-specialization, continuing education, VAE, apprenticeship and master's programs) have deliberated.

It carefully reviews recommendations made by the pre-assessment, pre-specialization, continuing education and VAE committees, dealing with any disputes raised by students, continuing education student–trainees or teachers. Should it deem it necessary, the institutional committee may decide to review any decision made by a pre-assessment committee. Decisions made by the institutional committee are final.

The institutional committee is responsible for awarding the engineering degree to students in initial training (regular students and apprentices) and to student–trainees in continuing education (engineering program or VAE), based on the recommendations of the pre-assessment, continuing education and VAE committees.

The institutional committee places students into pre-specializations and specializations.

Generally speaking, it can deal with any matter relating to the coordination and functioning of the pre-assessment, continuing education, master's programs and VAE committees.

V.3.b. Composition

The institutional committee comprises six members of the STPI (the Head of Department, the Head of Studies of the 1st year and the four Heads of Studies of the pre-specializations or their representatives), two representatives per specialization chosen from among the chairmen and secretaries of the committees (pre-assessment, continuing education and VAE), as well as the

Director of Studies and the Director of INSA (or their representatives). Only one representative per specialization is allowed for Session 2 assessment committees.

V.3.c. Chairmanship and secretariat

The Director of INSA (or his/her representative) presides over the institutional committee. The Director of Studies of INSA (or his/her representative) is entrusted with its secretariat.

The chairman and secretary of the institutional committee participate in deliberations and voting. The secretary does not participate in the deliberations if he/she is not a teacher or teacher-researcher involved in the course in question. However, he/she provides administrative and logistical support for organizing the committee.

V.3.d. Quorum

At least two thirds of the total number of individuals convened to the committee are required for it to take place; furthermore, at least two representatives from each department must be present. Proxies are not allowed. Should these conditions not be met, the committee is reconvened without delay; quorum requirements remain the same.

V.3.e. Request for referral to the institutional committee

Any teacher who has participated in a pre-assessment, continuing education, master's programs or VAE committee, as well as any student, apprentice or continuing education student-trainee who has been the subject of a decision by these committees, may submit a written request for referral to the institutional committee. This document must be sent to the Director of INSA 72 hours before the institutional committee convenes.

V.4. Pre-assessment committees for initial training (regular students)

V.4.a. Role

Pre-assessment committees are convened for the 1st year and for each pre-specialization and specialization (one per year of study). They review the results of students and may recommend the validation of the UEs for which the student has attained the "partially acquired" level, making recommendations to the institutional committee on the admission, admission with carried-over UEs, authorization to repeat the year, exclusion, or awarding of the degree.

V.4.b. Composition

A pre-assessment committee comprises:

- one representative per UE; he/she must have taught that UE during the year
- representatives of each field of knowledge according to its size (one representative per 4 ECTS)
- the Head of Department (or pre-specialization, in the case of STPI) and the Head of Studies of the year in question (or their representatives)

Teachers who have completed at least 10 hours of teaching during the year are invited to the committee but are not entitled to vote.

V.4.c. Chairmanship and secretariat

The Head of Department (or his/her representative) presides over the pre-assessment committee. The Head of Studies of the year in question (or his/her representative) is entrusted with its secretariat.

The chairman and secretary of each pre-assessment committee participate in deliberations and voting.

V.4.d. Quorum

At least half the total number of individuals convened to the committee plus one are required for it to take place. Proxies are not allowed. Should the quorum not be attained, the committee is reconvened without delay; quorum requirements remain the same.

V.5. Pre-assessment committees for initial training (apprentices)

V.5.a. Role

The apprenticeship pre-assessment committee monitors and supervises the entire training program—from admission to the awarding of the degree—by assessing the apprentice's progress from three distinctive perspectives: knowledge, work methods, and behavior in the academic and business environments.

The committee reviews the situation of students who have “partially acquired” UEs. Depending on the student's general level and the potential acquisition of missing learning outcomes in other UEs, the committee may recommend the validation of the UE (the level thus becoming “acquired”).

The apprenticeship pre-assessment committee reviews the situation of all apprentices who have failed to validate 60 ECTS credits. The committee factors in all the information at its disposal (all results, attendance, involvement in community life, special circumstances, etc.). It then forwards its recommendations to the institutional committee, which decides on each situation.

Any apprentice who does not meet the conditions for admission to the next year will be summoned by the committee, together with his/her apprenticeship tutor(s). The host company is informed of the apprentice's results throughout the program. Should they be unable to attend, they may submit by mail any information deemed useful to the committee.

The committee may recommend that certain apprentices who did not attain 60 ECTS credits progress to the next year. In this case, the apprentice will “carry over” UEs and will have to validate them later on. An apprentice may not have more than more than two “carried-over” UEs.

Should the apprentice fail the Session 2 examinations, the apprenticeship tutor is immediately informed.

The apprenticeship agreement can be terminated at any point during the program.

The apprenticeship may be extended for a maximum of one year (one year may be repeated), either by extending the initial agreement—if the employer consents—or by signing a new agreement with another employer. If, at the end of this extension, the conditions for validating the UEs are still not met, the apprentice will not graduate.

V.5.b. Composition

An apprenticeship pre-assessment committee comprises a minimum of 12 members, two thirds to three fourths of whom are teachers (Section V.4.b) and the rest are representatives of the tutoring engineer community. Its precise composition is determined by the Director of INSA Toulouse.

V.5.c. Chairmanship and secretariat

The Head of Department (or his/her representative) presides over the apprenticeship pre-assessment committee. The Head of Apprenticeship Training is entrusted with its secretariat. The chairman and secretary of each pre-assessment committee participate in deliberations and voting.

V.5.d. Quorum

At least half the total number of individuals convened to the committee plus one are required for it to take place. Proxies are not allowed. Should the quorum not be attained, the committee is reconvened without delay; quorum requirements remain the same.

V.5.e. Recruitment procedure for the apprenticeship program

Candidates are pre-selected on the basis of their academic results, résumé and cover letter.

The candidate file must be signed by the Head of the home institution and by the teachers who complete the assessment forms constituting the file. The forms are drawn up by the Heads of the apprenticeship training program.

The final selection is made following an interview to assess the candidate's motivation and career objectives.

Apprenticeship candidates who pass the selection tests must find a host company that corresponds to their individual career objectives. They are also introduced to certain companies that have requested to contact them.

All candidates who pass the selection tests must submit the following to the selection committee:

- a letter of commitment from the host company (model provided by INSA)
- a degree/diploma certificate

The selection committee then validates their admission to the engineering program.

V.6. Committees for the Recognition of Prior Learning

V.6.a. Role

A pre-assessment committee for the Recognition of Prior Learning (VAE) is established by

specialty for each file under review. It discusses and reviews the candidate file with him/her in order to determine the extent of the recognition granted (total recognition, partial recognition or no recognition). In the case of partial recognition, the committee informs the candidate of the knowledge and skills that remain to be acquired and that will be subject to further testing, setting a deadline for the candidate to acquire these additional competences. In the case of total recognition, it recommends to the institutional committee that the engineering degree be awarded.

V.6.b. Composition

A VAE pre-assessment committee comprises permanent members and members specifically appointed according to the degree specialization. It includes, on the one hand, the Director of INSA (or his/her representative) and the Head of Continuing Education and, on the other hand, the Head of Department of the specialization (or his/her representative), two or three teachers of the specialization, one teacher from the CSH, and two representatives of the industrial sector.

V.6.c. Chairmanship and secretariat

The Director of INSA (or his/her representative) presides over the committee. The Head of Continuing Education of INSA (or his/her representative) is entrusted with its secretariat.

V.6.d. Quorum

At least two thirds of the total number of individuals convened to the committee are required for it to take place; furthermore, at least one representative from the industrial sector must be present. Proxies are not allowed. Should these conditions not be met, the committee is reconvened without delay; quorum requirements remain the same.

V.7. Committees for Continuing Education in the engineering cycle

V.7.a. Recruitment in the Preparatory Cycle and the Final Cycle

V.7.a.i. Role

Admission to the Preparatory and Final Cycles is reviewed by a recruitment committee specific to each department. After reviewing candidate files and interviewing the candidates, the recruitment committee recommends their admission or nonadmission to the Continuing Education pre-assessment committee.

V.7.a.ii. Composition

The recruitment committee comprises a minimum of 8 members, two thirds to three fourths of whom are teachers and the rest are professionals from a relevant sector.

The teachers on this committee all take part in the relevant continuing education engineering program and are representative of all the program's disciplines. The professionals on this committee work in a sector of activity relevant to the training in question or in the field of human resources management.

The Head of Continuing Education of INSA (or his/her representative) is invited to the meetings

in an advisory capacity. The precise composition of the recruitment committee is determined by the Director of INSA Toulouse.

V.7.a.iii. Chairmanship and secretariat

The Head of Department (or his/her representative) presides over the recruitment committee. The Head of continuing education of the department is entrusted with its secretariat.

V.7.a.iv. Recruitment procedure in the Preparatory Cycle

Based on their file, candidates may be interviewed by the recruitment committee. The interview takes place with the entire recruitment committee or with a sub-committee of it. Permission for a remote interview (videoconference, webcam, telephone or other similar means) may be granted to a candidate on the grounds of distance, provided that his/her identity can be reliably verified at the time of the interview.

The recruitment committee prepares a main admission list and, if necessary, a supplementary list in order of merit. Both lists are then examined by the Continuing Education pre-assessment committee.

V.7.a.v. Recruitment procedure in the Final Cycle

So as to inform the recruitment committee on candidates who have completed the Preparatory Cycle at INSA, the Head of Department convenes a meeting with all the teachers who have taught in the Preparatory Cycle. Opinions resulting from this meeting are communicated to the recruitment committee.

The recruitment process is identical to that of the Preparatory Cycle described above for candidates who have completed that cycle at an institution other than INSA and for candidates seeking direct admission to the Final Cycle (a *maîtrise*-level degree is required).

V.7.b. Continuing Education pre-assessment committee

V.7.b.i. Role

The Continuing Education pre-assessment committee convenes once the recruitment committees have deliberated.

It carefully reviews recommendations made by the recruitment committee of each department concerning admission to the Preparatory Cycle and Final Cycle. The committee deals with any disputes raised by candidates or teachers regarding these recommendations and, should it deem it necessary, may decide to review any decision made by the recruitment committees. Moreover, it is particularly responsible for ensuring the uniformity of the recruitment process in the Preparatory Cycle at the departmental level. It upholds the recommendations of the departments or asks for them to be reexamined.

It recommends that the engineering degree be awarded at the end of the Final Cycle.

Generally speaking, it can deal with any matter relating to the functioning of the departmental recruitment committees.

V.7.b.ii. Composition

The Continuing Education pre-assessment committee comprises all the chairmen and secretaries of the departmental recruitment committees, two of the professionals who participated in these committees, the Director of INSA, the Director of Studies, and the Head of Continuing Education of INSA.

The provisions of Section V.3. (“Institutional committee”), specifically with regard to the “Chairmanship and secretariat” and the “Quorum”, also apply to the Continuing Education pre-assessment committee.

V.7.b.iii. Request for referral to the Continuing Education pre-assessment committee

Any dispute relating to a recommendation from a recruitment committee may be referred to the Continuing Education pre-assessment committee, either by the student–trainee concerned or by a teacher who participated in the recruitment committee. A written document must be sent to the Director of INSA 72 hours before the Continuing Education pre-assessment committee convenes.

Decisions made by the Continuing Education pre-assessment committee are final.

V.7.b.iv. Progressing from 1st to 2nd year of the Final Cycle

Progressing from the 1st to the 2nd year of the Final Cycle is decided by the institutional committee upon recommendation of the Continuing Education pre-assessment committees, which are organized and function in the same way as the initial training pre-assessment committees. The provisions relating to these committees are detailed in Section V.4 (“Pre-assessment committees for initial training (regular students)”).

The INSA Continuing Education pre-assessment committee is kept informed of the decisions of the departmental pre-assessment committees.

V.7.b.v. Recommendation for the awarding of the engineering degree

The institutional committee decides on awarding the engineering degree upon recommendation of the Continuing Education pre-assessment committee.

So as to inform the Continuing Education pre-assessment committee, each Head of Department convenes a meeting with the teachers who have taught in the Final Cycle (CT1 and CT2) according to the procedures used for the specialization pre-assessment committees. Opinions resulting from this meeting are communicated to the Continuing Education pre-assessment committee.

V.8. Organization of the INSA recruitment process

V.8.a. Admissions to INSA Toulouse

The Inter-INSA Admissions Committee (CA2I) is responsible for regulating admissions to the 1st and 3rd years. Admissions to the 2nd year are decided by an inter-institutional committee comprising the INSAs that recruit at this level.

Admissions to the 4th year are decided by a committee specific to INSA Toulouse.

V.8.b. Committee for direct admission in 4th year

V.8.b.i. Role and responsibilities

The committee for direct admission in 4th year is responsible for the recruitment of candidates with a Bachelor's degree, *maîtrise*-level or equivalent degree, the recruitment for the Master for Bachelors program, and the recruitment of double degree students (3rd and 4th years).

For each recruitment process, the committee prepares a main admission list and, if necessary, a supplementary list in order of merit.

V.8.b.ii. Composition and convening

The committee for direct admission in 4th year comprises the Director of Studies and the Director of INSA (or their representatives), the Heads of Department (or their representatives), a teacher who participated in the review of candidate files for each specialization, and the Head of the Master for Bachelors program (or his/her representative).

V.8.b.iii. Chairmanship and secretariat

The Director of INSA (or his/her representative) presides over the committee for direct admission in 4th year. The Director of Studies of INSA (or his/her representative) is entrusted with its secretariat.

The chairman and secretary participate in deliberations and voting.

V.8.b.iv. Quorum and voting

At least two thirds of the total number of individuals convened to the committee plus one are required for it to take place; furthermore, at least one representative from each department must be present. Proxies are not allowed. Should these conditions not be met, the committee is reconvened without delay; quorum requirements remain the same.

All committee members participate in all votes; however, they may only vote on a given matter if they have attended the entire committee discussion on that matter.

All decisions made are published immediately following the conclusion of the meeting.

V.8.c. Transfer committees

V.8.c.i. Composition and role

An inter-INSA transfer committee comprising the Directors and Directors of Studies of each INSA is responsible for regulating the flow of students according to the capacity of each INSA and to avoid imbalances between them. The committee has final ruling on these matters.

Transfer students are given priority in their choice of pre-specialization or specialization (at the time of transfer).

All transfers approved by the outgoing and incoming transfer committees are binding on the student.

V.8.c.ii. Specific procedure at INSA Toulouse

Two transfer committees exist at INSA Toulouse:

- the “Outgoing Transfers” committee, dealing with transfers from INSA Toulouse to other INSAs
- the “Incoming Transfers” committee, dealing with transfers from other INSAs to INSA Toulouse

The meeting schedule for these committees is fixed each year by the Management Committee.

V.8.c.ii.(1). Composition

Each transfer committee comprises the Director of Studies and the Director of INSA (or their representatives), the Heads of Department (or their representatives), and the Heads of Studies of the pre-specializations.

V.8.c.ii.(2). Functioning of incoming transfer committees

Candidate files of students applying for a transfer to INSA Toulouse—including the recommendation of the student’s home INSA—are made available at the beginning of the session.

The Heads of Department and/or the Heads of Studies of the pre-specializations give their reasoned recommendation for each candidate file, according to the department or pre-specialization concerned.

The committee issues a favorable or unfavorable recommendation on each of the files submitted. A summary table of the committee’s recommendations and the candidate files are forwarded to the inter-INSA transfer committee.

V.9. Spending the 9th semester in another INSA

Student-engineers admitted in 5th year may request to spend their 9th semester in another INSA.

The application file—consisting of a cover letter, a résumé and the 3rd- and 4th-year report cards—must be submitted to the Head of Department. Should the recommendation be favorable, the file is sent by the Head of Department to the Director of Studies who will forward it to the Director of Studies of the target INSA; the latter will then issue a recommendation. In this instance, the student-engineer is authorized to complete the 9th semester in this institution while remaining registered at and under the supervision of his/her home institution.

Before starting the application process, it is strongly recommended to contact the Heads of the two departments concerned.

In the event of final approval, the student-engineer remains registered at and under the supervision of his/her home institution, particularly with regard to registration fees, administrative management and assessment committees. An educational agreement is formalized between the two institutions.

Appendices

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Annexe A. Examination conditions and procedures in case of fraud

The value of any university degree is based on respecting the principle of equal opportunity to which every student is entitled, and therefore necessitates sustained attention to examination management: organization of knowledge assessment and compliance with the regulations.

Examination conditions

Students write on answer booklets that they provide.

All personal belongings, including cell phones and calculators (unless otherwise authorized by the teacher) are stored in a closed container at the entrance of the room (a wall clock will help students keep track of the time). A printed dictionary is authorized for foreign students who have difficulties with French, subject to prior inspection by the examination invigilator; electronic translators are not permitted. Any form of communication between students inside the room and between the student and a person outside the room is strictly forbidden.

The invigilator verifies the identity of the students—e.g. by means of student ID cards—has them sign the attendance sheet, and draws up a list of those present and absent.

At the end of the examination, the number of copies collected is verified and noted on the attendance sheet before leaving the examination room. This sheet is returned to the department's secretariat as soon as the examination is over.

No additional time will be granted to a student who arrives late. After one hour, no student will be allowed to enter the room. Should a disruptive event occur that may prevent students from arriving on time, exceptional measures will be taken while preserving the equal treatment of all students taking the examination.

In the case of examinations lasting more than one hour, students present at the beginning of the examination are not allowed to leave the room before one hour has elapsed. After one hour, students may be allowed to leave the room temporarily but only one at a time.

Procedures in case of fraud

In the event of fraud or attempted fraud, the invigilator shall take immediate action to stop the fraud or attempted fraud but without interrupting the examination.

However, in the case of impersonation or examination disruption, immediate removal from the examination room will be enforced by the invigilator(s).

The invigilator will seize the documents or materials required to establish the facts and draws up an official report, which must be countersigned by the other invigilators and by the author(s) of the fraud or attempted fraud. Should the student refuse to countersign, his/her conduct will be noted in the report.

The examination paper of a disqualified student is handled in the same manner as that of other

students. However, no certificate of achievement or transcript of records may be issued until the ruling authority has decided on the matter (if referred to it).

Possible sanctions

Any student who commits fraud will be liable to the provisions of the French Education Code regarding disciplinary procedures in higher education institutions.

When fraud or attempted fraud is observed, the Director of INSA may refer the case in the first instance to a disciplinary committee of the INSA Disciplinary Section. The Administrative Court of Toulouse constitutes the appropriate court of appeal. The Director of INSA may also recommend a sanction to the student who acknowledges the facts. Should the student accept, the recommendation is submitted to the disciplinary committee, which may validate or reject it. In the latter case, standard disciplinary procedures are initiated.

If disciplinary procedures are initiated, the grade of the student's examination paper is withheld until the disciplinary committee reaches a decision. In the event of a sanction, the examination is automatically cancelled and the grade is not disclosed to the student. The official report of the examination will indicate "unavailability". If the examination was taken in Session 1, the student will retake it in Session 2. If the examination was taken in Session 2, the student will receive no grade for this UE. The same criteria apply to the 5th-year UEs where Session 2 does not exist. In the case of the 1st year (fields of knowledge), no grade will be assigned to the examination.

The disciplinary committee may decide to cancel a group of examinations or the examination session.

Should the disciplinary committee not issue a sanction or reject the Director's recommendation for a sanction, a grade is assigned and disclosed to the student.

The disciplinary sanctions that the committee can issue (potentially with a suspended sentence) include: a warning; a reprimand; imposition of a responsibility measure; exclusion from the institution (for a maximum period of five years); permanent exclusion from the institution; exclusion from all public higher education institutions (for a maximum period of five years); and permanent exclusion from all public higher education institutions.

Annexe B. List of events leading to an excused absence

Participation in one of the following events will lead to an excused absence:

- Sports Association (participation in final rounds of competitions or championships)
- Partnership arenas
- Club Robot (participation in the final stage)
- Enfoiros (participation in the week of concerts and in the concert weekend preparations)
- Gala (participation in organizing the evening)
- Grimoire (participation in organizing the event)
- High Five (participation in the INSA Group's sports meetings)
- Congrès AEI (participation in the INSA Student Association congress)
- Interclubs (participation in the representation week)
- ParTAGE–PQPM (participation in ParTAGE events)
- Participation in events as a student representative (BNEI, PDE, CTI, etc.)
- International Week
- TIM (participation in competitions)
- Student elections (election week)
- Raid INSA–INP (participation in organizing the event)
- CATIN (participation in annual performances, especially INSART)
- Participation in the Student Parliament of the University of Toulouse

Annexe C. Requirements for receiving special student statuses and specific study arrangements

Student enrolled in the artistic sections (Music, Dance, Theater)

Students from the artistic sections can benefit from the following arrangements:

- exemption from APS activities or the introductory module (maximum two per year)
- possibility of planning their studies over a period greater than five years
- possibility of supervised follow-up (individualized instruction, examination deferrals, etc.)
- exemption from the regulations on the authorized number of years that may be repeated (*redoublements*) per cycle

Specific study arrangements

Along with the section coordinator and the Head of Department or the Head of Studies of the pre-specialization, the student will sign a learning agreement at the start of the academic year defining the UEs to validate. Amendments to this agreement may be introduced at any time during the year and under the same conditions, depending on set commitments.

The learning agreement for the year is deemed fulfilled if the student validates all the UEs. Should this not be the case, the corresponding pre-assessment committee reviews the student's situation and recommends—according to standard committee regulations—the admission, admission with carried-over UEs, authorization to repeat the year, or exclusion of the student.

Absences

Any permission for absence due to artistic-related obligations must be granted by the section coordinator. He/she will forward the written permission to the student and to the secretariat of the department concerned.

The student must inform the teachers concerned of his/her absence and show them the written permission (preferably before departure). If necessary, the student will arrange with them a deferral date for the examination, which must be taken within 15 days of the absence.

No permission for absence will be granted *a posteriori*.

Student enrolled in the Sports Studies Section (S²E)

Students from the S²E are divided into three groups:

- Circle 1 (C1): athletes registered on the ministerial list of high-performance athletes, which comprises the categories *Elite*, *Senior*, *Relève*, and *Reconversion* (decree No. 2002-707 of April 29, 2002).
- Circle 2 (C2): athletes registered on the lists "*Espoirs et Collectifs Nationaux*", athletes affiliated with a "support" or "excellence" organization included in a Federal Performance

Project (*Projet de Performance Fédérale*, PPF), athletes working under agreement with the training center of a professional club, professional athletes holding an employment contract, as well as high-level referees, judges and coaches listed by decree of the Ministry of Sports (in a PPF).

- Circle 3 (C3): athletes not classified in the first two groups (Circles 1 or 2) that nonetheless have a recognized good level (*Sportifs.ves de Bon Niveau National*, SBNN).

In accordance with Article L611-4 of the French Education Code, INSA enables its S²E students to further their sports career by providing appropriate arrangements for the organization and progression of their studies.

Study arrangements granted to students enrolled in the Sports Studies Section (S²E)

All students enrolled in the Sports Studies Section (S²E) can benefit from the following arrangements:

- exemption from APS activities or the introductory module (maximum two per year)
- possibility of planning their studies over a period greater than five years
- exemption from the regulations on the authorized number of years that may be repeated (*redoublements*) per cycle
- access to the weight room on dedicated time slots

S²E students belonging to categories C2 or C1 can benefit from the following arrangements as well:

- possibility of supervised follow-up (individualized instruction, examination deferrals, etc.)
- deferral of examinations in the event of competition
- validation of weeks abroad during competitions or sports training courses
- flexible work and study arrangements during internship periods

S²E students belonging to category C1 can benefit from the following arrangements as well:

- exemption from LV2 courses (only if they so wish, and with prior approval from the Head of Department or the Head of Studies of the pre-specialization, the S²E coordinator and the Head of LV2)

Specific study arrangements

Along with the S²E coordinator and the Head of Department or the Head of Studies of the pre-specialization, the student will sign a learning agreement at the start of the academic year defining the UEs to validate. Amendments to this agreement may be introduced at any time during the year and under the same conditions, depending on sporting commitments.

The learning agreement for the year is deemed fulfilled if the student validates all the UEs. Should this not be the case, the corresponding pre-assessment committee reviews the student's situation and recommends—according to standard committee regulations—the admission, admission with carried-over UEs, authorization to repeat the year, or exclusion of the student.

Absences

Any permission for absence to participate in a competition or sports training course must be granted by the S²E coordinator. He/she will forward the written permission to the student and to the

secretariat of the department concerned.

The student must inform the teachers concerned of his/her absence and show them the written permission (preferably before departure). If necessary, the student will arrange with them a deferral date for the examination, which must be taken within 15 days of the absence.

No permission for absence will be granted *a posteriori*.

Internships and studies abroad

A learning agreement may be signed (by the student, the Head of Department, and the S²E coordinator) at the beginning of the 6th semester to define the number of weeks abroad and the number of weeks of internship that the S²E student shall complete.

Highly Committed ('Grand Associatif') Student (EGA)

The 'Grand Associatif' Student (EGA) status is granted upon request by a committee comprising the Director of Studies of INSA, the student vice-president of the Board of Studies, the Student Life Officer, the president of *Amicale des Étèves*, a representative of the CSH, a representative of the APS, and the Head of the Education and Student Life Department. The following responsibilities qualify the student for this status:

- Student vice-president or assistant vice-president of the Board of Studies
- Student vice-president of the Crous Toulouse–Occitanie
- President or vice-president of *Amicale des Étèves*
- President, co-president, coordinator, or treasurer of the *Amicale* clubs and of the following student associations (non-exhaustive list): Sports Association, JIS, Raid INSA–INP, P'tit Kawa, Semaine d'Accueil, 100 tours de l'INSA, Pôle Humanitaire, Enfoiros, Gala INSA
- President of High Five
- President of the AEI
- President of the BREI
- Secretary of the Sports Association
- Treasurer of the Sports Association
- Coordinator of the *Ô Talents* tutoring program
- Co-president of the *Foyer des Étèves*
- Event coordinator of the Sports Association
- Volunteer commitments in external organizations

Should the request relate to a responsibility not included in this list, the committee will make its decision after interviewing the student. The committee meets twice per semester if necessary.

Upon receiving EGA status, a Special Education Plan (*Régime Spécial d'Etudes*, RSE) is formalized between the student and the Director of Studies.

Students with EGA status can benefit from the following arrangements:

- exemption from a UE or an EC (according to schedule constraints)
- possibility of supervised follow-up (individualized instruction, examination deferrals, etc.)
- possibility of planning their studies over a period greater than five years
- assignment of a tutor who monitors the student throughout the duration of the

commitments

The Director of Studies will notify the Board of Studies of the decisions taken throughout the year.

Absences

Any permission for absence relating to EGA commitments requires prior approval from the head of the organization in which the student performs his/her activities. He/she will forward written permission to the student and to the secretariat of the department concerned.

Simultaneously, the student must inform the teachers concerned of his/her absence by email. If necessary, the student will arrange with them a deferral date for the examination, which must be taken within 15 days of the absence.

Student–Entrepreneur (EE)

The Student–Entrepreneur (EE) status is granted upon request by a committee comprising the Director of Studies of INSA, the Director of Research, the Director of Corporate Relations and Foundation, the Vice-president of the Board of Studies, the student Vice-president of the Board of Studies, and the Entrepreneurship Counselor. This special status is granted after the committee reviews the student's acquisition of the National Student Entrepreneur Status (SNEE) or enrollment in the Student Entrepreneur Degree (D2E) of the University of Toulouse, as part of the Pépité ECRIN program.

Upon receiving EE status, a Special Education Plan (RSE) is formalized between the student and the Director of Studies.

Students with EE status can benefit from the following arrangements:

- exemption from the introductory module and, if necessary, from a UE (according to schedule constraints)
- possibility of supervised follow-up (individualized instruction, examination deferrals, etc.)
- possibility of planning their studies over a period greater than five years
- assignment of a tutor who monitors the student throughout the duration of the commitments

The Director of Studies will notify the Board of Studies of the decisions taken throughout the year.

Absences

Any permission for absence relating to EE commitments requires prior approval from the Entrepreneurship Counselor. He/she will forward written permission to the student and to the secretariat of the department concerned.

Simultaneously, the student must inform the teachers concerned of his/her absence by email. If necessary, the student will arrange with them a deferral date for the examination, which must be taken within 15 days of the absence.

Student with a disability or long-term illness (ESH)

Students with a disability (permanent or temporary), suffering from a disabling disease or suffering from severe health problems can benefit from specific study and examination arrangements and/or educational support.

The student must make an appointment with the SIMPPS physician appointed by the CDAPH (Commission for the Rights and Autonomy of Persons with Disabilities) for an evaluation of his/her medical record. The physician then advises the institution of the specific arrangements that the student can benefit from for his/her studies and for taking examinations.

A multidisciplinary committee evaluates the student's educational needs. It comprises members of the Disability Center, members of the teaching staff and any other partner concerned with coordinating the student's academic life.

The physician uses the "Absences" platform to submit the medical opinion on the recommendations for study and examination arrangements. A decision statement detailing the appropriate arrangements (studies and examinations) is sent to the student.

Students with ESH status can benefit from the following arrangements:

- Studies (non-exhaustive list): use of specific equipment, tutoring, access to digital resources, free photocopies, curriculum and schedule adjustments, permissions for absence, sign language interpreter services
- Examinations (non-exhaustive list): additional test time, adapted topics, secretarial services, clarification or rephrasing of instructions, reproduction of topics using methods adapted to the disability, taking examinations in a special room, adaptation of examinations, permission to leave on request, adequate rest period between two examinations

The Disability Center is responsible for welcoming, advising and supporting students. It organizes and monitors the implementation of appropriate study arrangements.

The student must submit renewed requests for special study and examination arrangements to the SIMPPS physician each year, unless the latter issues a recommendation for the entire course of study.

The Director of Studies will notify the Board of Studies of the decisions taken throughout the year.

Student-Reservist (ER)

The Student-Reservist (ER) status is granted upon evaluation of the student's request by the Director of Studies and the Security and Defense Official of INSA Toulouse. The student must have signed a service commitment with the French armed forces (*Engagement à Servir dans la Réserve*, ESR) covering the period for which he/she is requesting ER status. The status may be granted for one academic year or for the entire course of study, as long as the student can demonstrate his/her activities as a reservist each year. Nevertheless, the status is only granted to students who can demonstrate that the activity is exercised concurrently with their studies and that it entails constraints, particularly in terms of absence or significant workload during the vacation periods defined in the INSA academic calendar (excluding the summer vacation).

Upon receiving ER status, a Special Education Plan (RSE) is formalized between the student and the Director of Studies.

Students with ER status can benefit from the following arrangements:

- exemption from attendance
- reduction or modification of the schedule (priority is given in choosing TP and TD groups)
- specific study arrangements (access to online courses)
- special examination conditions
- an extension of studies if warranted by the duration of the absence
- validation of the service commitment and the corresponding activities of the UE Civic Involvement, in accordance with the methods of assessment of the UE
- possibility of supervised follow-up (individualized instruction, examination deferrals, etc.)
- any other provision made in consultation with the Head of the program and the Director of Studies

The accepted arrangements are formalized in the RSE. The RSE may not be rescinded for the semester for which it has been granted. It may be renewed subject to regular attendance.

The Director of Studies will notify the Board of Studies of the decisions taken throughout the year.

Absences

For periods of absence between one and five days, the Student–Reservist must inform the home institution of his/her absence at least one month before the scheduled date.

For periods of absence of more than five days, the Student–Reservist must request prior authorization from the home institution at least two months before the scheduled date. No permission for absence may exceed 30 cumulative days per calendar year.

Working Student (ES)

The Working Student (ES) status is granted upon evaluation of the student’s request by the Director of Studies. The student must hold an employment contract: CDI, CDD or any formal document that demonstrates the activity and the time constraints for which he/she is requesting ES status. This status can be granted for one or two semesters, depending on the duration of the employment contract. Nevertheless, the status is only granted to students who can demonstrate that the activity is exercised concurrently with their studies and that it entails constraints, particularly in terms of night shifts or staggered hours, or due to significant workload during the vacation periods defined in the INSA academic calendar (excluding the summer vacation). Students with an “odd job” employment contract (as defined in Articles D811-1 *et seq.* of the French Education Code) are eligible for this status.

Upon receiving ES status, a Special Education Plan (RSE) is formalized between the student and the Director of Studies.

Students with ES status can benefit from the following arrangements:

- exemption from attendance
- reduction or modification of the schedule (priority is given in choosing TP and TD groups)

- specific study arrangements (access to online courses)
- special examination conditions
- an extension of studies
- any other provision made in consultation with the Head of the program and the Director of Studies

The accepted arrangements are formalized in the RSE. The RSE may not be rescinded for the semester for which it has been granted. It may be renewed subject to regular attendance.

The Director of Studies will notify the Board of Studies of the decisions taken throughout the year.

Pregnant Student

The Pregnant Student status is granted upon evaluation of the student's request by the Director of Studies. The student must hold a medical certificate attesting to her pregnancy for the RSE to be granted for the maternity leave period (6 weeks before and 10 weeks after the expected delivery date). In the event of disabling symptoms requiring special arrangements, the student must contact the SIMPPS physician appointed by the CDAPH for an evaluation of her medical record and specific needs.

Upon receiving the Pregnant Student status, a Special Education Plan (RSE) is formalized between the student and the Director of Studies.

Students with Pregnant Student status can benefit from the following arrangements:

- exemption from attendance
- reduction or modification of the schedule (priority is given in choosing TP and TD groups)
- specific study arrangements (access to online courses)
- special examination conditions
- an extension of studies
- any other provision made in consultation with the Head of the program and the Director of Studies.

The accepted arrangements are formalized in the RSE. The RSE may not be rescinded for the semester for which it has been granted. It may be renewed subject to regular attendance.

The Director of Studies will notify the Board of Studies of the decisions taken throughout the year.

Student with Family Responsibilities

The Student with Family Responsibilities status is granted upon evaluation of the student's request by the Director of Studies. This status applies to students holding custody over a child under the age of 12. It may also be granted to students providing care to a direct ascendant or spouse with a long-term illness. The student must submit his/her family register.

Upon receiving the Student with Family Responsibilities status, a Special Education Plan (RSE) is formalized between the student and the Director of Studies.

Students with this status can benefit from the following arrangements:

- exemption from attendance
- reduction or modification of the schedule (priority is given in choosing TP and TD groups)
- specific study arrangements (access to online courses)
- special examination conditions
- an extension of studies
- any other provision made in consultation with the Head of the program and the Director of Studies.

The accepted arrangements are formalized in the RSE. The RSE may not be rescinded for the semester for which it has been granted. It may be renewed subject to regular attendance.

The Director of Studies will notify the Board of Studies of the decisions taken throughout the year.

Student – Volunteer Firefighter

The Student – Volunteer Firefighter status is granted upon evaluation of the student's request by the Director of Studies. This status applies to students holding a volunteer firefighter commitment contract.

Upon receiving the Student – Volunteer Firefighter status, a Special Education Plan (RSE) is formalized between the student and the Director of Studies. Students with this status can benefit from the following arrangements:

- exemption from attendance
- reduction or modification of the schedule (priority is given in choosing TP and TD groups)
- specific study arrangements (access to online courses)
- special examination conditions
- an extension of studies
- any other provision made in consultation with the Head of the program and the Director of Studies.

The accepted arrangements are formalized in the RSE. The RSE may not be rescinded for the semester for which it has been granted. It may be renewed subject to regular attendance.

The Director of Studies will notify the Board of Studies of the decisions taken throughout the year.

Requirements for receiving a special status

Status	Condition	Required supporting documents
Student enrolled in the Music Studies Section	Demonstrate an established artistic practice in the chosen discipline.	Academic and artistic record.
Student enrolled in the Dance Studies Section		
Student enrolled in the Theater Studies Section		
	Be included on the list of high-performance athletes, training	Academic and athletic record.

Student enrolled in the Sports Studies Section (S²E)	partners, <i>sportifs espoirs</i> , professionals, attend a Training Center approved by the Ministry, or be a “national” athlete of very high level.	
Highly Committed (Grand Associatif) Student	Exercise volunteer commitments at INSA or in external organizations.	Candidate file submitted on Moodle.
Student–Entrepreneur	Obtain the National Student Entrepreneur Status (SNEE) or be enrolled in the Student Entrepreneur Degree (D2E) of the University of Toulouse, as part of the Pépite ECRIN program. Otherwise, obtain the internal Student Entrepreneur Status specified in the academic regulations for entrepreneurial projects (outside the periods of attribution of the SNEE by Pépite ECRIN).	Meeting with INSA’s student entrepreneurship counselor. Candidate file submitted on the national MESR platform.
Student with a disability or long-term illness	Suffer from a disability or long-term illness.	Medical opinion on the recommendations for study and examination arrangements. Report from the multidisciplinary committee.
Student–Reservist	Demonstrate that the activity is exercised concurrently with the studies and that it entails constraints, particularly in terms of absence or significant workload during the vacation periods defined in the INSA academic calendar (excluding the summer vacation).	Service commitment with the French armed forces (<i>Engagement à Servir dans la Réserve</i> , ESR) covering the period for which the status is requested.
Working Student	Demonstrate that the paid work activities are subject to time constraints.	CDI, CDD or any formal document.
Pregnant Student	Demonstrate pregnancy.	Medical certificate attesting to the pregnancy (6 weeks before and 10 weeks after the expected delivery date).
Student with Family Responsibilities	Hold custody over a child under the age of 12. Provide care to a direct ascendant or spouse with a long-term illness.	Family register and written proof.
Student – Volunteer Firefighter	Demonstrate that the activity is exercised concurrently with the studies and that it entails constraints, particularly in terms of absence or significant workload during the vacation periods defined	Volunteer firefighter commitment contract.

	in the INSA academic calendar (excluding the summer vacation).	
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Maintaining benefits in case of status loss

Any INSA student who has been granted the benefits reserved for students holding a special status (particularly S²E students) but who loses the status during the academic year, may request to maintain the benefits for the following academic year. Such a request may be renewed only once (the maximum maintenance period therefore being two years).

To that end, the student must complete a file comprising:

- a statement of motivation
- the number of hours per week that the student will exercise the activity (training in the case of S²E students)
- a detailed program of competition and season objectives in the case of S²E students
- an assessment report of the past season

In the case of S²E students, the last three documents must be signed by the coach and the president of his/her club.

The file must be submitted to the S²E coordinator (at the Physical and Sporting Activities Center), the Head of the SME or SDE programs, or the Director of Studies by September 15 of the current academic year.

A committee will review the eligibility of the request and will forward the eligible applications to the Director of INSA. The committee will comprise the relevant section coordinator and the relevant Head of Department or Head of Studies of the pre-specialization.

Annexe D. English level

The English level attained by students at the end of their studies is assessed at INSA by means of the TOEIC test. This test is taken by all 4th-year students except for those directly admitted in the 4th year, who can choose to take it either during the 4th year or during the 1st semester of the 5th year.

The correspondence between CEFR level and TOEIC scores is:

- | | |
|-------------|--|
| - B2+ Level | 815 on the TOEIC or 164 on Linguaskill |
| - B1 Level | 650 on the TOEIC |

Other tests are also possible (e.g. TOEFL).

Annexe E. Studying abroad

Applying for an exchange semester in a foreign university

INSA students may apply for international mobility in the form of an exchange semester only at universities that have signed agreements with INSA. The list of partner universities can be consulted on the website of INSA Toulouse. The International Relations correspondent of the department (or pre-specialization) in which the student is enrolled remains his/her main contact for preparing the curriculum and application file.

Steps in the application process

- The student submits his/her project to the International Relations correspondent for validation; the latter verifies the compatibility between the chosen university and the curriculum.
- The student submits his/her application online (three possible choices) using the proper software. Software access is available from the end of November to the end of December.
- Once the International Relations Department (DRI) has assigned a destination, the student—with the help of his/her International Relations correspondent—prepares an application file which the DRI will submit to the host university.

Withdrawals

Once the destinations have been assigned, any withdrawal must be accompanied by a valid reason (e.g. illness, serious financial or family problems, or impossibility of assembling a coherent curriculum). In all cases, the student must provide supporting documents and notify both the International Relations correspondent and the DRI as soon as possible. Any student who withdraws without proper justification or who fails to inform the International Relations correspondent and the DRI will no longer be allowed to apply for an exchange semester and will not be eligible for INSA financial support for an internship abroad.

Carried-over UEs / Repeat students

Should the student leaving for an exchange semester not validate all 60 ECTS credits of the elapsed year, the Head of Department or the Head of Studies of the pre-specialization will decide whether or not to authorize the departure, depending on the feasibility of preparing a coherent learning agreement.

If a student with carried-over UEs is studying abroad and is unable to take them in Session 2, said UEs are carried over to the following year.

Learning agreement

The learning agreement includes 30 ECTS credits per semester. Should the ECTS system not apply in the host university, the learning agreement will provide for an equivalent number of credits.

Enrolling in a course at a foreign university—which has an equivalent in the INSA curriculum—requires the prior approval of the International Relations correspondent of the INSA department in

which the student is enrolled, and that of the Head of Department or the Head of Studies of the specialization (or pre-specialization). Hence:

- Spending a semester abroad is only possible once the International Relations correspondent of the INSA department in which the student is enrolled has formally approved the learning agreement project.
- Any student studying abroad must submit the final learning agreement directly to INSA, under his/her own responsibility, and within three weeks of the start of the semester at the host university. The International Relations correspondent of the INSA department (or pre-specialization) in which the student is enrolled acknowledges receipt of and validates the learning agreement.
- Should the learning agreement be modified during the academic stay, the student must first request the formal approval of the International Relations correspondent of the INSA department (or pre-specialization).
- Results obtained in courses for which the student did not receive a formal approval to enroll from the International Relations correspondent of the specialization (or pre-specialization) will not be taken into account toward the INSA engineering program.

Monitoring of exchange students

So as to facilitate the monitoring of exchange students by the INSA teaching staff, all students studying abroad must:

- Submit a report on their reception and living conditions directly to INSA, under their own responsibility, and within three weeks of the start of the semester at the host university. All electronic correspondence must take place through the student's INSA email address.
- Promptly inform the International Relations correspondent of the INSA department (or pre-specialization) in which they are enrolled of any major problem relating to their living and/or studying conditions.

Departure and return dates

Students may be authorized to depart in the course of the semester should the date of expected arrival at the host university so require, and in order to help them settle in at their host university in the best possible conditions. In this case, the Head of the Department in which the student is enrolled or the Head of Studies of the specialization (or pre-specialization) will determine a suitable schedule for current semester examinations. So as to ensure the best possible conditions for the continuation of his/her studies at INSA and that the concerned committees be held, all students on an exchange semester must:

- Under their own responsibility, organize their studies (including examinations) at the host university so that they are completed within a timeframe compatible with the INSA calendar. For the 1st semester, said studies must be completed by February 1 at the latest, barring any particular constraint linked to the host university and with the written agreement of the International Relations correspondent. For the 2nd semester, said studies must be completed by September 1 at the latest.
- Under their own responsibility, directly submit to INSA a copy of their academic results duly signed by an authorized representative of the host university. For the 1st semester, said copy must be submitted by June 20 at the latest. For the 2nd semester, said copy

must be submitted no later than June 20 (for the results to be examined at the assessment committee session in June) or no later than September 1 (for the results to be examined at the assessment committee session in September).

Failure to validate credits

Any student who fails to validate credits during his/her stay abroad and who is admitted to the next year will carry over the UE (or its credits).