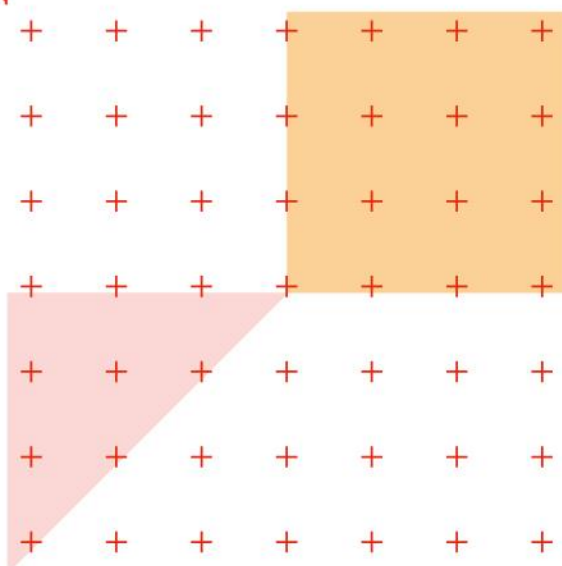
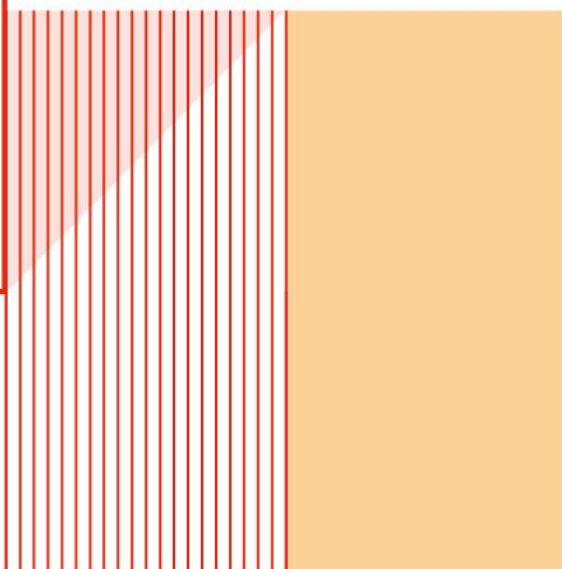




ACADEMIC REGULATIONS

of the INSA Toulouse Engineering program

2024-2025 ACADEMIC YEAR



This version of the Academic Regulations has been thoroughly revised, reorganized, supplemented and updated.

The main changes are the following:

- + The present Academic Regulations apply only to the INSA Toulouse Engineering program. Masters of Science and Advanced Masters will henceforth be subject to their own Academic Regulations.
- + The preamble has been substantially modified and the reference texts formerly found in the chapter on committees have been moved to this section.
- + In accordance with the resolution of the Board of Studies of February 15, 2024, the entire curriculum from the 1st to the 5th year has been organized into “Major-Field-UEs” (*UE-grands-domaines*), which comprise constituent elements (*éléments constitutifs*, ECs) and, where applicable, components. The text has been updated accordingly.
- + At the level of Major-Field-UEs and ECs, assessments are made solely by letter. In accordance with the resolution of the Board of Studies of February 15, 2024, the letters in use are now A to F and FX; the associated assessment has been included.
- + Session 2 examinations and “carried-over” UEs are no longer mentioned, as they no longer exist.
- + New proposals for taking courses in advance when repeating a year are specified.
- + Pre-assessment committees now take into account in their recommendations the general profile of the student, including his/her choice of career path or specialization at INSA, career objectives, and special cases.
- + Acceptable proof to excuse an absence has been listed.
- + Ranking algorithms will have to be adjusted to accommodate the new letter grading scale. The basis for calculating student ranking has been included for the first time.
- + The administrative registration and fee waiver procedures approved by the Board of Studies on May 30, 2024 have been included.
- + The section on the Course and Validation of Studies henceforth mentions the possibility of spending the 9th semester at another INSA. Previously included in the section of Rules and Regulations for Committees, it is now more visible to students.
- + Tuition fees in the event of a gap year are now specified.
- + The presentation of ECIU-related offers has been slightly modified; micro-modules have been added and further clarifications have been given as to the possible years in which a challenge or micro-module can be pursued.
- + In accordance with the resolution of the Board of Studies of May 30, 2024, a distinction has been made between Civic Involvement, Associative Commitment (EA) and Highly Committed Student (EGA), which are associated with a significant investment in community life. The list of assignments that confer these statuses is also specified, as is the framework for possible study arrangements.
- + Study arrangements for Sciences Po, TBS (incoming and outgoing) and TSM double degrees—accessible to all INSA Toulouse students, irrespective of their specialization—are henceforth specified.
- + In accordance with the resolution of the Board of Studies of May 30, 2024, the framework of the Research Track is now included.
- + The presentation and study arrangements for the different statuses have been standardized and revised.
- + The text on the terms and conditions for studying abroad has been modified in keeping with the recommendations made by the DRI.

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INTRODUCTION

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.

1. 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.

2. 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.

PART 1: COURSE AND VALIDATION OF STUDIES

Each academic year, with the exception of the first, is organized into semesters. Each semester comprises three indivisible and compulsory Teaching Units (*Unités d'Enseignement*, UEs) called "Major-Field-UEs" (*UE-grands-domaines*), representing a total of 30 ECTS credits per semester. The credits are allocated to the Major-Field-UEs. The first year also comprises three Major-Field-UEs, which are annual and represent a total of 60 ECTS.

Substantial modifications to the ECTS sheets of the Major-Field-UEs may be proposed by the corresponding departmental committees and are subject to validation by the Board of Studies.

A document summarizing the methods of assessment (*Modalités de Contrôle des Connaissances, MCC*) for all Major-Field-UEs and the conditions for validating them is made available to the students at the beginning of each semester (or year, in the case of the 1st year). The annual calendar for apprenticeship programs will be appended to this document. At the beginning of the year, the teaching staff of each Major-Field-UE provides students with a list of the learning outcomes of the respective Major-Field-UE (knowledge, skills and/or competences).

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 (for a list of supporting documents, please refer to the Absences section). Any unexcused absence from one of these compulsory sessions or from any continuously assessed course (e.g. Project-Based Learning) may be subject to an evaluation penalty.

I. TEACHING UNIT ASSESSMENT

1. ASSESSMENT METHODS FOR THE 2ND THROUGH 5TH YEARS

A Major-Field-UE typically comprises several constituent elements (ECs), which may themselves be divided into several components. A Major-Field-UE must be taken in its entirety. Only students benefiting from special arrangements approved by the teaching staff (in particular a Student with a Disability or from the Sports Studies Section) may be allowed to take and validate only specific ECs of a Major-Field-UE.

The assessment of a Major-Field-UE may be based on a continuous and/or final assessment at the EC or component level, and might also include the evaluation of the corresponding practical work and/or of a supervised project or personal work. Multiple assessments will be carried out for each Major-Field-UE over the course of the semester, ensuring that each skill is assessed several times. Corrected examination papers, the corresponding evaluation and any comments on the coursework must be returned within a maximum of three weeks (excluding school breaks) following the date of the test. 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.

All assessments must be scheduled throughout the semester. The assessment schedule may cover all study materials given in the Major-Field-UE or ECs or at least seven days before the date of the assessment. The assessment methods must be announced to the students at least 15 days before the date of the assessment.

The Major-Field-UEs are assessed according to the European ECTS grading scale described below:

- + A = Excellent (*Excellent*) – Outstanding performance with only minor errors
- + B = Very Good (*Très Bien*) – Above the average standard but with some errors
- + C = Good (*Bien*) – Generally sound work with a number of notable errors
- + D = Satisfactory (*Satisfaisant*) – Fair but with significant shortcomings
- + E = Sufficient (*Passable*) – Performance meets the minimum criteria
- + FX = Fail (*Insuffisant*) – Some more work required before the credit can be awarded
- + F = Fail (*Très insuffisant*) – Considerable further work is required

Students who receive a grade from A to E will be able to validate the Major-Field-UE and earn all the corresponding ECTS credits. Students who receive a grade of FX or F will not be able to validate the Major-Field-UE and will not earn any corresponding ECTS credits.

When a Major-Field-UE comprises ECs, the latter are solely assessed by letter grade using the same scale from A to FX and F. If applicable, EC components may be assessed by letter grade or by grade point (numerical grade) at the discretion of the teaching staff.

Due to the number of assessments proposed for each Major-Field-UE, no Session 2 will be proposed for a non-validated Major-Field-UE (FX or F grade). Only an excused absence¹ from an examination may result in the scheduling of a new examination for the student(s) concerned.

The Major-Field-UE assessment committee—composed of the teaching staff of the field and called by the Head of the field—convenes to give an overall assessment of the student's results. The committee assigns a letter grade to the Major-Field-UE on the basis of the results obtained, taking into account the profile of the student, his/her career objectives and his/her choice of career path or specialization at INSA. A major field is either validated in its entirety (A to E grade) or non-validated in its entirety (FX or F grade). Any Major-Field-UE validation is definitive; likewise, the corresponding ECTS credits are definitively acquired.

¹For more information, refer to the "Absences" section.

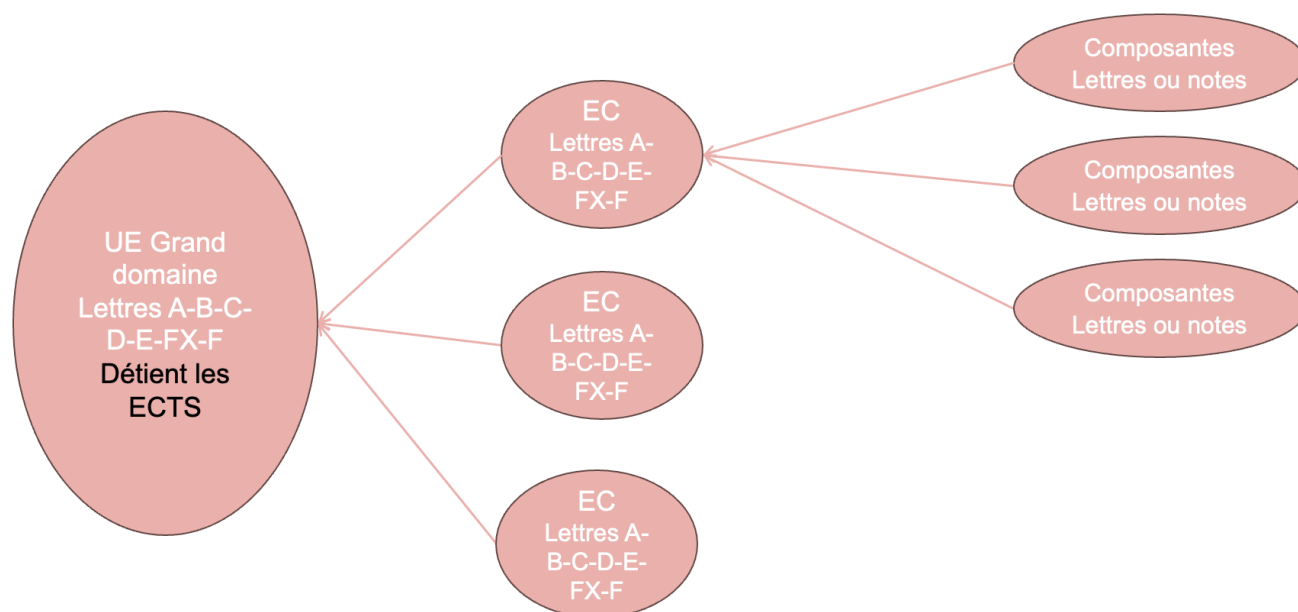


Figure 1. Assessment system across the Major-Field-UEs, their ECs and (if applicable) any EC components.

2. ASSESSMENT METHODS FOR THE 1ST YEAR

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

Because of how the Major-Field-UEs 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-UE 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 learning outcomes and the field itself is based on the grades specified above, i.e. the letters A to FX and F. Grades A to E result in the validation of the field and the awarding of ECTS credits. Should the student receive an FX grade for a Major-Field-UE, the 1st-year pre-assessment committee may recommend its validation. In this case, the field will be graded with the letter E.

Any Major-Field-UE 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.

3. MANAGING FRAUD

Examination conditions and procedures in case of fraud are specified in [Appendix A](#).

4. ABSENCES

Any unexcused absence from an examination will result in an F grade (or a grade of zero in the case of an EC component, if applicable). Upon resuming classes, the student must submit official proof (medical certificate, certificate from the employer for working students, call-up for reservists or volunteer firefighters, artistic or sporting call-up for high-performance athletes or students enrolled in the artistic sections, or any other document deemed acceptable by the Head of department or section) to the secretariat of his/her department to excuse an absence². The secretariat will inform the teachers concerned.

Active participation in certain events (see [Appendix 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.

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

In the event of an excused absence, the teaching staff may request the student to retake the examination.

II. 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. Prepared in advance by the latter, it allows for the constructive discussion of the organizational and pedagogical aspects of the teachings offered throughout the semester.

² 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.

III. VALIDATING A YEAR

The rules and regulations for year-end pre-assessment committees are described in detail in a separate section.

1. CONDITIONS FOR VALIDATING THE ACADEMIC YEAR

The pre-assessment committee examines the case of each student, factoring in all the information at its disposal (student profile, career objectives, choice of career path or specialization, all results, attendance, involvement in community life, special circumstances, etc.).

The pre-assessment committee submits a recommendation to the institutional committee, which examines in turn each case and submits its own recommendation. The decisions of the committee are final.

The student will be awarded no ECTS for a non-validated Major-Field-UE. The student will validate the academic year if he/she obtains 60 ECTS credits, i.e. if all the Major-Field-UEs are validated.

2. REPEATING A YEAR AND EXCLUSIONS

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.

Should the student be repeating a year, he/she will have to attend all courses from the failed Major-Field-UEs. Subject to approval from the teaching staff, the pre-assessment committee may allow the student to take a Major-Field-UE of the following year in advance, provided that in the semester he/she has not failed any Major-Field-UEs at the level he/she is repeating. Any Major-Field-UE taken in advance must be taken in its entirety. In other words, if at least one Major-Field-UE must be repeated in a semester, taking a Major-Field-UE of the following year in advance will not be possible during that semester. The student will focus instead on the Major-Field-UE or Major-Field-UEs he/she is repeating.

IV. ADMINISTRATIVE REGISTRATION AND FEE WAIVER PROCEDURES

The administrative and financial rules and regulations applicable to the engineering curriculum are defined as follows:

- + The academic year begins on September 1 and runs for 12 months, notwithstanding a specific calendar for internships.
- + The deadline for registering and re-registering is November 15 of each academic year. Any registration or re-registration processed after November 15 will incur an exceptional registration surcharge of €105, unless a legitimate and valid reason is given. Should registration not be completed by December 31, it may be considered that the student has dropped out.
- + A waiver of registration fees may be granted to 5th-year students who have not yet completed their end-of-studies internship before the October assessment committee. In such a case, the internship must be completed by December 31, after which the student will be required to re-register and pay the corresponding registration fees.
- + Registration fees are compulsory for students repeating the 5th year of the engineering training due to a non-validated TOEIC, TFI or IC.
- + The deadline for requesting a waiver from the Social Commission is December 15 of each academic year.

V. CHOOSING AN ACADEMIC PATH

1. STUDENT RANKING

A ranking of students by year group and for the 1st to 4th years is carried out on an annual basis. The ranking is strictly restricted to internal use and is only intended for assigning students to pre-specializations, specializations and Multidisciplinary Transversal Paths (PTP), or for academic mobility to foreign partner universities.

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 F; 1 for FX; 2 for E; 3 for D; 4 for C; 5 for B; 6 for A) and each field is weighted according to its number of ECTS credits. The method yields a score for each student, resulting in two distinctive rankings: one based on the student's score in relation to the scores obtained by the entire year group, and the other relative to the theoretical maximum score (which corresponds to achieving an A grade in all Major-Field-UEs). The best ranking thus corresponds to 0%, while 100% represents the worst. For each student, only the best of the two percentages is kept.

2. DISTRIBUTION OF STUDENTS IN PRE-SPECIALIZATIONS

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.

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).

Following the distribution, 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. 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 case of students enrolled in the FAS program

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.

3. DISTRIBUTION OF STUDENTS IN SPECIALIZATIONS

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:

- + Students who spend part of or 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.
- + Students already assigned who must repeat the 3rd year are allowed to keep their assignment, unless they request otherwise.
- + 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.
- + 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.

4. DISTRIBUTION OF STUDENTS IN MULTIDISCIPLINARY TRANSVERSAL PATHS (PTP)

Students in the 5th year have the option of taking a PTP—which lie at the interface of several disciplines—from among the following options:

- + SEAM
- + Energy
- + Urban Engineering
- + Innovative Smart Systems
- + Safety

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.

VI. 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.

VII. 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, and 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 INSA training. Experience abroad during 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 [Status](#) application. Once the request has been accepted by all parties, a gap year agreement signed by the student must be submitted to the same site. Only then will the student be enrolled in the gap year and be required to pay tuition fees according to the following scenarios:

- + Gap semester: standard registration and CVEC fees for the academic year in question
- + Calendar gap year: standard registration and CVEC fees for the two academic years intersecting with the calendar year
- + Academic gap year: discounted registration fees and normal CVEC fees

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).

VIII. STUDY ARRANGEMENTS FOR DOUBLE DEGREES

1. INSA–SCIENCES PO TOULOUSE DOUBLE DEGREE

Students enrolled in the INSA–Sciences Po Toulouse double degree program are recruited at the beginning of their first year. Study arrangements are provided according to the following criteria:

- + In the 1st year, the APS courses of semester 1 and the Expression course 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 the elective science courses of semester 2 are replaced by the modules offered at Sciences Po Toulouse.
- + In the 3rd year, the introductory module of semester 2 is 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 Major-Field-UEs (Corporate Finance & Strategy). The Forecasting and Imagining the Future 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 two 5th-year modules (one per semester, for a total of 6 ECTS credits) 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 onsite classes.
- + In the first semester of the 6th year (S11), students attend Master courses at Sciences Po and the S9 project of the INSA curriculum (similar to that of the TSM double degree). It should be noted that the technical internship that double degree students can pursue at the end of their 5th year may replace this project, provided that the subject is relevant and subject to validation by the Head of Studies of the INSA department to which the student belongs. In the second semester (S12), students must carry out an end-of-studies project approved by the INSA and Sciences Po teaching staff.

2. TOULOUSE BUSINESS SCHOOL DOUBLE DEGREE — OUTGOING STUDENTS (5 OR 6 YEARS)

INSA students have the opportunity to earn a double degree in partnership with the Toulouse Business School (TBS) after five years of study. Once successfully completed, they obtain:

- + The INSA Toulouse engineering degree
- + The Master of Science (MSc) selected by the student (TBS publishes each year the list of available MSc programs under the partnership on the Toulouse sites)

INSA students may also earn a double degree in partnership with the TBS after six years of study. Once successfully completed, they obtain:

- + The INSA Toulouse engineering degree
- + The TBS Master in Management (*Programme Grande École*)
- + The Master of Science (MSc) selected by the student (TBS publishes each year the list of available MSc programs under the partnership on the Toulouse, Barcelona and Paris sites)

Application requirements

- + The program is open to all INSA engineering students, irrespective of their department or specialization, with the exception of students with apprentice status.

Selection process

- + Fourth-year students wishing to apply to this program must submit an application outlining their professional project (on the basis of an academic file, résumé/CV, cover letter and an interview) before a committee comprising the Director of Studies and representatives of the various departments, the PPI and the CSH.
- + Upon receiving a positive recommendation from INSA Toulouse, TBS conducts the final selection process in keeping with its own criteria.
- + Definitive admission is subject to successful completion of the 4th year at INSA and a minimum TOEIC score of 785. Selection results are published in July.

Fifth-year study arrangements for the double degree in 5 years

Students admitted to the program pursue the MSc on the TBS campus in Toulouse from the beginning of the fall semester (September) of their 5th year. This Master's degree pathway covers all the pedagogical aspects of the MSc chosen by the student, i.e. academic activities from September to March followed by a 6-month end-of-studies internship (also valid for INSA). Please note that only MSc offered in FISE (Initial Training under Student Status) may be chosen (sandwich courses are not eligible).

Fifth- and 6th-year study arrangements for the double degree in 6 years

Students admitted to the program take the standard S9 courses at INSA. From the start of the spring semester (January), students take all S10 courses (second semester of M1) at TBS Toulouse and may pursue an optional M1 internship starting in April.

For the M2 year, the student must complete all the pedagogical aspects of his/her chosen MSc, i.e. academic activities from September to March followed by a 6-month end-of-studies internship (also valid for INSA). Depending on the MSc, the student may pursue the M2 program either under student status (all campuses) or in a sandwich course (only on the Toulouse campus, in which case the end-of-studies internship is replaced by in-company projects). Work-study contracts are not allowed.

Validating the TBS double degree in 5 years

INSA students must have validated all pedagogical obligations stipulated in the TBS MSc Program Rules and Regulations, and in particular the following aspects:

- + Have completed and validated all MSc courses with a minimum average of 10/20, i.e. 90 ECTS credits on the Toulouse campus
- + Have completed and validated 12 ECTS credits (in the form of a project where possible) at the INSA Toulouse department of specialization
- + Have written a master's dissertation by the end of the internship, complying with the requirements set by both institutions
- + Have obtained a minimum TOEIC score of 850
- + Have completed and validated the end-of-studies internship

Validating the TBS double degree in 6 years

INSA students must have validated all pedagogical obligations stipulated in the TBS *Grande École* Program Rules and Regulations, and in particular the following aspects:

- + Have completed and validated all courses (M1 and M2) of the *Grande École* Program with a minimum average of 10/20, i.e. 120 ECTS credits
- + Have written a master's dissertation by the end of the internship, complying with the requirements set by both institutions
- + Have obtained a minimum TOEIC score of 850
- + Have completed and validated the end-of-studies internship

Regulations for end-of-studies internships (or in-company projects for sandwich courses)

Students must adhere to the internship authorization procedures of both institutions, including the following aspects:

- + The internship must comprise both scientific/technical and managerial content
- + The internship will be jointly supervised by the tutors appointed at each institution (the Head of MSc, in the case of TBS)
- + A tripartite agreement between TBS, the student and the company will be drawn up by TBS
- + A single oral examination will be held at one of the two institutions, subject to the approval of all parties concerned

3. TOULOUSE BUSINESS SCHOOL DOUBLE DEGREE — INCOMING STUDENTS (5 OR 6 YEARS)

TBS students enrolled in its *Grande École* Program have the opportunity to earn a double degree at INSA Toulouse after six years of study. Once successfully completed, they obtain:

- + The INSA Toulouse engineering degree
- + The TBS Master in Management (*Programme Grande École*)

TBS students enrolled in its *Grande École* Program have the opportunity to earn a double degree at INSA Toulouse after six years of study. Once successfully completed, they obtain:

- + An INSA Toulouse diploma validating a 5th-year PTP pathway or an Advanced Master's degree from the list of available programs
- + The TBS Master in Management (*Programme Grande École*)

Complying with the Academic and Internal Regulations

Students admitted to the program must adhere to the academic and internal regulations of INSA Toulouse. All credits obtained at INSA will be recognized by TBS.

Application requirements for the TBS–INSA Engineer double degree

- + The program is open to all students of the TBS *Grande École* Program who have completed at least the L3 year of the program.

Application requirements for the TBS–INSA M2 double degree

- + The program is open to all students of the TBS *Grande École* Program who have completed at least the M1 year of the program.

Selection process

- + The Head of the TBS *Grande École* Program conducts an initial selection on the basis of an academic file, résumé/CV and cover letter.
- + Upon receiving a positive recommendation from TBS, INSA Toulouse conducts the final selection process in keeping with its own criteria. Following a pre-selection phase on the basis of the academic file, résumé/CV and cover letter, INSA Toulouse organizes an interview phase where the student presents his/her professional project to an INSA committee.
- + The committee for the TBS–INSA Engineer double degree comprises representatives of the department of the chosen specialization, the Head of Studies of the corresponding pre-specialization, the Director of Studies, and the representative of the TBS partnership. The committee for the TBS–INSA M2 double degree comprises the Head of the PTP or the chosen Advanced Masters, the Director of Studies, and the representative of the TBS partnership.
- + The exchange quota per academic year is set at five students for the TBS–INSA Engineer double degree and 10 students for the TBS–INSA M2 double degree.

Third- and 4th-year study arrangements for the TBS–INSA Engineer double degree

Students admitted to the program must complete the 3rd and 4th years of the engineering training at INSA Toulouse. Taking into account the specific profile of each student, the Head of the specialization may adapt the curriculum to help the student attain the required level of scientific knowledge. The student must nevertheless adhere to the academic and internal regulations of INSA Toulouse, in particular in terms of weeks of internship, studies abroad, TOEIC score, and civic involvement.

Validating the TBS–INSA Engineer double degree

TBS students must have validated all pedagogical obligations stipulated in the Academic Regulations of INSA Toulouse, and in particular the following aspects:

- + Have completed and validated each Major-Field-UE of the 3rd year of pre-specialization and the 4th year (M1) of specialization with a minimum E grade, i.e. 120 ECTS credits over two years
- + Have completed and validated a 12- to 16-week internship (approved by INSA Toulouse) at the end of the 4th year
- + Have completed and validated a 6-month end-of-studies internship involving a study assignment in a company or a technical or research organization
- + Have written a master's dissertation by the end of the internship, complying with the requirements set by both institutions
- + Have obtained a minimum TOEIC score of 815

Validating the TBS–INSA M2 double degree

TBS students must have validated all pedagogical obligations stipulated in the Academic Regulations of INSA Toulouse, and in particular the following aspects:

- + Have completed and validated each teaching unit of the PTP or Advanced Masters curriculum with a minimum E grade, i.e. 60 ECTS credits
- + Have completed and validated a 6-month end-of-studies internship (approved by both institutions)
- + Have written a master's dissertation by the end of the internship, complying with the requirements set by both institutions
- + Have obtained a minimum TOEIC score of 815

Regulations for end-of-studies internships

Students must adhere to the internship authorization procedures of both institutions, including the following aspects:

- + The internship must comprise both scientific/technical and managerial content
- + The internship will be jointly supervised by the tutors appointed at each institution
- + A tripartite agreement between TBS, the student and the company will be drawn up by TBS
- + A single oral examination will be held at one of the two institutions, subject to the approval of all parties concerned

4. TOULOUSE SCHOOL OF MANAGEMENT DOUBLE DEGREE

INSA students have the opportunity to earn a double degree in partnership with the Toulouse School of Management (TSM) after five years of study. Once successfully completed, they obtain:

- + The INSA Toulouse engineering degree
- + A Master in Management from the following options:
 - o Strategic Management (Innovation or Business Development specialization)
 - o Finance
 - o International Management

Application requirements

The program is open to all INSA students, irrespective of their department or specialization, subject to the following conditions:

- + Candidates must have fully validated their 4th year at INSA.
- + The introductory module Finance/Strategy (2nd semester of the 3rd year) is a prerequisite for:
 - o students studying for their full 3rd year at INSA
 - o new students ("*nouveaux entrants*")
- + Students who spend the 2nd semester of their 3rd year abroad must include a management-related training unit in their learning agreement, so as to compensate for the prerequisite module not taken at INSA.
- + Students are not eligible to apply:
 - o if they are studying for their full 3rd year abroad
 - o if they intend to spend a semester abroad in their 4th or 5th year
 - o if they are enrolled in an apprenticeship program at INSA

Selection process

- + Third-year students wishing to apply to this program must submit an application (February–March) before a committee comprising the Director of Studies and representatives of the various departments and pre-specializations, the PPI and the CSH.
- + Upon receiving a positive recommendation from INSA Toulouse, the TSM selects the candidates on the basis of their application files. Selection results are published at the end of June.

Fourth-year study arrangements

- + Students are excused from attending INSA classes on Tuesday afternoons from 3:30 p.m. (LV2 time slot) and Thursday afternoons in order to attend classes at the TSM.
- + Furthermore, students are exempt from the following modules at INSA:
 - o 1st semester: Humanities Major-Field-UE of S7 (CSH part)
 - o 2nd semester: Forecasting and Imagining the Future EC
- + In place of these modules, students are required to enroll in modules I4GDHTSM11 and I4GDHTSM21 (TSM EC).

- + Successful completion of the 4th year at INSA and validation of all TSM teaching units are a prerequisite for progressing to M2 of the TSM.
- + A gap year may be taken between the 4th and 5th years of the double degree, subject to the agreement of the two partner institutions.

Fifth-year study arrangements

- + At INSA, students must choose and validate a project-type teaching unit in consultation with the Head of the academic year. The Head of the academic year must ensure that the student can handle the total workload. The number of ECTS credits may vary from one specialization to another.
- + At the TSM, engineering students are required to validate all TSM teaching units (for a total of 60 ECTS credits) to obtain their Master in Management.
- + The end-of-studies project and internship:
 - o must be validated by each institution to obtain the respective degrees
 - o must comprise both scientific/technical and managerial content
 - o will be jointly supervised by the tutors appointed at each institution
 - o will lead to a single oral examination in the presence of both tutors

Work-study contracts

Only the Innovation track of the Master in Strategic Management is offered under a work-study contract in the context of this double degree.

IX. RESEARCH TRACK

1. OBJECTIVES

Some engineering students may follow a Research Track over the two years of their specialization, with each specialization department offering a specific curriculum for the 4th and 5th years. The Research Track aims to:

- + Promote training through and for research
- + Foster the value of the Doctor of Engineering
- + Provide early and thorough support for students with solid PhD ambitions or who are keen to discover the world of research
- + Offer a more demanding curriculum for motivated and ambitious students
- + Provide time for students pursuing a PhD to familiarize themselves with research issues and spend time in the laboratory

2. RECRUITMENT AND RESPONSIBILITIES

- + The recruitment process is conducted by each specialization department at the end of the 3rd year or at the very beginning of the 4th year.

- + The Research Track is open to a limited number of students, up to a maximum of 10% of the specialization year group.
- + Validating a Research Track requires validation of the 4th and 5th years of the specific curriculum of the specialization and awards the “Research Track” label on the Diploma Supplement.

3. FRAMEWORK OF THE RESEARCH TRACK

- + Some specialization departments offer introductory courses as early as the 3rd year for students wishing to pursue the Research Track.
- + A minimum of 50 hours per semester of the 4th year curriculum—out of a total of 360 hours—must be specific and research-oriented (each specialization department defines the content). Laboratory activities are recommended; they are supplemented by asynchronous teaching and office hours.
- + The 4th-year internship may be carried out at either a company or a research laboratory.
- + A minimum of 100 hours of the S9 year curriculum—out of a total of 360 hours—must be specific and research-oriented (each specialization department defines the content). Laboratory activities are recommended; they are supplemented by asynchronous teaching and office hours. Students may also pursue and validate a research-oriented Master’s degree in S9.
- + The remainder of the curriculum hours are taken from the specialization syllabus. The balance between Science and Technology hours and Humanities and Social Sciences hours must conform to that of the standard specialization syllabus.
- + The end-of-studies project must be carried out as part of a laboratory research internship.
- + While a minimum number of internship weeks in a company does not apply to students pursuing the Research Track, they are strongly encouraged to acquire work experience in a company during their studies at INSA Toulouse.
- + The research topic proposed to each student in this pathway must prioritize one of INSA’s societal challenges and include a component of Humanities and Social Sciences that addresses the societal uses and impacts of the research area.
- + All students pursuing the Research Track receive individual mentoring from a teacher-researcher or researcher during the two years of the track.

X. PARTICIPATING IN CHALLENGE-BASED LEARNING OR ECIU MICRO-MODULES

Students in the 4th and 5th years—as well as 3rd year students taking an “Introductory Module”—can access a range of challenges offered by ECIU University, the European alliance of which the INSA Group is a member. These students—and particularly 2nd-year students taking an elective course—also have access to the micro-modules offered by ECIU University.

The online list of challenges is renewed every semester.

1. A student wishing to participate must submit his/her choice of challenge or micro-module 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 or micro-module (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 EC will he/she be exempted from in order to enable him/her to participate in the challenge or micro-module.
4. All ECTS credits obtained by the student at the end of the challenge or micro-module are taken into account in the 30 ECTS required to validate the semester.
5. A maximum of one ECIU University challenge may be taken per semester.

XI. 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 Student (EGA)
- + Associative Commitment Student (EA) and Associative Commitment–Event Student (EAe)
- + Student–Entrepreneur (EE)
- + Student with a disability or long-term illness (ESH)
- + Student–Reservist (ER)
- + Student – Volunteer Firefighter
- + Working Student (ES)
- + Pregnant Student
- + Student–Caregiver or Head of Household

PART 2: YEAR-END PRE-ASSESSMENT COMMITTEES

The composition and general guidelines of the pre-assessment committees are described in the section relative to the Committees' rules and regulations.

One pre-assessment committee per year of study, pre-specialization and specialization takes place each year. All of them are tasked with submitting recommendations to the institutional committee.

For the 1st year (and 2nd year of the FAS program), the pre-assessment committee is preceded by preparatory committees.

I. PREPARATORY COMMITTEES

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 in the current year (excluding special arrangements) 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 Major-Field-UEs for which the student attained an F or FX grade, 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.

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 the aforementioned committees for the 1st year.

II. YEAR-END PRE-ASSESSMENT COMMITTEES

In each department, the Head of Department assembles a pre-assessment committee to prepare recommendations for the institutional committee. They comprise the Head of Department (or his/her

representative), the Head of Studies of the department or pre-specialization, the Head of each Major-Field-UE, and at least one additional teacher per field.

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 Major-Field-UEs for which the student attained an A–E grade. The committee may do so for students it deems unnecessary to audition. The committee gives an overall assessment of the student's results, as well as his/her profile, choice of career path or specialization at INSA, and career objectives.
- + 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. The students summoned to a pre-assessment committee will be notified at least 24 hours before the date of the committee. Students who are unable to attend may write a letter to the committee.
- + 3rd phase: the committee reviews the situation of these students. It recommends to validate or not the Major-Field-UEs for which the student attained an A–E grade; it also recommends the admission, authorization to repeat the year, or exclusion of the student. At the end of the pre-assessment committee, one of its members will be appointed to explain the decision taken to each student concerned.

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.

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. AUTHORIZATION TO REENROLL DUE TO SERIOUS SOCIAL OR MEDICAL REASONS

1. 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.

2. 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.

PART 3: AWARDING OF DEGREES

I. THE INSA TOULOUSE MASTER-LEVEL ENGINEERING DEGREE

When deciding whether or not to award the INSA Toulouse Engineering 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
- + Civic involvement

With the exception of special pathways, the minimum requirements below must be validated by the end of the 5th year of the curriculum in order to obtain the INSA Toulouse engineering degree. These requirements are further described in the following paragraphs.

Requirement	Minimum amount/level required
Number of ECTS credits	300
English level	B2+ (815 on the TOEIC)
French level	B2
Number of weeks of internship	40 (36 for students recruited after the 1 st year)
Number of weeks of internship in a company	14
Studies abroad	1 semester or 16 weeks (9 for apprentices, 12 for Architecture track students)
Civic involvement	Validated

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.

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

1. VALIDATION OF ECTS CREDITS

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

2. ENGLISH LEVEL

In accordance with the recommendations of the CTI³, 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+ ([Appendix 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) and the corresponding registration fees.

3. 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" EC (*Développer ses aptitudes managériales*) that requires a minimum C1 level of French. All students who have taken FLE classes in 3rd year will benefit from additional time for tests in this EC.

Should the B2 level not be obtained by the end of the 5th year, the committee withholds 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 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 Student Life and Campus Contribution (CVEC) and the corresponding registration fees.

4. DURATION AND VALIDATION OF INTERNSHIPS

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. This minimum is reduced to 36 weeks for students recruited in the 2nd year or higher.

A "company" is any organization other than a public research laboratory. Students pursuing a Research Track are not required to spend a minimum of 14 weeks in a company.

³ CTI: Commission of Engineering Degrees (*Commission des Titres d'Ingénieur*)

Students are required to complete three internships (two for students admitted in the 2nd year or higher) as follows:

- + At the end of the 1st year (a minimum of 3 weeks of entry-level work experience, preferably 4 weeks). Students admitted in the 2nd year or higher are exempt from this internship.
- + At the end of the 4th year (12 to 16 weeks; 8 weeks may be acceptable in some special cases, especially when abroad).
- + At the end of the 5th year (20 to 26 weeks).

The 1st-, 4th- and 5th-year internships are subject to evaluation (A–E grade required for validation).

Doing an internship at the end of the 3rd year (4 to 12 weeks) is strongly recommended; if so, it counts toward the total number of compulsory weeks.

Should the minimum number of weeks of internship 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).

5. STUDIES ABROAD

All students are required to complete a minimum of one semester in a country other than their home country during their studies at INSA, which translates to either:

- + One semester of studying at a foreign university
- + A total of 16 weeks of internship or summer job
- + In the case of students in apprenticeship, the international mobility must last a minimum of 9 weeks (preferably 12 weeks)
- + Students enrolled in the INSA–Sciences Po Toulouse double degree or the Architecture track are required to validate a minimum of 12 weeks

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.

The conditions concerning the organization of studies abroad and the validation of their results for the INSA curriculum are specified in Appendix 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 micro-modules (resulting in an ECIU University ‘micro-credential’); 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 (taking into account the specific minimum for the student).
- + 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.

Should the minimum number of weeks of 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).

6. CIVIC INVOLVEMENT

Throughout their studies, students must have participated in civic activities for at least one semester. Validation of this involvement—mandatory to obtain the INSA Toulouse engineering degree—is subject to an oral assessment.

II. “BACHELOR-LEVEL DEGREE” CERTIFICATE FROM INSA TOULOUSE

A “Bachelor-level degree” certificate can be awarded at the end of the 3rd year of the engineering curriculum 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, Biochemical and Environmental Engineering
- + IMACS: Materials, Components and Systems Engineering
- + MIC: Modeling, Computer Science and Communication
- + 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.

PART 4: ASSESSMENT AND PRE-ASSESSMENT COMMITTEES: RULES AND REGULATIONS

This information applies to all assessment committees of engineering training at INSA Toulouse (initial training, continuing education, transfers, admissions, etc.), as it defines the general guidelines for their functioning.

In accordance with Article 14 of the decree of March 3, 2016, the institutional committee is responsible for granting or denying admission to higher years of the engineering curriculum and for awarding the engineering degree. The committee is appointed by decree of the Director of INSA.

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.

I. ORGANIZATION OF INSA COMMITTEES

1. 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.

2. 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 being entitled to one vote.

II. INSTITUTIONAL COMMITTEE

1. ROLE

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

It carefully reviews recommendations made by the pre-assessment, pre-specialization and VAE committees, dealing with any disputes raised by students 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 VAE training, based on the recommendations of the pre-assessment 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 and VAE committees.

2. 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 and VAE), as well as the Director of Studies and the Director of INSA (or their representatives).

3. 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.

4. 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.

5. REQUEST FOR REFERRAL TO THE INSTITUTIONAL COMMITTEE

Any teacher who has participated in a pre-assessment or VAE committee, as well as any FISE (Initial Training under Student Status) or FISA (Initial Training under Apprentice Status) student 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 at least 72 hours before the institutional committee convenes.

III. PRE-ASSESSMENT COMMITTEES FOR INITIAL TRAINING UNDER STUDENT STATUS

1. 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 Major-Field-UEs for which the student has not attained the minimum E grade for its standard validation, making recommendations to the institutional committee on the admission, authorization to repeat the year, exclusion, or awarding of the degree.

2. COMPOSITION

A pre-assessment committee comprises:

- + The Head of the Major-Field-UE and at least one teacher; the latter must have taught in that Major-Field-UE during the year
- + The Head of Department (or pre-specialization, in the case of STPI)
- + The Head of Studies of the year in question (or his/her representative)

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

3. CHAIRMANSHIP AND SECRETARIAT

The Head of Department (or his/her representative) presides over the 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.

4. 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.

IV. PRE-ASSESSMENT COMMITTEES FOR INITIAL TRAINING UNDER APPRENTICE STATUS

Initial Training under Apprentice Status programs are yet to adopt the Major-Field-UE system.

1. 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 non-validated 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 grade thus becoming E).

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. 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.

2. COMPOSITION

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

3. CHAIRMANSHIP AND SECRETARIAT

The Head of Department (or his/her representative) presides over the 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.

4. 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.

5. 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. COMMITTEES FOR THE RECOGNITION OF PRIOR LEARNING

1. 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.

2. 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.

3. CHAIRMANSHIP AND SECRETARIAT

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

4. 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.

PART 5: ORGANIZATION OF THE INSA RECRUITMENT PROCESS

I. ADMISSION TO INSA TOULOUSE IN THE 1ST, 2ND AND 3RD YEARS

The Inter-INSA Admissions Committee (CA2I) is responsible for regulating admissions to the 1st, 2nd and 3rd years (excluding apprenticeships for the latter). Admissions to the 4th year are decided by a committee specific to INSA Toulouse.

II. COMMITTEE FOR DIRECT ADMISSION INTO 4TH YEAR

1. ROLE AND RESPONSIBILITIES

The committee for direct admission into 4th year is responsible for the recruitment of candidates with a Bachelor's, one-year Master's (*Maîtrise*) or equivalent degree, as well as 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.

2. COMPOSITION AND CONVENING

The committee for direct admission into 4th year comprises the Director of Studies and the Director of INSA (or their representatives), as well as the Heads of Department (or their representatives) and a teacher who participated in the review of candidate files for each specialization.

3. CHAIRMANSHIP AND SECRETARIAT

The Director of INSA (or his/her representative) presides over the committee for direct admission into 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.

4. 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.

III. TRANSFER COMMITTEES

1. COMPOSITION AND ROLE

An inter-INSA transfer committee—chaired by the Director of one of the INSAs and comprising two representatives from each INSA—is responsible for regulating the flow of students according to the capacity of each INSA, thus avoiding 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.

2. 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.

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.

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.

APPENDIX 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.

I. 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 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.

II. 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).

III. 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". In that case, 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.

APPENDIX 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)
- + Theater Club (participation in annual performances, especially INSART)
- + Participation in the Student Parliament of the University of Toulouse

APPENDIX C. REQUIREMENTS FOR RECEIVING SPECIAL STUDENT STATUSES AND SPECIFIC STUDY ARRANGEMENTS

I. STUDENT ENROLLED IN THE ARTISTIC SECTIONS (MUSIC, DANCE, THEATER)

1. STUDY ARRANGEMENTS

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

2. LEARNING AGREEMENT

At the start of the academic year, a learning agreement is formalized between the student, the section coordinator and the Head of Department or the Head of Studies of the pre-specialization, defining the Major-Field-UEs and ECs 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 selected Major-Field-UEs and ECs. 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, authorization to repeat the year, or exclusion of the student.

3. 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, at least 48 hours before the scheduled date.

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*.

II. STUDENT ENROLLED IN THE SPORTS STUDIES SECTION (S²E)

1. SCOPE

Students from the S²E are divided into three groups:

- + Circle 1 (C1, SHN): 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, PPF): 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.
- + Circle 3 (C3, SBNN): 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.

2. STUDY ARRANGEMENTS

All students enrolled in the S²E benefit from the following arrangements:

- + Exemption from APS activities
- + 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

If they so wish, S²E students belonging to categories C1 or C2 can benefit from the following arrangements as well:

- + Supervised follow-up (individualized instruction)
- + Deferral of examinations (only in the event of competition or sports training course)
- + Validation of weeks abroad during competitions and sports training courses
- + Flexible work and study arrangements during internship periods

If they so wish, S²E students belonging to category C1 can benefit from the following arrangements as well:

- + Exemption from LV2 courses (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)

3. LEARNING AGREEMENT

At the start of the academic year, a Special Education Plan (*Régime Spécial d'Etudes*, RSE) is formalized between the student, the S²E coordinator and the Head of Department or the Head of Studies of the pre-specialization, defining the Major-Field-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. Students can apply for the status and its associated arrangements using the [Status](#) application.

The learning agreement for the year is deemed fulfilled if the student validates all the Major-Field-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, authorization to repeat the year, or exclusion of the student.

4. ABSENCES

Any permission for absence to participate in a competition or sports training course must be granted by the S²E coordinator.

The student must also 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*.

5. 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.

6. MAINTAINING BENEFITS IN CASE OF STATUS LOSS

S²E students who keep their Circle 1 or Circle 2 status or gain access to these statuses by June 1 are automatically retained in the section at the start of the following academic year. Students who lose their status transfer to Circle 3 (SBNN). All SBNN students must submit the following to the S²E coordinator:

- + A résumé/CV and a statement of motivation
- + A certificate signed and stamped by the president (or coach) of their club, stating their level of proficiency for the coming sports season

SBNN students must also answer an online questionnaire, the link to which will be provided by the S²E coordinator.

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 S²E coordinator and the relevant Head of Department or Head of Studies of the pre-specialization.

III. ASSOCIATIVE COMMITMENT STUDENT

1. EGA, EAe AND EA STATUSES

INSA attaches great importance to the civic involvement and associative commitment of its students, both on and off campus. In recognition of this commitment, the institution grants three types of status in accordance with the level of investment: Associative Commitment Student (EA), Associative Commitment–Event Student (EAe), and Highly Committed Student (EGA).

A student who carries out recurring assignments internally at INSA is automatically entitled to one of these statuses. The assignments and associated status are listed below.

Assignments that confer the EGA status

- | | |
|--|---|
| + Student vice-president or assistant vice-president of the Board of Studies | + President or vice-president of the <i>Foyer des Élèves</i> |
| + Student vice-president of the Student Parliament of the University of Toulouse | + President of TIMP |
| + Student vice-president of the Crous Toulouse–Occitanie | + President of the Fab Lab |
| + President of <i>Amicale des Élèves</i> | + Co-Presidents of <i>Pôle Humanitaire</i> (two positions) |
| + President or vice-president of the <i>Bar-Foyer</i> (four positions) | + Co-Presidents of Mase (two positions) |
| + Vice-president of the CVE | + Coordinator of the <i>Ô Talents</i> tutoring program |
| + Treasurer of the <i>Amicale</i> (Club) | + President of the AEI |
| + Treasurer of the <i>Amicale</i> (Event) | + President of the BREI |
| + Leader of the <i>Enfoiros</i> (four positions) | + President of the BNEI |
| + Leader of a Dance club (three positions) | + Secretary, treasurer or event coordinator of the Sports Association |
| + President or vice-president of P'tit Kawa | + President, vice-president or treasurer of the JIS |

Assignments that confer the EAe status

- | | |
|--|--|
| + 100 Tours: board (four positions) | + President or vice-president of Boom |
| + INSA Gala: board (four positions) | + President or vice-president of the Forum by INSA |
| + High Five: board (four positions) | |
| + Raid INSA–INP: board (up to four positions, shared with INP) | |

Assignments that confer the EA status

- | | |
|---|---|
| + Club offices: active members of each club | + President or treasurer of Department associations |
|---|---|

- + General secretary of student representatives (two positions)
- + Student orientation week: board (six positions)
- + Team One: board (six positions)
- + Fab Lab: board (four positions)
- + Secretaries of the *Amicale* (two positions)
- + Section managers of the *Enfoiros* (33 positions)
- + *Ô Talents* tutors
- + Tutor'INSA, CPES, ASTEP and intergenerational tutors
- + Partnership or Communications coordinator of the Sports Association
- + Section managers at *Pôle Humanitaire*
- + General secretary of JIS
- + Section managers at the *Amicale*: club managers (up to three); event managers (up to three); organization managers (up to two); communication managers (up to two); partnership/PR managers (up to two); environment managers (up to two); culture manager; inter-school manager; technical manager; AEI manager; INSA Shop manager

Special cases to be examined by the committee

Associative endeavors (internal or external to INSA) that are not included in these lists may entitle the student to one of these statuses, subject to the decision of a status allocation committee. The committee comprises the Director of Studies of INSA, the student vice-president of the Board of Studies, the Student Life Officer, the president of Amicale des Élèves, a representative of the CSH, a representative of the APS, and the Head of the Education and Student Life Department. Once per semester, the committee will meet to examine the following special cases:

- + Coach AS (EA status conferred or not)
- + Involvement in a new association or club
- + Assignment in an association external to INSA

2. STUDY ARRANGEMENTS

The EA, EAe and EGA statuses may only be granted during the semester(s) of effective associative commitment. Students with one of these status can benefit from the following arrangements:

- + Exemption (per semester) from courses according to schedule constraints and on the basis of the following limits:
 - o EA and EAe: a volume of 20–30 hours, equivalent to 2 ECTS credits
 - o EGA: a volume of approximately 60 hours, equivalent to 4 ECTS credits
 - o Special case of the president and three VPEs of the *Amicale*: a volume of approximately 6 ECTS credits
- + Assignment of a tutor who monitors the student throughout the duration of the commitments

EGA and EAe students can also benefit from the following arrangements:

- + Exemption from attendance (only for the week of the event for students with EAe status)

Only EGA students can benefit from the following arrangements:

- + Possibility of planning their studies over a period greater than five years
- + Possibility of supervised follow-up (individualized instruction, examination deferrals, etc.)

3. LEARNING AGREEMENT

At the start of the academic year, an RSE defining the study arrangements is formalized between the student, the Head of Department or the Head of Studies of the pre-specialization, and the Director of Studies. Students can apply for the status and its associated arrangements using the [Status](#) application.

4. ABSENCES

Any permission for absence relating to EAe and EGA commitments requires prior approval from the head of the organization in which the student performs his/her activities. The head of the organization must forward written permission to the student and to the secretariat of the department concerned at least 48 hours before the scheduled date.

Simultaneously, the student must inform the Head of Studies of his/her year of study and all 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.

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

IV. STUDENT-ENTREPRENEUR (EE)

1. OBTAINING THE STATUS

The Student-Entrepreneur (EE) status is granted upon request by a committee comprising the Director of Studies of INSA, the Head of Department or the Head of Studies of the pre-specialization, 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 Université Fédérale de Toulouse, as part of the Pépité ECRIN program.

2. STUDY ARRANGEMENTS

Students with EE status can benefit from the following arrangements:

- + Exemption from the introductory module and, if necessary, from a Major-Field-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

3. LEARNING AGREEMENT

At the start of the academic year, an RSE defining the study arrangements is formalized between the student, the EE coordinator and the Director of Studies. Students can apply for the status and its associated arrangements using the [Status](#) application.

4. ABSENCES

Any permission for absence relating to EE commitments requires prior approval from the Entrepreneurship Counselor. The counselor must forward written permission to the student and to the secretariat of the department concerned at least 48 hours before the scheduled date.

Simultaneously, the student must inform the Head of Studies of his/her year of study and all 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.

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

V. STUDENT WITH A DISABILITY OR LONG-TERM ILLNESS (ESH)

1. OBTAINING THE STATUS

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.

2. STUDY ARRANGEMENTS

Students with ESH status can benefit from the following arrangements (non-exhaustive list):

Studies:

- + Use of specific equipment
- + Tutoring
- + Access to digital resources
- + Free photocopies
- + Curriculum and schedule adjustments
- + Permissions for absence
- + Sign language interpreter services

Examinations:

- + 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.

3. LEARNING AGREEMENT

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.

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.

VI. STUDENT-RESERVIST (ER)

1. OBTAINING THE STATUS

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, an RSE is formalized between the student and the Director of Studies.

2. STUDY ARRANGEMENTS

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
- + Extension of studies if warranted by the duration of the absence
- + Validation of Civic Involvement in accordance with its methods of assessment
- + 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

3. LEARNING AGREEMENT

At the start of the academic year, an RSE defining the study arrangements is formalized between the student, the Head of Department or the Head of Studies of the pre-specialization, and the Director of Studies. Students can apply for the status and its associated arrangements using the [Status](#) application, which lists all supporting documents required.

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

4. 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.

Simultaneously, the student must inform the Head of Studies of his/her year of study and all 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.

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

VII. WORKING STUDENT (ES)

1. OBTAINING THE STATUS

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, an RSE is formalized between the student and the Director of Studies.

2. STUDY ARRANGEMENTS

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
- + Extension of studies
- + Validation of Civic Involvement in accordance with its methods of assessment
- + Any other provision made in consultation with the Head of the program and the Director of Studies

3. LEARNING AGREEMENT

At the start of the academic year, an RSE defining the study arrangements is formalized between the student, the Head of Department or the Head of Studies of the pre-specialization, and the Director of Studies. Students can apply for the status and its associated arrangements using the [Status](#) application, which lists all supporting documents required.

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

4. ABSENCES

The Working Student must inform the Head of Department or the Head of Studies of the pre-specialization of his/her absence, at least 48 hours before the scheduled date.

Simultaneously, the student must inform the Head of Studies of his/her year of study and all 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.

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

VIII. PREGNANT STUDENT

1. OBTAINING THE STATUS

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, an RSE is formalized between the student and the Director of Studies.

2. STUDY ARRANGEMENTS

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
- + Extension of studies
- + Validation of Civic Involvement in accordance with its methods of assessment
- + Any other provision made in consultation with the Head of the program and the Director of Studies

3. LEARNING AGREEMENT

An RSE defining the study arrangements is formalized between the student, the Head of Department or the Head of Studies of the pre-specialization, and the Director of Studies. It may be renewed subject to regular attendance. Students can apply for the status and its associated arrangements using the [Status](#) application, which lists all supporting documents required.

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

IX. STUDENT–CAREGIVER OR HEAD OF HOUSEHOLD

1. OBTAINING THE STATUS

The Student–Caregiver or Head of Household 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–Caregiver or Head of Household status, an RSE is formalized between the student and the Director of Studies.

2. STUDY ARRANGEMENTS

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
- + Extension of studies
- + Validation of Civic Involvement in accordance with its methods of assessment
- + Any other provision made in consultation with the Head of the program and the Director of Studies

3. LEARNING AGREEMENT

At the start of the academic year, an RSE defining the study arrangements is formalized between the student, the Head of Department or the Head of Studies of the pre-specialization, and the Director of Studies. It may be renewed subject to regular attendance. Students can apply for the status and its associated arrangements using the [Status](#) application, which lists all supporting documents required.

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

4. ABSENCES

The Student–Caregiver or Head of Household must inform the Head of Department or the Head of Studies of the pre-specialization of his/her absence, at least 48 hours before the scheduled date.

Simultaneously, the student must inform the Head of Studies of his/her year of study and all 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.

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

X. STUDENT – VOLUNTEER FIREFIGHTER

1. OBTAINING THE STATUS

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, an RSE is formalized between the student and the Director of Studies.

2. STUDY ARRANGEMENTS

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
- + Extension of studies
- + Validation of Civic Involvement in accordance with its methods of assessment
- + Any other provision made in consultation with the Head of the program and the Director of Studies

3. LEARNING AGREEMENT

At the start of the academic year, an RSE defining the study arrangements is formalized between the student, the Head of Department or the Head of Studies of the pre-specialization, and the Director of Studies. It may be renewed subject to regular attendance. Students can apply for the status and its associated arrangements using the [Status](#) application, which lists all supporting documents required.

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

XI. 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		
Student enrolled in the Sports Studies Section	Be included on the list of high-performance athletes, training partners, <i>sportifs espoirs</i> , professionals, attend a Training Center approved by the Ministry, or be a "national" athlete of very high level.	Academic and athletic record.
Associative Commitment (Event) or Highly Committed 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 Université Fédérale de 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 in the INSA academic calendar (excluding the summer vacation).	Volunteer firefighter commitment contract.

APPENDIX D. APPROPRIATE 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).

APPENDIX E. STUDYING ABROAD

I. APPLYING FOR AN EXCHANGE SEMESTER ABROAD

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.

1. 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 early November to early 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.

Upon submitting his/her choices for an exchange semester abroad, the student undertakes to accept the assigned destination. The student is responsible for ensuring that the mobility project is compatible with his/her financial situation, language skills, health condition and/or disabilities, and that the destination university offers courses consistent with his/her academic project.

2. WITHDRAWALS

Once the destinations have been assigned, any withdrawal must be prompted by a case of force majeure or a sudden change in circumstances. In all cases, the student must provide supporting documents and notify both the International Relations correspondent and the DRI as soon as possible. Valid examples include sudden illness, unforeseen financial problems and unexpected family instability, all of which must be substantiated by a medical certificate or social welfare certificate, respectively. The impossibility of assembling a coherent curriculum is a valid reason for withdrawal provided that the student is not at fault.

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 during the next mobility campaign.

3. REPEAT STUDENTS

Should the student leaving for an exchange semester not validate 60 ECTS credits for the current 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.

II. 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.

III. 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.

IV. 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).

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