



Grenoble Institute of Technology

**Supplement to the framework regulations for studies
and examinations in the engineering programme and
sandwich course engineering programme**

Génie industriel

Ecole nationale supérieure de Génie industriel

Applicable from the 2019-2020 academic year

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TITLE I – SUPPLEMENT TO THE FRAMEWORK REGULATIONS FOR STUDIES AND EXAMINATIONS IN THE ENGINEERING PROGRAMME

These regulations lay down the operational rules within the Génie industriel school. They apply to student engineers who are studying one of the courses provided at Génie industriel.

SUPPLEMENT TO CHAPTER I – STUDIES

Section 2 – Course registration

b. Studying outside of the institution

Procedures

For student engineers who apply to study abroad

Dimensioning the flow of exchange students

The maximum number of student engineers authorised to study abroad is specified by the head of Génie industriel.

Organisation of applications

Student engineers are informed of the conditions and schedule for submitting applications on the school's intranet. The authorisation to study in a foreign institution is granted by the head of the school after consulting with the 1st session review committee of the current year.

Management of the exchange programme

The instructions are provided to all student engineers on the school's intranet. These include the following aspects:

- Before departure: registration, determination of the study contract,
- During the stay: follow up and sharing of information,
- Upon return: validation, sharing of experience and capitalising on the information.

Validation of activities carried out abroad

The student engineer undertakes to provide the school's international relations department with all official documents certifying the results obtained at the host university.

If the student engineer fails one or more modules of the programme taken at the host university, he or she shall register for the resit sessions planned at the host institution.

The Génie industriel international relations department carries out the transfer of the credits, i.e. it records each grade received in the local system (grade out of 20) based on the correspondence grids (available on the intranet). A weighted semester average is calculated based on the coefficient allocated to each course. The director of international relations validates this transfer and the school's international relations department is responsible for recording the grades.

For international students in a degree-awarding programme

International students registered at the school in a degree awarding programme must do at least one internship (engineering assistant internship or end-of-year project) in France.

The Génie industriel engineering degree can only be issued if at least 60 academic ECTS credits of the specialty area (within semesters 7, 8 and 9) have been validated at Génie industriel. The end-of-year project is validated under conditions common to all student engineers. A maximum of 30 ECTS credits may be validated in the student engineer's home institution.

For all student engineers whose native language is not French

Student engineers whose native language is not French are authorised to have a hardcopy French / native language dictionary during the examinations (whether or not documents are authorised) except for French as a foreign language examinations.

SUPPLEMENT TO CHAPTER I – STUDIES

Section 3 – 2 Internships

FOREWORD

During their three years of training, student engineers must carry out an internship each year:

- In 1st year: operator internship (period of 4 weeks required for validation)
- In 2nd year of the ICL (logistics chain engineering) course: field study (13 days in a company spread over 2 months)
- At the end of 2nd year for the two courses: engineering assistant internship (minimum 12 weeks)
- In the last semester of 3rd year: end-of-year project (5 months).

These internships are compulsory, including as part of the programme of study abroad. They are also assessed.

Procedure

The educational aims, the follow up and assessment conditions are specific to each internship. They are explained to the student engineers and provided by the business relations division on the school's intranet.

Searching for an internship

Student engineers are responsible for searching for and obtaining a topic for the internship in accordance with the school's academic requirements (except for field studies in semester 8 - ICL). Therefore, the school posts the internship opportunities offered by the companies, on the intranet.

Rule concerning the duration of the engineering assistant internship

If the students study abroad in semester S8 or S9, the duration of the engineering assistant internship may be adjusted based on the academic constraints of the host university. Subject to the presentation of supporting documents, the length of the internship may be reduced to 8 weeks.

If semester 9 is carried out abroad during the spring semester, the length of the engineering assistant internship will be adjusted by the "business relations" division. If the preceding conditions are not met, the engineering assistant internship will be carried out after semester 9. Consequently, it will last 12 weeks and must be carried out in a different company before the end-of-year project.

In the event of a voluntary suspension of studies between semester 8 and semester 9, the engineering assistant internship shall be carried out before the start of the voluntary suspension of studies.

This means that:

- the date of termination of the agreement must be later than the start of the voluntary suspension of studies,
- its assessment (report and oral exam) shall be carried out before the start of the voluntary suspension of studies.

In the event of a gap year spent in a company, the engineering assistant internship shall be carried out in a different company than that for the gap year.

Rule concerning the duration of end-of-year projects

The internship end date cannot exceed the date of the degree-awarding committee. The student engineer must draw up a report and present his or her work before a review committee of the school.

Organisation and validation of an internship topic

The internship topics are validated by the course unit director for the relevant operator internship or by the advisor in the case of the engineering assistant internships and the end-of-year project.

Either the engineering assistant internship or the end-of-year project must be carried out in a company or as part of an industrial assignment where the student is present in the company on a regular basis.

Student engineers must fill in the internship management tools with the necessary information for validating the topic and for drawing up the internship agreement.

The internship agreement must be signed before the start of the internship. Any change, even temporary, to the internship conditions set out in the internship agreement must be reported to the business relations division before it is applied. The business relations division will draw up amendments to the agreement as applicable.

In the event of a scheduled absence during the internship, student engineers must use the "internship absence request" form available online on the intranet.

Upon approval from the business relations division, an internship may be carried out under an employment contract (outside of the internship agreement), however in this case, an educational agreement must be signed between the school, the company and the student engineer to outline the expected educational outcome of the period spent in the company.

Follow up of the internships

The follow up of the internship is organised via a computer system which validates the steps and is used track all phases of the agreement up to the oral exam. Student engineers must comply with the use of this system.

If the student engineer does not observe this work procedure, the internship committee may consider that the intern has defaulted on this requirement irrespective of the assessment given by the advisor to the internship work.

Assessment of the internships

At the end of each internship the student engineer has to submit a written report and receives a specific assessment. With regard to internships abroad, if the work resulted in a report in the language of the host country, the student engineer must submit this document to the school alongside a 5 to 10 page summary in French.

The operator internship is assessed in connection with the 3rd year courses (S10). The field studies, end-of-year projects and engineering assistant internship lead to an oral exam at the school before a review committee composed of at least the academic advisor, a lecturer from the school and if possible the internship advisor or his or her representative.

Unless otherwise decided by the company, the oral exams are open to student engineers and lecturers from the school.

A deadline date for submitting the report will be set and provided to the students with regard to the operator internship. If the student engineer fails to comply with this date, the review committee may consider that the internship has not been validated in session 1. A second date will then be proposed and if this deadline is still not observed, the review committee will decide that the student has failed the subject. An oral exam date will be set for the field studies, end-of-year projects and the engineering assistant internship. If the student engineer fails to comply with this date, the review committee may consider that the internship has not been validated in session 1. A second date will then be proposed and if this deadline is still not observed, the review committee will decide that the subject has not been validated.

SUPPLEMENT TO CHAPTER I - STUDIES

Section 4 – 1 Attendance

Student engineers must attend all classes. With regard to absences, student engineers must fill out the absence management form (online on the intranet) and comply with the stipulated procedure.

SUPPLEMENT TO CHAPTER III – CONDITIONS FOR OBTAINING THE DEGREE

Section 1 – Validation of the programme of study

Procedures

Rules for validating the ability to work abroad (for student engineers accepted in 1st year as of September 2015)

The ability to work abroad will be validated by the degree awarding committee, at least by the student having studied abroad for a minimum of 6 weeks during his or her programme of study, for student engineers doing 3 years of training. For other student engineers, the degree awarding committee will decide on this validation in light of the student engineer's experience.

Rules regarding language learning

Two foreign languages (including English) are mandatory for 1st year student engineers and student engineers from the specialisation courses. Student engineers, upon proposal of the head of the language department, may be authorised by the director of studies:

- To study a third language, subject to a commitment over at least two years.
- To be entitled to an adjustment for the foreign language 2, for example English as foreign language 1 and 2 to enable refresher training, or French as a foreign language as the foreign language 2 for non-French speaking student engineers.

Rules regarding the semester system for the specialisation courses

The programme of study at Génie industriel is divided into 6 periods with 30 ECTS to be validated:

- 1st semester of 1st year (S5),
- 2nd semester of 1st year (S6),
- 1st semester of 2nd year (S7),
- 2nd semester of 2nd year (S8),
- 3rd semester of the specialisation course (S9),
- last semester of the specialisation course (S10).

Rules for calculating the average grade of each period

The average grade for each period is calculated based on the grade for each course unit multiplied by a coefficient of the number of ECTS credits for the course unit.

Rule for calculating the average grade of the degree

The average grade of the degree is the average of the average grades obtained for the periods validated at the school by the student engineer, multiplied by a coefficient depending on the number of ECTS credits for each period.

General rules regarding the content of the programmes of study

Each student engineer, including within the context of international exchange programmes, must do at least two semesters of the course at the school (amongst semesters 7, 8 and 9).

Rule concerning additional credits

In some special cases (electives, student involvement, arts-study or high level athlete statuses), student engineers may validate more credits than the total expected for the period in progress.

In this case, the sum of these credits cannot exceed 6 credits for the year.

Further to an application made by the student engineer, any acceptance by the school to validate these credits shall be considered as a commitment by the student engineer.

The grade obtained will be taken into account for the academic period for which the request was made.

SUPPLEMENT TO CHAPTER IV – ORGANISATION OF EXAMINATIONS AND REVIEW COMMITTEES

Section 2 – 3 Student representation

FOREWORD

Student engineers take part in the life of the school and must be represented in the school bodies. The representatives are the link between student engineers on the one hand and the school administration and teaching staff on the other hand. Their roles and responsibilities are specified in the job description sheet for student representatives (available on the intranet).

Procedures

Elections of the student representatives

1st year representative: The director of studies for 1st year is responsible for coordinating the election process for student representatives. The student representatives are elected for one year. Each tutorial group appoints one representative.

Course representative: The course directors are responsible for coordinating the election process amongst student engineers registered in the 1st year of the course. Each tutorial group must have one representative.

The representatives represent their group for two years. For the 2nd year of the course, if no representative of the previous year is present in semester 9, then an election is organised by the relevant course director. A single representative is therefore elected per course.

Representativeness of the student engineers on the review committees

Upon their request, student representatives are given an opportunity to speak at the start of the session to share any information that they deem useful for the decisions. They do not take part in the remainder of the meeting. If the number of representatives for a step is more than two, the representatives appoint two student engineers from amongst their number to represent them on the review committee. These representatives do not necessarily have to be the same at each review committee meeting.

The estimated schedule of review committee meetings is provided on the school's intranet.

SUPPLEMENT TO THE FRAMEWORK REGULATIONS

PROVISIONS REGARDING THE USE OF SCHOOL RESOURCES

Procedures

Resources loaned to student engineers by the school

The site access cards and library material must be returned before leaving the school. No degree certificate will be issued if the student engineer is not in good standing with regard to these provisions.

Confidentiality rule

The equipment, documents, works, software provided to student engineers are the property of the school or its training and research partners. Under no circumstances must they be used in another environment than that for which they have been specified, nor for another purpose than that of training the student engineers, in accordance with the student engineer charter signed by the student engineers when they enter the school. Whenever student engineers have access to documents belonging to the school's laboratories or the laboratories of its training and research partners, they must under no circumstances copy or disclose these documents without authorisation. Pursuant to Act 85-660 of 3 July 1985, any copy of software protected by exclusive user licences, that is not required for the needs of training, is prohibited.

Preservation of material resources

Student engineers must preserve the equipment and materials provided and return them in the condition in which they were provided. Any damage must be reported. The disciplinary department may be referred to regarding any malicious or negligent damage and this may lead to the student's exclusion from the school.

It is prohibited to eat in the school's computer rooms and on the GINOVA platform.

Rule regarding personal protective equipment (PPE)

In addition to the PPE provided by AIP Primeca during the educational activity, each student engineer of the school must have safety footwear to access the workshop section of the GINOVA platform.

TITLE II – SUPPLEMENT TO THE FRAMEWORK REGULATIONS FOR STUDIES AND EXAMINATIONS IN THE SANDWICH COURSE ENGINEERING PROGRAMME

These regulations lay down the operational rules within the Génie industriel school.

They apply to the sandwich course students studying in the work-study engineering programme: Sustainable Industrial Performance Engineering (IPID) offered by Génie industriel.

SUPPLEMENT TO CHAPTER I - STUDIES

Section 1 - Admission

The sandwich course student is admitted at Génie industriel, depending on the available spaces, according to the following procedure: based upon qualifications after examination of his or her file, selection interview within the school and hiring by a company.

The school posts the internship offers that it receives from companies, however it does not get involved in the hiring process by the company.

SUPPLEMENT TO CHAPTER II – PROGRAMME OF STUDY

Each sandwich course student must validate the ability to work abroad through multicultural experience.

This experience is organised by Génie industriel in the form of a project or courses provided in English. This period will take place in the school's premises or at the premises of an international academic partner.

SUPPLEMENT TO CHAPTER III – CONDITIONS FOR OBTAINING THE DEGREE

Section 1 – Validation of the programme of study

Conditions

Rules for validating course units

The grading conditions associated with each course unit are set out in the course handbook and displayed on the web page of each course unit.

The session 2 grade for all course units is calculated based on the formula:

“session 2 grade = resit grade”.

There is no resit session for the practical work and projects unless otherwise decided by the review committee.

Rules regarding the semester system for the IPID programme

The programme of study at Génie industriel is broken down into 4 periods to be validated:

- 1st year of IPID (S5 +S6): 60 ECTS credits,
- 2nd year of IPID (S7 +S8): 60 ECTS credits,
- 3rd year of IPID comprising two periods:
 - o semester S9: 30 ECTS credits,
 - o semester S10: 30 ECTS credits.

Rules for calculating the average grade of each period

The average grade of each period is calculated based on the grade obtained for each course unit multiplied by a coefficient of the number of ECTS credits for the course unit.

Rule for calculating the average grade of the degree

The average grade of the degree is the average of the average grades obtained for the periods validated at the school by the sandwich course student, multiplied by a coefficient depending on the length of each period (semester or year).

SUPPLEMENT TO CHAPTER IV – ORGANISATION OF EXAMINATIONS AND REVIEW COMMITTEES

Section 2 – 3 Representation of the sandwich course students

The roles and responsibilities of the representatives are specified in the job description sheet for the student representatives (available on the intranet).

Procedures

Elections of the student representatives

Each group of sandwich course students must have a representative. The representative is elected every year.

Representativeness of the sandwich course students on the review committees

Upon their request, the representatives of sandwich course students are given an opportunity to speak at the start of the review committee meeting to share any information that they deem useful for the decisions. They do not take part in the remainder of the meeting. The estimated schedule of the review committee meetings is provided on the school's intranet.

SUPPLEMENT TO THE FRAMEWORK REGULATIONS PROVISIONS REGARDING THE USE OF THE SCHOOL'S RESOURCES

Conditions

Resources loaned to sandwich course students by the school

The site access cards and library material must be returned before leaving the school. No degree certificate will be issued if the sandwich course student is not in good standing with regard to these provisions.

Confidentiality rule

The equipment, documents, works, software provided to sandwich course students are the property of the school or its training and research partners. Under no circumstances must they be used in another environment than that for which they have been specified, nor for another purpose than that of training the sandwich course students, in accordance with the student engineer charter signed by the sandwich course students when they enter the school. Whenever sandwich course students have access to documents belonging to the school's laboratories or the laboratories of its training and research partners, they must under no circumstances copy or disclose these documents without authorisation. Pursuant to Act 85-660 of 3 July 1985, any copy of software protected by exclusive user licences, that is not required for the needs of training, is prohibited.

Preservation of material resources

Sandwich course students must preserve the equipment and materials provided and return them in the condition in which they were provided. Any damage must be reported. Any malicious or negligent damage may lead to the student's exclusion from the school.

It is prohibited to eat in the school's computer rooms and on the GINOVA platform.

Rule regarding personal protective equipment (PPE)

In addition to the PPE provided by AIP Primeca during the educational activity, each student engineer of the school must have safety footwear to access the workshop section of the GINOVA platform.