

Organization & Management Rules of the Programs

International exchanges

Direction des Etudes/ Studies Department

LANGUAGE OF USE

While some documents are available in English and most teachers can answer questions in English, **courses and exams are generally conducted in French.**

Therefore, it is highly recommended for exchange students to have a **B2 level in French** or at least a B1 level upon arrival, in accordance with ERASMUS agreements. Otherwise, certain subjects, especially non-scientific subjects (management, project management, labor law, business management, etc.), may prove challenging to pass.

PROGRAM ORGANIZATION

The programs are made up of blocks called "Teaching Units" (UE in French), which reflect skills. **An UE is valued in ECTS credits and consists of "modules", which are subjects that allow for the development of the targeted skills.**

The acquisition of these skills is evaluated throughout the semester through assessments in each module (graded labs, projects, assignments, written and oral exams). If the weighted average of the grades for these assessments reaches 10 out of 20 for the UE, it *validates the acquisition of the skills of the UE and earns the associated ECTS credits.*

It is difficult, if not impossible, to obtain the ECTS of an UE by only partially attending it: any request for exemption from a module is at the student's discretion and comes with a grade of zero for the module, which may prevent the student from validating the UE.

The acquisition of skills is progressive, year after year. It is therefore advisable to respect the sequence of UEs defined by the programs of the chosen specialty.

In order to avoid corrections of the learning agreement, it is preferable to have the document validated by POLYTECH-PARIS-SACLAY before arrival at School.

COURSES TIMETABLE

The UEs are semester-based, but the start and end dates of the semesters vary according to the year of study:

- 1st year of the engineering cycle (year 3):
 - 1st semester: early September to mid January (including 3 weeks of vacation)
 - 2nd semester: mid January to mid June (including 3 weeks of vacation)
- 2nd year of the engineering cycle (year 4, equivalent to Master 1):
 - 1st semester: early September to around January 10 (including 3 weeks of vacation)
 - 2nd semester: mid January to early April (including 1 week of vacation) plus a minimum of 12 weeks for an end-of-year internship starting in April (9 ECTS, optional for international exchange students)

- 3rd year of the engineering cycle (year 5, equivalent to Master 2):
 - 1st semester: early September to around February 20 (including 3 weeks of vacation)
 - 2nd semester: 24-week end-of-studies internship starting in March

Note: Most of the courses in the 1st year are foundational subjects, and the common program across all specializations constitutes a significant portion of the courses.

It is strongly discouraged to establish a course schedule that mixes different years or specialties: timetables are organized so that the UEs of each specialty occur in parallel, and common core UEs are taught during common transversal slots.

Each specialty / year of cursus has a specific timetable. **Any mixing of programs inevitably leads to scheduling conflicts.**

SUPPLEMENTARY ASSESSMENTS

In case of not validating an UE, the student may be offered supplementary assessments that will allow, upon success, to reach the threshold of 10/20 and obtain the associated ECTS credits. These assessments are not guaranteed.

These assessments are proposed by committees that meet after the end of the semester, thus after the departure of students on semester exchange. If necessary, assessments can therefore be organized by the responsible teachers remotely, and take either a written or oral form.

TRANSCRIPTS OF GRADES AND RESULTS

The management of grades and results for international exchange students is identical to that of other students at the school: transcripts **are not subject to adaptations** to individual requests.

In particular, in the event of a student requesting exemption from certain modules, if the associated ECTS credits for the UE are not obtained, **no special calculation will be made to allocate part of the ECTS of the UE.**

Transcripts are communicated by the school's International Relations Service to the home institution by email as soon as possible and after the potential supplementary assessments. They are communicated individually to students upon request.

Paris, April 2025