

ÉCOLE POLYTECHNIQUE BACHELOR PROGRAM

Rules & Regulations

2020-2021



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BACHELOR ACADEMIC HANDBOOK



REFERENCE

Texts



Education Code – Articles L.675-1 and L.755-1;

Decree n° 2015-1176 dated 24 September 2015 relating to the organization and the administrative and financial status of École Polytechnique;

The resolution of the École Polytechnique Board of Directors dated 22 October 2015 delegating the authority to establish the fees for services provided by École Polytechnique to the Chairman;

The recommendation of the École Polytechnique Board of Directors dated 23 June 2016 relating to the creation of the Bachelor and Graduate Degree diplomas;

Decision n° 2016-162 EP/SG dated 13 July setting the Bachelor's Programs tuition fees;

Decision n° 2016-164 EP/SG dated July 19, 2016 setting the Bachelor's Programs application fees;

Decision n° 2017-83 EP/SG dated February 22, 2017 setting the Bachelor's Programs terms of attribution of tuition-fee waivers based on students' financial needs;

General Terms

This Academic Handbook defines the general principles governing the selection of applicants and their admission to the École Polytechnique's Bachelor Program. Furthermore, it outlines the structure and conditions of the Program's three years of study.

This document applies to students enrolled in the Program as of the 2020-2021 academic year. Terms outlined in this Handbook may be revised as needed.

Two additional documents supplement this Academic Handbook, setting out the framework for students' training:

- › *École Polytechnique Rules and Procedures (Règlement Intérieur)*
- › *Code of Student Conduct*

In the event of any inconsistency between these documents, the *École Polytechnique Rules and Procedures* shall prevail.

1. École Polytechnique's Bachelor Program

École Polytechnique's Bachelor Program is a multidisciplinary degree taught primarily in English and primarily based on the natural sciences, mathematics foremost, coupled with exposure to social sciences and humanities. Consistent with the diverse backgrounds of its students, the Program trains them to take charge of their adult lives through personal development. As such, the Bachelor Program strives to

allow each student to develop their multi-faceted personality through its unique academic curriculum. Therefore, École Polytechnique seeks to serve the greater good by preparing internationally-oriented students who hold dear the values of excellence, audacity, and integrity, to use these skills and values to improve our world.

The Program's coursework is outlined in the syllabi published annually, which may be revised as required. For each course, students will receive a course outline which lists the course objectives, the skills they are expected to acquire upon course completion, and the ways in which their performance will be assessed.

The Bachelor Program's first year is a foundational year in which students will develop the skills required to successfully complete their academic training. This initial year of study also allows students to discover various scientific fields to support them in selecting a major. By their second year at the latest, students must specialize. By the second semester, students thus typically select between the following double majors, which are subsequently pursued in the Program's second and third years:

- › Mathematics and Physics
- › Mathematics and Computer Science
- › Mathematics and Economics

Throughout their Program, students participate in activities and courses, particularly through sports, to foster their personal development.

Depending on their academic performance, students may be eligible to complete their fifth semester abroad (see section 3 below for additional details). Students must also complete a Bachelor thesis which is a lab-based research project in their sixth semester (second semester of Year 3). During their study breaks and holidays, students may pursue professional internships on a voluntary basis in accordance with relevant École Polytechnique policies.

2. Program Structure

The Bachelor Program consists of six semesters over the course of which at least 180 ECTS credits must be obtained. These six semesters are divided over three years; thus, two semesters per academic year. Each semester allows students to obtain at least 30 credits. Semesters one to five are limited to a maximum of 36 credits. Students can opt to take electives or to complete projects complementary to their area of study, both of which reinforce the key skills acquired through their academic training, and for which they may receive ECTS credits.

Students are eligible to take (a) supplementary course(s) which would cause them to surpass the semestrial 36-credit limit. Only certain courses can be

designated “supplementary courses” for the students.

Supplementary courses are optional and are awarded ECTS credits; however, the credits obtained through the completion of such courses do not count towards the credits required for graduation or progression from one year to another. Furthermore, the grades obtained in supplementary courses do not count towards calculating the student’s GPA.

Students who wish to pursue a specific individualized project requiring a specific learning agreement, which would prove to be incompatible with the general structure of the Program as it is, may file a request to do so with the Bachelor Program Office. Those requests will be studied on a case-by-case basis by the Academic Council. Students who see their request approved may be authorized to obtain the ECTS required to graduate through different means, to be decided by the Academic Council. Students who see their request approved may also pursue a diploma with a single major instead of a double major.

Students who commit to taking a supplementary course must complete the entire course and the course will normally appear on their transcripts. However, once their grade is known, students may file a request with the Bachelor Program Office to ask that the supplementary course be omitted from their transcript. To be considered, their

request must be filed within two weeks of the first business day following the publication of results. Furthermore, requesting such a change on the transcript is irreversible.

The degree is awarded only if a student attains at least 180 ECTS credits over the course of six semesters.

Each of the Program's subject pillars (*i.e.* mathematics, physics, computer science and economics) is represented by at least one Academic Advisor, selected by these respective departments.

3. Semester Abroad

Subject to the specific conditions outlined below, Bachelor Program students may undertake a semester abroad in their fifth semester (first semester of Year 3) either at a partner institution via the Official Student Exchange Program, or at another institution via an Independent Student Exchange Program. The application process for the semester abroad begins at the end of semester 3. Official and Independent Exchange Program committees are held during the second year.

In either case, students' academic plans must be approved by both committees composed of the following:

- › the Vice Provost for Education
- › the Director or Dean of the Bachelor Program
- › the Bachelor Program Head of Personal Development
- › Bachelor Program Student Exchange Academic Advisors
- › The Associate Director of the Bachelor Program
- › Bachelor Program Second- and Third-Year Officers
- › Student Mobility Managers from the Vice-Presidency, Marketing and International Relations.

In order to apply for a semester abroad, students must have obtained at least 90 ECTS credits by the end of semester 3 and a cumulative GPA of at least 3.0 (overall B average, see Articles 7.1 and 23 for information regarding grades and GPAs, respectively). Students who do not have the minimum GPA required to study abroad, but who nevertheless would like to do so, can have their wish examined by the Academic Council which may provide an exception to the minimum GPA in some circumstances.

Even if initially accepted into the study abroad program, students are only eligible to leave if they have 90 ECTS credits completed by the end of semester 3 and 120 ECTS credits completed by the end of semester 4 without remedial exams for Year 2, as well as a cumulative GPA of 3.0 or higher at the end of semester 4.

While abroad, students adhere to the rules and regulations of the host university. This includes, but is not limited to, attendance policy, grading policy, and access to remedial exams.

4. Bachelor Thesis

Students are required to complete a Bachelor thesis linked to their double major in their sixth semester (second semester of Year 3). The thesis is composed of a lab-based research internship (see 5-Internships), written report, and oral defense.

The internship is worth 14 ECTS credits, typically takes place over at least an eight-week period, and is undertaken in a lab at École Polytechnique or at a partner institution, when possible. The Academic Council may exceptionally authorize students to pursue a thesis related to their minor (if applicable); in such instances, the thesis project must be undertaken at a lab at École Polytechnique.

Students must undertake a literature review in their area of interest, identifying gaps or inconsistencies to develop their own argument or hypothesis which they will test.

Students will receive a numeric grade (from 0 to 20) and a letter grade (from A+ to F) for their Bachelor thesis, taking into consideration both the written report and oral defense, in accordance with Section 3, Article 7 of this handbook.

5. Internships

Internships are an optional component of the Bachelor Program's academic curriculum. Students are responsible for finding their own internship(s),

which typically take(s) place over the summer months after courses end (*i.e.* approximately July 1 to September 1). Internships can take place in France, within Europe, or overseas, in accordance with the student's wishes. They may or may not be remunerated, in accordance with the labor code/standards of the country in which the internship takes place. If a student requires work authorization to undertake the internship in a foreign country, s/he is responsible for obtaining such authorization. Language requirements may apply to certain destinations.

Although the Bachelor Program Office does not actively seek out internship opportunities on behalf of students, it is closely involved in supporting them through their work experience.

5.1-Definitions

Each student completing an internship is assigned the following:

- **Internship Supervisor** (*réfèrent*): this individual is assigned to the student by the Bachelor Program Office to mentor and support them throughout their internship. Internship supervisors are also responsible for reviewing and approving the conditions under which a student will be expected to work. An internship supervisor must have a link to École Polytechnique and can be anyone deemed competent by the Bachelor Program Office, including but not limited to: an instructor, an École Polytechnique

alumnus/alumna, a Personal Development Officer, etc.

- **Site Supervisor** (*tuteur*): this individual is appointed to a student by the hiring company/organization. The student will have regular interaction with this person as s/he will be reporting directly to him/her in their internship. The site supervisor must be able to properly communicate in English or in French.

*Note: The names and signatures of these individuals must appear in each student's internship contract.

5.2. *Preparing for an internship*

When a student receives an internship offer, s/he must inform the Bachelor Program Office who will then assign him/her an internship supervisor. At that point, the student must complete the internship agreement form provided. To this end, students must provide their site supervisor's name and contact details, the length of the internship, the number of hours to be worked, the amount of the stipend (if applicable), etc.

Subsequently, the internship agreement must be signed by the student, the internship supervisor, site supervisor, and École Polytechnique's representative responsible for signing internship agreements.

In the event where a hiring company/organization refuses to agree to an

internship agreement drafted by École Polytechnique, the student should contact and inform the Bachelor Program Office immediately.

Section 1 Recruitment and Selection of Applicants

Article 1. Application

Procedure Applications are open to the following:

- › those preparing for a diploma awarded for the completion of secondary education (French baccalaureate, baccalaureate with an international option, International Baccalaureate, Swiss Gymnasium Matura, European certificate attesting the completion of secondary education, high school diploma, etc.),
- › those preparing for an entrance certificate to enter higher education, scientific universities in particular,
- › those who have already obtained a diploma or entrance certification enabling them to enter higher education.

Applications are to be made online and supporting documents to be submitted include transcripts, a personal statement, a CV or its equivalent in Parcoursup and two reference letters or its equivalent in Parcoursup. Following a review of their application, preselected applicants are invited to take part in a video conference

interview. Applicants selected following the interview are admitted to the École Polytechnique Bachelor Program, provided they obtain a diploma awarded for the completion of secondary studies or an entrance certificate to enter higher education.

A decision of the President of École Polytechnique sets the amount of the application fee. This €95 application fee is due when the application is submitted and is non-refundable, regardless of the admission decision. Payment of the fee is a prerequisite for the application to be considered by the Admissions Committee; therefore, non-payment of the fee results in the automatic rejection of the associated application.

Article 2. Selection

Applications are reviewed by a Preselection Committee and an Admissions Committee, both of which are chaired by the Provost or the Vice Provost.

The membership of the Preselection Committee is the same as that of the Admissions Committee. The mandatory members are:

- › the Provost or the Vice Provost
- › the Director or Dean of the Bachelor Program or his/her representative
- › the Director of Military Training and Personal Development, or their representative
- › a representative from either the Department of Pure Mathematics or from the Department of Applied Mathematics
- › a representative from either the Department of Physics or the Department of Mechanics
- › a representative from the Department of Economics
- › a representative from the Department of Computer Science.

Non-mandatory members acting in an advisory capacity are:

- › a representative from the Department of Marketing a representative from the Department of International Relations
- › a representative from the École Polytechnique Alumni Association
- › a representative from the École Polytechnique Foundation
- › the Associate Director of the Bachelor Program
- › Bachelor Program first-, second- and third-year officers
- › the Bachelor Program Admissions Team.

Selection criteria are primarily based on outstanding academic results already achieved in previous education. However, they also take into account personal motivation, applicants' academic projects, their proficiency in English, as well as their commitment to studying and living in an international and multicultural environment.

Once the Admissions Committee has reviewed applications, the Bachelor Program Office notifies applicants of their (in)admissibility by email. An official certificate of admission is sent to all admit-

ted candidates. However, students are advised that registration for the Bachelor Program is conditional on their obtaining a diploma awarded for the completion of secondary education or any other diploma or certificate mentioned in this Handbook (*see Article 1 – Application Procedure*).

Section 2 Registration Procedure, Tuition, and Fees

Registration is mandatory and enables students to attend courses and take exams. It consists in annual administrative registration and academic registration each semester.

Article 3. Annual Administrative Registration

Students complete their annual administrative registration online. In Year 1, administrative registration is conditional on the payment of a first non-refundable €1,400 tuition deposit and a second non-refundable €1,400 tuition deposit when applicable: the first is due upon acceptance of the offer of admission, while the second must be submitted by July 14. While all students have to pay the first €1,400 tuition deposit, the amount of the second tuition deposit may vary for students benefiting from tuition waivers.

Students' administrative registration is confirmed once these deposits have

been received and their online registration has been completed. These deposits are applied towards students' first year tuition.

The deposits are eligible for reimbursement only in the following two cases:

1. Withdrawal due to medical issues for which a medical certificate must be provided.
2. Administrative registration cancellation by École Polytechnique due to non-compliance with the criteria listed in the conditional offer of admission.

In very specific circumstances, students may request a reduced tuition deposit of €400. To be eligible for this, the student must have been awarded an interest-free loan in the amount of €12,000 per year in collaboration with the École Polytechnique Foundation, and they must also have received at least one other form of financial aid from École Polytechnique or the Foundation (*i.e.* tuition waiver, Excellence Scholarship, Living Costs Scholarship, Women in Science Scholarship).

Students must be covered by a public health insurance plan (*sécurité sociale*) when they register at the start of each academic year. Students from countries outside the European Union must adhere to the French public health insurance plan, while students from countries within the European Union have the option to keep their home country's health insurance.

All students in France have to pay a €93 Student and Campus Life Contribution (*CVEC- Contribution vie étudiante et de campus*). It is intended to finance social, cultural, and sports endeavors in higher education in France. This fee must be paid prior to beginning courses and students must submit an attestation – proof of payment – to Ecole Polytechnique.

Students are required to produce a civil liability insurance certificate, covering them against any damage caused during the Program. Although not compulsory, purchasing a private top-up health insurance policy (*mutuelle*) is highly recommended.

Once the administrative registration is complete, each student will be provided with a badge, which doubles as a student card, at the start of the academic year. Badges must be returned to École Polytechnique at the end of the Program.

Article 4.

Academic Registration

Academic registration each semester is mandatory. Academic registration serves as registration for exams for the relevant semester. Students must communicate their chosen courses to the Bachelor Program Office in the manner and timeframe indicated to them. If they fail to do so, their courses will be allocated to them automatically by the Bachelor Program Office.

Registering for electives or supplementary courses requires the prior approval of the Bachelor Program's academic advising team.

By the end of Year 1, students choose their double major for Years 2 and 3 from among those offered by the Bachelor Program. The chosen major is approved by the Bachelor Program Academic Council, as defined in section 4, depending on the student's academic level, in the manner and timeframe indicated beforehand. Any request to change majors from Year 2 must be duly justified and submitted to the Academic Council for its consideration.

Article 5.

Tuition and Fees

Tuition and fees are determined by the President of École Polytechnique annually. Tuition and fees may be refunded only for medical reasons in which a student is unable to continue in the Program for which a medical certificate must be provided. Tuition and fees are not refunded in cases of expulsion from École Polytechnique.

Students are committed to paying the entirety of their annual tuition by October 15. Unpaid tuition may result in the student's deregistration from the Program; this entails loss of access to his/her École Polytechnique email account, inability to access the institution's online platforms, to request transcripts/official documents, and ineligibility to take final exams. In addition, students with unpaid

tuition are unable to progress from one year to the next; all tuition and fees must be paid in full before graduation.

- › Bachelor Program Head of Personal Development
- › Head of Legal Services, or his/her representative

Article 6.

Financial Aid

Students admitted with honors and who demonstrate financial need are eligible to apply for tuition waivers. Funds attributed to tuition waivers may not exceed 20% of the sum of all tuition paid in a given year. Eligible students may apply for tuition fee waivers in the manner outlined by the Bachelor Program Office. Tuition fee waiver applications are evaluated by the Financial Aid Committee composed of the following individuals:

- › Director General or his/her representative Secretary General (Committee Chair)
- › Director of the Budget, Finances and Procurement, or his/her representative
- › Director of International Relations, or his/her representative
- › Director of the Accounting Department
- › Head of Diversity, or his/her representative
- › Head of the Administration and Finance, Provost's Office, or his/her representative
- › Vice-Provost for Education
- › Director or Dean of the Bachelor Program

Invited, non-voting members, include:

- › Admissions Officer of the Bachelor Program
- › Associate Director of the Bachelor Program

The Financial Aid Committee ensures that it awards comparable tuition-fee waivers to students admitted with honors during the various waves of admissions. The decision to award tuition-fee waivers shall be taken by the Director General on the advice of the Committee. Unless otherwise specified, need-based tuition-fee waivers are granted to each beneficiary student for a period of three years, except if the student repeats a year. A student who repeats a year loses the benefit of the tuition waiver for the repeated year and must then pay tuition fees in full for that year.

Section 3 Knowledge Assessment

Article 7.

Grading system

1. Grading

For each course, students will receive a letter grade (from A+ to F). At the beginning of the course, the instructor must outline the manner in which students will be evaluated and must enumerate the course's academic objectives each student must acquire upon course completion.

Letter grades are as follows: A+, A, A-, B+, B, B-, C, D, E, F. These grades indicate

the level to which the student has achieved a given course's academic objectives.

Letter grades mean the following:

- ▶ A+: The course's academic objectives were surpassed and the student has gone above and beyond expectations
- ▶ A: The course's academic objectives were fully attained and the student has demonstrated particular capabilities during the course
- ▶ A-: The course's academic objectives were fully attained
- ▶ B+: The course's academic objectives were mostly attained
- ▶ B, B-: The course's academic objectives were generally attained
- ▶ C: The course's academic objectives were partially attained with adequate knowledge to move on to more advanced work
- ▶ D: The course's academic objectives were minimally attained with persistent weaknesses
- ▶ E: The course's academic objectives were not attained
- ▶ F: The course's academic objectives were not attained as the student demonstrated no or little effort (*e.g.* numerous unexcused absences, failed to attend exams) and/or committed/attempted to commit an academic offense (*e.g.* cheating, plagiarism)

Grades ranging from A+ to D are passing grades which allow students to receive ECTS credits. Grades of E and F allow students to take remedial exams (see Article 12 for additional details).

During the first semester, students can request to have a Pass/Fail grade instead of a letter grade in one or two of the following courses:

- ▶ ECO101 Introduction to Economics;
- ▶ MAA103 Discrete Mathematics;
- ▶ PHY101 Mechanics and Heat;
- ▶ PHY103 Beginner's Physics Lab;
- ▶ CHE101 General Chemistry.

Students who receive a Pass grade still benefit from the ECTS credits associated to the course(s) but their grade does not count towards calculating their GPA (see Article 23 for additional details). Once their grade is known, students may file a request with the Bachelor Program Office to ask that their grade be transformed into a Pass/Fail. To be considered, their request must be filed within two weeks of the first business day following the publication of results. Furthermore, requesting such a change on the transcript is irreversible.

2. Language Requirements

Learning French is obligatory for non-Francophone students. Unless otherwise deemed by the Department of Languages and Cultures, students are considered non-Francophone if they have not completed at least three years of their high school education in French. A "B2" French level on the Common European Framework of Reference for Languages (CEFRL) is required of non-Francophone students to obtain their degree. The Department of Languages and Cultures may grant an exception to this requirement, that has to

be then further approved by the Student Graduation Committee.

Francophone students must learn another foreign language. If their knowledge level permits, they may also take culture and civilization courses in a foreign language. Regardless of the initial foreign language class taken (including French), a “C1” CEFRL level is required for a student to begin learning another foreign language that replaces the language initially selected. This requirement may be waived by the Academic Council, and all changes to foreign language classes must be approved by the Department of Languages and Cultures.

3. Specific Terms Relating to Personal Development and Sports

Unless exempted by the Director of Military Training and Personal Development, playing sports is required, as it is a fundamental element of the program’s personal development component, which allows students to develop all facets of their personalities.

École Polytechnique believes it is necessary for students to become involved in the collective and individual duty of applying the terms of this program handbook and of the student handbook. Collective living and academic life are governed by the same guiding principle: responsibility shared between staff and students. The objective is for everyone to achieve a sense of responsibility and autonomy. The Personal Development courses, contributing to enhancing

commitment to the concept of personal development, are intended in that spirit.

For Personal Development courses, students receive a Pass/Fail grade instead of a letter grade. Students with passing grades still benefit from the ECTS credits associated to the Personal Development courses but their grades do not count towards calculating their GPA (see Article 23 for additional details).

4. Humanities and Social Sciences Requirements

Over the course of the three years of the Program, students have to follow at least two courses in Humanities and Social Sciences in order to graduate. In the two last semesters in which students may access courses in Humanities and Social Sciences, they will be automatically enrolled in those courses if they have not fulfilled this requirement earlier throughout the Program.

Article 8.

Coursework and Exams

Knowledge acquisition is assessed in either of the following two ways, as determined by the instructor of each course:

- › Coursework throughout the semester (*e.g.* take-home/in-class assignments, group work, quizzes, etc.).
- › Coursework as described in the bullet above AND a final exam.

Coursework allows for students' progress and knowledge acquisition to be regularly monitored; as such, it must consist of at least 50% of the final grade for courses lasting more than 8 weeks.

The final exam schedule is communicated to students by the Bachelor Program Office. Once final exams are corrected, and final grades are approved by the Academic Council, corrected final exam copies are then made available to students upon request.

In order to request a copy of their corrected final exams, students must submit their request in writing via email to the Academic Support, copying the Director and Associate Director of the Bachelor Program, within the deadlines communicated by the Bachelor Program Office. Exam copies are provided electronically. All final exam copies are archived until the students who took the exams graduate. After this date, 1% of the total exam copies per course, or at least 3 copies, will continue to be archived while the other copies are destroyed.

Article 9. Attendance

Attendance at all classes and exams is mandatory.

Absence and tardiness disrupt class for others and may adversely affect the coursework grade. More than three unexcused absences from courses with small groups such as tutorials, labs, seminars, sports

and language classes will result in a maximum coursework grade of C. Absences and tardiness during lectures can be penalized by the lecturer and may impact the coursework grade.

Absences and tardiness may also be further penalized by the Academic Council.

All absences should be notified and justified. The Bachelor Personal Development team is charged with validating the documentation provided to justify absences from class and/or exams, and is responsible for excusing absences. Acceptable reasons for absences, which must all rely on written justification, are the following:

- › Medical reasons;
- › Family emergency (*e.g.* death of a relative);
- › Obligation set up by École Polytechnique itself (*e.g.* a student representative asked to miss a class to attend a Committee);
- › Administrative obligation (*e.g.* a student who has to attend to a mandatory civic duty).

Absences for other reasons should still be notified, but will not be excused.

It is the responsibility of each student to make up for missed classes and to inform the professor(s) concerned in advance.

Article 10. **Plagiarism and Cheating**

Evaluation of knowledge acquired throughout the course seeks to assess students' individual and group work skills. All coursework produced by students must be his/her own personal work, or the work of his/her group for instances involving groupwork.

Plagiarism means the representation of another's work, published or unpublished, as his or her own in any academic writing (*e.g.* essay, thesis, research report, project or assignment) submitted in a course, whether the material so represented constitutes a part or the entirety of the work submitted. École Polytechnique reserves the right to employ the means necessary to identify plagiarism and cheating, and to prosecute such offences in accordance with the institution's rules and regulations.

All infractions during exams may lead to a disciplinary procedure brought forth against the student concerned. In the event of a flagrant case of cheating or attempted cheating, the exam invigilator shall take all appropriate measures to stop the cheating, or attempted cheating, while allowing the suspected student(s) to complete their exam. Materials used to support cheating shall be immediately confiscated by the invigilator and shall be submitted to the Bachelor Program Office. The latter will transmit it to the Disciplinary Committee which will use the evidence to establish the facts of the situation. The invigilator shall immedi-

tely draft a report, which must be signed by the other invigilators present as well as by the perpetrator who cheated/attempted to cheat. When the perpetrator refuses to sign, this shall be reflected in the report.

Plagiarism, cheating or attempted cheating automatically may result in prosecution before the Disciplinary Committee. In cases in which plagiarism, cheating or attempted cheating is proven, consequences may range from receiving a zero or F for the coursework concerned, to permanent expulsion from École Polytechnique.

Article 11. **Make-up Exams**

Make-up exams are scheduled for each semester and take place during the timeframe outlined in the academic calendar provided to students. When a student has an excused absence from an exam, and this absence would cause him/her to fail the course, then s/he automatically has the right to a make-up exam.

Unexcused absences from exams may result in a grade of zero or F for the relevant exam(s) and do not allow access to make-up exams.

Make-up exams are assessed with a numerical grade (from 0 to 20). This grade, in addition to the results related to other coursework allows the instructor to attribute a letter grade (A+ to F) in accordance with the terms outlined in Article 7 (Grading). Students who fail the make-up

exam are, like other students, eligible to participate in remedial exams.

Article 12. Remedial Exams

When a student does not receive ECTS credits for a course given his/her poor academic performance, s/he may take a remedial course. Remedial exams take place during the timeframe outlined in the Academic Calendar. Content of remedial exams is guided by the courses a student failed (*i.e.* the courses in which they received a grade of E or F). École Polytechnique does not offer remedial exams for courses taken abroad.

When a student passes a remedial course, s/he can only receive a maximum grade of D, C, with the following transcript notation: Remedial course completion. This grade replaces the failing grade initially obtained.

Absence from a remedial course exam, whether excused or unexcused, results in an automatic failure of the exam.

Article 13. Promotion

Degree conferral requires at least 180 ECTS credits obtained through the course of at least six semesters. All students are required to obtain these credits and to graduate with no more than 4 years; the Academic Council may provide an exception to this rule in exceptional circumstances (*e.g.* medical issue).

Promotion from one year to the following requires to have followed courses for at least 60 ECTS credits per year. Promotion from one year to the next is not automatic and only occurs once approval is granted by the Academic Council and Student Progression Committee.

Promotion and repeating a year for the Bachelor Program's three years occurs as follows:

› Year 1

- Upon completion of at least 60 ECTS credits: promotion to Year 2, specialization selections pending review by the Academic Council/Student Progression Committee;
- Upon completion of 59 ECTS credits or fewer: readmission to Year 1 reviewed by the Academic Council/Student Progression Committee.

› Year 2

- Upon completion of at least 120 ECTS credits: promotion to Year 3;
- Upon completion of 119 ECTS credits or fewer: readmission to Year 2 reviewed by the Academic Council/Student Progression Committee.

› Year 3

- Upon completion of at least 180 ECTS credits: degree conferred;
- Upon completion of 179 ECTS credits or fewer: readmission to Year 3 reviewed by the Academic Council/Student Progression Committee.

The Student Progression and Graduation Committee may provide exceptions to the rules stated above.

Students who have not completed 90 ECTS credits after the end of semester 3, or have not completed 120 ECTS credits at the end of semester 4, are unable to undertake a semester abroad in Semester 5. The Academic Council/Student Progression and Graduation Committee has the authority to provide an exception to this rule.

Article 14. **Appeal Procedures**

1. Grade Appeal

In the event of a grade appeal, a written, duly justified and signed request for must be sent to the instructor in charge of the relevant course and copied to the Dean of the Bachelor Program within two weeks of the first business day following the publication of results.

The decision to modify the challenged grade belongs to the instructor in charge of the course.

The instructor may provide for a review of the paper in a manner devised by himself/herself and communicated to the student concerned.

2. Appeal of a Decision of the Student Progression Committee

In the event of an appeal against the decision of the Student Progression and Graduation Committee, a written,

duly justified and signed request must be sent to the Chairman of the Committee within two weeks of the first working day following the publication of the decision.

The right to modify the challenged decision belongs to the Chairman of the Committee.

Article 15. **Leave of Absence**

A leave of absence may be granted for students in compelling circumstances. Leaves of absence are considered for students who plan to undertake an activity that is consistent with their academic and professional goals. Leaves of absence are only granted one time to current students in any year, except in year 1. Such leave must be requested in writing and must be addressed to the Director General. The letter which must state the exact dates of the leave, should outline the reason(s) for the leave of absence, how this leave advances the student's academic/professional goals, and how it is consistent with his/her academic path at École Polytechnique. Any relevant supporting documentation should also be submitted.

Typically, a leave of absence takes place for one academic year from September to August; therefore, leave requests must be submitted to the Bachelor Program Office by June 30 immediately preceding the leave.

The ability to make decisions concerning leave requests is vested in the Leave of Absence Committee, which is composed of the following members:

- › Director General
- › Provost (or his/her delegate)
- › Director or Dean of the Bachelor Program
- › Bachelor Program Head of Personal Development
- › At least two Bachelor Program Academic Advisors
- › At least one student representative

If approved, the student concerned is required to maintain regular contact with the Bachelor Program Office and must keep the Office up-to-date on his/her situation during the leave; the nature of this contact is determined upon approval of the leave of absence by the Leave of Absence Committee. Students who receive financial aid are ineligible to receive such funding during their leave.

In the event the Leave of Absence Committee refuses to grant leave to a student, he/she may contest this decision in the French judicial system within two months after the date the requestor receives the Leave of Absence Committee's decision.

Article 16. Expulsion

A student may be expelled for disciplinary reasons and/or for poor academic performance. A decision to expel a student permanently is taken by the Director-General, according to the recommendation of the Disciplinary Committee, which may meet on the recommendation of the Bachelor Program Academic Council or the Bachelor Program Office.

Section 4 Bachelor Program Academic Council

Article 17. Organization and Membership

Members of the Bachelor Program Academic Council are:

- › the Vice Provost for Education,
- › the Director or Dean of the Bachelor Program,
- › the Bachelor Program Head of Personal Development,
- › Bachelor Program Academic Advisors,
- › Bachelor Program first-, second- and third-year officers,
- › the Manager of Academic Records,
- › student representatives.

It is chaired by the Vice Provost for Education or by the Dean of the Bachelor Program in his/her absence. The Council may also invite guests, such as instructors and departmental representatives as needed.

Article 18. **Role of the Bachelor Program Academic Council**

The Bachelor Program Academic Council is tasked with checking and validating the grades awarded to students.

Taking into account any particular circumstances which may affect the personal and academic progress of each student, the Academic Council formulates recommendations to the Student Progression Committee. More specifically, it advises on students' double majors or specializations, the electives and supplementary courses they can pursue, and their choice of university for the semester abroad.

The Academic Council reviews program components and makes recommendations as to areas for improvement. It analyses the course evaluation forms completed by students and acts as an advisor for continuous improvement.

The minutes of the Academic Council are prepared under the supervision of the chairperson who signs them.

The Bachelor Program Office undertakes the secretarial duties of the Academic Council.

Section 5 **Student Progression and Graduation Committee**

Article 19. **Organization and Membership**

The Student Progression and Graduation Committee's voting members are:

- › the Provost,
- › the Vice Provost for Education,
- › the Director or Dean of the Bachelor Program,
- › Bachelor Program Academic Advisers,
- › the Director of Military Training and Personal Development.

It is chaired by the Provost or the Vice Provost for Education in his/her absence.

A preliminary Committee meets prior to the Student Progression and Graduation Committee. Its membership is extended to the following members, acting in an advisory capacity:

- › the Bachelor Program Head of Personal Development,
- › Bachelor Program first, second- and third-year officers, student representatives.

The Manager of Academic Records is also present during the whole duration of the Committee, acting in an advisory capacity.

Article 20.

Role of the Student Progression and Graduation Committee

Promotion from Year 1 to Year 2 and from Year 2 to Year 3, as well as graduation approval occurs after deliberation of the Student Progression and Graduation Committee. The Committee also approves major, elective, and supplementary course choices. It bases its decisions on all the results achieved by students, taking into account the recommendations from the Academic Council.

The decisions of the Student Progression and Graduation Committee are final. The Committee may, after deliberation, modify or compensate each grade and/or decide to award one or more additional ECTS credits to students.

The Student Progression and Graduation Committee may impose sanctions on the grounds of poor academic performance, which can extend to permanent expulsion of the student concerned.

The minutes of the Student Progression and Graduation Committee are prepared under the supervision of the chairperson who signs them. The Bachelor Program Office undertakes the secretarial duties of the Student Progression and Graduation Committee.

Section 6 Disciplinary Committee and disciplinary sanctions

Article 21.

Disciplinary sanctions

As stated in article 53.6 of *École Polytechnique Rules and Procedures*, any misconduct and/or failure to comply with the rules stated in *École Polytechnique Rules and Procedures*, in this *Academic Handbook* or in the *Code of Student Conduct*, may lead to the following disciplinary sanctions for the student concerned:

- › A warning;
- › An official blame;
- › Temporary exclusion of up to one month;
- › Permanent expulsion from École Polytechnique.

The warning is issued by the Director General after the student concerned has been put in a position to assert his/her rights. The other sanctions are issued by the Director General, upon advice of the Disciplinary Committee.

Article 22.

Disciplinary Committee

The Disciplinary Committee meets at the request of the Director General, upon recommendation of the Bachelor Program Academic Council, the Bachelor Program Academic Team and/or the Bachelor Program Personal Development Team. As stated in *École Polytechnique Rules and*

Procedures, the Disciplinary Committee may impose sanctions on disciplinary grounds, which can extend to permanent expulsion of the student concerned. The Disciplinary Committee includes representatives from École Polytechnique Faculty as well as student representatives, and is chaired by a Professor from École Polytechnique.

Section 7 Grade Transcript and Degree

Article 23. Transcript and Degree Award Procedures

Diplomas and transcripts are personal documents which may only be given to the individuals concerned or their legal representatives.

At the end of each semester, students receive a transcript summarizing the grades and ECTS credits achieved. Transcripts also include a GPA for each semester and a cumulative GPA. GPAs are based on a scale of 4.0 and are weighted and calculated as follows:

A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7

C	2.0
D	1.0
E/F	0

There is no indication of ranking on the transcript. However, it provides an indication of the student's rank relative to his/her fellow students.

For the first year, students are placed into quartiles compared to all students in their cohort. In the second and third year, students are placed in quartiles compared to students in the same major.

For playing a leading role in projects in line with École Polytechnique values, doing outstanding work for the benefit of their campus community or for the common good of society, certain students have "Outstanding Student Involvement" listed on their transcript. The number of such students does not exceed 30% of the class.

At the end of the Program, the student is awarded École Polytechnique Bachelor of Science and the French *grade de licence*, provided s/he has met all administrative and academic requirements.

There is no indication of ranking on the diploma. However, distinctions awarded to certain students are inscribed on the diploma, as follows:

➤ **Summa cum laude:** this distinction is awarded to students who graduate with a cumulative GPA of 4.0 or more;

- › Magna cum laude: this distinction is awarded to students who graduate with a cumulative GPA of 3.9 or more, up to 4.0;
- › Cum laude: this distinction is awarded to students who graduate with a cumulative GPA of 3.7 or more, up to 3.9.

These distinctions are awarded by the Student Progression and Graduation Committee to recognize those students who have distinguished themselves by their academic excellence, their sustained efforts and their involvement in their class year and in École Polytechnique.

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A valedictorian in each double-major is designated based on the highest cumulative GPA. To qualify, the student must have completed at least 5 semesters of study at Ecole Polytechnique.