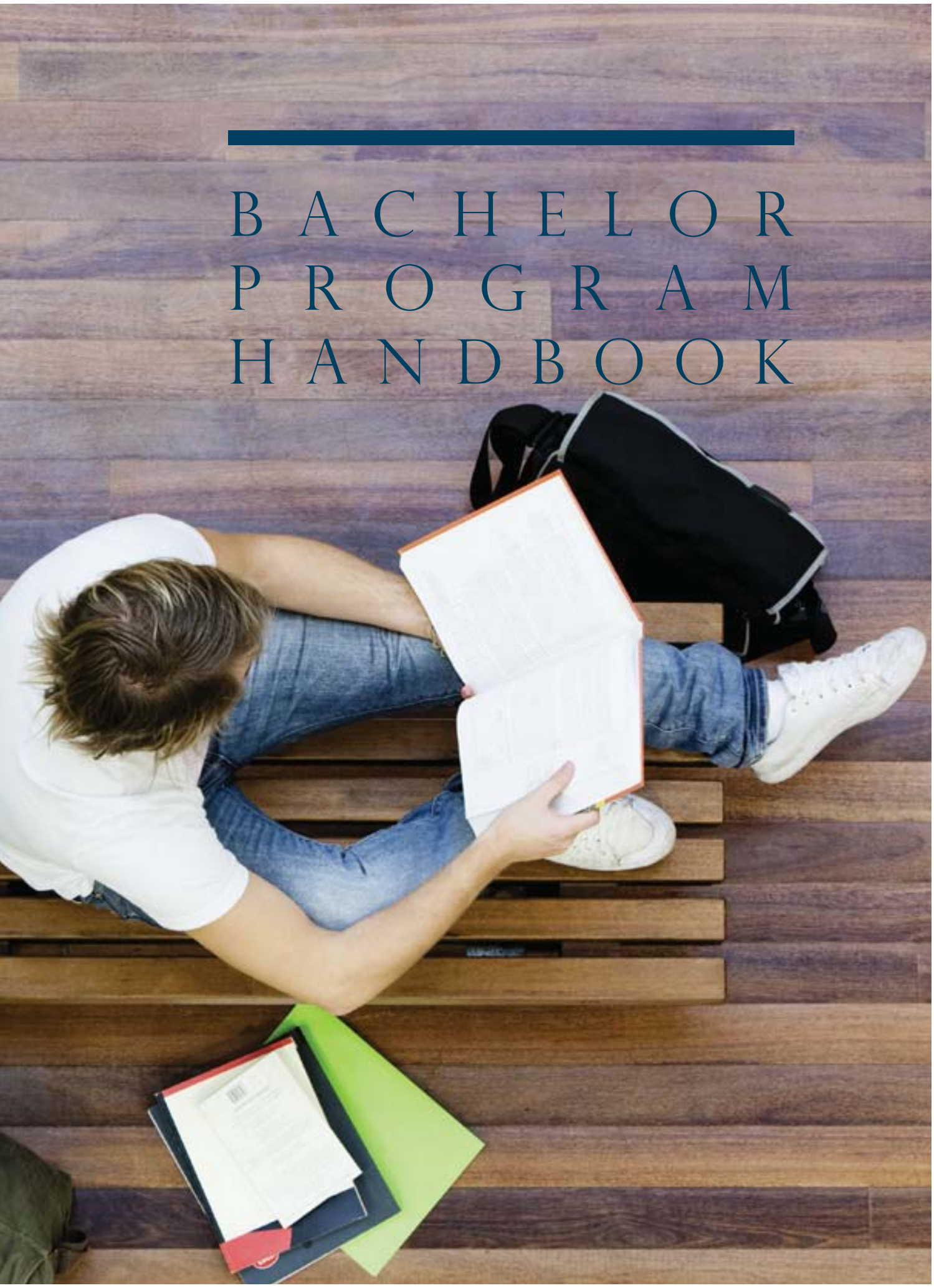
ÉCOLE POLYTECHNIQUE BACHELOR PROGRAM

Rules, Regulations, and Syllabi


POUR LA PATRIE LES SCIENCES ET LA GLOIRE

TABLE OF CONTENTS

BACHELOR PROGRAM 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 Program 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 2018-2019 academic year. Terms outlined in this Handbook may be revised as needed.

Two additional documents supplement this Handbook, setting out the framework for student's training:

- École Polytechnique Rules and Procedures;
- 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 the social sciences and humanities. Consistent with the diverse backgrounds of its students, the Program trains them to take charge of their adult lives though 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 appended to this document, 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 the middle of the second semester, students must select between the following 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 are eligible to complete their fifth semester abroad (see section

3 below for additional details). Students must also complete a Bachelor thesis which is an 8-week 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 (6) semesters over the course of which 180 ECTS credits will be obtained. These six (6) semesters are divided over three (3) years; thus, two (2) semesters per academic year. Each semester allows students to obtain at least 30 and no more than 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 who are exceptionally strong academically are eligible to take a supplementary course(s) which would cause them to surpass the semestrial 36-credit limit. Supplementary courses are optional and are awarded ECTS credits; however, the ECTS credits obtained through the completion of such courses do not count towards the credits required for graduation or progression from one year to another. The Bachelor Program Office adjudicates supplementary course requests for students entering their first year, while in subsequent years, the Academic Council does so. Students who commit to taking supplementary courses must complete the entire course and a final grade will appear on their transcript; in extraordinary cases, students may file a request with the Bachelor Program Office explaining the reasons why the final grade should be omitted fromtheir transcript.

The degree is only awarded if a student attains 180 ECTS credits over the course of six (6) semesters.

Each of the Program's subject pillars (*i.e.* mathematics, physics, computer science and economics) is represented by an academic adviser, 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). Students may undertake this semester at a partner institution via the Official Student Exchange Program, or at another institution via an Independent Student Exchange Program. In either case, students' academic plans must be approved by the Student Exchange Committee composed of the following:

- the Vice Provost for Education,
- the Dean of the Bachelor Program,
- the Bachelor Program Head of Personal Development,
- Bachelor Program Student Exchange Academic Advisers,
- 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.

The application process for the semester abroad begins in earnest at the end of semester 3. In order to be eligible to participate in the application process for the semester abroad, students must have obtained at least 90 ECTS credits by the end of semester; though, students also need at least 120 ECTS credits at the end of semester 4 to be able to go abroad. Furthermore, students must also have a cumulative GPA of at least 3.0 (overall B average) to be eligible to participate in the application process and the ensuing semester abroad (see Articles 6.1 and 22 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.

4. Internships

Internships are an optional component of the Bachelor Program's academic curriculum. Students are charged with locating their own internship(s), which typically take place over the summer months after courses end (*i.e.* approximately July 1 to September 1). Internships can take place domestically 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 requirement 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.

4.1-Definitions

Each student completing an internship are assigned the following:

- **Internship Supervisor** (référent): this individual assigned to a student by the Bachelor Program Office who will 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 daily 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.

4.2. 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 tab in the digital working environment currently used (*e.g.* ENEX NG). At that point, the student must complete the internship section in the digital working environment currently used in order for École Polytechnique to conclude an internship agreement with the hiring company/organization. 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. École Polytechnique uses an online tool via ENEX NG to obtain electronic signatures from each signatory via their personal email address. Once the internship agreement has been signed, each signatory receives an electronic version of it. At this point, students must print the signed internship agreement from the digital working environment (*e.g.* ENEX NG) and must submit it, in-person, to the Officer in charge of internship follow-ups in the SOIE Office (Stages, Orientation, Insertion Professionnelle et Relations Entreprises).

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.

4.3. Internship Assessment

A student may request that their internship appear on his/her transcript. This must be submitted in writing to the 1st, 2nd, or 3rd Year Officer, depending on which year the internship takes place (*e.g.* an internship which takes place during the summer between years 1 and year 2 can appear on the 1st year transcript). The minimum requirement for an internship to appear on a transcript is that the work experience takes place on a full-time basis (at least 35 hours per week) over at least 4 weeks.

Regardless of whether an internship appears on a student's transcript, the student must submit an internship report to the Bachelor Program Office, unless otherwise exempted. The student should also share his/her internship report with his internship and site supervisors.

Should a student wish to have this experience appear on his/her transcript, s/he must subsequently also present

an overview of their experience to the Internship Review Committee composed of two individuals, usually one representative from the Personal Development Team and another from the Bachelor Program Office. The Committee may also invite a guest from the Career Center (SOIE).

While no grade or ECTS credits are assigned to the internship experience, the Internship Review Committee is charged with approving the student's request to have the internship experience appear on his/her transcript, and also provides feedback to the student on his/her report and presentation.

Guidelines related to the internship report and the internship presentation will be communicated to students by the Bachelor Program Office.

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 and two reference letters. 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 Committee

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 Dean of the Bachelor Program or his/herrepresentative,
- the Director ofMilitary Training and Personal Development, or their representative
- a representative from either the Department of Pure Mathematics and from the Department of AppliedMathematics,
- a representative from either the Department of Physics and the Department ofMechanics,
- a representative from the Department of Economics,
- a representative from the Department of Computer Science.

Non-mandatory members acting in an advisory capacityare:

- a representative fromthe Department ofMarketing and International Relations,
- a representative from the École Polytechnique AlumniAssociation
- a representative from the École PolytechniqueFoundation,
- the Bachelor Program Admissions Officer.

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 multiculturalenvironment.

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 admitted candidates electronically and by mail. 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 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 €1400 tuition fee deposit and a second non-refundable €1400 tuition fee 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 €1400 tuition fee deposit, the amount of the second tuition fee deposit may vary for students benefiting from tuition fee 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 fees.
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 cancelation 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 fee 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 from École Polytechnique or the Foundation (i.e. tuition fee 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.

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 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 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 Fees

Tuition fees are determined by the President of École Polytechnique and are non-refundable. Tuition 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 fees are not refunded in cases of expulsion from École Polytechnique.

A decision of the President of École Polytechnique sets the amount of the annual tuition fees.

Students are committed to paying the entirety of their annual tuition fees by October 15. Unpaid tuition fees 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 and to request transcripts/official documents, and ineligibility to take final exams. In addition, students with unpaid tuition feesare unable to progress from one year to the next; all tuition fees must be paid in full before graduation.

Students admitted with honors and who demonstrate financial need are eligible to apply for tuition fee waivers. Funds attributed to tuition fee waivers may not exceed 20% of the sum of all tuition fees 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:

- 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 the Student Diversity Center, or his/her representative
- Head of the Administration and Finance, Provost's Office, or his/her representative
- Vice-Provost for Education
- Dean of the Bachelor Program

Invited, non-voting members, include:

- Admissions Officer of the Bachelor Program
- Associate Director of the Bachelor Program
- Bachelor Program Head of Personal Development
- Head of Legal Services, or his/her representative

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 (3) years,

except if the student repeats a year. The student who repeats a year loses the benefit of the tuition-fee waiver for the repeated year and must then pay tuition fees in full.

Section 3
Knowledge Assessment

Article 6. Grading

1. Grading: Numeric and Letter Grades

For each course, students will receive a numeric grade (from 0 to 20) and 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 gradesmean the following:

- A+, A, A-: The course's academic objectives were surpassed
- B+, B, B-: The course's academic objectives were attained
- C: The course's academic objectives were generally attained with some persistent weaknesses
- 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).

The conversion scale for letter and number grades is as follows:

A+	≥18 - 20
A	16-17
A-	≥15
B+	≥14
B	≥13
B-	≥12
C	≥11
D	≥10
E*	≥1-9
F	0-0.99

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 11 for additional details).
*Note: Grades in the E range may be converted to an F should the academic situation more closely resemble the description of F described above.

2. Language Requirements

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 (CERFL) is required of non-Francophone students to obtain their degree.

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" CERFL 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 andCultures.

3. Specific Terms Relating to Personal Development andSports

Unless exempt by the Director of Military Training and Personal Development, playing sports is required as it is a main 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 the 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 elective assessment of the Personal Development course, contributing to enhancing commitment to the concept of personal development, is intended in that spirit.

Article 7. 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 finalexam.

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.

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 Dean 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 8. Attendance

Attendance of all classes and exams is mandatory. Absence from and tardiness to class may adversely affect coursework results in accordance with the penalties specified in course outlines. More specifically, three unexcused absences in courses with small groups such as tutorials, labs, seminars, as well as sports and language classes will result in a maximum coursework grade of C or 11. Absences and tardiness may be further penalized by the Academic Council.

All absences must be justified. The Bachelor Program Office is charged with validating the authenticity of the documentation provided to justify absences from class and/or exams.

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

Article 9. 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 which will transmit it to the Disciplinary Committee which will use the evidence to establish the facts of the situation. The invigilator shall immediately 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 results in prosecution before the Disciplinary Committee. In cases in which plagiarism, cheating or attempted cheating is proven, consequences may range from receiving a 0 or F on the coursework concerned, to expulsion from the Bachelor Program.

Article 10. 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 provide 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 5 (Grading). Students who fail the make-up exam are, like other students, eligible to participate in remedialexams.

Article 11. 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 and F).

When a student passes a remedial course, s/he can only receive a maximum number grade of 10 and a letter grade of D, 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 12. Promotion

Degree conferral requires 180 ECTS credits. 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 60 ECTS credits. Nevertheless, conditional promotion may be permitted when a student obtains at least 56 ECTS credits. In such instances, the missing ECTS credits shall be obtained either through remedial or additional courses in the following academic 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: promotionto Year 2, double major and minor selections pending review by the Academic Council/ Student Progression Committee;
  - Upon completion of between 56 and 59 ECTS credits: situation reviewed

by the Academic Council/Student Progression Committee; possibility of conditional promotion with the obligation to make up the missing ECTS credits during Year 2, otherwise, potential readmission to Year 1;
– Upon completion of 55 ECTS credits or fewer: situation 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 between 116 and 119 ECTS credits: situation reviewed by the Academic Council/Student Progression Committee; possibility of conditional promotion with the obligation to make up the missing ECTS credits during Year 3, otherwise, potential readmission to Year 2;
– Upon completion of 115 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: degreeconferred;
– Upon completion of 179 ECTS credits or fewer: situation reviewed by the Academic Council / Student Progression Committee.

Students who were conditionally promoted to Year 2 (*i.e.* they completed 56 to 59 ECTS credits), as well as 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 has the authority to provide an exception to this rule.

Article 13. 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 him/her and communicated to the student concerned.

2. AAppeal of a Decision of the Student Progression Committee

In the event of an appeal against the decision of the Student Progression 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 14. 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)
- 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 15 – 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 Bachelor Program Disciplinary Committee, which meets on the recommendation of the Bachelor Program Academic Council, once the student concerned has been heard.

Section 4
Bachelor Program Academic Council

Article 16. Organization and Membership

Members of the Bachelor Program Academic Council are:

- the Vice Provost for Education,
- the Dean of the Bachelor Program,

- the Bachelor Program Head of Personal Development,
- Bachelor Program AcademicAdvisers,
- Bachelor Program first-, second- and third-yearofficers,
- the Manager of AcademicRecords,
- 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 17. 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, 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 adviser 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 Committee

Article 18. Organization and Membership

The Student Progression Committee's voting members are:

- the Provost,
- the Vice Provost for Education,
- the Dean of the Bachelor Program,
- Bachelor Program AcademicAdvisers,
- the Director of Military Training and PersonalDevelopment.

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 Committee. Its membership is extended to the following members, acting in advisory capacity:

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

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

Article 19. Role of the Student Progression 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 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 Student Progression 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 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 Committee are prepared under the supervision of the chairperson who signs them. The Bachelor Program Office undertakes the secretarial duties of the Student Progression Committee.

Section 6
Bachelor Program Disciplinary Committee

Article 20. Organization and Membership

The voting members of the Disciplinary Committee are:

- the DirectorGeneral,
- the Director of Military Training and PersonalDevelopment,
- Bachelor Program academic advisers,
- the Provost or Vice Provost for Education,
- the Dean of the Bachelor program.

It is chaired by the Director General or by the Director of Military Training and Personal Development in his/her absence.

A preliminary committee meets before the Disciplinary Committee. Its membership is extended to the following members, acting in an advisory capacity:

- the Bachelor Program Head of Personal Development,
- the Head of Legal Affairs or his/her representative,
- student representatives.

Article 21. Role of the Disciplinary Committee

The Disciplinary Committee meets at the request of the Bachelor Program Academic Council to examine any failure to comply with École Polytechnique's Rules and Procedures, or the rules and procedures set out in the Bachelor Program Handbook and/or the Student Code of Conduct, and more generally for any

misconduct. The Disciplinary Committee may impose sanctions on disciplinary grounds, which can extend to permanent expulsion of the student concerned.

The minutes of the Disciplinary Committee are prepared under the supervision of the chairman who signs them.

Section 7
Grade Transcript and Degree

Article 22. 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 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.

At the end of the Program, the student is awarded École Polytechnique Bachelor of Science, 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:

- Cumlaude
- Magna cumlaude
- Summa cumlaude

These distinctions are awarded by the Student Progression 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.

Revised:
November 2017
March 2018
July 2018
October 2018